

# Council

## Agenda

### Members of the Council

Cllr K A Vincent (Chairman)	Cllr R R Foulger (Vice Chairman)
Cllr A D Adams	Cllr J Leggett
Cllr S C Beadle	Cllr K G Leggett MBE
Cllr N J Brennan	Cllr I J Mackie
Cllr D J Britcher	Cllr T M Mancini-Boyle
Cllr P E Bulman	Cllr I N Moncur
Cllr S J Catchpole	Cllr M L Murrell
Cllr S M Clancy	Cllr J A Neesam
Cllr B Cook	Cllr G K Nurden
Cllr J K Copplestone	Cllr G Peck
Cllr A D Crotch	Cllr S M Prutton
Cllr J J Emsell	Cllr S Riley
Cllr J F Fisher	Cllr D Roper
Cllr R M Grattan	Cllr C E Ryman-Tubb
Cllr S C Gurney	Cllr N C Shaw
Cllr N J Harpley	Cllr M D Snowling MBE
Cllr D G Harrison	Cllr L A Starling
Cllr L H Hemsall	Cllr D M Thomas
Cllr S I Holland	Cllr J L Thomas
Cllr N C Karimi-Ghovanlou	Cllr S A Vincent
Cllr K S Kelly	Cllr S C Walker
Cllr D King	Cllr J M Ward
Cllr S Lawn	Cllr F Whymark
Cllr K E Lawrence	

### Date

Thursday 14 January 2021

### Time

7.00pm

### Place

To be hosted remotely at

Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

Dawn Matthews tel (01603) 430404

Broadland District  
Council  
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Norwich NR7 0DU



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@BDCDemServices

Trevor Holden  
Managing Director

6 January 2021

**PUBLIC ATTENDANCE** - This meeting will be live streamed for public viewing via the following link: <https://www.youtube.com/channel/UCZciRgwo84-iPyRlmsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk), no later than 5.00pm on Monday 11 January 2021

# A G E N D A

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|----------|---|------------------|
| <b>1</b> | <b>To receive declarations of interest under Procedural Rule no 8 – guidance and flow chart attached</b>  | <b>4</b>         |
| <b>2</b> | <b>Apologies for absence</b>  |                  |
| <b>3</b> | <b>To consider the minutes of the meeting on 17 December 2020</b>   | <b>6</b>         |
| <b>4</b> | <b>Matters Arising</b> (if any)   |                  |
| <b>5</b> | <b>Announcements</b>  |                  |
|          | To receive announcements from   |                  |
|          | (1) The Chairman – list of Civic Engagements attached   | <b>13</b>        |
|          | (2) The Vice Chairman   |                  |
|          | (3) The Leader  |                  |
|          | (4) Members of the Cabinet  |                  |
|          | (5) Head of Paid Service  |                  |
| <b>6</b> | <b>Questions from the public</b>  |                  |
|          | To consider any questions received from members of the public in accordance with Procedural Rule 10   |                  |
| <b>7</b> | <b>Public Speaking</b>  |                  |
|          | To consider representation from members of the public who have expressed the wish to convey their views on items on this agenda   |                  |
|          | In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)   |                  |
| <b>8</b> | <b>Overview and Scrutiny Committee</b>  |                  |
|          | To receive the non-exempt minutes of the meetings on  |                  |
|          | (1) 1 December 2020   | <b>14</b>        |
|          | (2) 5 January 2021  | <b>To follow</b> |
| <b>9</b> | <b>Cabinet</b>  |                  |
|          | To receive the non-exempt minutes of the meeting on 8 December 2020 (note: the matters referred to Council at minute nos: 171 and 173 were considered at the extraordinary Council meeting on 17 December 2020) | <b>21</b>        |
|          | To receive the decisions of the meeting held on 12 January 2021   | <b>To follow</b> |

The following matter will need consideration by Council:

Update to Local Development Scheme

*To consider approval of the proposed amendments to the current Local Development Scheme*

**10 Planning Committee**

To receive the decisions of the meetings held on

(1) 2 December 2020 **28**

(2) 17 December 2020 **29**

(3) 6 January 2021 **30**

**11 Audit Committee**

To receive the minutes of the meeting held on 26 November 2020 **31**

**12 Monitoring Officer Report**

To consider the report of the Monitoring Officer **35**

**13 Outside Organisations – Feedback from Representatives**

To note the reports from Members appointed to represent the Council on outside bodies **41**

**14 Questions from Members**

To consider the following question received in accordance with Procedural Rule 12.4:

Cllr D Roper - "Has there been any indication from government about whether elections scheduled for 6th May 2021 will still take place on this date or of any possible change in arrangements. Secondly, what would be the financial implications for Broadland District Council if these elections were conducted entirely through postal votes?"

**15 Motions**

To consider any Motions received under Procedural Rule 13:

## 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 must then withdraw from the meeting.

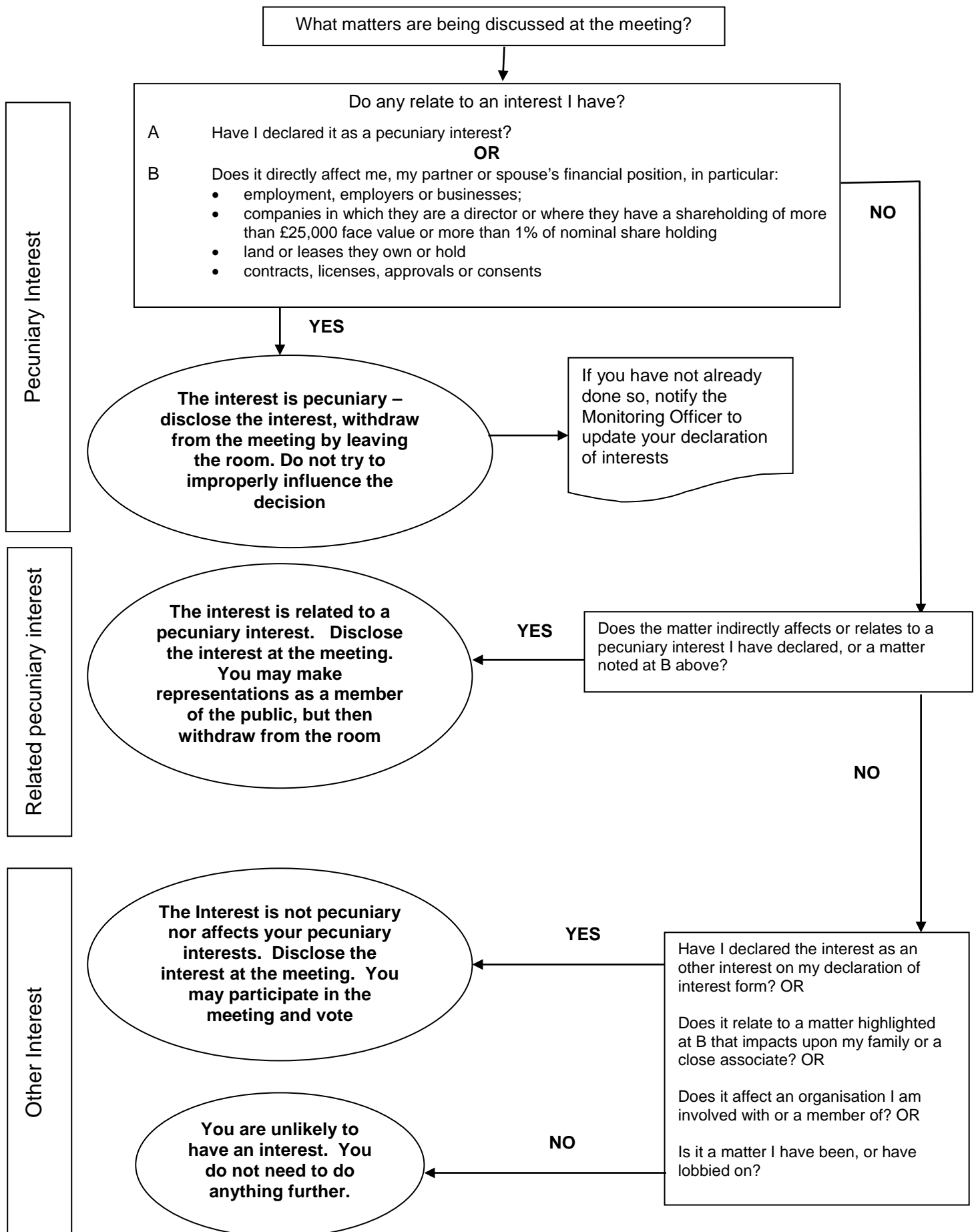
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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



Minutes of an extraordinary meeting of the **Council** held remotely on **Thursday 17 December 2020 at 7.00pm.**

A roll call was taken and the following Members were present:

Cllr K A Vincent – Chairman

Cllr A D Adams	Cllr D Harrison	Cllr G K Nurden
Cllr S C Beadle	Cllr L H Hemsall	Cllr G Peck
Cllr N J Brennan	Cllr S I Holland	Cllr S M Prutton
Cllr D J Britcher	Cllr N C Karimi-Ghovanlou	Cllr S Riley
Cllr S J Catchpole	Cllr K S Kelly	Cllr D Roper
Cllr S M Clancy	Cllr S Lawn	Cllr N C Shaw
Cllr J K Copplestone	Cllr K E Lawrence	Cllr D M Thomas
Cllr A D Crotch	Cllr J Leggett	Cllr J L Thomas
Cllr J J Emsell	Cllr K G Leggett	Cllr S A Vincent
Cllr J F Fisher	Cllr T M Mancini-Boyle	Cllr S C Walker
Cllr R R Foulger	Cllr M L Murrell	Cllr J M Ward
Cllr S C Gurney	Cllr J A Neesam	Cllr F Whymark

Also in attendance were the Managing Director, the Director of Resources, the Director of Place, the Director of People and Communities, the Assistant Director Governance & Business Support (Monitoring Officer), the Assistant Director Finance & Chief Financial Officer (Section 151 Officer), the Governance Manager and the Democratic Services Officers (DM &LA).

## **206 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

<b>Member</b>	<b>Minute Nos &amp; Heading</b>	<b>Nature of Interest</b>
Cllr Copplestone and Cllr Nurden	211 – Cabinet 212 – Covid-19 Update Report	Other interest - recipient of Government business support grant arising from the COVID-19 crisis.

## **207 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr B Cook, Cllr R M Grattan, Cllr N J Harpley, Cllr D King, Cllr I J Mackie, Cllr I N Moncur and Cllr C E Ryman-Tubb.

**208 MINUTES**

The minutes of the meeting held on 19 November 2020 were, by way of a roll call, confirmed as a correct record and signed by the Chairman, subject to the following amendment:

Inclusion of the names of Cllrs Riley and Roper respectively in the third paragraph on page 22. To read: *In supporting the motion, two minor amendments were put forward **by Cllr Riley and Cllr Roper respectively** and accepted* .

