

Broadland Cabinet

Agenda

Members of the Broadland Cabinet

Cllr Shaun Vincent (Chairman) Policy

Cllr Trudy Mancini-Boyle (Vice-Chair) Finance

Cllr Jo Copplestone Economic Development

Cllr Jonathan Emsell Transformation and Organisational Development

Cllr Judy Leggett Environmental Excellence

Cllr Fran Whymark Communities, Housing and Planning

Date & Time:

Tuesday, 21 March 2023 at 6.00 pm

Place:

Council Chamber - Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, NR7 0DU

Contact:

James Overy, tel (01603) 430540

Email: committee.bdc@southnorfolkandbroadland.gov.uk

Website: <http://www.southnorfolkandbroadland.gov.uk/>

Public Attendance:

This meeting will be live streamed for public viewing via the following link:

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.bdc@southnorfolkandbroadland.gov.uk, no later than 5.00pm Thursday, 16 March 2023.

AGENDA

1. **Declarations of Interest** (Pages 5 - 6)
To receive declarations of Interest from Members (guidance attached).
2. **Apologies for absence**
To report apologies for absence from members.
3. **Minutes** (Pages 7 - 14)
To confirm the minutes from the meeting of the Cabinet held on 7 February 2023, and to consider any matters arising.
4. **Public Speaking**
To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public.
5. **Representations from Non-Cabinet Members**
To receive the views from non-Cabinet Members on items on this agenda. Members are reminded to advise the Leader if they wish to attend and speak at the meeting.

In accordance with the Constitution a period of 3 minutes is allowed per non-Cabinet Member.
6. **Overview and Scrutiny Committee**
Cabinet will be advised of the views expressed by the Committee at its meeting on 14 March 2023 in relation to items on this agenda.
7. **Communities, Housing and Planning Policy Development Panel** (Pages 15 - 20)
To receive the Minutes of the meeting held on 8 February 2023.
8. **Environmental Excellence Policy Development Panel** (Pages 21 - 24)
To receive the Minutes of the meeting held on 9 February 2023.
9. **Peer Challenge Action Plan Progress** (Pages 25 - 42)
10. **Greater Norwich Five-Year Infrastructure Investment Plan and Annual Growth Programme** (Pages 43 - 152)
11. **Norfolk Recreational Impact Avoidance and Mitigation Programme Governance** (Pages 153 - 158)

12.	Council Tax (2nd Homes) Premium	(Pages 159 - 164)
13.	Adoption of Updated Regulation of Investigatory Powers Policy	(Pages 165 - 188)
14.	Forward Plan	(Pages 189 - 192)
15.	Exclusion of the Press and Public The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.	
16.	Street Lighting Business Case	(Pages 193 - 204)

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DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.

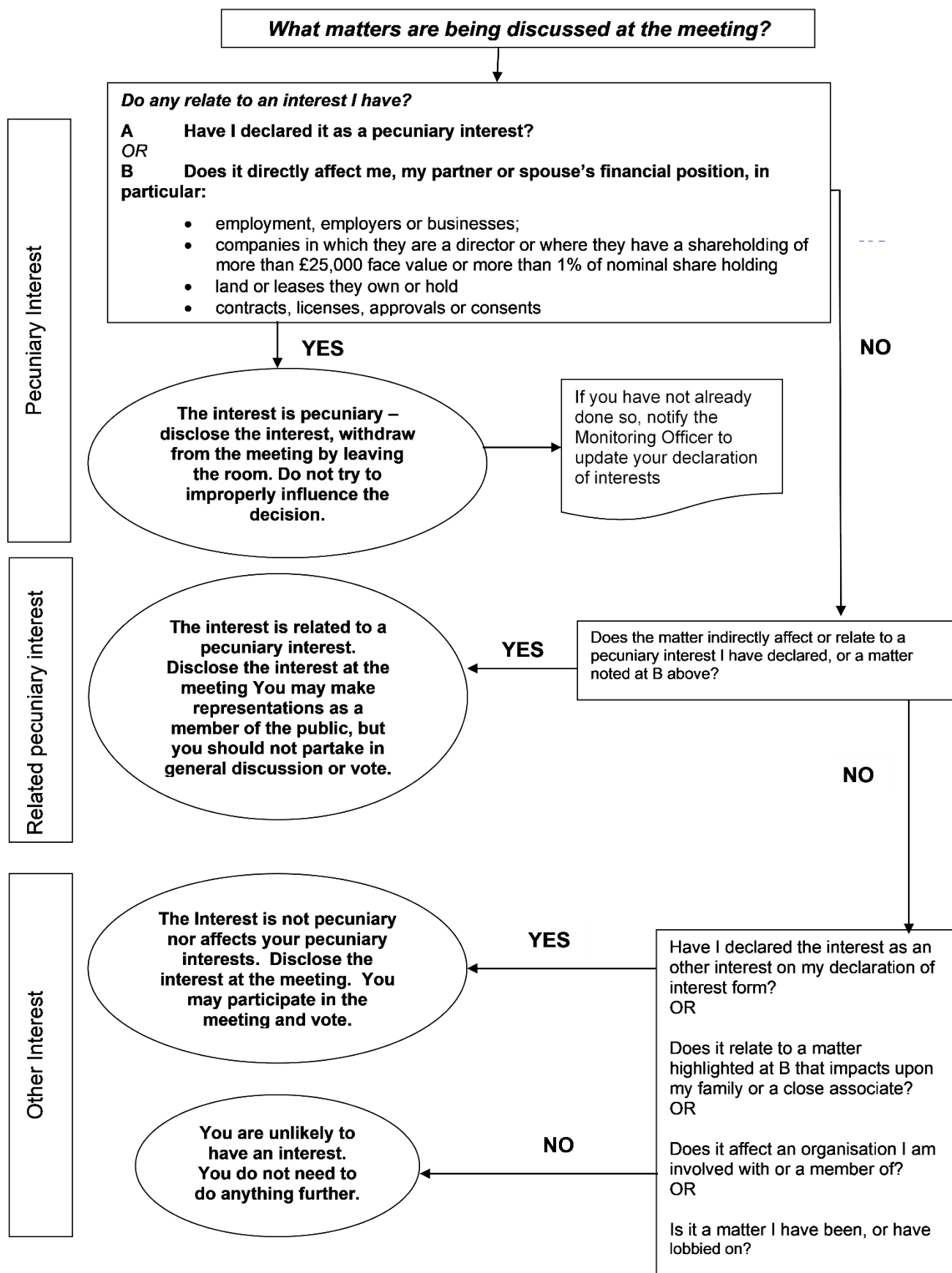
Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





BROADLAND CABINET

Minutes of a meeting of the Broadland Cabinet of Broadland District Council, held on Tuesday, 7 February 2023 at 6.00 pm.

Committee Members Present: Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chair), J Copplestone, J Emsell, J Leggett and F Whymark

Also in Attendance: Officers in Attendance: Councillors: S Holland and M Murrell
T Holden (Managing Director), D Lorimer (Director of Resources), P Courtier (Director of Place), J Sutterby (Director of People and Communities), E Hodds (Chief of Staff (Monitoring Officer)), R Fincham (Assistant Director of Finance), N Howard (Assistant Director for Regulatory), H Mellors (Assistant Director of Planning), Banham, Finch (Senior HR and OD Lead), L Chant (Food, Safety and Licensing Team Manager), Larter (Growth Delivery Manager) and J Overy (Democratic Services Officer)

80. MINUTES

The minutes of the meeting held on 10 January 2023 were confirmed as a correct record.

81. REVENUE BUDGET AND COUNCIL TAX 2023/24

The Assistant Director for Finance introduced the report, which set out the proposed Revenue Budget and Council Tax for 2023/24.

Cabinet was advised that the key message for this budget was that the Government settlement had been slightly better than expected with all councils receiving an increase of at least three percent in their core spending power. Even so, this would not be enough to keep up with the inflationary pressures in areas such as staffing costs, waste collection, energy prices and temporary accommodation, which the Council faced.

However, despite these pressures the efficiencies being implemented by the Council would ensure that no draw on general fund reserves was required for a balanced budget and Council Tax could be kept at the current level of £129.91. It was also proposed that there be no change in special expenses for street lighting for 2023/24.

In an update to the report Cabinet was advised that the final Government Settlement had been received. This had shown an increase in the Service Grant of £4,598 and a reduction in the Funding Guarantee Grant of the same amount, so overall the funding position of the Council was as set out in the report.

The Portfolio Holder for Finance noted the very difficult financial climate, but that despite this Broadland had one of the lowest levels of Council Tax in Norfolk and was the only local authority to freeze Council Tax for the last two years. She also noted the gap in the Medium-Term Financial Plan, but she remained confident that this could be addressed through efficiencies and savings. She also stated that the approach taken by Cabinet was to work on the basis of not wanting to increase Council Tax. She thanked her fellow Portfolio Holders and the Finance Team for putting together the budget and proposed the recommendations in the report with an amendment to recommendation one to take account of receipt of the finalised Local Government Finance Settlement.

The Leader concurred with this view and noted that this demonstrated how proactive the Council had been in setting strategies that placed it in such a good financial position.

Following a show of hands, it was:

RECOMMENDED TO COUNCIL

1. The approval of the 2023/24 base budget.
2. That the Council's demand on the Collection Fund for 2023/24 for General Expenditure shall be £6,252,179, and for Special Expenditure shall be £121,962.
3. That the Band D level of Council Tax be £129.91 for General Expenditure, and £2.53 for Special Expenditure.
4. Changes to the proposed fees and charges as set out in section 5.

RESOLVED

To note:

1. The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report.
2. The Medium-Term Financial Strategy projections.

Reasons for Decision

The report was a factual account

82. CAPITAL STRATEGY AND CAPITAL PROGRAMME 2023/24 TO 2027/28

The Capital and Treasury Accountant introduced the report, which detailed the Council's proposed Capital Budget for 2023/24 and the Capital Programme to 2027/28.

The Capital Programme totalled £25.3m over the next five years. Expenditure for the programme would be funded from reserves, grant funding and capital receipts. There would be no requirement to borrow to fund the programme.

Budgets included works to the waste depot, the purchase of properties for temporary accommodation and £7m for loans to fund Broadland Growth Ltd developments.

The Portfolio Holder for Finance informed the meeting that the Council was in a good position to fully fund a number of significant projects during these difficult times. In particular she looked forward to seeing projects progressed through Broadland Growth Ltd.

The Leader noted the ambitious projects scheduled in the Capital Programme, which would serve to enhance the District going forward.

Following a show of hands, it was unanimously:

RECOMMENDED TO COUNCIL

To approve:

1. The Capital Strategy (***Appendix A in the Cabinet Agenda***); and
2. The Capital Programme for 2023/24-2027/28 (***Appendix B in the Cabinet Agenda***).

Reasons for Decision

The report was a factual account.

83. TREASURY MANAGEMENT STRATEGY STATEMENT 2023/24

The Capital and Treasury Accountant introduced the report, which set out the Council's approach to the management of its borrowings, investments and cash flows.

The Strategic Statement was required to be approved annually by Council. There had been no major changes for 2023/24, but revised Treasury Management and Prudential codes published by the Chartered Institution of Public Finance and Accountancy had been incorporated for the first time.

The new codes emphasised that any authority borrowing should be for local projects, rather than for purely commercial ventures. This was not an issue for the Council, as the Council was not proposing any purely commercial ventures and no borrowing would be required to fund the Capital Programme.

Members were advised that the three key treasury management principles remained security, liquidity and yield.

The Portfolio Holder for Finance noted the increase in return on investments, which was the positive aspect of inflation and that there had been no breach of prudential indicators, no need to borrow and that the Council's investments remained ethically sound.

The Leader noted the very healthy financial position, which emphasised the strength of the Council.

Following a show of hands, it was unanimously:

RECOMMENDED TO COUNCIL

To approve:

1. The Treasury Management Strategy Statement 2023/24;
2. The Treasury Management Policy Statement 2023/24; (***Appendix 1 in the Cabinet Agenda***)
3. The Annual Investment Strategy 2023/24; (***Appendix 2 in the Cabinet Agenda***)
4. The Treasury Management Practice (TMP1); (***Appendix 3 in the Cabinet Agenda***)
5. The Treasury Management Scheme of Delegation; (***Appendix 4 in the Cabinet Agenda***)
6. The Prudential Indicators; (***Appendix 5 in the Cabinet Agenda***)
7. The Minimum Revenue Provision (MRP) Statement. (***Appendix 6 in the Cabinet Agenda***)

Reasons for decision

The report was a factual account.

84. COUNCIL TAX ASSISTANCE SCHEME 2023/24

The Housing and Benefits Manager introduced the proposed Council Tax Assistance Scheme 2023/24, which would reduce Council Tax bills to more affordable levels for low-income households.

It was explained that the Council was required by the Government to review the scheme on an annual basis. However, there were no changes proposed for 2023/24, as a comprehensive review had been undertaken last year to increase the efficiency of the assessment and future-proof the scheme in the face of the

introduction of Universal Credit.

The Portfolio Holder for Finance acknowledged that there was no requirement to change the scheme at this stage and emphasised that the Council had a discretionary Hardship Fund to provide financial assistance for residents in need.

Following a show of hands, it was unanimously:

RESOLVED TO RECOMMEND COUNCIL

To approve the Council Tax Assistance scheme for 2023/24.

Reasons for decision

To ensure that the Council continued to provide support to residents in need.

85. HEALTH AND WELLBEING PARTNERSHIPS FUNDING DELEGATIONS

The Health and Wellbeing Partnership Officer introduced the report, which proposed approval of delegations to accept and distribute funding for the Broadland Health and Wellbeing Partnership.

The Broadland Health and Wellbeing Partnership was part of the structure of the Integrated Care System that had been established in 2022. The Partnership was chaired by the Portfolio Holder for Communities, Housing and Planning and brought together colleagues from local government, health services, voluntary, community and social enterprise organisations and other partners, to focus on improving the health and wellbeing of residents in the District.

Norfolk County Council had provided £300,950 in Covid Recovery Funding for the Partnership. Delegation of this funding had already been given to the Director of People and Communities and the relevant Portfolio Holder, under existing COVID delegations and this money had been allocated to a number of wellbeing initiatives by the Partnership.

In addition, Adult Social Care had now allocated £82,000 of recurring funding from the Better Care Fund to further its wellbeing objectives. However, before this money could be released authority was required to spend and allocate the funding, as intended.

A further finding stream of £204,750 across two years from Norfolk Public Health was expected for the Partnership in April 2023.

The Portfolio Holder for Communities, Housing and Planning noted how successful the Partnership had been and the importance of its work in delivering projects going forward. He also proposed amending recommendations one and two to ensure greater financial transparency by delegating authority to the Section 151 Officer, in consultation with the Portfolio Holder for Finance, rather than the Director for People and Communities and the Portfolio Holder for Communities, Housing and Planning. He also proposed accepting the recommendation from the Overview and Scrutiny Committee that regular reports be made to the

Committee on the activities and spending of the Partnership.

The Managing Director emphasised that the changes to the scheme of delegation would bring the funding streams in line with the others that related to the Partnership and that the Council was only the holder of this funding pot, which was then allocated by the Partnership.

Following a show of hands, it was unanimously:

RESOLVED

1. To delegate authority to accept moneys offered to Broadland District Council by the Health and Wellbeing Partnerships to the Section 151 Officer, in consultation with the Portfolio Holder for Finance.
2. To delegate the spend of any Health and Wellbeing Partnership money allocated to Broadland District Council to the Section 151 Officer, in consultation with the Portfolio Holder for Finance.
3. Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being made to the Overview and Scrutiny Committee.

Reasons for decision

To facilitate the receipt and allocation of funding by the Health and Wellbeing Partnership.

86. FORWARD PLAN

Members considered the latest version of the Council's Forward Plan.

87. EXCLUSION OF THE PRESS AND PUBLIC

The Committee passed a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

88. EXEMPT MINUTES

The exempt minutes of the meeting of Cabinet held on 10 January 2023 were agreed as a correct record.

(The meeting concluded at 6.55 pm)

Chairman

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COMMUNITIES, HOUSING, AND PLANNING POLICY DEVELOPMENT PANEL

Minutes of a meeting of the Communities, Housing and Planning Policy Development Panel of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Wednesday 8 February 2023 at 6pm.

Committee Members Present:	Councillors: J Ward (Vice-Chairman in the Chair), N Brennan, A Crotch, N Harpley, E Laming, D Thomas
Also present	Councillor: F Whymark (ex-officio)
Apologies for Absence:	Councillors: M Murrell, J Neesam
Officers in Attendance:	The Place Shaping Manager (P Harris) and the Democratic Services Officer (D Matthews)
Also in attendance:	The Active Travel Team Leader – Norfolk County Council (E Parnaby)

10 DECLARATIONS OF INTEREST

No declarations of interest were made.

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Murrell and J Neesam.

12 MINUTES

The minutes of the meeting held on 4 January 2023 were agreed as a correct record and signed by the Chairman.

13 COUNTYWIDE LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN OVERVIEW

The Active Travel Team Leader, Edward Parnaby, Norfolk County Council introduced the report about the Local Cycling and Walking Infrastructure Plan (LCWIP) for Norfolk. Norfolk County Council (NCC) were working in partnership with local authorities to create the LCWIP to help identify and prioritise short, medium and long-term active travel infrastructure schemes which would enable increased levels of cycling, walking and wheeling in the county. LCWIP's would support the Government's ambition for 50% of all journeys in towns and cities to be walked or cycled by 2030. Mr Parnaby took members through a presentation, a copy of which was included within the agenda papers for the meeting. He explained that the creation of the LCWIP was important in helping to secure Government funding for this work. The County's track record in delivering such schemes was also taken into account. Similar Plans had already been created in Kings Lynn, Greater Norwich and Great Yarmouth. The key outputs from the creation of the LCWIP would be the creation of a network plan and identification of priority routes, a prioritised programme of infrastructure improvements for the short, medium and longer term and the production of a report setting out the analysis carried out to support the improvements and growing network. Mr Parnaby went on to outline the 6 stages involved in the preparation of the Plan and that the County Council were now at stage 5 – prioritising improvements following the identification routes. This phase included a 6 week period of public and stakeholder engagement which was due to commence in March 2023.

Members were advised that 4 areas in Broadland had been identified for proposals: Aylsham, Acle, Reepham and Wroxham & Hoveton and Mr Parnaby took members through each of the proposals. He also made reference to the various planning, transport, environment and air quality and public health policies which had informed the work to date. An earlier public engagement exercise to gauge views on the proposals and identify barriers to cycling had been undertaken which had also informed the proposals and a number of sites had been visited. A significant and substantial amount of work had been undertaken to arrive at the current stage.

The public and stakeholder engagement proposals included an online survey in addition to approximately 7 public events which would be held across the County including one in Wroxham.

Discussion then took place during which Mr Parnaby answered questions from members. It was suggested that existing routes could be better utilised if they were upgraded and existing paths could be better connected. A concern was also raised about safety of users on woodland or remote routes and around crossings such as the NDR. Mr Parnaby explained that the detailed proposals as to how the existing network would be upgraded/connected were still to be finalised and user safety would be considered and appropriate measures put in place where possible. Some potential solutions such as cameras and lighting needed careful examination. Mr Parnaby undertook to establish if any safe street organisations had been involved in the engagement already undertaken.

A member commented that local running/cycling groups were a valuable resource with much local knowledge.

A comment was made that some of the maps used in the plan were overly annotated and the colouring was not always clear to all users. Mr Parnaby acknowledged this comment and added that the maps did include a narrative relating to each route and efforts would be made to ensure the documents were as accessible as possible. In response to a comment about pedestrian zones, Mr Parnaby confirmed that any proposed pedestrian zones would encourage pedestrian priority over other traffic but not exclude vehicles.

In welcoming the proposals, a member commented that they felt the proposals did not go far enough and a greater vision would be welcomed. The also commented that some current cycle ways were very difficult to negotiate – even by experienced cyclists and they hoped any new/improved schemes would be designed for easier use. The member also asked about the methods for evaluating and measuring the use of the new and improved routes. They felt the Government's target to achieve 50% of all journeys to be walked or cycled by 2030 was very ambitious. Mr Parnaby stated that work was well underway on other schemes with funding in place and the current proposals were progressing well. Data gathering was a challenge, but it was hoped to utilize some of the funding available to develop improved data collection. The County Council would be held to account for the scheme and would be required to demonstrate outcomes by way of independent review by the University of East Anglia.

Members thanked Mr Parnaby for his presentation and expressed their support for the proposals.

It was unanimously

RESOLVED

To receive the overview of the Countywide Local Cycling and Walking Infrastructure Plan ahead of the 6-week public engagement exercise.

14 GREATER NORWICH 5 YEAR INFRASTRUCTURE INVESTMENT PLAN AND ANNUAL GROWTH PROGRAMME

Members considered the report of the Place Shaping Manager which set out

- The draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2023 to 2028. The five year plan included: a progress report on previously approved projects; proposals for new projects to be funded by pooled Community Infrastructure Levy (CIL) in 2023/24, otherwise known as the 2023/24 Annual Growth Programme (AGP); updated forecasts of CIL income; and, information on future project priorities.
- Proposals for three amendments to the existing Infrastructure Investment Fund (IIF) procedures/practice.
- A proposed deed of variation to be agreed to the Greater Norwich Partner Drawdown and Borrowing Authorisations agreement to enable delivery of the Long Stratton Bypass.

It was noted that, in accordance with the CIL pooling arrangements for Greater Norwich's Infrastructure Investment Fund, each of the three CIL charging authorities: Broadland District Council; Norwich City Council; and, South Norfolk Council needed to separately agree to the recommendations for them to take effect.

The Place Shaping Manager explained that the new projects needed to be ready to come forward and be fully evaluated in terms of delivering significant infrastructure across the area. New projects for this year included one scheme in Broadland but the district had benefitted from a number of schemes the previous year.

He also explained the changes proposed to the scheme to create 2 new categories to the Infrastructure Investment Fund - the Major infrastructure Projects and Match Funding – which would remove the restrictions in supporting key strategic pieces of major infrastructure which might not previously had been eligible as they were not ready to proceed in the next financial year. Eligible schemes could be put forward at any point in time and subject to being fully evaluated could then be earmarked for funding. With regard to match funding, the proposal was to create a ring fenced pot of money within the IIF which could be allocated to major projects as match funding when applying for other significant government grants. The match funding pot would be overseen by the Greater Norwich Growth Board under delegated authority from the district partners.

With regard to education funding allocations from the IIF, a change was being proposed to allow Norfolk County Council to utilise CIL funding in whole or in part to repay NCC's own borrowing used to underwrite future shortfalls of funding to safeguard the medium to long term school capital programme.

With regard to the proposed deed of variation to the Greater Norwich Partner Draw-down and Borrowing Authorisations agreement, the Place Shaping Manager explained that this would enable the agreed Long Stratton Bypass loan to be added as originally intended.

Discussion then took place during which a member raised concerns about the proposals. They commented that the existing agreements had been in place for a number of years and questioned why was there a need to now change the arrangements. They feared this may tie up funds on long term major infrastructure projects, potentially road projects such as the western link, with less money available for smaller, more local infrastructure.

The Place Shaping Manager responded that there needed to be a balance of funding smaller and larger infrastructure projects and the existing scheme had limitations in the ability to support larger infrastructure projects. He was not aware that any large scale projects had as yet been identified. The levels of funding made available would be determined by each partner council and major projects such as the western link were likely to be more costly than the limit proposed for the new scheme (£4m) and would warrant a separate arrangement.

In response to a comment that the funding allocated for the Sloughbottom Park project appeared low by comparison to other schemes, the Place Shaping Manager explained that other sources of funding were being explored which were likely to meet most of the costs. CIL funding tended to be used as a final step in fulfilling a funding gap. Any variations in funding allocated would need to be approved by partner councils.

Members then voted on the recommendations and it was with 4 members voting for, 1 against and 1 abstention,

RESOLVED

To recommend that Cabinet

- a) Approves the Draft Five year Infrastructure Investment Plan 2023-28 and the proposed 2023/24 Annual Growth Programme, including:
 - i) The introduction of two new categories to the Infrastructure Investment Fund, Match Funding and Major Infrastructure Projects;
 - ii) That Education funding allocations from the Infrastructure Investment Fund can be used in whole or in part to repay Norfolk County Council's borrowing, on condition that it is used to support the delivery of a Schools Capital Programme that is ring fenced to the Greater Norwich area, and that annual programme delivery and budget updates are reported to the GNGB;
- b) Agrees to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for Planning, Communities and Housing to finalise and sign any such variation.

15 NORFOLK RECREATIONAL IMPACT AVOIDANCE AND MITIGATION (RAMS) PROGRAMME GOVERNANCE

Members considered the report of the Place Shaping Manager which sought agreement to the proposed organisational structure to enable the effective and efficient implementation and delivery of the Norfolk Recreational Avoidance and Mitigation Strategy (RAMS).

The Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GIRAMS) had been prepared by the 8 Local Planning Authorities of Norfolk in conjunction with Norfolk County Council to deliver the mitigation necessary to avoid adverse effects from the 'in-combination' impacts of residential development forecast to be delivered across Norfolk until 2038 at internationally designated sites.

Each of the Norfolk Authorities had now adopted the Norfolk GIRAMS and were now collecting relevant RAMS contributions from qualifying development.

The implementation and delivery of the Norfolk RAMS programme would require a coordinated approach, with developer contributions being directed to deliver joint, cross boundary mitigation projects to protect the affected Habitat sites. In order to effectively and efficiently manage such a programme, it was proposed to:

- 1) establish an overseeing Member programme board made up of Members of the contributing authorities;
- 2) appoint a RAMS Delivery Officer hosted by Norfolk County Council; and,
- 3) authorise Norfolk County Council to act as the Accountable Body for the delivery of the Norfolk RAMS.

The proposals had been discussed and agreed as the best way forward by the Norfolk Strategic Planning Forum.

In response to a question, the Place Shaping Manager confirmed that the full details of any agreement were still to be prepared but that he expected that they would include a withdrawal clause should the need arise.

Members then voted on the recommendations and it was, with 5 members voting for, 1 abstention,

RESOLVED

To recommend that Cabinet

1. Agrees for Norfolk County Council to act as the Accountable Body for the Norfolk Recreational Avoidance and Mitigation Strategy (RAMS), to include agreement for RAMS tariff contributions received by Broadland District Council to be transferred to and held by Norfolk County Council in accordance with this responsibility;
2. Agrees to establish a Norfolk RAMS Board comprising representative from each of the Norfolk Authorities to oversee the operation of Norfolk County Council as Accountable Body;
3. Delegates authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise any partnership legal agreement and Terms of Reference related to recommendations 1 and 2.

(The meeting concluded at 7.12pm)

Chairman



BROADLAND ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL

Minutes of a meeting of the Broadland Environmental Excellence Policy Development Panel of Broadland District Council, held on Thursday, 9 February 2023 at 6.00 pm.

Committee Members Present: Councillors: K Kelly (Chairman), N Brennan (Vice-Chair), D Britcher, J Davis, J Fisher, G Nurden and J Ward

Apologies for Absence: Councillors: A Crotch

Cabinet Member in Attendance: Councillor: J Leggett

Officers in Attendance: N Howard (Assistant Director for Regulatory) and J Hammond (Democratic Services Officer)

16. DECLARATIONS OF INTEREST

No declarations of interest were received.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Crotch.

18. MINUTES

The minutes of the meeting held on 8 December 2022 were confirmed as a correct record and signed by the Chairman.

19. REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY

The Assistant Director for Regulatory introduced the report, which sought approval to adopt the proposed updated Regulation of Investigatory Powers Act (RIPA) Policy.

Members were informed that the Council conducted a range of investigatory activities for which it last updated its Regulation of Investigatory Powers Policy in 2015. The policy now required updating to reflect both legislative and organisational changes. The amended RIPA Policy also updated officer details and responsibilities relating to:

- Senior Responsible Officer, position held by the Assistant Director for Regulatory
- RIPA Coordinator, position held by the Community Safety Interventions Lead
- Appointment of officers to grant authorisations under Sections 28 and 29 of RIPA
- Authorising officers to present RIPA cases to justices of the peace under Section 223 of the Local Government Act 1972

The proposed updated Policy aimed to ensure that any surveillance activities undertaken by the Council were compatible with the human right to privacy by ensuring compliance with the requirements of RIPA, the Investigatory Powers Act 2016 (IPA), the European Convention on Human Rights and the Human Rights Act 1998. Members were advised that officer guidance was being prepared to support the updated RIPA Policy going forward. Covert surveillance falling under the Acts that may be authorised by local authorities was restricted to:

- Directed surveillance
- The use of covert human intelligence sources (e.g. undercover officers or informants).

The Assistant Director for Regulatory explained that the Council did not plan to undertake covert surveillance, if it was needed for a specific case the Council would engage Trading Standards to carry out the surveillance.

- Communications data (e.g. telephone calls, email, social media, website communication, etc)

The Investigatory Powers Commissioner's Officer (IPCO) and the Investigatory Powers Tribunal (IPT) were responsible for providing independent oversight over how covert activities were used under both RIPA and IPA.

One member highlighted that third party contractors may be required to carry out RIPA activity on behalf of the Council, for example the Anglia Revenue Partnership (ARP) investigating benefit fraud. It was queried whether these contractors would have to abide by the Council's RIPA Policy. The Assistant Director for Regulatory explained that contractors such as the ARP would have their own RIPA Policies in place. It would be for the Council to put controls in place as part of the contract to ensure alignment of policies.

Members highlighted that the wording regarding the expiration or cancellation of authorisations from Justices of the Peace or Magistrates was not clear, as it implied that authorisations could not expire, only be cancelled. The Assistant Director for Regulatory clarified that this related to instances when the authorised activity was no longer required. The authorisation needed to be cancelled when no longer required as it did not automatically expire before the duration set by the JP/Magistrate. He agreed to review the wording and make it clearer where possible.

Regarding CCTV cameras on waste vehicles, members queried how this impacted a person's expectation of privacy in a public place. The Assistant Director for Regulatory explained that as the CCTV on the waste vehicles was not intended for investigatory surveillance, but to ensure safety, it did not fall under the RIPA Policy. He confirmed that recordings were not retained unless a significant incident had occurred. Members further questioned whether recordings would fall under RIPA if they were used in a complaint, e.g., if a bin was not emptied. The Assistant Director for Regulatory advised members that the recording would not fall under the RIPA Policy even if used for a purpose it was not intended for.

One member questioned the impact of the RIPA Policy on elected members carrying out their role in the community. Members were assured the duties they carried out as local representatives did not fall under RIPA guidelines.

It was then

RESOLVED

To recommend to Cabinet that it approves, with any necessary amendments, the proposed Regulation of Investigatory Powers Policy and Guidance and agrees to adopt the Policy and Guidance.

(The meeting concluded at 6.44 pm)

Chairman

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Cabinet
21 March 2023

PEER CHALLENGE ACTION PLAN PROGRESS

Report Author: Emma Hodds
Chief of Staff
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Portfolios: Policy

Wards Affected: All

Purpose of the Report:

The purpose of this report is to provide an update on progress that has been made since the Peer Challenge took place in July 2022.

Recommendations:

1. Endorse the progress that has been made since the Peer Challenge in 2022.

1. Summary

- 1.1 Broadland District Council and South Norfolk Council invited the Local Government Association (LGA) to hold a Peer Challenge between the 11 and 15 July 2022. Following the Peer Challenge, the Peer Team developed a feedback report which was brought to Cabinet in November 2022, alongside an initial proposed action plan to take the recommendations in the feedback report forwards.
- 1.2 This report provides a summary of the Peer Challenge and an overview of the progress the organisation has made since November 2022.

2. Background

- 1.3 The Peer Challenge involved a small team of Local Government Peers (Members and Officers) spending time with the Councils and with key partners to observe and engage with the work we do and to identify good practices and key areas for development.
- 1.4 The team met with the Leaders of both Councils, respective Cabinets, Chairs of Scrutiny, and hosted an open session for all Members to attend. The team also met with several external representatives including Leaders and Chief Executives from neighbouring councils, MPs, Norfolk Police, key business leads, housing associations, representatives of the voluntary sector, and the CCG.
- 1.5 The peer team considered the following five themes which form the core components of all Corporate Peer Challenges. These areas are critical to councils' performance and improvement.

- 1) **Local priorities and outcomes** - Are the council's priorities clear and informed by the local context? Are the councils delivering effectively on their priorities?
- 2) **Organisational and place leadership** - Do the councils provide effective local leadership? Are there good relationships with partner organisations and local communities?
- 3) **Governance and culture** - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
- 4) **Financial planning and management** - Do the councils have a grip on their current financial position? Do the councils have a strategy and a plan to address financial challenges?
- 5) **Capacity for improvement** - Are the organisations able to support delivery of local priorities? Do the councils have the capacity to improve?

In addition to these questions, the Councils asked the peer team to provide feedback on:

6) The joint partnership - Are South Norfolk and Broadland Council's heading in the right direction? Is the partnership delivering against priorities? What opportunities are there to go further?

1.6 Based on the Peer Teams findings, 8 recommendations were made to the Councils which are set out below:

- **Recommendation 1** - Better celebrate your innovation and best practice initiatives – you are underselling your achievements and role as place leaders.
- **Recommendation 2** - Clarify member and officer roles and responsibilities across both councils and create a culture of trust, mutual respect, confront poor behaviour and encourage challenge.
- **Recommendation 3** - Establish a clear outcome based joint vision for the partnership – political relationships are undermining the aspiration. Members from both councils need to be on board, standing together to promote the benefits you are achieving.
- **Recommendation 4** - Review the office accommodation move project - listen to the specialists, agree a realistic timeline and milestones and then communicate.
- **Recommendation 5** - Streamline processes and procedures around governance to improve officer capacity, resilience and accountability and take the partnership forward.
- **Recommendation 6** - Strengthen corporate oversight of project and programme management, performance management and transformation portfolios – empower managers
- **Recommendation 7** - Review, refresh, refine and stress test the Medium-Term Financial Strategy (MFTS) at the start of the budget process.
- **Recommendation 8** - Remember the power of consistent and timely communications

3. Current position/findings

1.7 Following the Peer Challenge, there has been positive progress in taking forward the feedback and recommendations from the Peer Team. Below is a high-level overview of the key steps Broadland and South Norfolk have taken to date:

- The senior management team held a workshop to go through the feedback from the Peer Team and start to identify key actions to take forward, including reviewing what actions were already forming part of the Delivery Plan for 22-24, and anything new we should be doing as part of the action plan
- Officers presented the report from the Peer Team and draft action plan for review to both Cabinets and Broadland Overview and Scrutiny Committee (as part of pre-scrutiny). It was agreed through this process that we would hold an all-member workshop to co-design the final action plan across both sets of members
- An all-member workshop took place in December 2022 where members had the opportunity to review and discuss the recommendations and share ideas and suggestions on the actions the Councils may wish to take against each recommendation. This in itself, is a big step forward for the Councils

as it was the first joint member event we have held in person as a collaboration since 2019.

- A joint informal working group of the Service Improvement and Efficiency Committee (BDC) and the Commercial Trading and Customer Focus Committee (SNC) has been convened by members following the all-member workshop. The main purpose of this informal working group is to review the action plan, work undertaken to date by officers and feedback any additional actions the Councils could be taking.

1.8 At the time of writing, the first informal meeting of the committee has taken place with further meetings scheduled.

1.9 Alongside the above, teams have been continuing to deliver the actions set out in the action plan (see Appendix 1 for the latest update).

4. Proposed action

1.10 The informal member working group will be reporting back to Cabinet once the group has finalised its findings and suggested additions to the Peer Challenge action plan. In the interim, progress continues to be made on the actions initially included on the action plan. Appendix 1 sets out the action plan in more detail, alongside a commentary on the progress made to date.

5. Other options

5.1 None applicable to this report.

6. Issues and risks

1.11 **Resource Implications** – The action plan is resourced through existing capacity in the organisation. Any new actions which do not form part of the current Delivery Plan would need to be assessed to ensure we have the right resource in place to deliver them.

1.12 **Legal Implications** – N/A

1.13 **Equality Implications** – N/A

1.14 **Environmental Impact** – N/A

1.15 **Crime and Disorder** – N/A

1.16 **Risks** – N/A

7. Conclusion

1.17 In summary, good progress has been made across the 8 recommendations since the Peer Team concluded their feedback report in November 2022. Work will continue on the action plan and a further update will be brought back to Cabinet once the informal working group have concluded its findings.

