

Council

Agenda

Members of the Council

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

Group meetings:

Conservative Group	Trafford Room (6.00pm)
Liberal Democrat Group	John Mack Room (6.00pm)
Labour Group	Members Room (6.00pm)

Date

Tuesday 17 September 2019

Time

7.00pm

Place

Council Chamber

Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

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@BDCDemServices

9 September 2019

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

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1	<u>To receive declarations of interest under Procedural Rule no 8 – guidance and flow chart attached</u>	5 – 6
2	Apologies for absence	
3	<u>Minutes</u>	7 – 14
	To consider the non-exempt Minutes of the meeting held on 18 July 2019	
4	Matters Arising (if any)	
5	Announcements	
	To receive announcements from	
	(1) <u>The Chairman</u>	15
	(2) The Vice Chairman	
	(3) The Leader	
	(4) Members of the Cabinet	
	(5) Head of Paid Service	
6	Questions from the public	
	To consider any questions received from members of the public in accordance with Procedural Rule 10.	
7	Public Speaking	
	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)	
8	Overview and Scrutiny Committee	
	To receive the Minutes of meetings held on	
	(1) <u>30 July 2019</u>	16 – 22
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	(3) <u>27 August 2019</u>	27 – 32

9 Cabinet

To receive the Minutes of meetings held on

(1) [6 August 2019](#) 33 – 36

The following item needs consideration by Council:

[Minute no: 27 – Household Wheeled Bin Charging for new Properties](#) 34 – 35

to charge for the provision of waste bins to new properties at cost plus an additional 10 percent surcharge to build resilience into the price, by agreeing to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection. ([Cabinet report attached](#)) 37 – 42

(2) [3 September 2019](#) 43 – 49

The following items need consideration by Council:

[Minute no: 37 – Joint Inclusive Growth Strategy](#) 45 – 46

To consider adopting the Inclusive Growth Framework as a Council Strategy to allow officers to direct resources and continue to develop action plans, in consultation with respective Portfolio Holders ([Cabinet report attached](#)) 50 – 68

[Minute no: 38 – Options for Council Owned Land](#) 46 – 48

To consider retention of the freehold asset of the Bure Valley Railway and Path and enter into negotiations to establish a partnership agreement with BVR Ltd and Norfolk County Council, having regard to the aspirations and common goals of all three organisations ([Cabinet report attached](#)) 69 – 74

[Minute no: 39 - Norfolk Strategic Planning Framework – June 2019 Update](#) 48 – 49

To consider agreeing to be a signatory to the updated Norfolk Strategic Planning Framework (June 2019) and support the continued work of members and officers to ensure that the NSPF remains up to date ([Cabinet report attached](#)) 75 – 166

10 Planning Committee

To receive the Decisions of meetings held on

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(2) [7 August 2019](#) 169

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11	Licensing and Regulatory Committee	
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12	Audit Committee	179 – 182
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13	Polling District and Places Review 2019	191 – 211
	To consider the report of the Electoral Services Manager on the review	
14	Monitoring Officer Report	183 – 185
	To receive the report of the Monitoring Officer	
15	Outside Organisations – feedback from Representatives	
	To note the following reports from Members appointed to represent the Council on outside bodies:	
	• Mrs L Hempsall	186
	• Ms S Prutton	187
16	Questions from Members	
	To consider questions from Members received in accordance with Procedural Rule 12.4.	
18	Motions	
	To consider any Motions received under Procedural Rule 13.	
19	<i>Exclusion of Press and Public</i>	
	<i>The Chairman will move that the press and public be excluded from the meeting for items 15 and 16 below because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.</i>	
20	Exempt Minutes	188– 189
	To consider the exempt Minutes of the meeting held on 18 July 2019	

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.

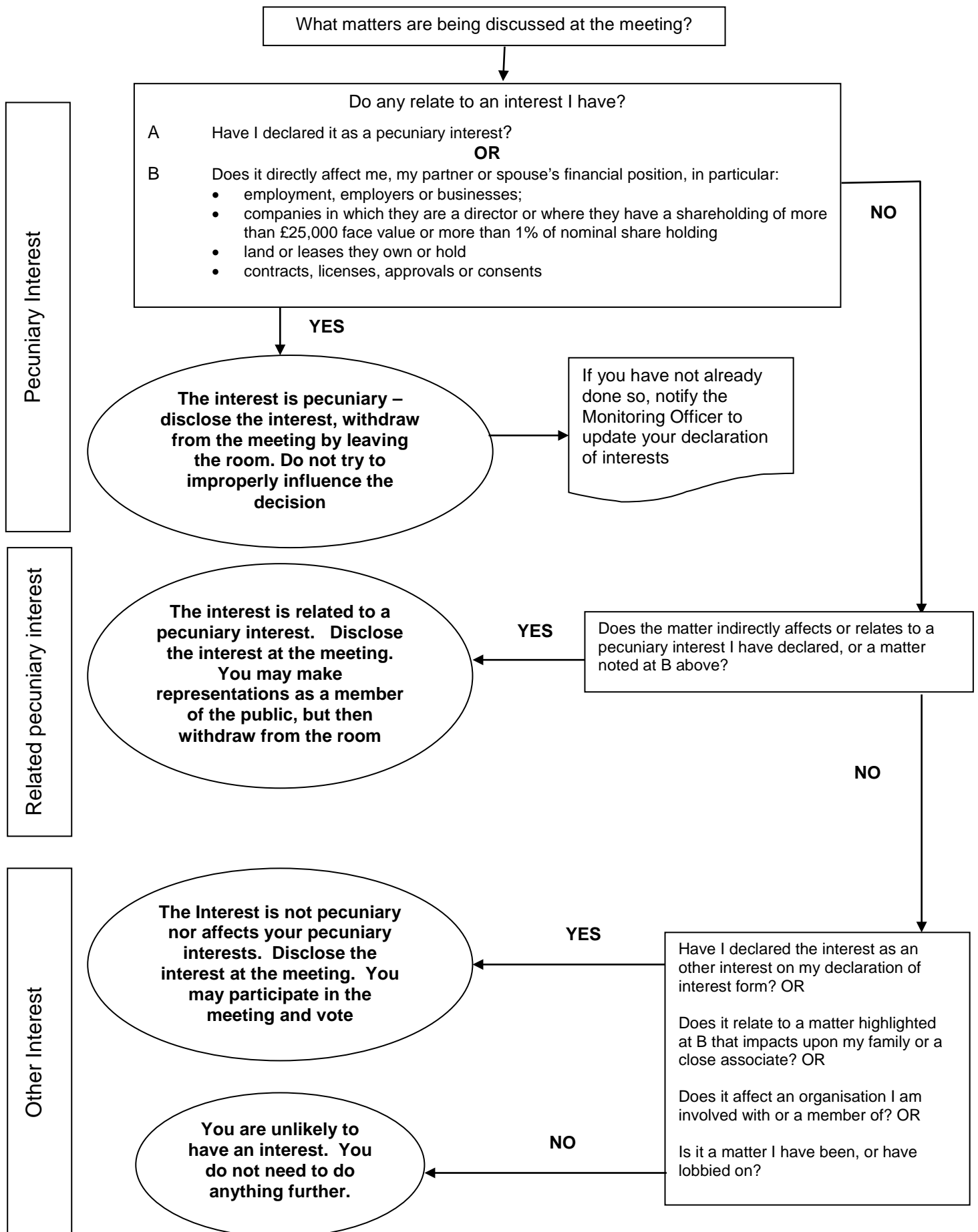
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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 a meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 18 July 2019** at **7.00pm** when there were present:

Mrs K A Vincent – Chairman

Mr A D Adams	Ms N J Harpley	Mr G Peck
Mr S C Beadle	Mrs L H Hempsall	Mr K S Kelly
Mr N J Brennan	Ms S I Holland	Mrs S M Prutton
Mr D J Britcher	Mrs N C Karimi-Ghovanlou	Mr S Riley
Mr P E Bulman	Mr D King	Mr D Roper
Ms S J Catchpole	Dr K E Lawrence	Mr N C Shaw
Mr S M Clancy	Mrs J Leggett	Mr M D Snowling
Mr A D Crotch	Mr K G Leggett	Mrs L A Starling
Mr J J Emsell	Mrs T M Mancini-Boyle	Mr S A Vincent
Mr J F Fisher	Mr M L Murrell	Mr S C Walker
Mr R R Foulger	Ms J A Neesam	Mr J M Ward
Mrs S C Gurney	Mr G K Nurden	Mr F Whymark

Also in attendance were the Managing Director, the Assistant Director Governance & Business Support (Monitoring Officer) and the Committee Officer (DM).

30 TALK AND VIDEO PRESENTATION BY DR C BUSHBY CHIEF EXECUTIVE OF THE BIG C – THE CHAIRMAN'S CHOSEN CHARITY

Members received a presentation by Dr C Bushby, Chief Executive of Norfolk's Big C Cancer Charity. Cancer incidence rate in the UK was set to increase from 2 million people diagnosed in 2015 to 3.4 million in 2030. Cancer incidence increased significantly with age. Early and improved diagnosis and personalised medication meant people today were living much longer with Cancer and the numbers of people dying from Cancer was reducing. Last year more than 25,461 visits were made to the Big C Centres which offered family counselling, complementary therapy and welfare advice. In 2018, £302,707 had been received by way of research grants and, with the help of the local community, the Big C raised £2,824,050. The majority of funding was received from legacies and income from charity shops, followed by donations, fundraising events and a small sum from interest on receipts held. Since 2014, income from the Big C's charity shops had increased by 60%. For every £1 received, 80p went directly to front line services offered by Big C.

A new Cancer support centre was now being planned in at Dereham Road, Norwich, away from the existing centre based at the Norfolk and Norwich Hospital. Around 1,100 people in the Norwich area are diagnosed with Cancer each year (14% of the 8,400 people diagnosed each year in Norfolk and Waveney). The Big C support services were in higher demand than ever before with people living longer with and beyond Cancer. The new centre

would be based on the design of the existing centre at the hospital and would be an innovative, modern and caring environment to provide the very best care. Being committed to providing compassionate and effective support and information to all, and mindful of the effect of Cancer in the work place, (the UK's industries lost £5.5 billion each year due to impact of Cancer in the work place) Big C needed to actively engage and work in partnership with organisations across the region. To this end, Big C was launching its first corporate partnership campaign "In Good Company" to support Norfolk employers and work together to improve the lives of Cancer sufferers and to raise collectively raise £20,000 over two years.

The Chairman thanked Dr Bushby for attending the meeting and said she was delighted to have chosen the Big C for her charity for her year in office.

31 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr S Vincent and Mrs K Vincent	42 – Aylsham Neighbourhood Plan	Pecuniary Interest –director of a company engaged in the production of the plan – left the room for this item
Mrs K Vincent on behalf of those Members nominated as Member Champions	44 – Appointment of Member Champions	Other interest – one of the nominated Champions

32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs B Cook, Mrs J K Copplestone, Ms R M Grattan, Miss S Lawn, Mr I J Mackie, Mr I N Moncur, Mr D M Thomas and Miss J L Thomas.

33 MINUTES

The Minutes of the meeting held on 21 May 2019 were confirmed as a correct record and signed by the Chairman.

34 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting.

The Portfolio Holder for Planning (Mrs Hempsall) reported on her attendance at a recent Transforming Cities meeting and that the County Council, Norwich City Council, Broadland District Council and South Norfolk Council had together successfully bid to the Department for Transport for £100m of

funding from the Transforming Cities Fund through Transport for Norwich. The fund aimed to make it easier for people to access jobs, training and retail, and also aimed to respond to issues around air quality. A detailed report would be presented to the Place Shaping Panel in due course on the projects coming forward which would have an impact in Broadland and she invited all Members to attend the Panel meeting.

The Portfolio Holder for Housing and Wellbeing (Mr Whymark) reported on a project currently being worked on jointly by Broadland and South Norfolk to secure funding of £128k from the Ministry of Housing Communities and Local Government for work in helping rough sleepers. Working with a variety of partners, the project aimed to help rough sleepers and those at risk of becoming homeless. Rough sleepers would be offered 72 hours of accommodation together with a range of other support before moving on to longer term accommodation. A rough sleeping count was due to take place in Diss and Thorpe St Andrew. The bid had been possible because of joint working between the two councils.

The Portfolio Holder for Environmental Excellence (Mrs Leggett) reported that a review was being undertaken jointly with South Norfolk of waste services and that further details of the work would follow.

The Managing Director reported that the Joint Appointments Panel had met recently to interview a very strong shortlist of candidates for the remaining four Assistant Director posts. The post of Assistant Director of Planning had been offered to an internal candidate, Helen Mellors, with the remaining posts being offered to external candidates. The names of the appointed candidates would be confirmed following their formal acceptance of the posts.

The Managing Director reported on his attendance at the Local Government Conference and two key themes emerging: the need for local government to take the initiative to look at ways of working more collaboratively pending a more formal requirement to do so and the likelihood of delayed notice of the local government finance settlement with priority being given to health and defence and the need for the Council to determine its budget without clarity on the settlement.

35 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions received from the public.

36 PUBLIC SPEAKING

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

37 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the Overview and Scrutiny Committee meetings held on 4 June, 18 June and 2 July 2019 were received.

The Chairman of the Committee drew attention to the recommendation to Cabinet by the Overview and Scrutiny Committee relating to the pay award and that he wished to discuss this matter. He was advised to raise this when Council considered the Cabinet Minutes.

38 CABINET

The Minutes of the Cabinet meetings held on 11 June 2019 were received.

11 June 2019

Minute no 6 – Performance Related Pay 2019

The Leader of the Council reminded the Chairman of the Overview and Scrutiny Committee that due process had taken place regarding this matter with the recommendations of the Overview and Scrutiny Committee being considered and resolved by Cabinet. The Cabinet decision could have been “called in” but this had not been done. There was no provision to raise the matter at this stage. The Chairman of the Overview and Scrutiny Committee stated he understood that the Cabinet decision was required to be endorsed by Council and that in the past such matters had been raised and considered. He was advised that the matter was resolved by Cabinet and was not a recommendation to Council.

Note – later in the meeting the Managing Director indicated that, should he wish to, the Chairman of the Overview and Scrutiny Committee was at liberty to ask a question in relation to the Cabinet Minutes in accordance with the Constitution. The Chairman of the Overview and Scrutiny Committee indicated he did not wish to raise a question.

Minute no 5 – Update to Local Development Scheme

The Portfolio Holder for Planning invited Council to approve the proposed amendments.

RESOLVED:

to approve the following amendments to the current Local Development Scheme:

“What is the relationship with other Local Plans?

In Broadland the GNLP will supersede

- (i) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted January 2014),
- (ii) the Broadland Site Allocations DPD.

~~(iii)~~ The Broadland OSRT Growth Triangle Area Action Plan (DPD) and the Development Management DPD will not be superseded, though there may be elements of the GNLP that add to, amend or replace parts of those documents.

~~It~~ The GNLP will be a component of the overall Broadland Development Plan, in conjunction with the Development Management other retained DPDs and any made Neighbourhood Plans”.

9 July 2019

Minute no: 15 – Joint HR Information System

The Portfolio Holder for Transformation and Organisational Development (Mr Emsell) invited Council to support the recommendations.

RESOLVED:

to

- (1) agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent);
- (2) to adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

Recommendations arising from Minute numbers 20 and 21 of the Cabinet meeting on 9 July 2019 were considered at the end of the meeting (see Minute 48 below).

39 PLANNING COMMITTEE

The Decisions of the Planning Committee meeting held on 12 June 2019 were received.

40 LICENSING AND REGULATORY COMMITTEE

The non-exempt Minutes of the Licensing and Regulatory Committee meeting held on 5 June 2019 were received.

41 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 4 July 2019 were received. The Chairman of the Audit Committee invited any substitute Members of the Committee not formally appointed by a Member of the Committee to substitute for them to attend any meetings to observe proceedings.

42 AYLSHAM NEIGHBOURHOOD PLAN

[Councillor K Vincent and Councillor S Vincent left the meeting for this item and the Vice-Chairman of the Council took the chair for this item only.]

The Portfolio Holder for Planning congratulated the Town Council on the production of its Neighbourhood Plan which, following the positive outcome of the referendum, would become part of the Council's Development Plan. The Council was very supportive of the production of local plans by Towns and Parishes in Broadland and she invited Council to make the Aylsham Neighbourhood Plan.

RESOLVED

to formally make the Aylsham Neighbourhood Plan.

43 MONITORING OFFICERS REPORT

Members considered the report of the Monitoring Officer who advised that the reference to 10 seats for the Conservatives on the Panels should be 7 seats. (paragraph 2.4 of the report). Members confirmed their support for reports back on outside bodies and a preference for written reports rather than verbal updates as part of Item 6 on the agenda – Announcements.

RESOLVED:

to

- (1) note the updated membership for the Council's Panels – membership of which would increase from 9 seats to 10 seats to allow a seat to be

allocated to the Labour Group and the updated appointments be notified to the Monitoring Officer;

- (2) note the Liberal Democrat representative on the Joint Scrutiny Committee will be Ms S Holland;
- (3) approve the requirement for Members to report back on outside body meetings.

44 APPOINTMENT OF MEMBER CHAMPIONS

Council considered the appointments made by the Member Development Panel at its meeting on 20 June 2019 and it was

RESOLVED

to ratify the following appointments of Member Champions:

Community Engagement – Mr D King
Community Safety – Miss S Lawn
Heritage – Mrs K Vincent
Older People – Mrs S Prutton
Sport – Miss J Thomas
Young People – Ms R Grattan

45 QUESTIONS FROM MEMBERS

It was noted that there had been no questions received from Members.

46 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

Members received the feedback from Mr Foulger on his attendance at the parliamentary reception regarding the A47 improvements. Great pressure had been applied by the A47 Alliance over a number of years for the improvements to this road and in relation to the delays in delivering the improvements.

Members thanked Mr Foulger for his continued efforts to support this campaign and acknowledged the disappointment at the delays in delivering the various phases of the works. The Acle straight was due for commencement in 2020 with the Blofield to Burlingham section prioritised as the next phase. A proposal was made that the Council make representations to the Member of Parliament about the continued delays in delivering this project and urging them to ensure the improvements proceeded without any

further delay.

There was unanimous support for this proposal and it was

RESOLVED

to make representations to the Member of Parliament about the continued delays in delivering this project and urging them to ensure the improvements proceed without any further delay.

47 MOTIONS

It was noted that there had been no motions received from Members.

48 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

to exclude the Press and public from the meeting for the following items of business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, would be disclosed to them.

49 CABINET

9 July 2019

Minute no: 20 – Disposal of Land in Broadland District Council Ownership

RESOLVED:

to agree the sale of the land as set out in the exempt appendix to these Minutes.

Minute no: 21 North West Woodland – Land Acquisition

RESOLVED:

to agree to front fund the initial costs as set out in the exempt appendix to these Minutes.

The meeting closed at 8:30pm

CIVIC ENGAGEMENTS – 2019/20

List of engagements carried out by the Chairman and Vice-Chairman of the Council since the last meeting of Council.

July 2019		
10th	Local Flavours 2019 – pre-show producer event hosted by the Lively Crew at St Andrews Business Park supporting food and drink producers in the region	Chairman
14 th	Drinks reception and circus show hosted by the High Sheriff of Norfolk and Lord Agnew at the Gt Yarmouth Hippodrome	Chairman and Vice-Chairman
19 th	Annual Summer Reception at the King's Lynn Town Hall hosted by the Chairman of Norfolk County Council	Chairman
20 th	Opening of an exhibition of Hemblington History at All Saints Church in Hemblington to mark the 50 th anniversary of Hemblingham Parish Council	Chairman
21 st	Annual Civic Service hosted by His Worship the Mayor of Gt Yarmouth at St Mary's Roman Catholic Church in Gt Yarmouth	Chairman
22 nd	Pride flag raising at Thorpe Lodge.	Chairman
23 rd	Photo call for all Norfolk Council representatives with the Editors of the EDP and EEN at Prospect House in Norwich to promote Norfolk Day	Chairman
26 th	Handover of the Norfolk flag as it arrives by bicycle in Broadland for the next part of its journey across Norfolk for Norfolk Day	Chairman
August 2019		
12th	Launch of the fifth annual Community at Heart Awards.	Chairman
25 th	34 th Children's Convoy hosted by the East Coast Truckers Charity departing from County Hall	Chairman
28 th	Civic Summer Reception hosted by His Worship the Mayor of Gt Yarmouth at the boating lake (part of The Waterways) in Gt Yarmouth	Chairman
September 2019		
3 rd	Raising of the flag at Thorpe Lodge for Merchant Navy Day	Chairman
9 th	Opening of Battle of Britain Week hosted by The Lord Mayor of Norwich and the Sheriff of Norwich at City Hall	Chairman

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 30 July 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
Mr S C Beadle
Mr N J Brennan
Mr P E Bulman
Ms S I Holland

Mrs C Karimi-Ghovanlou
Mr K S Kelly
Mr D King
Mr M L Murrell
Mr G K Nurden

Mrs S M Prutton
Mrs C E Ryman-Tubb
Mr N C Shaw

Mr Emsell attended the meeting for its duration. Mr Vincent was in attendance for item 33 - Member Grant Scheme - Call in of Portfolio Holder Decision. Mrs J Leggett was in attendance for item 35 – Household Wheeled Bin Charging for New Properties.

Also in attendance were the Director Resources, Director People and Communities, Assistant Director Economic Growth, Assistant Director Governance & Business Support (Monitoring Officer), Assistant Director Individuals and Families, Planning Projects and Landscape Manager, Environmental Protection Manager, Operations Manager, Kettringham Depot, Revenues and Benefits Manager, Projects and Training Officer and the Committee Officer (JO).

29 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Beadle	36 - Council Tax Reduction 2020/21	Member of Valuation Tribunal and Housing Benefit Panel

30 APOLOGIES FOR ABSENCE

An apology for absence was received from Ms Catchpole.

31 MINUTES

The Minutes of the meeting held on 2 July 2019 were confirmed as a correct record and signed by the Chairman, save for the following amendment:

Minute no: 11 – Minutes

The Chairman advised the meeting that he had requested that the letter from the Assistant Director of Governance and Business Support (Monitoring

Officer) be forwarded to the Committee.

He added that the Committee would send a response to the letter in due course.

Minute no: 19 – Chairman’s Announcements

It was confirmed that the EcoCube Time and Task Panel report would not be available in time for the August meeting of the Committee.

Minute no: 20 – Council Performance 2018/19 – Broadland Business Plan

The Committee was informed that the minimum level of grant that could be awarded through the Member Grant Scheme had been reduced from £100 to £50.

32 CHAIRMAN’S ANNOUNCEMENTS

The Chairman advised the meeting that an IT workshop for Members was being held that afternoon at 2.00 pm. A further workshop would be held on Thursday 1 August at 5.30 pm. Both workshops were in the Council Chamber.

33 MEMBER GRANT SCHEME – CALL IN OF PORTFOLIO HOLDER DECISION

The Chairman informed Members that he had called-in the decision of the Portfolio Holder for Policy relating to the Member Grant Scheme, as when it was agreed to establish a Member Grant Scheme in September 2018, Members were informed that South Norfolk’s scheme would be reduced to £500 from the original £1,000 grant. However, the Scrutiny Committee at South Norfolk had rejected this proposal and its Cabinet had subsequently accepted its recommendation to retain a £1,000 allocation.

Moreover, Members were unaware that South Norfolk was retaining a £50,000 Community Action Fund alongside the Members Grant Scheme, whilst Broadland’s Community Grants Scheme was being closed down. The Chairman questioned whether the Committee would have agreed with the proposal if it had been aware of these issues and suggested that the decision should be reviewed.

The Assistant Director Individuals and Families confirmed that Broadland did not have any funding in the base budget for the Community Grants Scheme, as agreed by Council on 1 November 2018. He emphasised that Broadland and South Norfolk were autonomous authorities and it was for Members to decide

what grants programmes they wanted to operate. He confirmed that the base budget could not be changed for this year but, the grants programme could be looked at as part of the budget setting process for next year.

The Leader advised the meeting that it had been decided to cease funding the Community Grants Programme following a review in 2013 and the money in that budget had finally been used up earlier this year. There was no provision to increase the budget for the Member Grant Scheme in 2019/20. He stressed that the Portfolio Holder's decision related to the process for administering the Members' Grant Scheme, not size of the allocation or the Community Grants Programme as a whole. He suggested that the scheme be looked at in the autumn as part of the budget setting process, when Members would have a clearer idea of how it was working. He also highlighted the facility for parish and town councils to access in advance funding that they would be due to receive through the Community Infrastructure Levy, by applying to the Council for a loan through the Community Infrastructure Fund.

In response to a query it was confirmed that the scheme would run from 1 April to 1 March each year to allow the grants to be processed by the end of the financial year. It was also confirmed that Ward Members could pool their money on larger schemes if they wished.

There was some disagreement on the amount that should be allocated for the Member Grant and whether there was time in this financial year for an informed assessment of the size of allocation to be made. It was also suggested that a review of a scheme that had not even started was impractical.

The Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that any increase the allocation for the Member Grant scheme would need to be proposed as part of the budget setting process for 2020/21. In respect of the processing of the scheme, she suggested that time should be given to allow the scheme to become established so that an informed assessment could be made of it.

Following further discussion it was

RESOLVED:

To recommend to Cabinet

- (1) To increase the allocation for the Members' Grant Scheme to a minimum of £1,000 per Member in the next budget; and
- (2) To review and contrast the Council's Community Grants Programme with the scheme being operated by South Norfolk Council.

34 PROCUREMENT OF NEW GROUNDS MAINTENANCE CONTRACT WITH SOUTH NORFOLK DEPOT – CALL IN OF PORTFOLIO HOLDER DECISION

The decision of the Portfolio Holder for Economic Development had been called-in by the Chairman of the Overview and Scrutiny Committee for further clarification about risk and the nature of the proposed service in contrast with the new one, as well as staff considerations.

The Planning Projects and Landscape Manager informed Members that as the current contract with NORSE was due to expire in November 2019, it was an opportune time to explore collaborating with South Norfolk by using their in-house service.

The Council had been advised that the cost of a contract renewal with NORSE was likely to lead to an increase of approximately ten percent, whilst the proposed contract with South Norfolk Council would make savings on the existing contract, when the spare capacity in the ground maintenance service had been marketed. A Service Level Agreement was not required, as had been incorrectly stated in the report as a S113 Agreement would be put in place for the contract. The standards of the new service would be at least as good as the standard of the current service. Staff being transferred as a result of the new contract would be given protection thorough a TUPE agreement.

The Director People and Communities also confirmed that this would be a relatively short term contract, as a review of the entire waste service across Broadland and South Norfolk was expected to be concluded by April 2022.

Following the assurances received it was

RESOLVED:

To confirm that the Committee was content to proceed with delivery of this service by the Ketteringham depot

CABINET REPORTS

35 HOUSEHOLD WHEELED BIN CHARGING FOR NEW PROPERTIES

The report proposed options for the introduction of a charging policy for household waste bins for new developments, in accordance with legislation, to enable the Council to cover significant ongoing and rising costs of supplying them, which currently stood at £31,000 per year.

Breckland, Great Yarmouth, King's Lynn and West Norfolk, Norwich and South Norfolk already had in place charges for the provision of bins to both new and existing households. Broadland was only proposing to charge for new developments.

A charge of £50.30 for two 240 litre bins would cover the £31,000 cost to the Council. An alternative option, proposed by the Portfolio Holder for Environmental Excellence, was to include a ten percent surcharge within the price model, rounded off to the nearest pound, to build in resilience for cost fluctuations throughout the year. The total charge would then be £55.00.

There was some concerns expressed by Members that developers or housing associations might refuse to pay the charge, which could then be passed on to the householder and which might also lead to an increase in fly tipping. However, Members were reassured that there had been no problems associated with the introduction of the charge when it was introduced in South Norfolk two years ago.

Members were minded to make the charge at no more than cost and it was therefore

RECOMMENDED TO CABINET:

Option (1) as amended

To accept the recommendations of the Environmental Excellence Panel, namely to accept the proposals for charging for the provision of waste bins at cost to new properties as outlined in the report, excluding the raised charge; agree to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection.

36 COUNCIL TAX REDUCTION 2020/21

The report proposed options to mitigate the impact of Universal Credit on the Council Tax Reduction (CTR) Scheme.

It was required that the CTR Scheme be reviewed annually, with any proposed changes which had the potential to reduce a claimant's entitlement to a reduction in Council Tax being subject to consultation with stakeholders.

Work had been conducted with staff at South Norfolk on a tolerance scheme, which would reduce administration and maintenance of CTR claims, where Universal Credit was in payment.

It was confirmed that previous consultations had resulted in a response rate of around 1,200 people. To ensure accessibility the consultation would be published in a number of formats.

In response to a query, it was confirmed that the Council had a Hardship Fund for those experiencing severe financial hardship and could also write off Council Tax in some cases.

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) The commencement of an eight week consultation with residents and stakeholders on the introduction of an income tolerance for CTR claimants who receive the Housing element of Universal Credit; and
- (2) Note the work officers will continue to undertake across the two Councils on processes to mitigate the wider impact of Universal Credit on Council Tax billing and collection.

37 PUBLIC SERVICE CO-OPERATION AGREEMENT WITH NORFOLK COUNTY COUNCIL TO BRING £1.2M INVESTMENT TO THE BURE VALLEY PATH AND RAILWAY

The report sought approval to sign up to a Public Service Cooperation Agreement with Norfolk County Council to access £1.2m from an Interreg Visitor Economy Fund to invest in refurbishment projects along the Bure Valley Path and with the Bure Valley Railway 1991 Ltd.

Members expressed some concerns that the Agreement had not been finalised, but noted that there were tight timescales to be met and were reassured by the independent legal opinion from Birketts solicitors, which had found the principle of the agreement to be sound.

It was confirmed that the funding could not be used for the maintenance of the bridges that the Council was responsible for along the Bure Valley Railway.

The Chairman noted that the issue of the sale of the Bure Valley Railway had still not been resolved and that Members needed some clarity on this matter as soon as possible. He would raise this matter at Cabinet next week.

RECOMMENDED TO CABINET

Option (1)

To approve the signing of the Public Service Cooperation Agreement with Norfolk County Council for a 10 year period and delegate authority to the Director of Place in consultation with the Portfolio Holder for Economic Development to agree anything other than changes to the principle of the agreement.

38 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

39 EXEMPT MINUTES

The exempt Minutes of the meeting held on 2 July 2019 were confirmed as a correct record and signed by the Chairman.

The meeting closed at 12.22 pm

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 13 August 2019** at **10.00 am** when there were present:

Mr A D Adams – Chairman

Mr S C Beadle
Mr P E Bulman
Ms S J Catchpole
Ms S I Holland

Mr K S Kelly
Mr D King
Mr M L Murrell
Mr G K Nurden

Mrs S M Prutton
Mrs C E Ryman-Tubb
Mr N C Shaw

Also in attendance were the Director Resources, Senior Governance Officer and Deputy Monitoring Officer, Environmental Protection Manager, Revenues and Benefits Manager and the Committee Officer (JO).

Mr J Hull, Head of Waste, Norfolk County Council, was in attendance for item 43 – Fees on DIY Waste.

40 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Ms S Catchpole.	44 – Council Tax Good Practice Protocol	Local Choice non pecuniary – volunteer at Citizens Advice

41 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Brennan and Mr Riley.

42 MINUTES

The Minutes of the meeting held on 30 July 2019 were confirmed as a correct record and signed by the Chairman.

Minute no: 35 – Household Wheeled Bin Charging for New Properties

The Chairman advised the meeting that Cabinet had not accepted the recommendation of the Committee and had recommended to Council that a charge for the provision of waste bins to new properties be introduced at cost plus an additional 10 percent surcharge to build resilience into the price.

43 FEES ON DIY WASTE

The verbal report provided an update on the impact of fees for the disposal of

DIY waste, which were introduced at Household Waste Recycling Centres by Norfolk County Council on 1 April 2018.

Members were advised that the County Council had, in fact, been charging for disposal of DIY waste since 2001, but had allowed for one large item or up to 80 litres to be disposed of free of charge. However, due to the increasing costs of disposal and to avoid other options such as closing any Household Waste Recycling Centres or reducing their opening hours, it was decided to remove this concession. Alongside this a shift to card payment had been made to avoid holding cash at the Recycling Centres, the pricing structure had been simplified and larger volumes were now accepted at all sites rather than just the seven main sites

The Recycling Centres continued to take all household waste items for free and a paid trade waste disposal service for business was also provided at the sites, Monday to Friday.

The County Council had achieved its savings target of £500,000 in 2018/19. The savings were intended to cover costs only, not to generate a profit or to subsidise another part of the service. It remained to be seen if the savings would be replicated in 2019/20.

It was confirmed that there had been no discernible trend identified in fly tipping on public land following the introduction of the charge in the district. Moreover, the majority of the fly tipped items would have been accepted free of charge at Recycling Centres. Data for fly tipping on private land was more difficult to assess, because it could be cleared by the landowner without being reported. There were a range of options available for private landowners to dispose of fly tipped litter, such as skips, taking it to a Recycling Centre under the business waste option or to a Waste Transfer Station.

It was also noted that an increasing amount of litter was being picked up by local litter picking groups, probably due to an increasing awareness of environmental issues. The Norfolk Waste Partnership also had a 'Love Norfolk, Hate Litter' campaign running to encourage more people to keep the County cleaner.

Members noted the update.

44 COUNCIL TAX GOOD PRACTICE PROTOCOL

The report presented the Citizens Advice Council Tax Good Practice Protocol, which covered the collection and recovery of Council Tax arrears. In January 2019 the Committee had requested that the Protocol be placed on its Work Programme, so that it could consider recommending its adoption by Council.

The aim of the Protocol was to help Councils establish good practice with Citizens Advice in dealing with Council Tax debt. So far, 61 authorities across the country had adopted the Protocol. If adopted by the Council, Broadland would be the first local authority in East Anglia to adopt the Protocol.

Work had been undertaken to compare the Protocol with Broadland's practices and procedures and a meeting with the Council's enforcement agent and the Chief Executive of Norfolk Citizens Advice took place in February 2019, where a number of changes to the national Protocol were agreed in order for it to work locally.

South Norfolk Council was also in a position to adopt the Protocol and a report would be considered by their Finance and Resources Committee in September.

It was confirmed that no changes to the Council's contractual documents with its enforcement agent would need to be changed to meet the requirements of the Protocol. It was emphasised that the Council had not had a complaint about the actions of its Enforcement Agent in over two years.

In response to a query regarding Universal Credit claimants, who were subject to Council Tax reduction varying on a monthly basis, the Revenues and Benefits Manager advised the meeting that the introduction of an income tolerance for claimants who received the housing element of Universal Credit, which was currently being consulted on, was designed to smooth out these changes and so reduce any unnecessary hardship for claimants.

RECOMMENDED TO CABINET

That the Council Tax Good Practice Protocol is brought forward for adoption by the Council.

45 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE

The Committee noted the Outcomes and Actions and the Forward Plan for the Norfolk Health Overview and Scrutiny Committee meeting held on 25 July 2019.

None of the issues raised at the meeting were directly relevant to Broadland.