**209 MATTERS ARISING**

No matters were raised.

**210 PUBLIC SPEAKING**

It was noted that there had been no requests for public speaking.

**211 CABINET**

The decisions of the Cabinet meeting held on 8 December 2020 were received.

***Item no: 8 – Budget Update – 2<sup>nd</sup> Wave Covid Funding***

The Portfolio Holder for Finance invited Council to endorse the recommendations from Cabinet regarding updates to the budget in respect of Covid funding.

It was then, by way of a roll call,

**RESOLVED to**

1. increase the general 20/21 Covid 19 emergency budgets by £250,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant;
2. increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.

**Agenda item no: 10 – Review of Earmarked Reserves**

The Portfolio Holder for Finance invited Council to support recommendations from Cabinet regarding changes to the Council's reserves. In answer to a question as to how the figures had been arrived at, the Portfolio Holder outlined the rationale for each of the changes and stated that in many cases the sums were estimates of the potential funds required. The Leader added that the allocation of these earmarked reserves would ensure the Council was best placed to proceed with these projects at the appropriate time.

It was then, by way of a roll call,

**RESOLVED to**

1. separate the Bridge Maintenance Reserve into two reserves:
  - a. One named Marriott's Way with an allocation of £60,000
  - b. One named Bure Valley Railway with an allocation of £270,000.
2. make additions to the following Reserves:
  - c. IT Reserve - £1.3m.
  - d. Broadland Growth Reserve - £5m.
3. create the following Reserves:
  - e. Refuse Services - £3m.
  - f. Food Innovation Centre Reserve - £1.86m.

**212 COVID-19 UPDATE REPORT**

The Leader invited members to consider the report giving an overview of the impact of Covid-19 on the people, communities and businesses in Broadland and the Council's ongoing response. The Covid-19 pandemic was an unprecedented global crisis which had impacted on all council services, communities and businesses. The incidence of Covid in the District was still relatively low compared to the national average but on occasions there had been peaks associated with community infections commonly in care homes or education settings. There was a continued need to be vigilant, particularly over the Christmas period and confirmation had just been received that the district would remain in tier 2 at the present time. The report outlined the measures taken by the Council in response to the crisis, including the strong community hub operating model used to support the vulnerable. There had been a noticeable increase in the need for support for homelessness and hardship and the Leader thanked all the staff involved in responding to this. The Council had recently recruited a number of Covid Support Advisors funded by central government to complement existing staff efforts to help support communities and offer help and guidance and help with local track and trace efforts. Progress in rolling out vaccines was to be welcomed and



the Council continued to work to support vaccination programmes. The Council continued to offer advice and assistance to businesses and a further £1.1m of funding had been allocated to local businesses with extra funding available from the additional restrictions grants scheme. The crisis had impacted on staff resources with staff not only having to respond to the additional demands on council support services but also whilst having to adapt to different ways of working, largely remotely.

As the crisis continued, the Council remained well placed to continue to respond to the pandemic across the district and the wider area and the Leader thanked staff for all their efforts at this difficult time. With regard to the increase in homelessness and hardship activity, a question was asked about the main causes of this increase and the Portfolio Holder for Wellbeing advised members there were a number of factors contributing to the increase, for example family breakdowns, domestic abuse and the impact of hidden homeless people no longer able to continue sofa surfing. In addition, as the crisis continued and the full implications of job losses became apparent, there would likely be further increases in homelessness.

The Portfolio Holder for Wellbeing expressed his thanks to all the staff involved in dealing with the increase in demand for support for homelessness and hardship which had almost doubled in volume. On behalf of all members the Chairman endorsed these comments and the efforts of all staff for their hard work at this difficult time.

The Leader of the opposition added his appreciation and gratitude to all staff, and communities for their efforts during the pandemic.

## **RESOLVED**

to note the content of the report regarding the local impact of Covid-19 together with the activities the Council is taking to mitigate those impacts.

## **213 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer. The Leader of the Council invited members to support the recommendations regarding changes to sections of the constitution, to reinstate the 6-month rule and consider the appointment of a representative and substitute on an outside body.

With regard to the Joint Informal Cabinet, the Leader commented that the role of this group had evolved over time and it was necessary to update its terms of reference. He drew attention to a further suggested change to remove the reference to voting in the terms of reference as the group was a non-decision making body and there was no need for voting arrangements. He also drew attention to proposals to facilitate a review of the terms of reference of the Joint Scrutiny Committee and that this would be done in consultation with the

Chairman of the Overview and Scrutiny Committee.

A number of concerns were raised that not all members were fully aware of the Joint informal Cabinet and its meeting dates and that agenda and minutes of these meetings were not available. It was suggested it was not appropriate for decisions to be taken by this group and clarification was sought on the role of the Group. The Leader and the Managing Director reassured members that the Group was not a decision making forum hence the suggested removal of the voting references in its terms of reference. The group had been set up as part of the collaboration work and was referenced in the current constitution. It provided a forum for the Cabinet members of both councils to come together to talk through and explore ideas and options. The meetings were open to any member to attend. Any initiatives felt worthy of exploration would then be developed by officers in the normal way and form part of the normal decision making process through the Panels, Overview and Scrutiny Committee, Cabinet and ultimately Council, if required, thereby retaining the voting arrangements of each sovereign council as part of its own decision making governance process. Going forward the meetings would be scheduled quarterly and assurance was given these dates would be publicised. There were no reports submitted to the meetings and no minutes recorded as the group was not a decision making body.

Some members were of the view that this was in effect a decision making body as the group would be determining which areas of activity would be put forward for consideration.

The Managing Director re-emphasised that the group was not a decision making body but it existed within the constitution and with terms of reference to provide transparency and a framework within which to operate. Again it was stressed that all members were welcome to attend.

With regard to the proposed changes to the terms of reference of the group, it was noted that all references to voting needed to be removed but that reference to the quorum would at this stage remain.

It was noted that reinstatement of the 6 month rule would be effective from the date of this Council meeting. It was also noted that Portfolio Holders would continue to be voting members of the Panels.

With regard to reference to voting at meetings, it was noted that it was as yet still not possible to facilitate transparency by using electronic voting but that provision had been included in the constitution to facilitate electronic voting as and when the software was able to deliver this transparently. In response to a suggestion that the alphabetical roll call be mixed up to avoid the same order of names in the roll call, it was noted that this could delay the roll call and was not desirable at the present time.

Voting then took place on recommendations 8.1 and 8.2 in the report and on recommendations 8.3 to 8.6 on block.

It was then, by way of roll calls,

**RESOLVED** to

1. amend the Constitution in respect of the Terms of Reference for Joint Informal Cabinet, including all references to voting (copy attached at appendix 1);
2. disband Joint Lead Members Group;
3. amend the Constitution in respect of voting at remote Committee meetings as follows:

*Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chairman,] the Chairman will take the vote:*

*(a) by use of the electronic voting system[s], where enabled, for Remote Voting; or*

*(b) by the affirmation of the meeting if there is no dissent [by assent]; or*

*(c) by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded;*

4. approve amendments to the appointment to Committees and Panels as follows:
  - Economic Success Panel - Cllr Adrian Crotch to become Chairman and Cllr Peter Bulman to remain as Vice Chairman
  - Environmental Excellence Panel - Cllr Ken Kelly to become Chairman Cllr Nigel Brennan to replace Cllr Adrian Crotch and to become Vice Chairman
  - Place Shaping Panel - Cllr Peter Bulman to replace Cllr Justine Thomas, Cllr Peter Bulman to become Chairman and Cllr Sue Lawn to remain Vice Chairman
  - Wellbeing Panel - Cllr Martin Murrell to become Chairman and Cllr Sue Prutton to be Vice Chairman
  - Service Improvement and Efficiency Committee - Cllr Justine Thomas to become Chairman and Cllr Grant Nurden to remain Vice Chairman;
5. reinstate the six-month rule;
6. approve the appointment of Cllr L Hempsall to the Broadland Futures Initiative Elected Members Forum, with Cllr Bulman as substitute.

*At the conclusion of the meeting, the last of 2020, the Chairman reflected that 2020 had been an extraordinary year, one which few would of envisaged. The pandemic had had a significant impact on everyone - residents, communities, businesses and the work of the Council. She believed we would emerge from the experience stronger and that it had helped us to remember what was important; the true meaning of families, the importance of communities and friendship and how resilient they could be. On behalf of the Council, members and the one officer team she wished everyone a happy and peaceful Christmas and a new year full of hope and good times. She thanked fellow councillors and officers for their hard work and resilience over the last very challenging year and hoped they were all able to have an enjoyable Christmas. She urged all to keep safe, keep well and be kind to each other.*

*The meeting closed at 9.13 pm*

DRAFT

**CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN  
FOR THE PERIOD: 19 November 2020 – 13 January 2021**

<b>Date</b>	<b>Event</b>												
<b>10 December</b>	<p><b>Armed Forces Covenant Silver Award</b></p> <p>The Chairman, Portfolio Holder for Economic Development and the Managing Director were proud to receive the Silver Award certificate from the Armed Forces Covenant for the Employer Recognition Scheme.</p>												
<b>14 December</b>	<p><b>Broadland Business Awards</b></p> <p>The Chairman, along with the Portfolio Holder for Economic Development, visited and presented awards to the winners of the Business Awards for 2020:</p> <table> <tr> <td>Credo Asset Finance</td><td>– for Excellence in Financial Services</td></tr> <tr> <td>SNAP</td><td>– for Excellence in Digital and ICT</td></tr> <tr> <td>SNAP</td><td>– for Business Growth</td></tr> <tr> <td>The Norfolk Mead</td><td>– for Visitor Economy Experience</td></tr> <tr> <td>Norfolk Bluebell Wood Burial Park</td><td>– for Environmental Impact</td></tr> <tr> <td>myDNAhealth</td><td>– for Excellence in Life Science</td></tr> </table>	Credo Asset Finance	– for Excellence in Financial Services	SNAP	– for Excellence in Digital and ICT	SNAP	– for Business Growth	The Norfolk Mead	– for Visitor Economy Experience	Norfolk Bluebell Wood Burial Park	– for Environmental Impact	myDNAhealth	– for Excellence in Life Science
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Norfolk Bluebell Wood Burial Park	– for Environmental Impact												
myDNAhealth	– for Excellence in Life Science												

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held by video link on **1 December 2020** at **10.00am** when there were present:

Cllr S Riley – Chairman

Cllr A D Adams  
Cllr N J Brennan  
Cllr P E Bulman  
Cllr S J Catchpole

Cllr C Karimi-Ghovanlou  
Cllr K S Kelly  
Cllr K E Lawrence (substitute)  
Cllr G K Nurden

Cllr S M Prutton  
Cllr N C Shaw

Cllr J Emsell, Cllr J Leggett and Cllr T Mancini-Boyle also attended the meeting.