8. Recommendations

1. Endorse the progress that has been made since the Peer Challenge in 2022.

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Peer Challenge 2022 – Action Plan

Recommendation	Action	Owner	Timescales	Progress & Next Steps
Recommendation 1 - Better celebrate your innovation and best practice initiatives – you are underselling your achievements and role as place leaders.	1. As part of our Communications Strategy, explore mechanisms to raise the profile of the Councils and the work we are doing on a local, regional and national scale (e.g. case studies) (see C1 in Delivery Plan 22-24)	Chief of Staff (Emma Hodds)	October 2022 - March 2023	RAG – Green We have hired a new Strategic Communications and Marketing Manager who has undertaken a review of the team structure and strategies to enhance the impact of the team's output. We have regular presence in local print media, and also broadcast media when there is the opportunity. Updates from Officers are sent out as part of the Members' Bulletin and good news is shared via most channels. Standard approach to logos is defined within the brand guidelines.
	2. Explore opportunities for displaying the work we are doing and our achievements to residents (see C1 in Delivery Plan 22-24)	Chief of Staff (Emma Hodds)	October 2022 - March 2023	- We have applied for more awards this year and have included food innovation as a submission to both the Municipal Journal Awards and the Local Government Chronicle. We have been shortlisted in the LGC awards: - Broadland District Council – Economic Support Award - South Norfolk Council – Public/Public Partnership
Recommendation 2 - Clarify member and officer roles and responsibilities	1. Review the work of the staff consultation forum and explore	Chief of Staff (Emma Hodds)	October 2022 – December 2022	RAG – Amber The staff consultation forum meetings moved to bi-monthly for a period and are now back to monthly as a good operating rhythm has been

across both councils and create a culture of trust, mutual respect, confront poor behaviour and encourage challenge.	opportunities for further engagement 2. As part of the Beyond the Horizon Programme of work, refresh our values and behaviours (for both staff and members) and our ways of working by: (a) conducting a review of member/officer protocol, (b) establishing a series of training sessions for chairman and vice chairman for effective chairing of meetings, (c) organising regular member/officer events,	Chief of Staff (Emma Hodds)	Now – June 2023	achieved. Work is being done as part of the Horizon Move Champions around opportunities for further staff engagement, with work streams now active. 2. A refresh of our values and behaviours will be worked on when we move buildings, the main focuses will be: • Relaunch and reignite existing values and behaviours • Embedding behaviours and protocols • Socialising with Members There are a number of ideas being explored for member/officer events, including: • Relationship building • Social clubs including Members – • Undertaking personality type tests with Members to see best ways of working (a) Review complete & new code agreed from May 2023. (b) As part of the four year member training plan. (c) See above (d) Has been requested, will be reviewed again post the elections in May 2023 (e) Weekly meetings held between Assistant Directors, in addition to weekly meetings between Directors and then also CLT 3. The constitution is still work in progress so the March 2023 date needs to be extended as this is taking longer than anticipated
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	7. Implement the team action plans as a result of the latest staff survey	CMLT collectively	Ongoing but expect a review in December 2022	
Recommendation 3 - Establish a clear outcome based joint vision for the partnership – political relationships are undermining the aspiration. Members from both councils need to be on board, standing together to promote the benefits you are achieving.	1. As part of our Communications Strategy, explore opportunities for sharing outcomes of our collaboration and benefits to date	Chief of Staff (Emma Hodds)	October 2022 - March 2023	RAG – Amber 1. Media posts, both social and print and broadcast, are united between the two councils where possible and when relevant. As outlined in recommendation 1, more work is being done on promoting the benefits we see as a result of the collaboration.
Recommendation 4 - Review the office accommodation	<i>The Peer Team came at a time where the office accommodation move has only recently been</i>	Director of Resources (Debbie Lorimer)	Currently underway – March 2023	RAG - Green

move project - listen to the specialists, agree a realistic timeline and milestones and then communicate.	<i>agreed, therefore the project plan was still in development. This project is large scale and the timeline need to remain agile in order to respond to the changing needs as we move through the project.</i> 1. Continue to engage with both Members and Staff from across the two Councils to ensure buy-in and understanding of next steps and timelines for the office move 2. Implement the Beyond the Horizon Programme of work, remaining agile to the changing environment			1. We have progressed with an intensive four-week design phase with our fit-out contractor culminating in sign off of the finer details, layout, furniture and fixings required by the 17th February. Move champions have been nominated for each of the core working areas so that staff can input into a range of decisions, from travel, behaviours and protocols, space and many more. These groups are now meetings regularly. As agreed from initial project initiation, there are fortnightly meetings with the lead member representatives of both Councils to keep them informed as to the progress and enable them to shape the result. The annexe at the Horizon is also being set up to accommodate the elections team so that the elections can be run from a single location.
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Recommendation 5 - Streamline processes and procedures around governance to improve officer capacity, resilience and accountability and take the partnership forward.	1. Complete an internal review of our Risk Management Governance approach and processes and review of our Policies	AD ICT/Digital & Transformation (Corinne Lawrie) & Chief of Staff (Emma Hodds)	October 2022 – December 2022	RAG – Amber 1. A position statement on our Risk Management Policy and processes was conducted and completed in December 2022. As a result of this, there are a range of actions which are currently being worked on which includes streamlining the risk processes and registers across the two councils. We have also agreed (Jan'23) the strategic risk register with Broadland Audit and Cabinet and this is now in place. An update of the Risk Management Policies is currently being worked upon and will be taken back to Cabinets in the near future. 2. Work commenced on this with the BDC Collaboration Working Group and it is proposed that the informal joint working group progresses this further. 3. To be reviewed as part of the informal joint working group.
	2. Working with Members, review options for streamlining and improving the policy/panel and scrutiny structures, utilising best practice and learning from others	Chief of Staff (Emma Hodds)	March 2023	
	3. Working with Members, review options for introducing joint forums for the two Councils (formal and	Chief of Staff (Emma Hodds)	March 2023	

	deliverables and key work required.			
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Cabinet
21 March 2023

GREATER NORWICH FIVE YEAR INFRASTRUCTURE INVESTMENT PLAN AND ANNUAL GROWTH PROGRAMME

Report Author: Paul Harris
Place Shaping Manager
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Portfolio: Communities, Housing and Planning

Wards Affected: All

Purpose of the Report:

To agree the draft Greater Norwich Joint Five-Year Infrastructure Investment Plan 2023 to 2028 including the allocation of Community Infrastructure Levy (CIL) to the projects included within Annual Growth Programme (AGP). In addition, to agree: to the introduction of Match Funding and Major Infrastructure Plan categories to the Infrastructure Investment Fund; that CIL funding for education can be used in whole or in part to repay County Council education borrowing; and, to agree to a deed of variation to the Partner Drawdown and Borrowing Authorisations agreement.

Recommendations:

Cabinet to recommend to Council that it:

- a) approves of the Draft Five Year Infrastructure Investment Plan 2023-28 and the proposed 2023/24 Annual Growth Programme, including:
 - i) the introduction of two new categories to the Infrastructure Investment Fund, Match Funding and Major Infrastructure Projects;
- and,
- ii) that Education funding allocations from the Infrastructure Investment Fund can be used in whole or in part to repay Norfolk County Council's borrowing, on condition that it is used to support the delivery of a Schools Capital

Programme that is ringfenced to the Greater Norwich area, and that annual programme delivery and budget updates are reported to the GNGB;

and,

- b) agrees to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise and sign any such variation.

1. Summary

1.1 This report presents:

- The draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2023 to 2028. The five year plan includes: progress report on previously approved projects; proposals for new projects to be funded by pooled Community Infrastructure Levy (CIL) in 2023/24, otherwise known as the 2023/24 Annual Growth Programme (AGP); updated forecasts of CIL income; and, information on future project priorities.
- Proposals for three amendments to the existing Infrastructure Investment Fund (IIF) procedures/practice;

and,

- A proposed deed of variation to be agreed for to the Greater Norwich Partner Drawdown and Borrowing Authorisations agreement to enable delivery of the Long Stratton Bypass;

1.2 In accordance with the CIL pooling arrangements for Greater Norwich's Infrastructure Investment Fund (IIF), each of the three CIL charging authorities: Broadland District Council; Norwich City Council; and, South Norfolk Council need to separately agree to the recommendations within this report for them to take effect.

2. Background

1.3 Broadland, Norwich and South Norfolk have each resolved to levy a charge on new development within their area. This charge is known as the Community Infrastructure Levy (CIL) and is used to help deliver certain types of infrastructure needed to support development in the Greater Norwich area.

1.4 In 2013 the Greater Norwich authorities (Broadland District Council, Norwich City Council, South Norfolk Council and Norfolk County Council) together with the New Anglia Local Enterprise Partnership, signed a City Deal with Government. The City Deal agreed a strategic infrastructure programme which would be supported by access to reduced cost borrowing and the local authorities made a commitment to pool a significant proportion of Community Infrastructure Levy (CIL) income to form a joint Infrastructure Investment Fund (IIF).

- 1.5 The Greater Norwich Growth Board has responsibility for managing the IIF and assembling the Annual Growth Programme (AGP) from the Joint Five-Year Infrastructure Investment Plan (5YIIP). The AGP identifies those projects that will be allocated CIL funding.
- 1.6 Infrastructure needed to support planned growth overall is identified through the Greater Norwich Infrastructure Plan (GNIP). The GNIP identifies infrastructure priorities to support growth within Greater Norwich and details the progress of infrastructure delivery within this area. The GNIP was updated prior to the preparation of the 2023-28 5YIIP. The GNIP is listed as a background paper to this report.

3. Current position/findings

- 1.7 Taking account of a range of evidence and information from Council Officers and other Stakeholders, the 2023-28 5YIIP has been prepared. This identifies a number of projects that are currently considered to be a priority for delivery over the next 5 years to assist in achieving the economic growth targets as set out in the Council's Development Plan and the Greater Norwich City Deal. The 5YIIP is included as Appendix A to this report.
- 1.8 If agreed by each of the three CIL charging authorities within Greater Norwich: Broadland District Council; Norwich City Council; and, South Norfolk Council projects recommended to be allocated pooled CIL funding within the 5YIIP will be duly adopted within the respective year's Annual Growth Programme (AGP). Projects identified within the 5YIIP but not within an AGP remain priorities but have not been allocated CIL funding.
- 1.9 This 5YIIP plan also sets out an updated position on infrastructure delivery, includes revised CIL income forecasts, provides updates on projects accepted within previous AGPs and outlines planned preparatory work for infrastructure schemes for future years.
- 1.10 In addition to the above, Officers have identified a number of procedure/practice improvements to the IIF that would help ensure the effective delivery of infrastructure. Also, that amendments are needed to the Partner Draw-down and Borrowing Authorisations in connection with the proposed loan agreement for the Long Stratton Bypass. Agreement to these changes/amendments are sought within this report.
- 1.11 The changes/authorisations proposed within this report were considered and agreed by the Greater Norwich Growth Board (GNGB) on 15 December 2022. In addition the recommendations proposed within this report were considered by the Communities, Housing and Planning Policy Panel on 8 February. The Panel resolved to advise Cabinet to make a recommendation to Council in accordance with those recommendations.

4. Proposed Action

2022/23 Annual Growth Programme (AGP)

- 1.12 Following a successful outcome to their evaluation in accordance with the agreed project appraisal procedure, it is proposed that funding is CIL is allocated to 9 projects totalling £10,632,243. The 9 projects include 1 project considered to be a key priority in Broadland that either enable or support planned growth within the district. This project is identified in table 1 below.

Table 1 - Proposed 2023/24 Annual Growth Programme

Project Name	Applicant	Amount of CIL requested	Total project size
Youngs Park, Aylsham – 3G AGP	Broadland	£250,000	£900,00
Hethersett to NRP Cycle Route	Norfolk County Council	£501,015	£728,015
Venta Icenorum access improvements – Phase 1	South Norfolk	£153,128	£155,628
Queens Hills Community Park	South Norfolk	£133,552	£153,552
Cringleford Country Park	South Norfolk	£468,000	£798,000
Easton Village Hall	South Norfolk	£505,000	£1,505,204
Sloughbottom Park Regeneration	Norwich	£850,000	£8,512,025
Guildhall & Exchange Street Regeneration	Norwich	£2,771,548	£5,894,000
Hethel Technology Park – Roundabout and Access Road	South Norfolk	£5,000,000	£8,218,900
TOTAL		£10,632,243	£26,865,324

- 1.13 In addition to these nine projects, it is proposed that Children's Services at Norfolk County Council receive £2.5million to support the development of their education capital programme within Greater Norwich. It is expected that this funding will help support the delivery of extensions at both Wymondham High School and Hethersett High School. Furthermore, it is proposed that £4million is allocated to the IIF reserves in connection with the creation of the new Match Funding IIF category, details of which are provided below.

Match Funding and Major Infrastructure

- 1.14 Under current procedures, projects can only be allocated funding from the IIF if they are deliverable and they can only apply for funding within one annual round of project applications. This requirement for projects to be 'shovel ready' has ensured the stability and success of the IIF, however it has also created limitations with supporting key strategic pieces of major infrastructure. Major infrastructure and regeneration projects take many years to progress, which makes them currently ineligible for early application to the IIF.
- 1.15 It is therefore proposed that two new categories should be added to the IIF processes of allocation; Major Infrastructure Projects and Match Funding. This will enable some large strategic projects to have IIF earmarked to their delivery in the medium to long term.
- 1.16 Further details about how this will work in practice are included within Appendix B.

Education Capital Borrowing

- 1.17 At its meeting of 6th October 2022, the GNGB received an update regarding the delivery of Norfolk Children's Services Education Capital Programme. As part of this update, it was reported that to safeguard the medium to long term school capital programme Norfolk County Council (NCC) has underwritten any future shortfall of funding with a commitment to borrow where required. To support this decision, NCC requested a change to the way that future allocations are made from the IIF. Specifically, that IIF funding can be used in whole or in part to repay NCC's own borrowing for education.
- 1.18 It is therefore proposed that NCC are allowed to utilise CIL funding as requested. This proposal will require a commitment to be made to an Education Capital Programme that is ringfenced to Greater Norwich, instead of individual projects. This will allow for it to be used to repay NCCs borrowing with any remaining balance to be invested directly into a specified capital project.
- 1.19 Further details of the proposed approach are included within Appendix B.

Partner Draw-down and Borrowing Authorisations Agreement

- 1.20 £10m of CIL supported borrowing was allocated to Long Stratton Bypass (LSBP) through the Greater Norwich City Deal agreement which was signed with Government in December 2013. This gave the GNGB access to lower-cost borrowing from the Public Works Loan Board (PWLB).
- 1.21 As part of the approval process for last year's Greater Norwich 5YIIP 2022 to 2027, Broadland, Norwich and South Norfolk Councils agreed a draft legal loan agreement and for the GNGB to be granted delegated authority to sign the final legal loan agreement for the LSBP loan draw down, together with their s151 officer's and under the direction of Norfolk County Council as the Accountable Body. As agreed within the signed Joint Working Agreement, a unanimous

decision will be required from all GNGB members (the Council Leaders) prior to the signing and the draw down being actioned.

- 1.22 On 6th October 2022, following the review of a project change request, the GNGB unanimously agreed for the City Deal borrowing to support the delivery of LSBP to be increased from the £6.733m identified in last year's 5YIIP to £10m, the full amount allocated within the City Deal Document.
- 1.23 The legal agreement that will support this loan was intended to be added as 'schedule 2' to the original Partner Draw-down and Borrowing Authorisations that was signed by all partners on 21st October 2015.
- 1.24 On review of the 2015 agreement, Nplaw advised that it is not clear that additional loans can be added to schedule 2. Therefore, for the avoidance of doubt, they have advised that a minor amendment should be made to the original 2015 agreement, which once signed by all partners will enable the agreed LSBP loan to be added as originally intended.
- 1.25 It is proposed therefore proposed that such amendments are made to the agreement in order to enable borrowing to support the delivery of the Long Stratton Bypass.
- 1.26 More details and the draft deed of variation is detailed within Appendix B.

5. Other options

- 1.27 Cabinet may choose to recommend amendments to the 5YIIP prior to its agreement. This may include proposing to agree funding for only some of the 9 projects identified for CIL funding in 2022/23; proposing that funding is not approved to support the Education Capital Programme and/or that any other of the recommended actions are amended and/or not agreed. Due to the need to secure the agreement of all partners, if amendments are proposed to the proposed actions, this is likely to cause a delay to the agreement of the 5YIIP and AGP. The extent of any such delay would depend on the amendments proposed.
- 1.28 In order to ensure: a) the timely delivery of the AGP; and, b) that all projects that receive pooled CIL funding have been properly evaluated in accordance with agreed project appraisal procedure, it would not be reasonable to recommend additional projects for CIL funding within the 2023/24 AGP. The project appraisal process ensures, as far as practicable, that projects are strategically justified and deliverable.
- 1.29 If Cabinet considers that there are additional priority projects that should be considered for the allocation of pooled CIL funding then a further recommendation should be made. This recommendation should propose that the Director of Place be instructed to progress such projects in accordance with the IIF procedures.

6. Issues and risks

- 1.30 **Resource Implications** – The most significant immediate risks relate to project cost control and delivery. For the projects within Broadland, these risks are being

minimised through the Council's own project management processes. This includes support, as appropriate, for partner organisations where they will be responsible for the delivery of these schemes as is the case with the Aylsham Football Club proposal.

There may also be ongoing management and maintenance costs following delivery of the schemes. Maintenance and management of the Aylsham scheme will be met separately by the partner organisation.

There remains a risk that CIL income will not cover all commitments made within the agreed programme. This risk is mitigated by ongoing programme management of the IIF provided by the Greater Norwich Project Team and overseen by the Greater Norwich Growth Board and the significant amount of CIL liable from planned growth within Greater Norwich. A forecast of income from planned growth is included in Table 1 of the 5YIIP.

The emerging Levelling Up and Regeneration Bill (LURB) includes provision for the existing CIL and S106 to be replaced by a new, consolidated "Infrastructure Levy". At a national level the new system would aim to increase revenues when compared to the current system. However, the Planning for the Future White Paper that preceded the LURB also recognises that in some low value areas development would be likely to fall below the minimum value-based threshold for making contributions under the new system. This situation will need to be kept under review.

- 1.31 **Legal Implications** – No legal advice has been sought as part of the preparation of this report. The main legal implication arising from the agreement of the 5YIIP and approval of the AGP relates to the finalisation of the Long Stratton Bypass loan agreement in accordance with previous resolutions of Council. The draft agreement is based on the legal loan agreement signed for the Broadland Northway, and further advice is being taken as necessary by the Director for Place, Assistant Director for Finance and Portfolio Holder for Communities, Housing and Planning under the delegated authority assigned to them. Such advice has identified the need for the further deed of variation identified in this report.

Project specific legal advice will be taken as necessary in the delivery of the identified AGP projects.

In accordance with the Council's practices, there has been engagement with the Monitoring Officer, and the wider Corporate Management Leadership Team (CMLT) in the preparation of this report.

- 1.32 **Equality Implications** – An EQIA accompanies this report at Appendix C.
- 1.33 **Environmental Impact** – The environmental impacts associated with the identified schemes will be considered, as relevant, as part of the relevant consenting process. The growth and development which the infrastructure within this report supports was subject to Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) as part of the Council's plan making process or was otherwise assessed appropriately as part of the approval of planning applications. This includes the

principle of the Long Stratton Bypass that was established in the Joint Core Strategy and also considered within the Long Stratton Area Action Plan and is now being assessed at a scheme level through the relevant planning application.

1.34 **Crime and Disorder** – It is not considered that any of the proposed schemes are likely to raise significant concerns in terms of crime and disorder.

1.35 **Risks** – There are not considered to be any specific risks other than those specifically documented above arising from the recommendations in this report.

7. Conclusion

1.36 The projects within the 5YIIP have been identified with reference to evidence and the input of officers and stakeholders. The projects are therefore appropriately identified as those currently considered to be a priority for delivery to assist in achieving the economic growth targets as set out in the Joint Core Strategy and the Greater Norwich City Deal.

1.37 The 9 new projects proposed for CIL funding in 2023/24 have been agreed by the Greater Norwich Growth Board (GNGB), following an assessment of their suitability by the Greater Norwich Project's Team, in accordance with the adopted processes for the Infrastructure Investment Fund (IIF). It is therefore appropriate to allocate pooled CIL funding to these projects.

1.38 With available CIL funding in place, the allocation of £2.5M to support the Education Capital Programme remains an important part of the ongoing support provided to address the education impacts of growth as is allowing Norfolk County Council additional flexibility to use CIL funding to support their capital borrowing to delivery school improvements in Greater Norwich.

1.39 The introduction of the Match Funding and Major Infrastructure categories to the IIF, alongside the allocation of £4M of CIL to IIF reserves to support the Match Funding category, will effectively address some limitations within current processes that may prevent effective infrastructure delivery.

1.40 Agreement to amend the Partner Drawdown and Borrowing Authorisations, originally signed by all partners on 21st October 2015, is necessary to enable borrowing to support the delivery of the Long Stratton Bypass. The Long Stratton Bypass is a key infrastructure priority.

8. Recommendations

1.41 Cabinet to recommend to Council that it:

a) approves of the Draft Five Year Infrastructure Investment Plan 2023-28 and the proposed 2023/24 Annual Growth Programme, including:

i) the introduction of two new categories to the Infrastructure Investment Fund, Match Funding and Major Infrastructure Projects;

and,

- ii) that Education funding allocations from the Infrastructure Investment Fund can be used in whole or in part to repay Norfolk County Council's borrowing, on condition that it is used to support the delivery of a Schools Capital Programme that is ringfenced to the Greater Norwich area, and that annual programme delivery and budget updates are reported to the GNGB;

and,

- b) agrees to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for Planning, Communities and Housing to finalise and sign any such variation.

Background papers

[Greater Norwich Infrastructure Plan](#)

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Draft Joint Five-Year Infrastructure Investment Plan 2023-2028

December 2022

Contents

Contents

DRAFT JOINT FIVE-YEAR INFRASTRUCTURE INVESTMENT PLAN 2023-2028.....	1
CONTENTS.....	2
INTRODUCTION	3
<i>The Greater Norwich Growth Board.....</i>	<i>4</i>
<i>Development of the joint Five-Year Infrastructure Investment Plan</i>	<i>5</i>
2023/24 ANNUAL GROWTH PROGRAMME.....	7
FIVE YEAR INVESTMENT PLAN FRAMEWORK.....	9
GREATER NORWICH'S LONG TERM STRATEGIC PLANNING.....	13
ESTABLISHMENT OF THE NEW STRATEGIC INVESTMENT FUND	14
IIF ELIGIBILITY - FOUR THEMATIC GROUPS.....	15
<i>Green Infrastructure.....</i>	<i>15</i>
<i>Transport.....</i>	<i>20</i>
<i>Education.....</i>	<i>23</i>
<i>Community Facilities</i>	<i>28</i>
ECONOMIC DEVELOPMENT AND REGENERATION	30
<i>Anglia Square</i>	<i>30</i>
<i>East Norwich.....</i>	<i>30</i>
<i>Norwich Towns' Fund Programme</i>	<i>31</i>
<i>Transforming Cities Fund.....</i>	<i>32</i>
<i>Norwich Research Park (NRP) Enterprise Zone.....</i>	<i>33</i>
<i>Smart Emerging Technologies Institute – SETI</i>	<i>34</i>
<i>Cambridge Norwich Tech Corridor (CNTC)</i>	<i>34</i>
NEIGHBOURHOOD CIL	35
APPENDIX A – 2023/24 ANNUAL GROWTH PROGRAMME PROJECT DETAILS.....	36
<i>Broadland</i>	<i>36</i>
<i>Norwich</i>	<i>36</i>
<i>South Norfolk.....</i>	<i>39</i>
<i>Norfolk County Council.....</i>	<i>42</i>
APPENDIX B – GREATER NORWICH GROWTH PROGRAMME	43
APPENDIX C - SCHEMATIC MAP SHOWING THE LOCATIONS OF ALL PREVIOUSLY AGREED PROJECTS.	50
APPENDIX D – PROJECT UPDATE	51
<i>Broadland</i>	<i>51</i>
<i>Norwich</i>	<i>57</i>
<i>South Norfolk.....</i>	<i>64</i>
<i>Norfolk County Council.....</i>	<i>68</i>
APPENDIX E – NEIGHBOURHOOD CIL	76

Introduction

This Plan is published on an annual basis by the Greater Norwich Growth Board (GNGB) who work in partnership to monitor and drive forward the delivery of infrastructure which is required to support planned growth.

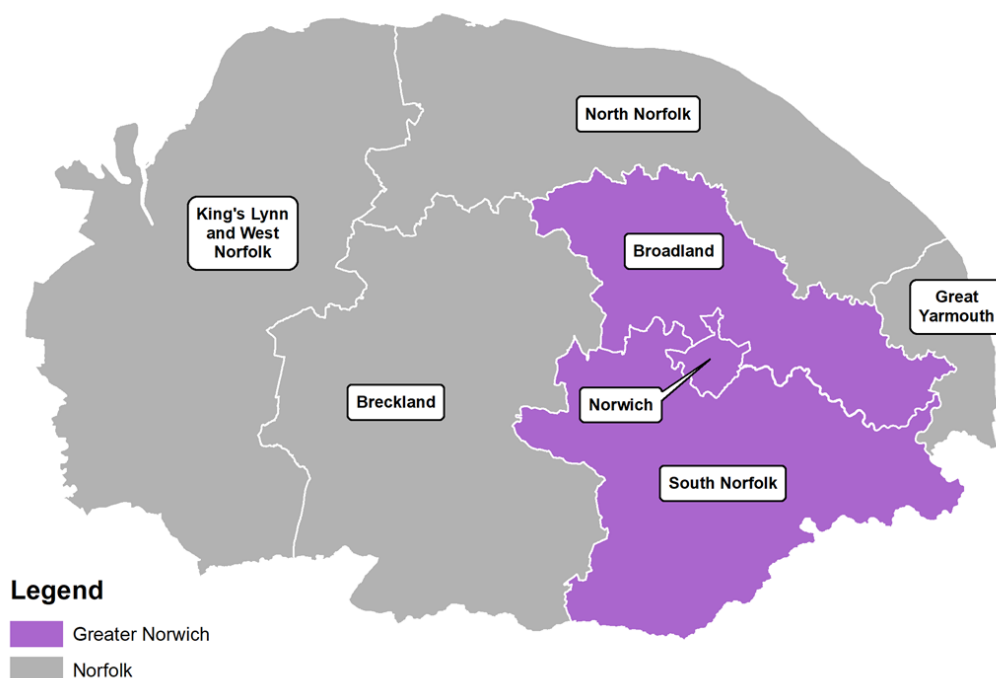
The projects identified within this Plan are those currently considered to be a priority for delivery, to assist in achieving the economic growth targets as set out in the Joint Core Strategy and the Greater Norwich City Deal; one of the key strands of the City Deal was the delivery of an infrastructure programme facilitated by a pooled funding arrangement between the Authorities.

To support the delivery of infrastructure, the partners pool their income received from the Community Infrastructure Levy (CIL) into one Infrastructure Investment Fund (IIF). This Plan includes details of those projects which are to receive IIF funding during the forthcoming financial year. These will be adopted as the 2023/24 Annual Growth Programme (AGP).

This Plan incorporates the updated position on current infrastructure delivery, includes revised CIL income projections, provides updates on projects accepted within previous AGPs and outlines planned preparatory work for infrastructure schemes in future years.

The information within this Plan includes that which each planning authority area is required to report on CIL spend within an Infrastructure Funding Statement. Uniquely, this Plan reports across the combined administrative areas of Norwich City Council, South Norfolk, and Broadland District Councils. This area is known as Greater Norwich.

Figure 1 Map of Greater Norwich and Norfolk



The Greater Norwich Growth Board

The Greater Norwich Growth Board (GNGB) is a partnership that is unlike any other in the UK. Norwich City, South Norfolk District, Broadland District and Norfolk County Councils work together with the New Anglia Local Enterprise Partnership to form the GNGB. They have chosen to work together to accelerate the delivery of infrastructure within the joint Greater Norwich area, because they recognise the benefits that can be achieved by looking beyond their individual administrative boundaries.

Since the establishment of the GNGB in 2014, their partnership working practices and particularly the pooling arrangements of CIL contributions within the IIF, are considered an exemplar model of working by the Planning Advisory Service (PAS) who have cited the GNGB as a partnership who are pursuing ambitious growth agendas under strong strategic leadership and cross boundary collaboration. The partners are now invited to share their knowledge and experience with other authorities across the country through a range of working groups and conferences.

Since 2014 the partnership has allocated over £30m of IIF funding and £50m of CIL supported borrowing which has levered in at least an additional £240m to deliver infrastructure projects within the Greater Norwich area.

The GNGB's successes were emphasised when they became the winners of the partnership working category at the 2020 National Planning Awards. An accolade that has confirmed that their unique working arrangement is to be celebrated. The partnership looks forward to continuing to work together to pool their shared skills and resources, leveraging additional funding and increasing delivery outcomes whilst continually planning for even bigger infrastructure schemes for the future.

Development of the joint Five-Year Infrastructure Investment Plan

The development of this plan is informed by the updated Greater Norwich Infrastructure Plan (GNIP)¹. The GNIP identifies infrastructure priorities to the end of the currently adopted Joint Core Strategy (2026) and details the progress of infrastructure delivery within the Greater Norwich area. In more recent years the GNIP also included details of the emerging Greater Norwich Local Plan (GNLP), which is currently progressing through a period of government examination. Once agreed, the GNLP will supersede the JCS, extending the planned period by another 12 years to 2038.

The 2022 GNIP was accepted by the GNGB at the Board Meeting on 13th June 2022. The thematic strategic priorities identified within it for the infrastructure types that are eligible to receive CIL funding, feed into the project appraisal process for the IIF. Projects listed within the forthcoming financial year within this Five-Year Plan are the Annual Growth Programme (AGP) for 2023/24. This Plan aligns the new allocations against the existing financial commitments for IIF and forecasted CIL income until 2027/28. It forms the evidence base which supports the partner authorities' decision-making to make new allocations from the IIF on an annual basis.

The GNGB agreed new processes for project selection on 27th November 2018, and this is the fourth year that the projects have been progressed through this full process before being recommended for inclusion in the AGP. A call for new projects is triggered upon the acceptance of the GNIP. This year's call closed on 26th July; the Greater Norwich Projects Team (GNPT) appraised each submission and provided recommendations to the Infrastructure Delivery Board (IDB) alongside comments received from the Greater Norwich Delivery Officers Group. The IIF processes provide clear acceptance criteria for projects, a measured and robust selection process to support informed recommendations from the IDB which enables the GNGB to allocate CIL from the IIF in a clear and decisive manner.

The GNGB initially consider the Draft Five Year Infrastructure Investment Plan on 15th December 2022.

As the Accountable Body for the GNGB, Norfolk County Council will also receive a report on the 2023/24 AGP in early 2022.

The three District Councils consider this Plan at their Cabinet meetings in February/March 2023. As per the agreed processes, the approval of this plan by each District Council commits IIF funding to those projects within the forthcoming financial year, accepting them as the AGP 23/24.

The final report confirming AGP 23/24 returns to the GNGB for formal joint agreement at their meeting on 30th March 2023.

¹ [Click here for the Greater Norwich Infrastructure Plan 2022](#)

Greater Norwich Growth Programme Process

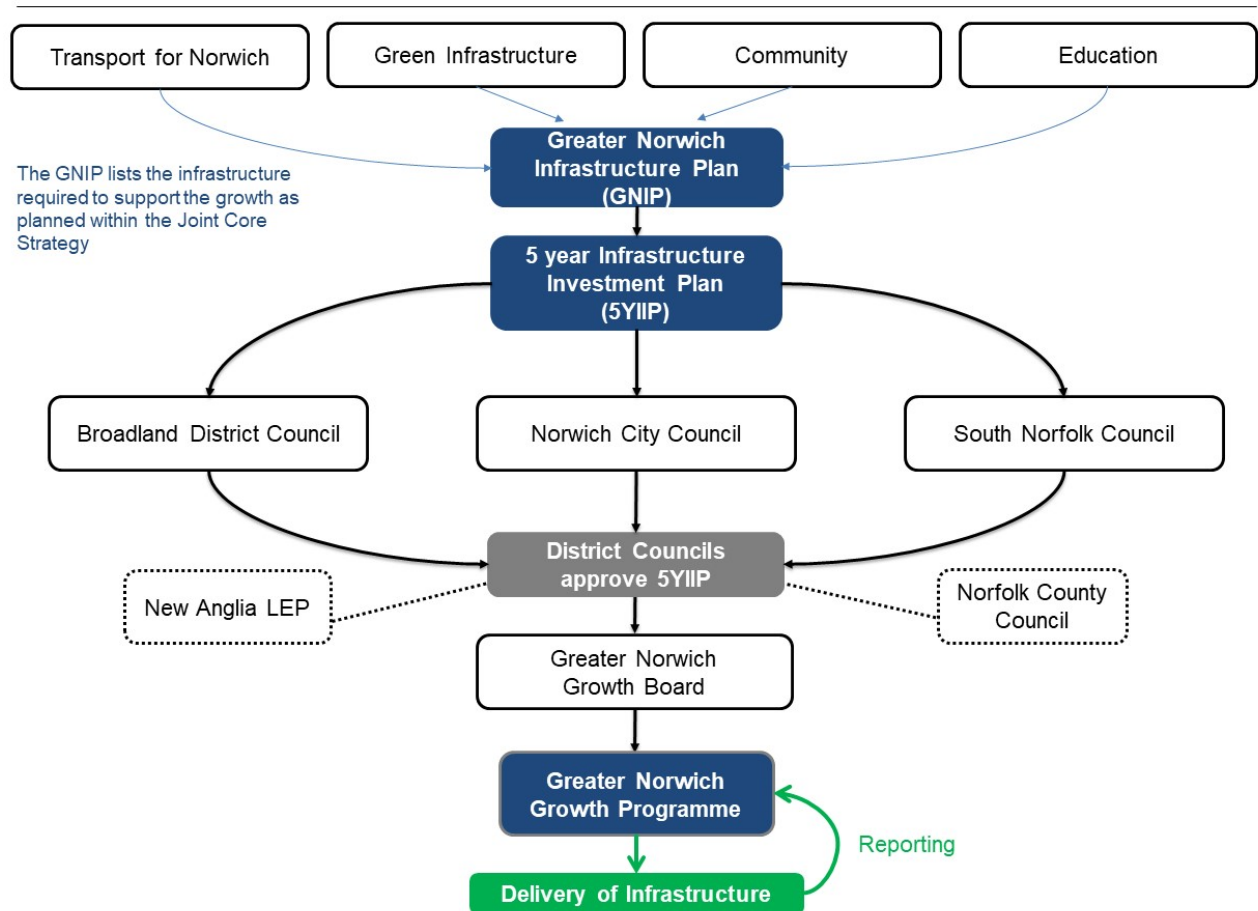


Figure 2 – Greater Norwich Growth Programme decision making process

2023/24 Annual Growth Programme

In accordance with the agreed processes for the Infrastructure Investment Fund (IIF), the Infrastructure Delivery Board met on 14th October 2022 to agree which projects are to be put forward as the 2023/24 Annual Growth Programme (AGP). As a result, 9 projects totaling £10,652,243 have been identified to be supported through the IIF. Details of these projects have been included in this report as [Appendix A – 2023/24 Annual Growth Programme Project Details](#).

Project Name	Applicant	Amount of CIL requested	Total project size
Youngs Park, Aylsham – 3G AGP	Broadland	£ 250,000	£ 900,000
Hethersett to NRP Cycle Route	County	£ 501,015	£ 728,015
Venta Icenorum	South Norfolk	£ 153,128	£ 155,628
Queens Hills Community Park	South Norfolk	£ 133,552	£ 153,552
Gringleford Country Park	South Norfolk	£ 468,000	£ 798,000
Easton Village Hall	South Norfolk	£ 505,000	£ 1,505,204
Sloughbottom Park Regeneration	Norwich	£ 850,000	£ 8,512,025
Guildhall & Exchange Street Regeneration	Norwich	£ 2,771,548	£ 5,894,000
Hethel Technology Park	South Norfolk	£ 5,000,000	£ 8,218,900
Total	N/A	£ 10,632,243	£ 26,865,324

In addition, Education will receive **£2.5million** to support the delivery of their capital programme within Greater Norwich. Details are provided in [Table 2](#) on page 26

New Category: **£4m** is allocated to the IIF reserves as Match Funding. This is for major projects that require match to lever in additional, more substantial amounts of funding from central government. **The GNGB will act with delegated authority from districts to allocate this match funding to eligible projects throughout the year.** Projects will require a unanimous decision from all GNGB members before this funding can be allocated, as required within the GNGB Joint Working Agreement which was signed by all partners in 2014. The GNGB will monitor the match funding allocation and provide an update report in future versions of this Plan. The eligibility criteria and process for this new category is detailed in Annex A which is reported alongside this Plan.

New Category: **The process for agreeing a new category of Major Infrastructure projects is introduced to the IIF.** The eligibility criteria and process for this category is detailed in Annex A. Projects which are deemed eligible for this category will be recommended in future versions of this Plan, seeking agreement from the three District Cabinet and Full Councils before any funding is committed to them.

Approximately £2m from the IIF is committed to projects that have a delivery programme spanning multiple years, some of which were agreed in previous AGPs. Updates on previously agreed projects are provided in [Appendix D – Project Update](#).