46 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

Members were informed that the Audit Manager was drafting the recommendation report of the EcoCube Time and Task Panel, which would

be considered by the Panel prior to it being brought to the 24 September 2019 Committee meeting. In response to a query, the Senior Governance Officer and Deputy Monitoring Officer confirmed that she would check if an ex-Member of the Panel would be permitted to attend the final Panel meeting.

It was agreed that the Future Infrastructure Provision in Broadland and the GP and dentist provision in the district would be combined and considered after the preferred sites for the Greater Norwich Local Plan were published.

The Senior Governance Officer and Deputy Monitoring Officer confirmed that she would look at the proposal for a joint scrutiny with South Norfolk Council in respect of affordable housing delivery in both districts.

The meeting closed at 11.01 am

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 27 August 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
Mr N J Brennan
Mr P E Bulman
Ms S J Catchpole

Ms S I Holland
Mr M L Murrell
Mr G K Nurden
Mrs S M Prutton

Mr N C Shaw
Mrs K A Vincent

Mrs Copplestone and Mr Emsell also attended the meeting for its duration.

Also in attendance were the Director People and Communities, Director Place, Assistant Director Governance and Business Support (Monitoring Officer), Economic Development Manager, Evaluation and Data Analyst and the Committee Officer (JO).

47 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mrs Catchpole	37 – Options for Council Owned Land	Local Choice Non-Pecuniary Interest, Member for Aylsham.

48 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Kelly, Mr King and Mrs Ryman-Tubb.

49 MINUTES

The Minutes of the meeting held on 13 August 2019 were confirmed and signed by the Chairman as a correct record.

Minute No. 46 – Overview and Scrutiny Committee Work Programme

It was confirmed that the ex-Member of the Eco-Cube Time and Task Limited Panel would not be permitted to attend the final meeting of the Panel.

CABINET REPORTS

50 ECONOMIC SUCCESS PANEL

The Portfolio Holder for Economic Development advised the meeting that the Economic Success Panel had considered a report on car parking in Broadland at its meeting on 19 August 2019 and had made the following recommendations to Cabinet:

- (1) initiate a comprehensive review of car parking, in consultation with Town and Parish Councils, which would provide the necessary information to fully develop a Car Parking Management Plan for Cabinet approval, to improve overall space availability and mitigate the financial impact of the Norfolk Parking Partnership; and
- (2) make an application to the Office for Low Emission Vehicles (OLEV) to take advantage of the grant funding available to extend the Electric Vehicle Charging Point network and set aside a budget of £7,500 for implementation if successful.

The first recommendation would involve a full review of car parking across the District, which would identify issues, including parking space blocking and the churn of car park usage, as well as any opportunities to increase car parking in Broadland.

Recommendation 2 was time sensitive and would need to be acted upon more rapidly to access grant funding.

A Member noted that it would need to be clarified if any leases would require renegotiation where Vehicle Charging Points were to be installed.

RECOMMENDED TO CABINET

Options (1) and (2)

- (1) initiate a comprehensive review of car parking, in consultation with Town and Parish Councils, which would provide the necessary information to fully develop a Car Parking Management Plan for Cabinet approval, to improve overall space availability and mitigate the financial impact of the Norfolk Parking Partnership; and
- (2) make an application to the Office for Low Emission Vehicles (OLEV) to take advantage of the grant funding available to extend the Electric Vehicle Charging Point network and set aside a budget of £7,500 for implementation if successful.

51 JOINT INCLUSIVE GROWTH STRATEGY

The report presented a Strategy Framework that aimed to improve social mobility and inclusive growth in Broadland and South Norfolk, by building the foundations for a strong and prosperous community with a healthy environment, low-crime and good-quality sustainable housing.

Broadland and South Norfolk were the two best performing authorities in Norfolk when measured against the Social Mobility Index, but both authorities were keen to improve this figure further and the Framework would assist in this aim. The Framework would also clarify how both Councils could ensure that resource was better directed at priority areas for the long term in a co-ordinated approach. The Framework would then feed into a Norfolk-wide Inclusive Growth Coalition.

A joint Inclusive Growth Member workshop was held on 1 July 2019 to develop the Framework and the policy proposals. The Workshop produced a number of topics for inclusion in the Framework and the following five priority areas:

- Access and Transport
- Business Development and Productivity
- Aspiration and Career Routes
- Supportive Home Environments
- Supporting Low Paid Workers

In response to a query about the Apprenticeship Levy leading to a greater number of higher apprenticeships, but a reduction in lower level apprenticeships, it was confirmed that this was a national, as well as a problem, which could be explored within the Framework under skills and training.

The Chairman noted that whilst there were a lot of good statistics for Broadland there were also pockets of deprivation in the District. He requested that a tracker be established to better understand how collaborative work through the joint Framework was performing in comparison with current performance.

In response, Director of People and Communities emphasised that the Framework was a long-term project and that the statistics generated would be compiled on a Norfolk-wide basis. However, data could be collated at a District level and brought to the Committee at some time in the future.

He also confirmed that the Framework would be subject to a periodic review by Members.

The Director of People and Communities also confirmed that as both authorities had different, but complementary, offers they could both benefit from sharing best practice and expand services across each District if required.

A Member suggested that the recommendation in the report be amended to allow Member input into the development of Action Plans and the direction of resources for the Framework.

RECOMMENDED TO CABINET

Option (1) as amended.

That Cabinet recommend Council to agree to adopt the Inclusive Growth Framework as a Council Strategy, to allow officers to direct resources and continue to develop action plans, in consultation with respective Portfolio Holders *and Members*.

52 OPTIONS FOR COUNCIL OWNED LAND

The report set out the initial stages of a proposal to enter into a new Partnership Agreement with BVR Ltd to secure investment in the Bure Valley Railway.

The Director of Place advised the meeting that the decision by Cabinet in June 2017 to agree to the conditional transfer of the Bure Valley Railway and Path to the BVR Ltd had been delayed due to a number of factors, including a requirement for an Act of Parliament to make the transfer.

During this delay it has become apparent that a sale of the asset might not be the most suitable approach, not least because the County Council had secured £1.2m of funding from an Interreg Visitor Economy Programme that could be used to deliver green infrastructure improvements at the Bure Valley Railway and Path.

It was, therefore, proposed that a partnership agreement be negotiated by the Director of Place, in consultation with the Leader and Portfolio Holder for Economic Development, which when fully developed would be brought back to Council for final determination.

The draft Heads of Terms for the initial negotiations were the following:

- (i) allow BVR Ltd to secure a 'break even' return on its significant investment into the asset;
- (ii) seek cost neutrality to the Council for the maintenance of its remaining liability, (excluding bridges); and
- (iii) where appropriate the rental income could be reinvested back into the asset using BVR Ltd as a preferred contractor.

The above Heads of Terms were intentionally brief, as they represented only the starting point of the negotiation process, but they were intended to give Members and indication of the desired outcome.

In answer to a query about the potential of a rent review being re-visited and backdated to 2016 in September 2021, it was confirmed that a new rent level would be part of the negotiations for a new agreement and this would negate the need for a rent review.

Members were advised that investing rental income back into the asset, with BVR Ltd as the preferred contractor, could provide joint benefits through reduced costs and greater value for money due to their range of skills and large volunteer workforce.

The Chairman noted that BVR Ltd had significant reserves and the Council must ensure that the public purse was protected when negotiating the agreement.

It was confirmed that the draft Heads of Terms, which would allow BVR Ltd to secure a 'break even' return on its significant investment into the asset; was for future, not past investments. Members were also advised that an increase in the resource provided by the Council under any new arrangements was likely to increase as a result of a partnership agreement.

The Chairman requested that the recommendation reference paragraph 5.2 to clarify that any additional resource implications would be brought back to Members for further consideration in due course.

Members also requested that the BVR Ltd be asked to remove the 'railway users only' signs from the carpark as it was also for use by users of the Bure Valley Path.

RECOMMENDED TO CABINET

Options (1) and (2) *as amended*.

Cabinet is recommended to recommend to Council to:

- (1) Retain the freehold asset of the Bure Valley Railway and Path; and
- (2) Enter into negotiations to establish a partnership agreement with the BVR Ltd having regard to the draft Heads of Terms in paragraph 3.6 *and the resource implications in paragraph 5.2.*

53 NORFOLK STRATEGIC PLANNING FRAMEWORK – JUNE 2019 UPDATE

The report presented an updated Norfolk Strategic Planning Framework. The Framework was not a statutory planning document, but set out a Norfolk-wide foundation for strategic matters to be taken account of in the production of Local Plans, including the emerging Greater Norwich Local Plan.

RECOMMENDED TO CABINET

Options (1) and (2)

That Cabinet **recommend that Council** agree to:

- (1) Be a signatory to the updated Norfolk Strategic Planning Framework (June 2019); and
- (2) Support the continued work of Members and Officers to ensure that the NSPF remains up to date.

The meeting closed at 11.14 am.

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 6 August 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

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

Mr Adams, Mr Beadle and Mr Murrell also attended the meeting for its duration.

Also in attendance were the Managing Director, Assistant Director Governance and Business Support (Monitoring Officer), Environmental Protection Manager, Revenues and Benefits Manager, Projects and Training Officer, Planning Projects and Landscape Manager and the Committee Officer (JO).

22 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Whymark	28 - Public Service Co-Operation Agreement with Norfolk County Council to Bring £1.2m Investment to the Bure Valley Path and Railway	Local Choice Non Pecuniary Interest, Norfolk County Councillor for Coltishall and Wroxham.

23 MINUTES

The Minutes of the meeting held on 9 July 2019 were confirmed and signed by the Chairman as a correct record.

24 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.

25 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 30 July 2019, as each item was considered.

26 ENVIRONMENTAL EXCELLENCE PANEL

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 27 June 2019

27 HOUSEHOLD WHEELED BIN CHARGING FOR NEW PROPERTIES

The report proposed options for the introduction of a charging policy for household waste bins for new developments, in accordance with legislation, to enable the Council to cover significant ongoing and rising costs of supplying them, which currently stood at £31,000 per year.

Breckland, Great Yarmouth, King's Lynn and West Norfolk, Norwich and South Norfolk already had in place charges for the provision of bins to both new and existing households. Broadland was only proposing to charge for providing bins at new developments.

A charge of £50.30 for two 240 litre bins would cover the £31,000 cost to the Council. An alternative option, proposed by the Portfolio Holder for Environmental Excellence, was to include a ten percent surcharge within the price model, rounded off to the nearest pound, to build in resilience for cost fluctuations throughout the year. The total charge would then be £55.00.

The Vice-Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had a wide range of views on the matter. Concerns had been raised that if a developer or a housing association chose not to pay for the bins the cost would fall on the new homeowner.

At the suggestion of the Managing Director it was agreed that paragraph 4.6 in the report be amended to ensure that if the developer opted not to pay the cost of bins at social housing it would fall to the Registered Providers.

RECOMMENDED TO COUNCIL

To charge for the provision of waste bins to new properties at cost plus an additional 10 percent surcharge to build resilience into the price, by agreeing to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection.

Reasons for decision

To introduce charges for the provision of wheeled bins for household waste for new properties.

28 COUNCIL TAX REDUCTION 2020/21

The report proposed options to mitigate the impact of Universal Credit on the Council Tax Reduction (CTR) Scheme.

The CTR Scheme was required to be reviewed annually and any proposed changes that had the potential to reduce a claimant's entitlement to a reduction in Council Tax would be subject to consultation with stakeholders.

Work had been conducted with staff at South Norfolk on a tolerance scheme, which would reduce administration and maintenance of CTR claims, where Universal Credit was in payment.

In response to concerns about any possible sharp reductions in Council Tax support for some residents, Members were reassured that officers had discretion under the provisions of the Local Government Finance Act to assist households facing financial hardship and would continue to monitor the impact of the scheme on claimants once it was adopted.

RESOLVED

- (1) To commence with an eight week consultation with residents and stakeholders on the introduction of an income tolerance for CTR claimants who receive the Housing element of UC; and
- (2) Note the work officers will continue to undertake across the two Councils on processes to mitigate the wider impact of Universal Credit on Council Tax billing and collection.

Reasons for decision

To meet legislative requirements.

29 PUBLIC SERVICE CO-OPERATION AGREEMENT WITH NORFOLK COUNTY COUNCIL TO BRING £1.2M INVESTMENT TO THE BURE VALLEY PATH AND RAILWAY

The report sought approval to sign up to a Public Service Cooperation Agreement with Norfolk County Council to access £1.2m from an Interreg Visitor Economy Fund to invest in refurbishment projects along the Bure

Valley Path and with the Bure Valley Railway 1991 Ltd.

There was a four year period when this funding could be spent, which required commencement in September 2019, which was the reason that the Agreement had not been finalised. However independent legal opinion had been sought from Birketts solicitors, who had found the principle of the Agreement to be sound.

Members expressed some concerns about the incomplete parts of the Agreement, but were advised that they were being asked to agree to the principle of the Agreement being signed and that it would only be physically signed once the Portfolio Holder for Economic Development was satisfied that it met with the requirements of the Council.

RESOLVED

To approve the signing of the Public Service Cooperation Agreement with Norfolk County Council for a 10 year period; and delegate authority to the Director of Place in consultation with the Portfolio Holder for Economic Development to agree anything other than changes to the principle of the agreement.

Reasons for decision

To enter into an agreement with the County Council to enable funding to be invested in the District.

30 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

To exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

31 EXEMPT MINUTES

The exempt Minutes of the meeting held on 9 July 2019 were confirmed and signed by the Chairman as a correct record.

The meeting closed at 6.34 pm

HOUSEHOLD WHEELED BIN CHARGING FOR NEW PROPERTIES

Report Author:	Tony Garland, Environmental Protection Manager (01603 430542, tony.garland@broadland.gov.uk)
Portfolio Holder:	Environmental Excellence
Wards Affected:	All
Purpose of the Report:	Proposal to introduce charging for the provision of new wheeled bins for household waste collection for new properties.

Recommendations

1. Accept the recommendations of the Environmental Excellence Panel, namely to accept the proposals for charging for the provision of waste bins to new properties as outlined in the report, excluding the raised charge; agree to the use of the enforcement powers available under the Environmental Protection Act (EPA) 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection;
2. Consider the proposal subsequently put forward by the Portfolio Holder for Environmental Excellence as outlined in section 4 of the report; namely to charge for the provision of waste bins to new properties at cost plus an additional 10 percent surcharge to build resilience into the price, by agreeing to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection;
3. Any other action that Cabinet deem appropriate.

1 SUMMARY

- 1.1 The Council provides an alternate weekly waste collection service of green and grey bins to 57,000 households across the district. It has a duty under the Environmental Protection Act (EPA) 1990 to provide a household waste collection service. The vast majority of households have their waste collected from wheeled bins. These bins come in different sizes and capacity is measured in litres. They vary from 240 litres (the most common size for domestic properties), 360 litres (for properties where more people reside and therefore more waste and recycling is generated) and 1100 litres (for communal properties serving flats etc.). Food waste caddies are also provided to approximately half of the residents of Broadland. All wheeled bins and receptacles are currently provided free of charge to residents.
- 1.2 This report gives options to introduce a charging policy for household waste bins for new developments, in accordance with legislation, and to enable the Council to cover significant ongoing and rising costs of supplying them which currently stands at approximately £31,000 per year for bins for new developments. Replacement wheeled bins for existing properties will continue to be provided free of charge.

2 BACKGROUND

- 2.1 New properties are currently provided with both a green (residual waste) and grey (recycling) 240 litre wheeled bin as standard, free of charge. There is a year on year increase in the number of new households in the district resulting in an ongoing cost to the Council to provide wheeled bins. In the last three years 3,728 bins have been delivered to new properties, equating to 52.9% of the total bins purchased and delivered by the Council, at a cost of approximately £31,000 per year.
- 2.2 360 litre bins are not provided to new properties initially, and would only be provided once the householder has moved in to the property and has recognised a need. Green 360 litre bins are provided for free, but are only provided to householders on request where certain criteria are met, namely that there are more than five adults living at the property, and/or there is a medical condition amongst the household which requires more capacity within the bin. Grey 360 litre bins are provided where requested with no criteria applied, to encourage recycling and contribute to the Council's recycling rate. Again a grey 360 litre bin would only be delivered after the householder had moved in, and would continue to be provided free of charge.
- 2.3 Communal bins are necessary for blocks of flats or shared accommodation, and are usually managed by a letting agent or a Housing Association. In these cases 1100 litre bins (both green and grey) are usually provided. Charges will also therefore apply to these bins which currently stand at £161.19/£261.19

for roll top/lid in lid bins respectively. These costs are subject to fluctuation as explained in 4.4.

3 CURRENT POSITION

- 3.1 Purchase and delivery of wheeled bins is a substantial ongoing cost to the Council that can be significantly reduced by using powers under the legislation to make a reasonable charge for the provision of bins to new properties.
- 3.2 Charging for wheeled bins is common practice across the UK, and in Norfolk; Breckland District Council, Great Yarmouth Borough Council, Kings Lynn and West Norfolk Borough Council, Norwich City Council and South Norfolk already have charges in place for the provision of bins to both new and existing households. See table 1.

Table 1: Current charges for wheeled bins in Norfolk by Local Authority

	Broadland	Breckland	Norwich City	South Norfolk	Great Yarmouth	Kings Lynn
New property green or grey 240 (2 bins delivered)	No charge	£62.00	£POA	£70.85	£53.00	POA
Replacement green or grey 240 (one bin delivered)	No charge	No charge	£40.00	No charge	£32.00	£41.50
Green 360 bin	No charge	£62.00	£40.00	No charge	N/A	N/A
Grey 360 bin	No charge	No charge	£40.00	No charge	N/A	N/A
Replacement brown bin	No charge	No charge	No charge	No charge	£20.00	£41.50
1100 bin (roll tops and flat tops per bin)	No charge	N/A	£320.00	N/A	POA	POA
1100 bin (lid in lid per bin)	No charge	N/A	£320.00	N/A	POA	POA
Food waste containers	No charge	N/A	No charge	N/A	N/A	No charge

4 PROPOSED ACTION

- 4.1 It is proposed that a charge for the provision of wheeled bins to new properties is made under the EPA 1990. This charge would be calculated as

cost of purchase, administration and delivery. This charge would apply to all new properties requiring new bins, including developments where communal bins are required.

- 4.2 Following recommendations from the Environmental Excellence Panel which met on June 27 2019 *“To accept the proposals for charging for the provision of waste bins to new properties as outlined in the report, excluding the raised charge; agree to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection”*, an option to propose charges on a ‘cost’ basis was agreed. The Minutes of the meeting are attached at item 8 of this Agenda. Following this Panel meeting a suggestion was made by the Portfolio Holder for Environmental Excellence to include a 10 percent surcharge within the price model, rounded off to the nearest pound, to build in resilience for cost fluctuations throughout the year.
- 4.3 Replacement bins for existing residents will continue to be delivered free of charge, and new food waste customers will continue to be provided with a food caddy free of charge, to encourage the use of the food waste service. Garden waste (brown) wheeled bins will be replaced free of charge, again to encourage the use of the paid service and to encourage recycling.
- 4.4 This proposal would save approximately £31,000 per annum based on option 1; option 2 would generate an additional £3,100 per annum approximately. These figures are approximate given the price of new bins purchased fluctuates dependent on the market and also how many bins are purchased in bulk.
- 4.5 An example of the proposed charges are outlined in Table 2 below. The prices are based on current costs to the Council and would be subject to change in the future dependent on costs which can rise and fall. The cost is dependent on market prices and delivery costs imposed by future waste arrangements. These prices are therefore indicative only.

Table 2: Example breakdown of total proposed charges

Detail of order	Cost of two bins	Delivery & Administration charge	Rec. 1 total charge	10%	Rec. 2 Total charge
New property grey and green 240	£32.00	£18.30	£50.30	£5.03	£55.00
New communal property (e.g. serving a block of flats) Green/ grey 1100 bin (roll tops and flat tops)	£140.00	£21.19	£161.19	£16.12	£177.00

New communal property Green/ grey 1100 bin (lid in lid)	£240.00	£21.19	£261.19	£26.12	£287.00
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- 4.6 In the first instance the developer would be approached during the planning stages to make them aware of the charges and to offer them the chance to work with the Council to ensure all facilities are in place for new residents at the point they move in. This would involve the developer purchasing the bins from the Council in advance, but not taking delivery until the new resident was ready to receive them. Where the developer opts not to pay, the charge would fall to new residents when they move into their new property and request new bins. Where communal bins are required, the cost will likely fall to the Management Company or Housing Association responsible for the accommodation if the developer does not absorb the cost.
- 4.7 Where a householder refuses to pay the charges for new bins the Council is not obliged to collect household waste that is placed for collection, as stated under section 46(11) of the EPA 1990. Clearly this is not the desired outcome and officers would work with households where these issues arise. Collections will only be made by Broadland Council issued and/or approved wheeled bins. Powers exist under section 46(3) of the EPA 1990 by service of notice on the occupier of the property to require them to use specified receptacles when placing waste for collection and these would be enforced if required.

5 ISSUES AND RISKS

- 5.1 **Resource implications** – The Environmental Services Contracts Team will see a small increase in workload in taking payments for bins and administering a record where bins have been purchased in advance. The net overall increase in workload to the team will be minimal as there is already demand regarding orders for new or replacement bins that are processed in the same way. There will be no impact on the Council's contractor. Online payments will be made available via the Broadland website to allow residents to purchase directly; this will have a positive impact on resource.
- 5.2 **Legal implications** – There are no legal implications in adopting these proposals. The Council has a duty to collect household waste, and cannot charge for providing this statutory function. However, provision is made within the EPA 1990 to give Councils the ability to specify the type of receptacle to be used and the statutory function is not applicable where the householder fails to present the waste for collection in the specified manner.
- 5.3 **Equality implications** – none.

- 5.4 **Environmental impact** – None.
- 5.5 **Crime and disorder** – no impact is anticipated.
- 5.6 **Risks** – There is a small risk to the Council's reputation by introducing these charges, however the impact is expected to be very low based on other Council's experiences.

6 CONCLUSION

- 6.1 Significant savings can be realised from introducing charges for wheeled bins for new properties and will help to offset increasing financial pressures on the Council.

7 RECOMMENDATIONS

- 7.1 Accept the recommendations of the Environmental Excellence Panel, namely to accept the proposals for charging for the provision of waste bins to new properties as outlined in the report, excluding the raised charge; agree to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection;
- 7.2 Consider the proposal subsequently put forward by the Portfolio Holder for Environmental Excellence as outlined in section 4 of the report; namely to charge for the provision of waste bins to new properties at cost plus an additional 10 percent surcharge to build resilience into the price, by agreeing to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection;
- 7.3 Any other action that Cabinet deem appropriate.

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 3 September 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hemsall	Planning
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr Adams, Mr Beadle, Mr Murrell, Mr Riley and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director of Place, Director of Resources, Director of People and Communities, Chief of Staff, Assistant Director Economic Growth, Assistant Director Governance and Business Support (Monitoring Officer), Evaluation and Data Analyst and the Committee Officer (JO).

32 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Whymark	37 – Joint Inclusive Growth Strategy 38 – Options for Council Owned Land 39 – Norfolk Strategic Planning Framework – June 2019 Update	Non Pecuniary Interest, Member of Norfolk County Council.

33 APOLOGY FOR ABSENCE

An apology for absence was received from Mrs Leggett.

34 MINUTES

The Minutes of the meeting held on 6 August 2019 were confirmed and signed by the Chairman as a correct record.

The Chairman informed the meeting that nominations were now open for the Community at Heart awards, which recognised individuals and groups who were making significant contributions to their communities. He encouraged Members to put forward their nominations before the 6 October 2019 deadline.

35 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 13 August 2019.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 27 August 2019, as each item was considered.

36 ECONOMIC SUCCESS PANEL

Cabinet received the Minutes of the meeting of the Economic Success Panel held on 19 August 2019.

The Portfolio Holder for Economic Development advised the meeting that the Economic Success Panel had considered a report on car parking in Broadland at its meeting on 19 August 2019 and had recommended that a full review of car parking be undertaken across the District. It was also recommended that the Council apply for a grant to extend the Electric Vehicle Charging Point network.

A Member welcomed the review, but expressed concern that any proposals for charging for car parking in Aylsham and Reepham might subsidise parking provision in the rest of the District.

In response, the Portfolio Holder for Economic Development emphasised that the review would cover the whole of the District, not just Aylsham and Reepham. It was also noted that Members would have the opportunity to comment on the review via the Economic Success Panel, as well as the Overview and Scrutiny Committee.

Cabinet agreed to proceed with the car parking review and the application to extend the Electric Vehicle Charging Point network, but it was considered that more information about the Charging Point network was still required, such as the proposed locations of the charging points etc.

RESOLVED

1. initiate a comprehensive review of car parking, in consultation with Town and Parish Councils, which would provide the necessary information to fully develop a Car Parking Management Plan for Cabinet approval, to improve overall space availability and mitigate the financial impact of the Norfolk Parking Partnership; and
2. make an application to the Office for Low Emission Vehicles to take advantage of the grant funding available to extend the Electric Vehicle Charging Point network and set aside a budget of £7,500 for implementation if successful; and
3. that work be undertaken to provide Cabinet with more details about the proposals for the Electric Vehicle Charging Point network.

Reasons for decision

To develop a consistent approach to car parking across the District.

37 JOINT INCLUSIVE GROWTH STRATEGY

The report presented a Strategy Framework that aimed to improve social mobility and inclusive growth in Broadland and South Norfolk, by building the foundations for a strong and prosperous community with a healthy environment, low-crime and good-quality sustainable housing.

Broadland and South Norfolk were the two best performing authorities in Norfolk, when measured against the Social Mobility Index, but both authorities were keen to improve this figure further and the Framework would assist in this aim. The Framework would also clarify how both Councils could ensure that resources were better directed at priority areas for the long term in a co-ordinated approach. The Framework would then feed into a Norfolk-wide Inclusive Growth Coalition.

A joint Inclusive Growth Member workshop had been held on 1 July 2019 to develop the Framework and the policy proposals. The Workshop produced a number of topics for inclusion in the Framework and the following five priority areas were identified:

- Access and Transport
- Business Development and Productivity
- Aspiration and Career Routes

- Supportive Home Environments
- Supporting Low Paid Workers

The Portfolio Holder for Housing and Wellbeing noted the importance of working as part of a Norfolk-wide Inclusive Growth Coalition, especially to improve education, as there was a crucial link between a lack of attainment at school and low social mobility in adulthood.

In response to a query, the Director of People and Communities confirmed that no additional budget was being sought, only agreement of the Framework, which would be used to better focus officer time and existing resource at priority areas and avoid duplication of effort across Broadland and South Norfolk. Any scheme or initiative which would require any further consideration of additional resource would be brought forwards to appropriate decision making forums as required.

The Chairman of the Overview and Scrutiny Committee requested that a tracker be established to monitor how the activities set out in the Framework were performing.

The Chairman also emphasised that care must be taken to ensure that the focus on priorities in Broadland was not lost by working with other local authorities.

In response, Members were reassured that they would be consulted during the future development of the Framework, so would remain informed of activities as they progressed.

In response to a query about the division of resources between the two Councils to implement the Framework, the Managing Director confirmed that the S113 Agreement between Broadland and South Norfolk would ensure that officer resources were allocated fairly and equitably between both authorities.

RECOMMENDED TO COUNCIL

to agree to adopt the Inclusive Growth Framework as a Council Strategy, to allow officers to direct resources and continue to develop action plans, in consultation with respective Portfolio Holders.

Reasons for decision

To encourage and enable inclusive growth within the District.

38 OPTIONS FOR COUNCIL OWNED LAND

The report set out the initial stages of a proposal to enter into a new Partnership Agreement with BVR Ltd to secure investment in the Bure Valley Railway.

The Director of Place advised the meeting that the decision by Cabinet in June 2017 to agree to the conditional transfer of the Bure Valley Railway and Path to the BVR Ltd had been delayed due to a number of factors, including a requirement for an Act of Parliament to make the transfer.

During this delay it has become apparent that a sale of the asset might not be the most suitable approach, not least because the County Council had secured £1.2m of funding from an Interreg Visitor Economy Programme that could be used to deliver green infrastructure improvements at the Bure Valley Railway and Path.

It was, therefore, proposed that a partnership agreement be negotiated by the Director of Place, in consultation with the Leader and Portfolio Holder for Economic Development, which when fully developed would be brought back to Council for final determination.

The Portfolio Holder for Economic Development expressed concern that the report did not clarify who was responsible for the nine miles of fencing alongside the railway and she requested that a programme of works with costings, which should include the bridges, be brought back to Cabinet in two months' time.

She also suggested the following amendments to the proposed Heads of Terms:

- (i) allow BVR Ltd to secure a 'break-even' return on its significant investment into the asset;
- (iii) where appropriate the rental income could be reinvested back into the asset [used for maintenance costs] with BVR Ltd as a preferred contractor.

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had requested that paragraph 5.2 in the report be reference in the recommendation to clarify that any further request for resources would be brought back to Members for determination.

In summing up the Chairman noted that the key recommendation to Council was to retain the asset in the ownership of Broadland. He also raised the possibility of the County Council entering into a partnership arrangement with

the Council and BVR Ltd, having regard to the aspirations and common goals of all three organisations. A comprehensive report setting out the financial implications for retaining the asset was also required, which should also consider a potential rent review.

RECOMMENDED TO COUNCIL

1. Retain the freehold asset of the Bure Valley Railway and Path; and
2. Enter into negotiations to establish a partnership agreement with BVR Ltd and Norfolk County Council, having regard to the aspirations and common goals of all three organisations.

RESOLVED

1. That a comprehensive report be brought to the 26 November 2019 meeting of Cabinet that clearly sets out the costs associated with retaining and maintaining the Bure Valley Railway and Path; and
2. To clarify the position regarding a rent review of the asset.

Reasons for decision

To establish a partnership agreement.

39 NORFOLK STRATEGIC PLANNING FRAMEWORK – JUNE 2019 UPDATE

The report presented an updated Norfolk Strategic Planning Framework. The Framework was not a statutory planning document, but set out a Norfolk-wide foundation for strategic matters to be taken account of in the production of Local Plans, including the emerging Greater Norwich Local Plan.

In response to a query, the Director of Place confirmed that he would forward details of the financial contribution made by the Council towards the maintenance of an up-to-date Norfolk Strategic Planning Framework, to the Portfolio Holder for Planning.

RECOMMENDED TO COUNCIL

1. To be a signatory to the updated Norfolk Strategic Planning Framework (June 2019); and
2. Support the continued work of Members and Officers to ensure that the Norfolk Strategic Planning Framework remains up to date.

Reasons for decision

To meet legislative requirements.

The meeting closed at 7.04 pm

DRAFT

JOINT INCLUSIVE GROWTH STRATEGY

Report Author:	Tim Thomas Evaluation and Data Analyst tel: 01508 535329 email: tthomas@s-norfolk.gov.uk
Portfolio Holders:	Economic Development, Housing and Wellbeing
Wards Affected:	All
Purpose of the Report:	To outline a proposed framework in order for Broadland (and South Norfolk) Councils to encourage and enable inclusive growth within their districts. The report outlines why there is a need for inclusive growth, the particular challenges faced and the priority areas for work in this field. The framework is not intended to be time-limited but will be reviewed as appropriate.

Recommendations:

That Cabinet recommend Council to agree to adopt the Inclusive Growth Framework as a Council Strategy, to allow officers to direct resources and continue to develop action plans, in consultation with respective Portfolio Holders.

1 SUMMARY

- 1.1 The report outlines the evidence base around Inclusive Growth, both locally and nationally and how this relates to the work of our district councils. The Strategy contains five priority areas for Inclusive Growth: Providing Supportive Home Environments, Increasing Aspiration and Career Routes, Supporting Low Paid Workers, Improving Access and Transport and Business Development and Productivity. The Strategy outlines the rationale for the choice of priority areas and the initiatives to be taken forward based upon these. The report is summarised in the following framework:

Inclusive Growth/Social Mobility Strategy Framework						
Strategic Vision	All communities and individuals have opportunities to contribute, to learn, and benefit from sustainable economic growth in Norfolk and our focus on inclusive growth and social mobility provides fairer chances for everyone to fulfil their potential and have healthy, independent lives					
	Priority Area	Providing Supportive Home Environments	Increasing Aspiration and Career Routes	Supporting Low Paid Workers	Improving Access and Transport	Business Development and Productivity
Key Issues		<ul style="list-style-type: none">House price/earnings ratio at 7:1 (3.5:1 seen as affordable)Disinvestment in community facilities across public sector (increasing need for resilient communities)Shortage of public sector staff, such as social work and care workers	<ul style="list-style-type: none">Lack of defined career paths decreasing aspiration (especially manual workers)Lack of graduate level opportunities in NorfolkDisadvantaged pupils much less likely to access HE than UK average13% of children at risk of NEET	<ul style="list-style-type: none">Teams reporting increase in working adults accessing housing benefitSeasonal and zero-hour workers vulnerable to economic shocks24% of workers paid below 'Real Living Wage'Lack of skilled apprenticeships, many are low paid	<ul style="list-style-type: none">Large areas of our districts in bottom 10% of the UK for access to housing and services deprivation12% of families have no car/access to a carRural access to mobile internet/signal hinders flexible workingLack of active travel routes or public transport to employment areas	<ul style="list-style-type: none">Public sector can support local business further through procurementLack of essential workers (social workers/carers)Low productivity (GVA) compared to UK averageBarriers to accessing adult educationLack of cohesion between LEP, NCC and districts
	Solutions (suggested by joint committee workshop)	<div>Increasing Diversity of Affordable Housing Products</div> <div>Continued Investment in Communities and Facilities</div> <div>Essential Worker Allocations Policy</div>	<div>Develop Links to Schools and Future Careers</div> <div>Collaboration Between Schools and Community Groups</div> <div>Create Training Opportunities to Address Skills Shortages</div>	<div>Explore Council Tax Relief for Residents Rejoining Workforce</div> <div>Increase Range and Amounts of Apprenticeships</div> <div>Seasonal and Retail Worker Toolkit/Charter</div>	<div>Identify and Address Gaps in Communication Infrastructure</div> <div>Work with Partners to Develop Transport Offer</div> <div>Incorporating Connectivity into New Developments</div>	<div>Social Value Procurement Model</div> <div>Co-ordination of Economic Development (Cross-County)</div> <div>Review Business Rates Relief with Inclusive Growth</div>
Further opportunities to improve inclusive growth in our districts will be developed moving forwards, in line with this Inclusive Growth Framework						

2 BACKGROUND

Introduction

- 2.1 The related topics of social mobility and inclusive growth have been perennial subjects on the agenda of public sector organisations, recognised by the establishment of a national Social Mobility Commission in 2013. Inclusive growth projects have typically focused on urban areas, which are now some of the best performing in terms of social mobility. Manchester University has created an inclusive growth unit dedicated to researching this issue, and the Scottish Government has also had a keen focus on inclusive growth, creating Scotland's Centre for Regional Inclusive Growth.
- 2.2 The State of the Nation report for 2017 (<https://www.gov.uk/government/publications/state-of-the-nation-2017>),

produced by the Social Mobility Commission and focused on quantifying mobility in different council areas, has inspired a Norfolk-wide push on the issue. The latest report showed South Norfolk and Broadland to be the best performing local authorities in Norfolk for social mobility. However, neither were in the best performing quartile nationally.