Also in attendance were the Director Resources, Director People & Communities, Chief of Staff, Assistant Director Finance, Senior Finance Business Partner, Governance Manager, Senior Governance Officer (SW) and the Democratic Services Officers (LA and JH).

### 204 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Nature of Interest
Cllr G K Nurden	'Other' interest, received a wider economy grant from the local enterprise partnership.

### 205 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Harpley and Cllr Holland with Cllr Lawrence substituting.

### 206 MINUTES

Subject to minor typographical errors, the Minutes of the meeting held on 17 November 2020 were confirmed as a correct record.

## CABINET REPORTS

### 207 BUDGET UPDATE – 2<sup>ND</sup> WAVE COVID FUNDING

The Assistant Director Finance outlined this report, which requested that additional funding be released to support the Council's response to Covid-19.

In response to a query on Broadland and South Norfolk Council costs, the Assistant Director Finance confirmed to Members that a similar report was

being put to South Norfolk's Cabinet requesting a £350,000 increase in the South Norfolk 21/22 budget for Covid response.

Members raised a concern at the necessity to re-prioritise current ICT projects if it was felt that the technology in the council chamber needed to be improved and asked which projects would likely be postponed to accommodate this. The Director Resources outlined the ICT projects currently in place and advised Members that as plans were at an early stage, no decisions had been made but she reassured Members that the integration of the new Office 365 would not be affected.

Members discussed the future of Council meetings, in terms of holding hybrid meetings (should Government legislation allow for this after May 2021) and recording physical meetings once they were permitted. Emphasis was placed on the importance of having the technology in place to a) be able to record physical meetings which could be uploaded to YouTube in order to continue to ensure transparency and public engagement; and b) to ensure that once legislation allowed for the Council to return to office-based meetings, vulnerable, shielding or self-isolating Members would still be able to attend by video link.

In response to queries regarding the increase in FTE staffing needed (outlined in 1.4 of the report) the Assistant Director Finance advised members that the costs outlined were based on a six-month period, unless stated otherwise on the report, to cover short term requirements. He also confirmed that funding for the posts required on an 18-month basis was included in the additional £350,000 requested for the next financial year.

Members queried the cost effectiveness of allocating £50,000 to the upgrade of technology in the Thorpe Lodge council chamber when work was being undertaken to look at the longer-term accommodation for the Council. The Director Resources advised members that although the Council was looking at the longer-term accommodation requirements, it was unlikely that any changes would be made within the next 2 years, whereas the new technology requirements for during and post Covid were required in the short-term. She also advised members that officers would look to ensure that any new technology placed in the Council Chamber would be portable.

### **RECOMMENDED TO CABINET**

Options (1-3, and 4, as amended)

Cabinet to recommend to Council the following:

- (1) To increase the general 20/21 Covid 19 emergency budgets by £250,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant.

- (2) To increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.
- (3) To agree that £350,000 should be included in the 21/22 budgets to help cover the cost of responding to the Covid 19 pandemic, to be funded from the Council's general reserve.
- (4) To increase the BDC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber:
  - a. *Subject to a review, and a review of governance.*
  - b. *Subject to other ICT projects not being delayed by this work.*

*The Committee adjourned at 11:27am and reconvened at 11:35am, when all Committee Members listed above were present.*

### **208 BUSINESS RATES POOLING**

The Assistant Director Finance gave an overview of the report and outlined the recommendations to cabinet.

He also advised Members on how the Business Rates Pool worked and explained that if one of the Norfolk Councils was to withdraw from the Pool, then the Pool would have to be disbanded.

In response to a query on why Broadland District Council was no longer involved in the Business Rates Pilot, the Assistant Director Finance advised Members that the Pilot was only available to the Council for one year, and that for the upcoming year the Council was required to choose whether to remain within the Business Rates Pool.

Members asked whether the Business Rates Pool was still beneficial to the Council, given the levels of businesses closing and in light of companies such as Arcadia going into administration. The Assistant Director Finance confirmed to Members that, based on the data currently available, the Norfolk Section 151 Officers still believed that there was a significant financial benefit from pooling. He also reminded Members that landlords remained liable for business rates on empty properties, therefore the risk was in relation to companies going into liquidation owing business rates.

In response to a query whether the Council could withdraw from the Pool at any time, the Assistant Director Finance advised Members that the Council had until 28 days after the provisional finance settlement to decide whether they wanted to be part of the Pool, after that date their decision would be fixed for 2021/22.



Members asked whether there would be any recrimination from other Councils if one authority withdrew from the Pool. In response, the Assistant Director Finance confirmed that there would not be any contractual implications and also advised that officers from all of the Norfolk authorities were working closely together and would be likely to make a collaborative decision to disband the Pool if it no longer demonstrated a financial benefit.

In response to a question regarding the worst case scenario, he advised Members that if the Council was not in the Pool then the safety net would restrict the maximum loss to 7.5% of the Councils Business rates baseline. If the Council was to be in the Pool then that 7.5% safety net would be for the Pool as a whole, giving the potential for higher losses. He referred Members to the table at 2.1 of the report which provided further indications of how close each partner was to their safety net level. He also confirmed that the Council has a business rates reserve to cover potential losses.

In response to a Member's query regarding Norfolk County Council's absence from the table of pooling authorities, the Assistant Director Finance advised that the collection of business rates was not a County Council function and that Norfolk County Council shared a proportion of the rates collected by all the District Councils.

### **RECOMMENDED TO CABINET**

Option 1 and 2

Cabinet to agree:

- (1) In principle to continue with Business Rates Pooling for 2021/22.
- (2) That the Assistant Director Finance, in consultation with the Leader and the Portfolio Holder for Finance, is authorised to withdraw BDC from the Norfolk pool, if latest modelling undertaken by the Norfolk authorities no longer demonstrates a financial benefit from pooling.

### **209 REVIEW OF EARMARKED RESERVES**

The Senior Finance Business Partner introduced the report and outlined the recommendations.

In response to Members' queries regarding the refuse services reserve and whether it was in the Council's best interest to purchase vehicles, the Assistant Director Finance advised that a procurement exercise was being undertaken which would help to determine whether it would be more cost-effective for the Council to either purchase its own vehicles or lease them as part of the contract

Members questioned why a reserve was required for Broadland Growth as this had been funded as a loan rather than a capital expenditure. In response, the Assistant Director Finance advised Members that as part of Local Government accounting, the loan was required to be shown as capital expenditure and that upon repayment, the Council would consider a further loan, depending on there being a pipeline of projects for future developments.

In response to a question regarding the ICT Reserve and whether it was more cost-effective to purchase software or lease it on subscription, the Assistant Director Finance informed Members that subscription-based software packages which met the requirements of the Council were not always available, and that Officers would consider the most cost-effective solution for the Council.

Members queried the need for an additional £1.3m for ICT when there was already £305,000 held in the reserve and £50,000 had been requested for ICT work in the council chamber. The Assistant Director Finance advised Members that the funds held in the ICT reserve had been earmarked to fund the infrastructure work that had been agreed, and that additional funds were required to fund future projects which would be detailed in the Capital Programme.

In response to a query regarding the bridge reserve budget and how much was spent each year on bridge repairs and upgrades, the Assistant Director Finance advised that he did not have the figure available but was aware that significant funding was required. Members were concerned that the reserves for bridge maintenance was not sufficient and the Assistant Director Finance confirmed that £20,000 was set aside, for this purpose, each year.

The Committee agreed that work needed to be undertaken to ensure that the Council allocated sufficient funds to cover future liabilities for bridge maintenance, and it was:

### **AGREED**

That officers bring a report to a future meeting of the Overview and Scrutiny Committee providing further information on the Bridge Maintenance Reserves.

In response to Members' queries regarding the Economic Success Fund, the Senior Finance Business Partner advised Members that the balance remaining in the Fund was £284,000. The Assistant Director clarified the types of projects which had been funded which included; business support grants, youth employment support, the Tour of Britain and the Humphrey Repton Celebration.

Members were advised that there were a number of projects that had been agreed on but not yet completed and that the recommendation sought to

allow the Assistant Director Economic Growth, in consultation with the Portfolio Holder for Economic Development to agree additional economic growth projects using the funding not yet allocated to projects.

Members agreed that the Economic Success Panel should be kept informed of any projects supported by the Economic Success Fund.

### **RECOMMENDED TO CABINET**

Options 1-3

Cabinet to recommend to Council:

- (1) To separate the Bridge Maintenance Reserve into two reserves.
  - a. One to be named Marriot's Way with an allocation of £60,000
  - b. One to be named Bure Valley Railway with an allocation of £270,000
- (2) The addition to the following Reserves:
  - a. IT Reserve - £1.3m
  - b. Broadland Growth Reserve - £5m
- (3) The creation of the following Reserves:
  - a. Refuse Services - £3m
  - b. Food Innovation Centre Reserve - £1.86m

Cabinet to confirm that:

The Assistant Director Economic Growth, in consultation with the Portfolio Holder for Economic Development, has the authority to agree additional economic growth projects to be funded from the Economic Success Fund. *The Economic Success Panel should be informed of any upcoming projects funded.*

### **210 BUDGET QUESTIONS FOR CABINET**

The Chairman of the Committee drew Members' attention to the draft questions to Cabinet which had been compiled during the Budget Scrutiny Workshop on 24 November 2020. Members were asked to formally endorse the questions so that Cabinet could prepare a written response. The Chairman advised that, once the written response had been received, an informal meeting would be arranged for the Committee consider the

responses and agree on a format for the 5 January 2020 meeting of the Overview and Scrutiny Committee where Cabinet would be invited to give their formal responses.

Members then unanimously voted to endorse the draft questions for Cabinet.

*The meeting closed at 1.01pm.*

DRAFT

Minutes of a meeting of **Cabinet** held by video link on **Tuesday 8 December 2020** at **6.00pm** when there were present:

Cllr S A Vincent – Policy (Chairman)

Portfolio holders:

Cllr J K Copplestone	Economic Development
Cllr J J Emsell	Transformation and Organisational Development
Cllr L H Hempsall	Planning
Cllr J Leggett	Environmental Excellence
Cllr T M Mancini-Boyle	Finance
Cllr F Whymark	Housing and Wellbeing

Cllr T Adams, Cllr N Brennan and Cllr S Riley also attended the meeting.

Also in attendance were the Managing Director, Director Place, Director Resources, Director People and Communities, Chief of Staff, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Senior Finance Business Partner and the Democratic Services Officers (LA and JO).

#### **167 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr J Copplestone	204 – Budget Update 2 <sup>nd</sup> Wave Covid Funding.	Owner of a business in receipt of a Local Restriction Support Grant.

#### **168 MINUTES**

The Minutes of the meeting held on 3 November 2020 were confirmed as a correct record.