£10m will be drawn down as a loan from the Public Loan Works Board to support the delivery of Long Stratton Bypass. This loan was agreed to be drawn in the previous version of this Plan and delegated authority for the signing of the final loan agreement was granted to the GNGB and their S151 officers, under the direction of Norfolk County Council as the Accountable Body. The current forecasted annual repayment is in the region of **£680,000**, to be paid from the IIF for 25 years. (Please note that this is a forecasted figure. The interest repayments for this loan will not be confirmed until the date that the money is drawn down). A project delivery update and further details regarding the City Deal agreement and the loan legal arrangement between all partners, can be found on page 22, [City Deal borrowing to support the delivery of Long Stratton Bypass](#)

To support this loan draw down, £345,000 was allocated to the cash reserve in last year's version of this Plan. The amount allocated to reserves should total one year's loan repayment, a safeguard that was put in place by all partner S151 officers when the first City Deal loan was drawn down. Any required increase to this reserve amount will be allocated in next year's version of this Plan, when the final loan repayment amount is confirmed.

Five Year Investment Plan Framework

In the 19/20 version of this Plan, the growth programme had forecasted a deficit within the Infrastructure Investment Fund (IIF). This led to the development and implementation of new processes for the allocation of the IIF in 20/21 and a move to only committing allocations to projects that are deliverable within the forthcoming year. At the same time officers reflected upon their increased understanding of the complex nature of CIL and changed their methodology for forecasting the income. This is the fourth year that these new processes have been followed and the fund is now forecasted to hold a balance of £6.6m at the end of 23/24.

Please note that the forecasted balance is subject to change because it is dependent upon CIL income for the second half of 21/22 and all of 22/23 being received as forecast. Given the complex nature of CIL income, it is expected that these figures will change between publications of this Plan, particularly in years 3-5 when the effects of inflationary rises are not yet known.

The forecasted income for 24/25 has seen a large drop which reflect the planning delays caused by **nutrient neutrality**. It is hoped that this reduction in forecasted income could be recovered as plans to mitigate nutrient neutrality progress at pace, but the GNGB will continue to monitor this situation and **will take action to reduce new funding allocations in future years if required**.

Table 1 Five Year Infrastructure Investment Plan

Page 62

ITEM	To End March 2022	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28*
1 Actual CIL receipts ¹	£47,503,863	£5,933,364	£0.00	£0.00	£0.00	£0.00	£0.00
2 Interest ²	£131,945	£8,538	£0.00	£0.00	£0.00	£0.00	£0.00
3 Forecast CIL receipts ³	£0	£5,712,157	£8,358,490	£2,441,125	£4,542,384	£4,302,690	£7,829,454
4 Cumulative Income⁴	£47,635,808	£59,289,867	£67,648,357	£70,089,482	£74,631,866	£78,934,556	£86,764,010
5 Programme agreed ⁵	£6,542,194	£5,357,092	£1,850,228	£143,000	£0	£0	£0
6 Programme proposed (23/24 AGP) ⁶	£0	£0	£6,194,386	£4,246,858	£191,000	£0	£0
7 Borrowing agreed ⁷	£10,843,254	£2,057,045	£2,736,999	£2,736,999	£2,736,999	£2,736,999	£2,736,999
8 Cash Reserve: Borrowing ⁸	£2,000,000	£345,000	£0	£0	£0	£0	£0
9 Cash Reserve: Match Funding ⁹	£0	£0	£4,000,000	£0	£0	£0	£0
10 Education ¹⁰	£10,000,000	£2,000,000	£2,500,000	£2,500,000	£2,500,000	£2,500,000	£2,500,000
Total Expenditure	£29,385,448	£9,759,137	£17,281,613	£9,626,857	£5,427,999	£5,236,999	£5,236,999
Cumulative Expenditure¹¹	£29,385,448	£39,157,085	£56,438,698	£66,065,555	£71,493,554	£76,730,553	£81,967,552
Cumulative Surplus/Deficit¹²	£18,250,360	£20,132,782	£11,209,659	£4,023,927	£3,138,312	£2,204,003	£4,796,458
Funds proposed and committed for spend in future years (24/25-27/28)¹³	N/A	N/A	£4,580,858	N/A	N/A	N/A	N/A
FORECASTED non committed funds, available to spend¹⁴	N/A	N/A	£6,628,801	N/A	N/A	N/A	N/A

*please note the five-year CIL forecast now extends beyond the adopted Joint Core Strategy period.

This financial framework has been provided for the specific purposes of this Plan to support the decision making of new allocations of CIL from the IIF. A detailed breakdown of individual project drawdowns set against CIL income as required within an Infrastructure Funding Statement, is detailed within Appendix B – Greater Norwich Growth Programme.

Explanation of the table.

- 1 The amount of CIL income received from the District receipting authorities which has been paid into the IIF.
- 2 Interest earned on the balance of funds held within the IIF since 2014.
- 3 The CIL income that the IIF is forecasting to receive in the next 5 years. Given the complex nature of CIL income, it is expected that these figures will change between publications of this Plan, particularly in years 3-5 when the effects of inflationary rises are not yet known. The medium to long term effect on the construction industry following the Covid-19 outbreak, Brexit, the war in Ukraine, Nutrient Neutrality and the proposed planning reform all add additional uncertainty to these figures.
- 3 Total CIL income received since the opening of the IIF to the end of each given financial year. Future years are forecasted figures.
- 4 The amount of CIL which will be drawn down from the IIF to deliver all projects in each given financial year. These projects have been agreed in previous AGPs and will either be being delivered over multiple years or are projects whose delivery has been delayed and their draw down has rolled over from a previous year.
- 5 The amount of CIL which will be drawn down from the IIF to deliver all projects in each given financial year. These projects have been agreed in previous AGPs and will either be being delivered over multiple years, or are projects whose delivery has been delayed and their draw-down has rolled over from a previous year.
- 6 The amount of CIL which will be drawn down by the projects included within the 2023/24 Annual Growth Programme in each given financial year. All projects are due to begin delivery in 22/23 but the delivery and funding draw down can continue over multiple years. These projects have been through the project selection process and are sponsored by the Infrastructure Delivery Board.
- 7 The annual loan repayments for both the Broadland Northway and Long Stratton Bypass. Please note that the amount allocated for Long Stratton Bypass is a forecast because it is not yet drawn. For more detail see page 49 Appendix B.
- 8 It was agreed by each partner S151 officer that a reserve equal to one annual loan repayment was required to be kept in reserves as a safeguard. A £2m cash reserve to support the repayments for the Broadland Northway was allocated in 20/21 and £345,000 was allocated in 22/23 in readiness for the repayments of the borrowing for Long Stratton Bypass. Any required increase to the reserve amount for Long Stratton Bypass will be allocated in next year's version of this Plan, when the final loan repayment amount is known.

- 9 The amount allocated as Match Funding. This is for major projects that require match funding to lever in additional, more substantial amounts of funding from central government. The GNGB will act with delegated authority to allocate this match funding to eligible projects throughout the year. A unanimous decision from all GNGB members will be required before this funding can be allocated to a project, as required within the GNGB Joint Working Agreement which was signed by all partners in 2014.
- 10 Having considered the available fund balance and taking into consideration inflationary rises since the first allocation was made in 2017, a £2.5million allocation from the IIF has been identified for the forthcoming year. This will be used in whole or in part to support NCC's own borrowing to deliver the Greater Norwich Schools Capital programme (for detail see Table 2, page 26). Allocations are confirmed annually alongside the acceptance of each new Annual Growth Programme so no commitment is made for future years, they are indicative figures only.
- 11 Total committed funding from the opening of the fund to each year end. Future years are forecasted figures.
- 12 Total amount available within the fund at the end of each year. Future years are forecasts only and are subject to change because both the income and expenditure are forecasted.
- 13 Amount programmed to be drawn from the fund beyond 23/24 for projects that are delivering over multiple years. This amount will not be spent in the forthcoming year but included in the calculation because it is committed and therefore not available to be allocated to other projects.
- 14 The forecasted funds available within the IIF at the end of the forthcoming year which could be allocated to new projects. This is a forecast only, because both income and expenditure are forecasted and are subject to a high degree of change.

Greater Norwich's Long Term Strategic Planning

The Greater Norwich partners have been proactively working together for over 10 years. This ongoing partnership working is set to lead to the Joint Core Strategy being superseded by the Greater Norwich Local Plan which will ensure that the development needs of Greater Norwich continue to be met to 2038, demonstrating the partners' commitment to work together to support growth in the longer term. In addition, the Greater Norwich partners:

- have published a joint **Physical Activity and Sports Strategy** in accordance with Sport England's planning guidance.
- are progressing an update to their joint **Green Infrastructure Strategy** aligning with the Environment Bill (which requires the delivery of biodiversity net gain).
- worked in consultation with Norfolk County Council to adopt the new **Transport for Norwich Strategy**.

Each of these new strategies provide the evidence of need for additional or different infrastructure to deliver planned growth, at the same time as supporting the transition to net zero. For these programmes to progress, investment is also required to support project development, particularly the cost to undertake feasibility studies. Whilst the IIF is prioritised for projects that are nearing delivery, the Greater Norwich authorities understand the need to commission new project development, and they continue to work together to source new funding streams and seek new routes of financing to ensure this work continues in the future.

All funds currently unallocated within the IIF will be used to support projects which will arise from the plans and other policies and strategies that relate to the Greater Norwich area. This includes but is not restricted to:

- The **Stage 2 Masterplan for East Norwich** which indicates a total cost of £153m for the infrastructure required to underpin regeneration at East Norwich.
- **Schools capital programme**- approximately £160m (see Table 2 Education Infrastructure Programme, funding, and shortfall. Please note that these are forecasted figures which are subject to change and cannot be confirmed until each project reaches the point of delivery.)
- **Norfolk Strategic Infrastructure Delivery Plan** (includes the Broadland Growth Link Road £38m)
- **Local Transport Plan** and **Transport for Norwich Strategy** Implementation Plans, including the **Transforming Cities Programme** and the **Local Walking and Cycling Infrastructure Plans** (includes the Green Loop £5.8m).
- Mitigating the effects of **nutrient neutrality**
- **Strategic development locations** including: The North-East Growth Triangle, East

Norwich, Long Stratton and the Cambridge-Norwich Tech Corridor.

- Potential new City Centre Vision

Eligible projects that progress to delivery are welcomed to apply to the IIF but as demonstrated through the size of the above programmes, the amount of pooled CIL available within the fund is small when compared to the total that will be required. This is why the GNGB continues to work together, proactively seeking to close the funding gap, using the IIF to lever in additional match funding and sharing their resources, skills and influence to accelerate the delivery of infrastructure in their joint Greater Norwich area.

Establishment of the new Strategic Investment Fund

The Strategic Investment Fund (SIF) is the most recent example of the GNGBs proactive partnership working practices, demonstrating their continued drive to seek new ways of accelerating the delivery of infrastructure.

The City Deal agreement which led to the establishment of the GNGB and the IIF, also gave the Greater Norwich authorities access to reduced cost borrowing from the Public Works Loan Board. £60m of borrowing was allocated to support the delivery of strategic infrastructure projects such as the Broadland Northway and Long Stratton Bypass, and £20m was separately allocated to establish an infrastructure fund to accelerate infrastructure delivery. This £20m borrowing allocation is available to the GNGB until March 2026 and they are keen to utilise it as a loan facility.

At their meetings on 17th June and 30th September 2021 the GNGB agreed a draft Terms of Reference for the establishment of a new SIF and for future loan repayments to 'in principle' be repaid from the IIF. A period of fund development followed which included seeking legal advice and discussions with all partner S151 officers. In the summer of 2022, the GNGB recommended to each of partners' Cabinets and Full Councils to give authority to Norfolk County Council, as the Greater Norwich Growth Boards accountable body, to draw down up to £20m from the Public Work Loans Board to create a cyclical fund to support local infrastructure projects as agreed in the Greater Norwich City Deal. This was agreed by all partners and delegated authority has been granted to the GNGB to manage the allocation of the City Deal borrowing and later, the governance of the SIF in line with the agreed Terms of Reference.

The SIF application processes are to be further developed by the Greater Norwich Projects Team and will return to the GNGB for agreement prior to any projects being considered for this loan funding. An annual update of the SIF will be included in future versions of this Plan.

IIF Eligibility - Four Thematic Groups

Allocations from the IIF are currently restricted to the four thematic groups as agreed within the Greater Norwich adopted CIL charging policy. These are Transport, Education, Green Infrastructure and Community (which includes sports). When CIL was initially adopted, local authorities were required to report a Regulation 123 list confirming the infrastructure thematic groups which were considered within their CIL charging calculations and therefore the groups to which CIL can be reallocated to. The need for this list was withdrawn by legislation from September 2019, but this does not automatically allow other groups to apply to the IIF because the Greater Norwich authorities are still adhering to their locally adopted CIL charging policy.

The GNGB understand the funding pressures that other infrastructure thematic groups are experiencing and were planning to undertake a review of CIL alongside the development of the Greater Norwich Local Plan. Unfortunately this was put on hold following the publication of the [Planning For The Future white paper](#) in August 2020, which detailed CIL being replaced by a new type of Infrastructure Levy. Information about this change was expected from central government in 2021, but this has repeatedly been delayed. It is understood that the new Infrastructure Levy is still coming forward but until the future of CIL is more certain the GNGB are required to proceed with their adopted policy.

A summary from each of the four eligible infrastructure groups is included below.

Green Infrastructure

The Green Infrastructure Programme Team comprise officer representatives from the four Greater Norwich partner authorities, together with the Broads Authority as a key stakeholder. They are responsible for identifying the green infrastructure strategic priorities within the Greater Norwich area and ensuring that the green infrastructure network meets the requirements of the Habitats Regulations Assessment of the Joint Core Strategy and other subsidiary Development Planning Documents.

The Greater Norwich GI Strategy 2007 was prepared as an evidence document for the Joint Core Strategy (JCS) and has since guided planning policies and the long-term delivery of the network. It was developed around four principal Green Infrastructure themes:

- sustaining and enhancing the character and local distinctiveness of riverscapes, landscapes and townscapes
- making space for wildlife
- providing a high quality, multi-functional network of accessible green spaces for people
- adapting to climate change through sustainable planning and design

In March 2021 the Infrastructure Delivery Board (IDB) approved the progression of a

15

scoping paper proposing an update of the existing strategy; it was later agreed that Norfolk County Council's 'Natural Norfolk' Team would be best placed to deliver this work because it will ensure close alignment with the development of the Norfolk Nature Recovery Network and Strategy. The development of this new strategy aims to support the protection, enhancement, and creation of GI in Greater Norwich. The strategy will be built on an understanding of the green and blue spaces in the area and will identify future opportunities for GI provision and enhancement. The supporting Delivery Plan will demonstrate how the strategy can be implemented through practical projects and interventions. This will assist in the allocation of resources, and in the consideration of GI requirements within planning applications. Updating the GI strategy is also important to ensure that full account is taken of current and emerging legislative requirements.

Strategy development commenced in Summer 2022. A steering group has been established including representatives from the Greater Norwich Partnership, Natural England, the Broads Authority and the Norfolk Wildlife Trust.

Prioritised GI Projects

The projects below are those that have been prioritised by the GNGB for future investment; the majority have received IIF funding to deliver elements of their progress in previous AGPs. It should be noted that these projects were prioritised in the 2009 GI strategy. Once the updated GI Strategy has been adopted, the existing prioritisation of projects will be reviewed.

- **Green Loop – Broadland Way and Marriott's Way**

A key element of the North-East Norwich Growth Triangle (NEGT) Area Action Plan is an off-carriageway cycle and pedestrian route between East Norwich at Thorpe St Andrew and the Northern Broads at Wroxham, known as Broadland Way.

Broadland Way is designed to be a multi-functional Green Infrastructure corridor that provides residents of the new development with a safe walking/cycling route that can be used for commuting or leisure, whilst also providing ecological connectivity.

Combined with Marriott's Way and the Bure Valley Path, this new facility will form a Green Loop to the north of Norwich - linking northern city areas of growth with the countryside and providing a highly biodiverse corridor. Marriott's Way in particular fulfils several key functions as a wildlife link, a health-promoting asset (through cycling and walking), and an outdoor classroom. A number of IIF funded projects have supported both the establishment of this route and links to it. These include the establishment of circular walks along the Bure Valley path (GP77) and extension to the Yellow Pedalway (GP80) which joins the Green Loop.

- **Burlingham Country Park**

Burlingham Country Park project proposes the repurposing of one of the largest areas of land owned by Norfolk County Council. At over 12.5 km² the Burlingham site is located near Strategic Employment Sites and Major Housing Growth Sites.

Bounded by the River Bure to the north, the River Yare to the south and by the Broads Nature Reserve, the project will:

- deliver high quality Green Infrastructure in the area
- provide improved countryside and recreational access for new residents
- reduce recreational pressure on the nearby sensitive environments.

- **Yare Valley Parkway**

The project aims to develop a linear country park based on the River Yare Corridor between Bawburgh and Whitlingham Country Park. It would comprise a collection of linked spaces along banks of the River Yare. This 'umbrella' project was included in the Green Infrastructure Delivery Plan 2009 and this was followed in 2016 by the production of a report and audit by Norfolk County Council that identified a series of project opportunities.

Several projects have been completed or committed in the Yare Valley since 2009 using IIF including Marston Marsh (GP3), Earlham Millennium Green phases 1-3 (GP4, GP8, GP49), Yare Valley Walk, Cringleford Meadow Improvements (formerly UEA to Eaton Boardwalk) (GP47), Yare and Wensum Valleys link (GP50) and Wherryman's Way access improvements (GP83).

A key planned project along the valley is the construction of two bridges in East Norwich near the confluence of the Rivers Yare and Wensum to enable pedestrians and cyclists to move between Whitlingham and the city centre and enable national cycle route 1 to be re-routed onto a more direct, convenient, safe and enjoyable alignment. This will help support regeneration of the wider East Norwich area, which is identified as a strategic regeneration area in the emerging Greater Norwich Local Plan. This demonstrates that the programme of projects associated with the Yare valley Parkway are also aligned to the River Wensum Strategy (below).

- **The River Wensum Strategy**

The [River Wensum Strategy](#) has been developed to guide regeneration of the River Wensum Corridor in Norwich, from Hellesdon in the west extending to Whitlingham in the east. The strategy is led, and project managed by Norwich City Council and was adopted by all partners as well as the Environment Agency, the Broads Authority and the Norwich Society in Summer 2018. [The River Wensum Strategy Delivery Plan](#) was published in 2021.

The strategic objectives include enhancing connectivity throughout the river corridor (particularly with the Norfolk Trails network) and enhancing the natural environment and green infrastructure. Key green infrastructure proposals which have received IIF funding in previous years include the Wensum Walkway (GP81) which is set to complete a key City Centre section on the Riverside Walk, improvements to accessibility of the existing Riverside Walk (GP31), improvements to the entrance to Marriott's Way from the Barn Road Roundabout (GP29) and enhanced links with the Broads network at Whitlingham in the longer term. However, it should be noted that the project to complete the missing link on the Riverside Walk is currently on hold due to a review of the costs and design and the project to improve accessibility is on hold due to staff resourcing.

The Norwich Riverside Walk is identified as a sub-regional green infrastructure corridor, supporting growth locations in the Joint Core Strategy. The River Wensum Strategy noted above also aims to complete key missing sections of the riverside walk within the city. The development of the Riverside Walk alongside the Wensum helps to support the green infrastructure requirements for anticipated new housing and employment development that has been identified in the city centre and East Norwich.

- **Broadland Country Park**

Broadland Country Park (GP (BCP) was allocated £719,000 of IIF funding which enabled the land to be purchased by Broadland District Council in 2019. The new Country Park was launched online at Easter 2021 with its new name, promotional film, blog site and [Broadland Country Park website](#).

Match funding has been secured from the Business Rates Pool and British Cycling, as well as \$106 contributions from nearby developments. The approved Broadland Country Park: Horsford Crossing project (GP82) will improve pedestrian and cycling access into Broadland Country Park across the B1149 Holt Road. For more details about these projects please see Appendix B – Greater Norwich Growth Programme.

A partnership with the [Norfolk and Norwich Naturalists Society](#) has harnessed the work of expert naturalists. So far 1749 species of wildlife have been recorded.

Planning Solutions Consulting have been appointed to undertake an options analysis and financial appraisal for the future of Broadland Country Park. They will report early in 2023.

Broadland Country Park helps to maneuver the Greater Norwich area into a strong position in which to deliver sustainable, well-planned communities by enabling a mitigation strategy that alleviates the impact of growth on the internationally designated sites in Norfolk.

Projects Supported by IIF

Since 2014, 32 Green Infrastructure projects have been allocated funding from the IIF. Total allocated funding for GI has been £4.126m, leveraging in an additional £2.089m from other sources.

- GP1 – Harrisons Wood
- GP2 – Danby Wood
- GP3 – Marston Marsh
- GP4 – Earlham Millennium Green Phase 1
- GP5 – Riverside Walk
- GP6 – Marriott's Way Phase 1
- GP7 – Norwich Health Walks
- GP8 – Earlham Millennium Green Phase 2
- GP9 – Marriott's Way Phase 2
- GP22 – Pink Pedalway, Heathgate
- GP23 – Carrow to Deal Ground Riverside Walk (Closed Prematurely)
- GP27 – Lizard and Silfield Nature Reserves (Closed Prematurely)
- GP29 – Marriott's Way Barn Road Gateway
- GP30 – Sloughbottom Park, Anderson's Meadow
- GP31 – Riverside Walk Accessibility
- GP33 – Strumpshaw Pit Circular Walk
- GP36 – Castle Gardens
- GP47 – Yare Valley Walk, Cringleford Meadow Improvements (formerly UEA to Eaton Boardwalk)
- GP48 – Wherryman's Way: Yare Valley
- GP 49 – Earlham Millenium Green Phase 3
- GP50 – Yare and Wensum Valleys Link
- GP51 – Green Infrastructure: Access for All
- GP52 – Thorpe Marriott Greenway
- GP63 – Broadland Country Park
- GP64 – Hellesdon Station Green Infrastructure
- GP65 – East Wymondham Green Infrastructure
- GP66 – 20 Acre Wood
- GP67 – Ketts Country Long Distance Trail
- GP68 – Frenze Beck Green Infrastructure
- GP77 – Bure Valley Path
- GP78 – Kett's Heights
- GP83 – Wherryman's Way Access Improvements

Transport

Transport for Norwich (TfN) comprises a strategy and programme of works that is delivering transport improvements across Greater Norwich. The strategy recognises that everybody's journeys are different and looks to give people viable options on how they choose to travel; it actively promotes sustainable transport. Key improvements already delivered include:

- the Broadland Northway
- a network of Park and Ride facilities
- a network of 'Pedalway' cycle routes and upgrades to pedestrian and cycle crossings
- the award-winning Norwich Bus Station and an improved transport interchange at Norwich Rail Station
- bus priority measures both in the City Centre and along radial routes such as Cromer Road and Thorpe Road
- public realm improvements at key locations such as Tombland, King Street and St Stephens Street

There is an implementation plan of transport delivery that sets out a range of transport measures, together with their general intended phasing, for delivery over the short to medium term.

The TfN strategy was reviewed and adopted by the County Council in December 2021. The new Transport for Norwich Strategy sits alongside Norfolk County Councils Fourth Local Transport Plan, which was adopted by the County Council in July 2022. Norfolk County Council, Norwich City Council and Broadland District Council have made commitments to reduce carbon emissions that arise from their operations to net zero by 2030. These documents will support these joint ambitions.

Projects supported by IIF

Since 2014, 15 Transport projects have been allocated funding from the IIF. Total allocated funding for Transport has been £7.918m, leveraging in an additional £6.252m from other sources.

- GP11 - St Clements Toucan crossing
- GP13 - Eaton Centre Interchange
- GP13b - Roundhouse Way Bus Interchange
- GP16 - Golden Ball Street highways improvements
- GP17b - Cromer Road - Aylsham Rd (A140)
- GP24 - Colney River Crossing
- GP26b- Hempnall Crossroads
- GP32 - Broadland Way: Green Lane North to Plumstead Road

- GP45 - Green Pedalway junction improvements
- GP46 - Marriott's Way: Access improvements in Costessey
- GP53 - Marriott's Way: Resurfacing at Drayton
- GP74 - Plumstead Road Roundabout
- GP80 - Yellow Pedalway extension
- GP81 - Wensum Walkway
- GP82 - Broadland Country Park – Horsford Crossing

Major Strategic Transport Schemes

GP25 - Broadland Northway

Construction of the Broadland Northway was completed in April 2018 and there has been significant positive feedback from residents and businesses regarding the reduced journey times and simpler journeys that the new route provides. The monitoring of traffic impacts is ongoing. The road was paid for by the Department for Transport, Growth Point funds and the Community Infrastructure Levy (CIL). With the agreement of all the Greater Norwich partners, £40m of borrowing to support its delivery took place in 2016. This loan runs until June 2041 and is repaid in yearly instalments from the IIF.

GP26 - Long Stratton Bypass

The Long Stratton Bypass (LSBP) will be funded from a combination of developer and public sector funding. It was announced in September 2019 that the Department for Transport (DfT) had awarded major road network funding to develop the business case for the LSBP. This enabled the scheme to move forward to the next stage. The Outline Business Case was submitted to the DfT in January 2021 and resulted in a commitment from them to fund 70% of the overall project cost identified within the Outline Business Case, with a further release of scheme development funding to take the project through to the appointment of a preferred Contractor. At that point, a Full Business Case submission will be required to obtain the final funding from DfT to allow construction of the project. The remainder of the overall project funding (30%) will be made up of a developer contribution and CIL supported borrowing.

An exercise to update the cost estimate for delivery of the bypass has identified an increase from the originally approved OBC figure of £37.44m. The new cost estimate reported to NCC Cabinet on 5th September 2022 is £46.23m, an increase of approximately £8.79m.

The authorities have worked collaboratively with the Developer to ensure the planning applications for the bypass and associated development were updated to allow for re-consultation exercises, the latest of which is hoped to take place in November 2022. Should the applicant achieve that date, the consultation and consideration process could allow a recommendation to be made to the Local Planning Authority Development

Management Committee early in 2023. In the meantime, detailed design work for the bypass continues.

City Deal borrowing to support the delivery of Long Stratton Bypass

£10m of CIL supported borrowing was allocated to LSBP through the Greater Norwich City Deal agreement which was signed with Government in December 2013. This gave the GNGB access to lower-cost borrowing from the Public Works Loan Board (PWLb).

In last year's version of this Plan, each Greater Norwich CIL receipting Authority agreed a draft legal loan agreement and for the GNGB to be granted delegated authority to sign the final legal loan agreement for the LSBP draw down, together with their S151 officers and under the direction of Norfolk County Council as the Accountable Body. As agreed within the GNGBs signed Joint Working Agreement, a unanimous decision will be required from all board members (the Council Leaders) prior to the signing and the draw down being actioned.

On the 6th October 2022, following the review of a project change request, the GNGB unanimously agreed for the City Deal borrowing to support the delivery of LSBP to be increased to £10m, the full amount allocated within the City Deal Document.

The City Deal borrowing to support LSBP is programmed to be required in 2022/23. Using current interest rates, the forecasted annual repayment to be paid from the IIF is in the region of £680,000. The final repayment amount cannot be fully confirmed until the loan is actioned and the interest rates at that future time are known. The forecasted interest repayments are included within the [Five Year Investment Plan Framework](#) on page 10.

Education

Children's Services publish their Schools Local Growth and Investment Plan (SLGIP) annually in January as part of the Children's Services Member briefing paper to Norfolk County Councils Cabinet. SLGIP recognises growth across the whole County but the most significant growth is within the Greater Norwich area.

In Greater Norwich, Norfolk County Council have 6 schools (three primary, one free school and two primary relocation and expansion) that are either in the process of being built, or where building is planned to commence over the next 2-3 years. Other new schools are planned across the Greater Norwich area once housing and pupil numbers result in existing schools in the area no longer being able to accommodate local children. These currently include 12 new primary schools and 1 secondary school. There will also be additional new schools and school expansions to provide for the new allocations made through the Greater Norwich Local Plan (GNLP).

Those currently being progressed are:

- Blofield, new building to move and expand existing school – land transfer moving forward
- Cringleford, new primary school – currently in planning and scheduled to open Sept 2024
- Silfield, new primary school – awaiting land transfer and scheduled to open Sept 2024
- North Norwich/Rackheath two new primary schools and one new secondary school – land discussion only
- Poringland, new primary – site search

In addition, extensions to existing schools are actively being pursued at the following sites:

- Hethersett High Academy – Concept design stage underway for further expansion
- Wymondham High Academy – feasibility underway for further expansion

Projects Supported by IIF

Since 2017, the Education Programme has received an annual allocation of £2m to support in the delivery of infrastructure. A total of £12m has been allocated to Education infrastructure to date.

2017/18 commitment

Hethersett – funding drawn down for two schemes to support housing growth in the village.

- £1m was committed towards the expansion of 11-16 places at Hethersett High Academy. A new classroom block was completed for September 2020, with a total

budget of £8m. The match funding was received through government grant for Basic Need.

- £1m to increase Hethersett VC Junior school to a full Primary. The scheme was completed in November 2020. The total budget was £4.5m, match funding was received through government grant for Basic Need funding and school condition capital funding. The condition funding is a grant for capital maintenance that comes to Norfolk County Council to address condition for those schools which it is the responsible body (ie not academies). It is based on a calculation per capita and is reducing year on year as the number of academy schools increase.

2018/19 commitment

£2M was committed in 2018/19 to fund two projects:

- To identify and secure a new site to move the existing Primary school at Blofield into larger and more modern school accommodation. Land assembly conversations are moving forward. Approval to acquire the land was agreed at NCC Cabinet in August 2022. Planning application submission is imminent.
- To ensure the existing primary school site in Brundall has suitable accommodation for larger cohorts of children. This involves the provision of 2 new classroom blocks, demolition of caretaker bungalow and improvement to parking provision. This was completed in December 2020 (building) with follow on external works completed March 2021.

2019/20 commitment

£2M was committed in 2019/20 to support the delivery of a new 420 place primary school in Cringleford on allocated S106 land with a consideration for the need for a nursery alongside the primary school. Planning permission has been approved and the project is currently out to tender with a programmed start onsite in Spring 2023, but this is subject to completion of land transfer from the developer.

2020/21 commitment

£2M was committed in 2020/21 to support an extensive expansion project at Ormiston Victory Academy in Costessey. This involves a new three-story classroom block and internal remodeling to increase the number of school places from 1050 (7 Form Entry) to 1500 (10 Form Entry) for 11-16year old pupils. The new build is complete and the internal remodelling is nearing completion. The project will conclude the end of 2022.

2021/22 commitment

A further £2M was committed in 2021/22 to support the considerable expansion of Ormiston Victory Academy, with a total project cost in the region of £9.5m. The shortfall of £5.5m has been met with a government grant of Basic Need.

2022/23 commitment

£2M was allocated to Hethersett Academy. A second phase of development in response to 1400 new homes in the village (1200 originally with an additional 200 recently confirmed). Design of the project is progressing well, with the project programmed to start in the summer of 2023, and completion by Autumn 2024.

23/24 Allocation

Having considered the available fund balance and taking into consideration inflationary rises since the first allocation was made in 2017, a £2.5m allocation from the IIF has been identified for the forthcoming year. The allocation will be used to support the delivery of extensions of both Wymondham High Academy and Hethersett High academy. Please see Table 2 for further details of the full programme. It is forecasted that basic need funding together with the £2.5m IIF contribution will directly support the delivery of these projects, if inflation and build costs continue to rise there is a possibility that NCC will be required to undertake a small amount of borrowing in 23/24.

Table 2 Education Infrastructure Programme, funding, and shortfall. Please note that these are forecasted figures which are subject to change and cannot be confirmed until each project reaches the point of delivery.

District Area	School Area	Schedule of Works	Stage	Cost Estimate	Expected Delivery	Basic Need Funding	S106 Funding	CIL Funding	Funding Shortfall	Cumulative Shortfall
Broadland	Blofield	New Primary School	Site acquisition and concept design	10,200,000	2023	9,000,000	0	1,000,000	200,000	200,000
South Norfolk	Wymondham	Wymondham High classroom expansion	Further phase expansion to 2050 capacity	9,200,000	2024	1,200,000	0	0	8,000,000	8,200,000
South Norfolk	Wymondham	Silfeild New Primary School	Detailed Design	10,200,000	2024	5,100,000	5,100,000	0	0	8,200,000
South Norfolk	Cringleford	Cringleford New Primary School	Detailed Design	10,200,000	2024	6,538,624	2,000,000	0	1,661,376	9,861,376
South Norfolk	Hethersett	Staged Expansion	Refresh of Masterplan	6,000,000	2024	4,246,000	1,754,000	0	0	9,861,376
Norwich City	Bowthorpe	Increase pupil places across existing schools	Under Review	4,000,000	2025	1,500,000	2,500,000	0	0	9,861,376
South Norfolk	Poringland	New Primary School	Initial 1FE with scope to increase to 2FE	10,200,000	2025	70,184	0	0	10,129,816	19,991,192
Broadland	Aylsham	New Primary School	Land provided for in LP expected delivery 2FE school	10,200,000	2026	0	0	0	10,200,000	30,191,192
Broadland	Rackheath	New Primary School #1	Land provided for in LP expected delivery 2FE school	10,200,000	2026	0	0	0	10,200,000	40,391,192
Broadland	Beeston	New Primary School #1	Land provided for in LP expected delivery 2FE school	10,200,000	2026	0	0	0	10,200,000	50,591,192
Broadland	Hellesdon	New Primary School	Land provided for in LP expected delivery 2FE school	10,200,000	2026	0	0	0	10,200,000	60,791,192
Broadland	Taverham	New Primary School	Land provided for in LP expected delivery 2FE school	10,200,000	2026	0	0	0	10,200,000	70,991,192
South Norfolk	Long Stratton	Long Stratton New Primary School	Site Location agreed	10,200,000	2026	0	0	0	10,200,000	81,191,192
Broadland	Rackheath	New Secondary School	Land provided for in LP expected delivery 6FE school	26,000,000	2027	0	0	0	26,000,000	107,191,192
Broadland	Aylsham	Future expansion of High School	Under Review	6,000,000	2028	0	0	0	6,000,000	113,191,192

District Area	School Area	Schedule of Works	Stage	Cost Estimate	Expected Delivery	Basic Need Funding	S106 Funding	CIL Funding	Funding Shortfall	Cumulative Shortfall
Broadland	Easton	Easton Primary extension to 420 places	expansion of existing site to accommodate numbers expected from development	4,000,000	2028	0	0	0	4,000,000	117,191,192
Broadland	Rackheath	New Primary School #2	Land provided for in LP expected delivery 2FE school	10,200,000	2028	0	0	0	10,200,000	127,391,192
Broadland	Beeston	New Primary School #2	Land provided for in LP expected delivery 2FE school	10,200,000	2028	0	0	0	10,200,000	137,591,192
Broadland	Hellesdon	Future expansion of High School	Under Review	6,000,000	2028	0	0	0	6,000,000	143,591,192
South Norfolk	Long Stratton	Future Expansion of High School	Under Review	6,000,000	2028	0	0	0	6,000,000	149,591,192
Norwich City	East Norwich	New Primary School	Land provided for in LP expected delivery 2FE school	10,200,000	2028	0	0	0	10,200,000	159,791,192
Total				199,800,000		27,654,808	11,354,000	1,000,000	159,791,192	159,791,192

Community Facilities

A number of strategic community projects have been identified and funded in previous publications of this Plan. These include library improvements, open space developments, improved community facilities and a range of sports facilities.

Libraries

The delivery of Library Infrastructure is overseen by Norfolk County Council, who are responsible for providing a comprehensive and efficient library service. With the support of IIF funding, the library service has used technology to extend the opening times in 18 of the 21 libraries in the Greater Norwich Area (GP41, 43, 56-60).

Sport

The delivery of sports facilities, playing pitches and other infrastructure that encourages and facilitates physical activity is overseen by a partnership group called the Greater Norwich Sports and Physical Activity Working Group. They are tasked to enable, encourage, and monitor the delivery of new infrastructure.

In October 2022 the 2014 Playing Pitch and Built Sports Facilities Strategy was superseded by the [Greater Norwich Physical Activity and Sports Strategy \(PASS\)](#). This new strategy updates the 2014 version whilst also broadening the scope beyond the use of traditional sports facilities, considering how physical activity can improve physical health and mental wellbeing, reduce inequalities, improve community cohesion, and support economic development. The strategy will provide a more rounded view of the way 'place' supports active lifestyles. It will acknowledge that in addition to pursuing traditional sports, people are incorporating physical activity into their daily lives through activities like cycling or walking to work. The PASS was jointly funded by the GNGB and Sport England, and developed in accordance with [Sport England's Strategic Outcomes Planning Guidance](#). The Plan will be monitored and progressed by the Greater Norwich Sports and Physical Activity Working Group, an established cross authority officer group which is chaired and supported by Active Norfolk as a key partner.