- 2.3 This Strategy will outline the long-term goals of the Inclusive Growth approach that South Norfolk and Broadland Councils will endeavour to implement. To achieve truly inclusive growth, the foundations of a strong and prosperous community must be in place. These foundations are a healthy environment, a low-crime area and good-quality sustainable housing solutions.

Norfolk Context

- 2.4 The Norfolk Leaders' meeting on 31 January 2019 agreed to an inclusive growth coalition between the County Council and Norfolk District Councils. This, in addition to support from the Norfolk Chief Executive's Group and the formation of a director-level working group, shows momentum building around this agenda across the County. Andrew Staines has been the County Council's lead on inclusive growth and presented a workshop in April 2019 to South Norfolk and Broadland's senior management team, leading to discussions progressing this issue. We are the first rural districts to produce an Inclusive Growth Strategy, as much of the focus has been on urban areas, such as Greater Manchester and the West Midlands Combined Authority.
- 2.5 The Inclusive Growth Coalition has the following vision for inclusive growth: 'All communities and individuals have opportunities to contribute, to learn and benefit from sustainable economic growth in Norfolk and our focus on inclusive growth and social mobility provides fairer chances for everyone to fulfil their potential and have healthy, independent lives'.

Strategic Context

- 2.6 Links between inclusive growth and health and wellbeing are strong motivators for this Strategy. South Norfolk, Broadland and Norfolk Health and Wellbeing Strategies highlight 'Employment and Aspirations' as one of their key priority areas, closely linking with social mobility
- 2.7 The Health and Wellbeing Strategy indicated that: 'People who are unemployed for more than 12 weeks are between four and ten times more likely to suffer from depression and anxiety. Unemployment can also lead to poorer physical health and more attendances at the GP. Some studies show that the risk of being out of work, in the longer term, is greater than the risk of killer diseases such as heart disease.'
- 2.8 In addition to this, the Norfolk Health and Wellbeing Board have recognised the impact of socio-economic factors on health, suggesting that 40 percent of the wider determinants of health are due to socio-economic factors such as education, employment and income. NALP have bought into this approach, distributing European Social Funding for LIFT projects; 'projects that will support people to gain the confidence, skills and knowledge to move into

employment or into formal accredited learning and skills provision.’

2.9 The combination of these factors has led to the formation of the South Norfolk and Broadland Inclusive Growth Strategy. It has been designed to meet two key objectives;

- (a) Complement and feed into the development of the county-wide inclusive growth coalition
- (b) To establish the priorities and our vision for our joint officer team moving forwards

Joint Inclusive Growth Workshop Feedback

2.10 A joint informal policy workshop was held on the 1 July 2019 on the subject of inclusive growth between Broadland District Council’s Economic Success Panel and Wellbeing Panels, and South Norfolk Council’s People and Communities Policy Committee and Growth, Infrastructure and Environment Policy Committees. Member feedback during the workshop has been critical in developing this inclusive growth framework and the policy proposals within this document.

2.11 The following topics were subjects which found widespread support during the workshop, and are actioned within the framework in the form of project/policy proposals:

- (a) Expanding use of social value in the local area as a procurement criterion, and trying to embed this within the wider public sector and anchor organisations
- (b) Promoting or enabling a wide range of affordable housing tenures
- (c) Council tax relief for low paid workers/those re-entering the workforce
- (d) Business rates relief matched to inclusive growth objectives
- (e) Improving relationships with schools to help create supportive home environments
- (f) Promoting living wage in line with high living costs in this area. There were discussions on the ways this could be achieved such as accreditation, through contracts or rates relief
- (g) Identifying and meeting broadband and mobile signal gaps
- (h) Supporting and promoting car share and active transport schemes, to overcome rural challenges between business and potential employees. Linking the ‘Transforming Cities’ bid to inclusive growth
- (i) Establishing a framework to develop the inclusive growth agenda enables clarity of intention for both business-as-usual services and future projects and initiatives. This evidence led approach will create

robust policy, providing direction and clarity of thought to reach shared outcomes.

- 2.12 Through consultations with officers within the council and our partner organisations, the five following focus areas have been decided upon. The reasons for inclusion are in Section 9. It should be noted that these themes are interdependent and as such they cannot be targeted in isolation. Only through a combined effort on each of the five focus areas can a significant and prolonged effect on inclusive growth be created.
- 2.13 The focus areas are designed to be flexible and to work alongside future decisions at a county level, giving a starting point to influence the long-term direction of the Inclusive Growth Coalition. We recognise and will contribute fully to this county-wide forum. However, considering the breadth of the issue, there is a great deal of progress that can only be made at a district level, due to our unique connection with our residents on a local basis. This Strategy will harmonise those efforts.

3 CURRENT POSITION

Building on our Foundations

- 3.1 South Norfolk and Broadland are generally healthy, safe and reasonably affluent places to live. The core services both councils have in place and the partnership work undertaken have continued to ensure that residents can enjoy and prosper in our areas. Whilst a focus on inclusive growth is important in terms of developing our offer, it is important to remember and build upon our core offer to residents.
- 3.2 **Environment** – Broadland and South Norfolk have no air quality management areas, suggesting reasonably good air quality in both council areas. South Norfolk has only one air quality area of concern (Long Stratton), which will be alleviated with the eventual construction of the Long Stratton Bypass. Parts of both South Norfolk and Broadland districts are ranked in the bottom 10 percent nationally for quality of living environment, mainly due to low access to green spaces. The forthcoming Joint Environmental Strategy will outline the principles both councils will pursue, as well as the actions they will take to ensure a healthy environment. This is in addition to current schemes, such as ‘Keep Broadland Buzzing’ and the Diss ‘Reuse and Recycle’ event.
- 3.3 **Crime** – Crime levels in Broadland and South Norfolk are generally very low, with only 10 out of 165 neighbourhoods above the country average for crime deprivation. County Lines gangs are however of increasing concern, and there have been numerous reports of anti-social behaviour in local areas. Presentations on knife, gang and drug crime have been made at schools across South Norfolk and Broadland. The South Norfolk and Broadland ‘Early Help’ approaches have also increased contact and co-working between the police and the Council.

- 3.4 **Housing** – The house price to income ratio in both council areas is 7:1. For comparison, the ratio deemed as affordable is 3.5:1. The increase in housebuilding could help stabilise the average house price by meeting demand and as such positively affect the house price to median wage ratio. Delivering affordable housing is a key driver of economic growth. Delivering numerous Help to Buy properties (1,299 equity loans under Help to Buy in South Norfolk, as of August 2018. 177 affordable homes in Broadland in 2017/18), has enabled more families to own their own home. Migration means that development is essential to meet housing demand. South Norfolk and Broadland both own development companies, which provide affordable housing.
- 3.5 These areas are cornerstones of the public service offer, supporting the foundations needed for the successful implementation of this Inclusive Growth Strategy. Therefore, South Norfolk and Broadland District Councils are undertaking the following actions:
- (a) Developing our targeted local community offer alongside our partners. Ensuring that we build community capacity through officer support, member ward and other grants, providing communities with the skills and resources to support themselves, creating healthy environments.
 - (b) Our environmental and waste teams ensure that we keep our districts clean and tidy, encouraging a proactive response where needed to offensive graffiti and drug waste as well as noise, fly tipping and other nuisance that affects quality of life and causes community tension.
 - (c) Enhance community safety to tackle anti-social behaviour before it escalates. Working with partners we address low level crime by focussing enforcement and community support in a targeted fashion in areas where vulnerability is high.
 - (d) Our housing teams work closely with landlords to improve the quality of homes, focussing on properties with suspected trafficking or cuckooing and assisting where homes have fallen into disrepair through hoarding or self-neglect. This improves the lived environment for all.
 - (e) Building on skills and employment offers across both districts, including working alongside DWP in job centres in South Norfolk for the recent launch of South Norfolk for Jobs, with the LEP and schools to provide improved careers offers and improving skills and prospects through Broadland Training Services (BTS).
 - (f) Working through our Help Hubs, using combined intelligence to map areas of vulnerability and target resource. We will focus upon areas where knife crime has been reported, such as neighbourhoods in New Costessey, Loddon, Diss, Hellesdon, Thorpe St Andrew and Old Catton.

- (g) Work with Children's Services and Norfolk Youth Offending Team to influence the continued exclusion of children from our schools, which causes isolation and increases vulnerability.
- (h) Planning and housing strategy ensuring we build homes and communities in the right place, with a focus on affordability and the infrastructure needed to promote a thriving economy.
- (i) Through effective media, continuing to promote the reality and risks of county lines and vulnerability, along with the support that can be offered to at risk families and communities.

3.6 This section explores issues raised by the 5th 'State of the Nation' paper, produced by the Social Mobility Commission in 2017. The report, and the development of the Social Mobility Index contained within, produced 16 indicators on social mobility based upon how a child with certain characteristics will perform as an adult. These are split into four key areas, which are ranked for the 324 lower tier authorities, with a ranking of 1 for the best performing and 324 for the worst.

District	Overall Score	Early Years	Schools	Youth	Adulthood
South Norfolk	152	141	156	209	90
Broadland	93	188	121	70	139

- 3.7 South Norfolk and Broadland are the two best performing authorities in Norfolk by this measure. However, we are ambitious authorities that aim to be the best in the country for giving people from any background the opportunity to succeed.
- 3.8 South Norfolk is poorly ranked for disadvantaged pupils for three measures: Disadvantaged pupils' attainment in Key Stage 2, disadvantaged pupils' attainment at A-Level and the percentage of disadvantaged pupils entering higher education.
- 3.9 Broadland is also ranked in the bottom third nationally for three measures: GCSE attainment of disadvantaged pupils, median salary (£) of employees who live in Broadland and the percentage of disadvantaged pupils entering higher education.

4 PROPOSED ACTION

- 4.1 The implementation of the following five areas as priority areas for inclusive growth is proposed. The following two pages explain the rationale for including these as priority areas, alongside evidence that justifies its inclusion.

Inclusive Growth Framework (Summary of Priority Areas and Evidence)			
Priority Area	Our Aim	Summary	Evidence
Access and Transport	Ensure that no-one in South Norfolk or Broadland is prevented from achieving their potential due to lack of access	Due to the rurality of our districts, South Norfolk and Broadland require innovative solutions to enable access to employment centres and services. Both districts have large commuter outflow, meaning we are not maximising the potential of our workforce in our local area. Research suggests commuting has negative impacts upon health and wellbeing and increases living costs. Access also means residents being able to access fast, and reliable broadband, supporting those in self-employment and flexible working. In addition to public transport provision in rural areas, there is a need for residents to be supported in reaching key services, including those unable to travel independently	<ul style="list-style-type: none"> • 45% of households have two cars, compared to 32% nationally (ONS, 2011) • Longer average journey times by public transport than by car to key employment centres (ONS, 2011) • 11% of our residents do not have access to a car/personal transport (ONS, 2011) • Over 20,000 more people commute out of South Norfolk and Broadland than commute in (per day) (ONS, 2011)
Business Development and Productivity	To increase productivity by maximising talent through encouraging employers to buy into our vision of inclusive economy growth	District councils support the local economy through targeted interventions via business rates and procurement. There is an identified need to link workers with employers that can maximise their skillsets, and we need to provide opportunities for people to fulfil their aspirations, such as career progression and home ownership. Productivity in South Norfolk and Broadland is low compared to the national picture, explaining the relatively low incomes on a national and East of England level. To reverse this trend, we will increase	<ul style="list-style-type: none"> • Employment growth in 'Health and Care' (14,100 jobs) and 'Construction' (3,100 jobs) by 2045 (EEFM, 2018) • 97% of apprenticeships are below degree level (DfE, 2016/17) • Norfolk has a skills deficit relative to labour demand (Government Office for Science, 2016) • Lower productivity than the country overall, with GVA per capita of

Inclusive Growth Framework (Summary of Priority Areas and Evidence)			
Priority Area	Our Aim	Summary	Evidence
		productivity through innovative ideas, training, education or marketing our area. Apprenticeships can be effective, but many SME's struggle to support apprenticeship and training opportunities on their own. We should ensure that education and training conducted now meets future skills demand	£22,400 in Broadland, £20,400 in South Norfolk, and £25,350 nationally (ONS, 2017)
Aspiration and Career Routes	To help residents into home ownership and support them to achieve their aspirations	<p>Local employers such as the N & N Hospital offer career pathways from entry-level to the very top. By providing career routes for local people, we can ensure that we have a skilled and aspirational workforce. It enables us to provide a home-grown solution to current and anticipated skills shortages. It would prevent job blocking of graduates in below graduate level roles.</p> <p>The other component of creating impact in terms of aspiration is to change the mindset of our residents in order to create a forward-looking workforce. Reducing crime, particularly County Lines, is crucial. Young people need to have exposure to a wide variety of opportunities and role models, to create an aspirational mindset. This requires further research and consultation with partners to better understand issues around aspiration. Aspiration is not just about education and careers. It also entails giving our residents the</p>	<ul style="list-style-type: none"> • UEA ranks 48th across the country for the prospects of graduates a year after leaving education. This is much lower than its overall position (Guardian University Table, 2019) • 13% of Broadland and South Norfolk children are at risk of NEET (not being in education, employment or training) (Children's Services, 2018) • Broadland/South Norfolk are bottom 30% nationally for disadvantaged children entering HE (SMC, 2017) • There were only 50 degree apprentices between South Norfolk and Broadland combined in 2017/18 (DfE, 2018)

Inclusive Growth Framework (Summary of Priority Areas and Evidence)			
Priority Area	Our Aim	Summary	Evidence
		opportunity to live fulfilling personal lives, providing a supportive environment for raising a family and achieving the goal of home ownership	
Supportive Home Environments	To provide an environment that gives young people the greatest opportunity to succeed	Home environment is a key determinant of future outcomes. With sight of the shift in funding of children's services towards a community-focused programme, there is an opportunity to further support vulnerable young people through our community programmes. Services that both councils provide have important roles in supporting healthy home environments in which our residents prosper. Research shows that the attainment of parents, and older siblings, have positive impacts on the future attainment and career progress of children, so forming a supportive home environment is vital for young people to succeed. On the other end of the scale, South Norfolk and Broadland's ageing populations could lead to increased care responsibilities for our residents. Employers should recognise the economic impact that older residents and carers and facilitate this contribution	<ul style="list-style-type: none"> • 180 villages in Norfolk unsustainable on demographic trends (NCC, 2019) • South Norfolk and Broadland have been identified as two of 13 'crunch zones' for social care in England (Centre for Progressive Policy, 2018) • 9-11% of children are growing up in poverty (ONS, 2018) • Increase of 7,000 residents with activity limiting conditions in next 30 years (POPPI, 2019)
Supporting Low Paid Workers	Working with businesses to provide low paid workers with adequate support,	24% of workers in both South Norfolk and Broadland are not paid the 'real living wage', the wage needed to cover the essential costs of living, calculated by the Living Wage Foundation and supported by	<ul style="list-style-type: none"> • 24% of workers paid below 'Real Living Wage' (SMC, 2017) • 33% of jobs could be automated by 2030 (Norfolk

Inclusive Growth Framework (Summary of Priority Areas and Evidence)			
Priority Area	Our Aim	Summary	Evidence
	good working conditions and training opportunities	numerous local authorities and businesses. Businesses paying a reasonable wage ensures apprenticeship accessibility for those without parental support, makes work pay and provides financial security. Seasonal, tourism and zero-hours contracts, whilst advantageous due to their flexibility, can have negative effects on those who rely upon these jobs the year round. Whilst South Norfolk and Broadland offer much in terms of agriculture and tourism, we are aware of and work with those who are vulnerable to shocks in our economy. Low paid workers are at greatest risk from automation and technological development	<p>County Council, 2019)</p> <ul style="list-style-type: none"> • 5% of the South Norfolk/Broadland workforce have no formal qualifications (ONS, 2011) • Average income (after tax and benefits) is £17,096 in South Norfolk and £17,619 in Broadland, against £19,779 nationally

- 4.2 The following are summaries of the early projects that will be proposed to be undertaken as a result of the Inclusive Growth Strategy, as mentioned in the framework at para 1.1. Over the long-term, this report ensures that future work in this area will be aligned with the Inclusive Growth Framework at para 1.1. These are our initial projects in line with the framework. In time, the others mentioned in the framework will be considered and actioned upon.

SKILLS AND TRAINING

- 4.3 **What is the problem we are trying to solve?** The Apprenticeship Levy has led to a greater number of higher apprenticeships and a concurrent reduction in more traditional apprenticeship routes. High productivity sectors report that they would like to employ more young people, but the skillsets required are often not available.
- 4.4 **What do we want from the project?** To increase the range of apprenticeship, skills and training opportunities for people in South Norfolk and Broadland, and to match this with the identified skills need. This could involve partnering with other districts to enable breadth of opportunity.
- 4.5 **Who do we need to be involved?** Officers from the joint Economic Development Team for Broadland and South Norfolk, Broadland Training Services, local authority partners.

- 4.6 **What is required to make the project happen?** A review of the potential options for Broadland and South Norfolk to increase skills provision, alongside key stakeholders. A long-term commitment to skills and training provision in recognition of the positive and prolonged impact this will have.
- 4.7 **Case Study – Broadland Choices:** The Choices programme is a free 12-week course, taking a personal approach to getting people back into work. Based at Carrowbreck House in Hellesdon, Choices enables Broadland residents to identify their skills and qualities, improve or write a CV, practice interview techniques, find out about training courses (including English and Maths), and get help finding work or volunteering opportunities. One recent success story was Michelle. After completing the Choices programme and discovering a passion for Excel, Michelle secured a job at Broadland District Council as a Payments Administrator.

REVIEWING BUSINESS RATES RELIEF TO SUPPORT INCLUSIVE GROWTH OBJECTIVES

- 4.8 **What is the problem we are trying to solve?** Through this project, we seek to undertake a review of the various business rates relief schemes that are operated by Broadland and South Norfolk Councils. This is to ensure the existing schemes are in line with inclusive growth objectives and aligned across the two districts.
- 4.9 **What do we want from the project?** The aim is to review and develop the way in which we apply relief in order that they support the five priority areas we have identified.
- 4.10 **Who do we need to be involved?** Officers from the joint Economic Development Team for Broadland and South Norfolk, Broadland's Economic Success Panel, South Norfolk's Growth, Infrastructure and Environment Policy Committee and the two Cabinets.
- 4.11 **What is required to make the project happen?** A thorough review, giving portfolio holders, policy committees and Cabinets a range of fully costed proposals to best utilise business rates relief.
- 4.12 **Case Study – Voluntary Living Wage Business Rate Relief:** Brent Council were the first in the country to offer business rates discounts as an incentive to pay the Living Wage. Some of the capital's lowest-paid workers received pay rises of around £2.50 an hour after Brent Council offered firms up to £5,000 off their business rates, if they become Living Wage accredited employers. Evaluation shows 80 percent of employers believe the Living Wage enhanced the quality of work, 66 percent of employers report positive impacts on recruitment and retention and employers have seen a 25 percent fall in absenteeism of contract staff.

REALLOCATION OF LIFT (LOCAL INVESTMENT IN FUTURE TALENT) FUNDING

- 4.13 **What is the problem we are trying to solve?** Both Broadland and South

Norfolk Councils have match-funded projects alongside LIFT funding from the EU European Social Fund. The LIFT scheme is scheduled to end in 2020, so match funding provided by SNC/BDC will need to be reviewed.

- 4.14 **What do we want from the project?** Learn from the projects already funded by the scheme, in both South Norfolk and Broadland and to decide where that funding will be committed moving forward.
- 4.15 **Who do we need to be involved?** Broadland, South Norfolk and representatives of currently funded projects.
- 4.16 **What is required to make the project happen?** Evaluation of projects currently funded by Broadland and South Norfolk, in order to derive where the match funding has and could have the greatest possible impact.
- 4.17 **Case Study - Harleston Job Club Extension:** Harleston Information Plus (HIP) were awarded £28,811 from the LIFT Jobs programme to run their successful Jobs Club for a further two years and extend it to surrounding villages, with 36 'pop up job club' events and ongoing support for otherwise isolated jobseekers. The project has a target of 25 men and 38 women gaining employment during the project or within six months of leaving.

LINKING SCHOOLS WITH COMMUNITY GROUPS AND BUSINESSES

- 4.18 **What is the problem we are trying to solve?** A key point arising from the joint Inclusive Growth Workshop was the sentiment that many young people do not have the 'soft skills' needed to make them effective in the workforce.
- 4.19 **What do we want from the project?** To create an index of community groups active in the local area, from which schools (and others) could signpost groups for young people to engage with.
- 4.20 **Who do we need to be involved?** Local community groups and others, such as the local cadets, sports clubs, youth groups and Youth Advisory Boards. Variety of organisations that can assist with the development of communication, leadership and teamworking skills.
- 4.21 **What is required to make the project happen?** Buy-in from the groups mentioned above, alongside resource from both Norfolk County Council and Broadland and South Norfolk District Councils.

MAXIMISING USE OF CAR SHARE SCHEMES AND OTHER COMMUNITY TRANSPORT SCHEMES

- 4.22 **What is the problem we are trying to solve?** A variety of public and private sector car schemes currently exist within Broadland, South Norfolk and Norwich districts, for services ranging from older people's transport to transport to work. The large range of schemes have made it difficult to gain the critical mass needed to be effective, and wider public knowledge of these schemes is poor.
- 4.23 **What do we want from the project?** We seek to research the various

schemes, and to encourage them to work together in order that they can create the critical mass needed to be successful. Concurrently, increasing knowledge of these schemes in the wider population, both with our residents and through partner and anchor organisations.

- 4.24 **Who do we need to be involved?** NCC Liftshare, representatives of key industries, voluntary sector and local schools.
- 4.25 **What is required to make the project happen?** A co-ordinated approach between the various providers and recognition of the complementary nature of these schemes.
- 4.26 **Case Study – Ocado:** Ocado has been effective in recruiting employees required for its continuous growth, partially due to the introduction of a car-sharing scheme. Access to their site is via a dual carriageway, so sustainable travel solutions are limited. A car-sharing scheme provides a sustainable solution that attracts people to Ocado and assists in retaining employees by offering cost savings. Ocado encourages employees to share their journeys through their induction process with time given to employees match with colleagues travelling in their direction. Offering incentives such as competitions and parking spaces led to 36 percent of the workforce to register to share their journey and transport savings of £496,000.

LINKING BUSINESSES WITH LOCAL TALENT

- 4.27 **What is the problem we are trying to solve?** Historically high levels of employment make it challenging for people to move upwards in their career. Jobs growth in health and care sector that requires local talent. Disadvantaged groups of young people face challenges with career prospects families with only one adult in work face economic difficulties.
- 4.28 **What do we want from the project?** Businesses to invest in recruitment, apprenticeships and training in Broadland and South Norfolk, opportunities for young people to develop careers, more residents working at key sites and to help adults into work after long absences from employment. This could potentially be done through projects under the DWP 'For Jobs' banner.
- 4.29 **Who do we need to be involved?** Local MPs, DWP, Local Businesses, Shared Officer Team, Children's Services, Partner Organisations.
- 4.30 **What is required to make the project happen?** MP buy-in to champion, DWP resource to set up and run the project, resource from the shared officer team and Children's Services to coordinate the project. The project also requires businesses and UEA on board to engage and recruit local talent.

ENGAGEMENT WITH CAREERS EVENTS

- 4.31 **What is the problem we are trying to solve locally?** Aspiration levels, especially in rural areas, can be low for some children, as many career paths may not be visible to them, or they may not have role models in suitable industries.

- 4.32 **What do we want from the project?** To link up with the Norfolk Skills Fair (for 14 to 24 year olds), which highlights a host of career opportunities, or be involved in the development of a careers event in our areas, so that our young people are as informed as they can be about the various career paths and opportunities that are available to them, such as apprenticeships or technical qualifications.
- 4.33 **Who do we need to be involved?** Norfolk County Council Children's Services, representatives of key industries and local schools.
- 4.34 **What is required to make the project happen?** To link with the current Norfolk Skills fair offer, or a collaboration with our local public sector partners and outreach to a variety of businesses.

SOCIAL VALUE POLICY FOR SOUTH NORFOLK AND BROADLAND PROCUREMENT

- 4.35 **What is the problem we are trying to solve?** Public sector procurement can play a significant role in providing a greater social value impact in our communities. Without a social value policy, local authorities can find it more difficult to ensure that contractors play their part in increasing the economic welfare of the communities in which they are operating.
- 4.36 **What do we want from the project?** To ensure that local government money that goes through a procurement process is used in the most effective way to engender positive impact in the communities in which they are spent.
- 4.37 **Who do we need to be involved?** Representatives of local communities, procurement team, Broadland and South Norfolk Cabinet (potential for other public sector organisations and anchor institutions).
- 4.38 **What is required to make the project happen?** Organisation of consultation events with community representatives (and in open forums) to derive (in an evidence-led manner) the most effective way that social value can be applied. These will then need to be combined to create a social value policy, to be used for appropriate procurement projects, tailored to each specific community.
- 4.39 **Case Study - Preston Austerity Strategy:** Preston was one of the worst hit councils from austerity cuts in the UK. They found that amongst the top 300 local suppliers, only about 5 percent of the money flowed back through Preston and only 29 percent flowed through Lancashire, with £488m a year leaving the area. Over three years, their efforts saw more than £4m extra going through the Preston economy. Institutions became aware that costs became heavier, if too much contract money left the area. For example, the NHS would have more ill-health to deal with if people were not working, there could be more crime and people with skills might move away. In Preston, local spending institutions were persuaded to use the Social Value Act, if possible, to ensure contract money kept circulating locally.

EARLY YEARS AND COMMUNITY SUPPORT

- 4.40 **What is the problem we are trying to solve?** Changes in the public sector landscape have led to greater collaboration in this area. Reduction in physical assets in our areas from Children's Services towards a community approach.
- 4.41 **What do we want from the project?** To ensure that we continue to work in a partnership manner to ensure that services are provided in the community through a targeted approach.
- 4.42 **Who do we need to be involved?** Broadland and South Norfolk Help Hubs, particularly Children's Services and the two districts.
- 4.43 **What is required to make the project happen?** Co-ordination of the community work and outreach of several public sector organisations.

INCREASED RANGE OF AFFORDABLE HOUSING PRODUCTS

- 4.44 **What is the problem we are trying to solve?** High house price to earnings ratio means some families cannot afford to own their own home.
- 4.45 **What do we want from the project?** To increase the range of affordable housing products on the market in Broadland and South Norfolk, which would mean that more residents had access to an appropriate product.
- 4.46 **Who do we need to be involved?** Broadland and South Norfolk Strategic Housing Team, registered providers, development companies.
- 4.47 **What is required to make the project happen?** Partnership working between the above to identify suitable sites and products for innovative affordable housing products.
- 4.48 **Case Study – Wells & East Community Land Trusts (CLT):** Wells & East provides a good example of creating housing in areas of low affordability. CLTs allow communities to deliver their own services, housing or community enterprises. Formed over 10 years ago, Homes for Wells CLT has housed 30 families who struggled to keep up with the local housing market. The CLT has received national recognition for their innovative projects. Residents successfully transformed the lives of workers in Wells that would have been forced to relocate.

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – The proposals outlined earlier will have a direct resource implication, as they will require officer time to be actioned upon, and as such may require greater resource in the short term. However, the framework is designed to ensure that resource is better directed at these priority areas for the long term and co-ordinated to reduce duplication, so it could lead to a long term reduction in resource in the priority areas, in which much work is already done.

- 5.2 **Legal Implications** – No legal implications
- 5.3 **Equality Implications** – No equality implications
- 5.4 **Environmental Impact** – No potential for negative environmental health impacts
- 5.5 **Crime and Disorder** – Potential for a long-run positive impact on crime and disorder

6 CONCLUSION

- 6.1 As outlined at length in the main body of the report, there are many areas in which both South Norfolk and Broadland districts could target to engender inclusive growth. The report follows the evidence base to form five priority areas, complete with proposals on how each of these areas could be actioned upon. Therefore, it is concluded that the Inclusive Growth Strategy should be agreed upon to better direct our resource (and that of our partners) to these priority areas, which will be reviewed on an annual basis.

7 RECOMMENDATIONS

- 7.1 **That Cabinet recommend Council** to adopt the Inclusive Growth Framework as a Council Strategy, to allow officers to direct resources and continue to develop action plans, in consultation with respective Portfolio Holders.

Background Papers

None

Risk of NEET Indicator (South Norfolk and Broadland High Schools) (NCC Children's Services, 2018)

Please note there appears to be a pattern of higher NEET risk at rural schools

South Norfolk Schools	Year 10/11			Broadland Schools	Year 10/11		
	Red	Amber	Green		Red	Amber	Green
Archbishop Sancroft High School	21%	11%	68%	Acle Academy	11%	21%	68%
Diss High School	15%	13%	72%	Aylsham High School	16%	18%	65%
Framingham Earl High School	25%	7%	68%	Hellesdon High School	12%	22%	66%
Hobart High School	29%	11%	60%	Reepham High School & College	13%	22%	65%
Long Stratton High School	23%	11%	66%	Sprowston Community Academy	15%	23%	62%
Ormiston Victory Academy	22%	16%	62%	Taverham High School	12%	18%	70%
Wymondham College	20%	4%	76%	Thorpe St Andrew	9%	18%	73%
Wymondham High Academy	15%	11%	75%	Grand Total	12%	20%	67%
Grand Total	21%	10%	69%				

State of the Nation Results for All Norfolk Districts (out of 324 districts, 1 being the best performing)

Local Authority	Overall Score	Early Years	Schools	Youth	Adulthood
Broadland	93	188	121	70	139
South Norfolk	152	141	156	209	90
North Norfolk	263	144	71	278	320
Great Yarmouth	293	111	296	260	288
Norwich	294	176	253	274	302
King's Lynn and West Norfolk	297	118	279	306	290
Breckland	300	170	278	217	317

OPTIONS FOR COUNCIL OWNED LAND

Report Author:	Hamish Melville Assistant Director Economic Growth tel: 01603 430613 email: hmelville@s-norfolk.gov.uk
Portfolio Holder:	Economic Development
Wards Affected:	Aylsham, Buxton, Coltishall, Wroxham
Purpose of the Report:	Following ongoing discussions with the Bure Valley Railway (1991) Ltd (BVR Ltd) and Norfolk County Council (NCC) this report seeks an appropriate way forward regarding the retention of the asset and the potential for a new partnership agreement to protect the Council's interest and maximise the opportunities for future investment.

Recommendations:

Cabinet is recommended to recommend to Council to:

1. Retain the freehold asset of the Bure Valley Railway and Path
and
2. Enter into negotiations to establish a partnership agreement with the BVR Ltd having regard to the draft Heads of Terms in paragraph 2.4.

1 SUMMARY

- 1.1 In 2015 the Council received a new request from the Bure Valley Railway (1991) Ltd (BVR Ltd) to take ownership of the railway line track-bed (approximately nine miles), buildings, associated halts and parking areas. The land and buildings are currently leased to the BVR Ltd by the Council and managed as a successful tourist attraction for Broadland and Norfolk.
- 1.2 In June 2017 Cabinet resolved to agree the conditional transfer the asset of the Bure Valley Railway and Path to the BVR Ltd with vacant possession.
- 1.3 The implementation of the decision has been delayed due to a legal requirement for the Light Railway Order to be transferred from the Council to the BVR Ltd through an act of parliament.
- 1.4 During this delay and following further discussions with NCC and BVR Ltd it has become apparent that a sale of the asset may not be the most suitable approach to secure its future in terms of an accessible countryside attraction and a top Norfolk tourist attraction.
- 1.5 In August 2019 the Council agreed to sign a Public Service Cooperation Agreement with NCC for a 10-year period to enable £1.2m of funding from an Interreg Visitor Economy fund to be drawn down as investment in the Bure Valley Path and Railway.
- 1.6 Cabinet therefore needs to consider the future ownership of the asset bearing in mind the above and the potential future investments required and recommend to Council its preferred option. It is recommended that this should include entering into a new partnership agreement with BVR Ltd.

2 BACKGROUND

- 2.1 The asset has not had significant investment since it opened to the public in 1991. During this time however, the council has undertaken regular work along the route including maintenance to the associated fences, path, access points, and verges as well as tree work and pest control.
- 2.2 As seen in the table below, the annual sum spent on routine maintenance works (excluding bridge maintenance) along the route significantly reduced after 2014. This reduction coincided with the discussions and negotiations to potentially sell the asset.

2012	2013	2014	2015	2016	2017	2018
£18,000	£15,400	£22,980	£7,400	£7,500*	£5,440	£6,340

**Figures for 2016 are based on estimates as the site was being managed by the Norwich Fringe Project*

- 2.3 Due to a lack of significant investment the condition of the route has deteriorated and in order to address the dilapidations associated with the asset it is estimated that an additional sum of circa £26,000 per annum over a 5-year period would be required. This is an estimated figure which is based upon an assumption that the key dilapidation which needs to be addressed is the fencing and that the entire 9-mile-long fence line will need to be replaced. A previous quote to replace the fence was £9 per metre which equates to a total of £130,500. It is assumed that this work could be spread across 5 years (£26,000pa) in order to bring the route back to a standard where routine maintenance works can resume.
- 2.4 Based on previous spending along the route an average annual maintenance figure of £19,000 is considered to be a reasonable estimate. This would be in addition to the dilapidation costs referred to above and would guarantee that the asset is maintained at an ongoing high standard, appropriate considering the council's ambitions to promote the route as a key green corridor and tourist attraction in the Broadland District.
- 2.5 At present it is assumed that the Interreg funding can only be used for improvements to the BVR and not to cover the Council's existing maintenance obligations.
- 2.6 The rental income under the current agreement from BVR Ltd to this Council is £30,000 pa. This could change under any new partnership agreement.

3 OPTIONS

- 3.1 Since the initial resolution to transfer the asset and in light of recent discussions and the above mentioned £1.2m Interreg funding, the Council's position has been reviewed and Cabinet has the following options to recommend to Council as the most appropriate course of action as it sees fit:

Agree to the retention of the freehold asset

- 3.2 Considering the importance of the asset in terms of green infrastructure, countryside access and an important Norfolk tourist attraction, the Council could resolve to not sell the asset, to retain it and seek ways to support its management and maintenance obligations going forward. If the Council resolves to not retain the asset the Cabinet resolution in June 2017 to agree the conditional transfer the asset of the BVR and path to BVR Ltd with vacant possession will still stand.

Continue with Landlord and Tenant Arrangement

- 3.3 If the Council decides to retain the asset the status quo of Landlord and Tenant relationship could prevail. Under the terms of the lease the 2016 rent review did not take place due to the ongoing sale negotiations but could potentially be re-visited and backdated. The next rent review will then be due in September 2021. However, the Council will have to carry out remedial maintenance work as described above.