#### **169 REPRESENTATIONS FROM NON CABINET MEMBERS**

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

## 170 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 17 November 2020.

Minute No: 200 – Future of Community Grants – Call-In of Cabinet Decision

### **Referred back to Cabinet by the Committee**

*To reconsider introducing changes to the member-led ward grant system to utilise underspend in February each year.*

The Portfolio Holder for Economic Development advised the meeting that the request by the Overview and Scrutiny Committee had been considered, but it had been determined that it would be too difficult to administer and adjudicate a mechanism for the allocation of any remaining underspend.

Instead it was proposed that from 1 March each year any underspend in the Member Grant Scheme should be donated to the Community Group Start-up Grant Scheme.

In response, the Chairman of the Overview and Scrutiny Committee acknowledged that this would be a means of utilising any underspend, but he still felt that allocating it to Members would mean that it could be used in a more targeted way.

### **RESOLVED**

That from the 1 March each year any unspent funding from the Member Grant Scheme would be donated to the Community Group Start-up Grant Scheme.

## 171 BUDGET UPDATE – 2ND WAVE COVID FUNDING

The Director Resources outlined the report, which requested that additional contingency funding be released to support the continuing response to Covid-19, whilst maintaining existing Council services.

In preparation for the potential increase in demand on service in the next few months Officers had undertaken a review of the Council's state of readiness and had identified that a number of additional staff would be required to meet this challenge.

The Director People and Communities advised the meeting that the additional demand on the Housing Department and the increase in the complexity of

cases caused by the economic downturn resulting from Covid-19 could require two additional full time Housing Solution Officers for up to 18 months to maintain services.

Similarly, to meet a potential surge in call volumes to the Community Hub five full time officers could be required for up to six months.

Two additional full time Community Connectors to support community capacity in response to the pandemic could also be required for 18 months. These Officers would be supporting isolated and shielding individuals who might not know how to access assistance and would also reduce pressure on the Housing Department, whilst forging relationships with partner organisations to provide support to vulnerable residents.

The Chairman suggested that some of the proposals seemed to resemble a redesign of service, which appeared to be beyond what Cabinet were being asked to agree.

In response, the Managing Director confirmed that the proposals were not a redesign of service, but aimed to ensure it was a service that was fit for purpose under the current circumstances. The proposal was for a budget provision that would only be used if needed. For example, if the Christmas easing of restrictions led to an upsurge in infection rates and a subsequent increase in demand on Council services. It would also give the Council the ability to stimulate the local economy and bounce back from Covid-19 more strongly.

Members were asked to note that a significant amount of the proposals could be delivered through existing Government Grant, but it had been decided to bring them to Members in advance of any second wave so they would have a clear picture of where would be the areas of greatest demand on the Council going forward and to have the means in place to make a rapid response to the address this demand.

Concerns were expressed that the report needed more work to explain how the additional resource fitted in with the requirements of the Council more clearly. Further concerns were raised about the possible impact it could have upon the savings that could be generated by collaboration and if short term contracts could turn into full time employment.

Members confirmed that they were comfortable with recommendations 1 and 2, but would prefer to have more information brought back to Cabinet before determining recommendations 3 and 4.

The Chairman of the Overview and Scrutiny Committee commended the decision to defer recommendations 3 and 4, which was broadly in line with the views of the Committee, who also had concerns regarding governance of

the Council Chamber IT project and that other IT projects could be delayed by it.

In response, the Assistant Director Governance and Business Support (Monitoring Officer) advised Members that the current legislation for remote Council meetings was in place until 7 May and this had proved to be very successful with much better attended meetings and greater public awareness of Council activities, so it was hoped that this would be extended. She also reassured Members that the Council Chamber IT project would not delay any of the major IT projects from being delivered on time.

## **RECOMMENDED TO COUNCIL**

### **To agree:**

- (1) To increase the general 20/21 Covid 19 emergency budgets by £250,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant.
- (2) To increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.

### **To defer a decision on the following:**

- (3) That £350,000 should be including in the 21/22 budgets to help cover the cost of responding to the Covid 19 pandemic, to be funded from the Council's general reserve.
- (4) To increase the BDC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber.

### **Reasons for decision**

To maintain services and support residents and businesses in the District and to seek more information before making a final decision on some elements of the proposals.

## **172 BUSINESS RATES POOLING**

The Director Resources introduced the report, which sought agreement to continue with Business Rates Pooling for 2021/22.

The best estimate for the Norfolk wide pool in 2021/22 suggested that an additional £3,873 could be generated by pooling, although there was some



uncertainty and some local authorities would only need a slight negative impact before they fell into a 'safety net' position, which would adversely affect the gain generated by pooling.

There was also the risk from the NHS legal appeal for Business Rates relief, which could have a significant impact on local authority finances, if successful.

The Leader noted that pooling would only have to be agreed in principle at this stage and a more informed decision could be made once the provisional local government finance settlement was known.

The Portfolio Holder for Finance noted that this was usually a Portfolio Holder decision, but was brought to Cabinet because of the increase risk created by the pandemic.

## **RESOLVED**

to agree:

- (1) In principle to continue with Business Rates Pooling for 2021/22.
- (2) That the Assistant Director Finance, in consultation with the Leader and the Portfolio Holder for Finance, is authorised to withdraw BDC from the Norfolk pool, if latest modelling undertaken by the Norfolk authorities no longer demonstrates a financial benefit from pooling.

## **Reasons for decision**

To continue with the Business Rates Pooling, whilst monitoring it closely to assess if it remained of benefit to the District.

## **173 REVIEW OF EARMARKED RESERVES**

The Senior Finance Business Partner introduced the report which recommended a number of changes to the Council's earmarked reserves.

It was proposed that the Bridge Maintenance Reserve be separated into the following two reserves, to make it easier to identify the monies attributed to each element:

- Marriott's Way Reserve with an allocation of £60,000
- Bure Valley Railway Reserve with an allocation of £270,000.

The additions to the following Reserves were proposed:

- IT Reserve – an additional £1.3m.
- Broadland Growth Reserve – an additional £5m.

The creation of the following Reserves was proposed:

- Refuse Services – £3m.
- Food Innovation Centre Reserve – £1.86m.

The Portfolio Holder for Finance informed Members that this was the report that had been brought to the November Cabinet with the additional information requested and the separation of the Bridge Maintenance Reserve, to make it easier to identify each element.

The Leader noted the increase in the Reserve for Broadland Growth, which would help with the housing shortage in the District, much of which would be affordable housing. He also welcomed the new Reserve for the Food Innovation Centre, which would be a very exciting project for the Norfolk economy.

Members were advised that there were a number of projects that had been agreed on, but not yet completed and that the recommendation sought to allow the Assistant Director Economic Growth, in consultation with the Portfolio Holder for Economic Development to agree additional economic growth projects using the funding not yet allocated to projects.

The Portfolio Holder for Economic Development advised Cabinet that the Overview and Scrutiny Committee had recommended that the Economic Success Panel should be informed of any upcoming projects funded in this way, but that she considered that these sums were too small to be considered by the Panel.

The Leader noted that there were other means of keeping Members informed about how this money was spent.

## **RECOMMEND TO COUNCIL**

The following changes to the Council's Reserves:

- (1) To separate the Bridge Maintenance Reserve into two reserves.
  - a. One to be named Marriott's way with an allocation of £60,000
  - b. One to be named Bure Valley Railway with an allocation of £270,000.

- (2) The addition to the following Reserves:
  - a. IT Reserve - £1.3m.
  - b. Broadland Growth Reserve - £5m.
- (3) The creation of the following Reserves:
  - a. Refuse Services - £3m.
  - b. Food Innovation Centre Reserve - £1.86m.

Cabinet to confirm that:

The Assistant Director Economic Growth, in consultation with the Portfolio Holder for Economic Development, has the authority to agree additional economic growth projects to be funded from the Economic Success Fund.

**Reasons for decision**

The report was a factual account.

*The meeting closed at 7.02pm.*

## DECISIONS ON APPLICATIONS – 2 DECEMBER 2020

App'n No	Location	Description of Development	Decision
20201173	Old Hall Site, Little Plumstead Hospital, Little Plumstead	11 new dwellings comprising 5 single storey and 6 two storey terraced buildings with associated hardsurfacing and landscaping	Authority delegated to the DoP to <b>APPROVE</b> subject to removal of objection from Lead Local Flood Authority and completion of a Section 106 Agreement and conditions
20201200	Old Hall Site, Little Plumstead Hospital, Little Plumstead	2 bungalows and 2 houses, garages and extension of footpath	Authority delegated to the DoP to <b>APPROVE</b> subject to removal of objection from Lead Local Flood Authority and completion of a Section 106 Agreement and conditions
20201086	Land to rear of The Cottage, Grange Road, Hainford	Erection of single four-bedroom one & half-storey residential dwelling following Outline Approval 20180060 (Reserved Matters)	Reserved Matters <b>APPROVED</b> , subject to conditions
20200699	32-36 Harvey Lane Garage, Harvey Lane, Thorpe St Andrew, Norwich	Demolition of garage site and erection of 4 dwellings and 4 apartments	Authority delegated to the DoP to <b>APPROVE</b> subject to completion of a Section 106 Agreement and conditions

DoP Director of Place

**DECISIONS ON APPLICATIONS – 17 DECEMBER 2020**

<b>App'n No</b>	<b>Location</b>	<b>Description of Development</b>	<b>Decision</b>
20201930	224 Fakenham Road, Taverham	Demolition of existing dwelling and erection of two dwellings (outline)	<b>REFUSED</b>
20201650	Royal Oak, North Walsham Road, Sprowston	Demolition of existing buildings and erection of 8 new dwellings and garages	Authority delegated to the DoP to <b>APPROVE</b> subject to completion of a Section 106 Agreement and conditions

DoP Director of Place

**DECISIONS ON APPLICATIONS – 6 JANUARY 2021**

<b>App'n No</b>	<b>Location</b>	<b>Description of Development</b>	<b>Decision</b>
20202062	Land at Clark's Loke, Blofield	Erection of house and garage	<b>APPROVED</b> subject to conditions
20201801	Unit 2, Wood Green Industrial Estate, Salhouse	Change of use from storage space to commercial studio gym	<b>APPROVED</b> subject to conditions

Minutes of a meeting of the **Audit Committee** held by video link on **Thursday 26 November 2020** at **10.00am** when there were present:

Cllr G K Nurden – Chairman

Cllr N J Brennan

Cllr P E Bulman

Cllr S J Catchpole

Cllr K Leggett, Cllr T Mancini-Boyle and Cllr M Murrell also attended the meeting. Also in attendance were, the Assistant Director Finance (Section 151 Officer), Chief of Staff, Corporate Accountant, Strategy and Programme Manager and the Democratic Services Officers (LA and JO).