Projects supported by IIF

Since 2014, 23 Community projects have been allocated funding from the IIF. Total allocated funding for Community Facilities has been £5.018m, leveraging in an additional £10.179m from other sources.

- GP37 – Long Stratton Sports Hub
- GP38 – Football Pitch Improvements
- GP39 - Loddon and Hales Cricket Club and Hales Bowls Club
- GP40 – Ketts Park Sports Hub

- GP41 – Wroxham Library Self Service
- GP43 – Diss Library Self Service
- GP55 – Community Sports Hub, The Nest
- GP56 – Harleston Library Self Access
- GP57 – Costessey Library Self Access
- GP58 – Loddon Library Self Access
- GP59 – Earlham Library Self Access
- GP60 – Mile Cross Library Self Access
- GP69 – Aylsham Sports Hub Stage 3
- GP70 – Wymondham Tennis Club
- GP71 – Crusaders Rugby Football Club
- GP72 – Recreation Road Pool
- GP73 – Norwich Parks Tennis
- GP76 – Brundall Sports Hub
- GP79 - FDC Bowthorpe
- GP84 – Wensum Lodge
- GP85 – FDC Heartsease Open Academy
- GP86 – Yare Boat Club

Economic Development and Regeneration

Several projects supported by the IIF significantly contribute to the economic growth of areas by providing transport, green infrastructure, and community benefits. These projects support the wider regeneration of areas but often require many years of strategic planning to come to fruition. Projects which the GNGB have already identified as strategic priorities within the Greater Norwich area include:

Anglia Square

A planning application for the comprehensive redevelopment of Anglia Square was submitted to Norwich City Council on 19 April 2022 (ref: 22/00434/F). This comprises up to 1,100 dwellings; 8,000 sqm of non-residential floorspace for flexible retail, commercial and community use; 450 parking spaces; hard and soft landscaping; service infrastructure and other associated work. Following consultation and feedback, the scheme has been amended and has been subject to further periods of public consultation. The timescale for determination of the application is subject to addressing the impact of the development on nutrient neutrality. A decision on the application is expected in the first half of 2023.

The Greater Norwich Local Plan (GNLP) is proposing that Anglia Square and adjoining land (approx. 4.79 ha) is allocated for a housing-led mixed use development including retailing, employment, community and leisure facilities, and will act as a catalyst for wider investment and redevelopment in the 'Northern City Centre Strategic Regeneration Area' defined in the GNLP. The housing element of the scheme is in the region of 800 units.

East Norwich

Following the closure of Carrow Works in 2020, significant regeneration proposals are being developed for the East Norwich area. The redevelopment area comprises approximately 50ha of brownfield land including Carrow works, the adjacent Carrow House, the Utilities Site, and Deal Ground site. The GNLP is proposing that these sites are allocated for comprehensive mixed-use redevelopment as the 'East Norwich Strategic Development Area'.

This site represents the largest regeneration scheme in Greater Norwich and has the potential to deliver a sustainable new community comprising up to 4,000 homes (as proposed in the draft Greater Norwich Local Plan), alongside considerable employment and community spaces, linking the city centre with the Broads National Park at Whitlingham.

To unlock the potential of this area there will need to be considerable investment in infrastructure to support redevelopment. This will be a complex exercise and is currently being examined through a detailed master-planning exercise which will supplement

policies in the Greater Norwich Local Plan.

The master-planning exercise has been completed by consultants Avison Young and was overseen by a public private partnership led by Norwich City Council. The [Stage 1 masterplan for East Norwich](#) was endorsed by Norwich City Council's Cabinet in November 2021 and the Stage 2 masterplan in June 2022.

The Infrastructure Delivery Plan produced alongside the Stage 2 masterplan identifies a total cost of £153m for the infrastructure required to underpin regeneration at East Norwich, which is likely to require significant public sector funding support. Further Stage 3 work has been commissioned by Homes England which will consider potential delivery options, develop a financial model, and help refine infrastructure costs and triggers.

Necessary works include physical infrastructure such as new roads, bridges and pedestrian/cycle ways, as well as social and community infrastructure including a school. However, the expectation is that this may require public sector leadership and investment in order to deliver.

Norwich Towns' Fund Programme

Norwich City Council was awarded £25m from the Ministry of Housing, Communities and Local Government to deliver eight key projects which are being developed in partnership with the Norwich Vision Group, local communities, partners and public/private investors. [The Norwich Town Deal](#) contains eight projects which have a strong focus upon economic development, urban regeneration, and city centre vitality:

- **The ACE (Advanced Construction and Engineering) Centre, City College** – A dedicated teaching lab in advanced engineering and manufacturing, sustainable transport, advanced construction and digital technologies. Scheduled to open towards the end of 2022
- The recently completed **Digi-Tech Factory** is a new campus building at City College Norwich
- **The Revolving Fund** – Established to unlock stalled brownfield sites to deliver energy efficient, modern homes and workspaces.
- **The Digital Hub** – Refurbishment of the Townshend House building in Norwich to develop a new “start-up and grow-on” space for digital businesses.
- **Investment** into the masterplan for **East Norwich** and to purchase **Carrow House** which has been refurbished to create much-needed office accommodation in this key growth area of Norwich.
- **Work In Norwich (WIN) Branding** – Establishment of a cohesive commercial proposition for Norwich as ‘the place’ for business and promote the city as one of the best places in the world to live, learn, work and succeed.

- **Public Realm** improvements at Hay Hill.
- St Andrews and Blackfriars' **The Halls** – Development of a state-of-the-art making space for collaboration and partnerships between culture, digital and tech.

Transforming Cities Fund

The Greater Norwich 'Transforming Cities Fund' (TCF) application is based around transforming connectivity in and around Norwich through a coordinated package of improvements on three transport corridors and in the city centre.

Greater Norwich was successful in securing an initial allocation of £6.1m from an early allocation of TCF. This was used to deliver 6 transport schemes across Greater Norwich during 2019/20-2020/21, which included new pedestrian crossings, provision of segregated cycle facilities between Wymondham and Hethersett, improvements to Norwich Bus Station and the implementation of a new cycle share project with Beryl.

It was announced in September 2020 that a further £32m of TCF funding had been allocated to Greater Norwich. We have prioritised corridors and schemes that are deliverable within the challenging timescales of the funding programme (up to end 2023 but discussions are ongoing with the Department for Transport about extending the programme to the end of 2024), which would maximise benefits and value for money. We have also tried to deliver the best possible balance between bus, walking and cycling schemes, which will be supplemented by a coordinated and sustained behaviour change programme that will be locally funded and delivered. Delivery of the TCF programme is going well and a number of schemes are already complete. These include:

- Cycling, pedestrian and public realm improvements at Tombland
- a new bus/cycle contraflow bus lane on Thorpe Road
- improved walking / cycle route along the Marriott's Way
- improvements to the bus route along South Park Avenue
- a new bus and cycle lane at Cromer Road / Aylsham Road
- modifications at the Grapes Hill junction to improve public transport and active travel journeys in this area
- changes around Norwich rail station to improve access for those walking, cycling and using public transport
- a significant redesign of St Stephens Street making it easier for buses to access bus stops and for bus passengers to board and alight buses, as well as providing wider footways and new seating and planting

- significant improvements to the pedestrian route to City College through a redesign of the Grove Road junction; enhanced cycle infrastructure has also been provided

Connecting the Lanes

The Norwich Lanes is an award-winning cluster of mutually supportive independent businesses that trade within the intricate weave of characterful medieval streets between the Market Place and the River Wensum. The experience of walking, browsing and being sociable is intrinsic to its success and to people's enjoyment of the area. Over the years, vehicles have been moved out of its narrowest streets but traffic remains a barrier and a blight in some streets such as Exchange Street and St Andrews Street. The [Connecting the Norwich Lanes](#) (CtL) programme, which is led by Norfolk County Council and supported by Norwich City Council, comprises a series of projects to manage traffic and improve the quality of public space. Traffic restrictions have been introduced on Exchange Street and St Benedicts Street with footway buildouts and pavement café space created and funding is being sought for more transformative works to the streetscape. Major works are programmed for 2023 in St Andrews Street and Duke Street; the Transforming Cities Fund money will be used to create cycle tracks, zebra crossings and widened pavements facilitated by preventing motorists driving eastwards through the city centre via St Andrew's Street.

Norwich Research Park (NRP) Enterprise Zone

A revised 5-year Site Development Plan has been created for the Enterprise Zone at Norwich Research Park (NRP) which will inform a revised masterplan.

Planned works in 2023 include a Diagnostic Assessment Centre, enlarging Colney roundabout and installing a new bus interchange. Norfolk County Council has submitted a funding application to the IIF to secure funding to complete the link in the off-carriageway cycle and pedestrian link between Hethersett and the NRP. Should funding be awarded, construction is expected to start during 2023/24.

Key improvements in and around the NRP have helped improve its connectivity to the wider area, as well as enhance the local environment. Those funded by the IIF include:

- a new bus interchange at Roundhouse Way
- a direct footpath link to the significant housing growth at Bowthorpe, including a new footbridge across the River Yare
- health walks to improve the wellbeing of patients and employees in the grounds of the Norfolk and Norwich University Hospital

Smart Emerging Technologies Institute – SETI

A more detailed business case has been commissioned by South Norfolk Council to take forward the SETI concept. The project is led by the University of East Anglia in collaboration with BT at Adastral Park, University of Cambridge and University of Essex. The business case will be completed by December of 2022.

The SETI concept is based around the development of a closed loop fibre network between the partners sites which will enable data transfer which is more than 1,000 times faster than broadband connections. If delivered, SETI will:

- provide the infrastructure for invention *and* innovation, developing technology from the laboratory to application and delivery
- encourage and enable more industry investment in research and collaborative R&D
- attract and create opportunities in a region where innovation assets are less densely clustered
- facilitate collaboration to explore the application of new technologies across sectors
- deliver improved local productivity through skills development, technology adoption and innovation based growth

Cambridge Norwich Tech Corridor (CNTC)

The CNTC continues to be recognised and promoted as a strategic location for technology and innovation within the region and the UK. Supported by local authority partners, a mapping of key clusters across the Corridor has enabled the identification of specialist strengths and development opportunities in different high-growth locations. An additional piece of work commissioned by CNCT members and delivered by EELGA will set out some options for the project to move forward. This piece of work is due to be completed November 2022.

Neighbourhood CIL

A minimum of 15% of the CIL that is received by each District Authority is given back to Parish or Town Councils. This amount rises to 25% when a Neighbourhood Plan has been adopted. The funding is known as neighbourhood CIL and it plays an important role in delivering infrastructure to support growth. The total neighbourhood CIL received by each area is listed in [Appendix E – Neighbourhood CIL](#), but it is for the individual Parish and Town Councils to agree how neighbourhood CIL is allocated in their local areas. Whilst the GNGB has no decision-making power over the allocation of this funding, the partners proactively engage to ensure the delivery of infrastructure, including how this relates to the development and implementation of Neighbourhood Plans.

Where appropriate, projects that apply to the IIF are encouraged to secure neighbourhood CIL as match to confirm the local support for delivering each project and to demonstrate the alignment of priorities between the two funding streams.

Both Broadland and South Norfolk Councils have introduced a Community Infrastructure Fund (CIF), which allows Parish or Town Councils to borrow money from the District. This money can be used to deliver community infrastructure projects which address the demands of growth in their area. CIL receipts, due to be paid to Parish or Town Councils, are used to repay the money to the District.

In the Norwich City Council area there are no parishes, so the council consults directly with communities to allocate this element of CIL income. The council use multiple ways in which to encourage applications into this fund:

- There is a yearly allocation to Pledge Norwich which is set up to be an open match fund for community driven and delivered projects. It will fund up to 50% of a project cost (to a maximum of £5000). These applications are assessed for suitability against the requirements of the Neighbourhood CIL legislation, and then scored and weighted based on local priorities. Areas of higher deprivation receive a more heavily weighted score.
- Other Neighbourhood CIL allocations in Norwich are based on bids and suggestions received during the year. Shortlisted applicants are invited to submit a full application which is scored against selection criteria, to ensure it is best value for money and addresses locally identified priorities.
- The council proactively uses community engagement opportunities to identify projects which might be suitable for Neighbourhood CIL, including where it can fund feasibility studies in preparation for making an application to the GNGBs separate strategic CIL fund. The website Get Talking Norwich has been set up as an online engagement platform to gather local intelligence and to help determine priorities.

Appendix A – 2023/24 Annual Growth Programme Project Details

This appendix provides details of the projects in the 2023/24 Annual Growth Programme for Greater Norwich. The projects are grouped by their Sponsoring Authority, together with their IIF allocations.

Broadland

Youngs Park Aylsham AGP - £250,000

This project at Youngs Park in Aylsham, will see the installation of a full-sized 3G artificial grass pitch (AGP). This will replace an existing full sized natural turf pitch. Successful delivery of this project will contribute towards a variety of outcomes identified within Norfolk County Council's Together for Norfolk business plan, Sport England's Uniting the Movement strategy, the FA's National Football Facility Strategy, Aylsham Parish Council's Neighbourhood Plan and the emerging Greater Norwich Physical Activity and Sport Strategy (PASS) and associated updated Playing Pitch Strategy.

Converting the existing grass 11v11 pitch to an AGP, will enable increased formal and recreational football participation. Consequently, this project would deliver significant benefits for Aylsham Football Club, the local community and the Greater Norwich area.

Norwich

Guildhall Hill and Exchange Street - £2,771,548

This is a major project to create a public space destination in the civic heart of Norwich between the Guildhall, Jarrold Department Store and the Market that would be connected to the north of the city centre via a rejuvenated Exchange Street. The improved public space would support and encourage more intensive use of nearby retail and commercial space and feature the following main changes

- Reinforcing freedom of movement for pedestrians to walk along and across Exchange Street and supporting the recently agreed traffic restrictions by widening and paving the footway, elevating the asphalt carriageway close to footway level and introducing permanent street furniture so people can sit outside and enjoy their surroundings, including at the popular cafes which have benefited from the temporary arrangements introduced during the pandemic.

- Enabling cyclists to ride up to the Market Place on Exchange Street as well as continuing to ride down to St Andrews Street. Cycle parking would be provided so people can conveniently do their shopping or visit cafes and restaurants by bike.
- A new taxi rank would be created in a well-lit and level location between City Hall and the Forum close to the corner of St Peter's Street and Bethel Street, which is the permitted access loop for traffic following the closure of Exchange Street, which includes taxis.
- Creating an attractive and generous seating and planted area below the Guildhall where the taxi rank currently lies. The demand is demonstrated by the people that crowd into Memorial Gardens to chat and eat throughout the day. The arrangement of seating and planting would open and frame pedestrian routes that are currently blocked by parked and manoeuvring taxis. Access to parking for disabled motorists and commercial loading for the Market and business premises on Guildhall Hill would remain.

The project is part of the [Connecting the Norwich Lanes](#) programme, which is led by Norfolk County Council. The Lanes is an award-winning cluster of mutually supportive independent businesses that trade within the intricate weave of characterful medieval streets between the Market Place and the River Wensum. The experience of walking, browsing and being sociable is intrinsic to its success and to people's enjoyment of the area. Over the years vehicles have been moved out of its narrowest streets but traffic remains a barrier and a blight in some streets such as Exchange Street and St Andrews Street.

Norfolk County Council have assessed the project using the Department for Transport's Active Mode Appraisal Tool. Over thirty thousand pedestrians were recorded crossing the junction at the bottom of Guildhall Hill near Jarrold on 30 May 2022 and this huge number of project beneficiaries combined with improvements to congestion, air quality, greenhouse gases, physical and mental wellbeing, journey ambience, amount to £31.8m of monetised benefit and a benefit cost ratio of 7.89, which is considered very high value for money.

Thorough consultation, detailed design and political approval will be required before the project can be implemented.

Sloughbottom Park Regeneration - £850,000

This project is adjacent to the former Mile Cross depot site which is in the process of being redeveloped to add additional housing to the area (circa 200 homes). The project will add important physical activity infrastructure within the location as well as improved access to

the city centre via Marriott's way.

The project will deliver a linked set of new community facilities, including:

- A new 3G football pitch which can be used year-round
- League-standard changing facilities, including an administration office.
- Multi-purpose Pavilion and café - the existing pavilion will be rebuilt as a more suitable multi-purpose community facility. It will include an information hub and classroom for the Norfolk Wildlife Trust, a space for the BMX club to run British Cycling sessions and Norfolk County FA to run coaching and educational sessions. It will also be available for public booking.
- Play Park: the play area will be upgraded with more inclusive playground equipment and improved surfacing.
- The BMX track will be refurbished, bringing it up to national standards. Portable floodlights will facilitate year-round use.
- Upgraded modular storage facilities at the BMX track, to be shared with the Norfolk Wildlife Trust.
- Carpark, paths, signage and lighting will be upgraded to improve safety and accessibility
- Cycle Highway connections: upgrades to the vital 450m 'Dolphin Path' cycle path which connects the Mile Cross area into the city via National Cycle Route 1 (Marriott's Way) will include improvements to lighting, path widening, replacement of boundary fencing and installation of two bike repair stations at Sloughbottom Park.

The full project is a levelling up fund application for the North Norwich constituency. The specific elements within this project that are within the AGP include the 3G pitch and changing rooms which are highlighted in the GNIP and the upgrade to Dolphin Path, which is part of the orange pedal way and intersects with Marriott's Way. This aspect of the project forms a match fund for the full LUF application.

South Norfolk

Hethel Technology Park - £5,000,000

This project will deliver:

- A 3-arm Roundabout on the C186 (Wymondham Road) to the west of the current Hethel Engineering Centre access. The roundabout will provide a new access via a realignment of the southern end of Potash Lane through the Strategic Employment Allocation HEHEL2.
- A new road (as indicated above) through HETHEL2 providing access 'limbs' into the employment allocation to serve the employment facilities (new and existing) at Hethel.
- Footway and cycleway infrastructure alongside the sections of new road.
- Closure of the existing junction of the C186 Wymondham Road and Potash Lane to vehicular traffic at Hethel.

Without improvement in the transport infrastructure at the Hethel site, continuous economic growth will be hindered. This project will act as the catalyst to accelerate economic development resulting in access to c. 870 new high value jobs. Infrastructure improvements will help accelerate and safeguard other allocated employment sites across Wymondham too, providing a wider range of jobs in the economy. This will occur through a mixture of inward investment, expansion of existing businesses and supply chain clustering that will also establish a critical mass of partners and suppliers to the planned Lotus facility at Hethel. Furthermore, there will be Increased opportunities for apprenticeships, graduate placements, and new skills attained within existing advanced manufacturing and engineering sectors. GVA uplift for the planned HEC Phase 4 building is expected to be in the region of c. £14.5m p/a, this expansion alone is expected to safeguard up to 300 new FTE jobs, safeguarded within South Norfolk by allowing existing tenants to grow.

Research & Development opportunities will be secured along the Cambridge and Norwich Tech Corridor as a result of the growth outlined above ensuring the area becomes a centre of excellence for areas such as composites and advanced manufacturing.

Venta Icenorum - £153,128

This project will upgrade and expand the car park by 2,000 sq. metres (doubling the existing capacity) so it is fit for purpose and can accommodate the increased number of visitors. The car park will be free to visitors for the foreseeable future however, a small fee may become payable in the longer term to assist with sustainability of the site going forward. The extension will help mitigate the problem with visitors parking on the rural road and reduce the risks to road users. Entry will be via a new height security barrier to prevent entry overnight. There will be allocated bays for disabled visitors (blue badge holders). The work will include provision for 2 new Electric Vehicle charging points with associated utilities to support this.

New cycle parking bays (to secure at least 12 bikes) will be included to encourage cycling to the site, simultaneously relieving pressure on the car park. Finally, a new oak gazebo will be erected at the entrance to Venta Icenorum marking it as a formal entrance point, it will act as a meeting point for visitors, hold information boards and provide some shelter too.

Queens Hills Community Park - £153,552

Queen's Hills Community Park is a large 90-acre multifunctional green open space on the southern edge of Queen's Hills in Costessey, Norwich. It is also designated as a County Wildlife Site (CWS), demonstrating its value and importance to wildlife. The Community Park comprises: a Community Woodland, 4 play areas at Queen's Hills and East Hills Woods managed by South Norfolk Council. Costessey has one of the largest populations in South Norfolk, having seen significant amounts of development in recent years, and includes one of Greater Norwich's strategic employment locations at Longwater.

The aim of this project is twofold. The first: to provide formalised and improved access to and within the park for community and visitors, and second: to protect the existing woodland. This project will deliver:

- Formal footpaths
- Waymarkers
- 5 Circular Walks
- An additional access point to the park.
- 6 Cycle Racks
- Stock fencing for a grazing area.

Cringleford Country Park - £468,000

Cringleford, as one of the five major growth locations in South Norfolk, has experienced a

rapid expansion in its population. In parallel, many of Cringleford's former open fields have come under development, placing enormous pressure on the last remaining open space at the UEA whose woodlands, lake and meadows are a beauty spot - attracting people from not only the local area but also Norwich and nearby districts.

The UEA's green space is not particularly accessible as many of its paths and, crucially, its river crossing is not fully accessible. The Parish Council is purchasing land in the Yare Valley adjacent to the UEA woods, so that it can be protected from development and be made accessible open space for the community.

The primary purpose of this project is to secure and open up additional green space for the community. The project will deliver:

- 17.24 ha of land including 5.87 ha of managed woodland (Cringleford Wood) and 8.56 ha pasture.
- a new accessible bridge crossing for the River Yare
- 400m of accessible boardwalk across the land to the bridge.
- 400m cattle and dog-proof fencing to maintain grazing and protect users of the pasture.
- a new path linking Cringleford to the west of the Yare River with UEA's boardwalk and the Yare Valley walk to the east, and the wider Kett's Country Long Distance Trail and Circular paths.
- 3 disabled parking spaces for accessing the new path.

Easton Village Hall - £505,000

This proposal outlines the delivery of a multi-use village hall (with off-road parking) in Easton, to enhance recreational provision, promote social integration, and create a thriving sustainable community.

Physical outputs from the project are:

- 565sqm village hall that accords with Sport England requirements and will contain a sports hall which allows for a large catalogue of sports uses, flexible office spaces, kitchen facilities, changing facilities, bar facility and meeting area.
- 19 standard car parking spaces; 3 disabled car parking spaces, storage for 16 x cycles, EV charging capacity for up to 20 EV points with 7 installed at the project opening.

The project is in an accessible location well served by public transport, not yet served by Beryl Bikes but an area of potential expansion and so is accessible beyond Easton. The

centre is also designed to be a relief centre able to operate off grid for an extended period creating resilience to the community and beyond; it has been designed and intended to serve as a blue light office base where facilities will be usable 24/7.

Norfolk County Council

Hethersett to NRP Cycle Route - £501,015

The project will deliver active travel infrastructure improvements along Colney Lane, which provides a key route from Hethersett and Wymondham to the Norwich Research Park (NRP). These improvements will enhance walking and cycling provision, supporting strategic growth of Wymondham, Hethersett and the NRP.

The key project deliverable is for an off-carriageway, shared-use cycling and walking path to be provided along the western side of Colney Lane from the junction of Braymeadow Lane to the bridge over the A47. This will enable the Pink Pedalway to be extended to Hethersett to link with the Blue Pedalway (the Pink Pedalway currently terminates at the Norfolk & Norwich University Hospital).

The new shared use facility would typically be 3m wide, segregated from general traffic and will be 810m in length.

Appendix B – Greater Norwich Growth Programme

Table 3 IIF Expenditure

AGP Year	Ref	Applicant	Status	Theme	Expenditure	Project Budget	Other funding	CIL funding	Spend to 2021/22	2022/23	2023/24	2024/25	2025/26	2028/27	2028/29
2023/24	GP97	South Norfolk	Not Started	Transport	Hethel Technology Park	(8,219)	(3,775)	(5,000)	0	0	(2,015)	(2,985)	0	0	0
2023/24	GP96	Norwich	Not Started	Transport	Guidhall and Exchange Street	(5,894)	(3,122)	(2,772)	0	0	(1,760)	(1,012)	0	0	0
2023/24	GP95	County	Not Started	Transport	Hethersett to NRP Cycle Route	(728)	(227)	(501)	0	0	(501)	0	0	0	0
2023/24	GP94	South Norfolk	Not Started	Green Inf.	Venta Icenorum	(156)	(3)	(153)	0	0	(153)	0	0	0	0
2023/24	GP93	South Norfolk	Not Started	Green Inf.	Cringleford Country Park	(798)	(330)	(468)	0	0	(27)	(250)	(191)	0	0
2023/24	GP92	South Norfolk	Not Started	Green Inf.	Queens Hill Community Park	(154)	(20)	(134)	0	0	(134)	0	0	0	0
2023/24	GP91	Broadland	Not Started	Community	Youngs Park Aylsham AGP	(900)	(650)	(250)	0	0	(250)	0	0	0	0
2023/24	GP90	South Norfolk	Not Started	Community	Easton Village Hall	(1,505)	(1,000)	(505)	0	0	(505)	0	0	0	0
2023/24	GP89	Norwich	Not Started	Community	Sloughbottom Park Regeneration	(8,512)	(7,662)	(850)	0	0	(850)	0	0	0	0
2023/24	GP88	County	Not Started	Education	Education	0	0	(2,500)	0	0	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
2022/23	GP87	County	Ongoing	Education	Education - Hethersett Academy	0	0	0	0	(2,000)	0	0	0	0	0
2022/23	GP86	Broadland	Ongoing	Community	Yare Boat Club	(271)	(191)	(80)	0	(80)	0	0	0	0	0
2022/23	GP85	Norwich	Ongoing	Community	FDC - Heartsease Open Academy	(480)	(330)	(150)	0	(150)	0	0	0	0	0
2022/23	GP83	County	Ongoing	Green Inf.	Wherryman's Way Access Improvements	(445)	(229)	(217)	0	(97)	(120)	0	0	0	0
2022/23	GP82	Broadland	Ongoing	Transport	Broadland Country Park - Horsford Crossing	(101)	0	(101)	0	(101)	0	0	0	0	0
2022/23	GP81	County	On Hold	Transport	Wensum Walkway	(1,974)	(709)	(1,265)	0	(1,265)	0	0	0	0	0
2022/23	GP80	County	Ongoing	Transport	Yellow Pedalway Extension	(1,900)	(300)	(1,600)	0	(560)	(1,040)	0	0	0	0
2021/22	GP79	Norwich	Complete	Community	FDC Bowthorpe 3G Pitch	(929)	(679)	(250)	(250)	0	0	0	0	0	0
2021/22	GP78	Norwich	Ongoing	Green Inf.	Kett's Heights	(312)	0	(312)	0	(109)	(203)	0	0	0	0
2021/22	GP77	Broadland	Ongoing	Green Inf.	Bure Valley Path	(841)	(582)	(259)	0	(30)	(229)	0	0	0	0
2021/22	GP76	Broadland	Ongoing	Green Inf.	Brundall Sports Hub	(1,346)	(1,246)	(100)	0	(100)	0	0	0	0	0
2021/22	GP75.2	County	Ongoing	Education	Education - Ormiston Victory Academy	(9,000)	(5,000)	(4,000)	(4,000)	0	0	0	0	0	0

AGP Year	Ref	Applicant	Status	Theme	Expenditure	Project Budget	Other funding	CIL funding	Spend to 2021/22	2022/23	2023/24	2024/25	2025/26	2028/27	2028/29
2020/21	GP75.1	County	Ongoing	Education	Education - Ormiston Victory Academy (added to 21/22 allocation)	0	0	0	0	0	0	0	0	0	0
2020/21	GP74	Broadland	Ongoing	Transport	Plumstead Road Roundabout	(1,350)	(625)	(725)	0	(725)	0	0	0	0	0
2020/21	GP73	Norwich	Ongoing	Community	Norwich Parks Tennis	(423)	(320)	(103)	(16)	(87)	0	0	0	0	0
2020/21	GP72	Norwich	Complete	Community	Recreation Road Pool	(60)	0	(60)	(60)	0	0	0	0	0	0
2020/21	GP71	South Norfolk	Ongoing	Community	Crusaders Rugby Football Club	(600)	(450)	(150)	0	(150)	0	0	0	0	0
2020/21	GP70	South Norfolk	Ongoing	Community	Wymondham Tennis Club	(150)	0	(150)	0	(150)	0	0	0	0	0
2020/21	GP69	Broadland	Ongoing	Community	Aylsham Sports Hub Stage 3	(986)	(511)	(475)	(385)	(90)	0	0	0	0	0
2020/21	GP68	South Norfolk	Ongoing	Green Inf.	Frenze Beck Green Infrastructure	(45)	(10)	(35)	0	(35)	0	0	0	0	0
2020/21	GP67	County	Complete	Green Inf.	Ketts Country Long Distance Trail	(98)	0	(98)	(54)	(43)	0	0	0	0	0
2020/21	GP66	Norwich	Ongoing	Green Inf.	20 Acre Wood Community Access Improvements	(62)	0	(62)	0	(62)	0	0	0	0	0
2020/21	GP65	South Norfolk	Ongoing	Green Inf.	East Wymondham Green Infrastructure	(46)	(2)	(44)	0	(44)	0	0	0	0	0
2020/21	GP64	Norwich	Ongoing	Green Inf.	Hellesdon Station Green Infrastructure	(453)	(232)	(232)	(1)	(145)	(86)	0	0	0	0
2020/21	GP63	Broadland	Complete	Green Inf.	Broadland Country Park (prev NWW)	(1,265)	(546)	(719)	(290)	(143)	(143)	(143)	0	0	0
2019/20	GP62	County	Ongoing	Education	Education - Cringleford	(2,000)	0	(2,000)	0	(2,000)	0	0	0	0	0
2018/19	GP61	County	Ongoing	Education	Education - Blofield and Brundall	(2,000)	0	(2,000)	(1,000)	(1,000)	0	0	0	0	0
2018/19	GP60	County	Complete	Community	Mile Cross Library self-access improvement	(35)	0	(35)	(24)	0	0	0	0	0	0
2018/19	GP59	County	Complete	Community	Earlham Library self-access improvement	(35)	0	(35)	(26)	0	0	0	0	0	0
2018/19	GP58	County	Complete	Community	Loddon Library self-access improvement	(35)	0	(35)	(22)	0	0	0	0	0	0
2018/19	GP57	County	Complete	Community	Costessey Library self-access improvement	(35)	0	(35)	(26)	0	0	0	0	0	0
2018/19	GP56	County	Complete	Community	Harleston Library self-access improvement	(35)	0	(35)	(22)	0	0	0	0	0	0
2018/19	GP55	Broadland	Complete	Community	Community Sports Hub - The Nest Horsford	(4,625)	(3,501)	(1,124)	(1,124)	0	0	0	0	0	0
2018/19	GP53	County	Closed Prematurely	Transport	MW: Surfacing Works (Drayton)	(85)	0	(24)	(24)	0	0	0	0	0	0
2018/19	GP52	Broadland	Complete	Green Inf.	Thorpe Marriott Greenway	(121)	0	(121)	(108)	(13)	0	0	0	0	0
2018/19	GP51	County	Ongoing	Green Inf.	Green Infrastructure: Access for All	(150)	0	(150)	(53)	(67)	(30)	0	0	0	0

AGP Year	Ref	Applicant	Status	Theme	Expenditure	Project Budget	Other funding	CIL funding	Spend to 2021/22	2022/23	2023/24	2024/25	2025/26	2028/27	2028/29
2018/19	GP50	Norwich	Ongoing	Green Inf.	Yare and Wensum Valleys Link	(170)	0	(170)	(29)	(141)	0	0	0	0	0
2018/19	GP49	Norwich	Complete	Green Inf.	Earlham Millennium Green Improvement Project: Phase 3	(25)	0	(25)	(15)	(10)	0	0	0	0	0
2018/19	GP48	South Norfolk	Ongoing	Green Inf.	Wherryman's Way: Yare Valley Cycle Route	(23)	0	(23)	(5)	(18)	0	0	0	0	0
2018/19	GP47	Norwich	Ongoing	Green Inf.	Yare Valley Walk- Cringleford Meadow (formerly UEA to Eaton Boardwalk)	(47)	0	(47)	(2)	(45)	0	0	0	0	0
2018/19	GP46b	County	Ongoing	Transport	Marriotts Way-Costessey resurfacing & Drayton ramp	(526)	0	(526)	(8)	(518)	0	0	0	0	0
2018/19	GP46	County	Closed Prematurely	Transport	MW: Thorpe Marriott to Costessey	(100)	0	(12)	(12)	0	0	0	0	0	0
2018/19	GP45	Norwich	Complete	Transport	Green Pedalway- junction improvements	(560)	0	(560)	(462)	0	0	0	0	0	0
2017/18	GP44	County	Complete	Education	Education - Hethersett	(2,000)	0	(2,000)	(2,000)	0	0	0	0	0	0
2017/18	GP43	County	Complete	Community	Diss library: self service improvements	0	0	0	(29)	0	0	0	0	0	0
2017/18	GP42	County	Complete	Community	Plumstead Road Library: self service improvements	0	0	0	(112)	0	0	0	0	0	0
2017/18	GP41	County	Complete	Community	Wroxham Library: self service improvements	(153)	(33)	(1,110)	(34)	0	0	0	0	0	0
2017/18	GP40	South Norfolk	Complete	Community	Ketts Park Sports Hub: Wymondham	(800)	(550)	(250)	(250)	0	0	0	0	0	0
2017/18	GP39	South Norfolk	Closed Prematurely	Community	Hales cricket and bowls clubhouse improvements	(190)	(160)	(30)	(5)	0	0	0	0	0	0
2017/18	GP38	Norwich	Ongoing	Community	Football pitch improvements	(100)	0	(100)	(45)	(55)	0	0	0	0	0
2017/18	GP37	South Norfolk	Closed Prematurely	Community	Long Stratton Sports Hub	(2,655)	(2,045)	(610)	0	0	0	0	0	0	0
2017/18	GP36	Norwich	Ongoing	Green Inf.	Castle Gardens	(220)	(70)	(150)	0	(150)	0	0	0	0	0
2017/18	GP33	Broadland	Ongoing	Green Inf.	Strumpshaw Pit Circular Walk	(60)	(25)	(35)	(35)	0	0	0	0	0	0
2017/18	GP31	Norwich	On Hold	Green Inf.	Riverside Walk accessibility improvements	(200)	0	(200)	(28)	(172)	0	0	0	0	0
2017/18	GP30	Norwich	Complete	Green Inf.	Sloughbottom Park - Andersons Meadow	(343)	0	(343)	(343)	0	0	0	0	0	0
2017/18	GP29	Norwich	Complete	Green Inf.	Marriott's Way-Barn Road Gateway	(69)	(24)	(45)	(46)	0	0	0	0	0	0
2017/18	GP27	South Norfolk	Closed Prematurely	Green Inf.	Lizard and Silfield Nature Reserves	(14)	0	(14)	(14)	0	0	0	0	0	0
2016/17	GP26b	South Norfolk	Complete	Transport	Hempnall Crossroads	(4,600)	(4,038)	(562)	(305)	0	0	0	0	0	0
2016/17	GP26	County	Ongoing	Transport	Long Stratton Bypass (see borrowing costs below)	0	0	0	0	0	0	0	0	0	0
2016/17	GP25	Broadland	Complete	Transport	NDR (see borrowing costs below)	0	0	0	0	0	0	0	0	0	0