Enter into a new Partnership Agreement with BVR Ltd to secure investment in the asset

- 3.4 A partnership agreement could develop a new business model for managing the asset utilising synergies and efficiencies to secure new funding streams to address the longer-term challenge of maintaining and optimising the opportunities for the asset.
- 3.5 The partnership would follow on from the Cooperation Agreement set up with NCC to invest external funding in the asset and seek to support the identification of schemes/projects within the asset that might be suitable for further funding applications.
- 3.6 The partnership agreement could cover the relationship between Broadland District Council and BVR Ltd going forward and inter alia:
 - (i) allow BVR Ltd to secure a 'break even' return on its significant investment into the asset,
 - (ii) seek cost neutrality to the Council for the maintenance of its remaining liability, (excluding bridges) and
 - (iii) where appropriate the rental income could be reinvested back into the asset using BVR Ltd as a preferred contractor.

This could change under any new partnership agreement.

4 PROPOSED ACTION

- 4.1 In light of recent discussions and the new opportunities which have arisen through the Interreg funding it is considered that the Council should now retain the asset and enter into fresh negotiations for a new partnership working agreement. It is proposed that these negotiations can be led by the Director of Place in consultation with the Leader and Portfolio Holder for Economic Development. When these negotiations have progressed to a point at which the obligations/opportunities and resource implications of a new agreement are fully understood then the matter will be reported back to Council for further consideration.

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – There are a number of variables which make it difficult to provide definitive information regarding the resource implications of retaining the asset. The key variables are (i) the ongoing, routine maintenance costs (which could vary significantly depending on the standard the Council wanted to maintain the route at), (ii) the dilapidation costs (which may vary depending on the extent of the works required and whether, for example, volunteers can be used to reduce costs) and (iii) whether the Interreg funding could be used for any such costs in the future.

Notwithstanding these variables it is considered that the figures provided in section 3 give a good indication of future costs associated with retaining the asset which amount to circa £130,000 for dilapidations and an ongoing routine maintenance cost of £19,000 pa.

- 5.2 The resource implications of entering into a new partnership agreement will be subject to negotiation and so they cannot be definitively presented to members at present. However, members should note that this report provides the option of entering into negotiations and it does not commit the Council to any such partnership at this stage. However, as referred to in paragraph 2.4 [check whether this para no is the same after formatting] the agreement would be intended to give greater certainty to BVR Ltd to enable significant investment into the asset. This could include this Council using rental income from the asset for future maintenance. Any such partnership agreement and the associated resource implications will be brought back to members for further consideration in due course.
- 5.3 Members are reminded that ongoing bridge maintenance along the route of the BVR will remain the responsibility of this Council whether the asset is sold or retained and therefore the cost of bridge maintenance is not considered in this report.
- 5.4 **Legal Implications** – The legal implications of this report are limited because the option to retain this asset effectively maintains the status quo for this Council.
- 5.5 The legal implications of a new partnership agreement will be fully explored and presented back to members when the details of any such agreement are known.
- 5.6 If the current landlord and tenant relationship is maintained, members are advised that it will need to be thoroughly resourced to ensure the Council's legal obligations are being satisfied.
- 5.7 **Equality Implications** – Overall no implications on any of the three options. However, investment in the facility through the Interreg funding will support improved equality of access to a countryside site and tourist attraction.
- 5.8 **Environmental Impact** – Overall no implications on any of the three options. However, retaining the asset could be seen as positive as a way to protect a countryside access site into the future.
- 5.9 **Crime and Disorder** – No impact upon crime and disorder foreseen.
- 5.10 **Risks** – The Council needs to work towards a cost neutral position in terms of its management and maintenance of the asset (excluding bridges). This will be a challenge. However, working collaboratively with the BVR Ltd and NCC the risk will be minimised.

6 CONCLUSION

- 6.1 The Council needs to decide whether, in light of recent discussions and events, it wants to retain the asset. If it does want to retain the asset then it should also consider whether the existing arrangements will suffice or whether a new partnership agreement could help to optimise the opportunities associated with the BVR. Having regard to all the above points it is considered that retaining the asset and entering into negotiations for a new partnership agreement offers the best opportunity to maximise the benefits of this asset for all parties

7 RECOMMENDATIONS

- 7.1 Cabinet is recommended to recommend to Council to:
1. Retain the freehold asset of the Bure Valley Railway and Path
and
 2. Enter into negotiations to establish a partnership agreement with the BVR Ltd having regard to the draft Heads of Terms in paragraph 2.4.

Background Papers

None

NORFOLK STRATEGIC PLANNING FRAMEWORK - JUNE 2019 UPDATE

Report Author:	John Walchester Spatial Planning Manager tel: 01603 430622 email: john.walchester@broadland.gov.uk
Portfolio Holder:	Planning
Wards Affected:	All
Purpose of the Report:	In 2018 the Council became a signatory to the first version of the Norfolk Strategic Planning Framework (NSPF). Work has continued to update the document and ensure that it fulfils its functions in helping the Council demonstrate the Duty to Cooperate (under the Localism Act 2011) and meet the National Planning Policy Framework (NPPF) requirement to have a Statement of Common Ground, which will be key in showing that Local Plan documents are 'sound' during their Examination by the Planning Inspectorate. It is therefore recommended the Council remains a signatory to the updated NSPF.

Recommendations:

That Cabinet **recommend that Council** agree to:

1. Be a signatory to the updated Norfolk Strategic Planning Framework (June 2019); and
2. Support the continued work of Members and Officers to ensure that the NSPF remains up to date.

1 SUMMARY

- 1.1 The Broadland Council meeting of 22 February 2018 endorsed the original version of the Norfolk Strategic Planning Framework (NSPF). The NSPF has been produced by all of the local planning authorities in Norfolk, working alongside partner organisations, including Natural England, the Environment Agency, Anglian Water and New Anglia LEP. The NSPF sets out guidelines for strategic planning matters across the County and beyond and demonstrates how the authorities will work together under the Duty to Co-operate through a series of formal Agreements on planning related topics. The NSPF has now been updated in a number of key areas (revised version attached as Appendix 1), including making the document a formal Statement of Common Ground under the requirements of the National Planning Policy Framework (NPPF), and taking on board the Government's standard methodology for calculating local housing need.

2 BACKGROUND

- 2.1 The NSPF has been prepared by officers from the constituent authorities, under the oversight of a Member level group comprising representatives from all the authorities, to provide a co-ordinated approach to strategic planning issues. The Council's representative is the Cabinet Member for Planning.
- 2.2 Although the Framework is not a statutory planning document, it sets out strategic matters to be taken account of in the production of Local Plans, including the emerging Greater Norwich Local Plan. Cross boundary issues include significant new housing and employment needs, strategic infrastructure provision, and protection of sensitive nature conservation sites. Several joint studies have been prepared to provide supporting evidence for the Framework, which have had benefits both in terms of economies of scale, and also in terms of a more comprehensive assessment of cross-boundary issues. This work is ongoing, to ensure that the NSPF remains up to date and fulfils its role as a Statement of Common Ground. Use this section to identify any "history" to the report, for example legislative requirements / changes, relevant policies and strategies and previous committee processes the report has been subject to.

3 CURRENT POSITION / FINDINGS

- 3.1 The NSPF includes 25 'Formal Agreements', set out in a summary on pages 6 to 9 of the document (Appendix 1). These Agreements include working towards a shared Spatial Vision (Agreement 2) and Shared Objectives (Agreement 3). The Vision and Objectives have regard to the main spatial planning issues of population growth, housing, economy, infrastructure and environment. Agreements on specific issues explain how the local planning authorities will seek to deal with the matters through their spatial planning role. Therefore, although the Framework is not a planning document in its own right, it can be seen as a guide for future planning work.

3.2 Many of the key updates to version 2 of the NSPF are shown as tracked changes in Appendix 1 and include:

- Ensuring it functions as a Statement of Common Ground, helping the authorities demonstrate the soundness of their Local Plans under the requirements of NPPF paragraph 35. This includes highlighting the governance arrangements in section 1.2, the 'next steps' in section 8 and a commitment to ongoing review under Agreement 25;
- The inclusion of housing figures that use the Government's standard methodology for calculating local housing need in section 6.3;
- Highlighting the work that is undertaken to address cross-boundary issues beyond the county boundary in section 3.5 and Appendix 2;
- A new Agreement addressing Minerals and Waste Planning issues (Agreement 23); and
- An updated Agreement on telecoms, including the roll out of the 5G network (Agreement 19);
- Highlighting the work with Water Resources East (WRE) to safeguard sustainable water supplies.

4 PROPOSED ACTION

4.1 It is proposed that the Council endorses the updated NSPF and remains one of the signatories to the Framework. The Framework is an iterative document that will evolve and be updated to reflect changing circumstances. Also, it is likely that there will continue to be opportunities for joint-working amongst the local planning authorities on issues under the Framework. Potential work identified for the next iteration of the NSPF include:

- Evolving a Green Infrastructure Recreational Avoidance and Mitigation Study and recommendations to address impacts on internationally designated (Natura 2000) sites;
- Improvements to the commitments around Climate Change;
- Evidence on older people's accommodation and support needs;
- A new Transport Agreement with greater alignment to the Norfolk Infrastructure Delivery Plan;
- Potential options for influencing housing delivery; and
- Guidance and joint policies to support the roll out of 5G.

5 OTHER OPTIONS

- 5.1 The Council could decide not to be a signatory to the NSPF and/or not to continue to review and evolve the document to address emerging issues; however, the Government is clear, through the NPPF, that Statements of Common Ground which address strategic, cross-boundary planning issues will be key to assessing the soundness of Local Plans. Councils will also have to continue to demonstrate that they are meeting their 'Duty to Cooperate' obligations. Notwithstanding these requirements, the Member and Officer groups that support the development of the NSPF also provide a useful and practical way of focussing attention on key, cross-boundary issues.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – There is an ongoing financial implication for the Council in terms of supporting the work of Members and Officers in keeping the NSPF up to date. A direct financial contribution is also made to cover the costs of the NSPF Programme Manager and the ongoing studies needed to evidence the NSPF. Officer time is within existing staff resources and the NSPF reflects work that would, in any event need to be undertaken as part of the Local Plan process, in terms of Duty to Cooperate and Statement of Common Ground. Significant financial savings have been and can be made through the joint commissioning of evidence base work. The budget is available for this work and if it were not undertaken through the NSPF, resource would need to be found to prepare elements of the Local Plan evidence base and fulfil the requirements of the Duty to Cooperate and Statement of Common Ground.
- 6.2 **Legal Implications** – the NSPF will be a key element in demonstrating that Norfolk's local planning authorities are working together as required under the Duty to Co-operate set out in the Localism Act 2011 and in demonstrating that they are meeting the requirements to produce Statements of Common Ground under the NPPF.
- 6.3 **Equality Implications** – It is not considered that the Framework will have any adverse impacts in terms of equalities.
- 6.4 **Environmental Impact** – As a non-statutory document which is not making new policy, there are no negative environmental implications. The NSPF indicates how the Norfolk local authorities aim to work together to manage some environmental matters (such as recreational pressures on sensitive nature conservation sites) more effectively.
- 6.5 **Crime and Disorder** – It is not considered that the Framework will have any adverse impacts in terms of crime and disorder.
- 6.6 **Risks** – Other constituent partners may not agree to the NSPF and its future working, but this is minimised as a result of the partners being fully involved in the process including through the overseeing Member level group.

7 CONCLUSION

- 7.1 The revised NSPF (Appendix 1) will assist the Council in fulfilling its obligations to demonstrate the Duty to Cooperate (under the Localism Act 2011) and meet the National Planning Policy Framework (NPPF) requirement to have a Statement of Common Ground, which will be key in showing that Local Plan documents are 'sound' during their Examination by the Planning Inspectorate.

8 RECOMMENDATIONS

- 8.1 That Cabinet **recommend that Council** agree to:
1. Be a signatory to the updated Norfolk Strategic Planning Framework (June 2019); and
 2. Support the continued work of Members and Officers to ensure that the NSPF remains up to date.
-

Background Papers

None.

Norfolk Strategic Planning Framework

Shared Spatial Objectives for a Growing County and Statement of Common Ground

~~January-June~~ 2019



Signatories

- Breckland District Council
- Broadland District Council
- Broads Authority
- Great Yarmouth Borough Council
- Borough Council of King's Lynn and West Norfolk
- North Norfolk District Council
- Norwich City Council
- South Norfolk Council
- Norfolk County Council
- Natural England
- Environment Agency
- Anglian Water
- New Anglia Local Enterprise Partnership

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- Great Yarmouth Borough Council
- Borough Council of King's Lynn and West Norfolk
- North Norfolk District Council
- Norwich City Council
- South Norfolk Council
- Norfolk County Council
- Suffolk County Council
- Babergh & Mid Suffolk District Councils
- Waveney District Council
- West Suffolk Council
- Fenland District Council
- East Cambridgeshire District Council
- South Holland District Council
- Natural England
- Environment Agency
- Wild Anglia
- Anglian Water
- New Anglia Local Enterprise Partnership
- UK Power Networks
- Cambridgeshire and Peterborough Combined Authority
- Great Yarmouth & Waveney CCG
- North Norfolk CCG
- Norwich CCG
- South Norfolk CCG
- West Norfolk CCG
- NHS Sustainability and Transformation Partnership Estates for Norfolk and Waveney
- Mobile UK

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Summary of **Formal Agreements within the Statement of Common Ground**

Agreement 1 - That when preparing new Local Plans which seek to identify levels of Objectively Assessed Need for housing the Norfolk Planning Authorities will produce documents which provide for the development needs of their areas until at least 2036.

Agreement 2 - In preparing their Local Plans the Norfolk Planning Authorities will seek to positively contribute towards the delivery of the following vision.

“By the middle of the 21st century Norfolk will be increasingly recognised nationally for having a strong and vibrant economy providing high quality economic opportunities for residents in urban and rural areas. Its settlements and key infrastructure will be physically resilient to the impacts of climate change. The natural, built and historic environments will be enhanced through the regeneration of settlements, safeguarding and enhancement of current assets and networks, improving both biodiversity and the quality of life for residents. Housing needs will be met in full in socially inclusive communities. The County will be better connected by having good transport links to major cities in the UK and Europe and excellent digital connectivity. A good relationship between homes and jobs will minimise the need to travel and residents will have choice about how they meet their demand for local travel.”

Agreement 3 - By 2036, through co-operation between Local Authorities and preparation of Development Plans, Norfolk will seek to maximise the delivery of the following objectives (in no particular order):

- To realise the economic potential of Norfolk and its people *
- To reduce Norfolk’s greenhouse gas emissions as well as the impact from, exposure to, and effects of climate change *
- To address housing needs in Norfolk *
- To improve the quality of life for all the population of Norfolk *
- To improve and conserve Norfolk’s rich and biodiverse environment *

[* full details of each objective are in section 2 of this document]

Agreement 4 –To produce and maintain an assessment of housing needs covering the three contiguous and non-overlapping broad market areas of Great Yarmouth, Central Norfolk and West Norfolk

Agreement 5 - That Great Yarmouth and King’s Lynn and West Norfolk will each continue to prepare separate Local Plans for their areas.

Agreement 6 - That Breckland and North Norfolk will continue to prepare separate Local Plans for their areas whilst Broadland District Council, Norwich City Council and South Norfolk Council will co-operate on a new Greater Norwich Local Plan that will replace the current Joint Core Strategy and various other existing Local Plan documents in this area.

Agreement 7 - That, in view of the very distinct issues facing the Broads Authority Area, spatial planning matters will continue to be best addressed by way of a standalone Broads Local Plan.

Agreement 8 - The above list of locations are the Tier One Employment sites and should be the focus of investment to drive increasing economic development in key sectors, and protected from loss to other uses.

Agreement 9 - The emerging Local Plans for the area will include appropriate policies and proposals to recognise the importance of the above cross boundary issues and interventions.

Agreement 10 - When determining their respective Local Plan housing targets each authority, working together where desirable, will aim to deliver at least the local housing need as identified in the most up to date evidence (Table 9). Where this would result in unsustainable development, agreement will be sought with other authorities, initially within the same Housing Market Area, to ensure sufficient homes are provided to meet identified needs and demands in the area until at least 2036.

Agreement 11 – The Broads Authority will meet its calculated portion of the wider housing requirement as far as is compatible with the protection of the Broads landscape and special qualities.

Agreement 12 – South Norfolk, Norwich City, Broadland, North Norfolk, and Great Yarmouth Councils will seek to include appropriate provision within their Local Plans to address the housing needs arising from the parts of the Broads Authority area overlapping their administrative boundaries if these cannot be met within the Broads Local Plan.

Agreement 13 – ~~In addition to their OAN,~~ Broadland, Norwich City, and South Norfolk Councils will seek to deliver an additional supply of homes within the Greater Norwich Local Plan to ensure the housing needs arising from the City Deal are met in full.

Agreement 14 - The Norfolk Planning Authorities will quantify the need for, and plan to provide for, the specialist accommodation needs of the elderly, students, gypsy and travelling Show People, and those residing in other specialist types of accommodation and working together will ensure that the distribution of provision responds to locally identified needs.

Agreement 15 – All Local Planning authorities will produce their Housing and Economic Land Availability Assessments to the standard Norfolk methodology.

Agreement 16 - To minimise the risk of slow delivery over the next plan period, where it is sustainable to do so, the following will be done:

- Housing strategies will seek to allocate a range of different sizes of sites, where such sites are available and would result sustainable development.
- Clear evidence and demonstration of ability to deliver development will be required prior to the allocation of larger sites for development.

Agreement 17 – Norfolk is identified as an area of serious water stress, the Norfolk Authorities have agreed that when preparing Local Plans to seek to include the optional higher water efficiency standard (110 litres/per person/per day) for residential development.

Agreement 18 – The Norfolk Authorities, Anglian Water and Essex and Suffolk Water have agreed to provide regular and timely updates to each other on the delivery of development sites and proposed utility projects to ensure that development is aligned with water and wastewater infrastructure.

Agreement 19 - To maximise the speed of rollout of 5G telecommunications to Norfolk, the Local Planning Authorities are engaging with the telecommunications industry including Mobile UK to produce shared objectives for extending 4G coverage and the rollout of 5G infrastructure in Norfolk ~~guidance on the location of base and booster stations for the 5G network~~, taking into account material planning considerations. The objectives will be agreed in the Summer of 2019 and inform

~~local plan documents. The aim is to get this guidance agreed before the end of Spring 2019 with it potentially being included in emerging Local Plan documents.~~

Agreement 20: The authorities agree to endorse the updated *Planning in Health: An Engagement Protocol Between Local Planning Authorities¹, Public Health and Health Sector Organisations in Norfolk* and undertake its commitments.

Agreement 21: The Local Planning authorities will continue to work closely with the County Council and school providers to ensure a sufficient supply of school places and land for school expansion or new schools, and use S106 and / or Community Infrastructure Levy funds to deliver additional school places where appropriate. The authorities agree to continue supporting the implementation of the County Council's Planning Obligations Standards as a means of justifying any S106 payments or bid for CIL funds needed to mitigate the impact of housing growth on County Council infrastructure.

Agreement 22: In recognition of:

- a) the importance the Brecks, the Broads and the Area of Outstanding National Beauty, together with environmental assets which lie outside of these areas, brings to the county in relation to quality of life, health and wellbeing, economy, tourism and benefits to biodiversity;
 - b) the pressure that development in Norfolk could place on these assets; and
 - c) the importance of ecological connections between habitats
- the Local Planning Authorities will work together to produce a GI Strategy for Norfolk which will aid Local Plans in protecting and where appropriate enhancing the relevant assets.

Agreement 23: It is agreed that:

a) It is essential that there is a sufficient supply of minerals to provide the infrastructure, buildings, energy and goods that the country needs. The Norfolk Minerals and Waste Local Plan will therefore enable Norfolk to continue to be self-sufficient in the production of sand & gravel, whilst making an important contribution to the national production of silica sand.

b) A steady and adequate supply of minerals to support sustainable economic growth will be planned for through allocating sufficient sites and/or areas in the Norfolk Minerals and Waste Local Plan to meet the forecast need for sand and gravel, carstone, and silica sand.

c) Since minerals are a finite natural resource, and can only be worked where they are found, best use needs to be made of them to secure their long-term conservation. Resources of sand and gravel, carstone and silica sand within defined Mineral Safeguarding Areas will be safeguarded from needless sterilisation by non-mineral development. Infrastructure for the handling, processing and transportation of minerals will also be safeguarded from incompatible development. Defined waste management facilities and water recycling centres will be safeguarded from incompatible development.

¹See <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/nspmf-28-jan-2019--draft-health-planning-protocol-new.pdf?la=en&hash=89E2F23726C3CF38EC362E8441F01C1EAA52225F>

d) The Norfolk Minerals and Waste Local Plan policies will enable the re-use, recycling and recovery of waste in Norfolk to increase, thereby reducing the quantity and proportion of waste arising in Norfolk that requires disposal, in accordance with the Waste Hierarchy.

e) The Norfolk Minerals and Waste Local Plan will enable Norfolk to be net self-sufficient in waste management, where practicable and to enable sufficient waste management infrastructure to be provided, for Norfolk, to meet the existing and forecast amount of waste expected to arise over the Plan period.

f) The Norfolk Minerals and Waste Local Plan will direct new waste management facilities to be located in proximity to Norfolk's urban areas and main towns. Priority for the location of new waste management facilities will be given to the re-use of previously-developed land, sites identified for employment uses, and redundant agricultural and forestry buildings and their curtilages.

g) The Norfolk Minerals and Waste Local Plan will contain policies to ensure that minerals development and waste management facilities will be located, designed and operated without unacceptable adverse impacts on the amenity of local communities, the natural, built and historic environment, the landscape and townscape of Norfolk.

Agreement ~~23~~24: In recognition of the benefits gained by co-ordinating and co-operating on strategic planning activities the signatories to this document agree to support the activities of the Norfolk Strategic Planning Member Forum and to continue to appropriately resource joint planning activity.

Agreement ~~24~~25: Norfolk Planning Authorities agree to maintain this statement of common ground on a regular basis reviewing it at least every two years to support the maintenance of up to date local plans across the county and ensure that the NSPF remains the most appropriate vehicle to address strategic planning matters for the county.~~Norfolk Planning Authorities agree to maintain the statements of common ground on a regular basis with publication dates to be linked to local plan publications of the various authorities involved. The review will ensure that each authority is able to meet its local housing needs and agreements are in place where this is not appropriate or achievable, each review will also ensure that the NSPF remains the most appropriate vehicle to address strategic planning matters for the county.~~

Section 1 – Introduction

1.1 Purpose of this Document

Norfolk's Local Planning Authorities (including Norfolk County Council) have a long track record of working together to achieve shared objectives. In early 2015 they, working through its strategic planning member forum, agreed to formally cooperate on a range of strategic cross-boundary planning issues through the preparation of the Norfolk Strategic Planning Framework (NSPF).

The aim of producing the framework was to:

- Agree shared objectives and strategic priorities to improve outcomes for Norfolk and inform the preparation of future Local Plans;
- Demonstrate compliance with the duty to co-operate and consistency with the revised National Planning Policy Framework;
- Find efficiencies in the planning system through working towards the establishment of a shared evidence base;
- Influence subsequent high level plans (such as the New Anglia LEP's Strategic Economic Plan); and
- Maximise the opportunities to secure external funding to deliver against agreed objectives.

Following consultation in August/September 2017 the endorsed NSPF was published in March 2018.

With the publication of a revised National Planning Policy Framework (NPPF) on the 24th July 2018 (and updated in February 2019)² and the requirement to apply a new standardised methodology to assessing housing need and produce statements of common ground it is clear that Norfolk's local planning authorities needed to continue to work closely together to address strategic planning matters. The Norfolk Strategic Planning Member forum agreed to continue to formally cooperate on strategic planning activities and to update the NSPF in light of the publication of the revised NPPF.

This document fulfils the requirement for Norfolk Local Planning Authorities to produce a statement of common ground setting out the effective and on-going joint working across the county on strategic planning matters. It addresses key cross-boundary issues and progress in cooperating to address these.

A number of working groups have been tasked with updating the document, these groups consist of Local Authority staff assisted by other organisations including the Environment Agency, Natural England NHS Sustainability and Transformation Partnership (STP), Anglian Water, UK Power Networks and the New Anglia Local Enterprise Partnership. Our thanks is extended to all those who have contributed to this work which has informed this framework.

For further information on the work of the Norfolk Strategic Planning Member Forum and about the process for updating this framework~~preparing this strategy~~ please see the Forum's website:

www.norfolk.gov.uk/nsf

² See <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

~~Once again -~~ This document is intended to be strategic in nature. It provides only an overview of background information and shared research. A wealth of information has been produced by the working groups; however a decision has been made to keep this document concise and to concentrate on the matters where there is a clear need for agreement between the Local Authorities. We acknowledge that not all factors have been considered, but where appropriate, relevant additional information has been highlighted. Mitigation of certain issues does not diminish their importance or value.

Details of the lead contact in each local Council on strategic planning matters are included in Appendix 1.

1.2 Governance Arrangements for the creation of this document

Norfolk Strategic Planning Member Forum

The development of this Framework is overseen by the Norfolk Strategic Planning Member Forum. This consists of one Member from each of the Borough Council of King's Lynn and West Norfolk, Breckland District Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, North Norfolk District Council, Norwich City Council, South Norfolk Council and the Norfolk County Council. The membership of the group will be determined by each authority via annual nomination preferably of the Planning Portfolio Member or equivalent for each authority. The operation of the Member Forum and officer support group is governed by formal terms of reference available from www.norfolk.gov.uk/nsf. Chairmanship and vice chairmanship is determined by the Forum and reviewed each year. The meetings of the Forum are held every three months and held in public. An agenda and papers are circulated in advance of each meeting and informal action notes will be taken and published on the Norfolk Strategic Planning Framework website (www.norfolk.gov.uk/nsf). Each authority endorses this document through their relevant committees or cabinets.

Norfolk Strategic Planning Officers Group

The Norfolk Strategic Planning Officers Group consists of key planning policy officers from each Planning Authority in Norfolk as well as other key statutory agencies. The group reviews the progress of the document production on a monthly basis. The group have ensured that the document progresses to the timetable and meets any government and legislative requirements.

The Steering Groups

The steering group is responsible for the creation of the document, receiving reports from the Technical Sub groups to help in the authoring process.

Technical Sub groups

The Technical Sub Groups provide technical evidence and make recommendations in relation to the document to the Steering Group. They consist of officers from the Authorities involved in the production of the document and a range of bodies who have expertise and interest in matters related to the group's subject.

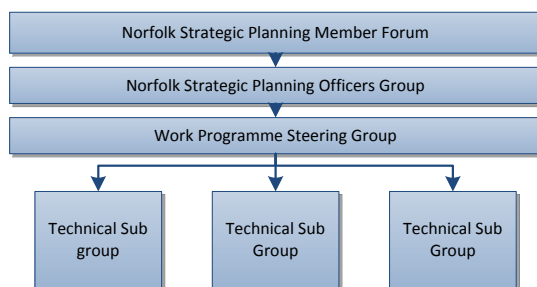


Figure 1: Governance arrangements for the Norfolk Strategic Planning Framework

1.3 Changes to the document

In updating this document Norfolk's local planning authorities sought to ensure the NSPF meets the new requirements of the revised National Planning Policy Framework (NPPF) particularly:

- it meets the requirements set out to become a Norfolk wide Statement of Common Ground (SCG)
- it includes an assessment of the impacts of the ~~interim~~ new housing methodology in the housing section and the ability of each authority to meet its own housing needs.
- Updates to remaining sections to take account of new or updated information

1.4 Timescale for and coverage of the Document

This document relates to the whole of Norfolk and all Norfolk authorities which include:

Breckland District Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn and West Norfolk, Norwich City Council, North Norfolk District Council, South Norfolk Council and Norfolk County Council.

All Norfolk Local Planning Authorities have agreed that in their next generation of Local Plans to plan to a common end date of at least 2036. This is reflected in the evidence base for this framework insofar as it seeks to provide statistical information looking ahead to this period. This is also the date by when objectives are to be achieved. However, in parts, notably the vision, it is necessary for the document to take a longer term view.

Agreement 1 - That when preparing new Local Plans which seek to identify levels of Objectively Assessed Need for housing the Norfolk Planning Authorities will produce documents which provide for the development needs of their areas until at least 2036.

Section 2 – Vision and Objectives

2.1 Introduction

Norfolk is a diverse County. It covers a land area of 5,370 sq. km (2,074 sq. miles) and has a population of 898,390³. It is a largely rural county with a relatively low population density, although over half of the population lives in the built up areas of Norwich, Great Yarmouth and King's Lynn and a number of market towns⁴. These built up areas have a very considerable stock of historic assets and can offer a very attractive quality of life to residents.

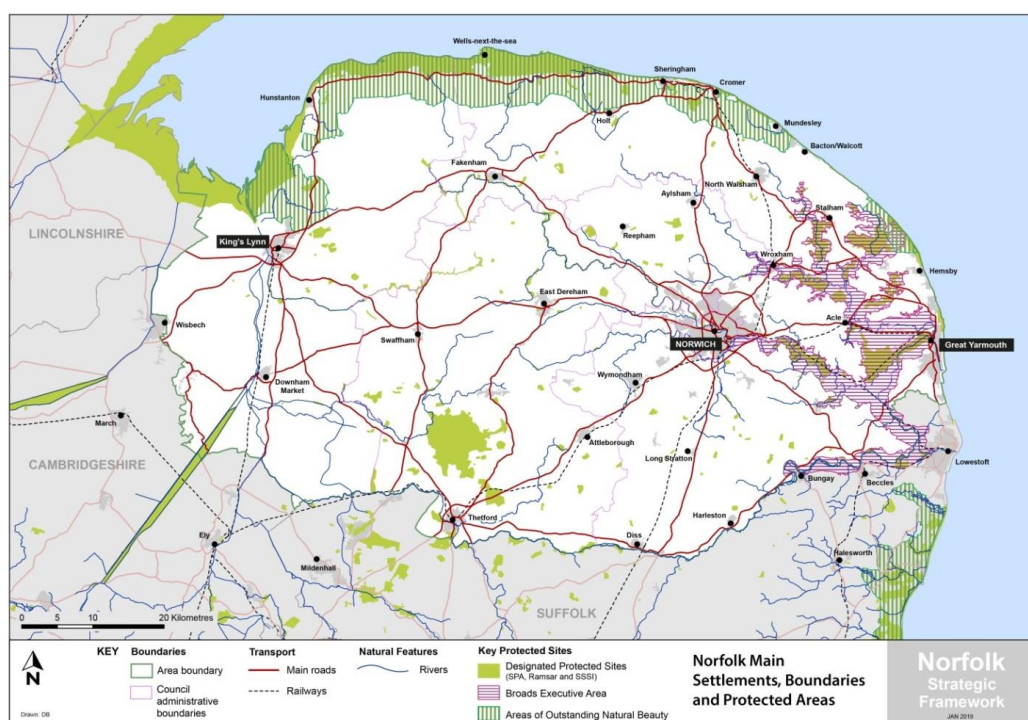


Figure 2: Map of Norfolk's main settlement, Authority boundaries, major transport connections and land-based protected areas. 2019

Norfolk borders Suffolk to the south, Cambridgeshire to the southwest, and Lincolnshire to the west, and has a long coastal boundary stretching from The Wash to the south of Great Yarmouth. It contains many environments which are highly valued for their landscape and for their biodiversity and/or geodiversity interests. In particular, the Norfolk Coast Area of Outstanding Natural Beauty,

³ Mid year 2017 ONS estimate see Norfolk Insight web page <http://www.norfolkinsight.org.uk/population>

⁴ The 21 largest others centres are Attleborough, Aylsham, Cromer, Dereham, Diss, Downham Market, Fakenham, Harleston, Holt, Hunstanton, Loddon, Long Stratton, North Walsham, Sheringham, Stalham, Swaffham, Thetford, Wroxham/Hoveton, Wymondham, Watton, Wells-Next-The-Sea

the Brecks and the Broads, which is a unique network of protected rivers and lakes that extends partly into Suffolk and has the equivalent status to a National Park.

Norfolk's economy is also diverse. It is home to a number of world class industries such as on the Norwich Research Park and the offshore energy sector in Great Yarmouth. Employment levels are growing; there is a highly skilled and versatile population with good graduate retention rates and improving links to the thriving markets of Cambridge, London and the wider South East. However, it is not without challenges; gross value added per job in the area remains below the UK average⁵, there are high levels of deprivation especially in urban areas and skill levels in the workforce are relatively low. The Economic Strategy (which was produced by the New Anglia Local Enterprise Partnership in 2017) identifies a number of interventions designed to significantly uplift economic performance in Norfolk.

Norfolk's infrastructure is ~~comparatively~~ under developed compared to many other parts of the wider South and East of England. For many years Norwich was the largest city in England not connected to the motorway network by a dual carriageway. Cross county trips tended to be slow and unreliable and rail journey times from London were comparable to places in the north of England such as York and Warrington. However, the dualling of the A11 and the completion of the Broadland Northway (previously known as the Northern Distributor Road) improved travel time and connectivity considerably, and announcements on both the A47 and the Greater Anglia rail franchise have the potential to improve this further. Norwich Airport, the busiest airport in East Anglia, offers regular flights to various destinations in the UK and Europe. Many of the key road and rail links connecting Norfolk to the rest of the UK are still in need of improvement as are many of the links within the County. The need to enhance capacity of infrastructure networks can add considerable costs and increase delays to development.

Patchy mobile coverage is a continuing frustration to residents and businesses⁶. However, the picture regarding superfast broadband coverage is rapidly improving; with ~~92%~~⁷ of the county's homes and businesses able to now access superfast broadband, up from 42% in 2012⁸, and through the extension to the better broadband for Norfolk programme which plans to make high-speed broadband available to more than 95 per cent of Norfolk's premises by April 2020.

Through working together and with government, businesses and residents Norfolk's Local Authorities hope to successfully address the challenges faced and maximise the potential of the County. As a basis for guiding this shared endeavour, the following shared vision and objectives have been agreed ~~for consultation~~ by the Strategic Planning Member Forum. For further information on the background to this material please see the papers previously considered by the Member Forum⁹.

⁵ See NEW Anglia LEP Economic Strategy page 7 <https://newanglia.co.uk/wp-content/uploads/2018/11/New-Anglia-Economic-Strategic-Brochure-Lowres.pdf>

⁶ See www.norfolk.gov.uk/mobilemap

⁷ See Better Broadband for Norfolk Website

⁸ See Better Broadband for Norfolk Information Sheet 26 (26 May 2017)

⁹ See papers for the 13th October 2016 Member Forum at www.norfolk.gov.uk/nsf

Field Code Changed

2.2 Proposed Spatial Vision

Agreement 2 - In preparing their Local Plans the Norfolk Planning Authorities will seek to positively contribute towards the delivery of the following vision.

“By the middle of the 21st century Norfolk will be increasingly recognised nationally for having a strong and vibrant economy providing high quality economic opportunities for residents in urban and rural areas. Its settlements and key infrastructure will be physically resilient to the impacts of climate change. The natural, built and historic environments will be enhanced through the regeneration of settlements, safeguarding and enhancement of current assets and networks, improving both biodiversity and the quality of life for residents. Housing needs will be met in full in socially inclusive communities. The County will be better connected by having good transport links to major cities in the UK and Europe and excellent digital connectivity. A good relationship between homes and jobs will minimise the need to travel and residents will have choice about how they meet their demand for local travel.”