Mr D Cooke and Mr M Hodgson of EY were in attendance for item 64 – External Audit Results Report

### **60 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Crotch, Cllr Holland and Cllr K Vincent.

### **61 MINUTES**

The Minutes of the meeting held on 22 October 2020 were confirmed as a correct record, subject to the correction of a small typographical error.

### **62 MATTERS ARISING**

#### *Minute No: 54 – Matters Arising*

In response to a query from the Chairman regarding online training for Members on Risk Management and Cybercrime, the Assistant Director Finance advised the Committee that he would confirm when this would be available and update the Committee following the meeting.

It was also confirmed that negotiations regarding EY fee levels for 2019/20 had been referred up to Public Sector Audit Appointments. There was no indication at present of when a decision on this matter would be made. A national consultation on audit fee levels was currently taking place. The Council would be making its response in early December.

#### *16 July 2020 – Minute No: 43 – Draft Statement of Accounts 2019/20*

The Chairman advised the Committee that the note on officer remuneration, which was outstanding when the Committee reviewed the draft Accounts on 16 July, was now included in the Accounts (page 75 in today's Agenda). The Chairman requested that the note was amended to also show the cost to BDC. The Assistant Director Finance agreed to review this note to see if it could be updated to include this additional information prior to being signed off.

Since the draft Accounts it was noted that the Norfolk Pension Fund liability had seen a decrease of £231,000, as a result of the remedy proposed to deal with the McCloud judgement on public sector pension reforms.

The Chairman thanked the Assistant Director Finance and the Corporate Accountant, for putting together an informal Member briefing on the accounts system and how the Statement of Accounts were compiled.

The Chairman also thanked officers for making the corrections that he had pointed out in the Statement of Accounts at the 16 July 2020 meeting.

At that meeting the Chairman had asked for detail of how £650,000 interest had been accrued and the meeting was advised that was made up of £420,000 in externally managed funds, £67,000 redemption from the same source, £89,000 was in loan accruals and the rest was derived from fixed term investments.

In respect of the requested amendment to the Statement of Accounts to make clearer how the adjustment between Accounting Basis and Funding Basis of £1,348,000 had been reached, the Assistant Director Finance drew Members' attention to the table on page 33 of the Agenda, which showed the deficit on provision of services of £487,000.

Regarding the breakdown of the Net Cost of Services by Service Category, the Corporate Accountant responded that the movements between years were as a result of the rearrangement of reporting lines based on the new structures within the Council, but that this had made no significant differences in terms of service or operational delivery.

### **63 FINAL STATEMENT OF ACCOUNTS 2019/20**

The Corporate Accountant presented the Final Statement of Accounts to the Committee and advised the meeting that since the draft statements the following changes had been made - the net liability for the pension fund had reduced to £24,080,000.

The debtor and creditor balances had been corrected, in order to correct an item that had been miscategorised. This had not affected the overall Balance Sheet position. Additional narrative had been added in respect of 'Going Concern' to take account of the impact of COVID-19.

#### **RESOLVED**

To approve and delegate authority to the Chairman of the Audit Committee and the Assistant Director Finance to sign off the Final Statement of Accounts 2019/20, subject to any minor adjustments recommended by the External Audit.

### **64 EXTERNAL AUDIT RESULTS REPORT**

Mark Hodgson presented the EY External Audit Results to the Committee and informed the meeting that for 2019/20 the External Audit materiality level had been set at £940,000.

He advised the meeting that the audit had been affected by the pandemic with much of the Audit Plan being undertaken remotely. No fraud, error or management override of controls had been detected. Nor had any issues been identified with the Council's property, plant and equipment valuations.



As already noted earlier in the meeting, there had been a reduction of £231,000 in the Council's Pension Fund Liability, due to the McCloud judgement.

In the light of the uncertainty due to COVID-19 a range of procedures to challenge management's assessment in relation to Going Concern had been utilised and no material uncertainty had been detected.

Under the Value for Money audit, no significant risks had been identified and an unqualified conclusion could be given.

It was confirmed that there were only minor amendments to be made to the Statement of Accounts and that they should be ready for publication on Monday 30 November 2020.

The Assistant Director Finance noted that it had been a very difficult year for conducting audits and the Chairman thanked all concerned for their work in completing the audit.

### **RESOLVED**

To note the External Audit Results report and to agree to provide a management letter of representation in respect of the Financial Year 2019/20, signed by the S151 officer and the Chairman of the Audit Committee

## **65 REVISED DRAFT RISK REGISTER**

The Strategy and Programmes Manager introduced the report, which presented an updated Strategic Risk Register, which took into account the comments made by the Audit Committee at its meeting on 22 October 2020. These included; adding additional risks on the environment and economy and updating the 'progress on actions' column to provide a fuller picture of key activities being undertaken. Members were asked to note that operational risks would be managed by Assistant Directors, but could be escalated to the Strategic Risk Register if considered necessary.

Once agreed the Strategic Risk Register, would be included in future quarterly performance reports to Cabinet and would be considered by the Audit Committee three times a year.

The Chairman suggested that risk 13, (The Council is unable to respond effectively to the environmental challenges, including the associated regulatory and legal requirements, arising from climate change) should include changes to Government Policy, such as bringing forward the phasing out of diesel cars and the implications for rolling out more electric vehicle charging points. The Chief of Staff advised the meeting that this would be covered under regulatory and legal requirements, but further clarification of this could be included within the risk description.

### **RESOLVED**

To note and approve the Strategic Risk Register for the Council.

**66 WORK PROGRAMME**

The Committee noted the Work Programme.

The Chairman suggested that the March 2021 meeting had a very full agenda. The meeting was advised that there was likely to be a meeting between March and July where some of the items scheduled for March could be considered.

*The meeting closed at 10.59am.*

DRAFT

**14 January 2021**

## **MONITORING OFFICER REPORT**

**Report Author(s):** Emma Hodds, Monitoring Officer  
[emma.hodds@broadland.gov.uk](mailto:emma.hodds@broadland.gov.uk)  
01508 533791

**Portfolio:** Leader

**Ward(s) Affected:** All

**Purpose of the Report:** The purpose of this report is to update and seek agreement from Council on the proposed change to the Appeals Panel Terms of Reference.

### **Recommendations:**

That Council agree:

1. To amend the Constitution in respect of the Terms of Reference for the Appeals Panel.

## **1. SUMMARY**

- 1.1 The purpose of this report is to update and seek agreement from Council on the proposed change to the Appeals Panel Terms of Reference.

## **2. UPDATES TO THE CONSTITUTION**

### Amendments to Committee Terms of Reference

- 2.1 The Assistant Director Planning has reviewed the Terms of Reference (Part 4 Rules of Procedure – Quasi Judicial Procedure Rules – Appeals logged against the making of Tree Preservation Orders) for the Appeals Panel, with the Governance Manager (Deputy Monitoring Officer), the Committee Officer, the Majors Team Manager, the Portfolio Holder Planning and the Chair of the Appeals Panel.
- 2.2 The review was necessary following a recent Appeals Panel which was held virtually, as it was felt that improvements to the process would be needed to enable the Panel to function better in Covid times. The Terms of Reference have therefore been amended to reflect this, but also ensure that they continue to be relevant regardless of how the meeting is held. The proposed changes to the Terms of Reference are attached at **Appendix A** to this report.

## **3. ISSUES AND RISKS**

- 3.1 **Resource Implications** – not applicable to this report.
- 3.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation.
- 3.3 **Equality Implications** – not applicable to this report.
- 3.4 **Environmental Impact** – not applicable to this report.
- 3.5 **Crime and Disorder**- not applicable to this report.
- 3.6 **Risks** – not applicable to this report.

## **4. CONCLUSION**

- 4.1 This report seeks to update and seek agreement from Council on proposals to amend sections of the Constitution as referred to in the body of the report.

## **5. RECOMMENDATIONS**

That Council agree:

- 5.1 To amend the Constitution in respect of the Terms of Reference for the Appeals Panel.

## Appeals lodged against the making of tree preservation orders (TPOs)

The panel comprises three district councillors. At least two members of the panel must be present at each hearing.

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### Notes on procedure

#### 1. Site Visit

1.1 ~~Before or On~~ the day of the hearing, members of the appeals panel may visit the site to inspect the trees subject of the appeal. If the trees are not visible from the highway, arrangements will be made with the objector, for members to gain access to the area.

1.2 Where it is not possible to hold a site visit, photographs of the tree will be made available to Members.

~~1.2 Members of the public, local parish council/district council ward representatives, council officers directly involved in the preparation of the TPO, and the objector may attend this site inspection, but may not make representations to members of the panel.~~

#### 2. The Hearing

2.1 ~~The hearing itself is informal and the order for proceedings is as follows:~~Procedure for the hearing:

- (1) All parties ~~assemble at the council offices.~~may attend the meeting, which will be held in public. If any party cannot attend the meeting, they may appoint someone to act on their behalf or they may submit written representations.
- (2) The chairman of the panel formally opens the hearing.
- (3) The objector is asked to put his case for appealing against the making of the order and to call any witnesses in support of his case.
- (4) The objector (if he gives evidence as opposed to an opening address) will present their opening statement / evidence. The Panel will then have an opportunity to question the objector in relation to the opening comments followed by the relevant officer who is given the opportunity to respond to the Objectors opening comments. and/or any witnesses called, are then questioned on their statements by the officer representing the council as an advocate.
- (5) The chairman of the panel invites members of the panel to ask the objector or his witness any questions which they consider relevant to the appeal, having heard the objector's case for appealing against the order.

- (6) The ~~council's advocate~~ relevant officer introduces the council's case for the making of the order and then calls other officers as witnesses, who can then be questioned by the objector.
- (7) The chairman of the panel invites members of the panel to ask the ~~council's witnesses~~ relevant officer any questions they consider relevant to the appeal, assisting them in deciding whether or not the order should be confirmed, modified or not confirmed.
- (8) The chairman then asks if any parish council representative, or any district councillor (who is not a member of the panel) or member of the public present, wishes to say anything to the panel. If a parish council representative, district councillor (who is not a member of the panel) or member of the public does make a statement then he can be questioned by the representative of the party to whom that statement is adverse and then by members of the panel. Each statement will be fully dealt with, including questioning of its maker, before the next statement is dealt with.
- (9) The ~~council's advocate~~ relevant officer and then the objector are requested to make their respective closing statements.
- (10) Panel members will then have the opportunity to seek clarification on any outstanding issues before retiring to consider their decision.
- (a) In virtual meetings all members of the public and officers will be removed to the waiting room and live streaming will be halted whilst the Panel deliberates their conclusions in private.
- (11) During its deliberations the panel will be advised on procedural matters by the assistant director governance business support or his appointed representative.
- (a) In virtual meetings, all members of the public and officers will be returned to the meeting and live streaming will recommence.
- (12) The panel will announce its decision in public with a summary of the reasons for making its decision.
- (13) The chairman will advise the objector of rights of appeal, as follows:
- If any person is aggrieved by a local authority's confirmation of a Tree Preservation Order, they may, within 6 weeks of that confirmation, apply to the high court under section 288 of the Town and Country Planning Act 1990, for an order quashing or (where applicable) suspending the order, either in whole or in part. The grounds upon which such an application may be made are that the order is not within the powers of that Act or that any relevant requirements have not been complied with in relation to that order.