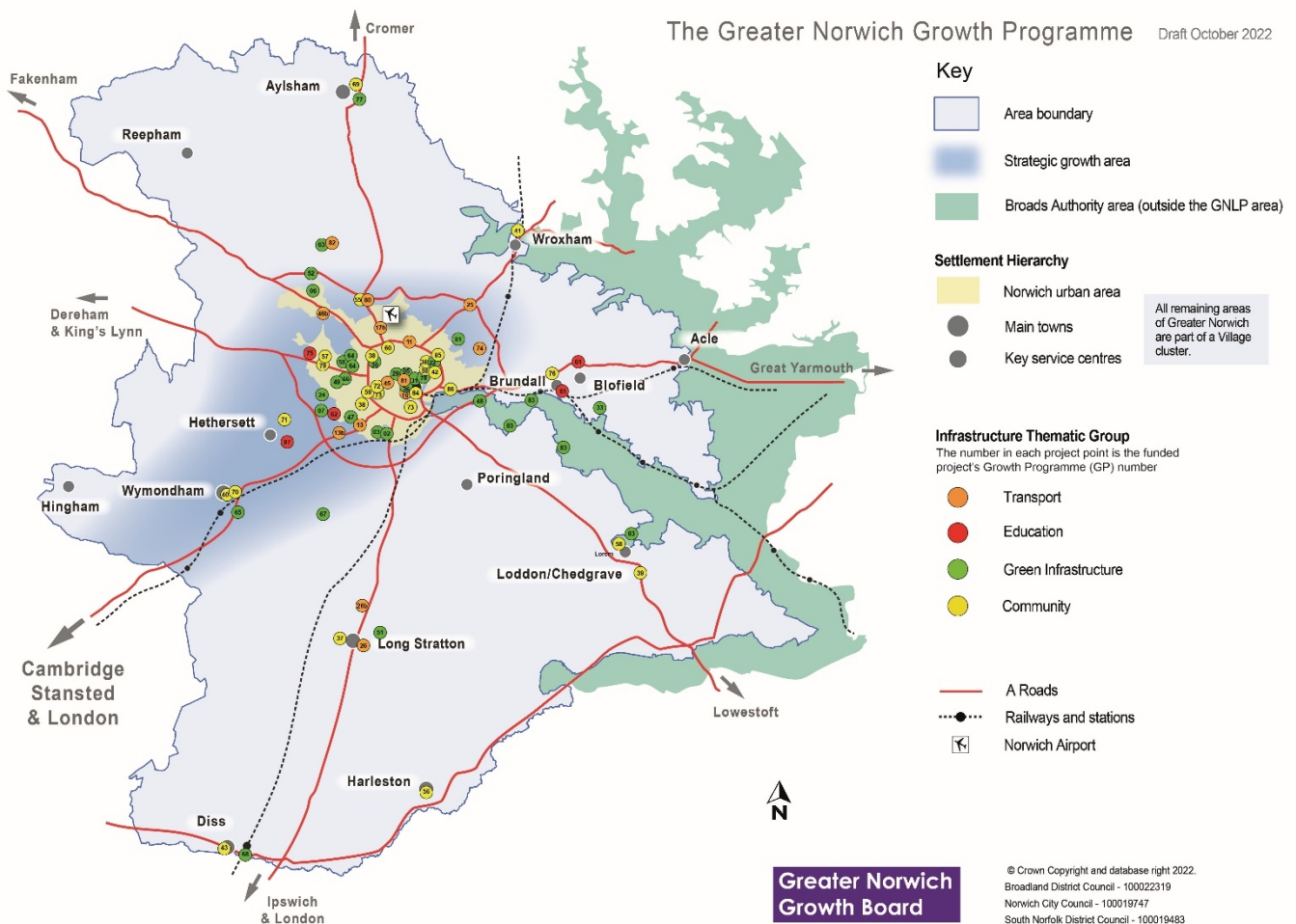
AGP Year	Ref	Applicant	Status	Theme	Expenditure	Project Budget	Other funding	CIL funding	Spend to 2021/22	2022/23	2023/24	2024/25	2025/26	2028/27	2028/29
2016/17	GP24	Norwich	Complete	Transport	Colney River Crossing (NRP to Threescore)	(422)	(251)	(171)	(171)	0	0	0	0	0	0
2016/17	GP23	Norwich	Closed Prematurely	Green Inf.	Carrow to Deal Ground riverside walk	(350)	(250)	(100)	(29)	0	0	0	0	0	0
2016/17	GP22	Norwich	Complete	Green Inf.	Pink Pedalway - Heathgate	(250)	(100)	(150)	(150)	0	0	0	0	0	0
2016/17	GP19	Broadland	Closed Prematurely	Transport	St Faiths to Airport Transport Link	(1,000)	0	(1,000)	(20)	0	0	0	0	0	0
2015/16	GP17b	County	Complete	Transport	Cromer Rd - Aylsham Rd (A140)	(416)	(329)	(87)	(87)	0	0	0	0	0	0
2015/16	GP16	County	Complete	Transport	Golden Ball Street (NATS)	(3,448)	0	(1,023)	(1,023)	0	0	0	0	0	0
2015/16	GP13b	County	Complete	Transport	Roundhouse Way	(795)	0	(50)	(50)	0	0	0	0	0	0
2015/16	GP13	County	Complete	Transport	Eaton Interchange	(825)	0	(100)	(100)	0	0	0	0	0	0
2015/16	GP11	County	Complete	Transport	St Clements Toucan Crossing	(339)	0	(113)	(113)	0	0	0	0	0	0
2015/16	GP09	County	Complete	Green Inf.	Marriott's Way - Phase 2	(250)	0	(250)	(237)	0	0	0	0	0	0
2015/16	GP08	Norwich	Complete	Green Inf.	Earlham Millennium Green - Phase 2	(66)	0	(66)	(52)	0	0	0	0	0	0
2014/15	GP07	South Norfolk	Complete	Green Inf.	Norwich Health Walks	(40)	0	(40)	(38)	0	0	0	0	0	0
2014/15	GP06	County	Complete	Green Inf.	Marriott's Way - Phase 1	(60)	0	(60)	(60)	0	0	0	0	0	0
2014/15	GP05	Norwich	Complete	Green Inf.	Riverside Walk	(70)	(19)	(51)	(48)	0	0	0	0	0	0
2014/15	GP04	Norwich	Complete	Green Inf.	Earlham Millennium Green - Phase 1	(15)	0	(15)	(3)	0	0	0	0	0	0
2014/15	GP03	Norwich	Complete	Green Inf.	Marston Marsh	(30)	0	(30)	(24)	0	0	0	0	0	0
2014/15	GP02	Norwich	Complete	Green Inf.	Danby Wood	(35)	0	(35)	(26)	0	0	0	0	0	0
2014/15	GP01	Broadland	Ongoing	Green Inf.	Harrisons' Wood	(45)	0	(45)	(44)	(1)	0	0	0	0	0
2014/15	GP01	Broadland	Ongoing	Green Inf.	Harrisons' Wood secured funding (S106)	45	0	45	0	0	0	0	0	0	0
N/A	N/A	N/A	N/A	N/A	N/A	(80,424)	(40,145)	(40,065)	(13,542)	(10,357)	(10,545)	(6,890)	(2,691)	(2,500)	(2,500)

Table 4 IIF Expenditure Summary*

IIF Expenditure	Project Budget	Other funding	CIL funding	Spend to	2022/23	2023/24	2024/25	2025/26	2028/27	2028/29
Full Growth Programme	(80,424)	(40,145)	(40,065)	(13,542)	(10,357)	(10,545)	(6,890)	(2,691)	(2,500)	(2,500)
Cash Reserves - Equal to one year’s City Deal loan repayment	0	0	(2,345)	0	(345)	0	0	0	0	0
Cash Reserves - Proposed Match Funding	0	0	0	0	0	(4,000)	0	0	0	0
GP25 Broadland Northway (amount borrowed)	205,000	0	(40,000)	(40,000)	0	0	0	0	0	0
Interest and loan repayment against borrowing	0	0	0	(10,843)	(2,057)	(2,057)	(2,057)	(2,057)	(2,057)	(2,057)
Loan set up fee	0	0	0	(14)	0	0	0	0	0	0
GP26 Long Stratton Bypass (proposed amount borrowed)	46,231	0	(10,000)	0	0	0	0	0	0	0
Forecasted interest and loan repayments against the borrowing	0	0	0	0	0	(680)	(680)	(680)	(680)	(680)
Forecasted loan set up fee	0	0	0	0	0	0	0	0	0	0
Strategic Investment Fund - Forecasted draw down	0	0	0	0	0	0	0	0	0	0
Forecasted interest and loan repayments against the borrowing	0	0	0	0	0	0	0	0	0	0
Forecasted loan set up fee	0	0	0	0	0	0	0	0	0	0
TOTAL borrowing costs (annual payment made from pooled CIL)	0	0	0	(10,857)	(2,057)	(2,737)	(2,737)	(2,737)	(2,737)	(2,737)
TOTAL pooled CIL funding requirement	N/A	N/A	N/A	N/A	(12,759)	(17,282)	(9,627)	(5,428)	(5,237)	(5,237)
Actual pooled CIL Income	N/A	N/A	N/A	N/A	0	0	0	0	0	0
Forecasted pooled CIL Income	N/A	N/A	N/A	N/A	11,646	8,358	2,441	4,542	4,303	7,829
Forecasted annual pooled CIL surplus / (deficit)	N/A	N/A	N/A	N/A	(1,113)	(8,923)	(7,186)	(886)	(934)	8,358
CIL Interest Earned	N/A	N/A	N/A	N/A	9	0	0	0	0	0
Forecasted Cumulative CIL balance (including interest)	N/A	N/A	N/A	N/A	20,132	11,209	4,023	3,137	2,203	10,562
Forecasted Cumulative CIL income	N/A	N/A	N/A	N/A	59,149	67,508	69,949	74,491	78,794	86,624
Forecasted Cumulativ CIL commitment	N/A	N/A	N/A	N/A	(39,158)	(56,440)	(66,067)	(71,495)	(76,732)	(81,969)

Appendix C - Schematic Map Showing the Locations of All Previously Agreed Projects.

The numbers correspond to the projects 'GP' or Growth Programme number which is included in the full growth programme list on the previous page and detailed against the delivery updates in Appendix D – Project Update.



Appendix D – Project Update

This appendix provides an update on projects that are currently underway, which were funded in previous Annual Growth Programmes. They are grouped by their Sponsoring Authority as denoted in the AGP in Appendix B.

Projects which have completed in the last 12 months are included here as their final delivery report. Projects which have completed in previous years are not included.

Broadland

GP1 - Early Delivery of Public Access to Harrison's Plantation: £45,000

This project secures areas of woodland located off Blue Boar Lane, Sprowston (associated with the White House Farm development proposal) for public access and future use as a 'Woodland Park', as set out within Sprowston Neighbourhood Plan. Public access was achieved in 2016 and Broadland District Council has been enhancing, maintaining and managing the site since that time.

Negotiations are in hand for Harrisons Wood and Boar Plantation due to be transferred directly to Sprowston Town Council rather than Broadland District Council, for ongoing maintenance and management.

GP33 - Strumpshaw Pit Circular Walk: £35,000

This project aims to expand the dog walking capabilities of Strumpshaw Pit, offering an alternative location for walking and offsetting the impact of visitor numbers in the protected sites of Norfolk.

The project deliverables are:

- Part 1: improvement to the landfill gas infrastructure – this phase is complete, the site is now fully DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) safe for public access. Visitors now have open access across

the site.

- Part 2 - improvement of parking facilities for cars and bicycles, addition of benches and dog bins.
- Part 3 - Improvement of the circular walk and links to the entry points
- Part 4 – consideration of biodiversity improvements along the path

Funding has been secured from Broadland District Council to support delivery of the next phase, including construction of the car park and improvements to the perimeter path.
The project will be completed in 2023.

GP52 - Thorpe Marriott Greenway: £121,000

The Thorpe Marriot Greenway is designed to promote better greenspace and access in the Thorpe Marriott area, by creating a path through the current tree belt to link the Thorpe Marriot estate, the Marriott's Way, Nabour Furlong, Pendlesham Rise, Littlewood (three woodlands owned by Broadland District Council) and the NDR green bridge that leads to Drayton Drewray.

Project is now **complete** and delivered;

- A brand new 1.7km footpath through the Thorpe Marriott estate woodland
- Installation of new kissing gates at road crossings for multiple public access points on to the new path
- Relocation of Openreach pole to improve visibility and new drop kerbs to facilitate access
- Installation of interpretation boards
- New step access installed with handrail Improved access onto Marriott's Way through woodland.
- Footpath to provide a vital green infrastructure link between the Marriott's Way and Broadland Country Park
- Ancient trees protected through no dig construction methodology.

GP63 – Broadland Country Park: £719,290

Broadland Country Park (BCP) was purchased with IIF funding by Broadland District Council in 2019. The new Country Park was launched online with its new name at Easter 2021 with a new website, a promotional film and a blog site. www.southnorfolkandbroadland.gov.uk/broadlandcountrypark and links from google maps. The Park is receiving positive reviews from its Google listing.

There is a growing group of regular volunteers supporting practical work at the park, amounting to almost 2500 hours from Jan-end Sept 2022. A partnership with the Norfolk and Norwich Naturalists Society has harnessed the work of the county's expert naturalists and so far, 1749 species of wildlife have been recorded. Planning Solutions Consulting have been appointed to undertake an options analysis and financial appraisal for the future of Broadland Country Park. They will report early in 2023.

Broadland Country Park helps to maneuver the Greater Norwich area into a strong position in which to deliver sustainable, well-planned communities by enabling a mitigation strategy that alleviates the impact of growth on the internationally designated sites in Norfolk.

GP69 - Aylsham Sports Hub Stage 3 - £475,000

The project is to deliver a full-size, floodlit 3G pitch which can be sub-divided into 3 smaller pitches suitable for football and rugby, on the site of the Aylsham Sports Hub at Aylsham High School, owned by the Aylsham Cluster Trust.

This will provide all weather floodlit facilities in the Aylsham area which will be available to local clubs and teams, and for recreational football players to hire on a pay-as-you-go basis or block bookings. The pitch will include two changing rooms and a referee area adjacent to the gym/fitness building in line with Football Association regulations, to facilitate use for tournaments and official events.

The 3G pitch which completed and handed over on 28 August 2020, is running as normal with good usage. The club are

reviewing the impact of Covid-19 on the provision of the changing rooms and are exploring the potential of extending the delivery timescale to incorporate further stage 4 building works in 2023. The school has formed a partnership with Wroxham FC to become their official training ground, which secures income and opens the potential for new funding streams.

GP74 - Plumstead Road Roundabout - £725,000

The project will deliver a new roundabout on Plumstead Road as well as: new footways and cycleways, a new pedestrian crossing, road re-alignment and associated services. In delivering the scheme, the project will directly unlock the development of 315 homes across two allocated sites located within the Broadland Growth Triangle and ensure that the strategically important orbital link road between Salhouse Road and Plumstead Road can be delivered.

An additional £625,000 of match funding from the LEP and Business Rates Pool has been secured to facilitate delivery.

Negotiations are ongoing with local landowners to complete and sign the s.278 agreement. Commencement of works on site will be dependent upon how quickly the s.278 is signed and land secured. Anticipated timescales range from Jan 2022 to Nov 2023. Heads of terms have been agreed for Halsbury Homes to deliver a T-junction option which allows other development to come forward while the CPO process (required for the roundabout) is concluded. The T-Junction delivery is expected to start in January 2023.

GP76 – Brundall Sports Hub - £100,000

This is phase one of the project which is known as Brundall Sports Hub. It will deliver a multi-sport floodlit 3G pitch with fencing, floodlighting, a maintenance storage container, hard standing pathways, car parking and a single storey club house/changing room building. The building incorporates plans for a community gym which will be capable of hosting various sports clubs, teams and coaching sessions within the community, whilst drawing people into the village

Delays and increased costs have been caused by external factors. Construction on the pitch, carpark and surrounds started in October 2022, and is expected to complete by March 2023. Work on tender applications for the community building is ongoing and may require further funding.

GP77 – Bure Valley Path - £259,124

The Bure Valley Path is already a well-used walking and cycling route and a key component of the Greater Norwich Infrastructure Plan project 'the Green Loop'. Despite this, there remain a series of obstacles which prevent it from reaching its full potential as a Norfolk-Wide destination and alternative destination to the Natura 2000 sites.

This project will deliver a broad range of improvements to the Bure Valley Path and the surrounding area. Including provision of a pedestrian and cyclist access crossing over the A140, creation of 5 circular walks, way marking, surface and biodiversity improvements.

Circular walk, installation of waymarking, improvement of heritage stations and habitat creation works on the Bure Valley Path are progressing. Work to deliver the crossing over the A140 is under review. The feasibility study and design are being revised in light of recent inflationary cost increases and planned development work on an adjacent site.

GP82 – Broadland Country Park, Horsford Crossing - £100,666

The principle is to encourage green transport options for accessing Broadland Country Park. This project will provide:

- A road crossing Refuge Island on the B1149 Holt Road at Horsford, to cater for both pedestrians and cyclists entering Broadland Country Park.
- Installation of a new 'welcome' sign, directional signage and cycle racks at Broadland Country Park Sandy Lane entrance.

Works are expected to commence in Spring 2023 and take 6-8 weeks, but costs are likely to escalate due to inflationary pressures. The scheme may need to be adjusted to fit the budget or further funding sought.

GP86 – Yare Boat Club - £80,000

This is a multi-stage programme designed to improve and expand the existing rowing facilities at Yare Boat Club. This will enable the volunteer run club to proactively take their sport out to the local community and particularly younger people (18-25), encouraging and enabling participation whilst specifically targeting those that would not stereotypically access the sport from within the local lower socio-economic communities.

Funding has been allocated to Stage one which is the provision of a new, light weight boatshed to house all the club and member fleet that is currently held on site. This new storage will accommodate all current club and member-owned boats and prevent further degradation to the fleet (caused by exposure to the elements). The new boatshed will be large enough to allow for continued expansion of the club and will increase the lifespan of the fleet.

Piling work completed in July 2022. Construction of the building began in August 2022. Cladding materials have been delivered and quotes are being taken for electrical works and main doors. The club has come to agreements with youth groups based in Sprowston and Old Catton to begin outreach inclusivity sessions in mid- January 2023 when progression to 'on water' activities is more available.

Norwich

GP30 – Marriott's Way: Sloughbottom Park – Anderson Meadow: £342,504

The objective of this project was to put measures in place to increase safety, comfort and personal security of pedestrians and cyclists who use the route. This has been achieved by installing motion detecting street lighting on a 1km section of Marriott's Way between Dragon Bridge and Sloughbottom Park. This complements the lighting already installed between Dragon Bridge and Barn Road.

The scheme also incorporated localised path widening/edge strengthening, ditch clearance, vegetation management and new tree planting.

This project is now **complete**.

GP31 - Riverside walk accessibility improvements: £200,000

The project, which is an important part of the River Wensum Strategy Delivery Plan, aims to enable the use of the Riverside Walk (between New Mills and Carrow Bridge) by all, including access measures on and adjacent to the walk, and improved signage and waymarking linking the river with the city centre and other key attractions.

This project is currently on hold until staff resource can be allocated; it is expected to resume in 2023.

GP36 - Castle Gardens: £150,000

Restoration and improvement works to Castle gardens to promote the use of the gardens as a linear park. Restoration works will safeguard the gardens for future use whilst planned improvements will ensure that the gardens can be maintained within the available budgets. The linkage to the gardens from the surrounding street scene will be

enhanced along with improved linkages to the castle and green.

The project is currently on hold, with construction expected to commence in 2023 once the Castle Keep project is completed.

GP38 - Football Pitch Improvements: £100,000

This project provides football pitch improvement works at Eaton Park, Sloughbottom Park, Britannia Barracks and Fountain Ground including drainage improvements, improved grass species and improved goal facilities through the provision of new posts, nets and additional ground sockets. Also the purchase of additional equipment to allow a good standard of maintenance for the pitches. This will permit moving the pitches annually to prevent excessive wear, improve the playability of the pitches and increase capacity.

Phase 1: work to procure machinery to improve maintenance and increase capacity of pitches has been completed.

Phase 2: work for football pitches to be re-graded and re-seeded and provide new goals to all sites has also been completed.

Phase 3: completion date for installation of sustainable irrigation is scheduled for April 2023.

GP47 – Yare Valley Walk, Cringleford Meadow Improvements (formerly UEA to Eaton Boardwalk): £47,000

The project has improved the last remaining section of the Yare Valley Walk between the UEA and Cringleford. The works have provided better access to the Yare Valley Walk for all users and acts as a starting point for many by:

- Providing a 1.2m wide hardcore path from the car park to the point Norwich City Council land adjoins Bartram Trust Land

- Providing interpretation at Cringleford Meadow car park
- Installing waymarking posts
- Grubbing out part of an historic ditch system for biodiversity enhancement (fish spawning)
- Enhancing the informal car park to provide a welcoming and key starting point for circular walks

The final stage of the project (to install interpretation boards) will complete by the end of 2022.

GP49 - Earlham Millennium Green (EMG) Phase 3: £25,000

The main pedestrian route through EMG has previously been upgraded under Phase 2 of a CIL funded improvement project. Under an earlier Phase 1, habitat improvements were undertaken including refurbishment and enlargement of the wildlife pond.

Phase 3 was to enhance opportunities for leisure and employment by providing safe and convenient access between adjacent neighbourhoods.

This has been achieved with the following works;

- Improving links to the main route through the site from Bowthorpe, and from West Earlham via George Fox Way
- Refurbishing and improving existing but 'tired' entrance features such as estate fencing and gates
- Provision of a new, high quality interpretative signboard
- Replacing 3 worn-out timber pond and river dipping platforms with more durable recycled plastic versions
- Refurbishing an existing timber footbridge connecting EMG with Earlham Marsh, by replacing it with a maintenance free culvert.

The project was **completed** in March 2022.

GP50 - Yare and Wensum Valleys Link: £170,000

The River Wensum and Yare run close together in the west of the city between Marriott's Way and the Three Score development site. The link between the two river valleys is a recognised green infrastructure corridor and the route of the purple pedalway. The project will improve this link for walkers, cyclists and wildlife.

Works at Oval Road, & Knowland Grove are completed. Linear open space tree works are completed with highway works waiting to be scheduled. Bunkers Hill Wood works are completed. Norwich Road works are progressing following a public consultation, the revised completion date is dependent on Tarmac; costs have increased due to inflation, redesign, re-consultation and provision of temporary shuttle bus service. The funding gap will be covered by savings on other aspects of the project.

GP64 - Hellesdon Station Green Infrastructure: £232,200

The project will deliver a range of inter-related green infrastructure improvements in the Hellesdon Station area. These improvements will boost the transport and ecological functions of strategic green infrastructure corridors to support growth. Works include;

- Improvements to the Hellesdon Road crossing and provision of ramped access and path on Marriott's Way
- Improvements to the Hellesdon Mill Meadow
- Improvements to Hellesdon Marsh including provision of a canoe platform.

Construction of the Hellesdon Road crossing and Marriott's Way ramped access and path completed in March 2021. Milestone target dates for Hellesdon Mill Meadow and Hellesdon Marsh improvements have been re-programmed to 2023/24 to reflect available staff resources and need for felling licenses and consultation. Final delivery are subject to the availability of staff, contractors, receiving relevant consents and public consultation.

GP66 - 20 Acre Wood Community Access Improvements: £62,450

The project will improve an existing woodland path through 20 Acre Wood from Enfield Road to Earlham Green Lane. The current informal path is used regularly by the community to access the West Earlham shops, school and Health Centre.

The project involves:

- installing a raised hard surface path to avoid damaging any tree roots, and would be suitable for cyclists, pedestrians, mobility scooters and push chairs. Additionally, way-markers will be installed at each end of the path, and a wooden chicane to slow pedestrian movement from the path to the tarmac path and road.
- deliver an element of community engagement working with the Friends of West Earlham Woods and the Local Infant and Primary Schools to develop a sense of community ownership of the woodland.

Most work has been completed on this project, apart from some remedial work to the footpath's surface which has suffered in the extreme heat over summer.

GP72 - Recreation Road Pool: £60,000

The project outputs include: constructing new fencing to allow the swimming pool to be accessed during the school day whilst safeguarding pupils; constructing a covered cycle store to encourage users to cycle to the centre; and increasing the size of the car park to increase community access to the pool, while also increasing hours of use and viability of the pool and sports centre.

This project is now **complete**.

GP73 - Norwich Parks Tennis: £103,453

The project will deliver a total of 5 all-weather tennis courts across two different parks in Norwich, to add to the provision

offered by the Norwich Parks Tennis Programme. The courts will be located at Heigham Park (3 courts) and at Lakenham Recreation ground (2 courts). The additional courts and improvements are required to support the future growth of affordable quality tennis, accommodating the demands of the growing population in the Greater Norwich area. The project has secured an additional £319,330 of match funding to deliver the project.

This project is now **complete**.

GP78 – Kett's Heights - £312,000

Kett's Heights is described as one of Norwich's best kept secrets, containing the remains of a medieval chapel and 19th century garden terraces. It is named after Robert Kett who occupied the site during his advance on the City in 1549. The site was acquired by Norwich City Council in the 1980s and is managed by the Friends of Kett's Heights, who are supported by the Norwich Fringe Project.

The improvements to Kett's Heights provide for a more accessible and resilient space and enhancements to the green links through this area (linking with Mousehold Heath and Lion Wood). Current access to the site is from Kett's Hill via a pedestrian gate and a series of failing timber steps. As such there is no DDA compliant access or provision for maintenance vehicles

The project aims to provide:

- Improved access to the site with new steps from Kett's Hill and provision of a new ramped access from Ladbrook Place
- Repairs to the walls and infrastructure of the site, ensuring their preservation and the safety of users of the site.
- Creation of new habitat and improvements to existing habitat, leading to increased biodiversity
- Community involvement – continued support to and from the Friends group, volunteer programme for delivery of biodiversity enhancements and conservation repairs to the site infrastructure

Construction works are scheduled to commence in March 2023, subject to any works required on the on-site gas pipeline.

GP79 – FDC Bowthorpe - £250,000

The conversion of the full size grass pitch at the FDC Bowthorpe to a 3G pitch to cater for more football activity, both traditional and recreational. The facility is the main training venue for three large affiliated grassroots football clubs, the primary hub site for Norfolk County Football Associations' County 5ives small-sided football programme and is the location of Norfolk's largest Walking Football programme. The centre hosts a weekly mental health inclusion programme delivered in partnership with our Active Partnership & NHS Norfolk & Suffolk Foundation Trust.

The project provides a facility which is able to meet the local demand to participate in traditional and recreational grassroots football, whilst developing sustainability for the long term.

This project is now **complete**.

GP85 – FDC Heartsease Open Academy: £150,000

The FDC@OpenAcademy project will see the installation of a new 7v7 3G football pitch, replacing the current youth sized grass pitch. The new pitch would connect to the existing full sized 3G football pitch that is currently operated at the facility, increasing their 3G pitch capacity by an additional 50%

This will enable more football activity covering both the traditional and recreational formats of the game. As well as being able to host football programmes such as Walking Football, Disability football and Health & Wellbeing football focused interventions.

The project has been tendered and fees agreed. A planning application is to be submitted in Autumn 2022. A decision on match funding from the Football foundation is expected in January 2023.

South Norfolk

GP37 - Long Stratton Sports Hub: £500,000

The project aimed to bring together a number of facility-providing partners (South Norfolk Council, Long Stratton High School and Long Stratton Parish Council) to improve the sport and leisure facility stock in the village in anticipation of significant housing growth.

Post-Covid, the plan to renovate, re-open and operate the swimming pool was no longer deemed financially viable. It should also be noted that Sport England's recently updated Facilities Planning Model Assessment of swimming pool provision states that 84% of the demand for swimming in South Norfolk is already met.

Improvements to existing local leisure facilities have been recently delivered with no CIL funding. The Trust will now develop plans for the ongoing use of the pool building, within the delivery of education at the school.

This project is now **closed**.

GP39 - Loddon and Hales Cricket Club and Hales Bowls Club: £30,000

The strategic review of sports facilities and playing pitches commissioned by the Greater Norwich Growth Board between 2013 and 2015 highlighted the need for a replacement pavilion to serve Loddon and Hales Cricket Club and Hales Bowls Club on their shared site on Green Road, just off the A146.

This project was to be managed by volunteers from the club. Unfortunately, complications with the project meant that they did not have the financial or staffing resources to drive the project forward, and planning consent lapsed.

The club hope to reapply in the future, once match funding and a viable way forward has been identified.

This project is now **closed**.

GP48 - Wherryman's Way: Yare Valley Cycle Route: £23,000

This project will improve the Yare Valley Cycle Route, which follows the Wherryman's Way Loddon cycle loop. This links into the Norwich cycle map and Norwich pedalways project.

Work is progressing with an estimated start date of Spring 2022

GP65 - East Wymondham Green Infrastructure: £44,422

Oxford Common is an area of natural countryside that has been identified as having the potential to support recreation and enhance GI provision within the South and East Wymondham areas. The project will install appropriate infrastructure around the site to create an accessible area for local residents to visit for recreation purposes. The project will establish approximately 1800 metres of new permissive paths, resulting in a newly defined circular route and the possible enclosure of 9 hectares of grassland to restore the site to County Wildlife Site (CWS) standard.

Due to an increase in material costs the Lizard Charity are re-visiting some elements of the project. Delivery of key planned improvements such as public access will not be affected. Revised quotes have awaited and it is anticipated that the project will be completed by Summer 2023.

GP68 - Frenze Beck Green Infrastructure: £35,200

The project will deliver a number of green infrastructure updates and installations on Frenze Beck, on the eastern edge of Diss. The work to be delivered includes the installation of new entrance gates, the design and installation of new information boards and trails, installing benches and picnic benches and the installation of gravel footpaths to unlock

access to two viewing areas.

The new gate has been installed, and benches have been purchased. The boards are with the design company; benches and fencing should be installed in Autumn 2022. Work has commenced on the footpath.

GP70 - Wymondham Tennis Club: £149,962

The project improves Wymondham Tennis Club's facilities at Kett's Park in Wymondham. This includes a new fourth court to provide additional capacity in an area of high housing and population growth.

Additionally, the project will deliver the resurfacing of three existing courts, conversion of floodlights to LED Lumineers to provide lower running costs and deliver a greener operation; the enhancement will also see netball courts provided on the site, bringing outdoor, publicly-accessible floodlit courts to Wymondham for the first time. Wymondham tennis club, who have been displaced during the works, are currently using the courts at Framingham Earl.

Work has now been completed, with the exception of installation of new LED floodlights, which have been delayed due to supply issues. These will now be completed in Winter 22. Work has been completed to a good standard and feedback has been very positive.

GP71 - Crusaders Rugby Football Club Clubhouse Extension: £150,000

The project will deliver new infrastructure and enhanced facilities at Crusaders Rugby Club, based in Little Melton (South Norfolk). The enhanced facilities to be provided include: four en-suite changing rooms that meet Rugby Football Union (RFU) guidelines, a new referees' changing space, refurbished and extended social spaces, an accessible entrance, first floor viewing area and new accessible toilet facilities. £450,000 of match funding has been secured.

In July 2021 the IDB approved a change in the scope of works to a phased approach due to the impact of COVID-19 on

project delivery. Phase ,1 which completed in September 2022, included rebuilding 3 x RFU/Sport England compliant en-suite changing rooms & referee changing facilities.

Phase 2, which includes the 4th changing room and a kitchen, is due to commence, and will be funded by the RFU.

Norfolk County Council

GP17b – Cromer Rd-Aylsham Rd (A140) Bus Priority and sustainable transport improvements: £87,000

The primary objective was to implement on-carriageway bus priority measures through the reallocation of road space on the A140 Cromer Road north of Norwich city centre. This has now enabled the benefits of the NDR to be realised by improving bus journey reliability and bus service performance as well as having a positive impact on bus patronage.

Significant lengths of inbound bus lane have been created on Cromer Road and Aylsham Road without the requirement to remove any general traffic lanes. The provision of the inbound bus lane is also shared with cyclists.

This project is now **complete**.

GP26 Long Stratton Bypass: £10,000,000 (IIF supported borrowing)

This scheme is identified as a Regional Priority and is progressing as a Developer led single Carriageway bypass to the east of Long Stratton.

The developer submitted revisions to planning applications in early August 2021 leading to a full consultation process undertaken with stakeholders and consultees. Comments/challenge arising from the consultation have required the Local Planning Authority (LPA) to request the Applicant revise their submitted information and prepare for a re-consultation exercise. A full re-consultation process commenced on 3rd February 2022 but the revised application has been further delayed following the introduction of the requirement to demonstrate nutrient neutrality.

Commencement of construction is programmed for early in the financial year 2024/25. This date is dependent upon several key precursors having been completed in advance which include a successful Full Business Case application in

Winter 23/24, Planning approval with a reasonable timescale associated to the completion of the Section 106 Agreement and Conditioning, including any requirements associated to nutrient neutrality, any potential objections to Statutory Orders are removed (even if it requires a full Public Inquiry) and that any remaining risks such as archaeology, ecology, land assembly and funding requirements are completed in a timely enough manner.

It is currently anticipated that the bypass will be completed by late Autumn/early Winter 2025.

GP46B Marriott's Way Ramp & Resurfacing: £526,000

The Marriott's Way Thorpe Marriott to Costessey surfacing works (GP46) and Marriott's Way Ramp (GP53) projects came forward as part of a programme of works identified through the Marriott's Way Implementation and Delivery plan, informed by public and stakeholder consultations in 2015. Having progressed both schemes, it became apparent that the works required, and the initial estimated costs of the proposed works were both significantly over the original allocation.

Following a review of costs, a change request was presented to the Infrastructure Delivery Board (IDB) in October 2020, seeking further IIF funds to progress the works. The IDB concluded that due to the scale of additional funds required, these projects should be re-presented as one merged new IIF application. The project was recommended for inclusion in the IIF by the IDB on 6th November 2020. The original total budget for both projects was £185,000. The total revised amount for the combined GP46b Marriott's Way Ramp & Resurfacing project is £526,000.

The project aims to improve access and accessibility on Marriott's Way and link into a number of other projects along the route which are funded from the Heritage Lottery Fund and Transforming Cities as well as the IIF, to help facilitate the use of Marriott's Way as a key walking / cycling route and as a sustainable transport corridor for people commuting into and out of Norwich. The project involves improvements in access points and resurfacing between Thorpe Marriott and Costessey, plus the creation of a ramp to the rear of the Tesco supermarket in the Drayton area which will reduce the gradient, allowing much improved accessibility for all.

All Tarmac construction works have been completed. The remaining elements of the project which are tree planting

and wildflower/grass seeding are scheduled to be completed by volunteers between Dec 22 – Mar 2023.

GP51 - Green Infrastructure, Access for All: £150,000

A number of Green Infrastructure trails across the Greater Norwich area have been audited for both power chair use and general accessibility, identifying the improvement works necessary to allow such access. This project implements a range of smaller scale accessibility improvements across various projects and areas. The funding allocated is £30,000 a year for five years with different project areas being delivered each year.

Rockland accessible footpath works were completed in September 2021 with widened footway and passing places/ viewpoints created on the route. The footpath is now open for use.

The final phase of the project will deliver a fully accessible route from the car park in Rockland through to the bird hide overlooking the Rockland Broad. Works are progressing.

GP61 – Education – Blofield Primary: £2,000,000

Relocation and expansion of the existing Blofield primary school to 420 places on a new site. Land assembly is progressing. Approval to acquire the land was agreed at NCC Cabinet in August 2022. Planning application submission is imminent.

GP62 – Education – Cringleford Primary: £2,000,000

Provision of a new 420 place primary school in Cringleford on S106 land from developers. An off-site nursery provision will be made, separate from the school scheme.

Planning approval has been achieved and the project is currently out to tender. Timescales for project delivery are

dependent of land transfer from the developer and resolution of other outstanding issues.

GP67 - Kett's Country Long Distance Trail - £97,630

Recreation of Kett's Country Long Distance walking trail linking Norwich through to Wymondham and creating a series of 5 local circular walks linked to areas of increased development. This project provides additional access to Green Infrastructure to the new populations at Wymondham and Hethersett.

This will include

- installation of new signage and furniture
- creation of walks books and promotional materials
- removal of all access obstacles
- countryside access improvements
- installation of new data counters to monitor usage and economic impact

Route launch and Linear route improvements were completed in Spring 2022. Waymarking improvements including wooden sculptures from Arnie Barton, a carved bench at Wymondham and a sculpture at Eaton have been installed. Interpretation panels at Eaton, Wreningham and Wymondham were completed in July 2022.

This project is now **complete**

GP75 – Education – Ormiston Victory Academy: £4,000,000

Provision of a new three storey classroom block and internal remodeling to increase the number of school places from 1050 (7 Form Entry) to 1500 (10 Form Entry) for 11-16year old pupils. The new building is complete, and the internal remodeling is nearing completion. The project will conclude at the end of 2022.

GP80 – Yellow Pedalway extension- £1,600,000

The project will deliver active travel infrastructure improvements in the Hellesdon area to the north of Norwich. These improvements will enhance the provision of different transport options along the strategic A140 corridor to support growth. A summary of the key project deliverables is outlined below:

- Extend an existing shared use cycling and walking path from the Broadland Enterprise Park and the Broadland Northway (A1270) roundabout to the junction with Amsterdam Way along Holt Road. Two new bus stops within laybys will also be provided adjacent to The Nest / Manor Park sports facilities.
- A new toucan crossing (for pedestrians and cycles) to connect The Nest / Manor Park sports facilities to the new bus stops.
- A new short length of shared use pathway (140 metres) will also be provided along the western side from the Broadland Northway (A1270) roundabout to the new junction at The Nest.
- A 40mph limit will be introduced in place of the short stretch of existing 'national speed limit' along Holt Road, to extend the existing 40mph limit at the airport end. This creates a safer environment for walking and cycling.

This project has been delayed due to resourcing issues, but has now got an allocated design team, and construction is expected to start in July 2024.