2.3 Proposed Shared Objectives

Agreement 3 - By 2036, through co-operation between Local Authorities and preparation of Development Plans, Norfolk will seek to maximise the delivery of the following objectives (in no particular order):

To realise the economic potential of Norfolk and its people by:

- facilitating the development and infrastructure needed to support the region's business sectors and clusters, driving economic growth through the enhancement of productivity, skills and education to provide widening opportunities in line with the New Anglia Local Enterprise Partnership Economic Strategy;
- fully exploiting the economic opportunities offered by the economic success and global reputation of Cambridge;
- providing for job growth broadly matching increases in housing provision and improving the alignment between the locations of workplaces and homes;
- ensuring effective and sustainable digital connections and transport infrastructure between and within Norfolk's main settlements and across county boundaries to strengthen inward investment;
- strengthening Norfolk's connections to the rest of the UK, Europe and beyond by boosting inward investment and international trade through rail, road, sea, air and digital connectivity infrastructure;
- strengthening Norfolk's competitiveness through the delivery of well-planned balanced new developments providing access to a range of business space as well as high quality residential, well serviced by local amenities and high quality educational facilities;
- Recognising the role of our city centre and the need to re-examine and revitalise the role of town centres as a focus for investment and enhancing the quality of life for residents;
- recognising that the long term conservation of Norfolk's natural environment and heritage is a key element of the county's competitiveness.

To reduce Norfolk's greenhouse gas emissions as well as the impact from, exposure to, and effects of climate change by:

- locating development so as to reduce the need to travel;
- effecting a major shift in travel away from car use towards public transport, walking and cycling;
- maximising the energy efficiency of development and promoting the use of renewable and low carbon energy sources; and
- managing and mitigating against the risks of adverse weather events, sea level rise and flooding by reducing the impacts on people, property and wildlife habitats.

To address housing needs in Norfolk by:

- providing for the quantity of housing growth which will support the economic prospects of the County and address in full the identified need for new homes in line with the Economic Strategy of the New Anglia LEP;
- ensuring that new homes built are of the right sort in terms of size, type, and tenure to contribute positively towards addressing identified needs including for affordable homes, homes for the elderly and students, and other groups in society requiring specialist living accommodation;
- Ensuring that new homes are served and supported by adequate social infrastructure, including schools, libraries, fire service provision; play space and green infrastructure provided through developer funding (e.g. through S106 agreements and/or Community Infrastructure Levy)
- contributing towards sustainable patterns of development including improving the relationship between homes, jobs and other key day to day services;
- delivering high quality, energy efficient homes in attractive communities which make a positive contribution to the health and well-being of communities; and
- ensuring that homes are delivered at the right time to address identified needs.

To improve the quality of life for all the population of Norfolk by:

- ensuring new development fulfils the principles of sustainable communities, providing a well-designed and locally distinctive living environment adequately supported by social and green infrastructure;
- promoting social cohesion by significantly improving the educational performance of our schools, enhancing the skills of the workforce and improving access to work, services and other facilities, especially for those who are disadvantaged;
- maintaining cultural diversity while addressing the distinctive needs of each part of the county;
- ensuring all our communities are able to access excellent sporting facilities, health services and opportunities for informal recreation;
- promoting regeneration and renewal of disadvantaged areas; and
- increasing community involvement in the development process at local level.

To improve and conserve Norfolk's rich and biodiverse environment by:

- ensuring the protection and enhancement of Norfolk's environmental assets, including the built and historic environment, biodiversity, geodiversity, soils, protected landscapes, the Broads, the Brecks and the coast;
- protecting the landscape setting of our existing settlements where possible and preventing the unplanned coalescence of settlements;
- maximising the use of previously developed land within our urban areas to minimise the need to develop previously undeveloped land;
- minimising, where possible, development on the best and most versatile agricultural land;
- where previously undeveloped land is developed, the environmental benefits resulting from its development will be maximised;
- protecting, maintaining and enhancing biodiversity through the conservation of existing habitats and species, and by creating new wildlife habitats through development;
- providing a coherent connected network of accessible multi-functional greenspaces;
- reducing the demand for and use of water and other natural resources; and
- Protecting and enhancing water, air, soil and other natural resource quality where possible.

The above vision and objectives were established to form part of the original Strategic Planning Framework and it is recognised that since they were originally agreed there has been considerable research in relation to climate change, including reports by the Intergovernmental Panel on Climate Change, and there is emerging change to the Government policy on the matter, including the recent announcement of the intention to legislate to set a net zero climate change emission target by 2050 into law. A group has been set up to review evidence and develop updated objectives around climate change. The group will develop a framework of clear policies and guidance to support and enable the county's development partners to deliver technically and commercially viable low carbon, climate resilient developments and infrastructure, and advise on appropriate revisions to our objectives to reflect this in the next version of this document.

Section 3 – Understanding the County

3.1 Administrative Boundaries

Within Norfolk there are seven separate District Council areas¹⁰ (as shown in Fig.2), each of which is a Local Planning authority. Overlying parts of five of these areas (and also part of Waveney District in Suffolk) is the Broads Authority which is the Local Planning Authority for its area rather than the District Councils. The Broads Authority Executive Area (in which the Broads Authority are the planning authority) overlays these administrative areas and is illustrated in the Figure below.

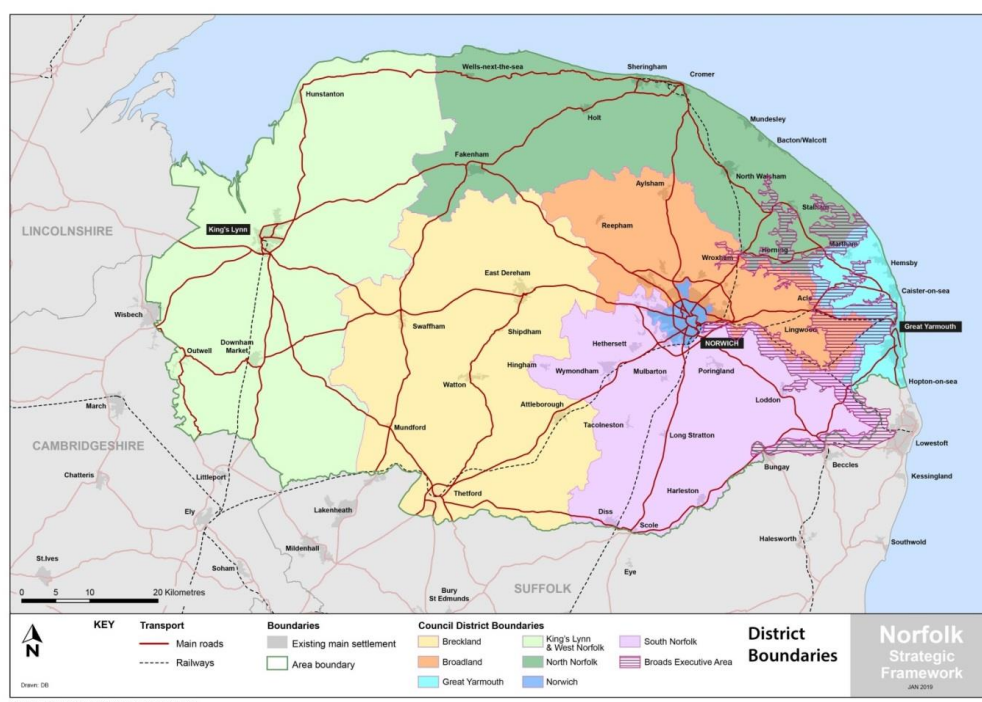


Figure 3: Map of Norfolk District boundaries and the major transport connections. 2019

In addition to the eight Local Planning Authorities the County Council are also a Local Planning Authority responsible for minerals and waste planning as well as certain operational development related to their functions (most notably for educational development). As the marine planning authority for England the MMO is responsible for preparing marine plans for English inshore and offshore waters. At its landward extent, a marine plan will apply up to the mean high water springs mark, which includes the tidal extent of any rivers. As marine plan boundaries extend up to the level of the mean high water spring tides mark, there will be an overlap with terrestrial plans which generally extend to the mean low water springs mark. Marine plans will inform and guide decision

¹⁰ Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council, North Norfolk District Council, Norwich City Council and South Norfolk Council.

makers on development in marine and coastal areas. On 2 April 2014 the East Inshore and Offshore marine plans were published, becoming a material consideration for public authorities with decision making functions.

Social, economic and environment considerations are neither determined by, nor constrained to, the administrative boundaries of the various planning authorities. Some issues affect single authorities, others are universal to the whole of the County, and across the area there are strong functional relations between places administered by neighbouring authorities. Indeed some settlements straddle the boundaries of planning authorities (Wroxham and Hoveton), as does the infrastructure which is necessary to support development.

The economic geography of Norfolk is complex as it reflects a multicentric area and boundaries tend to be fuzzy. Overall the County has a relatively high level of self-containment as the vast majority of the resident workforce stay in Norfolk for work, although there are some strong functional cross county boundary linkages¹¹.

Within the County the three larger urban areas of Norwich, King's Lynn and Great Yarmouth have a considerable influence providing jobs, retail, health care and a broad range of services and facilities as well as homes for a significant proportion of the county's population. These three centres are located in the east, west and centre of the County and have relatively limited functional connection with one another, notwithstanding the A47 linking all three.

3.2 Housing Markets

Housing Market Areas (HMAs) are defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work. In defining them, regard is given particularly to: house prices and rates of change in house prices; household migration and search patterns; and contextual data (for example travel to work area boundaries, retail and school catchment areas). They tend to represent *"...the geographical area in which a substantial majority of the employed population both live and work and where those moving house without changing employment choose to stay"*¹². All areas need to be identified as being within a housing market although housing market areas can overlap. Norfolk HMAs can be seen in Figure 4.

Prior to the introduction of a new housing methodology in the revised National Planning Policy Framework in July 2018, the Norfolk Districts and the Broads Authority had produced Strategic Housing Market Assessments (SHMAs) which covered the entire County¹³. Within the Central Norfolk SHMA area (comprising of Broadland District Council, Norwich City Council and South Norfolk Council) a case can also be made for the identification of a core area based around Norwich

¹¹ The linkages between Great Yarmouth and Lowestoft; the settlements in the Waveney Valley; and between King's Lynn and the Fens and Cambridge being particularly important.

¹² Local Housing Systems Analysis: Best Practice Guide. Edinburgh: Scottish Homes

¹³ See https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf
https://www.west-norfolk.gov.uk/download/downloads/id/1736/shma_document.pdf
<https://www.great-yarmouth.gov.uk/CHttpHandler.ashx?id=1241>

and its immediate environs including parts of both South Norfolk and Broadland District Councils. Outputs from the Central Norfolk SHMA include separate conclusions in relation to this core area.

The boundaries of Housing Market Areas will rarely correspond with the administrative boundaries of Local Authorities (Fig.3). In Norfolk there are three distinct HMAs centred on Norwich, King's Lynn, Yarmouth and their surrounding hinterlands. However there are some areas of the County which are distant from any of these centres; functional links are less apparent, and the case for inclusion within one HMA rather than another is less compelling. To ensure comprehensive coverage the Norfolk Authorities have agreed that the boundaries of the Housing Market Areas should be co-terminus and because housing targets will be set for each Planning Authority area the boundaries of HMAs should be 'snapped to' Authority boundaries.

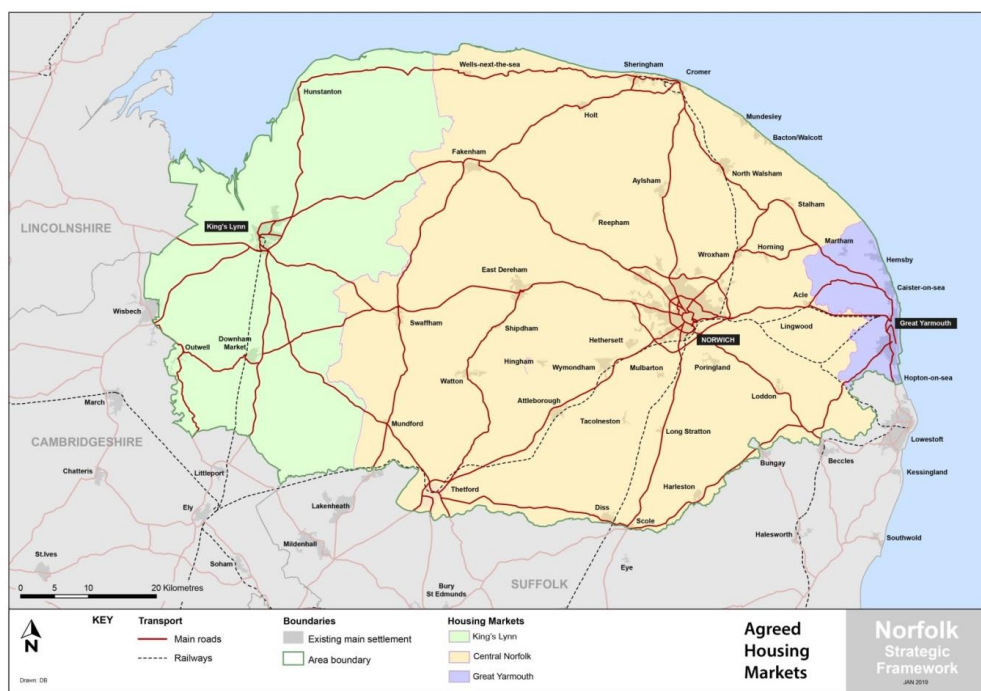


Figure 4: Map of Norfolk District boundaries and the major transport connections. 2019

Agreement 4 –To produce and maintain an assessment of housing needs covering the three contiguous and non-overlapping broad market areas of Great Yarmouth, Central Norfolk and West Norfolk

The housing needs of the relevant parts of the Broads Authority Area are included within the SHMAs for Central Norfolk, Great Yarmouth and Waveney. The level of need within the Broads Authority

area is specified within the Central Norfolk SHMA¹⁴. The new ~~interim~~ Government methodology cannot be used to calculate the housing requirements within the Broads area, therefore there remains a requirement for the Broads Authority to calculate a separate housing need when it reviews its local plan.

By virtue of the methodological requirements of the definition HMAs, the Central Norfolk Housing Market is very large and includes settlements some considerable distance apart which have little or no functional connection. In response to this the Central Norfolk Strategic Housing Market Assessment¹⁵ defines a core housing market area identifying the settlements with the strongest connections to the Norwich Urban Area. This supports the decision to prepare separate Local Plans for North Norfolk and Breckland District Councils (see below).

Following the introduction of a New Housing Methodology in the Revised National Planning Policy Framework in July 2018, it is clear that government still expects local planning authorities to plan for the right mix of home types and tenures to reflect local needs and the evidence base for such planning is only currently available from the SHMAs and is not available from the new proposed standard methodology.

3.3 Strategic Functional Economic Market Areas

Government guidance recognises that since patterns of economic activity vary from place to place, there is no standard approach to defining a functional economic market area. However in recognising these areas it is possible to define them by taking account of factors including:

- extent of any Local Enterprise Partnership within the area;
- travel to work areas;
- housing market area;
- flow of goods, services and information within the local economy;
- service market for consumers;
- administrative area;
- catchment areas of facilities providing cultural and social well-being; and
- transport networks.

Boundaries of Travel to Work Areas (TTWAs) are illustrated over the page in Figure 5. Information on retail matters are captured within the existing evidence base supporting Local Plans¹⁶. Both these sources suggest that whilst Norwich is a major Regional Centre and draws trade from an extensive catchment across Norfolk and the wider region, both King's Lynn and Great Yarmouth retain a sufficient degree of self-containment to be considered in different functional economic market areas for most purposes.

¹⁴ See pages 132-134 of the Central Norfolk SHMA
https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf

¹⁵ See pages 35-36 of the Central Norfolk SHMA
https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf

¹⁶ See in particular the Employment, Town Centre and Retail Study for the greater Norwich Local Plan:
<https://gnlp.idi-consult.net/localplan/readdoc.php?docid=14>

It should also be noted that there are some very strong and significant cross boundary functional economic relationships. Great Yarmouth has particularly strong links with Lowestoft to the South. Within the Waveney Valley there are strong relationships between settlements on both sides of the County boundary. In the West of the County, King's Lynn in particular has functional economic linkages to the Lincolnshire and Cambridgeshire Fens. Settlements such as King's Lynn, Downham Market and Thetford also benefit to some extent by good access to the Cambridge economy.

The position within the Central Norfolk area is again more complicated as for certain economic functions (such as higher order retail and cultural activities) the catchment area extends over the whole of Central Norfolk areas; there are far weaker connections in other areas of economic activity. In outer parts of the Central Norfolk area there is little functional connection for convenience shopping and the proportion of working residents who work in the Norwich urban area is very low¹⁷. Both Thetford and Mildenhall and Cromer and Sheringham are still regarded as being distinct Travel to Work Areas. These are illustrated below.

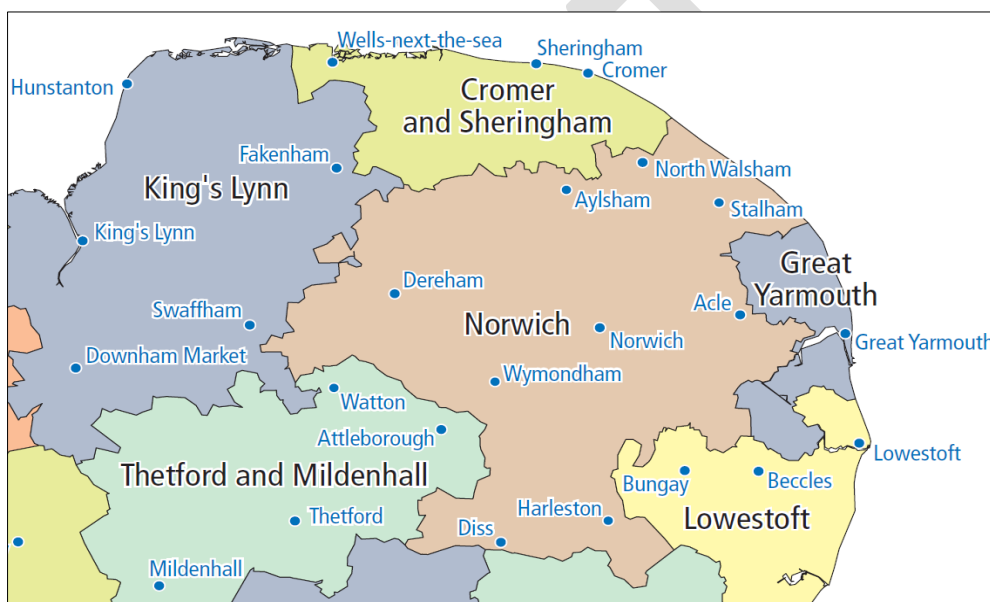


Figure 5: Norfolk's 2011 travel to work areas (TTWAs). Source: ONS 2015

The information available, including particularly the TTWAs and the higher retail analysis, suggests that the boundaries of strategic functional market areas are likely to be similar to the Housing Market Areas described above. Albeit, for many purposes significant sub-areas within these strategic areas will exist for a number of economic functions, especially within the Central Norfolk area.

¹⁷ The Central Norfolk SHMA identified the following settlements within the area of the 5 Central Norfolk Districts as having less than 10% of their resident workforce working in Norwich: Diss, Harleston, Sheringham, Swaffham, Thetford, Watton and Wells.

3.4 Implications of Changing Infrastructure on Market Areas

Norfolk has benefitted from a number of significant improvements to its transport infrastructure. It is arguable that these, and others expected to be built over the next few years will have some effect on the functionality of the housing and economic markets. For example the dualling of the A11 (Fiveways to Thetford) was completed and opened in December 2014, significantly improving the road connectivity between much of the County, Cambridge, the wider South East and the Midlands. The A47/A143 link road, which opened in December 2015, now better connects Great Yarmouth's Enterprise Zone at Beacon Park to further growth areas. The Broadland Northway which completed in Spring 2018 is a key part of the Norwich Area Transportation Strategy which also includes considerable investment in a range of other improvements across Norwich¹⁸.

The Highways (England) Roads Investment Strategy contains a number of improvement schemes for the A47 as part of the government's trunk road programme ~~from to be delivered by 2025-2015 to 2020:~~

- A47 Vauxhall and Gapton Roundabouts, Great Yarmouth
- A47 Blofield to Burlingham Dualling
- A47 Easton to Tuddenham Dualling
- A47/A11 Thickthorn junction

Additionally further improvement to the strategic road network of the County will be delivered by the Long Stratton bypass which is expected to be underway by 2020. The A17 is an important part of the road network, serving longer-distance trips, and is expected to be included as part of the Major Road Network, which we understand government will consult on before the end of the year.

In summer 2016 the Department for Transport confirmed Abellio as the operator of the new East Anglian rail franchise, which commenced in October 2016. The nine year franchise will deliver a variety of improvements including the following that are of particular significance for Norfolk:

- Replacement of the entire fleet of trains which will all be in service by the end of 2020;
- More services and faster journeys across the network, including two 'Norwich in 90' trains each way per day;
- Norwich to Cambridge services extended to Stansted Airport every hour;
- Faster services between Cambridge and London;
- Work with Network Rail to implement specific schemes to drive up performance and reliability throughout the franchise;
- Increase in seats into London in the morning peak period, and an increase of more than 1,000 services per week on the franchise network; and
- Various other improvements including improvements to WiFi, stations and ticketing systems.

A priority is the improvement of the Cambridge Norwich services including half hourly frequency.

¹⁸ See www.greaternorwichgrowth.org.uk/dmsdocument/554 for further information

Whilst the recently delivered and announced infrastructure enhancements are welcomed and cumulatively will assist the County in reaching its economic potential it is not considered likely they will result in any significant change to the functional geography of the County in the immediate future with regard to either housing or economic markets. East/West communications across the County will remain relatively slow and lack reliability, therefore it is likely that both King's Lynn and Great Yarmouth will retain similar levels of self-containment in housing and economic matters as present. The functional geography of the County will remain broadly as it is at least for the period of the preparation of the next round of Local Plans.

In the revised NPPF the government introduced the requirement to produce a Statement of Common Ground (SCG) over the housing market area or other agreed geographical area where justified and appropriate.

In light of this requirement and the above analysis of our functional economic geography it is the view of the Norfolk Local Planning Authorities that there is a strong case to produce a single statement of common ground across Norfolk rather than seeking to produce three separate ones based on one large and two small Housing Market Areas. The reasons for this are:

- The recognised desire of the government not to disrupt existing joint working arrangements where these are effective;
- The high overall rate of self-containment of the Norfolk economy;
- The somewhat weak functional relationship between the outer areas of the Central Norfolk Housing Market Area and its core and the similarity of the strategic issues faced by these outer areas with the adjoining coastal and rural areas of Kings Lynn and West Norfolk and Great Yarmouth Boroughs; and
- The way in which the Broads Authority area overlaps both the Great Yarmouth and Central Norwich Housing Market Areas and five of the District planning authority areas which are signatories to this Framework.

Furthermore the shared understanding of economic geography has led to a number of agreements being reached about appropriate Local Planning areas for Norfolk.

The relative self-containment of both King's Lynn and Great Yarmouth suggests that in practical terms there may be problems in seeking to meet growth pressures evident in King's Lynn and Great Yarmouth within the central Norfolk area and vice versa. In the light of this the following agreement has been reached.

Agreement 5 - That Great Yarmouth and King's Lynn and West Norfolk will each continue to prepare separate Local Plans for their areas.

With regard to Central Norfolk, the evidence does suggest that there may be some possibility for some of the growth pressures evident within the five Districts of Central Norfolk to be met within the different administrative areas of Central Norfolk. These five District authorities (Breckland, Broadland, North Norfolk, Norwich City and South Norfolk, along with the Broads Authority that partly overlaps 4 of their administrative areas) already co-operate closely, have a shared SHMA and are working on other joint studies. However, as noted above the Central Norfolk Housing Market Area is broad and contains places that have little relationship within one another and only a comparatively weak relationship with Norwich at the centre of the area. In the light of this the Local Authorities have reached agreement that whilst it will be necessary to closely co-operate on strategic planning matters and shared evidence it is only appropriate to seek to plan jointly over the

area closer to Norwich with much stronger functional connectivity. The possible advantages of producing a single Local Plan covering all of Central Norfolk are considered to be outweighed by the delays this would cause to plan preparation and the difficulty of getting meaningful engagement over such a large area.

Agreement 6 - That Breckland and North Norfolk will continue to prepare separate Local Plans for their areas whilst Broadland District Council, Norwich City Council and South Norfolk Council will co-operate on a new Greater Norwich Local Plan that will replace the current Joint Core Strategy and various other existing Local Plan documents in this area.

The issue of whether it is appropriate to define any sub market areas or not will be a matter for those Plans. This approach does not preclude the possible redistribution of growth across the Central Norfolk area should this be supported by evidence and agreed by the relevant planning authorities.

Furthermore, the Broads Authority Area overlaps functional housing and travel to work areas of Central Norfolk, Great Yarmouth and Lowestoft. The area clearly has a unique environment and a very distinct set of planning challenges which suggest that joint Local Planning would not be the best approach.

Agreement 7 - That, in view of the very distinct issues facing the Broads Authority Area, spatial planning matters will continue to be best addressed by way of a standalone Broads Local Plan.

For further information on the current Local Plans in the County and the timetable for review please see the Norfolk Compendium¹⁹.

3.5 Other Joint Initiatives and Neighbouring Strategic Partnerships

Given the high degree of self-containment in relation to the housing market and travel to work areas the framework relates principally to the county of Norfolk although where appropriate cross boundary initiatives are in place. For example planners from all of the Norfolk and Suffolk coastal local planning authorities, including the Broads Authority have also held a series of meetings over the latter part of 2017/early 2018 to share knowledge and experience and identify common interests around the coastal planning process. This has led to the creation of a separate 'Coastal' Statement of Common ground being developed²⁰. Other joint working arrangements include a Statement of common ground between Great Yarmouth and Waveney and the Cambridge Norwich Tech corridor, further details of cross boundary initiatives are in appendix 2.

¹⁹ See Norfolk Compendium of Local Plans on <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/monitoring-land-use-policies>

²⁰ See <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/nspm-statement-of-common-ground-coastal-zone-planning-report-180712.pdf>

Norfolk is bounded by Suffolk to the south and Cambridgeshire and Lincolnshire to the West, strategic partnerships are being developed in these neighbouring areas in response to national objectives for additional homes, jobs and enhanced infrastructure.

Following the formation of the Combined Authority (CA) for Cambridgeshire and Peterborough. The CA produced the Cambridgeshire and Peterborough Strategic Spatial Framework²¹ in March 2018 which brings together the current growth ambitions of the area, and how the Combined Authority can support local jobs and housing growth ambitions. The Combined Authority are engaging with its partners and other stakeholders to continue to develop the second half of the Strategic Spatial Framework.

In Suffolk, the Framework for Growth²² was agreed by the Suffolk Growth Portfolio Holders and Public Sector Leaders in January 2019. The Framework brings together the shared growth work that is being taken forward across Suffolk into a single, cohesive programme.

The Framework:

- Presents the starting point and ambitions to allow local authorities to engage with communities, partners and Government with a clear and consistent message
- Sets out a single, concise summary of the work being taken forward to plan, coordinate and deliver growth across Suffolk
- Enables connections between programmes of work across the public sector, thereby minimising duplication and ensuring greater benefit is delivered through our investments

To the west of Norfolk the South East Lincolnshire Local Plan²³ was adopted in March 2019 by the Joint Strategic Planning Committee. The Committee is a partnership of Boston Borough, South Holland District and Lincolnshire County Councils who are working together to plan the future of South Holland District and Boston Borough.

Across the wider region Norfolk is represented at the East of England Local Government Association and on the East of England Strategic Spatial Planning Officers' Liaison Group (SSPOLG) The role of the latter is to coordinate technical and policy work relevant to councils in the East of England on strategic economic, planning and infrastructure challenges, with a particular focus on engagement with London and the Wider South East.

Norfolk Authorities will continue to work with authorities in the region through their strategic partnerships and national initiatives to ensure a complementary, integrated approach to growth and to optimise investment opportunities to achieve mutually beneficial outcomes.

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²¹ See <http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Item-2.1-Append>

²² See <https://www.eastsuffolk.gov.uk/assets/Business/Suffolk-Growth-Programme-Board/Newsletter-7-files/Suffolk-Growth-Framework-May-2019.pdf>

²³ See <http://www.southeastlincslocalplan.org/adopted-plan/>

Section 4 – Projections of growth

As a baseline for planning activity published projections for the County must be considered, including projections regarding population, households and employment. These are summarised below. However, it should be recognised that these are statistical projections and tend to be very heavily based on the extrapolation of past trends. In forward planning it is essential that other factors are given due weight. This is done in subsequent sections of this document and these projections are only produced for information.

4.1 Population Projections

The most recent set of national population projections were published by the Office for National Statistics (ONS) in May of 2018²⁴. These show a drop in the rate of overall population growth from the 2014 ONS figures, however Table 1 still shows ~~the a~~ growth in population levels ~~of projected at a~~ 10% ~~increase~~ over the 20 year period from 2016-2036. All districts are projected to see a level of population growth of between 5% and 18%.

Table 1: Current and projected population numbers for Norfolk Districts. Source: ONS, 2018

District	2016 (000's)	2036 (000's)	Population growth 2014-2036 (%)
Breckland	137.1	156	14
Broadland	127.4	138.1	8
Great Yarmouth	99	103.8	5
King's Lynn And West Norfolk	151.8	164.4	8
North Norfolk	103.6	112.1	8
Norwich	139.9	154	10
South Norfolk	133	156.8	18
Norfolk	891.7	985.2	10

It should be noted that these projections do not take into account existing planned growth such as existing commitments in the Greater Norwich Joint Core Strategy. This would suggest a somewhat different distribution of population growth between the Greater Norwich authorities.

The population projections also contain considerable information of the age profile of the population. This is potentially of considerable strategic significance for Norfolk which will have ~~major-considerable~~ implications for Local Authority services and will need to be considered in Local Plans. The projected age profiles are set out in the Table 2 and 3 over the page.

²⁴ Available at

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/datasets/localauthoritiesinenglandtable2>

Table 2: Existing population numbers (000s) and % by age quartiles (2016) and projected population numbers and % by age quartiles (2036) of Norfolk Districts. Source: ONS

District	2016				2036			
	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)
Breckland	137.1	29.6 (21.5)	74.2 (54.1)	33.4 (24.4)	156	30.9 (19.8)	75.5 (48.4)	49.8 (31.9)
Broadland	127.4	26.3 (20.6)	68.8 (54)	32.2 (25.3)	138.1	27.3 (19.8)	67.5 (48.9)	43.1 (31.2)
Great Yarmouth	99	22 (22.2)	53.6 (54.1)	23.4 (23.6)	103.8	21.2 (20.4)	50.8 (48.9)	31.7 (30.5)
King's Lynn And West Norfolk	151.8	32.3 (21.3)	81 (53.4)	38.4 (25.3)	164.4	33.2 (20.2)	78.8 (47.9)	52.3 (31.8)
North Norfolk	103.6	18.3 (17.7)	52.1 (50.3)	33.2 (32)	112.1	18.2 (16.2)	49.4 (44.1)	44.7 (39.9)
Norwich	139.9	31.5 (22.5)	87.7 (62.7)	20.8 (14.9)	154	33.7 (21.9)	93.2 (60.5)	27 (17.5)
South Norfolk	133	29.6 (22.3)	71.4 (53.7)	31.7 (23.8)	156.8	33.3 (21.2)	77 (49.1)	46.6 (29.7)
Norfolk	891.7	189.6 (21.3)	489.1 (54.9)	212.9 (23.9)	985.2	197.8 (20.1)	492 (49.9)	295.3 (30)

Table 3: Change in 000s between 2016 and 2036. Difference between 'All People' for each district between 2016 and 2036 in %. Source: ONS

District	Difference between 2016 and 2036			
	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)
Breckland	18.9	1.3 (-1.7)	1.3 (-5.7)	16.5 (7.5)
Broadland	10.7	1 (-0.8)	-1.3 (-5.1)	10.9 (5.9)
Great Yarmouth	4.8	-0.8 (-1.8)	-2.8 (-5.2)	8.3 (6.9)
King's Lynn And West Norfolk	12.6	0.9 (-1.1)	-2.2 (-5.5)	13.9 (6.5)
North Norfolk	8.5	-0.1 (-1.5)	-2.7 (-6.2)	11.5 (7.9)
Norwich	14.1	2.2 (-0.6)	5.5 (-2.2)	6.2 (2.6)
South Norfolk	23.8	3.7 (-1.1)	5.6 (-4.6)	14.9 (5.9)
Norfolk	93.5	8.2 (-1.2)	2.9 (-5)	82.4 (6.1)

These tables show that whilst the overall population of the County is projected to grow steadily at a relatively modest rate, the change in the age profile is more significant with over 88% of the total increase between 2016 and 2036 being accounted for by growth in the over 65s²⁵. Between the

²⁵ Total growth in population age 65 plus is 82,400

ages of 20 and 64 population growth is projected to be very slow, with only a 0.6% growth rate over the 20 year period, whilst the numbers of 0-19 years olds are projected to grow by 4.3%.

These numbers do vary somewhat between individual districts (with Norwich being notably less affected by an ageing population) but the growth in the elderly population is projected to affect most parts of the County and will create significant issues given current models for funding social care and education provision. These issues are not considered further in the framework but the issues relating to housing are considered further in the housing section below.

The 2017 Health profile for England²⁶ suggests:

- Life expectancy continues to rise, albeit at a declining rate, but the number of years spent in poor health is increasing. This will impact the need for particular housing, transport and service delivery solutions
- The life expectancy gap between men and women is closing which may later affect the size of older person households over time
- Deprivation and inequality continue to be key and enduring factors in poor health outcomes and so need addressing. Consequently access to housing and employment and the impact of spatial and economic planning on these factors needs consideration
- There is growing evidence of the link between incidents of flooding and poor mental health

4.2 Household Projections

The most recent set of household projections were published by Department for Communities and Local Government (DCLG) in Sept 2018²⁷. These show that due to demographic changes households will increase at a marginally faster rate than population. Similar patterns of growth are shown as for population but again it should be noted that these projections do not take into account growth planned in existing Local Plans which may influence the scale and distribution of the growth in households.

Table 44: ONS 2016 household projections. Source: ONS

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District	2011	2016	2026	2036	Household growth 2016-2036 (%)
Breckland	54,522	57,464	63,264	69,588	21
Broadland	53,343	54,683	57,877	61,115	12
Great Yarmouth	41,988	43,015	45,004	47,296	10
King's Lynn and West Norfolk	62,928	64,345	67,903	71,800	12
North Norfolk	46,033	47,355	50,406	53,689	13
Norwich	59,587	62,192	65,793	69,582	12
South Norfolk	52,825	56,720	63,842	69,618	23
Norfolk	371,225	385,784	414,089	441,688	14

²⁶ See <https://www.gov.uk/government/statistics/2017-health-profiles>

²⁷ See <https://www.gov.uk/government/statistical-data-sets/live-tables-on-household-projections>

It should also be noted that the ~~outcome of the Government Technical consultation at the end of 2018²⁸ regarding the standard housing need methodology maintains the use of latest Government Technical consultation²⁹ regarding the standard housing need methodology uses~~ the 2014 based household projections ~~in calculating the housing need³⁰~~. These show a larger growth in households in all districts except in Breckland than the figures above. According to ONS this is because of lower assumptions about future levels of fertility and international migration, and an assumption of a slower rate of increase in life expectancy in the 2016 based projections. It is clear these figures remain important in calculating local housing need and the 2014 based projection figures are included in the table below.