If the objector does not appoint an agent to act on his behalf and cannot attend the meeting, his written representations will be received by the Panel and no cross questioning will be allowed of any party.





## **OUTSIDE ORGANISATIONS - FEEDBACK FROM REPRESENTATIVES**

**Report Author:** Emma Hodds  
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Monitoring Officer for BDC  
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**Portfolio:** Leader (Policy)

**Wards Affected:** All

### **Purpose of the Report:**

The purpose of this report is to receive feedback from members on their representation on outside bodies.

### **Recommendation:**

To note the report

## **Cllr J Leggett - Norfolk Waste Partnership Board – 19 November 2020**

A meeting of the Norfolk Waste Partnership Board was held on Thursday 19 November 2020. This was only the second meeting this year, the previous meeting being 29 January.

The main topics discussed were:

A revised governance paper

An overview of national policy and the possible implications for Norfolk e.g. deposit return, any changes to garden waste collections, compulsory food waste collection. The exact detail of the deposit return scheme will follow the next consultation.

Performance update

It was very pleasing to see the marketing and communications plan, which is being implemented across Norfolk; the strap line being Reduce, Reuse, Recycle, Recover. We will soon see more publicity.

## **Cllr. Jo Copplestone (sub for Cllr. Hemsall) - Transforming Cities Joint Committee - 17 December 2020**

Greater Norwich was awarded £32m from the Department of Transport in September 2020, which is one of the largest commitments to sustainable transport ever seen in the city, with the vision to 'Invest in clean and shared transport creating a healthy environment, increasing social mobility and boosting productivity through enhance access to employment and learning'.

Five schemes were discussed at the meeting namely:

- South Park Avenue and Unthank Road.
- King Street.
- St. Stephens Road.
- St Stephens Street.
- Cromer Road & Aylsham Road.

So far Public Consultation had only been carried for the King Street Scheme with a view to widen the pavements whilst retaining 2-way traffic movements to improve accessibility for pedestrians and cyclists, and it was agreed that a further public consultation was required.

It was decided that the four remaining schemes should all go to public consultation in 2021.

Prior to this meeting the local County Councillor had contacted the Committee Chair in respect of concerns pertaining to the Cromer & Aylsham Road Scheme. Since the Broadland Northway opened, traffic using this route as a conduit into the city has increased significantly and had added to pollution levels at the Boundary Junction. Furthermore, there were grave concerns about the proposal for a 24/7 bus lane, as this could reduce the capacity of other vehicles using the route by removing one lane, hence

adding to congestion and pollution. Officers assured the Committee that the volume of traffic capacity would not be reduced by implementing this scheme.

I asked the committee to consider upgrading the pavements and cycle routes to link with those on the NDR, so the residents of Hellesdon could more easily access our new Broadland Country Park. The Chairman agreed this should be considered prior to the public consultation next year.

## **COUNCIL**

**Thursday 14 January 2021**

### **Final Papers**

<b>Item</b>	<b>Details</b>	<b>Page No</b>
<b>8</b>	<b>Overview and Scrutiny</b>	
	(2) to receive the minutes of the meeting on 5 January 2021	<b>45</b>
<b>9</b>	<b>Cabinet</b>	
	To receive the Decisions of the meeting on 12 January 2021	<b>52</b>
	<i>The following matter needs consideration by Council</i>	
	Item: 13 Update to Local Development Scheme	<b>52</b>
	To consider approval of the proposed amendments to the current Local Development Scheme.	<b>53</b>

#### **DEMOCRATIC SERVICES**

##### **Broadland District Council**

Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Tel: 01603 430428

Email: [cst@broadland.gov.uk](mailto:cst@broadland.gov.uk)

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held by video link on **Tuesday 5 January 2021** at **10.00am** when there were present:

Cllr S Riley – Chairman

Cllr A D Adams  
Cllr N J Brennan  
Cllr P E Bulman  
Cllr S J Catchpole

Cllr S I Holland  
Cllr C Karimi-Ghovanlou  
Cllr K S Kelly  
Cllr D King

Cllr M L Murrell  
Cllr S M Prutton  
Cllr N C Shaw

Cllr J Copplestone, Cllr J Emsell, Cllr L Hemsall, Cllr J Leggett, Cllr T Mancini-Boyle and Cllr F Whymark also attended the meeting.

Also in attendance were the Director Place, Director Resources, Director People & Communities, Chief of Staff, Assistant Director Finance, Assistant Director Governance & Business Support (Monitoring Officer), Assistant Director Individuals and Families, Place Shaping Manager, Senior Governance Officer (SW) and Democratic Services Officers (LA and JO).

### **211 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Harpley and Cllr Nurden.

### **212 MINUTES**

The Minutes of the meeting held on 1 December 2020 were confirmed as a correct record.

A Member requested that acronyms be set out in full in the Minutes in future to avoid confusion.

### **213 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised the meeting that an additional meeting of Cabinet was likely to be held in February to consider the Food Innovation Centre. This would in turn require an additional meeting of the Overview and Scrutiny Committee to review the Agenda. The dates of both meetings were still to be confirmed.

### 214 BUDGET QUESTIONS

The Committee noted the responses received from Cabinet to their budget questions.

The Chairman went through the paper and the following supplementary questions and responses were raised and received:

How close was the Council to achieving the £8.6m of savings from collaboration, as set out in the Feasibility Study?

*The Council was well on the way to overachieving these savings within the five year period set out in the Feasibility Study. The latest estimate was to make savings of £9.3m.*

How could Broadland have local pay arrangements when staff are part of One Team with South Norfolk? Are all staff part of the local agreement?

*Staff are all part of One Team employed across both authorities; the local pay agreement applies to all staff.*

How has Cabinet calculated the budget for Member IT training and will it be sufficient?

*Extra resource from the Government's Covid-19 Grant to cover this was agreed at the 8 December 2020 meeting of Cabinet. Since then an extra £600,000 had been received from central Government, which could be used for any Covid-19 related need. This included providing Members with the IT to represent their residents effectively. A Member briefing was to be arranged for week commencing 25 January 2021 which would cover the roll out of IT equipment and training.*

Was the staff resource that had been put in place in the first lockdown still available?

*Yes, the Economic Development Team and the Finance Team were now very experienced and effective in distributing grants and support to residents and businesses in the District and had a plan of action in place to work with partners to provide further support during lockdown. Work would also be taking place with the NHS to help with the roll out of the vaccine.*

Could the Council provide more clarity for Members about who they should direct residents to if in need?

*A contact sheet would be forwarded to Members tomorrow. The Committee*

*was also asked to note that there was a very comprehensive Coronavirus help page upon the Council's website. The vital importance of Members in providing assistance to residents and as links to their town and parish councils and on the ground in their Wards should also be noted.*

Broadland Growth Ltd

*The latest project undertaken by the joint venture company had produced a 30% return on investment and a return to the public purse of £1.3m.*

Was the Council looking at investing in electric vehicle charging points?

*The pandemic had delayed work on the Council's Parking Strategy, but charging points would be looked at when that work recommenced. It was likely that charging points would be part of the work being initiated in market towns in the District. A new officer had also been appointed to deliver the Environmental Strategy and the provision of charging points would form part of that work.*

Will the award of the waste service contract be considered by the Overview and Scrutiny Committee?

*Yes, this would be a Cabinet decision and, therefore, would be reviewed by the Committee.*

Does the procurement of the waste service contract still need to be EU compliant?

*Yes, as the tender went out before the end of the transition period. Moreover, a lot of the EU regulations were based on UK law so the legislation still stands.*

When will the rough sleeping initiative come to an end?

*It was due to end in August 2021, but it was hoped that this could be extended to March 2022.*

## CABINET REPORTS

### 215 WARM HOMES FUND – ADDITIONAL FUNDING – CONTRACT AWARD

The Assistant Director Individuals and Families introduced his report which requested that Cabinet approved the award of contracts for the delivery of external wall insulation, cavity and loft insulation work and air source heat pumps.

It was explained that the Council operated the Warm Homes Fund on behalf of Norfolk local authorities and had been awarded an extra £1.24 million in funding from the Department for Business Energy and Industrial Strategy, to allocate before 31 March 2021.

The Council was entitled to use the Procure East Midlands Framework to enter into a contract with Cornerstone East Anglia Limited to deliver external and cavity wall insulation and loft insulation work.

The potential value of the contract was in the region of £800,000.

The Council was entitled to use the Eastern Procurement Framework to enter into a contract with the Dodd Group to deliver Air Source Heat Pumps. The potential value of the contract was in the region of £200,000.

It was confirmed that the above figures were rounded down approximations and that the total award was for £1.24m.

Awarding contracts under framework agreements allowed contracts to be entered into quickly and also provided value for money, as they would have been competitively let.

It was requested and confirmed that an information sheet would be sent to Members, so they could assist in promoting the project.

It was also confirmed that the Warm Homes Fund was promoted through Food Banks, Children's Services and other social providers.

In response to some concerns about how the contracts had been arrived at the Assistant Director Individuals and Families advised Members that due diligence on the suppliers had been carried out through the frameworks. However, he would forward Members the technical details of the procurement process to reassure them that it had been arrived at in an appropriate way.

### **RECOMMENDED TO CABINET**

Options (1 and 2, subject to receipt of the procurement process details, as noted above)

- (1) To award a contract to Cornerstone East Anglia Limited under the terms of the East Midlands Framework for External Wall Insulation, Cavity and loft insulation work.
- (2) To award a contract to Dodd Group under the terms of the Eastern Procurement Framework for Air Source Heat Pumps.



### 216 GREATER NORWICH LOCAL PLAN – REGULATION 19, PRE-SUBMISSION PUBLICATION

The Director of Place presented the report, which sought the agreement of Cabinet to publish the latest iteration of the Greater Norwich Local Plan (GNLP) under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012

It was explained that whilst previous consultations had asked about the merits of site allocations, the focus of the Regulation 19 stage was to allow stakeholders to submit representations in respect of whether the plan was legally and procedurally compliant and 'sound' (ie positively prepared, justified, effective and consistent with national policy).

Changes to the plan had been made as a result of the Regulation 18 consultation, as well as changes in national policy. This included an overall increase in the number of homes to address a shortage of affordable housing, as had been made clear in the Government consultation paper 'Planning for the Future'. However, it should also be noted that 75 percent of housing had already been allocated in the existing plan and that 5,000 homes had been delivered.

For the Regulation 19 stage the Economic and Retail Study had been updated to take account of the pandemic. The Study had indicated that the approach being taken was sound and matched that being taken nationally. It was also considered that Greater Norwich was in a better position than many areas to bounce back from the economic crisis being caused by Covid-19.