GP81 Wensum Walkway - £1,264,951

This project will deliver a new elevated walkway (approx. 70 metres in length) on the Wensum Riverside Walk, closing the last gap in this popular, traffic-free route as it travels from New Mills to Carrow Bridge. The walkway will connect St Georges Street to Duke Street along the southern bank of the River Wensum, it will be for use by walkers and cyclists and will also deliver high quality access for users with physical, sensory and/or cognitive impairments. It will project from the southern end of Blackfriars Bridge and will land on a build out on Dukes Palace Wharf.

The new walkway will provide:

- Connectivity between the two sites of the Norwich University of the Arts (NUA) on Duke Street and St Andrews Street
- A safe and continuous link of the Wensum Riverside Walk between Norwich Train Station, central Norwich and Hellesdon to the north of the city
- Wider access to the Norfolk Trails of Wherryman's Way to the south and Marriott's Way to the north of the scheme

Work is underway to develop detailed design and costs as part of the inclusion into the "Connecting the lanes" Transforming Cities programme. The initial indication is that the current solution will require an increased budget. A design review exercise is being undertaken to explore cost savings and to seek potential additional funding to cover the gap.

GP83 Wherryman's Way access improvements - £216,500

The Wherryman's Way is a 37.5mile walking trail from Norwich Train Station to Great Yarmouth Train Station via the Reedham Ferry following the River Yare through the protected landscape of the Norfolk Broads. It is part of the Norfolk Trails Network of promoted routes that connect the key communities across Norfolk into our natural landscape. The project will be delivered by Norfolk County Council in partnership with, and match funded by, the Broads Authority. It will create access improvements on the route through sections at Surlingham, Bramerton and Hardley Flood allowing improved all ability access.

The project will deliver:

- Bank stabilisation at Surlingham, Bramerton and Hardley Flood where the bank has been eroded by the river
- Installation of Bridges at Hardley Flood on the public footpaths which have previously been lost due to river erosion
- Upgrading of footpaths Surlingham FP1, Bramerton FP5 and footpaths on Hardley Flood (Loddon FP4, Langley with Hardley FP9, Loddon FP5 and Langley with Hardley FP5)
- Public engagement with the path
- Restoration of the bird hide on Hardley Flood (as match funding through Watermills and Marshes project)

- Improvements at Rockland Staithe to the footpath (through the CIL Access For All project) and also to the moorings (funded through the Broads Authority)

Consultants have been appointed to conduct a feasibility study on replacement of the four bridges at Hardley. NCC's Ecologist is to be appointed to work with Natural England for license and consent for bridge works, vegetation and tree England clearance work (for bridges and surfacing works). The landowner for Hardley Flood is engaged with the project and has agreed access and hardstanding storage. The Broads Authority have provided options to carry out the bank stabilisation on Bramerton FP5. This needs to be reviewed with the landowner before a preferred option can be agreed.

GP84 Wensum Lodge - £1,090,000

Current home of Norfolk County Council's Adult Learning service, it engages with 7,000 Norfolk residents annually. Norfolk County Council has an ambitious new model for Wensum Lodge to become an outstanding regional creative business incubator, creative and community hub (including digital skills), and centre of craft excellence in the East.

This project sought to implement extensive works to improve the accessibility of the site.

Whilst buildings were closed during the pandemic, issues with water ingress and mould were identified at one of the key buildings on the site. As the building is of historical significance, further investigations and works are now needed to fully understand and resolve the issues discovered, followed by repairs. The historic nature of the building means the work needs to be undertaken cautiously to protect its heritage for future generations. The timescales for this complex programme of works are unknown at this stage and have therefore unfortunately impacted on timescales for wider plans for the site.

Whilst the County Council's ambition for the development of the site remains, the project has been removed from the Annual Growth Programme at this time.

GP87 – Education – Hethersett Academy: £2,000,000

This expansion of the existing school is a second phase of development in response to 1400 new homes in the village (1200 originally with an additional 200 recently confirmed). Design of the project is progressing well, with the project programmed to start in the summer of 2023, and completion by Autumn 2024.

Appendix E – Neighbourhood CIL

Table 5 South Norfolk Neighbourhood CIL income by financial year. For 2022, figures are to October 2022 only.

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Cringleford	£0.00	£366,687.37	£585,402.60	£1,307,268.05	£1,862.73	£2,314,452.24
Wymondham	£34,532.05	£146,924.40	£110,836.13	£400,103.48	£136,728.64	£873,357.02
Poringland	£159,560.98	£1,075.72	£2,856.93	£18,577.53	£0.00	£230,827.50
Easton	£0.00	£0.00	£0.00	£88,818.53	£88,818.53	£178,167.57
Disney	£72,719.62	£3,176.71	£3,413.47	£3,078.41	£19,125.62	£134,864.45
Trowse	£0.00	£34,370.97	£91,525.36	£1,118.08	£0.00	£127,014.41
Stoke Holy Cross	£82,969.68	£171.06	£0.00	£478.80	£0.00	£113,165.51
Hingham	£1,208.62	£126.78	£0.00	£463.67	£3,716.90	£75,059.01
Little Melton	£20,640.40	£12,370.91	£11,797.37	£13,560.63	£0.00	£73,340.24
Swardeston	£0.00	£0.00	£62,054.17	£4,717.06	£0.00	£72,843.56
Costessey	£17,163.09	£12,512.67	£10,958.80	£1,000.73	£0.00	£70,763.00
Redenhall with Harleston	£6,852.09	£31,956.73	£0.00	£16,585.62	£4,447.61	£62,275.98
Spooner Row	£26,398.43	£8,285.42	£8,263.23	£759.79	£5,074.19	£48,781.06
Bergh Apton	£9,520.63	£2,712.99	£0.00	£0.00	£0.00	£43,255.54
Hempnall	£608.04	£0.00	£7,787.17	£29,881.56	£0.00	£38,549.02
Rockland St Mary	£9,274.85	£24,347.88	£0.00	£0.00	£0.00	£33,622.73
Bunwell	£1,718.29	£1,277.75	£2,366.83	£10,368.13	£0.00	£32,307.68
Dickleburgh	£18,371.68	£3,583.99	£0.00	£0.00	£0.00	£30,950.49

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Bressingham	£6,052.70	£5,063.15	£11,817.92	£0.00	£1,665.32	£29,522.43
Wreningham	£356.58	£9,600.38	£0.00	£0.00	£1,917.91	£29,338.53
Gillingham	£0.00	£0.00	£6,148.85	£22,589.78	£0.00	£28,738.63
Bawburgh	£1,495.60	£0.00	£602.47	£24,756.39	£0.00	£27,876.76
Alpington	£361.53	£0.00	£3,367.22	£0.00	£0.00	£27,192.92
Hethersett	£0.00	£0.00	£2,735.22	£8,192.64	£0.00	£26,683.86
Thurlton	£5,013.45	£14,815.84	£0.00	£600.00	£369.49	£25,592.11
Bracon Ash	£2,589.76	£13,233.62	£1,331.77	£3,995.32	£3,408.70	£25,499.96
Broome	£5,511.70	£9,023.75	£8,763.56	£1,477.63	£0.00	£25,135.55
Seething	£2,250.93	£10,704.90	£0.00	£0.00	£0.00	£24,898.34
Chedgrave	£0.00	£0.00	£1,606.58	£18,023.23	£2,298.79	£21,928.59
Scotby	£0.00	£0.00	£5,030.39	£15,091.16	£0.00	£21,463.09
Woodton	£0.00	£0.00	£0.00	£5,148.59	£15,445.77	£20,594.36
Brooke	£12,178.00	£915.76	£3,022.57	£4,412.71	£0.00	£20,529.04
Long Stratton	£0.00	£286.14	£1,896.05	£1,508.04	£5,670.76	£20,515.84
Pulham Market	£213.95	£12,048.06	£4,143.30	£402.49	£379.37	£18,420.09
Geldeston	£18,331.54	£0.00	£0.00	£0.00	£0.00	£18,331.54
Ditchingham	£0.00	£443.96	£0.00	£3,766.27	£11,298.82	£16,491.29
Pulham St Mary	£13,772.73	£1,012.37	£0.00	£0.00	£0.00	£16,352.18
Earsham	£95.09	£12,720.00	£0.00	£0.00	£0.00	£15,446.10
Surlingham	£11,344.28	£312.01	£0.00	£326.41	£0.00	£14,930.90
Ashwellthorpe	£3,638.36	£3,684.68	£2,485.17	£3,917.59	£302.58	£14,793.46
Carleton Rode	£855.80	£644.05	£591.90	£4,887.22	£6,108.95	£14,254.24

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Tasburgh	£0.00	£11,813.25	£0.00	£1,579.94	£0.00	£13,676.38
Barford	£1,929.11	£2,685.14	£8,055.42	£0.00	£0.00	£12,996.78
Burston	£3,438.75	£3,836.19	£3,581.34	£471.41	£0.00	£12,494.77
Great Moulton	£3,580.72	£213.95	£0.00	£4,337.42	£204.44	£11,933.20
Fornceff	£0.00	£915.45	£0.00	£7,428.56	£0.00	£11,130.08
Tacolneston	£0.00	£1,469.24	£0.00	£0.00	£0.00	£9,611.17
Aslacton	£475.82	£164.75	£2,317.92	£5,757.95	£0.00	£8,836.14
Tibbenham	£76.27	£965.74	£96.89	£4,657.62	£0.00	£8,488.86
East Carleton	£0.00	£0.00	£0.00	£1,633.01	£6,844.41	£8,477.42
Mulbarton	£0.00	£1,525.75	£5,995.00	£0.00	£0.00	£8,286.76
Tharston	£0.00	£5,195.47	£1,903.98	£0.00	£0.00	£8,096.60
Flordon	£0.00	£2,676.91	£3,117.10	£0.00	£0.00	£7,783.82
Wortwell	£584.40	£2,857.06	£1,221.58	£1,127.56	£0.00	£7,027.94
Loddon	£440.77	£539.39	£490.43	£0.00	£614.36	£6,805.94
Gissing	£1,940.78	£2,072.87	£442.79	£1,644.24	£0.00	£6,595.79
Deopham	£0.00	£6,338.35	£0.00	£0.00	£0.00	£6,338.35
Caistor St Edmund & Bixley	£0.00	£0.00	£0.00	£5,773.81	£0.00	£5,773.81
Bramerton	£0.00	£0.00	£2,983.38	£0.00	£2,750.41	£5,733.79
Great Melton	£0.00	£0.00	£0.00	£5,155.59	£0.00	£5,155.59
Hales	£2,337.60	£0.00	£1,611.87	£0.00	£0.00	£5,078.08
Caistor St Edmund	£0.00	£0.00	£0.00	£0.00	£0.00	£5,072.47
Marlingford & Colton	£5,017.50	£0.00	£0.00	£0.00	£0.00	£5,017.50
Starston	£319.93	£730.59	£0.00	£0.00	£1,613.47	£4,363.71

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Ashby St Mary	£1,224.97	£2,941.80	£0.00	£74.88	£0.00	£4,241.65
Swainsthorpe	£3,654.76	£0.00	£211.39	£0.00	£0.00	£3,866.15
Tivetshall St Margaret	£1,366.20	£398.55	£240.08	£0.00	£0.00	£3,809.11
Wicklewood	£0.00	£3,795.22	£0.00	£0.00	£0.00	£3,795.22
Wrampingham	£0.00	£0.00	£1,290.77	£2,293.61	£0.00	£3,584.38
Aldeby	£114.80	£0.00	£2,898.23	£0.00	£0.00	£3,505.54
Morley St Botolph	£0.00	£3,199.34	£0.00	£0.00	£0.00	£3,199.34
Burgh St Peter	£0.00	£3,047.16	£0.00	£0.00	£0.00	£3,047.16
Heckingham	£0.00	£0.00	£0.00	£0.00	£0.00	£2,896.84
Hedenham	£0.00	£0.00	£0.00	£2,821.46	£0.00	£2,821.46
Tivetshall St Mary	£0.00	£0.00	£0.00	£0.00	£133.83	£2,728.63
Framingham Earl	£0.00	£0.00	£0.00	£0.00	£2,190.57	£2,408.82
Needham	£0.00	£945.88	£185.18	£0.00	£0.00	£2,326.47
Roydon	£0.00	£0.00	£0.00	£2,218.73	£0.00	£2,218.73
Wheatacre	£0.00	£0.00	£0.00	£1,078.10	£0.00	£2,128.10
Ketteringham	£653.33	£900.00	£0.00	£0.00	£0.00	£2,071.97
Topcroft	£0.00	£271.71	£0.00	£1,243.48	£0.00	£1,948.74
Norton Subcourse	£0.00	£0.00	£1,405.76	£0.00	£0.00	£1,915.26
Marlingford	£0.00	£0.00	£0.00	£0.00	£0.00	£1,672.50
Barnham Broom	£0.00	£0.00	£981.92	£0.00	£0.00	£1,671.58
Shelfanger	£0.00	£0.00	£664.18	£0.00	£0.00	£1,437.62
Saxlingham Nethergate	£0.00	£79.50	£0.00	£0.00	£0.00	£1,298.73
Alburgh	£0.00	£1,096.69	£0.00	£0.00	£0.00	£1,249.45

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Shelton	£0.00	£434.73	£175.46	£502.66	£0.00	£1,112.85
Roydon	£0.00	£1,083.86	£0.00	£0.00	£0.00	£1,083.86
Kirby Cane	£952.06	£0.00	£0.00	£0.00	£0.00	£952.06
Raveningham	£0.00	£0.00	£0.00	£939.99	£0.00	£939.99
Keswick	£0.00	£0.00	£230.42	£0.00	£0.00	£921.42
Colney	£0.00	£0.00	£0.00	£874.65	£0.00	£874.65
Morningthorpe	£0.00	£0.00	£622.55	£0.00	£0.00	£853.63
Hellington	£0.00	£0.00	£0.00	£0.00	£0.00	£843.75
Toft Monks	£0.00	£488.73	£207.30	£0.00	£0.00	£822.54
Runhall	£202.06	£0.00	£0.00	£0.00	£0.00	£779.33
Denton	£0.00	£525.00	£235.70	£0.00	£0.00	£760.70
Brockdish	£475.44	£0.00	£0.00	£0.00	£280.83	£756.27
Deopham & Hackford	£0.00	£0.00	£0.00	£0.00	£625.42	£625.42
Winfarthing	£0.00	£0.00	£0.00	£0.00	£175.98	£557.64
Kimberley	£0.00	£0.00	£0.00	£447.86	£0.00	£447.86
Morningthorpe & Fritton	£395.61	£0.00	£0.00	£0.00	£0.00	£395.61
Newton Flotman	£0.00	£0.00	£0.00	£0.00	£395.04	£395.04
Morley	£0.00	£0.00	£0.00	£0.00	£0.00	£373.37
Haddiscoe	£0.00	£0.00	£0.00	£129.62	£0.00	£312.40
Wacton	£0.00	£0.00	£0.00	£0.00	£0.00	£303.78
Tharston and Hapton	£0.00	£0.00	£0.00	£0.00	£0.00	£291.60
Shotesham	£0.00	£225.36	£0.00	£0.00	£0.00	£225.36
Kirby Bedon	£0.00	£0.00	£0.00	£0.00	£0.00	£83.25

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 - September 2022	Received April 2015 – September 2022
Stockton	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Kirstead	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bedingham	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Framingham Pigot	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grand Total	£574,781.33	£807,523.65	£991,971.67	£2,068,067.67	£324,469.46	£5,317,457.63

Table 6 Broadland Neighbourhood CIL income by financial year. For 2022 figures run up to October 2022 only.

Parish	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 – October 2022	Received April 2013 – October 2022
Sprowston	£94,468.89	£16,498.60	£181,832.79	£317,097.20	£454,606.01	£1,099,771.58
Acle	£0.00	£1,384.91	£60,677.34	£948,162.86	£0.00	£1,050,264.07
Horsford	£131,021.39	£125,701.58	£237,827.09	£350,852.34	£4,613.13	£1,021,179.57
Blofield	£104,084.73	£166,978.31	£279,609.95	£27,295.36	£5,571.35	£867,461.77
Rackheath	£2,875.34	£12,891.08	£36,664.60	£86,164.01	£679,321.86	£818,401.01
Old Catton	£0.00	£114,033.60	£247,200.59	£360,872.65	£8,761.94	£785,009.51
Dragon	£11,588.30	£55,425.76	£149,360.93	£140,180.16	£107,184.02	£468,484.15
Great & Little Plumstead	£19,142.05	£75,959.24	£42,698.86	£122,994.76	£19,998.12	£402,768.35
Helsdon	£31,680.64	£108,582.70	£75,897.17	£63,121.54	£85,426.12	£382,302.20
Spixworth	£0.00	£8,430.92	£0.00	£58,997.24	£181,299.24	£271,909.16
Taverham	£8,046.12	£3,725.23	£197,437.84	£21,488.96	£2,174.16	£241,821.10
Brundall	£0.00	£0.00	£49,989.18	£125,307.78	£39,819.06	£220,885.06
St Faiths	£450.00	£31,395.58	£46,184.56	£1,543.26	£3,218.10	£86,801.50
Wroxham	£0.00	£0.00	£0.00	£1,522.90	£0.00	£85,820.35
Aylsham	£2,564.54	£8,628.98	£28,907.99	£12,453.71	£4,563.64	£66,641.99
Salhouse	£3,937.83	£3,618.62	£20,001.93	£0.00	£0.00	£51,164.50
Postwick	£2,477.94	£0.00	£7,247.07	£37,135.44	£0.00	£50,785.76
Strumpshaw	£29,083.12	£9,813.82	£0.00	£0.00	£0.00	£48,516.63

Thorpe St Andrew	£8,432.40	£9,112.63	£13,523.01	£6,048.48	£4,176.49	£46,378.21
Weston Longville	£14,413.78	£1,080.07	£1,772.78	£7,107.90	£0.00	£28,333.21
Honingham	£0.00	£8,387.69	£509.95	£15,137.18	£0.00	£27,180.24
Reedham	£5,961.00	£0.00	£0.00	£0.00	£0.00	£26,395.00
Reepham	£1,317.14	£3,271.55	£3,591.41	£630.56	£0.00	£24,160.43
Gt Witchingham	£0.00	£12,373.99	£3,512.35	£0.00	£0.00	£21,337.57
Hemblington	£0.00	£17,415.55	£0.00	£1,442.18	£0.00	£18,857.73
Freethorpe	£0.00	£2,517.61	£7,552.84	£3,062.30	£0.00	£17,924.35
Felthorpe	£3,274.61	£1,931.89	£757.61	£0.00	£0.00	£12,420.53
Foulsham	£8,645.77	£1,377.16	£1,550.39	£183.39	£0.00	£11,756.71
Marsham	£1,235.27	£0.00	£3,066.43	£0.00	£2,423.47	£10,467.36
Beighton	£848.87	£0.00	£1,556.70	£4,670.46	£245.29	£10,054.77
Hafron	£0.00	£0.00	£0.00	£0.00	£735.87	£9,570.26
Cawston	£2,556.20	£1,455.11	£704.53	£1,762.45	£1,181.85	£8,365.14
Hevingham	£0.00	£0.00	£0.00	£1,756.11	£0.00	£8,204.01
Stratton Strawless	£0.00	£1,894.88	£3,216.02	£0.00	£135.00	£5,965.15
Haveringland	£0.00	£0.00	£0.00	£0.00	£0.00	£5,880.72
Frettenham	£1,170.38	£0.00	£1,576.25	£0.00	£0.00	£5,860.79
Coltishall	£4,418.75	£0.00	£234.84	£1,024.62	£0.00	£5,678.21
Swannington	£168.72	£0.00	£5,240.19	£0.00	£217.42	£5,626.33
Cantley & Limpenhoe	£0.00	£0.00	£0.00	£0.00	£897.60	£5,377.85
Salle	£0.00	£0.00	£1,932.22	£2,331.37	£0.00	£5,023.20

Buxton	£0.00	£0.00	£0.00	£0.00	£0.00	£4,472.42
Heydon	£3,681.68	£14.06	£0.00	£0.00	£0.00	£3,885.38
Horstead	£859.35	£894.68	£0.00	£0.00	£0.00	£3,778.75
Lingwood	£0.00	£0.00	£2,132.99	£0.00	£0.00	£3,372.45
Ringland	£0.00	£0.00	£0.00	£0.00	£0.00	£3,108.78
Halvergate	£0.00	£0.00	£1,404.93	£1,096.78	£0.00	£2,501.71
South Walsham	£0.00	£0.00	£0.00	£39.39	£0.00	£2,136.54
Wood Dalling	£0.00	£0.00	£0.00	£0.00	£0.00	£1,877.70
Upton	£0.00	£0.00	£706.16	£0.00	£0.00	£1,234.69
Oulton	£0.00	£867.29	£329.90	£0.00	£0.00	£1,197.19
Guestwick	£352.68	£234.48	£0.00	£0.00	£320.14	£1,152.44
Boothon	£0.00	£0.00	£0.00	£0.00	£0.00	£1,109.78
Beeston St Andrew	£0.00	£0.00	£0.00	£974.63	£0.00	£974.63
Brampton	£0.00	£543.65	£0.00	£0.00	£0.00	£543.65
Themelthorpe	£0.00	£494.89	£0.00	£0.00	£0.00	£494.89
Woodbastwick	£151.20	£0.00	£0.00	£0.00	£0.00	£151.20
Morton on the Hill	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grand Total	£498,908.69	£806,936.11	£1,716,409.39	£2,722,457.97	£1,606,889.88	£8,372,798.23

Table 7 Norwich Neighbourhood CIL income by financial year.

Note: The Norwich City Council area has no parishes, so the council consults directly with communities to allocate this element of CIL income.

Area	Received April 2018 – March 2019	Received April 2019 – March 2020	Received April 2020 – March 2021	Received April 2021 – March 2022	Received April 2022 – October 2022	Received April 2013 – October 2022
Norwich	£133,705	£133,363	£173,285	TBC	TBC	£819,709

83 The Tables within this appendix provide the total Neighbourhood CIL received by each parish in Greater Norwich. These tables report income only, and do not incorporate Parish's Neighbourhood CIL spend or current balance.

Details to support recommendations (i) to (iii).

(i) The introduction of two new categories to the Infrastructure Investment Fund.

Major Infrastructure Projects

Under current procedures, projects can only be allocated funding from the IIF if they are considered deliverable. This requirement for projects to be 'shovel ready' has ensured the stability and success of the IIF, however it has also created limitations with supporting key strategic pieces of major infrastructure.

Major infrastructure and regeneration projects take many years to progress, which makes them currently ineligible for early application to the IIF. The introduction of a new category will provide the project sponsor certainty of receiving funding in the future, acting as seed to encourage additional match to be levered in. This allocation will also allow the partners to smooth the cost of funding the major project over a number of years because an allocation can be gradually built up in the fund reserves in readiness for the future spend.

It is proposed that a new category of major infrastructure projects should be added to the Growth Programme to allow for some large strategic projects to have IIF earmarked to their delivery in the medium to long term. This is something that is allowed within CIL legislation, as long as it is earmarked to a specific project and reported in a transparent way. A clear distinction must be made between these projects and those that will continue to proceed through the established annual call for projects.

This new category will require a process that is not time sensitive. This will allow projects to apply throughout the year when required, but they must continue to have the sponsorship of at least one Greater Norwich Director before being considered.

Process: how will it work?

- **Application** – Potential projects will fill out an expression of interest form, this can be done at any time. Expression of interest (EOI) forms would need to be signed off by a member of the Greater Norwich Infrastructure Delivery Board (IDB).
- **Appraisal** – With delegated authority from the IDB, the Greater Norwich Projects Team (GNPT) will appraise the expression of interest against the expression of interest appraisal guidance. A summary of the appraisal and recommendations will be made to the IDB.

- **Infrastructure Delivery Board (IDB) Review** - The IDB will discuss and decide whether the project should proceed to full business case.
- **Business Case** – Upon request from the IDB, the applicant will prepare a full business case to demonstrate their strategic importance and rationale for seed funding to be ringfenced to support delivery.
- **GNGB** – GNGB will review the full business case and a unanimous agreement will be required before the project can be included within the major infrastructure category of the Five Year Infrastructure Investment Plan
- **Five Year Infrastructure Investment Plan (5YIIP)** – All projects whose business case has been agreed by the GNGB will be included in the following 5YIIP which will progress through the established decision-making process, seeking agreement from each District Cabinet and Full Council. Subject to agreement, the GNGB will also seek delegated authority to monitor the progression of the project to delivery.
- **Major Infrastructure Project** – Once the 5YIIP is agreed the project will be able to progress towards delivery with secured seed funding.
- **Reporting** – Major Infrastructure Projects will provide a highlight report to the IDB every 6 months, and to the GNGB every 12 months through subsequent 5YIIPs. Where required, deviations from the initial business case will be reported following the established IIF change request process.
- **Annual Growth Programme** – When onsite delivery begins, the project will be moved from the category of Major Infrastructure Projects in reserves to the Greater Norwich Growth Programme. Monitoring will then proceed as established for all projects allocated funding from the IIF, providing highlight reports to the IDB every 3 months.
- **Funding draw down** – A project cannot draw down funding from the IIF until they have begun onsite delivery and are established within the Greater Norwich Growth Programme. This prevents CIL being spent on abortive works.
- **Funding not required** – In the unlikely event that a project no longer requires the funding that has pre-allocated to it, either because they have raised funding from a third party or because the project has closed, this will be reported within the 5YIIP and the reserves will be released back into the IIF.

The GNPT have prepared a draft EOI application form and EOI appraisal form. Both mirror sections of the already agreed IIF application and appraisal form but are more compact to reflect the reduced detail and certainty that longer term projects can provide.

In summary, this proposal introduces a new Major Infrastructure Project category to be included within future versions of the 5YIIP. Projects will be

required to demonstrate their strategic importance to the Greater Norwich area and have a strong rationale for requiring seed funding. There will be an understanding of what is to be delivered and how much will be required from the IIF in the future, but there will be flexibility around final budgets and programs through the change request process.

Acceptance into the new category will provide the project sponsor certainty of receiving funding in the future, whilst acting as 'seed funding' to encourage additional match to be levered in. Managing projects in this way will also allow the partners to smooth the cost of funding a major project over a number of years, because an allocation will be gradually built up in the fund reserves in readiness for the future spend.

The number of projects accepted into this category will be small in number, and (as with existing projects) approval must be unanimous for applications to proceed. Most projects will continue to proceed through the existing IIF application process. Examples of projects that are expected to fit this proposed new category are East Norwich Regeneration and a new high school to the North East of Norwich.

Match Funding

The current processes for the IIF allow for a single round of project applications for projects that are due to start delivery in the forthcoming financial year. All new funding allocations need to be agreed by each District Cabinet and Full Council before a formal commitment can be made. The decision-making process is time-consuming but is fundamental to the partnership's working model because it ensures clarity and transparency to all partners when making each decision.

This annual cycle of funding allocation works well for most projects, but there are occasions when an in-year funding decision would be beneficial to all. This proposal is to create a ringfenced pot of money within the IIF, which can be allocated to projects as match funding when applying for significant government grants, such as the Levelling Up Fund, Community Renewal Fund, Shared Prosperity Fund or any future equivalent. It is intended for major projects that require match to lever in additional, more substantial amounts of funding only.

It is proposed that this match funding will be overseen by the GNGB under delegated authority from the district partners. Ringfencing the match to only those projects that are applying to central government funds provides additional assurance to the partners that the fund will only be used to support projects which have gone through a vigorous approval process.

Process – how will it work?

- **Five Year Infrastructure Investment Plan (5YIIP)** – An amount is included within the 5YIIP for match funding. It will progress through the usual process of agreement and delegated authority is to be given to the GNGB to manage the amount in the forthcoming year.
- **Reserves** – The agreed amount will be held in reserve and reported clearly as match funding.
- **Application** – An eligible project seeking match funding will be asked to complete the established IIF Application Form. This can be done at any time.
- **Appraisal** – The application will be appraised by the GNPT following the agreed IIF appraisal guidance. A recommendation is made to the IDB.
- **IDB** – The IDB review the application and decide whether to recommend the project to the GNGB for approval.
- **GNGB** – A unanimous agreement is required by the GNGB before match funding can be allocated to a project. The project will be listed as a Match Funding Allocation within financial reporting.
- **Highlight Reporting** – Once agreed, the project will align to the existing IIF fund monitoring processes, providing highlight reports to the IDB every 3 months to detail progress towards delivery.
- **No Government match secured** – If the project is unsuccessful in securing funding from central government, it will be removed from future GNGB financial reporting and the amount earmarked to it will remain within the Match Funding allocation that is secured in reserves, available for other projects to apply for. At this stage, projects can request an extension of time to secure alternative match using the established change request form.
- **Annual Growth Programme** – Subject to all match funding being secured and delivery commencement, the project will be moved from the category of Match Funding in reserves to the Growth Programme within the following 5YIIP. Monitoring will proceed as established for the IIF.
- **Funding Draw down** – A project cannot draw down money from the IIF until they have begun delivery and are established within the Annual Growth Programme. This prevents CIL being spent on abortive works.
- **Top up amount allocated as match funding** – Each year, the IDB will recommend to the GNGB:
 - whether unused match funding should be rolled on,
 - and/or if an additional allocation should be made.

This will be reported in each subsequent 5YIIP, aligning with the existing IIF decision making processes.

(ii) Change to the way allocations for Education projects are spent

On 6th October 2022, the GNGB received an update regarding the delivery of Norfolk Children's Services Education Capital Programme. During the meeting, it was reported that to safeguard the medium to long term school capital programme, Norfolk County Council (NCC) has underwritten any future shortfall of funding with a commitment to borrow where required. To support their decision, NCC requested a change to the way that future allocations were made from the IIF, seeking the flexibility for them to be used in whole or in part to repay NCC's borrowing. This proposal requires a commitment to be made to an Education Capital Programme that is ringfenced to Greater Norwich, instead of individual projects. This will allow for it to be used to repay NCC's own borrowing with any remaining balance to be invested directly into a specified capital project.

This is a change to the way that NCC are permitted to spend the allocation received from the IIF. Allocations are confirmed annually alongside the acceptance of each new Annual Growth Programme. No commitment is being made against future income or to increase Greater Norwich's borrowing. This proposal is not increasing Greater Norwich's City Deal borrowing, it is to support NCC's own borrowing which will be drawn independently to the partners.

(iii) The signing of a deed of variation to enable the next tranche of City Deal Borrowing to be drawn.

City Deal borrowing to support the delivery of Long Stratton Bypass (LSBP)

£10m of CIL supported borrowing was allocated to LSBP through the Greater Norwich City Deal agreement which was signed with Government in December 2013. This gave the GNGB access to lower-cost borrowing from the Public Works Loan Board (PWLb).

The City Deal borrowing to support LSBP is programmed to be required in 2022/23. Using current interest rates, the forecasted annual repayment to be paid from the IIF is in the region of £680,000. The final repayment amount cannot be fully confirmed until the loan is actioned and the interest rates at that future time are known. The forecasted interest repayments are included within the Investment Framework within The Plan. (Annex B page 9-12)

In last year's version of this Plan, each Greater Norwich CIL receipting

Authority agreed a draft legal loan agreement and for the GNGB to be granted delegated authority to sign the final legal loan agreement for the LSBP draw down, together with their S151 officers and under the direction of Norfolk County Council as the Accountable Body. As agreed within the GNGBs signed Joint Working Agreement, a unanimous decision will be required from all board members (the Council Leaders) prior to the signing and the draw down being actioned.

On the 6th October 2022, following the review of a project change request, the GNGB unanimously agreed for the City Deal borrowing to support the delivery of LSBP to be increased to £10m, the full amount allocated within the City Deal Document.

The legal agreement that will support this loan is intended to be added as 'Schedule 2' to the original legal agreement that was signed by all partners on 21st October 2015, which confirmed the GNGB partner draw down and borrowing authorisations.

Upon reflection of the 2015 agreement, nplaw have advised that it is not clear that additional loans can be added to Schedule 2. To avoid any doubt, they have advised that a minor amendment should be made to the original 2015 agreement, which once signed by all partners will enable the agreed LSBP loan to be added to Schedule 2.

The proposed deed of variation

Prior to this next tranche of Greater Norwich City Deal borrowing being drawn down, an amendment needs to be actioned through the signing of a deed of variation by all partners. See [Error! Reference source not found.](#)

Currently, section 16 of the signed 2015 agreement states

This Agreement may only be varied by written agreement of the Parties.

The deed of variation proposes adding a new clause 16.2

The Parties agree that the Agreement shall be reviewed/varied from time to time as provided for by clause 16 of the Agreement and in any event on or before the availability of additional project funding in order to meet the requirements of the Project. Once reviewed, and subject to clause 16, an updated /revised/amended Schedule 2 Project Schedule will forthwith be agreed between the Parties in the form set out (below as appears at Annex 1 to this deed of variation) and will be

appended to the Agreement.

The project schedule referenced as Annex 1 follows the draft deed of variation below. It mirrors that which has already been agreed for the Broadland Northway (formerly known as the NDR). It is proposed that all future tranches of borrowing will use the same template and be added to schedule 2 of the original 2015 when new borrowing is agreed.

Draft Deed of Variation

This Deed of Variation is made on
2022

DEED OF VARIATION TO AGREEMENT RELATING TO GNGB PARTNER DRAW-DOWN AND BORROWING AUTHORISATIONS

BETWEEN:

BROADLAND DISTRICT COUNCIL of Thorpe Lodge, 1 Yarmouth Road, Norwich, Norfolk NR2 1NH ("**Broadland**").

NORWICH CITY COUNCIL of City Hall, St Peter Street, Norwich, NR2 1NH ("**Norwich**").

South Norfolk District Council of South Norfolk House, Swan Lane, Long Stratton, Norfolk, NR15 2XE ("**South Norfolk**").

NORFOLK COUNTY COUNCIL of County Hall, Martineau Lane, Norwich NR1 2DH ("**County Council**")

(together, the Parties)

Background:

(A) This Deed of Variation ('Deed') is supplemental to the agreement Relating to GNGB Partner Draw-down and Borrowing Authorisations entered into by the parties and dated [] (the "Agreement").

(B) The Parties have agreed to include for purposes of review a Project Schedule. Consequently, the Parties wish to amend the Agreement as set out in this Deed with effect from the date of this Deed ('Variation Date').

It is agreed as follows:

1. The Parties agree that unless otherwise expressly provided, the definitions and interpretation of this Deed are in accordance with Clause 1 of the Agreement.
2. With effect from the Variation Date, the Parties agree to amend the Agreement as follows:
 - 2.1 A new clause 16.2 is added as follows:

The Parties agree that the Agreement shall be reviewed/varied from time to time as provided for by clause 16 of the Agreement and in any event on or

before the availability of additional project funding in order to meet the requirements of the Project. Once reviewed, and subject to clause 16, an updated /revised/amended Schedule 2 Project Schedule will forthwith be agreed between the Parties in the form set out (below as appears at Annex 1 to this deed of variation) and will be appended to the Agreement.

3. The Agreement shall remain effective and unaltered except as amended by this Deed.
4. This Deed and any dispute or claim arising out of, or in connection with it, its subject matter or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the laws of England.
5. The Parties irrevocably agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of, or in connection with, this Deed, its subject matter or formation (including non-contractual disputes or claims).
6. This Deed may be signed in any number of separate counterparts, each of which when signed and dated shall be an original, and such counterparts taken together shall constitute one and the same agreement.

This document has been executed as a Deed and is delivered and takes effect on the date stated at the beginning of it.

THE COMMON SEAL of)
NORFOLK COUNTY COUNCIL)
was hereunto affixed in the presence of)

THE COMMON SEAL of)
BROADLAND DISTRICT COUNCIL)
was hereunto affixed in the presence of)

THE CORPORATE SEAL of)
NORWICH CITY COUNCIL)
was hereunto affixed in the presence of)

THE COMMON SEAL of)
SOUTH NORFOLK DISTRICT COUNCIL)
was hereunto affixed in the presence of)

**Annex 1 to this deed of variation
(project template)**

Dated _____ 20[]

PROJECT SCHEDULE

Pursuant to Agreement Relating to GNGB Partner Draw-down and Borrowing
Authorisations of 21st October 2015
Relating to GNGB Partner Draw-down and Borrowing Authorisations for the
[Construction of]

BROADLAND DISTRICT COUNCIL

NORWICH CITY COUNCIL

SOUTH NORFOLK DISTRICT COUNCIL

&

NORFOLK COUNTY COUNCIL

nplaw
Norfolk County Council
County Hall
Martineau Lane
Norwich
NR1 2DH

DPS 37967

Dated _____ 20[]

Background

- This Project Schedule sets out agreed obligations in relation to Partner Draw-down and Borrowing Authorisations for the [Construction of xxx] and has been prepared in accordance with clause 5 of the Agreement Relating to GNGB Partner Draw-down and Borrowing Authorisations dated 21st October 2015 between Broadland District Council, Norwich City Council, South Norfolk District Council and Norfolk County Council ("the Agreement").
- Accordingly this Project Schedule forms part of the Agreement.