Table 55: ONS 2014 household projections. Source: ONS

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District	2011	2016	2026	2036	Household growth 2016-2036 (%)
Breckland	54,744	57,652	63,041	67,797	18
Broadland	53,431	55,123	59,101	62,704	14
Great Yarmouth	42,177	43,579	46,718	49,687	14
King's Lynn and West Norfolk	63,214	65,082	69,508	73,633	13
North Norfolk	46,118	47,940	51,922	55,671	16
Norwich	60,135	63,509	68,782	73,658	16
South Norfolk	53,028	56,660	63,923	69,953	23
Norfolk	372,847	389,545	422,995	453,088	16

4.3 Employment Projections

Across the East of England Local Authorities use the East of England Forecasting Model (EEFM) to better understand the development needs of their area. The model provides a set of baseline forecasts designed to facilitate the setting of consistent housing and jobs targets and can also provide a means of generating alternative scenarios. It is prepared by the independent forecasting house Cambridge Economics and further information about the model and details of runs published are available online³⁰.

Table 5 sets out the headline results for Norfolk Districts produced in the 2017 run of the model. As with any forecast model, these results need to be treated with a degree of caution. They are “policy neutral” and assume that policy context in the future remains broadly as it has in the past. They cannot reflect the impact of any recent or future interventions that may be made through

²⁸ See <https://www.gov.uk/government/consultations/changes-to-planning-policy-and-guidance-including-the-standard-method-for-assessing-local-housing-need>

²⁹ See <https://www.gov.uk/government/consultations/changes-to-planning-policy-and-guidance-including-the-standard-method-for-assessing-local-housing-need>

³⁰ See <http://cambridgeshireinsight.org.uk/EEFM>

infrastructure investment, Economic Strategies or Local Plans. In addition, the reliability of a number of the underlying datasets decreases at smaller scales, and economic activity is not limited by council boundaries, so individual sector and District forecasts should be treated as being broadly indicative.

Overall the model shows that without additional intervention total job levels in the Norfolk economy are projected to grow at relatively modest rates over the next 20 years with most of the growth projected taking place within Greater Norwich. If the aims of the City Deal are added to the model's forecasts, it projects that over 92% of all the net growth in Norfolk will take place in Greater Norwich.

Table 6: Total employment by district. Source: EEFM 2017 and Central Norfolk SHMA

Districts	Total employment (000's)				2016-2036 growth (000's)
	2011	2016	2026	2036	
Breckland	49.8	57.5	58.2	59.8	2.3
Broadland	53.7	58.7	61.1	62.6	3.9
Great Yarmouth	41.9	43.9	45.9	47.6	3.7
King's Lynn & West Norfolk	62.6	68.9	71	72.3	3.4
North Norfolk	39.5	42.4	43.3	44.3	1.9
Norwich	89.5	102	108.4	113.3	11.3
South Norfolk	56.3	63.3	68.9	74.7	11.4
Greater Norwich*	199.4	223.9	250.3**	262.3**	38.4
Norfolk	393.3	436.7	468.7**	486.4**	49.6

*Broadland, Norwich & South Norfolk

**City Deal additional 11,800 jobs added but not broken down between GN Districts

Note: The Broads does not have its own jobs figures but any jobs delivered contribute to district target.

Section 5 – The Economy

Strategic Economic Objectives

To realise the economic potential of Norfolk and its people by:

- facilitating the development and infrastructure needed to support the region's business sectors and clusters, driving economic growth through the enhancement of productivity, skills and education to provide widening opportunities in line with the New Anglia Local Enterprise Partnership Economic Strategy;
- fully exploiting the economic opportunities offered by the economic success and global reputation of Cambridge;
- providing for job growth broadly matching increases in housing provision and improving the alignment between the locations of workplaces and homes;
- ensuring effective and sustainable digital connections and transport infrastructure between and within Norfolk's main settlements and across county boundaries to strengthen inward investment;
- strengthening Norfolk's connections to the rest of the UK, Europe and beyond by boosting inward investment and international trade through rail, road, sea, air and digital connectivity infrastructure;
- strengthening Norfolk's competitiveness through the delivery of well-planned balanced new developments providing access to a range of business space as well as high quality residential, well serviced by local amenities and high quality educational facilities;
- Recognising the role of our city centre and the need to re-examine and revitalise the role of town centres as a focus for investment and enhancing the quality of life for residents;
- recognising that the long term conservation of Norfolk's natural environment and heritage is a key element of the county's competitiveness.

5.1 Introduction

Compared to other areas in the UK, Norfolk has generally weathered the economic downturn since 2008 well. This is largely due to its diverse economy which is not reliant on any one sector. County employment levels and Gross Value Added (GVA) have returned to pre-downturn levels. The value of Norfolk's economy is £18.7 billion.³¹

Overall Norfolk's economy is growing, although growth is stronger in some parts of the County than others. This growth is driven by certain sectors of the economy, mostly concentrated in specific geographic areas, where there are particular strengths and expertise, for example energy, advanced engineering, tech/digital, food and life sciences. Norfolk's overall employment rates have consistently remained above national levels over the past 10 years (currently 75.2%, compared to the national level of 75%)³² and unemployment rates are generally below the national level and lower than they were 10 years ago³². However, this disguises substantial variation, the County includes some of the most deprived communities in the Country which have not weathered the downturn so well and a State of the Nation report, published in Nov 2017, has revealed parts of the county are

³¹ <https://newanglia.co.uk/economic-evidence-workbooks/>

³² ONS Annual Population survey, (July 2017-June 2018)

some of the worst in England for social mobility. The potential impact of Brexit adds uncertainty to future projections.

There are significant geographic clusters of existing business activity that anchor the Norfolk economy, with a number of these offering significant potential for growth. These key sector/industrial clusters can be summarised as follows:

- Agriculture and Food Processing – Breckland, King's Lynn & West Norfolk, North Norfolk, Greater Norwich
- Tech/digital Industries – Greater Norwich
- Offshore Energy – Great Yarmouth
- Engineering & manufacturing – King's Lynn & West Norfolk, Breckland, Greater Norwich, Great Yarmouth
- Financial Services - Greater Norwich
- Health and Life Sciences – Greater Norwich
- Tourism – The Broads, The Brecks, Great Yarmouth, North Norfolk, King's Lynn & West Norfolk, Greater Norwich

Notwithstanding these clusters and our economic strengths, the challenge going forward is the Norfolk economy's high level of dependency on lower wage, lower-skill sectors such as food production, agriculture and tourism, and the related high concentrations of very deprived populations in some parts of the County and 'hidden' rural poverty elsewhere. This is reflected in productivity levels per head which are currently at 25% below the national average³³. This, coupled with low levels of investment, relatively poor infrastructure and skills attainment, impacts on potential future economic growth.

While this Strategic Framework addresses development matters (broadly speaking, building and changes in the use of land), it is recognised that to be fully effective this needs to be complementary to other programmes and measures at the district, county, regional and national levels. In the light of the factors mentioned above, endeavours to promote 'inclusive growth' are especially relevant such as developing skills, community aspiration and capacity; recognising and nurturing the contributions of voluntary and community sectors; the quality of job opportunities, etc.

Many districts have their own economic development strategies, and there is a good record of collaboration on specific economic development projects. This Framework provides the opportunity to lay the foundation for developing strategy and such cooperation going forward.

The UK government published a white paper Building a Britain fit for the future in November 2017³⁴. The overarching aim and ambition of the Industrial Strategy is to provide a long term framework to build on our areas of competitive advantage, to close the gap between our best and worst performing areas, and make the UK one of the most competitive places in the world to start or grow a business. The strategy identified 5 foundations of productivity and 4 grand challenges to put the UK at the forefront of the industries of the future. Additionally local authorities are working with the New Anglia LEP to support the production of~~within Norfolk are working to produce~~ a local industrial

³³ See East of England Forecast Model 2017 - <https://cambridgeshireinsight.org.uk/eefm/>

³⁴ See <https://www.gov.uk/government/publications/industrial-strategy-building-a-britain-fit-for-the-future>

strategy. The overarching strategy for Norfolk set in the context of the New Anglia LEP area is set out in the Economic Strategy which was published in 2017³⁵. This set a number of ambitious targets regarding jobs numbers, new business start-ups, housing delivery, and productivity by 2036. Some of the key targets are summarised in Table 6:

Table 7: Summary of Key Economic Strategy targets (New Anglia Area)

Economic Strategy Headline	Target (to 2036)
Jobs	88,000 more jobs
Businesses	30,000 new businesses
Housing	140,000 new houses
GVA	£39 per Hour

It is expected that measures to assist in the delivery of these objectives will be brought forward as part of the Implementation of Delivery and Investment Plans.

The Norfolk Local Authorities are committed to strengthened collaboration and focus on new initiatives and interventions to help nurture economic growth in higher value, knowledge based sectors across Norfolk. These include new multi-site Enterprise Zones led by the New Anglia LEP, the new Cambridge-Norwich Tech Corridor, innovation centres at King's Lynn and Hethel, and energy related Enterprise Zone sites across Great Yarmouth and Waveney. The Local Energy East Strategy sets out collective ambitions to 2030 underpinned by a range of activities that the Local Energy East Network and the Greater South East Energy Hub will take forward to ensure that the remains at the forefront of clean growth in the UK and grasps the opportunities ahead.

Supporting the growth of Norwich Research Park for example, and other key Enterprise Zone sites, will help to grow knowledge jobs in key sectors and enhance the commercialisation of research. A greater focus on supporting digital entrepreneurs will also help strengthen the growing cluster of tech/digital creative enterprises in and around Norwich's city centre, and strengthening supply chains in the manufacturing, engineering and energy sectors will enhance business sustainability and employment growth.

The DCLG household forecast reproduced above in section 4.2, Table 2&3 suggests that there will be an annual growth in households of approx. 2,800 households per annum across Norfolk through to 2036. Yet the housing needs assessment set out in table 9 in section 6.3 below commits the Local Authorities to making provision for a least 4,200 new homes per annum over the same period (excluding additional housing for the City Deal). Although a minor element of this difference may be accounted for because of housing backlogs caused by historic under-delivery, the largest factor is the expectation of economic development that has been built into the needs assessments. The methodologies used to calculate housing needs effectively make some allowance for job and productivity growth in future being in excess of current levels. Therefore it is recognised that additional economic interventions will be needed in order to deliver the objectives identified within this framework.

³⁵ See <https://newanglia.co.uk/our-economic-strategy/>

Strategic employment sites have been agreed through joint activity on economic development and inward investment. They are all located in the growth locations identified in New Anglia LEP's Strategic Economic Plan and are targeted at the [SEP's Norfolk and Suffolk Economic Strategy's](#) key sectors. Therefore it is crucial to facilitate a step change in our economy and the focus of promotional activity.

provides a comprehensive offer for inward investment in the Enterprise Zone status. The number of jobs created and the percentage in attracting certain types of inward investment. Some of these sites have additional potential to create jobs. By their nature some of these sites form part of the local authority/country boundaries, increasing potential for inward investment.



Agreement 8 recognises that these Tier 1 sites should be protected from loss to alternative uses such as housing which is consistent with Paragraph 4.18 of the Housing White Paper which proposes that employment sites identified as “strategic” will not be subject to reduced protection from residential development. It is therefore proposed that the Tier 1 employment sites identified in Table 7 are formally recognised as “strategic” employment sites within Agreement 8.

Table 8: Tier one employment sites, sector, location and size. 2017

Site	Supports SEP <u>N&S Economic Strategy's</u> Key Sector(s)	<u>N&S Economic Strategy's</u> SEP Growth Location	Land available (approx.)
Bexwell (Downham Market)	ICT and Digital Creative	King's Lynn and Downham Market (A10)	29 ha
Broadland Business Park area			
- plots on existing BBP	Financial services	Greater Norwich	55ha
- BBP Laurel Farm	ICT & Digital Creative		
- St Andrews northside,			
- Broadland Gate			
Browick Interchange (Wymondham)	Advanced Manufacturing & Engineering. ICT and Digital	Tech Corridor	22 ha
Egmere Business Zone	Offshore renewables sector	Space to Innovate Enterprise Zone	7.4ha
Food Enterprise Zone Honingham/Easton	Food, Drink & Agriculture	Greater Norwich / Tech-corridor	19ha
Great Yarmouth Enterprise Zone and Energy Park sites:			
- Beacon Park (EZ)	Energy	Great Yarmouth and Lowestoft	13.5ha
- South Denes (EZ & EP)			25ha
Hardwick extension (King's Lynn)	Advanced Manufacturing & Engineering ICT and Digital Creative	King's Lynn and Downham Market (A10)	27 ha
Hethel Engineering Centre and Technology Park	Advanced Manufacturing & Engineering	Greater Norwich Tech Corridor	20ha
Nar Ouse Business Park (King's Lynn) (part EZ)	Advanced Manufacturing & Engineering ICT and Digital Creative	King's Lynn and Downham Market (A10 corridor)	17 ha (EZ)
Norwich City Centre	ICT and Digital Creative Financial Services Tourism and Culture	Greater Norwich	Multiple Sites
Norwich Airport			
- Aeropark	Advanced Manufacturing & Engineering	Greater Norwich	75ha+
- Southern area (around Hurricane Way)			
- Airport business park			
Norwich Research Park (part Enterprise Zone) NRP North and South	Life Sciences Food, Drink & Agriculture	Greater Norwich Tech Corridor	45ha (EZ 25ha)
Scottow Enterprise Park	Logistics Energy	Greater Norwich/ North Norfolk	26 ha
Snetterton	Advanced Manufacturing & Engineering	Tech corridor	68ha
Thetford Enterprise Park	Advanced Manufacturing & Engineering Food, Drink & Agriculture	Tech corridor	18ha

Agreement 8 - The above list of locations are the Tier One Employment sites and should be the focus of investment to drive increasing economic development in key sectors, and protected from loss to other uses.

This list will need to be kept under review in the light of emerging Economic Strategy priorities and the progress on Local Plans.

5.3 Key Cross-Boundary Economic Issues and Interventions

This section identifies the principal strategic economic matters and other matters which can only be fully addressed through development plans in (or across) more than one local planning authority area. It therefore does not include a wide range of matters which whilst they are recognised as very important, but which do not meet the specific definition of strategic development 'Duty to Cooperate' matters laid down by the Localism Act. These include the generality of

- rural economy (including agriculture);
- tourism and recreation;
- development of market towns;

Development associated and supporting these is addressed through individual local plans and informal joint working between local planning authorities, and these issues are addressed more widely through economic and other strategies. Neither is this section intended to include every economic issue that requires cross-boundary working, but just those of an extensive or special significance from a Norfolk wide perspective.

The role of Greater Norwich

Norwich and its immediate hinterland is the prime economic generator in the County. Its influence, and the policy measures required to make the most of this extend well beyond both the City Council's boundaries and the existing urban area.

A large part of the county depends upon the vibrancy of the city for employment, services, higher order retail, culture and leisure. It also has an economic importance as a public transport hub. The vibrancy and focus of activity in the city centre also attracts significant numbers of visitors, and helps make the wider area an appealing place to live, work, invest and locate businesses. The economy of this wide area of influence will benefit from ensuring that the city is accessible; the centre continues to thrive and is attractive to inward investment; and out of centre development complements the overall offer.

The Broadland Northway will support the delivery of planned housing and jobs to the north and north-east of Norwich. It will improve strategic access to a wide area of Broadland and North Norfolk. Realising the full range of economic opportunities will benefit from cooperation. The Airport supports the economy of the area including the off shore energy sector.

Broadland, Norwich, and South Norfolk, with Norfolk and the Broads Authority, are working through the Greater Norwich Development Partnership (GNDP) on the planning of the area.

The Five Year Infrastructure Investment Plan identifies the projects from the Greater Norwich Infrastructure Plan the delivery of which is considered to be a priority for achieving the economic growth targets, as set out in the Joint Core Strategy and the Greater Norwich City Deal. The Greater Norwich Growth Programme identifies infrastructure schemes to be prioritised for delivery and development within each financial year, using pooled CIL funding.

The Norwich Area Transportation Strategy (NATS) identifies the transport improvements needed over the next 15+ years. The NATS Implementation Plan (agreed 2010, updated 2013) sets out a range of transport measures with their intended phasing for delivery over the short to medium term. Both are due to be updated.

Cambridge to Norwich Technology Corridor

The corridor from Norwich to Cambridge, identified in Fig.6, includes a cluster of existing tech businesses and strategic employment sites. It provides the potential for significant economic development, particularly as connectivity has improved with full dualling of the A11 between Norwich and Cambridge. The corridor also benefits from the Norwich to Cambridge railway line. These opportunities need to be supported and exploited to maximise economic benefits.

The corridor is identified as a key growth corridor in the New Anglia LEP's Strategic Economic Plan. The Cambridge Norwich Tech Corridor initiative³⁶ has been established to maximise the economic benefits of this high quality location for technology based businesses with its world class universities, research institutes and long established tech businesses. The partnership will capitalise on the talent pool, emerging sectors, low cost space, high quality environment, infrastructure networks and a fast growing economy to deliver innovation-led growth and investment.

In Norfolk the corridor extends through Norwich, South Norfolk and Breckland, and then into Suffolk and Cambridgeshire.

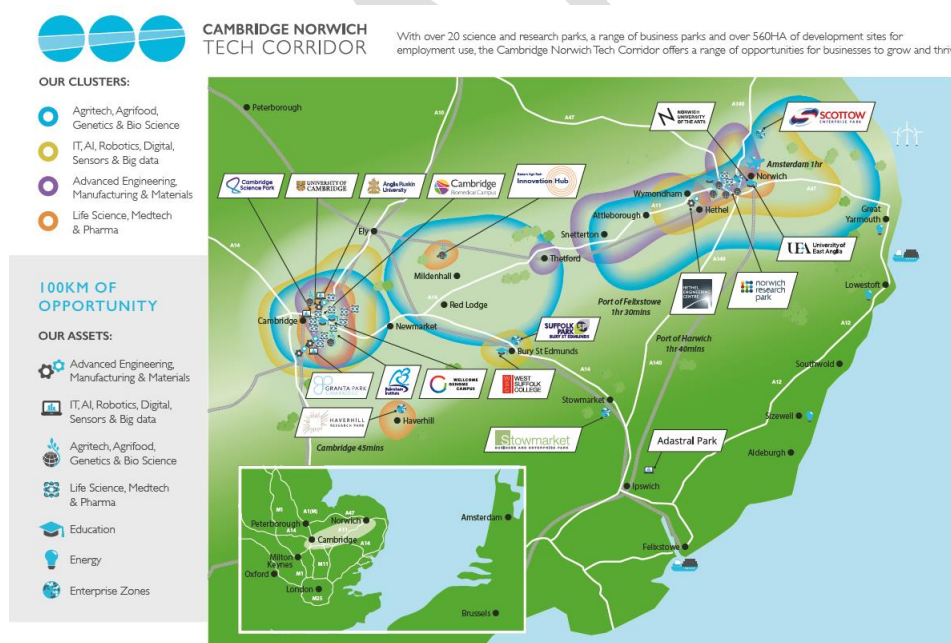


Figure 7: The Cambridge Norwich Tech Corridor, 2019

³⁶ See <http://www.techcorridor.co.uk/> for further information

A47 Corridor

The A47 crosses the county and, directly or indirectly, affects all Norfolk's districts, parts of Suffolk and Cambridgeshire. The current limitations of the A47 act as a brake on economic growth, hindering investment, adding business and commuter costs, cause disproportionate accident and safety issues and contribute to the 'peripheral' image of Norfolk. Improvements to the road will unlock jobs, increase GVA and attract additional private investment all along its length.

The A47 Alliance comprises of representatives from all Local Authorities, the business community, MPs and stakeholders along the whole of the trunk road route between Peterborough and Lowestoft. The Alliance is working to make the case for improvements and to secure the necessary investment to implement these. Partners will need to consider how best to cooperate to realise the economic potential of improvements.

At Wisbech the emerging Garden Town proposal may result in up to 12,000 additional homes (on top of the 3,550 homes already allocated in the Fenland Local Plan) effectively doubling the size of the town. This is linked to a potential new rail connection which would put the town within commuting distance of Cambridge and Peterborough. The existing allocation relating to East Wisbech is incorporated into the emerging plan.

Offshore Energy Sector / Ports of Great Yarmouth & Lowestoft

The ports of Great Yarmouth and Lowestoft are successfully developing their role in the huge growth in offshore wind generation and major planned gas field decommissioning in the southern North Sea, building on 50 years' experience in offshore energy.

These two ports, in close proximity, together form a strategically significant economic (and infrastructure) resource, generating employment and supply chains of regional significance. The sector is also supported by businesses and facilities, such as Norwich Airport, in Greater Norwich. The critical mass of facilities, infrastructure and businesses helps the area compete with areas elsewhere, including on the other side of the North Sea.

There is a long and continuing history of collaboration between Great Yarmouth, Waveney, Norfolk and Suffolk Councils to make the most of these opportunities.

Through close cooperation, these bodies and the LEP were successful in bidding for an Enterprise Zone (EZ) covering six sites in Great Yarmouth and Waveney to strengthen and build the offshore energy sector in the area. This EZ is one of the most successful in the country, the only zone to have exceeded the original EZ targets. The two Norfolk sites in Great Yarmouth are South Denes and Beacon Park.

Great Yarmouth Borough Council, Norfolk County Council, Highways England and the New Anglia LEP have cooperated closely on developing the road transport infrastructure to support the growth of the offshore energy sector in Great Yarmouth, with particular focus on bidding for a the third river crossing now accepted onto the NSIP (Nationally Significant Infrastructure Projects) process, to provide direct access to the Port from the trunk road network, rather than through the heart of the town as at present, and improving the A47 link to the rest of the country.

Norfolk Coast, the Broads and the Brecks

The Norfolk Coast, the Broads and the Brecks are the 3 key cross boundary areas of the county where economic benefits include not only their attraction for tourism and recreation, but also their contribution to quality of life, and hence the attractiveness of Norfolk as an area to live, work and to

locate a business. The economies of these areas are dependent on businesses, infrastructure and environmental protection in surrounding areas. This is particularly the case for the Broads Authority Executive Area, where the Broads Authority boundary is very tightly drawn.

In order to maximise the economic benefits a number of issues require coordination across planning authority boundaries, including coastal change, erosion and flooding; environment, landscape and habitats; as well as tourism and recreation itself. By working together the relevant authorities can ensure complementary measures, and maximise potential economic benefits.

All the Norfolk coastal districts, together with the Broads Authority (part of which is on the coast), Waveney District Council in Suffolk, and the Environment Agency have worked together on one or more of the three Shoreline Management Plans covering the Norfolk Coast, developing understanding of the technical and political challenges involved, and coordination of efforts to address these.

The quality, importance and diversity of the natural environment, including the Coast, the Broads and the Brecks, is reflected in the numerous national and international designations, including Special Areas of Conservation (SACs), Special Protection Areas (SPAs), Ramsar sites, and Sites of Special Scientific Interest (SSSIs), and protected landscapes (Norfolk Coast Area of Outstanding Natural Beauty and the Broads). The planning authorities have a role in helping to protect and manage these assets, along with Natural England, the Environment Agency and a wide range of non-statutory environmental and community organisations. Ensuring that new development can proceed sustainably without harm to protected sites or species, or to biodiversity or geodiversity in the wider environment, is a particular challenge. Through joint working and cooperation across planning authority boundaries, a better understanding of the potential impacts from development (especially relating to housing and recreation) is being developed, and new ideas and best practice for monitoring and mitigating any impacts are being shared

A10 corridor

The A10, and parallel rail line from King's Lynn to Cambridge (passenger and freight), provides a strategic transport corridor. The section from King's Lynn to Downham Market is identified as a growth location in the [Norfolk and Suffolk Economic Strategy](#)~~New Anglia SEP~~. To realise the growth potential of the A10 Corridor there is a need to improve journey times, reliability of services and enhancement of operational capacity. Cambridgeshire County Council have commissioned studies of the economic potential and transport options for the route north of Cambridge. A feasibility study is underway to strengthen the case for the Ely area improvements (road and rail) to enable more frequent rail services to operate in future; while longer peak hour trains should be able to run from King's Lynn by the end of ~~2018~~[2020](#). A new Cambridge North railway station recently opened enabling improved access to jobs in the businesses on the north side of Cambridge for Norfolk residents once longer trains are up and running. There is potential for large-scale job growth in the corridor at Downham Market; while the largest housing allocation in the west at West Winch/North Runcton requires the completion of the West Winch Relief Road and Hardwick junction improvements to be fully developed.

Relationship to the Cambridgeshire and Peterborough Combined Authority

Following the formation of the Combined Authority (~~in part~~ replacing the old LEP organisation for greater Cambridgeshire and Peterborough, ~~which included including~~ some surrounding authorities) a

new relationship is in place for economic growth between Norfolk and wider Cambridgeshire. The A47 /A10/ Tech Corridor and proposals for the Wisbech area as mentioned above are still in place but with the potential to be significantly accelerated by the new organisation. Some of these projects pass through West Norfolk as one gateway into the Combined Authority (CA) area, from Norfolk. It is widely recognised that these projects are mutually beneficial to the CA and Norfolk. This is particularly true of physical improvements for [the](#) A47 and A10 (including the rail corridor). Future Local Plan proposals should recognise the new opportunities. A degree of local joint working already exists, including joint housing allocations at Wisbech.

Agreement 9 - The emerging Local Plans for the area will include appropriate policies and proposals to recognise the importance of the above cross boundary issues and interventions.

5.4 Strategic Principles of Economic Success

It is clear that Local Authorities will need to continue to work collaboratively with one another, LEPs and businesses in order to deliver the step change in economic performance that is necessary to deliver the shared objectives. Among the measures that are thought likely to be necessary at this stage are:

Supporting future economic growth

- supporting the development of businesses in identified priority sectors, including building on and making links with established and emerging clusters, and the provision of land and premises;
- facilitating physical regeneration and enhancement projects in areas of deprivation, involving the local community in the process;
- encouraging international trade and supporting increased inward investment
- recognising the contribution of Norfolk's market towns

Education and skills

- supporting the creation, expansion and enhancement of education establishments, including further education, technical institutes and universities to increase the level of skills in the workforce; and
- enhancing the quality of the natural and built environment to ensure that the area remains attractive for its quality of life, and as a location for business.
- Supporting the role of apprenticeships for retraining and up skilling the workforce including the expansion of the syllabus offered
- Supporting labour market resilience through initiatives including support for residents with health related problems to get back into work

Connectivity

- supporting employment allocations that minimise travel distance and maximise the use of sustainable transport modes;
- ensuring that investment in strategic transport infrastructure demonstrably supports economic growth, and also ensuring that economic strategies and Local Plans support the case for investment in that infrastructure; and
- enhancing the provision of infrastructure to enable digital connectivity that will facilitate economic growth.

Section 6 – Housing

Strategic Housing Objectives

To address housing needs in Norfolk by:

- providing for the quantity of housing growth which will support the economic prospects of the County and address in full the identified need for new homes;
- ensuring that new homes built are of the right sort in terms of size, type, and tenure to contribute positively towards addressing identified needs including for affordable homes, homes for the elderly and students, and other groups in society requiring specialist living accommodation;
- Ensuring that new homes are served and supported by adequate social infrastructure, including schools, libraries, fire service provision; play space and green infrastructure provided through developer funding (e.g. through S106 agreements and/or Community Infrastructure Levy)
- contributing towards sustainable patterns of development including improving the relationship between homes, jobs and other key day to day services;
- delivering high quality, energy efficient homes in attractive communities which make a positive contribution to the health and well-being of communities; and
- ensuring that homes are delivered at the right time to address identified needs.

6.1 Introduction

The overall objective of national policy is to ensure that sufficient homes of the right type, are built in the right locations, and at the right time to address all existing and newly arising needs for homes. This means meeting both the market *demand* for new housing and addressing the *need* for homes including the needs of those who are currently unable to afford to buy or rent a suitable home locally. Homes built should be of the right type having regard to needs of the existing and future population and should address the specific needs of groups such as the elderly, those with disabilities, students and the gypsy and traveller community. Local Plans should include measures to address the need for appropriate specific types of dwellings, those wishing to build their own home, starter homes to purchase and other tenures of affordable housing. Whilst this document considers the likely scale of growth in the different parts of the County, it is not its purpose to determine how many new homes are required or where precisely these should be located. These will be decisions for individual Local Plans or any County wide development plans which may be prepared. Instead the focus is on cross boundary strategic considerations concerning, for example, the capacity of each authority to accommodate the required growth, considering how growth in one area may have impacts elsewhere, the need or otherwise to redistribute growth beyond the administrative boundaries of individual authorities and the implications of this, or the need to take collective measures to improve the rates of housing delivery in the County.

In February 2017 the Government published the Housing White Paper “Fixing our Broken Housing Market”³⁷. This document set out a broad range of reforms that Government planned to introduce

³⁷ Available at <https://www.gov.uk/government/collections/housing-white-paper>

to help reform the housing market and increase the supply of new homes with the principal aim of increasing housing delivery in England to 300,000 net additional dwellings per year by the mid 2020's. Many of these measures were subsequently introduced via an updated National Planning Policy Framework including a new standardised national methodology to be used for calculating the minimum number of new homes which might be required. Alongside this the government has introduced a Housing Infrastructure Fund³⁸, published a Garden Communities Prospectus, invited bids for Housing Deals, and has committed to spending an additional £2 billion on affordable homes, all measures targeted at delivering an increased supply of homes. It is clear that increasing the delivery of new homes is likely to remain a major priority for the UK government for the foreseeable future.

Based on the latest projections³⁹ by 2036 the population of Norfolk is expected to grow from an estimated population in 2016 of 891,700 to 985,200, a rise of 93,500 or around 10.5%. Much of this growth is driven by net inward migration and an increase in life expectancy.

Based on the ~~current population projection and the associated national household projections~~ government standard methodology it is likely that the Norfolk Authorities will need to collectively plan for at least an additional ~~75,996,75,186~~ (approx. ~~4,222,4,177~~ per annum) homes between ~~2018-2019~~ and 2036. Many of these new homes are already included within adopted Local Plans in the County and a significant proportion already have planning permission. ~~However in most of the County housing delivery rates have fallen behind existing annualised plan targets and although rates have improved in recent years most Authorities in the County are currently aiming to deliver higher annual targets to address earlier shortfalls.~~

As part of the duty to co-operate, and as reflected in the remainder of this section the Norfolk Authorities have reached a number of key agreements both about the geographical area over which it is most appropriate to prepare Local Plans, the period to be planned for, and how each plan will provide at least the minimum number of dwellings required over the agreed period. In reaching these Agreements the authorities have had regard to the needs which may arise from outside of the County and have collectively agreed a process for establishing each areas capacity to accommodate growth.

6.2 Existing targets, supply, and delivery rates up to 2021

The number of dwellings built in the County since 2007 have generally fallen behind published Local Plan targets due to the impact of the recession. As a consequence, the required annual rate of housebuilding required to meet existing Local Plan targets has been increasing as local authorities seek to address shortfalls. Furthermore to ensure that local targets can be addressed national

³⁸ Available at <https://www.gov.uk/government/publications/housing-infrastructure-fund>

³⁹ Mid 2016 Population Projections, ONS ([please note the Mid 2014 Population projections are used in the Standard housing methodology calculation but the Mid 2016 Population Projections provide the most up to date picture of population change](#))

policy⁴⁰ requires that each authority provides a buffer of deliverable supply thus ensuring that at all times more deliverable supply is available than is required to meet needs alone, with the size of the buffer determined by delivery rates over the preceding three years. This has resulted in some areas having very high annual targets over the next five years which are well above the long term requirements set out in their respective Local Plans or produced by applying the standard methodology.

It is likely that this trend of increasing annual rates of housebuilding requirements will not continue in the future, for two reasons: firstly, the rate at which housing is being delivered is increasing; and secondly, local planning authorities need to keep their assessments of housing need and local plans up to date. In reviewing housing need, the appropriate level of backlog that needs to be addressed is reconsidered and in parts of the County it appears that current levels of backlog arise in part from historic projections of levels of net in-migration in the period 2008-16 being considerably higher than the actual net in-migration levels that were observed during this period. Therefore, as new Local Plans are adopted, there may be tendency for rates of housebuilding required in the short term (i.e. the next five years) to reduce from their current levels due to reassessment of the backlog element within them.

It should also be noted that land supply issues may ease because since the recession and particularly the publication of the National Planning Policy Framework in 2012, the number of unbuilt planning permissions has also been increasing, so that by the start of 2016 there was a large stockpile of consented sites. Across the county as a whole, the Authorities assess that some ~~30,000~~29,000 new dwellings could be built in the five years between ~~2016-2018~~ and ~~2021-2023~~ from currently available sites.

In practice, delivery rates of housing development will vary considerably from one year to the next, with significant periods of under-delivery in some years and over-delivery in others, depending on a wide range of factors including site availability, economic conditions, and the capacity of the local building industry. For this reason annualised targets represent a blunt instrument against which to assess delivery. Individual authorities will continue to consider carefully how new housing needs evidence might be taken into account appropriately in plan-making and the determination of planning applications.

Detailed information on the availability and deliverability of new housing is published annually by each authority in their Five Year Land Supply Statements.

6.3 Future Housing Demand and Need 2015-2036.

The National Planning Policy Framework requires that the need for homes in terms of quantity, size, type and tenure with in an area is addressed by planning authorities when preparing Local Plans,

⁴⁰ National Housing Delivery Test – Results of this test are published by government in November of each year and compare the number of dwellings built over a three year period with the number required.

unless the consequences of doing so would result in unsustainable development. Where planning authorities conclude that it is not desirable to address identified needs within an individual authority area they should reach agreement with others to ensure that needs are met.

Following the publication of the revised NPPF in July 2018 the quantity of homes needed should be calculated in accordance with the new standard method in national guidance. This ~~currently~~ applies a fixed uplift to household projections based on the relationship between local incomes and house prices for each authority area with the result being capped to ensure that resulting figures are no more than 40% above existing requirements for any individual authority. The method was varied in February 2019 to make it clear that the baseline for the calculation should be the 2014 based household projections rather than the most recent projections. In some parts of the County ~~this the application of the standard methodology~~ has resulted in the need to deliver higher quantities of new homes than was previously the case as identified in Strategic Housing Market Assessments.