It was noted that the Place Shaping Panel had requested to see the Economic and Retail Study and whilst this was usually used as an evidence base to inform the final plan and not for publication, it was acknowledged that Members had justifiable concerns about the economy and it would be shared in due course.

The Portfolio Holder for Planning advised Members that if they had any comments arising from the Economic and Retail Study they should pass them on to both her and the Director of Place so these could be reported to the meeting of Cabinet on 12 January 2021.

A Member expressed concern about the loss of shops in the City Centre and their conversion to housing, but it was noted that the Government did not want to see vacant shops and had, therefore, relaxed Permitted Development Rights to try to address this issue.

The meeting was advised that there would be an emphasis in the City on brownfield sites in east Norwich, which had been allocated 4,000 houses in the GNLP, and it could be assumed that during the lifetime of the plan that

Anglia Square would also be redeveloped.

A query was raised about the possibility of the economic downturn leaving large developments without retail centres, but it was confirmed that policies were in place to ensure that local centres which would meet the everyday needs of residents would form part of developments.

Members noted the additional sites being proposed and expressed concerns about infrastructure to meet these homes, but were advised that these figures were considered robust and reflected the Government's requirement for an increase in the delivery of housing.

However, Members were advised that where housing numbers had increased, the Regulation 19 stage would be an opportunity to challenge the process and procedure of allocation and subject it to independent examination.

Following a vote with 8 in favour, 1 against and 1 abstention it was:

### **RECOMMENDED TO CABINET**

Options (1 and 2)

- (1) To agree to publish the Greater Norwich Local Plan under regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012; and,
- (2) Delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning Authority to make any minor or factual corrections to the GNLP ahead of its publication.

### **217 UPDATE TO LOCAL DEVELOPMENT SCHEME**

The Place Shaping Manager introduced the report, which proposed amending the Local Development Scheme (LDS) to reflect changes to the Greater Norwich Local Plan (GNLP) timetable.

The LDS set out the timetable for preparing new plans and summarised what they contained. The last update was in July 2020, but since then it had been agreed to accelerate the process to allow the plan to be put in place before an increased housing requirement was introduced by the Government using a revised methodology.

On 19 December 2020 the Government had published a further revision of the methodology which did not result in the scale of increase that it had earlier

implied. However, as substantial work on the Regulation 19 version of the Plan had been done it proposed to carry on with the new agreed timetable.

Publication of the pre-submission Regulation 19 plan would take place during February and March, with submission to the Secretary of State for independent examination in July 2021 and the anticipated adoption of the plan in September 2022.

The GNLP would directly replace the Joint Core Strategy and the Site Allocations documents, but not the Area Action Plan for the Growth Triangle or Development Management Documents.

Following a vote with 7 in favour, 1 against and 2 abstentions it was:

### **RECOMMENDED TO CABINET**

Option (1)

That Cabinet recommends to Council that it approves the proposed amendments to the current Local Development Scheme (LDS).

*The meeting closed at 12.19pm*

## **CABINET MEETING – 12 January 2021**

### **Decision List**

Resolutions are subject to a five working day call-in, recommendations to Council cannot be called-in.

<b>ITEM &amp; HEADING</b>	<b>DECISION</b>
<p><b>11 WARM HOMES FUND – ADDITIONAL FUNDING – CONTRACT AWARD</b></p> <p>Lead Officer – Assistant Director Individuals and Families</p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To award a contract to Cornerstone East Anglia Limited under the terms of the East Midlands Framework for External Wall Insulation, Cavity and loft insulation work.</li> <li>2. To award a contract to Dodd Group under the terms of the Eastern Procurement Framework for Air Source Heat Pumps.</li> </ol>
<p><b>12 GREATER NORWICH LOCAL PLAN – REGULATION 19, PRE- SUBMISSION PUBLICATION</b></p> <p>Lead Officer - Place Shaping Manager</p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To agree to publish the Greater Norwich Local Plan under regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012; and,</li> <li>2. Delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning Authority to make any minor or factual corrections to the GNLP ahead of its publication.</li> </ol>
<p><b>13 UPDATE TO LOCAL DEVELOPMENT SCHEME</b></p> <p>Lead Officer- Place Shaping Manager</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <p>To approve the proposed amendments to the current Local Development Scheme.</p>

Broadland District Council

Local Development Scheme 2018 – 2022

December 2020

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## Introduction

Under the Planning and Compulsory Purchase Act 2004 the development plan will constitute of a range of documents called Development Plan Documents or 'Local Plans'. The 'Local Development Scheme' (LDS) has to be prepared by each local planning authority to outline its programme for production of the new Local Plan documents.

The Development Plan Documents (DPD), that are the subject of this Local Development Scheme are:

### Greater Norwich Local Plan

The Broadland Local Development Scheme does not include the Broads Area even though this is within Broadland District, as the Broads Authority is a local planning authority in its own right and produces a Local Development Scheme for its area.

## Localism Act (2011)

The Localism Act 2011 requires planning authorities to prepare and maintain a Local Development Scheme. The scheme must specify:

- The documents which are development plan documents;
- The subject matter and geographical area to which each development plan documents to relate;
- Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
- Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee under section 29;
- The timetable for the preparation and revision of development plan documents;
- Such other matters as are prescribed.

It is no longer required to submit the scheme to the Secretary of State.

## Greater Norwich Development Partnership

The Greater Norwich Development Partnership (GNDP) brought together Broadland District Council, Norwich City Council, South Norfolk District Council and Norfolk County Council. The partnership oversaw the production of a Joint Core Strategy for the Broadland, Norwich and South Norfolk local planning authority area. This is currently the overarching strategic spatial planning document for the three local planning authorities.

### Adopted Development Plan Documents (Local Plans)

The Joint Core Strategy for Broadland, Norwich and South Norfolk was adopted in March 2011. However, following a legal challenge part of the text was "remitted" by the court. This meant that part of the process for producing the strategy had to be repeated for this element. This has been undertaken and the remitted element was adopted on 10 January 2014.

Other adopted Development Plan Documents (Local Plans) are: Development Management Policies DPD adopted August 2015; Site Allocations DPD adopted May 2016 and Old Catton, Sprowston, Rackheath and Thorpe St Andrew Growth Triangle Area Action Plan DPD adopted July 2016.

### Local Development Documents

There are two types of documents known as **Local Development Documents** (LDDs). These are: **Development Plan Documents** (DPDs) which are required and **Supplementary Planning Documents** (SPDs) which are optional.

**Development Plan Documents** (DPDs), will be the most important documents as they will form part of the statutory Development Plan. When the document is adopted it will be part of the Development Plan and will therefore carry considerable weight in the determination of planning applications. Under section 38(6) of the Act, "If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise". DPDs are commonly referred as Local Plans.

In addition to the DPDs / Local Plans referred to in this document, other development plan documents produced by Norfolk County Council (on minerals and waste planning) and the Broads Authority (for the Broads Area) are also relevant to Broadland.

**Supplementary Planning Documents** (SPD's) are not policy documents in themselves, but are to support or 'supplement' the policies in the Development Plan Documents. The SPD's will be produced as and when necessary, and are not set out in this document.



## Proposed Development Plan Documents

**Greater Norwich Local Plan** - The proposed Greater Norwich Local Plan (GNLP) will be produced by the three districts of Broadland, Norwich and South Norfolk, excluding those parts that are within the Broads Authority Executive Area. It will provide the strategy for future development of the Greater Norwich area, and identify specific areas for development, for the period up to 2038.

**Policies Map (previously known as the Proposals Map)** - The Policies Map will not form a separate document but will be part of the Development Plan. The Policies Map illustrates the policies that apply spatially, showing these on an Ordnance Survey base map. This will be updated as the DPDs are produced.

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### Other documents related to the DPD's:

**Annual Monitoring Report (AMR):** includes a summary of progress on the targets set out in the Local Plans.

**Statement of Community Involvement (SCI):** sets out the Council's approach to involving the community in the preparation of all local development documents and also planning applications.

**Sustainability Appraisal (SA) Reports:** a systematic process undertaken during the preparation of a plan or strategy, as required by the Planning and Compulsory Purchase Act 2004 (S19(5)). There is also a requirement for Development Plan Documents to undergo a Strategic Environmental Assessment, (known as SEA) under European Directive 2001/42/EC (transposed into UK legislation by the Environmental Assessment of Plans and Programmes Regulations 2004). It is intended that the Sustainability Appraisal incorporates the SEA in accordance with the Act and Regulations. This means that in addition to Environmental issues, on which an SEA focuses, Social and Economic matters will also be addressed as part of the overall assessment of sustainability, within a single joint appraisal.

**Equality Impact Assessment (EIA):** the purpose of EIA is to improve the work of the Council by making sure that it does not discriminate and that, where possible, promotes equality. The relevant legislation is the Equalities Act 2010 which places obligations on local authorities and public sector organisations to consider equality issues in decision making.

EIA is a way of making sure the Council thinks carefully about the likely impact of its work on equality target groups. It involves anticipating the consequences of policies, strategies, projects or procurements on the target groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

**Neighbourhood Plans:** documents that will set out policies relating to the use of land within a neighbourhood. In Broadland's communities, the development of these plans will be led by the appropriate Parish or Town Council, with support from Broadland District Council. The process will involve extensive consultation with residents, an independent examination of the submitted plan, followed by a local referendum. Assuming the plan passes the examination and referendum, it will then become adopted as part of the development plan for the district. Information on the made Neighbourhood Plans and the new ones that have been proposed, can be found on the Council's website <http://www.broadland.gov.uk> These are not included in the Local Development Scheme.

### Evidence Base

The Development Plan Documents are based on a range of studies and other evidence, utilising existing evidence or through revisions of this. Particular elements are the Strategic Housing Market Assessment most recently published in 2017, and the Housing and Employment Land Availability Assessment (HELAA) 2017/18. Regard is also had to other relevant documents such as strategies and policy documents, produced by the Council or other appropriate bodies.

## Proposed Timetable 2018 – 2022

**Broadland Local Development Scheme Timetable - July 2020**

	2019												2020											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Greater Norwich Local Plan</b>																								
<b>Policies Map - Update</b>																								

	2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Greater Norwich Local Plan</b>		P	P				S														A			
<b>Policies Map - Update</b>																					A			

**Key**

C	Preparation of document/evidence gathering to inform Reg.18 consultation
P	Pre-Submission Publication of Plan (Regulation 19)
S	Submission to Secretary of State for Independent Examination (Regulation 22)
A	Adoption of Plan

NB: Work on the GNLP commenced in 2015, and is currently at the Regulation 18 stage. The regulation 18 has so far included a "call for sites" (an invitation to put forward specific development sites for inclusion in the GNLP) May - July 2016; production of evidence studies; Regulation 18 consultation on issues and options and site proposals held January - March 2018; Regulation 18 stage consultations on New, Revised and Small Sites October – December 2018; and, Regulation 18 consultation on Draft Plan January – March 2020. The detailed timetables for this work can be seen at [www.gnlp.org.uk](http://www.gnlp.org.uk).