1 Project

- [Construction of] and related measures "the Project".

2 Project Description

- [xxx]
- [xxx]

3 Project Period

- The Project is due to mobilize in [xxx].
- Construction is programmed to begin in [xxx] with a majority of the works completed by [xxx].

4 Background

- The adopted Joint Core Strategy for Broadland, Norwich and South Norfolk identifies [xxx] as a key location for growth and proposes the development of [xxx].

5 Agreed terms

- Loan funding would be repaid over a 20 year period

6 Additional Terms & Conditions

- In accordance with paragraph 5.4 of the Agreement, Liabilities in respect of any overspend or delay in respect of Project Schedule timeframes and milestones shall be shared as follows:

Partner	Share of overspend risk	Share of timeframes and milestones risk
[xxx] Council	100%	100%

7 Fees and expenses

- The County Council shall borrow funds from various sources as they are identified to assist with the delivery of the Growth Programme. The County Council shall ensure that the cost of any additional borrowing (up to £ [xxx]m) for this purpose will be undertaken at the equivalent of the prevailing PWLB project rate discount as set out in the City Deal dated 12 December 2013.
- Funding from the Infrastructure Investment Fund for the purposes of the Project shall be capped at £[xxx] million plus any associated borrowing costs incurred by the County Council as provided for herein.

8 Repayment and review

- In accordance with paragraph 3.4 of the Agreement, the County Council shall use the Infrastructure Investment Fund to fund the costs of borrowing costs in accordance with the following schedule.

Illustrative costs of borrowing to be funded from Infrastructure Investment Fund:

DRAFTING NOTE: This table to be updated after the final funds drawdown.

Year	Principal start	Repayment	Interest	Balance
2023/24				
2024/25				
2025/26				
2026/27				
2027/28				
2028/29				
2029/30				

Appendix B
Greater Norwich Growth Board

2030/31				
2031/32				
2032/33				
2033/34				
2034/35				
2035/36				
2036/37				
2037/38				
2038/39				
2039/40				
2040/41				
2041/42				
2042/43				
2046/47				
2047/48				
Totals				

9 VOLUNTARY PREPAYMENTS

If the Parties agree to make additional repayments over and above those listed above, a new schedule will be produced based on the remaining outstanding debt, including interest, in accordance with clause 16 (Variation) of the Agreement.

Signed by []
Section 151 Officer
for and on behalf of **NORFOLK
COUNTY COUNCIL**

Signed by []
Section 151 Officer
for and on behalf of **BROADLAND
DISTRICT COUNCIL**

.....
Signed by []
Section 151 Officer
for and on behalf of **NORWICH
CITY COUNCIL**

.....
Signed by []
Section 151 Officer
for and on behalf of **SOUTH
NORFOLK DISTRICT COUNCIL**

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment:
 Paul Harris

Date of Assessment: 30/01/2023

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

Joint 5 Year Infrastructure Investment Plan 2023 to 2028 and 2023/24 Annual Growth Programme.

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be positive, neutral, or negative)

Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative
Age	☒		
Disability	☒		
Race		☒	
Sex		☒	
Religion or Belief		☒	
Sexual Orientation		☒	
Marriage/Civil Partnership		☒	
Pregnancy/Maternity		☒	
Gender Reassignment		☒	

3. Which additional Communities characteristics does this policy impact?

Health	☒		
Place inc. Rurality		☒	
Low Income and Poverty		☒	

3. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be positive, neutral, or negative and impact groups differently

The Greater Norwich Growth Board Joint 5 Year Investment Plan 2023-2028 and Annual Growth Programme 2023/24 includes 1 specific projects that is relevant to Broadland. Projects directly related to Norwich and Broadland will be separately considered, in terms of EQIA, by those Councils as appropriate.

The specific projects that relate to Broadland is: Youngs Park, Aylsham – 3G.

Inherently these projects are likely to have a neutral impact on most of the protected characteristics. The two characteristics where that are potential impacts are Age and Disability, specifically in terms of the usability of the project for those with physical disabilities or age related mobility issues.

The intention for the proposed facility is not simply to increase mainstream football but also to support increased levels of walking football, disability football and football for health improvements. These will directly support those with the protected characteristics of Age and Disability. In this way each of the project is expected to have a positive impact in terms of the identified protected characteristics.

5. What do you believe are the potential communities impacts of this policy?

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

The project will improve access to formal recreational open space or facilities. In this way they will all have a positive impact in terms of health.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

Negative impacts, which require mitigation, have not been identified in relation to the above projects.

Signed by evaluator:



Signed by responsible head of department:



Please send your completed forms to equalities@southnorfolkandbroadland.gov.uk to be reviewed and stored in accordance with our legal duty.

Please send a copy of the reviewed document to equalities@southnorfolkandbroadland.gov.uk



Cabinet
21 March 2023

NORFOLK RECREATIONAL IMPACT AVOIDANCE AND MITIGATION PROGRAMME GOVERNANCE

Report Author: Paul Harris
Place Shaping Manager
01603 430444
paul.harris@southnorfolkandbroadland.gov.uk

Portfolio: Communities, Housing and Planning

Ward Affected: All

Purpose of the Report:

To agree the proposed organisational structure to enable the effective and efficient implementation and delivery of the Norfolk Recreational Impact Avoidance and Mitigation Strategy (RAMS).

Recommendations:

It is recommended that Cabinet:

1. Agrees for Norfolk County Council to act as the Accountable Body for the Norfolk Recreational Avoidance and Mitigation Strategy (RAMS), to include agreement for RAMS tariff contributions received by Broadland District Council to be transferred to and held by Norfolk County Council in accordance with this responsibility;
 2. Agrees to establish a Norfolk RAMS Board comprising representative from each of the Norfolk Authorities to oversee the operation of Norfolk County Council as Accountable Body;
- and,
3. Delegates authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise any partnership legal agreement and Terms of Reference related to recommendations 1 and 2.

1. Summary

- 1.1 The Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GIRAMS) has been prepared by the 8 Local Planning Authorities of Norfolk in conjunction with Norfolk County Council. Its purpose is to deliver the mitigation necessary to avoid adverse effects from the 'in-combination' impacts of residential development that is forecast to be delivered across Norfolk until 2038 at internationally designated sites.
- 1.2 Each of the Norfolk Authorities has now adopted the Norfolk GIRAMS and are collecting relevant RAMS contributions from qualifying development.
- 1.3 The implementation and delivery of the Norfolk RAMS programme will require a coordinated approach, with developer contributions being directed to deliver joint, cross boundary mitigation projects to protect the affected Habitat sites. In order to effectively and efficiently manage such a programme, it is proposed to: 1) establish an overseeing Member programme board made up of Members of the contributing authorities; 2) appoint a RAMS Delivery Officer hosted by Norfolk County Council; and, 3) authorise Norfolk County Council to act as the Accountable Body for the delivery of the Norfolk RAMS.

2. Background

- 1.4 The Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy (GIRAMS) has been prepared by the 8 Local Planning Authorities of Norfolk in conjunction with Norfolk County Council. Its purpose is to deliver the mitigation necessary to avoid adverse effects from the 'in-combination' impacts of residential development that is forecast to be delivered across Norfolk until 2038 at internationally designated sites. These impacts relate to the increased recreational pressure that will result from this residential development.
- 1.5 The mitigation approach set out within the GIRAMS includes two elements. The first is the delivery of Green Infrastructure (GI) in accordance with standards to be derived by each of the individual Local Planning Authorities (LPAs). The second is the delivery of a Norfolk wide Recreation Impact Avoidance and Mitigation Strategy (RAMS) to be funded by contributions from new residential and other qualifying development.
- 1.6 On 14 December 2021 the Norfolk Strategic Planning Member Forum agreed a Statement of Common Ground in respect of the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy (GIRAMS), which included an agreement to bring the Norfolk RAMS into effect in each individual local planning authority area. The Norfolk Strategic Planning Member Forum also agreed with the principle of establishing a new board and the employment of a delivery officer to oversee the delivery of the RAMS.
- 1.7 Following consideration of the matter by the Norfolk Strategic Planning Member Forum, the Broadland Full Council Meeting on 24 February 2022 resolved to adopt the Norfolk Green Infrastructure and Recreation and Avoidance and

Mitigation (GI and RAMS) Strategy and begin collecting associated contributions from residential and other qualifying developments in line with the emerging policy of the Greater Norwich Local Plan (GNLP). The GNLP included the locally derived standards for the provision of Green Infrastructure.

- 1.8 Communities, Housing and Planning Policy Panel considered the recommendations of this report at its meeting on 8 February, resolving to advise Cabinet to agree the recommendations as set out.

3. Current position/findings

- 1.9 Each of the Norfolk Authorities has now adopted the Norfolk GIRAMS and are collecting relevant RAMS contributions from qualifying development. The financial contributions that have been collected are currently being held independently by each of the receiving authorities.
- 1.10 The brief and invitation for a review of the GIRAMS mitigation programme, which was a requirement of the Norfolk Statement of Common Ground submitted in association with the GNLP, was agreed between the Norfolk Authorities during 2022 and was advertised in late 2022. Unfortunately, no tenders were received to the initial invitation. Further prospective tenders have been identified and it is intended that the tender will be re-published in early 2023, with the expectation that this work will now be completed by the end of 2023.
- 1.11 The RAMS contribution is only payable on the commencement of development, this inherently creates a lag between new permissions being issued and contributions being received. As consequence of this lag and the fact that the grant of new permission has been significantly restricted in the last year as a result of Natural England's advice on nutrient neutrality contributions received to date in across South Norfolk and Broadland have been negligible. As such the delay to the review of the mitigation programme is unlikely to have any significant practical implications to the delivery of projects.
- 1.12 It is however necessary to continue the process of putting in place an appropriate organisational structure in order to effective and efficient delivery of projects when sufficient funds have been built up.

4. Proposed action

- 1.13 The nature of the RAMS programme will require a coordinated approach across Norfolk, with developer contributions being directed to deliver joint, cross boundary mitigation projects to protect the affected Habitat sites. In order to effectively and efficiently manage such a programme, it is proposed to establish an overseeing programme board made up of Members of the contributing authorities.
- 1.14 An officer resource will also be needed to support the delivery of the programme under the direction of the Member Board. Norfolk County Council already have a remit for the delivery of infrastructure across the whole of Norfolk. Their Natural Environment Team also already provides specialist expertise on the natural

environment for planning applications to safeguard the natural environment and to ensure statutory obligations and policy requirements are met. On this basis, it is proposed that Norfolk County Council is agreed as the host authority for a RAMS Delivery Officer. This role would be funded from the RAMS developer contributions.

- 1.15 In addition, it is also proposed that Norfolk County Council acts as the accountable body for the delivery of the RAMS programme. As part of this role, RAMS contributions will be transferred to and held by Norfolk County Council on behalf of the Norfolk Authorities. Norfolk County Council will also have responsibility for the procurement and delivery of projects as part of the programme of delivery agreed by the overseeing member board.
- 1.16 These proposals are in accordance with the previous agreement reached at the Norfolk Strategic Planning Member Forum. Moreover, there are strong similarities between this proposed approach and that already adopted by the Greater Norwich Authorities in respect of the management of the Community Infrastructure Levy (CIL) Infrastructure Investment Fund (IIF).
- 1.17 In order to finalise arrangement in accordance with the above proposals, it is further proposed that delegated authority is given to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning, Communities and Housing to finalise the terms of reference for the overseeing Member board and the necessary legal agreements to authorise Norfolk County Council to act as accountable body for the delivery of the RAMS programme. The terms of reference and legal agreements will set out the final procedural arrangements for decision making, budget monitoring, project prioritisation and governance in a manner which is aligned to the principles established for the operation of the Greater Norwich CIL Infrastructure Investment Fund.

5. Other options

- 1.18 It is not considered that there is any reasonable approach that does not involve the creation of a joint board to oversee the Norfolk RAMS programme. Inherently, agreement of a jointly funded cross boundary projects will require discussion and debate between the relevant authorities, which could not sensibly be replicated through alternative, non-collaborative structures. It is possible that such a board could operate at an officer, rather than Member level. However, this would not provide the same degree of democratic accountability and is therefore not recommended.
- 1.19 Similarly, the employment of a Delivery Officer is considered to be essential to the efficient and effective delivery of a cross boundary programme. Whilst this post could conceivably be hosted by any of the Norfolk Authorities, none have the existing cross boundary remit of Norfolk County Council. There is also a strong overlap between the role of the RAMS Delivery Officer and the function of Norfolk County Council's Natural Environment Team. These two factors make Norfolk County Council the natural fit for the role of host authority. Norfolk County Council have also indicated that they are open to adopting the role of responsible authority.

- 1.20 Whilst conceivably each authority could continue to hold its own RAMS contributions and release funds to deliver joint cross boundary mitigation projects, this is likely to duplicate processing and assurance tasks across the Norfolk Authorities, which would be likely be an inefficient use of resource. On this basis this option is not recommended.

6. Issues and risks

- 1.21 **Resource Implications** – The preparation of the terms of reference for any Member board and other legal agreements related to the establishment of the organisational structure for the delivery of the RAMS programme will be met within existing Council resource and/or within the agreed budgets for the Norfolk Strategy Planning Framework function.

Costs associated with the establishment of the Delivery Officer post will be met through received RAMS contributions.

- 1.22 **Legal Implications** – The Council, in its role as Local Planning Authority, is a competent authority under the Habitat Regulations. As such it has a legal duty to ensure that plans and projects will not have an adverse impact on the designated assets of a designated Habitats Site before giving effect to such plans or projects. This includes the adoption of a Local Plan or granting Planning Permission.

The implementation and delivery of the Norfolk RAMS programme is a necessary part of the Council's mitigation to avoid such adverse effects.

There will be likely legal implications associated with the agreement of a terms of reference for the RAMS Member Board and the necessary legal agreements to establish Norfolk County Council as the accountable body for the delivery of the RAMS programme. Appropriate legal advice will be taken in the finalisation of these documents under the delegated authority sought within this report.

- 1.23 **Equality Implications** – there are not considered to be any equalities implications directly relating this report. Some projects delivered under the Norfolk RAMS programme may have equalities implications. These will be assessed and considered appropriately as part of the consenting process for those projects.

- 1.24 **Environmental Impact** – the report relates directly to the implementation and delivery of a programme considered necessary to protect designated international Habitat Sites as set out in the legal implications section.

- 1.25 **Crime and Disorder** – there are not considered to be any crime and disorder implication related to this report.

- 1.26 **Risks** – there are not considered to be any risk other than those outlined elsewhere in the report.

7. Conclusion

- 1.27 For the reasons set out in sections 4 and 5 it is considered that the establishment of a Joint Member Board to oversee the implementation and delivery of the Norfolk RAMS, the appointment of a Delivery Officer to be hosted by Norfolk County Council and the authorisation for Norfolk County Council to act as the Accountable Body for the delivery of the RAMS programme is considered to be the most appropriate course of action to ensure the efficient and effective delivery of the Norfolk RAMS.

8. Recommendations

- 1.28 It is recommended that Cabinet:

1. Agrees for Norfolk County Council to act as the Accountable Body for the Norfolk Recreational Avoidance and Mitigation Strategy (RAMS), to include agreement for RAMS tariff contributions received by Broadland District Council to be transferred to and held by Norfolk County Council in accordance with this responsibility;
 2. Agrees to establish a Norfolk RAMS Board comprising representative from each of the Norfolk Authorities to oversee the operation of Norfolk County Council as Accountable Body;
- and,
3. Delegates authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise any partnership legal agreement and Terms of Reference related to recommendations 1 and 2.

Background papers

[Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy \(GIRAMS\)](#)

[Greater Norwich Local Plan \(GNLP\)](#)

[Minutes of the 14 December 2021 Norfolk Strategy Framework Member Forum](#)

[Minutes of the 24 February 2022 meeting of Broadland District Council](#)



Cabinet
21 March 2023

COUNCIL TAX (2ND HOMES) PREMIUM

Report Author: Simon Bessey
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Portfolio: Finance

Wards Affected: All

Purpose of the Report:

To seek approval to implement a premium on Council Tax charges raised against dwellings that are periodically occupied (2nd homes).

Cabinet to recommend to Council

1. To adopt a 100% premium of Council Tax to periodically occupied dwellings (2nd homes) once the Levelling-up and Regeneration Bill has received Royal Assent.
2. To delegate authority to the Assistant Director of Finance, in consultation with the Portfolio Holder for Finance, to determine exactly when this premium will start to be charged.

1 Background - Levelling-up and Regeneration Bill

- 1.1 The Levelling-up and Regeneration Bill is currently progressing through Parliament, with Royal Assent expected during March 2023.
- 1.2 Provision 76 of this proposes to amend the Local Government Finance Act (1992) to allow for the amount of Council Tax payable on periodically occupied dwellings (2nd homes) to be increased by up to 100%.
- 1.3 The new legislation seeks to address the issue of 2nd homes, by allowing local authorities to apply a Council Tax premium to encourage 2nd homeowners to sell to local people.

2 Information on 2nd homes

- 2.1 The total number of 2nd homes recorded in Broadland is 422. These are spread across Council Tax bands as follows.

Council Tax Band	A	B	C	D	E	F	G	H	Total
Number of 2 nd Homes	63	88	127	61	35	26	20	2	422

Appendix A shows the distribution of these dwellings, by parish.

- 2.2 If implemented the 2nd home premium would, based on 2022/23 Council Tax charges, generate increased income of up to £774k for all precepting authorities as shown in the following table.

Precepting Body	Projected Additional Income
Norfolk County Council	£ 580k
Office of the Police & Crime Commissioner	£ 110k
Broadland District Council	£ 50k
Parishes (average)	£ 34k
Total	£ 774k

3 Options

- 3.1 The Council could decide not to adopt a 2nd home premium or set the premium at less than 100%.

4 Issues and risks

Resource Implications

- 4.1 The implementation of a 2nd home premium is likely to generate additional council tax income, as detailed in section 2 above.
- 4.2 The change is likely to result in an increase in contact from those that are impacted.
- 4.3 The Council may see an increase in people claiming that this is in their main residence, rather than a 2nd home. The Council already has procedures in place to deal with this type of claim.
- 4.4 There may also be additional requests to move properties into the Business Rates listing (as holiday let businesses). This will create additional work for the Business Rates team. However, criteria for this are now tightened up. Holiday let businesses now need to demonstrate that their properties have been let, and not just available to let, to qualify for a Business Rates listing.
- 4.5 **Legal Implications** - Any 2nd home premium cannot be charged until at least 12 months after the Levelling-up and Regeneration Bill receives Royal Assent. So, if the Bill is passed by 31 March 2023 the premium could be applied from 1 April 2024.
- 4.6 **Equality Implications** – none.
- 4.7 **Environmental Impact** – n/a
- 4.8 **Crime and Disorder** – n/a
- 4.9 **Risks** – none.

5 Conclusion

- 5.1 The impact of the application of this premium to local residents and businesses will be limited, as these measures will only apply to dwellings that are 2nd homes within the Council Taxbase and will not impact on those that appear in the Business Rates list.
- 5.2 The application of this premium may encourage 2nd homeowners to sell their properties to local residents or will generate additional income which will remain within Norfolk to be used to support other measures.

6 Cabinet to recommend to Council

1. To adopt a 100% premium of Council Tax to periodically occupied dwellings (2nd homes) once the Levelling-up and Regeneration Bill has received Royal Assent.
2. To delegate authority to the Assistant Director of Finance, in consultation with the Portfolio Holder for Finance, to determine exactly when this premium will start to be charged.

Appendix A. The distribution of dwellings currently designated as 2nd Homes

By Parish (A-Z)		By Total (High to Low)	
Parish	Dwellings	Parish	Dwellings
Acle	9	Aylsham	34
Attlebridge	2	Sprowston	32
Aylsham	34	Thorpe St Andrew	31
Belaugh	3	Brundall	29
Blickling	1	Wroxham	21
Blofield	10	Coltishall	17
Booton	2	Foulsham	16
Brampton	1	Hellesdon	16
Brundall	29	Reepham	14
Bugh and Tuttington	1	Taverham	14
Buxton with Lamas	5	Old Catton	12
Cantley	5	Blofield	10
Cawston	9	Reedham	10
Coltishall	17	Acle	9
Drayton	7	Cawston	9
Felthorpe	3	Spixworth	9
Foulsham	16	Lingwood and Burlingham	8
Freethorpe	2	Rackheath	8
Frettenham	4	South Walsham	8
Great and Little Plumstead	5	Drayton	7
Great Witchingham	3	Horsford	6
Guestwick	1	Oulton	6
Halvergate	4	Upton with Fishley	6
Haveringland	2	Wood Dalling	6
Hellesdon	16	Buxton with Lamas	5
Hemblington	1	Cantley	5
Hevingham	2	Great and Little Plumstead	5
Heydon	5	Heydon	5
Honingham	4	Salhouse	5
Horsford	6	Strumpshaw	5
Horsham and Newton St Faith	4	Woodbastwick	5
Horstead with Stanninghall	4	Frettenham	4
Lingwood and Burlingham	8	Halvergate	4
Marsham	1	Honingham	4
Old Catton	12	Horsham and Newton St Faith	4
Oulton	6	Horstead with Stanninghall	4
Postwick	1	Belaugh	3
Rackheath	8	Felthorpe	3
Reedham	10	Great Witchingham	3
Reepham	14	Attlebridge	2
Salhouse	5	Booton	2
South Walsham	8	Freethorpe	2

Spixworth	9	Haveringland	2
Sprowston	32	Hevingham	2
Stratton Strawless	2	Stratton Strawless	2
Strumpshaw	5	Blickling	1
Taverham	14	Brampton	1
Thorpe St Andrew	31	Bugh and Tuttington	1
Upton with Fishley	6	Guestwick	1
Weston Longville	1	Hemblington	1
Wood Dalling	6	Marsham	1
Woodbastwick	5	Postwick	1
Wroxham	21	Weston Longville	1
Grand Total	422	Grand Total	422



Cabinet
21 March 2023

ADOPTION OF UPDATED REGULATION OF INVESTIGATORY POWERS POLICY

Report Author: Nick Howard
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Portfolio: Environmental Excellence

Wards Affected: All wards

Purpose of the Report:

To present for consideration and adoption a proposed updated Regulation of Investigatory Powers Act (RIPA) Policy.

Recommendations:

1. That Cabinet approves, with any necessary amendments, the proposed Regulation of Investigatory Powers Policy and Guidance as set out in Appendix 1 and agrees to adopt the Policy.

1. Summary

- 1.1 The Council conducts a range of investigatory activities for which it last updated its Regulation of Investigatory Powers Policy in 2015, and this policy requires updating to reflect both legislative and organisational changes.
- 1.2 This report proposes an updated Regulation of Investigatory Powers Policy ('the RIPA Policy'), which aims to ensure that any surveillance activities undertaken by the Council are compatible with the human right to privacy by ensuring compliance with the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA), the Investigatory Powers Act 2016 (IPA), the European Convention on Human Rights and the Human Rights Act 1998. Suitable officer guidance is being prepared to support the updated RIPA Policy going forwards.
- 1.3 Covert investigation and surveillance activity, meaning investigation activity that it is not overtly declared in advance to the subject of investigation, can result in private information being obtained about individuals without their knowledge. This could be something as simple as monitoring a fly tipping hot spot to observe who visits and may unlawfully deposit waste materials. Alternatively, it could involve a substantial investigation into suspected fraud or other criminal offences. When the Council gives full and proper consideration to such activity in accordance with the legal requirements mentioned at 1.2 above, the Council is working to uphold and will not breach individuals' right to privacy.
- 1.4 The proposed updated RIPA Policy is designed to provide the basis upon which the Council will ensure full and proper consideration is given before, during and after any surveillance activity is undertaken.
- 1.5 The proposed updated RIPA Policy addresses the Council's undertaking of activities that involve:
 - a) The surveillance of individuals,
 - b) Any use of undercover officers and informants, known as covert human intelligence sources, and
 - c) The obtaining of communications data.

2. Background

- 2.1 A range of the Council's functions require investigations and sometimes surveillance activity to be undertaken. Often, the person affected will be informed in advance and doing so would make it an 'overt' activity, for example if a letter is sent advising that neighbour noise may be recorded if the Council has to investigate complaints received. In some cases however and for good reason, some investigation activities are not declared in advance to the subjects of investigation. Examples may include suspected serious regulatory breaches or benefit fraud. Where subjects are not informed in advance then the Council's activity could be termed 'covert'.
- 2.2 The Regulation of Investigatory Powers Act 2000 ('the RIPA Act') and the Investigatory Powers Act 2016 ('the IPA Act') provide the legislative framework

that governs the use of covert activities by public authorities including local authorities.

- 2.3 The RIPA and IPA Acts apply to a number of covert surveillance activities, which are carried out in a manner calculated to ensure that the individuals subject to the surveillance are unaware that it is or may be taking place. Surveillance may involve both the:
- a) Monitoring, observing or listening to persons, their movements, their conversations or their other activities or communications, and
 - b) The recording anything monitored, observed or listened to in the course of surveillance, with or without the assistance of a device.
- 2.4 When public authorities use covert activities, they must do so in a way that is necessary, proportionate, and avoids (or where this is not possible minimises) the impact of the covert activities on other people who are not the subject of the operation or investigation (collateral intrusion); thus ensuring that the covert activities used are compatible with human rights. The RIPA and IPA Acts set out authorisation processes to help ensure that this compatibility is achieved.
- Covert surveillance falling under the Acts that may be authorised by a local authority is restricted to:
- a) Directed surveillance,
 - b) The use of covert human intelligence sources, such as undercover officers or informants, to obtain information, and
 - c) Obtaining communications data such as the 'who', 'where', 'when', 'how' and 'with whom' in relation to a telephone call, email, social media message, website communication, postal letter or couriered parcel, but not what is written or said (the content) within that communication.
- 2.5 Independent oversight for both RIPA and IPA in respect of the way in which covert activities are used is provided by the Investigatory Powers Commissioner's Office (IPCO) and the Investigatory Powers Tribunal (IPT).
- 2.6 The RIPA and IPA Acts are supported by a number of statutory Codes of Practice ("the Codes") issued pursuant to Section 71 of the RIPA Act and Section 241 of the IPA Act. The Codes, listed in the proposed updated RIPA Policy, have been revised during the period since the existing policy was adopted by the Council in 2015. Local authorities must have regard to the provisions of the Codes. Non-compliance does not of itself render any person, including the Council, liable to criminal or civil proceedings, unless it relates to communications data being obtained unlawfully, in which case this may give rise to criminal offences. The Codes are admissible as evidence in criminal and civil proceedings. If any provisions of the Codes appear relevant to any court or tribunal considering such proceedings, or to the Investigatory Powers Tribunal or IPCO, they must be taken into account. Local authorities may also be required to justify, with regard to the Codes, the use or granting of authorisations in general or the failure to use or grant authorisations where appropriate.

2.7 For local authorities, authorisation for directed surveillance can only be granted if it is to be carried out for the purpose of preventing or detecting criminal offences that:

- a) Meet the 'serious crime threshold', i.e. are punishable by a maximum term of at least 6 months' imprisonment; or
- b) Constitute an offence in relation to the sale of alcohol or tobacco to minors.

Authorisation for directed surveillance for the purpose of preventing disorder can only be granted if it involves criminal offences that meet the serious crime threshold.

2.8 Although the RIPA Act provides for the authorisation of directed surveillance and the use of covert human intelligence sources, it is not unlawful if an authorisation is not sought for these activities and there is no duty on a local authority to comply with the RIPA Act provisions; it is permissive law. However, the Codes make it clear that there is an expectation that local authorities will comply with the requirements of the RIPA Act.

2.9 Compliance with the RIPA Act requirements helps the Council to ensure that any surveillance conduct, which is undertaken following the correct authorisation and approval from a Justice of the Peace, and communications data obtained under the IPA Act through communications data authorisations via the National Anti-Fraud Network, is lawful. These processes protect the Council from legal challenge and render the evidence obtained admissible and lawful for the Council's required purposes. Contracted investigations will be subject to the Council's RIPA Policy and authorisation process.

2.10 A public authority may only engage the formal RIPA and IPA Act powers and processes when performing its 'core functions' for which there are grounds specified under the Acts. For local authorities, these grounds are limited to preventing or detecting crime or preventing disorder and are further restricted with respect to directed surveillance. This does not apply to the 'ordinary functions' of public authorities, such as those involving employment issues or contractual arrangements. Covert activities in relation to these 'ordinary functions' are conducted under other legislation and authorisations, not under the RIPA or IPA Acts which would not be appropriate.

3. Current position/findings

3.1 The Council last received a formal inspection by IPCO in 2018, prior to the formalisation in January 2020 of the shared service delivery structure with South Norfolk Council. A subsequent light touch desktop review by an IPCO inspector was received during the Covid-19 pandemic. IPCO has recommended that the Council should:

- a) Review and update its RIPA Policy, including a section dealing with social media enquiries. Make provision of 'non-RIPA' approaches that mirror the

formalised requirements of the legislation and Codes of Practice. Support the revised Policy with updated officer guidance and administrative and management processes.

- b) Establish further officer training, beyond the ongoing refresher training, to feature specific induction training and training for authorising managers, to support implementation of the RIPA Policy.
 - c) Provide regular reporting to elected members to ensure effective policy oversight of surveillance activities.
- 3.2 The preparation and maintenance of an updated RIPA policy and associated officer guidance is not in itself a legal requirement. It is, however, considered best working practice and this position is reflected in the advice and recommendations that was made to the Council following the IPCO inspection.
- 3.3 By updating its RIPA Policy, and the associated officer guidance, the Council can best respond to any challenges about the way in which it has undertaken covert investigation and surveillance activities.
- 3.4 The increase in digital technology has created significant opportunities for Council officers to undertake covert enquiry and investigation activities for the purposes of service delivery, particularly by accessing the internet and social media platforms on mobile devices. Ongoing safeguards are necessary to ensure full awareness that surveillance of individuals is being undertaken.

4. Proposed action

- 4.1 By updating the Council's existing RIPA Policy, and the associated operating processes and guidance, the Council will:
- a) Continue to demonstrate that it takes the regulation of investigatory powers seriously.
 - b) Update its defined framework within which the Council will exercise its responsibilities.
 - c) Make clear to stakeholders the manner in which the Council intends to operate.
 - d) Ensure that the Council has sufficient appropriately authorised / designated officers.
 - e) Provide the basis for a robust defence to any challenges that may be made about covert activities undertaken by the Council.
 - f) Support officers to conduct necessary and proportionate activities lawfully and, as far as is reasonably practicable, minimise any adverse impact on individuals' privacy.
- 4.2 The proposed updated RIPA Policy at Appendix 1 is fundamentally based on human rights principles encapsulated in the European Convention on Human Rights and in the Human Rights Act and sets out the way in which the requirements under RIPA and IPA Acts, which are specifically aimed at protecting individuals' human rights in relation to privacy, will be undertaken. The RIPA Policy, as updated, aims to ensure that the Council's actions are not at variance

with the Human Rights Act and is, therefore, unlikely to result in adverse human rights implications.

- 4.3 The updates to the RIPA Policy take account of the changes contained within the Codes as well as updating officer details and responsibilities relating to the:
- a) Senior Responsible Officer
 - b) RIPA Coordinator
 - c) Appointment of officers to grant authorisations under Sections 28 and 29 of RIPA
 - d) Authorising officers to present RIPA Act cases to justices of the peace under Section 223 of the Local Government Act 1972
- 4.4 The processes supporting the Council's proposed updated RIPA Policy have been prepared to provide assurance that before, during and after any surveillance activity is proposed and/or undertaken, an assessment is made to determine the necessity and proportionality of such activity and to also identify steps that will be taken to minimise the level of collateral intrusion. The focus of that assessment is to protect individuals' right to privacy and the Human Rights Act provides a useful reference point when considering the potential equality and human rights impacts for all groupings in the community. For this reason, the assessment around necessity, proportionality and minimising collateral intrusion is key to ensuring the impacts referred to above are at least maintained and potentially enhanced. As a result, a holistic approach will be taken and the known and/or likely circumstances of any individual or group of individuals who is/are the intended target of surveillance, as well as the circumstances of those who are not the intended targets, will be taken into account as part of the formal authorisation and management of any surveillance activity.
- 4.5 The Council's formal RIPA application and authorisation processes will closely reflect the proposed updated RIPA Policy's requirements.
- 4.6 A governance structure is set out in Appendix A of the proposed updated RIPA Policy. The officers who form the governance structure are specifically designated for the purposes of the RIPA and IPA Acts and referred to by role within the Policy. They will undertake externally provided role-specific training. General awareness training for managers and staff will be embedded across the Council and access to this training will be maintained online.
- 4.7 Where covert activities are carried out for any purpose that falls outside the RIPA Act, for example if required to investigate internal Council disciplinary matters or an external regulatory matter where the 'serious crime threshold' is not met, the Council may still use the covert activities as they are defined in the RIPA and IPA Acts. To ensure that the covert activities used for these non-RIPA purposes are still used in a manner that is compatible with human rights, local authorities are encouraged to have due regard to the principles of the RIPA and IPA Acts, and the Codes, and any relevant RIPA/IPA guidance and apply these as if the purposes for which the activities are being used do fall within the RIPA and IPA Acts regimes. For this reason, what are termed "non-RIPA" matters are also covered in the proposed updates to the Council's RIPA Policy.

- 4.8 A central record of both RIPA formal activity and 'non-RIPA' activity will be maintained. Quarterly meetings of a RIPA Working Group will monitor this activity internally. This will include overseeing the reporting to IPCO of any relevant and serious matters arising in accordance with statutory requirements.
- 4.9 An annual report of RIPA surveillance activity will continue to be submitted to IPCO. This facilitates independent oversight, which is provided by IPCO and the Investigatory Powers Tribunal.
- 4.10 The proposed updated RIPA Policy follows relevant guidance issued by the Home Office, IPCO and the Information Commissioner's Office.

5. Other options

- 5.1 Cabinet could decide not to adopt the proposed updated RIPA Policy, either relying on the pre-existing RIPA Policy or deciding not to maintain such a policy. The preparation and maintenance of a RIPA Policy is not in itself a legal requirement. However, it is considered best working practice and this position is reflected in the recommendation that was made to the Council following the IPCO inspection.
- 5.2 If the Council does not prepare and maintain a RIPA Policy and appropriate supporting officer guidance, the Council would be open to criticism from IPCO and it might fall short of having in place the necessary arrangements and duly authorised and designated officers to undertake the roles as required by the relevant legislation.
- 5.3 The increase in digital technology has created significant opportunities for Council officers to undertake covert activities for the purposes of service delivery, particularly by accessing the internet and social media platforms on mobile devices (e.g. smartphones and tablets). The proposed updated RIPA Policy and associated guidance and arrangements would provide the necessary safeguards against individual officers not realising that surveillance of individuals is actually being undertaken, and ensuring that the risks relating to breaches of an individual's privacy are sufficiently prevented and minimised.

6. Issues and risks

- 6.1 **Resource Implications** – A small resource requirement has been identified for commissioning officer training and it is expected that this will be provided for within existing budgets from 2023/24 onwards.
- 6.2 **Legal Implications** – The proposed updated RIPA Policy takes into account the current framework and requirements of legislation and statutory guidance, and will help to ensure the Council's relevant activities are undertaken lawfully. No specific legal implications have been identified.
- 6.3 **Equality Implications** – No equality implications have been identified.
- 6.4 **Environmental Impact** – The proposed updated RIPA Policy will help generally to safeguard proper conduct of investigation and surveillance activity, including

environmental regulation. There are no climate change implications associated with the recommendation.

- 6.5 **Crime and Disorder** – The proposed updated RIPA Policy will help generally to safeguard proper conduct of investigation and surveillance activity, which is supportive of the Council's work to tackle crime and disorder.
- 6.6 **Other risks** – If the Council decided not to prepare and maintain an updated RIPA Policy and supporting guidance, it would be open to criticism from IPCO and could fail to have in place duly authorised / designated officers to undertake the roles required by the relevant legislation.

7. Conclusion

- 7.1 It is necessary now to update the Council's RIPA Policy to reflect changes in legislation and guidance, together with recommendations for good practice. The proposed updated RIPA Policy is suitable for adoption. It will be supported by a corresponding updated set of operational management and administrative arrangements, training and guidance.

8. Recommendations

- 8.1 That Cabinet approves, with any necessary amendments, the proposed Regulation of Investigatory Powers Policy and Guidance as set out in Appendix 1 and agrees to adopt the Policy and Guidance.

Background papers

Broadland District Council's existing RIPA Policy was last revised 2015.



REGULATION OF INVESTIGATORY POWERS ACT (RIPA) AND NON-RIPA SURVEILLANCE POLICY

Draft

	RIPA (Regulation of Investigatory Powers Act 2000) and non-RIPA Surveillance Policy
Owner	Nick Howard / Teri Munro
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Approved by	
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This is a policy to ensure the Council complies with the Regulation of Investigatory Powers Act 2000 (RIPA) by ensuring there is a consistent approach to the authorisation process and undertaking of surveillance activity carried out by the Council.