Table 9: Local Housing Need based on mid 2014 household projections applying standard national methodology using the projected average annual household growth from 2019 to 2029 (correct as at June 2019)

Area	Annualised housing need in SHMAs	Annualised housing need applying standard methodology (2014 base)	Variation
Breckland	584 ⁴¹	697681	+11397
Broadland	389	544527	+155138
Great Yarmouth	420	360363	-8057
KLWN	670	556555	-134115
North Norfolk	405	543553	+138148
Norwich	724	604601	-122123
South Norfolk	763	918897	+159134
Broads Authority (Norfolk part)	11	n/a ⁴²	
Norfolk	3,966	4,2224,177	+256211

As can be seen the application of the new national standard methodology for assessing housing requirements produces a similar overall requirement for the County as a whole, namely ~~4,2224,177~~ dwellings per year compared to the 3,966 identified in the earlier Strategic Housing Market Assessments but the distribution of this growth is different. This distribution of housing needs across the County potentially raises a number of cross boundary issues that will need careful consideration. This matter may need further consideration as each authority progresses work on its individual or joint Local Plans.

⁴¹ Note as the Breckland Local Plan is covering a period of 2011-36 it's annualised OAN is considered to be 612pa rather than 584pa as this reflects under delivery in the period 2011-15

⁴² The Government Consultation said 'where local planning authorities do not align with local authority boundaries, such as National Parks, the Broads Authority and Urban Development Corporations, available data does not allow local housing needs to be calculated using the standard method set out above'. In these cases we propose that authorities should continue to identify a housing need figure locally, but in doing so have regard to the best available information on anticipated changes in households.

The impacts of the considerable fluctuations at District level will be moderated to some extent by the fact that Broadland, Norwich and South Norfolk are intending to produce a single Greater Norwich Local Plan allowing for consideration of how needs might be addressed across the larger plan area. Furthermore, as Breckland District Council submitted its Local Plan in November 2017 and the Broads Authority submitted its Local Plan in March 2018 they are covered by the transitional arrangements included in the NPPF 2018 meaning that the assessment of OAN will be based on the Central Norfolk SHMA rather than the standard methodology.

However, there may be a need to consider whether the scale of uplift in housing rates suggested for some local planning authorities are capable of being delivered without compromising either the principles of sustainable development or the special qualities of the area.

For the time being the agreements previously proposed for housing are proposed to be retained.

The evidence⁴³ concludes that Norfolk is covered by all, or parts of, three separate Housing Market Areas and this has led to agreement about producing evidence and appropriate planning areas.

Strategic Housing Market Assessments have been prepared for each of these Housing Market Areas which prior to the publication of the Standard National Housing Needs Methodology identified the objectively assessed needs for new homes within each HMA and for each separate District within them. New evidence, including revised national population and household forecasts, will be published at regular intervals and Authorities will use the latest available information from a range of sources in relation to both demand, and their ability to plan a sustainable supply, when determining final housing targets for inclusion in Local Plans. Furthermore government has indicated that over the next 18 months it will review the formula and the way it is set using National Statistics data with a view to establish a new approach that balances the need for clarity, simplicity and transparency for local communities with the Government's aspirations for the housing market that the standard national methodology may be subject to further change.

To ensure better alignment of Local Plans all Norfolk Authorities have agreed to prepare new Local Plans which address the level of housing need for the period until at least 2036 and ~~most~~ have formally commenced the process of plan review.

Agreement 10 - When determining their respective Local Plan housing targets each authority, working together where desirable, will aim to deliver at least the local housing need as identified in the most up to date evidence ~~(Table 9)~~. Where this would result in unsustainable development, agreement will be sought with other authorities, initially within the same Housing Market Area, to ensure sufficient homes are provided to meet identified needs and demands in the area until at least 2036.

⁴³ **Central Norfolk Strategic Housing Market Assessment 2017** - covering Norwich, Broadland, and South Norfolk authorities, together with substantial parts of North Norfolk, Breckland and the Broads Authority, together with a more marginal interaction with other parts of Norfolk and Suffolk.

King's Lynn and West Norfolk Strategic Housing Market Assessment – Covering the administrative area of King's Lynn and West Norfolk Borough Council.

Great Yarmouth Strategic Housing Market Assessment - Covering the administrative area of Great Yarmouth Borough Council.

The Broads

The total OAN in the Broads Authority Executive Area between 2015 and 2036 is 286 dwellings (approx. 14 per year). In the Central Norfolk SHMA these figures are broken down between the overlapping Districts as follows:

Table 10: Projected dwelling need within the Broads Authority area 2015-2036

	Broadland	North Norfolk	Norwich	South Norfolk	Great Yarmouth	Waveney
Total OAN	50	70	3	40	66	57

In view of the special qualities of the Broads there has been a long standing agreement between the BA and their overlapping local councils about the other areas planning to meet any housing needs arising in the BA area⁴⁴. It would clearly not be in the best interests of good planning in Norfolk for planning in the Broads area to be driven by a need to meet statistically derived housing targets where this would be incompatible with the protection of the special qualities of the Broads. Agreements 11 and 12 below addresses this matter although it should be noted that emerging evidence suggests, with the possible exception of the part of the BA area in Great Yarmouth Council area, that the BA will be able to find sufficient sites for housing to meet identified needs within its own area in locations considered to be compatible with the protection of the Broads.

Agreement 11 – The Broads Authority will meet its calculated portion of the wider housing requirement as far as is compatible with the protection of the Broads landscape and special qualities.

Agreement 12 – South Norfolk, Norwich City, Broadland, North Norfolk, and Great Yarmouth Councils will seek to include appropriate provision within their Local Plans to address the housing needs arising from the parts of the Broads Authority area overlapping their administrative boundaries if these cannot be met within the Broads Local Plan.

Waveney District Council in Suffolk (and hence not signatories to this framework) have also agreed to do the same.

Implications of the City Deal for Housing

In December 2013 the Greater Norwich City Deal was signed⁴⁵. The City Deal was expected to see 300 new businesses supported and secure an additional £100 million of private investment. The deal was also expected to create more than 19,000 jobs, including 3,000 high value jobs at Norwich Research Park, 2,000 jobs around Norwich Airport, 1,000 jobs based around Norwich University of the Arts and 6,000 construction jobs.

The housing implications of the City Deal were assessed thoroughly as part of the Central Norfolk SHMA. This calculated that an upward adjustment of 9,505 dwellings to the housing requirement

⁴⁴ See http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/432998/Duty-to-Cooperate-Planning-For-Housing-and-Employment-in-and-Around-the-Broads-Proposed-Memorandum-of-Understanding-040113.pdf

⁴⁵ See <https://www.gov.uk/government/publications/city-deal-greater-norwich>

was needed to ensure sufficient homes are provided to meet the needs of the additional workers resulting from the City Deal. However, as the OAN for the Central Norfolk Authorities already included a response to market signals, it concludes that additional provision is only needed in the three Greater Norwich districts where the implications of the City Deal exceed the response to market signals already built into the figures. Because of the changes in calculating housing need the additional provision will be reconsidered within the Greater Norwich Local Plan.

Agreement 13 – ~~In addition to their OAN,~~ Broadland, Norwich City, and South Norfolk Councils will seek to deliver an additional supply of homes within the Greater Norwich Local Plan to ensure the housing needs arising from the City Deal are met in full.

6.4 Type of Homes

It is critically important to ensure that sufficient homes are provided but it is equally important that the homes that are built are the right type in terms of size, affordability and tenure. In this regard key issues affecting the County are providing suitable homes for:

- Those on lower household incomes who are unable to afford market prices and rents
- A rapidly aging population
- A growing student population in and around Norwich
- Gypsy and Traveller communities

Collectively, the Authorities are committed to the delivery of energy efficient homes which minimise the inefficient use of scarce resources and each Local Plan will consider the desirability of requiring enhanced construction standards which go beyond the requirements of the current National Building Regulations. For example, all authorities in the County have committed to introducing lower water consumption targets for new dwellings and most are likely to introduce enhanced accessibility requirements.

Unless there is a significant increase in earnings or a slowing rate of house price increases the evidence concludes that dwelling affordability will continue to be a major issue in most parts of the County. Delivery of affordable homes, as with other types of housing has failed to keep pace with existing and newly arising needs. Forecasts indicate that across the County as a whole some 26% of the total future housing requirement will need to be provided as affordable homes but this masks significant local variations.

The significance of this issue for Norfolk should not be underestimated. There would be particularly severe impacts on a number of key economic sectors if housing affordability worsens and there is not considerable increases in the availability of forms of housing that meet the needs of people who are employed in low wage sectors across the county. The situation will vary from one council area to another so is best addressed through local plans rather than through collective agreement.

Inward migration from the rest of the UK, mainly due to retirement to the area, is forecast to be the major driver of population growth in the County over the next 20 years and a rapidly aging population, particularly outside of the three main urban centres will continue to increase the need for homes. By 2036 over 15% (156,400 people) of Norfolk's population is forecast to be over 75 years of age and if current trends continue this will increase the need for specialist forms of accommodation such as care, nursing and assisted living schemes. These specialist accommodation needs are not included within household projections and authorities should carefully consider the

latest available evidence and develop strategies to ensure these needs are met. If current trends continue an increasing proportion of elderly people will remain in their homes for longer periods.

Specialist types of accommodation

Strategic Housing Market Assessments are prepared to establish the likely total need for new dwellings over a given period. These assessments quantify the needs of those residing in households including gypsy and travellers and those living in caravans and houseboats but they do not account for those living in other types of communal accommodation such as care and nursing homes and student halls of residence. Therefore in addition to the target for new dwellings Local Plans will need to separately quantify and provide for other specialist types of accommodation and fully understand the relationship between the need for new dwellings and the need for different types of non-household accommodation.

Elderly People

The identified OAN of approx. 84,000 dwellings across Norfolk by 2036 includes the conventional housing needs of elderly people, but does not include people residing in care and nursing homes. On this basis, all self-contained elderly person housing is counted within the housing supply; but the supply of bed spaces in residential institutions (Use Class C2) is not. If sufficient Class C2 bed spaces are not provided in the period 2015-36 then these people will not vacate existing dwellings and therefore more dwellings may be required. Evidence⁴⁶ indicates that the current supply of specialist housing for Norfolk is estimated to be 8,808; this is around 7,500 beds less than the current identified need for 16,352 spaces. If current trends and policies continue the estimated need in Norfolk by 2036 will be 27,737 beds, this is 18,928 more beds than the current ~~supply~~. As a result ~~of~~ the increasing need, Norfolk's local planning authorities consider there is a case for further joint work in this area. Whilst the ~~county~~ County Council have recently published the Extra Care Housing Strategy⁴⁷, it is felt that further work is required to identify the need and types of accommodation which are required to support the increase in the elderly population going forward and as such a study should be commissioned.

Student Housing and the OAN

Planning Policy Guidance was updated in March 2015 to include specific reference to identifying the needs of students. It requires that Local Planning authorities should plan for sufficient student accommodation whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campuses.

The largest higher education provider in Central Norfolk is the University of East Anglia (UEA). The University has a campus in Norwich and a total of over ~~14,500~~ 15,580 full time students, ~~with around 90% of UK national students being full time~~ (academic year ~~2016-17~~ 2017/18) ~~and the remainder being part time~~. The University currently maintains 4,300 bed spaces on ~~the~~ campus ~~(and nearby village)~~ and 305 bed spaces in the city. Norwich also contains the Norwich University of the Arts

⁴⁶ See <https://www.norfolk.gov.uk/livingwellhomes>

⁴⁷ See <https://www.norfolk.gov.uk/-/media/norfolk/downloads/business/supplying-ncc/care-providers/living-well-homes/extra-care-housing-strategy.pdf>

which has ~~1,900~~ 1,165 full-time students, City College with 11,000 full and part-time students and Easton College with 300 students.

The Central Norfolk Strategic Housing Market Assessment concludes that based on historical trend the student population in and around Norwich is likely to grow by around 420 students per year. The SHMA assumes that this student population will live in dwellings and this need is added to the OAN requirement for new homes. If accommodation is provided in the form of student halls of residence or other specialist student accommodation provided by the private sector the OAN dwelling requirement can be reduced accordingly at a suggested ratio of one dwelling reduction for each three bed spaces provided. The City Council is expected to publish further information on student homes over the summer of 2019.

Accommodation needs of Gypsies, Travellers, and other types of accommodation

The accommodation needs of Gypsies and Travellers, including Travelling Show people, and those residing in boats and mobile/park homes are included within the overall assessments of housing need and comprise part of that need rather than an additional requirement. These types of accommodation which are provided can therefore count towards addressing locally set housing targets. Locally authorities have prepared specific evidence to quantify the levels of need for such accommodation and use this evidence to inform Local Plan preparation. Five Norfolk authorities (Broadland, Gt Yarmouth, North Norfolk, Norwich and South Norfolk), plus the Broads Authority, commissioned a Caravans and Houseboats Needs Assessment to 2036, which was completed in October 2017⁴⁸. Breckland DC commissioned its own study⁴⁹ and the Borough Council of King's Lynn and West Norfolk is a partner in a Cambridgeshire-based needs assessment⁵⁰.

Agreement 14 - The Norfolk Planning Authorities will quantify the need for, and plan to provide for, the specialist accommodation needs of the elderly, students, gypsy and travelling Show People, and those residing in other specialist types of accommodation and working together will ensure that the distribution of provision responds to locally identified needs.

Other forms of specialist accommodation such as self-build and accommodation for military personnel will be addressed by individual authorities but the Norfolk Strategic Planning Member Forum will keep this position under review.

6.5 Capacity and Distribution

Some parts of the County are more constrained than others and their capacity to accommodate new growth is similarly variable.

⁴⁸ See <https://www.north-norfolk.gov.uk/media/4081/norfolk-final-ana-09-10-17.pdf>

⁴⁹ See https://www.breckland.gov.uk/media/2662/Breckland-Gypsy-and-Traveller-Accommodation-Assessment/pdf/2016_11_29_Breckland_GTAA_Final_Report.pdf

⁵⁰ See https://www.west-norfolk.gov.uk/download/downloads/id/2579/gypsy_and_traveller_accommodation_assessment_2016.pdf

Each Authority has prepared Housing and Economic Land Availability Assessments (HELAAAs)⁵⁴ using a standardised methodology which has been agreed by all Authorities. These are assessments of unconstrained capacity and take no account of the policy choices that each authority may make when preparing their Local Plan. It is anticipated that Norwich City, Broadland and South Norfolk will work jointly to address their shared housing need through the Greater Norwich Local Plan with other District Authorities having the capacity to address its own housing need.

Agreement 15 – All Local Planning authorities will produce their Housing and Economic Land Availability Assessments to the standard Norfolk methodology.

6.6 Delivering Housing Growth

Over the past decade the quantity of new homes delivered in the County has not kept pace with published targets notwithstanding that the number of planning permissions granted typically exceeds the required quantity of development. This is likely to have been compounded by economic recession and poorer housing market conditions in some areas which may have reduced developer confidence.

Slower than required delivery rates have resulted in inadequate or marginal five year land supply positions resulting in the need to release unplanned development sites in some parts of the County. Recognising this, and reflecting the provisions of the recently published Housing White Paper the Norfolk Authorities have agreed to take a range of actions to improve future housing delivery.

Agreement 16 - To minimise the risk of slow delivery over the next plan period, where it is sustainable to do so, the following will be done:

- **Housing strategies will seek to allocate a range of different sizes of sites, where such sites are available and would result sustainable development.**
- **Clear evidence and demonstration of ability to deliver development will be required prior to the allocation of larger sites for development.**

However, such is the scale of delivery challenge facing the County there may well be the need for further actions to be taken to ensure housing targets can be met. Norfolk authorities have jointly commissioned a study to look further into the issues impacting delivery within the county. The report highlighted 10 measures to be considered which will be further addressed by Local Authorities in bringing forward their Local Plans:

- Allocating a balanced range of sites and scales of development
- Enable early stage engagement with high profile councillors and leader of the Council to facilitate stakeholder buy-in and community liaison at the site allocation stage.

⁵⁴ ~~Housing and Economic Land Availability Assessments~~

- Support and encourage allocation and development of retirement developments, bungalows, lifetime homes and extra care facilities for independent elderly living in suitable environments
- Use Planning Performance Agreements where appropriate for larger scale and more complex housing sites
- Employ or nominate strategic development officers to focus on larger scale growth allocations and assist developers through the planning process. These staff may be a shared resource between neighbouring authorities.
- Seek to invoke Service Level Agreements for Utilities and Network Rail related infrastructure where large scale sites are reliant on strategic interventions.
- Review the s106 approach for larger scale sites and consider a hybrid approach with early phases considered in more detail than later phases to enable flexibility for sites which have longer timeframes.
- Facilitate the creation of a county-wide developer forum
- Consider whether statutory powers can be used to assist with unlocking difficult sites
- Work up a funding strategy with the local highway and flood authorities to support sites where major infrastructure is required and this is not covered by CIL.

Alongside these possibilities there may also be other measures taken which would complement these actions:

- Greater support with infrastructure planning in relation to large scale plans for urban expansion to increase confidence and reduce risks for the industry and make them more attractive for housebuilders to build out at quicker rates than in the past. Increasing the number of housebuilders active in the Norfolk market and increased use of modular (off-site) building techniques will also assist here;
- Action to stimulate the SME's in the construction sector to increase the number of firms capable of building on the scale of sites that typically result in 5-50 dwellings being provided;
- Action to stimulate the self and custom build sector considerably.
- Further joint working to improve the speed, customer focus, predictability and efficiency of the planning system; and
- A considerable drive to increase the number of people entering the construction sector across the board, particularly in the light of the probable impact of Sizewell C construction on the market of skilled construction labour in Norfolk.

It should be noted that authorities housing delivery will be measured against the Housing Delivery Test (HDT) and if under 95% - authorities will be required to produce 'Action Plans' to address shortfalls in delivery. The Norfolk Strategic Planning Member Forum is likely to give consideration to whether there is any benefit in doing further joint work on delivery issues ~~in early~~ later in 2019.

Section 7 – Infrastructure and Environment

Strategic Infrastructure and Environmental Objectives

To realise the economic potential of Norfolk and its people by:

- strengthening Norfolk's connections to the rest of the UK, Europe and beyond by boosting inward investment and international trade through rail, road, sea, air and digital connectivity infrastructure; and
- ensuring effective and sustainable digital connections and transport infrastructure between and within Norfolk's main settlements to strengthen inward investment.
- strengthening Norfolk's place competitiveness through the delivery of well-planned balanced new developments providing access to a range of business space as well as high quality residential, well serviced by local amenities and high quality educational facilities.
- Recognising the role of our city centre and town centres as a focus for investment and enhancing the quality of life for residents.
- recognising that the long term conservation of Norfolk's natural environment and heritage is a key element of the county's competitiveness.

To reduce Norfolk's greenhouse gas emissions as well as the impact on, exposure to, and effects of climate change by:

- locating development so as to reduce the need to travel;
- effecting a major shift in travel away from car use towards public transport, walking and cycling;
- maximising the energy efficiency of development and promoting the use of renewable and low carbon energy sources; and
- managing and mitigating against the risks of adverse weather events, sea level rise and flooding by reducing the impacts on people, property and wildlife habitats.

To improve the quality of life for all the population of Norfolk by:

- ensuring new development fulfils the principles of sustainable communities, providing a well-designed and locally distinctive living environment adequately supported by social and green infrastructure;
- promoting social cohesion by significantly improving the educational performance of our schools, enhancing the skills of the workforce and improving access to work, services and other facilities, especially for those who are disadvantaged;
- maintaining cultural diversity while addressing the distinctive needs of each part of the county;
- ensuring all our communities are able to access excellent sporting facilities, health services and opportunities for informal recreation;
- promoting regeneration and renewal of disadvantaged areas; and
- increasing community involvement in the development process at local level.

To improve and conserve Norfolk's rich and biodiverse environment by:

- ensuring the protection and enhancement of Norfolk's environmental assets, including the built and historic environment, biodiversity, geodiversity, soils, protected landscapes, the Broads, the Brecks and the coast;
- protecting the landscape setting of our existing settlements where possible and preventing the unplanned coalescence of settlements;
- maximising the use of previously developed land within our urban areas to minimise the need to develop previously undeveloped land;
- minimising, where possible, development on the best and most versatile agricultural land; where previously undeveloped land is developed, the environmental benefits resulting from its development will be maximised;
- protecting, maintaining and, enhancing biodiversity through the conservation of existing habitats and species, and by creating new wildlife habitats through development;
- providing a coherent connected network of accessible multi-functional greenspaces;
- reducing the demand for and use of water and other natural resources; and
- Protecting and enhancing water, air, soil and other natural resource quality where possible.

7.1 Introduction

Infrastructure and Environmental objectives have been considered together in the context of the Norfolk Strategic Planning Framework. The issues addressed are complex and multi-faceted and much of the work that has been completed on this subject by working closely with appropriate expert groups.

As is reflected in the introductory text in this framework and is recognised in the agreed vision and objectives the future economic and social prospects for the County cannot be divorced from issues of environmental protection and infrastructure provision. The quality of Norfolk's environment, both in terms of the countryside, its historic City and the wide range of distinctive towns and villages it includes, give access to a quality of life which is one of the key selling points of the County and the retention and enhancement of which will be crucial to attracting the growth in highly productive economic sectors that is sought. Yet, as is also noted, Norfolk's infrastructure is comparatively under developed compared to many other parts of the wider South and East of England and will need significant enhancement if growth is to be delivered at the scale envisaged without compromising the quality of life and environment on offer.

It would appear that there is a growing recognition of the comparative under development of Norfolk's Infrastructure and a number of announcements have been made about funding of investment in key infrastructure enhancements, especially in relation to transport. These are detailed later in the document and it will be important to ensure timely implementation of these projects.

The Infrastructure Delivery Plan⁵² (IDP) has been produced by the County Council working with all the local planning authorities and utility providers. It identifies strategic infrastructure requirements and provides an update on the delivery of a range of projects. The projects in the IDP reflect the key

⁵²See <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/business-policies>

infrastructure needed to deliver the scale of growth ambitions outlined in the NSPF. The IDP is a working document that will be regularly updated as information becomes available. [A new version of the IDP is due in November 2019.](#) The IDP will help co-ordination, implementation, prioritise activity and respond to any funding opportunities. It will also enable Local Authorities to prioritise the release of revenue funding for the development of scheme information to assist the prospects of successful bids being made for capital funding to deliver further projects. As it concentrates on strategic infrastructure it does not identify the full range of infrastructure required for development.

7.2 Utilities

To deliver the rate of growth that is planned across Norfolk in the coming years considerable further investment will be needed in utilities infrastructure. A list of the main schemes that are thought to be necessary is outlined below.

Table 11: Priority Utilities Projects for Promotion⁵³

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Easton, Hethersett and Cringleford sewerage upgrade	Delivery 2011-2026	TBC	Private sector
Broadland Growth Triangle Trunk Sewer	Delivery 2011-2026	TBC	Private sector
Broadland Growth Triangle and North Norwich substations	Not Known	TBC	Community Infrastructure Levy and private sector
Snetterton energy supply	under construction	£4.1m	LEP, Private sector, Local Authority - Funding agreed
Thetford energy supply (Sustainable Urban Extension)	2019	£6.5m	HCA Housing Infrastructure Fund
Thetford energy supply (Thetford Enterprise Park)	Not Known	£1m	BRP, LEP, Private Sector
Thetford water supply	2018	£9.8m	HCA, Growth Deal, Private Sector
Thetford Sewage Scheme	2019	£2m	Growth Deal, Private Sector
Earlham Substation	Not Known	TBC	Community Infrastructure Levy and private sector
Heigham Water Works	Not Known	TBC	Private sector
Wymondham water supply connections	Not Known	£22m	Private sector
King's Lynn Sewerage improvements	Not Known	£1.5-1.7m	Community Infrastructure Levy and private sector
Increased surface water capacity North Lynn	2020/21	TBC	IDB/private sector

⁵³ Anglian Water's Long Term Recycling Plan was published in the summer of 2018. Building on this version work has commenced on the drainage and wastewater managements plans, using a nationally agreed methodology.

7.3 Electricity

Provision of energy, particularly electricity is fundamental to housing and economic growth as energy consumers require access to reliable energy supplies. Since 2004, the UK have been a net importer of energy, and this has changed the way we view our energy security (Annual Energy Statement 2014). Housing and employment growth will put a greater strain on the electricity network with many of the primary substations in Norfolk already reaching capacity.

The 33kV main transmission network in Norfolk is the main network for new on-shore electricity providers and major users such as employment sites and large scale residential development. It is essentially three networks with one in the west serving King's Lynn and West Norfolk and extending in a limited way into the western side of North Norfolk and Breckland; one centred in Norwich and extending to Attleborough and the central and eastern parts of North Norfolk; and one serving the towns along the southern border and extending round to Great Yarmouth. This leaves significant, largely rural, parts of the county some distance from potential connections to this network. This particularly applies to a central swathe running north south, and a southern swathe running east west.

The electricity network is subject to a number of operational constraints which challenge the ability to predict the future capacity of substations over the time periods that are typical for Local Plans. UK Power Networks (UKPN) will not normally invest to provide additional unassigned capacity and the costs of capacity upgrades falling on developers can be significant. The ability of developers to reserve supply, and unexpected windfall development adds further uncertainty to the forward planning process. In addition, the power requirements of end users of employment sites can vary significantly and are unknown at the time the land is allocated in a Local Plan.

In developing Local Plans it is clear that Local Authorities will need to work closely with UKPN to ensure that identified locations where housing and employment growth will require strategic enhancement of the electricity supply networks to support new developments can be delivered without delaying the delivery of development or rendering it unviable. Partners continue to work with UKPN to overcome current constraints and prevent future issues, and to explore mechanisms to ensure the cost of electricity infrastructure is shared proportionately between planned developments. To support this partners are working with UKPN to ensure there is more detailed information available to authorities providing an understanding of potential constraints and where development will require strategic enhancement of the electricity supply networks. A study is also underway in Greater Norwich to investigate power supply issues in this area.

Additionally all Local Plans across Norfolk will need to promote new developments which minimises energy use; minimise reliance on non-renewable or high-carbon energy sources and promote and encourage the use of decentralised and renewable or low-carbon energy sources and sustainable construction technologies ensure that investment decisions help promote growth and overcome constraints and there are forward looking decision on energy investment.

7.4 Water

Norfolk lies within one of the driest parts of the UK. Planned growth in housing and employment will significantly increase water demand. The area's large agricultural sector is also dependent on water availability in the summer. Water quality is crucial, due to the number of protected sites relying on high water quality, including the Broads.

Anglian Water supplies water to the majority of Norfolk County with parts of Great Yarmouth and the Broads Authority being served by Essex and Suffolk Water. Water companies have a statutory obligation to prepare and review Water Resource Management Plans (WRMP) once every 5 years setting how they will maintain a sustainable balance between water supplies and demand.

Anglian Water's Current Water Resources Management Plan runs to 2040 (with the draft Water Resources Management Plan 2019⁵⁴ having been consulted on in Spring 2018 running to 2045). This demonstrates how sufficient water for future growth will be provided and therefore water supply is not a strategic constraint to development through appropriate supply and demand measures. Consideration is given to reducing the potential demand for water before proposing supply measures.

Norfolk Authorities will work with Water Resources East (WRE) to help safeguard a sustainable supply of water for the East of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential.

By August 2022, WRE will develop a draft single, multi-sector Regional Plan for Eastern England, working with water companies, Local Authorities and Local Enterprise Partnerships, the energy and agricultural sectors, landowners and key environmental NGOs. The plan will seek to :

- Future proof long term plans for water resources for all sectors, whilst looking at wider benefits eg flood management
- Meet the needs of all customers (of all sectors) and local communities
- Facilitate sustainable economic growth in the region
- Enhance the environment
- Meet the expectations set out in recent regulatory documents

Local Plans can also contribute to long term water resilience by ensuring that new development incorporates water efficiency measures including the adoption of the optional higher water efficiency standard (110 litres/per person/per day).

Agreement 17 – Norfolk is identified as an area of serious water stress, the Norfolk Authorities have agreed that when preparing Local Plans to seek to include the optional higher water efficiency standard (110 litres/per person/per day) for residential development.

Individual authorities may also wish to consider the inclusion of a specific water efficiency BREEAM standard for commercial development within their Local Plans. Improved water efficiency is not limited to measures within dwellings and commercial buildings and a collaborative approach to

⁵⁴ See <https://www.anglianwater.co.uk/about-us/draft-water-resources-management-plan-2019.aspx>

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promote innovation in water efficiency/re-use is required working closely with water companies and site promoters/developers.

The disposal of waste water is addressed by Anglian Waters Long term water recycling plan⁵⁵ which highlights the investment needed over the next 25-years to balance the supply and demand for water recycling. The plan considers risk from growth, climate change, severe drought, and customer behaviours. It promotes sustainable solutions for maintaining reliable and affordable levels of service, and facilitates working in partnership to mitigate flood risk. Anglian Water has also implemented new charging rules setting out a fixed, upfront schedule of fees that they charge for laying mains and pipes that connect new buildings and housing developments to their network⁵⁶. This is a significant step towards ensuring that water companies provide an excellent service to developers of all sizes.

It will be necessary to take a co-ordinated approach to water through water cycle studies to address water supply, quality, waste water treatment and flood risk. Flood risk assessments should be used effectively to ensure development is located appropriately, to help achieve this a Strategic Flood Risk Assessment (SFRA) has been produced jointly by most Norfolk authorities⁵⁷.

The release of land for development will be dependent on there being sufficient water infrastructure to meet the additional requirements arising from the new development to ensure that water quality is protected or improved, with no detriment to areas of environmental importance. Growth in several parts of the county is dependent on investment at sewage treatment works. The timing of these investments will have an important effect on the phasing of development.

Agreement 18 – The Norfolk Authorities, Anglian Water and Essex and Suffolk Water have agreed to provide regular and timely updates to each other on the delivery of development sites and proposed utility projects to ensure that development is aligned with water and wastewater infrastructure.

In considering the distribution of growth Local Planning Authorities will need to ensure that distribution avoids cumulative detrimental impact on the most sensitive water courses particularly, those in the Broads and on the Wensum which cross a number of Local Planning Authority boundaries. Each public body will have regard to River Basin Management Plan⁵⁸ to ensure that their plans and actions do not risk delivery of the environmental objectives for each water body in the County (not just protected sites).

⁵⁵ See <https://www.anglianwater.co.uk/about-us/water-recycling-long-term-plan.aspx>

⁵⁶ See <https://www.anglianwater.co.uk/assets/media/DS-charging-arrangements-Sept-2018-07.pdf>

⁵⁷ See <http://www.broads-authority.gov.uk/planning/planning-policies/sfra/sfra>

⁵⁸ See <https://www.gov.uk/government/publications/anglian-district-river-basin-management-plan>

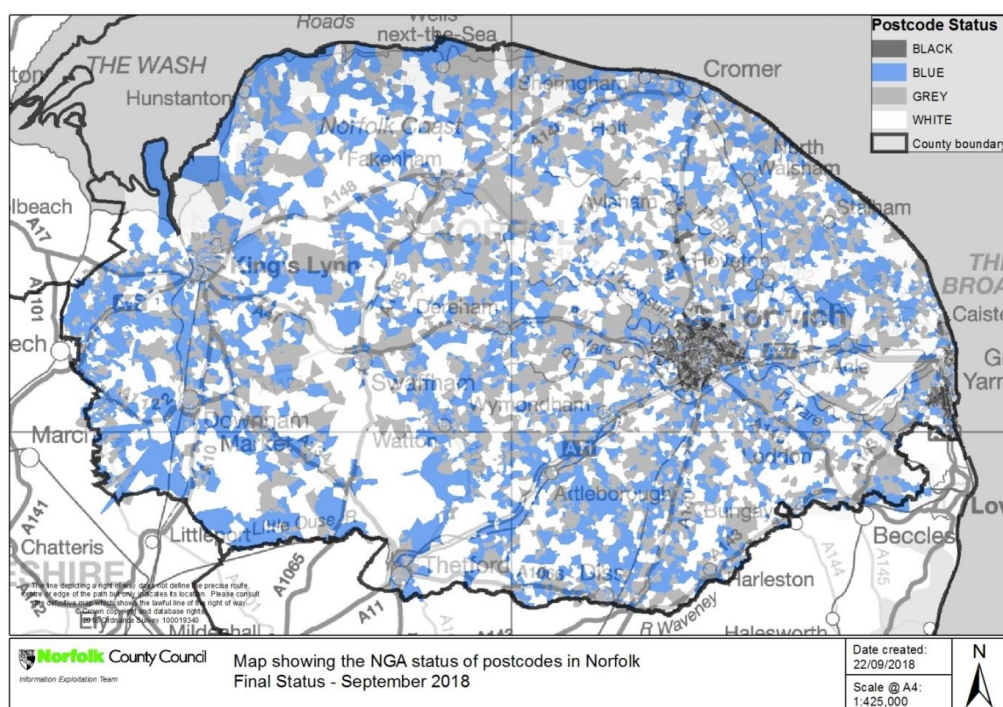
7.5 Telecoms

Broadband

Having access to high-speed and reliable broadband is now regarded as essential by many residents and businesses. The picture regarding superfast broadband coverage is rapidly improving, 92% of the county's homes and businesses can now access superfast broadband, up from 42% in 2012⁵⁹, and through the extension of the Better Broadband for Norfolk (BBfN) programme it is aimed to make high-speed broadband available to more than 95% of Norfolk's premises by spring 2020.

The BBfN project was launched in 2012, with the aim of ensuring that by the end of 2015 more than 80% of Norfolk's premises could access superfast broadband (24 Mbps download, also known as Next Generation Access (NGA)).

It is difficult to get accurate maps showing currently available download speeds across Norfolk, as the situation is changing constantly. But a map produced by Better Broadband for Norfolk (BBfN) in 2016, and reproduced over the page, shows the availability of Next Generation Access (NGA) broadband across the county⁶⁰.



⁵⁹ See Better Broadband for Norfolk Information Sheet 26 (26 May 2017)

⁶⁰ Interactive up to date maps are available at <http://www.betterbroadbandnorfolk.co.uk/>

Figure 8: Map showing Next Generation Access (NGA). White areas don't have NGA broadband services, Black areas have more than one operator offering NGA, Grey areas have one NGA operator and blue areas have previously been indicated to have planned commercial coverage for NGA broadband.

Source: Better Broadband Norfolk, 2018

Areas where the existing broadband connection speed is less than 2Mbps are classed as "basic" broadband connections, and are not scheduled to receive improvements in the immediate future. However, they can apply for a subsidy towards the installation and setup of a satellite broadband solution.

In order to extend the provision of superfast broadband further, additional funding would be needed. Where this is not possible or feasible, wireless (Wi-Fi) solutions can be investigated as well as satellite broadband, although it is recognised that there will be many parts of the county where these are not currently practicable.

In April 2016, changes to Building Regulations R1⁶¹ were finalised. For applications made on or after 1 January 2017 new buildings are required to have physical infrastructure to support high-speed broadband (greater than 30Mbps). However, there is no requirement to provide external or site-wide infrastructure beyond the access point.

The availability of high-speed broadband is clearly of major strategic significance for Norfolk and Norfolk authorities welcome Openreach's offer to install Fibre to the Premises (FTTP) free of charge to all new housing developments of 30 or more homes and an improved pricing structure all the way down to two homes⁶². However the further rollout of broadband to existing homes cannot be required through any current Local Plan, but the Norfolk authorities are working closely with Better Broadband for Norfolk and other bodies and providers to ensure that high-speed broadband is delivered to more parts of the county as soon as is practicable.