## Overview

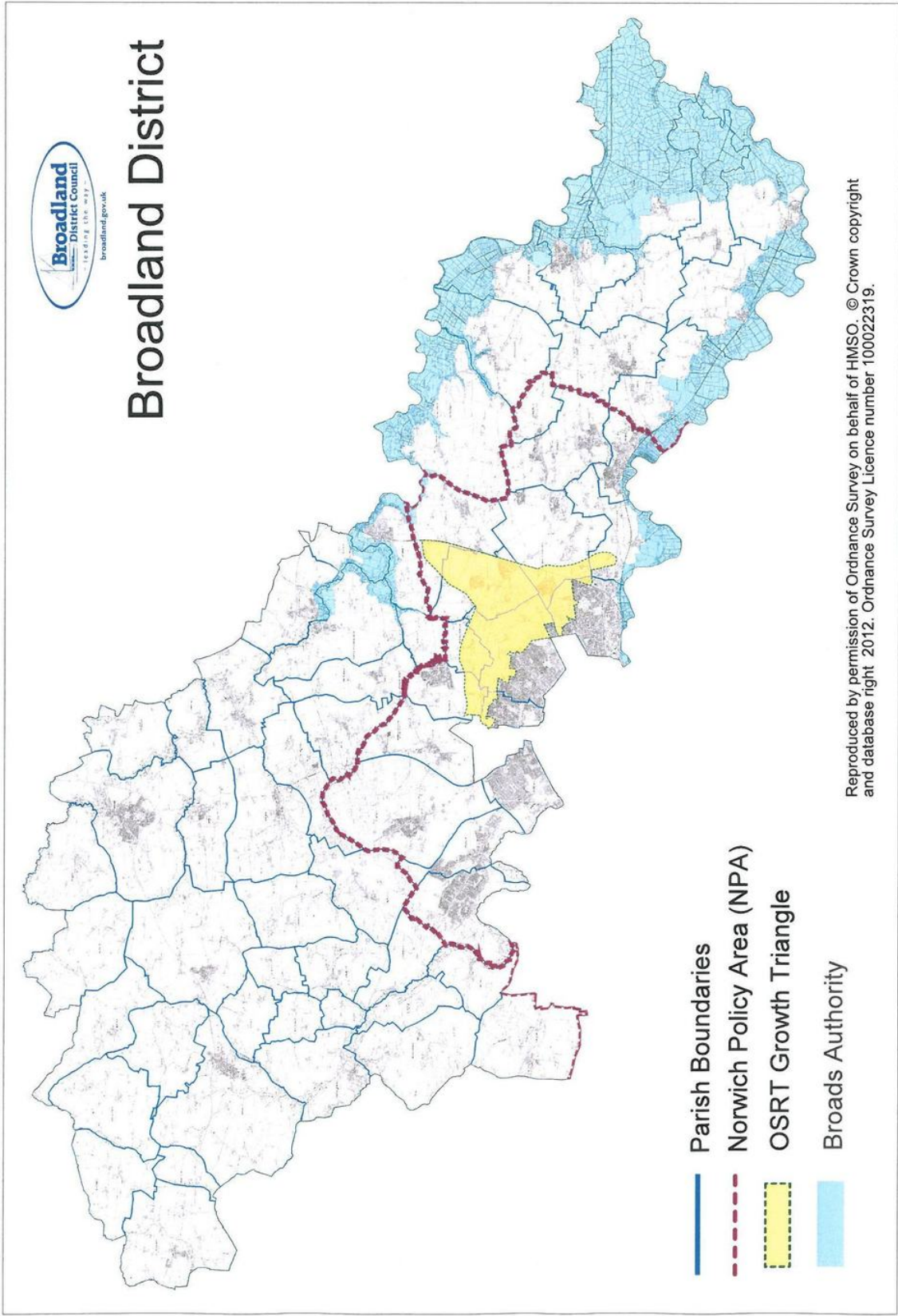
This section contains a “profile” of each document to be produced describing the content, explaining how each document conforms with higher order documents, the geographical area it covers, whether it will be a joint document and who will be involved, the set timetable for the production of each document, the section which will lead and how each document will be reviewed.

### Development Plan Documents (DPDs)

1. Greater Norwich Local Plan

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Figure 1 Broadland District



## Greater Norwich Local Plan (GNLP)

<b>DOCUMENT DETAILS</b>	
What is the Purpose of the Document?	<p>To provide the strategic vision, objectives and strategy for the future development of the Greater Norwich area and to identify specific issues for development for the period up to 2038</p> <p>The areas to which the policies apply will be shown on the Policies Map.</p> <p>The GNLP provides the strategic context for the preparation of lower level documents prepared by the three constituent district planning authorities.</p>
What geographical area does the document cover?	The three districts of Broadland, Norwich and South Norfolk, excluding the parts of those districts that are within the Broads Authority Executive Area.
What is its status?	Development Plan Document or Local Plan
Will the document require a joint approach with other authorities? If so, with whom?	The plan will be prepared jointly by Broadland, Norwich and South Norfolk working with Norfolk County Council.
What documents must it conform to?	General conformity with National Planning Policy Framework (NPPF) and Policy Statements.
<b>TIMETABLE</b>	See Proposed Timetable
<b>ARRANGEMENTS FOR PRODUCTION AND REVIEW</b>	
Which department will lead the process?	Place Shaping Team
How will stakeholders and the community be involved?	The Council will involve stakeholders and local communities as set out in the Statement of Community Involvement.
How will the document be reviewed?	<p>The document will be monitored and reviewed as part of the Annual Monitoring Report process.</p> <p>In accordance with the National Planning Policy Framework, Local Plans should be reviewed at least every 5 years. Such a review will need to determine whether there have been any significant matters that have arisen, for example to national policy or needs for development, that mean that modifications should be made to the Local Plan or a new replacement Local Plan produced. Consequently, it is proposed to timetable regular reviews of the Greater Norwich Local Plan, so that any identified need for modifications can be addressed in a timely manner. The timetable for the</p>

	<p>first Greater Norwich Local Plan is for submission to the Secretary of State in October-November 2021 leading to the adoption in October-November 2022, some 7 years since work commenced on its production.</p> <p>On the basis of the current timetable, it will be necessary to review the plan to determine whether it needs updating in late 2027, although a formal review of the plan may be begun before this date if appropriate.</p>
What is the relationship with other Local Plans?	<p>In Broadland the GNLP will supersede</p> <p>(i) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted January 2014),</p> <p>(ii) the Broadland Site Allocations DPD</p> <p>The Growth Triangle Area Action Plan and the Broadland District Development Management Policies Document will not be superseded, although there may be elements of the GNLP that add to, amend or replace parts of those documents.</p> <p>It will be a component of the overall Broadland Development Plan, in conjunction with the Growth Triangle Area Action Plan, Development Management DPD and any made Neighbourhood Plans.</p>

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## Monitoring

The Annual Monitoring Report (AMR) is the means of bringing forward a range of planning information to show performance of the plans and policies over the previous year. The aims of the (AMR) can be summarised as:

- To monitor the implementation of the local development scheme;
- To measure development performance against individual plan targets;
- To provide a commentary on the development performance and suggest any external factors which need to be taken into account, as being likely to affect the plan's targets in future.

It is intended that monitoring should be done jointly across the three authorities to measure performance of the current Joint Core Strategy across the Greater Norwich area, as well as individually for Broadland.

This Local Development Scheme will need to be reviewed at regular intervals. The LDS will in particular need to be considered for review after the Annual Monitoring Report has been prepared each year in order to take account of any matters which it identifies as needing review.

In accordance with the National Planning Policy Framework, the adopted Development Management Policies DPD will be due for review by summer 2020 and the Growth Triangle Area Action Plan in Summer 2021.



## Glossary of Terms

Abbreviation/ Document	Explanation
<b>AMR</b>	Annual Monitoring Report: part of the local development framework. Local authorities are required to produce an AMR each December with a base date of the previous financial year monitoring the progress of the implementation of the local development scheme and the extent to which policies in local development framework are being implemented.
<b>AAP</b>	Area Action Plan: a planning framework for area of major change or conservation similar to masterplan.
<b>CS or (JCS)</b>	Core Strategy/ (Joint): sets out the long term spatial vision for the area. A development plan document, and one with which all other development plan documents must conform.
<b>Development Plan Document (DPD)</b>	Development Plan Documents contained within the local development framework. According to Section 38 (6) of the Planning and Compulsory Purchase Act 2004, planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. In order to acquire this status they will be subject to independent scrutiny through a public examination. Certain documents within the local development framework must be DPDs, for example Core Strategy, Site Specific Allocations of land and Area Action Plans where produced. There must also be an adopted Policies Map which will be varied as successive DPDs are adopted.
<b>LDD</b>	Local Development Document: the collective term for development plan documents, supplementary planning documents and statements of community involvement.
<b>LDF</b>	Local Development Framework: the portfolio of local development documents consisting of DPDs, SPDs, SCI, LDS and AMR. This is now referred to as the Local Plan as defined in the NPPF.
<b>LDS</b>	Local Development Scheme: the programme for the preparation of local development documents.
<b>Local Plan</b>	Another name for a Development Plan Document and commonly used to refer to the DPDs as a whole.
<b>NPPF</b>	The National Planning Policy Framework (NPPF) published in July 2018, sets out the Government's planning policies and requirements for the English Planning System. The NPPF must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decisions.
<b>Policies (Proposals) Map</b>	The adopted policies map as defined by the NPPF (previously termed the proposals map) illustrates all the policies contained in

	development plan documents and any saved policies. It will need to be revised as each new development plan document, which has a spatial content, is adopted. As development plan documents are submitted, they will include within them a submissions policies map showing the changes which would be required upon adoption of the document.
<b>Site Allocations</b>	Allocations of sites for specific or mixed uses for development, i.e. Housing, Employment, Open Space, Mix uses, etc.
<b>SCI</b>	Statement of Community Involvement: sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.
<b>SA</b>	Sustainability Appraisal: appraises policies to ensure they reflect sustainable development objectives (social, environmental and economic factors). Required by the Act to be undertaken for all DPDs.
<b>SEA</b>	Strategic Environmental Assessment: the term used to describe environmental assessment applied to policies, plans and programmes. In compliance with European SEA directive, a formal environmental assessment of land use planning proposals and plans is required. In practise SA and SEA are often combined.
<b>SPD</b>	Supplementary Planning Documents: provide supplementary information elaborating on policies in DPDs. Forming part of the Local Development Framework (LDF) not subject to independent examination and do not form part of the development plan. No longer require Sustainability Appraisal.