Contents

Part A Introduction & RIPA General

- 1. Introduction
- 2 Scope of Policy
- 3 Background to RIPA and Lawful Criteria
- 4 Consequences of Not Following RIPA
- 5 Independent Oversight
- 6 Training

Part B Surveillance, Types and Criteria

- 6 Surveillance Definition
- 7 Overt and Covert Surveillance
- 8 Intrusive Surveillance Definition
- 9 Directed Surveillance Definition
- 10 Private Information
- 11 Confidential or Privileged Material
- 12 Lawful Grounds
- 13 Urgent Cases
- 14 CCTV and Automatic number Plate Recognition (ANPR)
- 15 Internet and Social Media Investigations
- 16 Surveillance Outside of RIPA
- 17 Joint Agency and Third-Party Surveillance

Part C Covert Human Intelligence Sources (CHIS)

- 18 Introductions
- 18.2 Lawful Criteria
- 19. Definition of CHIS
- 20. Vulnerable CHIS
- 21 Risk Assessments

Part D RIPA Roles and Responsibilities

- 22 Senior Responsible Officer (SRO)
- 23 RIPA Co-Ordinator
- 24 Authorising Officer
- 25 Necessity and Proportionality
- 26 Collateral Intrusion

Part E The Application and Authorisation Process

- 27 Forms and Durations

Part F Central Record & Safeguarding the material

- 28 Central record
- 29 Safeguarding and the Use of Surveillance Material
- 30 Authorised Purpose
- 31 Use of Material as Evidence
- 32 Dissemination of Information
- 33 Storage, Copying and Destruction

Part G Errors and Complaints

- 34 Errors
- 35 Complaints

1. Introduction

- 1.1 The performance of certain investigatory functions of local authorities may require the surveillance of individuals or the use of undercover officers and informants. Such actions may intrude on the privacy of individuals and can result in private information being obtained. The Regulation of Investigatory Powers Act 2000 (RIPA) governs these activities and provides a means of ensuring they are carried out in accordance with law and subject to safeguards against abuse.
- 1.2 All surveillance activity can pose a risk to the Council from challenges under the HRA or other processes. Therefore, it must be stressed that all staff involved in the process will take their responsibilities seriously which will assist with the integrity of the Council's processes, procedures, and oversight responsibilities.
- 1.3 In preparing this Policy, the Council has considered the RIPA Codes of Practice (August 2018).
- 1.4 The Council takes its statutory responsibilities seriously and will act in accordance with the law and the codes of practice.

2. Scope and Aim of the Policy

- 2.1 This Policy applies to all areas of the Council that may undertake enforcement action and / or carry out any form of surveillance activity.
- 2.2 The purpose of this Policy is to ensure the Council complies with the Regulation of Investigatory Powers Act 2000 (RIPA) by ensuring there is a consistent approach to the authorisation process and undertaking of surveillance activity carried out by the Council. This includes the use of undercover officers and informants, known as Covert Human Intelligence Sources (CHIS).
- 2.3 The policy also sets out the Council's position on surveillance which is necessary to be undertaken by the Council but cannot be authorised under the RIPA legislation. This is referred to as surveillance outside of RIPA and will have to be compliant with the Human Rights Act. (See section 'Surveillance Outside RIPA' paragraph 16).
- 2.4 All RIPA covert activity will have to be authorised and conducted in accordance with this Policy, the RIPA legislation, and Codes of Practice. Therefore, all officers involved in the process will have regard to this document and the statutory RIPA Codes of Practice issued under section 71 RIPA (current version issued in August 2018) for both Directed Surveillance and the use of Covert Human Intelligence Sources (CHIS). The Codes of Practice are available from the Home Office website.
- 2.5 This Policy and associated procedures also establish the Councils approach to ensure that all online research and investigations are conducted lawfully and ethically to reduce risk.
- 2.6 Failing to comply this Policy could result in Officers being dealt with through the Councils disciplinary procedures.

3. Background to RIPA and Lawful Criteria

- 3.1 The Human Rights Act 1998 (HRA) makes it potentially unlawful for a local authority to breach any article of the European Convention on Human Rights (ECHR).
- 3.2 Article 8 of the European Convention on Human Rights states that: -
- I. Everyone has the right of respect for his private and family life, his home, and his correspondence.
 - II. There shall be no interference by the Council with the exercise of this right, except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety, or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health and morals or for the protection of the rights and freedoms of others.
- 3.3 The right under Article 8 is a qualified right and the Council can interfere with this right for the reasons given in 3.2 (ii) above, **if it is necessary and proportionate** to do so.
- 3.4 Those who undertake directed surveillance or CHIS activity on behalf of the Council breach an individual's Human Rights, unless such surveillance is lawful, consistent with Article 8 of the ECHR and is both necessary and proportionate to the matter being investigated.
- 3.5 RIPA provides the legal framework for lawful interference to ensure that any activity undertaken, together with the information obtained, is HRA compatible.

4. Consequences of Not Following RIPA

- 4.1 The Council recognises that, although not obtaining authorisation does not make the surveillance unlawful per se, it does have some consequences: -
- I. Evidence that is gathered may be inadmissible in court.
 - II. The subjects of surveillance can bring their own claim on Human Rights grounds i.e., the Council has infringed their rights under Article 8.
 - III. If a challenge under Article 8 is successful, the Council would receive reputational damage and could face a claim for financial compensation.
 - IV. The Government has also introduced a system of tribunal to deal with complaints. Any person who believes that their rights have been breached can have their complaint dealt with by the Investigatory Powers Tribunal (IPTC). (See section Errors and Complaints section F).
 - V. It is likely that the activity could be construed as an error and therefore must be investigated, and a report submitted by the Senior Responsible Officer to the Investigatory Powers Commissioner's Office (IPCO).

5. Independent Oversight

- 5.1 RIPA is overseen by the Investigatory Powers Commissioner's Office (IPCO). Their remit includes providing comprehensive oversight of the use of the powers to which the RIPA code applies, and adherence to the practices and processes described in it. They also provide guidance to be followed which is separate to the codes. To carry out their full functions and duties they will periodically inspect the records and procedures of the Council to ensure any authorisations have been given, reviewed, cancelled, and recorded properly. Therefore, it is important that the Council can show it complies with this Policy and with the provisions of RIPA.
- 5.2 The Codes of Practice require that as a local authority, the Council must report the fact of its use to elected council members. Members will be updated on a regular basis of any usage, or not, of the relevant powers. The Council will report its use, or non-use of these powers to

members via the Performance & Governance Report on a six (6) monthly basis including any use made on the Council's behalf by a contracted agency.

Part B. Surveillance, Types and Criteria

6. Surveillance Definition

- 6.1 There are several types of surveillance covered by RIPA and the HRA. Surveillance can be both overt and covert and depending on their nature, are either allowed to be authorised under RIPA or not. There are also different degrees of authorisation depending on the circumstances.
- 6.2 Surveillance is:
- I. Monitoring, observing or listening to persons, their movements, their conversations or their other activities or communications.
 - II. Recording anything monitored, observed, or listened to during surveillance, with or without the assistance of a device.

6 Training and Awareness

- 6.1 All staff need to be clear on the legal frameworks which govern their work, to ensure that the Council adheres to the relevant guidelines. Staff are urged to consider the implications of retention for any private data they obtain. Therefore, the Council will ensure that relevant staff are suitably trained for their role and responsibilities.

7. Overt and Covert Surveillance

- 7.1 **Overt surveillance** is where the subject of surveillance is aware it is taking place, either by way of signage such as in the use of CCTV (closed circuit television) or they have been informed of the activity. Overt surveillance is outside the scope of RIPA and therefore does not require authorisation. However, it still must take account of privacy under the Human Rights Act and be necessary and proportionate. Any personal data obtained will also be subject of the Data Protection Act. Overt CCTV cameras (fixed or portable) are also subject to both the Information Commissioners and Surveillance Camera codes of practice.
- 7.2 **Covert Surveillance** is defined as "surveillance which is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place" and is covered by RIPA. Covert surveillance is categorised as either intrusive or directed (see below).

8. Intrusive Surveillance

- 8.1 The Council has no authority in law to carry out Intrusive Surveillance. It is only the Police and other law enforcement agencies that can lawfully carry out intrusive surveillance.
- 8.2 Intrusive surveillance is defined in section 26(3) of the 2000 Act as covert surveillance that:
- I. Is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
 - II. Involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.
- 8.3 Where surveillance is carried out in relation to anything taking place on any residential premises or in any private vehicle by means of a device, without that device being present on the premises, or in the vehicle, it is not intrusive unless the device consistently provides information of the same quality and detail as might be expected to be obtained from a device present on the premises or in the vehicle. Thus, the observation of a premises or vehicles

from the street or observation point which provides a limited view and no sound of what is happening inside the premises, would not be considered as intrusive surveillance

9. Directed Surveillance Definition

9.1 The Council can lawfully carry out Directed Surveillance. Surveillance is Directed Surveillance if the following are all true:

- I. It is covert, but not intrusive surveillance.
- II. It is conducted for the purposes of a specific investigation or operation.
- III. It is likely to result in the obtaining of private information (see private information below) about a person (whether one specifically identified for the purposes of the investigation or operation).
- IV. It is conducted otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation to be sought.

10. Private information

- 10.1 By its very nature, surveillance may involve invading an individual's right to privacy. The Code of Practice provides guidance on what is private information. They state private information includes any information relating to a person's private or family life. As a result, private information can include any aspect of a person's private or personal relationship with others, such as family and professional or business relationships.
- 10.2 Whilst a person may have a reduced expectation of privacy when in a public place, covert surveillance of that person's activities in public may still result in the obtaining of private information. This is likely to be the case where that person has a reasonable expectation of privacy even though acting in public and where a record is being made by the Council of that person's activities for future consideration or analysis. Surveillance of publicly accessible areas of the internet should be treated in an equivalent way, recognising that there may be an expectation of privacy over information which is on the internet, particularly when accessing information on social media websites. Investigating and authorising officers will be trained in the exercising of care over privacy where investigation activities relate to gathering evidence in public places.
- 10.3 Private information may include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a Directed Surveillance authorisation is appropriate.
- 10.4 There is also an assessment to be made regarding the risk of obtaining collateral intrusion which relates to private information about persons who are not subjects of the surveillance. This has a direct bearing when considering proportionality as part of the authorisation process.

11. Confidential or Privileged Material

- 11.1 This includes where the material contains information that is legally privileged, confidential journalistic material or where material identifies a journalist's source; where material contains confidential personal information or communications between a Member of Parliament and another person on constituency business. Directed surveillance likely or intended to result in

the acquisition of knowledge of confidential or privileged material must be authorised by the Managing Director or, whoever is deputising in their absence.

12. Lawful Grounds

- 12.1 The Lawful Grounds for Directed Surveillance is a higher threshold for the Council and cannot be granted unless it is to be carried out for the purpose of preventing or detecting a criminal offence(s) and includes actions taken to avert, end or disrupt the commission of criminal offences. It must also meet the serious crime test i.e., that the criminal offence(s) which is sought to be prevented or detected is:
- I. Punishable, whether on summary conviction or on indictment, by a maximum term of at least 6 months of imprisonment, or,
 - II. Would constitute an offence under sections 146, 147 or 147A of the Licensing Act 2003 or section 7 of the Children and Young Persons Act 1933 (see 1.4 above). This is the only ground available to the Council and hence the only justification.
- 12.2 Each application must be considered and authorised internally by an Authorising Officer from within the Council. Furthermore, the Council's authorisation can only take effect once an order approving the authorisation has been granted by a Magistrate of the Peace (JP).
- 12.3 RIPA ensures that any surveillance which is undertaken following authorisation and approval from a Magistrate of the Peace is lawful. Therefore, it protects the authority from legal challenge. It also renders evidence obtained lawful for all purposes.

13. Urgent cases

- 13.1 There is no provision to authorise urgent oral authorisations under RIPA for urgent cases as all authorisations must be approved by a Magistrate. If surveillance were required to be carried out in an urgent situation or as an immediate response, this would still have to be justified as necessary and proportionate under HRA. This type of surveillance is surveillance outside of RIPA. (See section 16 below).

14. CCTV and Automatic Number Plate Recognition (ANPR) Cameras.

- 14.1 The definition of CCTV is included under Section 29(6) Protection of Freedoms Act 2012 and "surveillance camera systems" is taken to include:
- I. closed circuit television (CCTV) or automatic number plate recognition (ANPR) systems.
 - II. any other systems for recording or viewing visual images for surveillance purposes.
 - III. any systems for storing, receiving, transmitting, processing, or checking the images or information obtained by (a) or (b).
 - IV. any other systems associated with, or otherwise connected with (a), (b) or (c).

This includes:

- I. Conventional town centre CCTV.
 - II. Body Worn Video (BWV).
 - III. Automatic Number Plate Recognition (ANPR).
 - IV. Deployable mobile **overt and covert** mobile camera systems.
 - V. Drones.
- 14.2 Surveillance camera systems are subject to both the Surveillance Camera Code of Practice and the Information Commissioners Office (ICO) CCTV Code of Practice titled 'In the Picture'.

- 14.3 The use of the conventional town centre CCTV systems and other overt cameras operated by the Council do not normally fall under the RIPA regulations. However, should there be a requirement for the CCTV cameras to be used for a specific purpose to conduct surveillance it is likely that the activity will fall under Directed Surveillance and therefore require an authorisation.
- 14.4 Operators of any of the Councils CCTV system need to be aware of the RIPA issues associated with using CCTV and other camera systems and that continued, prolonged systematic surveillance of an individual may require an authorisation.
- 14.5 On the occasions when the CCTV cameras are to be used in a Directed Surveillance situation either by enforcement officers from relevant departments within the Council or outside Law Enforcement Agencies such as the Police, the CCTV Policy should be followed where relevant as well as the RIPA Codes of Practice.
- 14.6 The same principles apply to Automated Number Plate Recognition (ANPR). Its use does not engage RIPA if it is used for the purpose it is registered for, such as traffic flow management or safety and enforcement within car parks. However, if used in a pre-planned way to carry out covert surveillance which meets the RIPA criteria, this Policy and the codes of practice must be followed.

15. Internet and Social Media Investigations

- 15.1 Online open-source research is widely regarded as the collection, evaluation, and analysis of material from online sources available to the public, whether by payment or otherwise, to use as intelligence and evidence.
- 15.2 The use of the internet and social media is constantly evolving and with it the risks associated with these types of enquiries, particularly regarding breaches of privacy under Article 8 Human Rights Act (HRA) and other operational risks. Online open-source and social media research may breach someone's privacy. It may also meet the RIPA criteria and require authorising as per this Policy. Staff are to have regards to the privacy and RIPA issues detailed in the codes of practice and advice from IPCO.
- 15.3 Officer must be aware that any activity carried out over the internet leaves a trace or footprint that can identify the device used, and in some circumstances, the individual carrying out the activity.
- 15.4 There is also a risk of compromise to other investigations, therefore, the activity should be conducted in a manner that does not compromise any current or future investigation or tactics.
- 15.5 To justify the research being undertaken, there must be a clear lawful reason, and the research must be necessary. Therefore, the reason for the research, such as the criminal conduct that it is aimed to prevent or detect, must be identified and clearly described. This should be documented with clear objectives. Should the research fall within RIPA activity, the RIPA authorisation must detail these criteria for it to be lawful.
- 15.6 Whilst conducting the internet open-source research, the nature of the online activity may evolve. It is important staff continually assess and review their activity to ensure it remains lawful and compliant. Where it evolves into RIPA activity, the RIPA procedure must be followed.

16. Surveillance outside of RIPA

- 16.1 As already explained, for directed surveillance the criminal offence must carry a 6-month prison sentence (directed surveillance crime threshold) or relate to the sale of alcohol or tobacco to children. This means that there are investigation scenarios that do not meet this

threshold, however it is necessary to undertake surveillance. This will fall outside of RIPA and examples include:

- I. Surveillance for anti-social behaviour or disorder which do not attract a maximum custodial sentence of at least six months imprisonment.
- II. Planning enforcement prior to the serving of a Notice or to establish whether a Notice has been breached.
- III. Most licensing breaches.
- IV. Safeguarding vulnerable people.
- V. Civil matters.
- VI. Disciplinary surveillance (typically an internal rather than a criminal investigative matter, and so not falling under this policy).

16.2 In the above scenarios, it is most probably to be targeted surveillance which is likely to breach someone's article 8 rights to privacy. Therefore, the activity should be conducted in a way which is HRA compliant, which will include it being necessary and proportionate.

16.3 As part of the process of formally recording and monitoring non-RIPA surveillance, non-RIPA surveillance forms are available, with the application and authorisation process being the same as for RIPA except it will not require to be approved by a Magistrate.

16.4 The Senior Responsible Officer (SRO) will maintain oversight of non-RIPA surveillance to ensure that such surveillance is compliant with Human Rights legislation.

17. Joint Agency and Third-Party Surveillance

17.1 In cases where one agency is acting on behalf of another, it is usually for the tasking agency to obtain or provide the authorisation. For example, where surveillance is carried out by Council employees on behalf of the Police, authorisation would be sought by the Police. If it is a joint operation involving both agencies, the lead agency should seek authorisation.

17.2 In some circumstances it may be appropriate or necessary for the Council to work with third parties who are not themselves a Public Authority (such as an individual, company, or non-governmental organisation) to assist with an investigation. Where that third party is acting in partnership with or under the direction of the Council, then they are acting as an agent to the Council and will be subject to the Council's RIPA Policy and process in the same way as any employee of the Council would be.

17.3 Similarly, a surveillance authorisation should also be considered where the Council is aware that a third party (that is not a Public Authority) is independently conducting surveillance and the Council intends to make use of any suitable material obtained by the third party for the purposes of a specific investigation.

Part C. Covert Human Intelligence Sources (CHIS)

18 Introduction

18.1 RIPA covers the activities of Covert Human Intelligence Sources (CHIS) which relates not only to sources commonly known as informants (members of the public providing the Council with information), but also the activities of undercover officers. It matters not whether they are employees of the Council, agents or members of the public engaged by the Council to establish or maintain a covert relationship with someone to obtain information.

18.2 The lawful grounds for CHIS authorisation are the prevention and detection of crime and prevention of disorder. The serious crime criteria of the offence carrying a 6-month sentence etc. **does not apply to CHIS.**

- 18.3 Recognising when a source becomes a CHIS is therefore important as this type of activity may need authorisation. Should a CHIS authority be required, all staff involved in the process should make themselves fully aware of the contents of this Policy and the CHIS codes of practice.

19. Definition of CHIS

- 19.1 Individuals act as a covert human intelligence source (CHIS) if they:
- I. establish or maintain a covert relationship with another person to obtain information.
 - II. covertly give access to information to another person.
 - III. disclose information covertly which they have obtained using the relationship or they have obtained because the relationship exists.
- 19.2 A relationship is established, maintained, or used for a covert purpose if, and only if, it is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the purpose. This does not mean the relationship with the Council officer and the person providing the information, as this is not covert. It relates to how the information was either obtained or will be obtained. Was it or will it be obtained from a third party without them knowing it was being passed on to the Council? If the answer is yes, this would amount to a covert relationship.
- 19.3 It is possible, that a person will become engaged in the conduct of a CHIS without the Council inducing, asking, or assisting the person to engage in that conduct. An authorisation should be considered, for example, where the Council is aware that a third party is independently maintaining a relationship (e.g., “self-tasking”) to obtain evidence of criminal activity, and the Council intends to make use of that material for its own investigative purposes. (Section 2.26 Codes of CHIS Codes of Practice.

20. Vulnerable and juvenile CHIS

- 20.1 Special consideration must be given to the use of a vulnerable individual as a CHIS. A ‘vulnerable individual’ is a person who is or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of himself, or unable to protect himself against significant harm or exploitation. Any individual of this description, or a juvenile as defined below, should only be authorised to act as a source in the most exceptional circumstances and only then when authorised by the Managing Director (or, in their absence, whoever is the designated deputy).
- 20.2 Special safeguards also apply to the use or conduct of juvenile sources; that is sources under the age of 18 years. On no occasion should the use or conduct of a source under 16 years of age be authorised to give information against his parents or any person who has parental responsibility for him. Authorisations should not be granted in respect of a juvenile CHIS unless the special provisions contained within the Regulation of Investigatory Powers (Juveniles) Order 2000; SI No. 2793 are satisfied.

21. Risk Assessments

- 21.1 The Council has a responsibility for the safety and welfare of the source and as detailed in the codes of practice, a risk assessment will be conducted, and all the guidance contained within the codes will be followed.

Part D. Roles and Responsibilities

22 The Senior Responsible Officer (SRO)

- 22.1 The nominated Senior Responsible Officer Assistant Director – Regulatory. (See Appendix A). The SRO has responsibility for:
- i. The integrity of the process in place within the Council to authorise directed surveillance.
 - ii. Compliance with the relevant sections of RIPA and the Codes of Practice.
 - iii. Oversight of the reporting of errors to the Investigatory Powers Commissioner (IPC) and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors.
 - iv. Engagement with the Investigatory Powers Commissioner Office (IPCO) and the inspectors who support the Commissioner when they conduct their inspections.
 - v. Where necessary, overseeing the implementation of any recommended post-inspection action plans.
 - vi. Ensuring that all Authorising Officers are of an appropriate standard, addressing any recommendations and concerns in the inspection reports prepared by the Investigatory Powers Commissioner.

23. RIPA Co-ordinator (RCO)

- 23.1 The RCO is the Community Safety & Interventions Lead (see appendix A).

The RCO is responsible for storing all the original authorisations, reviews, renewals and cancellation forms and the signed approval or refusal documentation from the JP. This will include any authorisations that have not been authorised by an Authorising Officer or refused by a JP.

- 23.2 The RCO will: -

- I. Keep the copies of the forms (listed above) for a period of at least 5 years.
- II. Keep the Central Register (a requirement of the Codes of Practice) of all authorisations, renewals, and cancellations; and issue the unique reference number. This will also identify and monitor expiry and renewal dates.
- III. Must ensure that any electronic and paper records relating to a RIPA investigation are used, retained or destroyed in line with the Councils Retention Policy, departmental retention schedules and the Data Protection Act 2008. (DPA).
- IV. Provide administrative support and guidance on the processes involved.
- V. Monitor the authorisations, renewals, and cancellations with a view to ensuring consistency throughout the Council.
- VI. Monitor each department's compliance and act on any cases of non-compliance.
- VII. Provide or identify training and further guidance and awareness of RIPA and the provisions of this Policy; and review the contents of this Policy.

24. Authorising Officers

- 24.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 prescribes that for Local Authorities, the Authorising Officer shall be a Director, Head of Service, Service Manager or equivalent as distinct from the officer responsible for the conduct of an investigation. Authorising Officers within the Council who can grant authorisations are at Senior Manager level. (See appendix A).
- 24.2 Authorising Officers **will not** authorise any documents relating to investigations or operations in which they are directly involved by directing, managing or otherwise playing a part. The role of the Authorising Officers is to consider whether to authorise, review, or renew an

authorisation. They must also officially cancel the RIPA covert activity. Authorising Officers must have been trained to an appropriate level to understand the requirements in the Codes of Practice that must be satisfied before an authorisation can be granted.

25 Necessity and Proportionality

- 25.1 Obtaining an authorisation under RIPA will only ensure that there is a justifiable interference with an individual's Article 8 rights if it is necessary and proportionate for these activities to take place.
- 25.2 The Authorising Officer must believe the authorisation is necessary in the circumstances of the case and meets one or more of the statutory grounds. For the Council to use directed surveillance, those grounds are the prevention and detection of crime, and that the crime attracts a custodial sentence of a maximum of 6 months or more; or for the purpose of preventing or detecting specified criminal offences relating to the underage sale of alcohol and tobacco.
- 25.3 The lawful criteria for CHIS are prevention and detection of crime and prevention of disorder and the offence does not have to have a sentence of 6 months imprisonment.
- 25.4 The applicant and Authorising Officers must also be able to demonstrate why it is necessary to carry out the covert activity to achieve the objectives and that there were no other means of obtaining the same information in a less intrusive method. This forms part of the authorisation form.
- 24.5 If the activities are deemed necessary, the Authorising Officer must also believe that they are proportionate to what is sought to be achieved by carrying them out. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected which is collateral intrusion) against the need for the activity in investigative and operational terms. The authorisation will not be proportionate if it is excessive in the overall circumstances of the case.

26. Collateral Intrusion

- 26.1 The Authorising Officer should also consider the risk of obtaining collateral intrusion which is private information about persons who are not subjects of the surveillance. Staff should take measures, wherever practicable, to avoid or minimise unnecessary intrusion into the privacy of those who are not the intended subjects of the surveillance.

27 Forms and Durations

- 27.1 For both directed surveillance and CHIS authorisations, specified laid out processes will be followed for:
 - I. Authorisation.
 - II. Review.
 - III. Renewal.
 - IV. Cancellation.
 - V. Magistrates Form.
- 27.2 Authorisations must be given for the maximum duration from the date approved by the JP/Magistrate but reviewed on a regular basis; and formally cancelled when no longer needed. They do not expire; they must be cancelled when the surveillance is no longer proportionate or necessary. No surveillance etc. can be undertaken after the expiry date unless renewed and approved by the Magistrate. Durations detailed below:
 - I. Directed Surveillance 3 Months
 - II. Renewal 3 Months

III.	Covert Human Intelligence Source	12 Months
IV.	Renewal	12 months
V.	Juvenile Sources	4 Months
VI.	Renewal	4 Months

- 27.3 These durations also apply to any surveillance activities undertaken outside of RIPA.
- 27.4 The relevant application forms will be drawn directly from the Home Office website.
- 27.5 The relevant application forms for surveillance activities outside of RIPA will be maintained on Connect.
- 27.6 A separate restricted procedure document detailing the whole of the application and operational information will be maintained.

Part E Central Record and safeguarding the material

28. Central Record

- 28.1 The Council will maintain a centrally retrievable record of all authorisations/refusals which will be held and maintained by the RCO. It will be regularly updated whenever an authorisation is applied for, refused, granted, renewed, or cancelled. The record will be made available to the relevant Commissioner or an Inspector from IPCO, upon request.
- 28.2 The documents contained in the centrally held register should be retained for at least five years from the ending of the authorisation or for the period stipulated by the Council's Retention Policy, whichever is greater. The centrally held register will contain the following information:
- I. If refused, (the application was not authorised by the AO) a brief explanation of the reason. The refused application should be retained as part of the central record of authorisation.
 - II. If granted, the type of authorisation and the date the authorisation was given.
 - III. Details of attendances at the Magistrates' Court to include the date of attendances at court, the determining Magistrate, the decision of the Court and the time and date of that decision.
 - IV. Name and job title of the authorising officer.
 - V. The unique reference number (URN) of the investigation or operation.
 - VI. The title of the investigation or operation (if there is one), including a brief description and names of subjects, if known.
 - VII. Frequency and the result of each review of the authorisation.
 - VIII. If the authorisation is renewed, when it was renewed and who authorised the renewal, including the name and grade of the authorising officer and the date renewed by the JP.
 - IX. Whether the investigation or operation is likely to result in obtaining confidential information as defined in this code of practice.
 - X. The date the authorisation was cancelled.
 - XI. Authorisations by an Authorising Officer where they are directly involved in the investigation or operation. If this has taken place it must be brought to the attention of a commissioner or Inspector during their next RIPA inspection.
- 28.3 As well as the central record, the Council will also retain:
- I. The original of each application, review, renewal, and cancellation, copy of the judicial application/order form, together with any supplementary documentation of the approval given by the Authorising Officer.
 - II. The frequency and result of reviews prescribed by the Authorising Officer.

- III. The date and time when any instruction to cease surveillance was given.
- IV. The date and time when any other instruction was given by the Authorising Officer.
- V. A record of the period over which the surveillance has taken place. This should have been included within the cancellation form.

28.4 Detailed records must be kept of the authorisation and the use made of a CHIS. The Regulation of Investigatory Powers (Source Records) Regulations 2000; SI No: 2725 details the particulars that must be included in these records. The Council will comply with these requirements.

29. Safeguarding the use of surveillance and CHIS material

29.1 This section provides guidance on the procedures and safeguards to be applied in relation to the handling of any material obtained through directed surveillance or CHIS activity. This material may include private, confidential, or legal privilege information. It will also show the link to other relevant legislation.

29.2 The Council should ensure that their actions when handling information obtained by means of covert surveillance or CHIS activity, comply with relevant legal frameworks and in particular, Chapter 9 'Safeguards (including privileged or confidential information)' of the Codes of Practice, so that any interference with privacy is justified in accordance with Article 8(2) of the European Convention on Human Rights. Compliance with these legal frameworks, including Data Protection requirements, will ensure that the handling of private information obtained continues to be lawful, justified and strictly controlled, and is subject to robust and effective safeguards. The material will also be subject to the Criminal Procedures Investigations Act (CPIA) and the DPA.

30. Authorised Purpose

- 30.1 Dissemination, copying and retention of material must be limited to the minimum necessary or an authorised purpose. Something is necessary for the authorised purposes if the material:
- I. Is, or is likely to become, necessary for any of the statutory purposes set out in the RIPA Act in relation to covert surveillance or CHIS activity.
 - II. Is necessary for facilitating the carrying out of the functions of public authorities under RIPA.
 - III. Is necessary for facilitating the carrying out of any functions of the Commissioner or the Investigatory Powers Tribunal.
 - IV. Is necessary for the purposes of legal proceedings.
 - V. Is necessary for the performance of the functions of any person by or under any enactment.

31. Use of Material as Evidence

31.1 Material obtained through directed surveillance, may be used as evidence in criminal proceedings. The admissibility of evidence is governed primarily by the common law, the Criminal Procedure, and Investigations Act 1996 (CPIA), the Civil Procedure Rules, section 78 of the Police and Criminal Evidence Act 1996 and the Human Rights Act 1998.

31.2 There is nothing in RIPA which prevents material obtained under directed surveillance authorisations from being used to further other investigations.

32. Dissemination of Information

32.1 It may be necessary to disseminate material acquired through the RIPA covert activity. The number of persons to whom any of the information is disclosed, and the extent of disclosure, should be limited to the minimum necessary. It must also be in connection with an authorised purpose as set out in section 30 above. It will be necessary to consider exactly what and how

much information should be disclosed. Only so much of the material may be disclosed as the recipient needs; for example, if a summary of the material will suffice, no more than that should be disclosed.

- 32.2 The obligations apply not just to the Council as the original authority acquiring the information, but also to anyone to whom the material is subsequently disclosed. In some cases, this will be achieved by requiring the latter to obtain permission from the Council before disclosing the material further. It is important that the Officer in Charge (OIC) of the enquiry considers these implications at the point of dissemination to ensure that safeguards are applied to the data.
- 32.3 A record will be maintained justifying any dissemination of material. If in doubt, seek advice from the Data Protection Officer.

33. Storage, Copying and Destruction

- 33.1 Material obtained through covert surveillance and CHIS authorisations, and all copies, extracts, and summaries of it, must be handled and stored securely, to minimise the risk of loss. It must be held to be inaccessible to persons who are not required to see the material. This requirement to store such material securely applies to all those who are responsible for the handling of the material. It will be necessary to ensure that both physical and IT security and an appropriate security clearance regime is in place to safeguard the material.
- 33.2 Material obtained through covert surveillance may only be copied to the extent necessary for the authorised purposes set out above. Copies include not only direct copies of the whole of the material, but also extracts and summaries which identify themselves as the product of covert surveillance, and any record which refers to the covert surveillance and the identities of the persons to whom the material relates.
- 33.3 During an investigation, Council Officers must not act on or further disseminate legally privileged items unless it has first informed the Investigatory Powers Commissioner that the items have been obtained.
- 33.4 Information obtained through covert surveillance, and all copies, extracts and summaries which contain such material, should be scheduled for deletion or destruction, and securely destroyed as soon as they are no longer needed for the authorised purpose(s) set out above. If such information is retained, it should be reviewed at appropriate intervals to confirm that the justification for its retention is still valid. In this context, destroying material means taking such steps as might be necessary to make access to the data impossible.

Part F Errors and Complaints

34. Errors

- 34.1 Errors relating to the RIPA process can have consequences to an affected individual's rights. Proper application of the surveillance and CHIS provisions in the RIPA codes and this Policy should reduce the scope for making errors. There is a process detailed within the codes of practice relating to errors.

There are two types of errors within the codes of practice which are:

1. Relevant error.
2. Serious error.

Examples of relevant errors would include circumstances where:

- I. Surveillance activity has taken place without lawful authorisation.

- II. There has been a failure to adhere to the safeguards set out in the relevant statutory provisions and Chapter 9 of the Surveillance Codes of Practice relating to the safeguards of the material.

34.2 The Council will comply with the procedures set out in the Codes by establishing whether the error is a relevant error and if so, report it to the IPCO who will determine whether it is a serious error and what action is to be taken. A serious error is one that has caused significant prejudice or harm to the person concerned.

35 Complaints

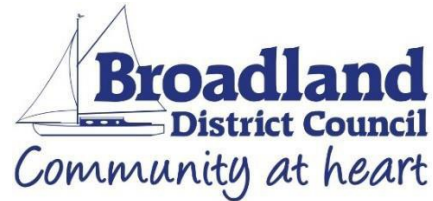
35.1 Any person who believes they have been adversely affected by surveillance activity by or on behalf of the Council, may complain using the council's complaint procedure.

A complaint can also be made to the official body which is the Investigatory Powers Tribunal (IPT). The IPT has the authority to investigate and determine complaints against a public authority's use of RIPA powers, including those covered by this Policy.

Complaints should be addressed to:

The Investigatory Powers Tribunal
PO Box 33220
London
SW1H 9ZQ

This Policy should not be exempt from disclosure under the Freedom of Information Act 2000.



Forward Plan

The Forward Plan sets out the decisions that the Cabinet will be taking over the coming months. The Plan identifies which decisions are key and also highlights the decisions that Cabinet intend to take, which may result in part of the meeting being held in private.

This document will be updated and republished on the Council's website each month. Any queries relating to the Plan should be forwarded to Democratic Services, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, or via email at committee.bdc@southnorfolkandbroadland.gov.uk

What is a Key Decision?

Key Decisions are those that are likely:

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

Why might a decision be made in private?

The public may be excluded from a meeting whenever it is likely that in view of the nature of the business to be transacted, exempt information will be disclosed, for example, information which may reveal the identity of an individual or relates to the financial or business affairs of an individual or organisation. Information should only be made exempt, if it is in the public interest to do so.

Members of the Cabinet:

Shaun Vincent (Chairman) – Policy
Trudy Mancini-Boyle (Vice-Chairman) – Finance
Jo Copplestone – Economic Development

Jonathan Emsell – Transformation & Organisational Development
Judy Leggett – Environmental Excellence
Fran Whymark – Communities, Housing and Planning

Report subject	Decision making body	Date of Decision	Key Decision ?	Contact officer	Decision to be taken in Public or Private
Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy (GIRAMS) – Governance	Cabinet	21 March 2023	Key Decision	Paul Harris Place Shaping Manager	Public
Greater Norwich 5-year Infrastructure Investment Plan	Cabinet Council	21 March 2023 23 March 2023	Key Decision	Paul Harris Place Shaping Manager	Public
Streetlight Upgrades in Broadland	Cabinet	21 March 2023		Debra Baillie-Murden Programme Manager – Economic Growth	Private Report will include commercially sensitive information
Peer Review Action Plan	Cabinet	21 March 2023		Emma Hodds Chief of Staff	Public
Performance Report Quarter 3	Cabinet	21 March 2023		Sinead Carey Strategy and Intelligence Manager	Public
Regulation of Investigatory Powers (RIPA) Policy	Cabinet	21 March 2023	Key Decision	Nick Howard Assistant Director Regulatory	Public
Council Tax (2 nd Homes) – Additional Premium	Cabinet Council	21 March 2023 23 March 2023		Rodney Fincham Assistant Director Finance	Public

Report subject	Decision making body	Date of Decision	Key Decision?	Contact officer	Decision to be taken in Public or Private
Health and Wellbeing Strategy	Cabinet	18 April 2023		Mike Pursehouse Assistant Director Individuals and Families	Public
Contract Award – Play Area Inspections	Cabinet	13 June 2023	Key Decision	Annie Sommazzi Clean Growth and Sustainability Manager	Private Report will include commercially sensitive information
Responses to Gypsy and Traveller Consultation and agreement of submission to Inspectors	Cabinet	13 June 2023	Key Decision	Paul Harris Place Shaping Manager	Public
Broadland Country Park Business Plan	Cabinet	13 June 2023		Annie Sommazzi Clean Growth and Sustainability Manager	Private Report will include commercially sensitive information
Disposal of Land	Cabinet	13 June 2023	Key Decision	Emily Larter Growth Delivery Manager	Private Report will include commercially sensitive information

Please note that decision dates are indicative and occasionally subject to change

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