Norfolk County Council has developed a Local Full Fibre Networks (LFFN) bid in conjunction with all Norfolk districts, boroughs, Norwich city, the chamber of commerce, the LEP and other relevant regional groups. The bid is for £18-20m of capital to upgrade up to 471 public sector sites across the county. So far the bid has proceeded through a number of stages and is now being worked up with an allocated a member of the DCMS team to go in front of their investment board.

Also emerging Local Plans will consider the extent to which they could require high-speed broadband to be delivered as part of new developments and look to include the promotion of Fibre to the Premises (FTTP) to smaller sites. The revised NPPF (para 112) highlights the importance of reliable communications infrastructure in economic growth and social well-being and requires policies to set out how high quality digital infrastructure is expected to be delivered, authorities will engage proactively with broadband and mobile network providers to better encourage the rollout of new infrastructure, particularly Openreach, and will seek to involve Openreach at the pre-

⁶¹ See

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/517789/BR_PDF_AD_R_2016.pdf

⁶² See <https://www.openreach.com/content/dam/openreach/openreach-dam-files/images/fibre-broadband/fibre-for-developers/Rate%20card%20website.pdf>

application stage of major residential and commercial planning applications, as well as through consultations on the emerging Local Plans.

Mobile telephony

Mobile telephone connectivity has, like broadband, become increasingly important. The most significant change in recent years has been the rollout of 4G services.

Coverage in Norfolk

Interactive mapping (available from Consumer Group Which⁶³) shows the general coverage for 2G, 3G and 4G data across Norfolk. The majority of areas across Norfolk receive a weak 2/3/4G signal, with the strongest signals in Norwich and market towns such as King's Lynn and Great Yarmouth.

Norfolk County Council commissioned AWTG (Advanced Wireless Technology Group) to conduct an independent benchmark assessment of mobile coverage and user experience across Norfolk. The benchmarking campaign was conducted between February and March 2018 using a robust four-tier methodology to maximise the extent and breadth of data collection. This included Walk Testing at over 30 locations including museums, tourist attractions, camping and caravan sites, Rail Testing on all main rail routes in Norfolk, Drive Testing on over 5,500 kilometres of Trunk, A, B and C class roads across Norfolk and Stationary Testing at enterprise zones and 28 Norfolk Broads mooring points. The scope of the campaign covered a detailed assessment of the GSM (2G), UMTS (3G) and LTE (4G) radio network (coverage) performance and received signal strength of the four main mobile network operators in the UK. The results of this assessment can be found at www.norfolk.gov.uk/mobilemap.

Nevertheless many mobile “not-spots” remain in Norfolk (some rural areas and parts of the coast in particular), particularly for 4G data coverage, although there are plans to improve this: for example, EE announced in 2016 that it intends to achieve 95% UK geographical coverage by 2020.

The next generation of mobile networks will be 5G which will probably encompass the following:

- 60-100 times faster than 4G Instantaneous playback from downloading speeds and
- Sufficient bandwidth to enable a multitude of internet-connected devices to communicate effectively.

5G uses higher frequency radio bands which travel less well than 4G, and can be disturbed by buildings, trees, weather etc. Whilst more base stations will be required Mobile Network Operators will use Multi-Input and Multiple-Output (MIMO) technology which will can be rolled out on existing infrastructure where possible. The initial phase will be strengthening the existing infrastructure, then densification for major areas using small high frequency cells will be rollout out in areas with high demand, these are very small and can be fitted to existing street infrastructure like lamp posts. The rollout of 5G commercially is expected to commence in 2020, and take several years to complete. Getting high quality 5G infrastructure rolled out across Norfolk will be important to delivering the vision of the NSPF.

⁶³ <http://www.which.co.uk/reviews/mobile-phone-providers/article/mobile-phone-coverage-map>

By the time most of the next rounds of Local Plans have been adopted, 5G will be a reality (2020). The main benefit of 5G is that it could, in theory, provide ultra-high speed broadband access to all, without the bandwidth capacity challenges of 4G. This should enable location to be much less of a barrier to receiving broadband than previously, with benefits for homeowners and businesses. It could remove a barrier to location of employment opportunities, particularly home-based and rural-based businesses.

Norfolk authorities are currently working with Mobile UK to advance knowledge and plans to ensure that rural areas of Norfolk get 5G as early as possible.

The key conclusion is that some consistency of approach from all Norfolk Planning Authorities is clearly important for 5G if the very high degree of nationwide coverage required for 5G to be effective is to be secured. Broadly, it should be made as straightforward as possible for 5G base stations and transmitters to be approved where they fall outside of the remit of permitted development, and common development management policy text to facilitate this should be explored, taking into account material planning considerations. In particular, care will need to be taken to ensure that new telecommunications equipment is sited and located sensitively in respect of the public realm, street-scene, historic environment and wider landscapes.

Agreement 19 - To maximise the speed of rollout of 5G telecommunications to Norfolk, the Local Planning Authorities are engaging with the telecommunications industry including Mobile UK to produce shared ~~guidance on the location of base and booster stations for the objectives for extending 4G coverage and the rollout of 5G infrastructure in Norfolk-5G network~~, taking into account material planning considerations. ~~The aim is to get this guidance agreed before the end of Spring 2019~~The objectives will be agreed in the Summer of 2019 with it potentially being included in emerging Local Plan documents and inform local plan documents.

7.6 Social Infrastructure

Health

The National Planning Policy Framework (NPPF) requires Local Planning Authorities to ensure that the health and wellbeing of the population, and health infrastructure is considered in plan and decision making.

The need for health infrastructure provision takes place in the context of:

- An increasingly ageing population, with impacts on health and social care provision and costs⁶⁴
- The number of premature deaths increasing, caused by smoking, lack of physical activity, obesity and alcohol misuse. In 2009/10 alone, physical inactivity cost local healthcare authorities £6.2 million per year⁶⁵.

⁶⁴ The King's Fund: Future Trends, Demography, Ageing Populations

- Increasing problem of obesity and associated costs. A quarter of the UK's population is obese costing the tax payer £2.47bn a year⁶⁶, and if current trends continue over 50% of the population is predicted to be obese by 2050⁶⁷.
- Increase in demand for mental health and wellbeing services which continue to be affected by cuts.⁶⁸
- Changing approaches to healthcare delivery.

It is clear that health issues will become increasingly important considerations in the future planning activities. Therefore, development should facilitate a healthy lifestyle and provide opportunities for a high quality of life through a healthy environment where pollution is controlled and there is adequate access to open spaces and Green Infrastructure. Availability of suitable and affordable housing and employment opportunities are also important factors, as is access to active travel opportunities and affordable and practical public transport.

To help ensure these issues are addressed a protocol for joint working between planning, public health and health sector organisations was agreed in 2017 and ~~is currently being~~ has been revised to take account of the emergence of the NHS Sustainability and Transformation Partnership (STP). Throughout this revision support has come from several quarters, including each of the Norfolk Clinical Commissioning Groups (CCGs). The Protocol seeks to explain the relationship of land-use planning to public health, giving an overview of the planning system to health professionals and an overview of health service commissioning structures to land-use planners. There are mutual commitments to discuss development-related pressures on healthcare services and opportunities for high-quality place-making to enable people to make healthier lifestyle choices. Working with STP colleagues affords an opportunity for long term planning and growth to be considered alongside health infrastructure needs.

The Protocol seeks for health professionals and town planners to work together to secure new healthcare facilities required as a result of development. To assist with such negotiations modelling data has been used to give an indication of future healthcare requirements for Norfolk. Based on each CCG area, projections are given on future demand for acute hospital beds, intermediate care beds, and the numbers of General Practitioners required. The population increases are modelled on low, medium and high scenarios for house-building rates, reflecting the uncertainty as to how economic conditions might affect the house-building industry in coming years. The Protocol also includes a *Health Planning Checklist* that consists of six place-making themes. Use of the Checklist is not mandatory; it is simply made available to all practitioners as a convenient method to appraise development schemes in advance of, or at the point of, making a planning application. However there is agreement that within the GNLP area all developments in excess of 500 homes should use a

⁶⁵ British Heart Foundation, 2013: Economic costs of physical inactivity.

⁶⁶ Institute of Economic Affairs, 2017: Obesity and the Public Purse.

⁶⁷ NHS, 2015: "Britain: The fat man of Europe"

⁶⁸ Norfolk Community Foundation, 2016: New mental health and wellbeing 'match funding challenge' for Norfolk.

Health Impact assessment and all authorities will consider wider use of both HIAs and the checklist to actively consider designing in health benefits.

Agreement 20: The authorities agree to endorse the updated *Planning in Health: An Engagement Protocol Between Local Planning Authorities*⁶⁹, *Public Health and Health Sector Organisations in Norfolk* and undertake its commitments.

Education

Norfolk's School Capacity return to the DfE (SCAP) indicates that Norfolk's school population will continue to grow over the next 10 years.

Primary age population including the influence of housing with full permission will rise by around 4% and secondary by 22% (children currently in the school system including the additional 4% covered by growth). Further housing coming forward is likely to produce a higher increase percentage.

Previously reported increases in the school population at reception age is still resulting in an overall increase in the school population in both primary and secondary phases as these children progress through the school system. New housing development has added further pupils to increase the school population overall. Pressure is mainly in urban areas which have seen the highest concentration of population growth. The speed of delivering houses is key to the requirements of school places so careful monitoring of housing progress is undertaken between County Council/District/Borough Councils.

Standards in Norfolk schools have risen considerably over the past 5 years with 83% of schools being graded Good or Outstanding in 2018 compared with 68% 5 years ago – data as at 31 Aug 2018. The Local Authority retains responsibility for ensuring that there is a sufficient supply of school places and works with a range of partners, e.g. Dioceses and Academy Trusts to develop local schemes.

Norfolk County Council's School Growth and Investment Plan, published every January identifies three growth areas requiring more than one new primary phase school and a further 10 areas requiring one new school. Expansion to existing schools will also be required in some areas of the County. A new High School for north east Norwich is also being discussed and planned.

Our strategic priorities were agreed by Children's Services Committee in November 2017 to guide the work with local partners and any proposals for investment in the education infrastructure. These include guidance on the minimum size of new schools and a desire to reduce mixed age classes. More recently members agreed a significant investment in our infrastructure for Special Educational Needs Provision including new special schools. Norfolk County Council works closely with Local Planning authorities as per agreement 21.

Agreement 21: The Local Planning authorities will continue to work closely with the County Council and school providers to ensure a sufficient supply of school places and

⁶⁹See <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/nspmf--28-jan-2019--draft-health-planning-protocol-new.pdf>https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/supporting_documents/Health%20Protocol%20Final%201.2docx.pdf

land for school expansion or new schools, and use S106 and / or Community Infrastructure Levy funds to deliver additional school places where appropriate. The authorities agree to continue supporting the implementation of the County Council's Planning Obligations Standards as a means of justifying any S106 payments or bid for CIL funds needed to mitigate the impact of housing growth on County Council infrastructure.

7.7 Transportation

Considerable work has been completed in relation to transportation matters in support of the NSPF. Notwithstanding the recent and very welcome announcements for further investment in infrastructure there will be a need for considerable further investment in transport infrastructure if this is not to constrain growth.

A background paper has been produced summarising the state of the County's transport network, providing much of the evidence base for the production of the NSPF and subsequent Local Plans⁷⁰. The paper aims to identify: the current state of the transport system; the constraints (current and future); and opportunities and includes a review of transport constraints to identify issues that, without resolution, may prove a barrier to growth.

Current Network

Norfolk is served by two trunk roads: the A11 from London and Cambridge, and the A47 from the west. The A47 continues from Great Yarmouth to Lowestoft. The A11 is fully dual carriageway and the corridor will see some of the largest scale growth planned in the county (at Thetford, Attleborough, Wymondham, Hethersett and the Norwich fringe at Colney/Cringleford). The A47 is a mix of single and dual carriageway, both within and beyond Norfolk.

Away from the strategic road network, Norfolk's road network is a largely rural, single carriageway network. Much of it has not seen significant improvement schemes and so journey times can be slow, particularly away from the higher standard A-class network.

The following projects have successfully been funded since 2013

Completed:

- Broadland Northway (Norwich Northern Distributor Road (incl Postwick)) - £205m
- Norwich Pedal ways - £14m
- Great Yarmouth Beacon Park Link (A47/143 Link) - £6.8m
- A11 dualling Barton Mills to Thetford- £105m
- Great Yarmouth Right Turn at the rail station - £400,000
- King's Lynn Lynnsport Link Road- £3.5m

⁷⁰ See https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/supporting_documents/NSFTTransport_OutputV4.docx

Under construction or part-completed:

- Attleborough Town Centre Improvements - £4.5m
- Thetford Enterprise Park Roundabout - £2m
- Snetterton Energy Supply - £4.1m
- Great Yarmouth Rail Station to the Market Place improvement- £2m
- Great Yarmouth sustainable transport package (Part 1) - £2.5m
- Norwich (various projects including Dereham Road roundabout- £2m, Cycle link extension to Wymondham- £1.3m, City centre Prince of Wales Road - £2.6m, Dereham Road widening- £3m)
- A140 Hempsall Roundabout - £4m

Planned, not yet started:

- A11/ORR Daniels Road junction improvement- £2m
- Great Yarmouth congestion-busting projects- £3.3m
- Great Yarmouth sustainable transport package (Part 2) - £3.5m
- Great Yarmouth Third River Crossing- £120m
- A47 improvements £2-300m (incl Thickthorn and Great Yarmouth junction improvements and dualling Blofield to North Burlingham, and Easton to North Tuddenham)
- ~~A140 Hempsall Roundabout - £4m~~

Norfolk County Council, in partnership with Norwich City Council, Broadland District Council and South Norfolk Council, has made an application to the Department for Transport (DfT) as part of the Transforming Cities Fund. The fund aims to make it easier for people to access jobs, training and retail, and also aims to respond to issues around air quality. In September 2018, Greater Norwich was one of 10 city areas shortlisted to apply for a share of the £840m grant. The Transport for Norwich team is now working with the DfT on detailed proposals to put forward for funding through the project.

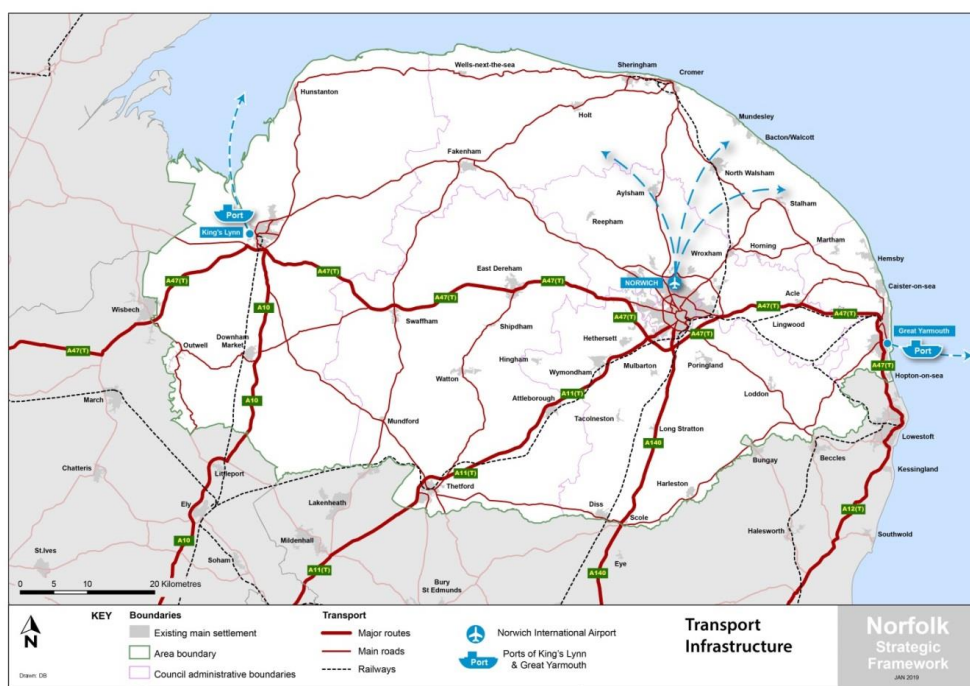


Figure 9: Norfolk Transport Infrastructure, 2017

Norfolk has a limited rail network, meaning that many of its towns are not served by rail. Also, the services offered provide a very limited range of destinations and frequencies. In particular, services to the Midlands and Home Counties are poor. Whilst rail generally provides faster journeys to other major centres compared to road, average rail speeds compare poorly with connections between major centres out of the County.

Norwich Airport is situated some 5km north of Norwich city centre. It operates a number of scheduled and charter flights and provides servicing for the offshore energy industries via helicopter flights. The airport terminal has capacity for 700,000 passengers per year. The airport is currently reviewing it's draft masterplan which envisages considerable growth in the coming years⁷¹.

Great Yarmouth is the largest port in the county, seeing over 1,100 thousand tonnes of traffic in 2014, an increase of over 1/3 compared to 2013. Although 66% of this by tonnage is inward traffic there has been a tenfold increase in outward traffic since 2009, meaning that increasingly outward traffic has become more important to the port.

Levels of both walking and cycling to work are relatively high in Norwich. In South Norfolk and Broadland Districts levels of walking are comparatively lower than elsewhere in the county, probably reflecting that many people from these districts work in Norwich - too far to walk. A comprehensive

⁷¹ See <http://www.norwichairport.co.uk/masterplan/>

cycle network has been identified in Norwich, and the city has also benefited from a large amount of funding that has been used to upgrade parts of the cycle network. There is still however a considerable amount of work required to upgrade the network in its entirety.

Accessibility by public transport to services and facilities is problematic in some more rural and isolated parts of Norfolk. Overall, accessibility tends to be poorest in the more rural districts of Breckland and West Norfolk, where there is a significant number of smaller villages, hamlets and isolated dwellings. Providing bus services within these smaller settlements is often unviable due to low population numbers.

Tables below lists some of the key road projects that the County Council in collaboration with partners is seeking to progress in the next 10 years.

Table 12: Key Infrastructure Road Projects in Local Authority Control

Project Name	Estimated Start date	Estimated Cost	Funding sources
Broadland Growth Triangle Link Road	<u>First Phase started</u> 2017	£38m	Developer funding, CIL, BRP, HIF
A140 Long Stratton Bypass	2020	£31m	Developer funding, Growth Deal, CIL, NPIF, Government Major Road Network
A10 West Winch Housing Access Road	2019	£22.8m	Developer funding, Growth deal
A47 Hardwick Junction King's Lynn	2025	£17m	Developer funding, Growth deal
Attleborough Link Road	2020	£18m	Developer funding, Growth Deal
Norwich Western Link (A47 to NDR)	2023	Indicative £160m	Growth Deal, Local Major Transport Scheme

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Table 13: Priority Road Projects for delivery by other organisations

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
A11 Thetford bypass junctions	2020-2025	Not Known	Highways England Roads Investment Strategy 2 (2020-2025)
A47 Wisbech Bypass Junctions	2020	Not Known	HPIF, Developer funding, Highways England Roads Investment Strategy 2 (2020-2025)
A47 Acle Straight dualling	2025	£79m	Highways England Roads Investment Strategy 2 (2020-2025)
A47 Tilney to East Winch Dualling	2025	£130m	Highways England Roads Investment Strategy 2 (2020-2025)

Timely delivery of the above list of commitments will doubtless serve to stimulate the local economy and enhance the prospects of delivery of planned growth. Whilst the growing recognition of the need for further development of Norfolk's infrastructure is very welcome because of its contribution to the delivery of the objectives of the NSPF there remains a considerable need for further infrastructure investment in the County if the vision in this framework is to be realised.

Furthermore, the background paper produced identified three key strategic issues affecting the County including: the relatively poor transport connectivity between our main settlements and destinations outside Norfolk resulting in long journey times; the poor connectivity within the County particularly for east-west journeys, exacerbated by congestion and unreliable journey times on parts

of the network (especially the A47) adding to business costs; and difficulties in delivering major enhancements to transport networks within our urban areas and market towns which tend to have historical street patterns where the scope for major improvements is limited.

It should also be noted that the area of transport is considered to be an area where new technology may have a particularly significant impact during the duration of this framework and this makes predicting the full range of enhancements to travel networks difficult at this stage.

It is clear that providing suitable transport provision to meet the needs of existing and future populations while reducing travel need and impact will be one of the greatest challenges faced by Norfolk in delivering the level of growth that is anticipated over the coming decades. Given the overall scale of growth that is planned across the County a key matter will be ensuring that transport is a significant consideration in locating this growth and development levels are maximised in areas that are best served by transport networks and have the greatest potential for promoting the use of non-car based modes.

Rail

The rail network serving Norfolk is sparse: few settlements are connected to the rail network, and the network serves few destinations out of the county. There are two lines from London: the Great Eastern Main Line from London Liverpool Street via Ipswich to Norwich; and the Fensline / Great Northern Route from London King's Cross via Cambridge to King's Lynn. (King's Lynn also has one train per day to London Liverpool Street.) Norwich is directly connected to Cambridge, Great Yarmouth, Lowestoft and Sheringham; and longer distance services via Peterborough to Liverpool.

The tables below set out some key shared priority schemes for rail improvement that the authorities will work together to promote for funding. These include Norwich in 90 which requires track improvements including the Trowse swing bridge, Haughley Junction, loops in Essex and level crossing upgrades. Also a large number of rail services pass through Ely. Major rail infrastructure improvements are required to accommodate all services committed within franchise agreements and for further frequency improvements in the future. Local authorities are working with local enterprise partnerships, government and Network Rail to bring forward the improvements for delivery in the next round of rail spending, between 2019 and 2024, known as Control Period 6.

Table 14: Priority Rail Projects for promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Norwich to London rail (Norwich in 90)	2019-2024	TBC	Network Rail Control Period 6
Great Yarmouth Rail Station	2019-2024	TBC	Network Rail Control Period 6
Ely area enhancements	Around 2020	TBC	Network Rail Control Period 6, Growth Deal
Broadland Business Park station	Mid 2020s	£6.5 million	Growth Deal, Rail Industry
East West Rail (Cambridge to Oxford)	Late 2020s	Not Known	Government via special purpose delivery vehicle

In the consultation on the NSPF a number of respondents suggested that the Local Authorities ought to formally agree a high level strategic approach to transport as a formal agreement within the final NSPF. Although it has not been possible to produce such an agreement for inclusion in this document further consideration will be given to this matter with a view to including such an agreement in a future iteration of this document.

7.8 Flood Protection and Green Infrastructure

Flood Protection

Flood protection is a significant issue for Norfolk. Significant parts of the County are vulnerable to tidal, fluvial or surface water flooding from extreme weather events. Such events can pose a significant risk to life as well as property and affect, to a greater or lesser extent, the three main settlements in the County which all developed in their locations due in part to their access to tidal waters.

Much of the Norfolk coastline is reliant on flood defences to minimise flood risk to existing development. Considerable further information on the planned interventions that are necessary in order to protect our communities from coastal flooding are set out in the Coastal Evidence (Flooding and Coastal Erosion) background paper that is published in support of the NSPF⁷².

UK Government studies have concluded that climate change over the next 100 years is likely to result in hotter, drier summers and warmer, wetter winters, with more extreme weather events including droughts, floods and sea level rise increasing the level of risk from flooding that is faced by communities in Norfolk.

To address these strategic issues it will be necessary to take a co-ordinated and proportionate approach to managing flood risk. Flood risk assessments are to be used effectively to ensure development is located appropriately and away from flood plains wherever possible. Developers will need to work closely with the relevant public authorities risk management authorities in minimising flood risk from all sources through a combination of high quality urban design and green infrastructure, as well as use of Sustainable Drainage Systems (SUDs) forming part of the overall design of developments. Early engagement with the relevant risk management authorities is required prior to the submission of some planning applications. Further guidance on how this will be done is available on the County Council website due to its role as the Lead Local Flood Authority for the County⁷³.

⁷² See https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/supporting_documents/Infrastructure%20Group%20Coastal%20Paper%20DRAFT%20V7%201.docx

⁷³ See in particular <https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/flood-and-water-management/guidance-on-norfolk-county-councils-lead-local-flood-authority-role-as-statutory-consultee-to-planning.pdf>

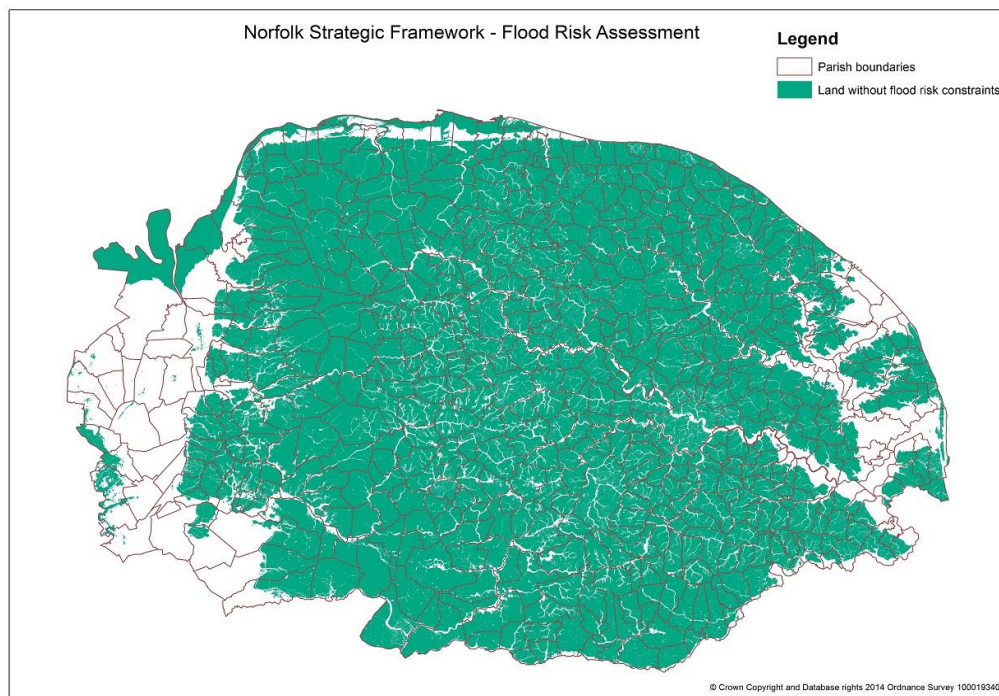


Figure 10: Norfolk Flood Risk Map. 2016

Figure 10 provides an illustration, at a broad scale, of the extent of land with and without flood risk constraints. Whilst it is clear that significant areas of the County are free from flood risk constraint it should be noted that many of the currently developed urban areas are at some risk of flooding. It will be important to ensure that a pragmatic approach is taken for new development and flooding as if planned correctly new development can significantly reduce the flood risk faced by existing communities in these areas.

As flood waters do not respect administrative boundaries there will be a need for the Norfolk Planning Authorities to continue to work closely together on assessing and minimising flood risk as well as on responding to emergencies when they do occur. For example, the Broadland Futures Initiative is a strategic project to explore how best to manage flood risk in the inter-related areas of the Norfolk and Suffolk Broads, the coast between Eccles and Winterton (which protects the Northern Broads) and the entrance to the Broads system through Great Yarmouth. The project will guide decision making over the short, medium and long term.

A number of significant investments have recently been made or are planned in the near future to help alleviate flood risk. These are detailed in Local Plans, coastal management plans and strategic flood risk assessments and included in the county wide IDP.

Table 15: Priority Strategic Flood Defence Projects for Promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Great Yarmouth Tidal Defences 2017 onwards (Epoch 2)	2026	£27-76 million	NALEP, Local Authorities and Private Sector
Bacton Walcott sandscaping scheme	2018	£19.3m	Public sector, Regional Flood and Coast Committee, Environment

Green Infrastructure and the Environment

Green infrastructure (GI)⁷⁴ is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of economic, environmental and quality of life benefits for local communities. The provision of green infrastructure in and around urban areas helps create high quality places where people want to live and work. New GI can also mitigate impacts on existing sensitive sites and support heritage and conserve the historic environment. Access is an integral part of GI and PROW and 'Norfolk Trails' are an important asset.

The area has a wealth of environmental assets ranging from international and national status, to those of local importance. These must be safeguarded and enhanced for the benefit of current and future generations. Many of Norfolk's natural habitats have been lost and fragmented with once extensive areas of habitats reduced to small remnants isolated from each other and surrounded by relatively inhospitable land uses, reducing biodiversity and increasing vulnerability.

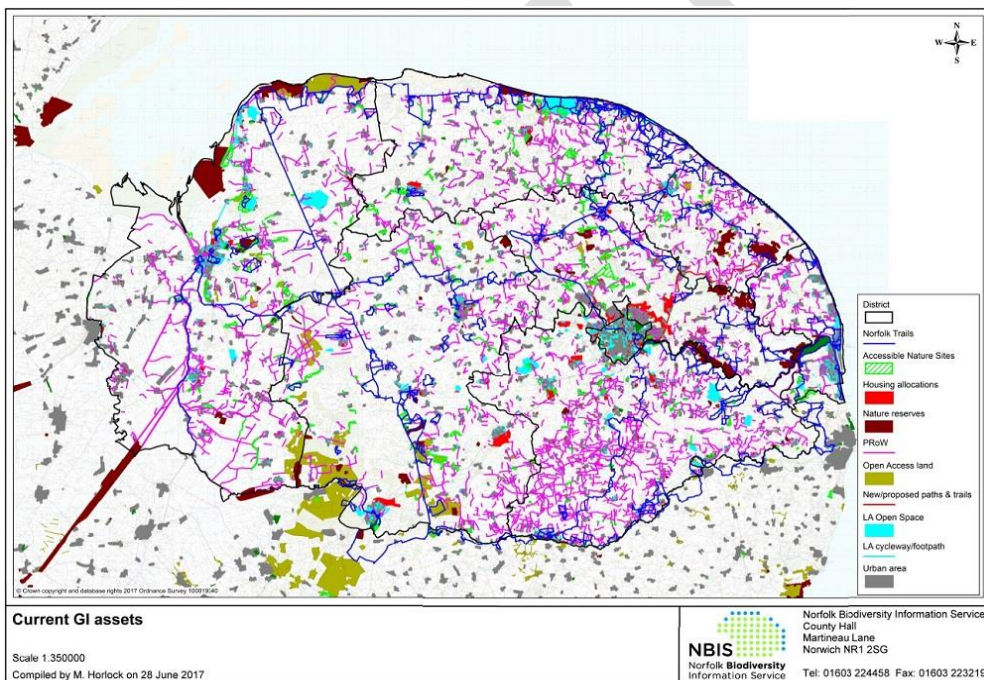


Figure 11: Norfolk's current GI assets. 2017

⁷⁴ The definition of GI is set out in the Natural England document GI Guidance <http://publications.naturalengland.org.uk/file/94026> In terms of the NSPF it includes 'blue infrastructure' ie water environments - rivers, lakes, ponds etc.

Current GI assets are set out in Figure 11⁷⁵. Green infrastructure should be provided as an integral part of all new development, where appropriate, alongside other infrastructure such as utilities and transport networks.

Planning for green infrastructure should occur at the evidence gathering (survey and analysis) stage of the planning process, so that green infrastructure responds to character and place, and that standards are set for green infrastructure accessibility, quantity and quality. Early integration of green infrastructure can also ensure that it is properly planned in advance of development or delivered alongside development on a phased basis. In this way green infrastructure can be planned as an integral part of the community. (Natural England Green infrastructure guidance, P43)

As Norfolk grows and changes in terms of its demographic profile considerable investment in the provision and maintenance of a GI network will be needed in order to facilitate and support growth whilst also:

- Minimising the contributions to climate change and addressing their impact;
- Protecting, managing and enhancing the natural, built and historical environment, including landscapes, natural resources and areas of natural habitat or nature conservation value;
- Ensuring existing and new residents many of whom may be elderly receive the health and quality of life benefits of good green infrastructure and are able to access appropriate recreational opportunities;
- Maintaining the economic benefits of a high quality environment for tourism; and
- Protecting and maintaining the Wensum, Coast, Brecks and the Broads.

As part of producing this Framework the authorities have commenced work on producing a GI strategy for Norfolk working with the Environment Agency, Natural England and Wild Anglia. This has produced:

- Accessible public open space and Countryside Access maps
- Ecological Network Maps
- Identified potential Green Infrastructure Corridors throughout the county (the 'GI network')

⁷⁵ Further more detailed maps are available from the NBIS website see <http://www.nbis.org.uk/sites/default/files/documents/Maps.zip>

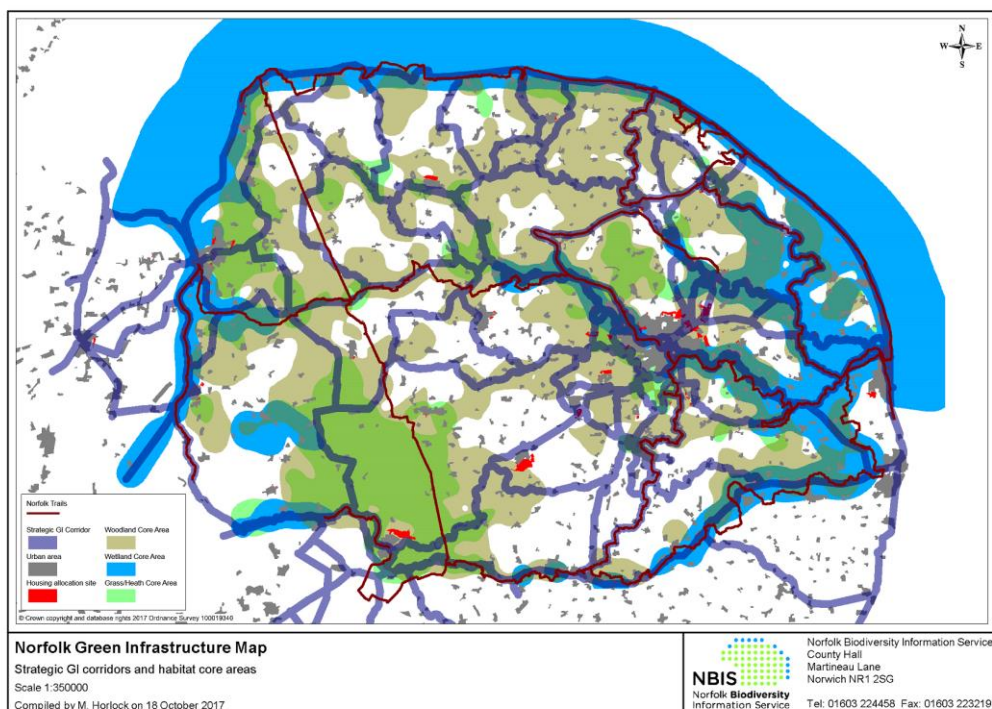


Figure 12: Norfolk's GI corridors. 2017

Figure 12 shows the identified potential Green Infrastructure Corridors. The intention is for this map to inform Local Plans, and also the GI Strategy now in preparation. It should be noted that depending on the nature of corridor they may not constrain development, indeed in some circumstances promoting growth in these corridors may enhance their GI value.

One of the strategic aims for the Environment section is to 'protect, maintain and enhance biodiversity'. New growth in Norfolk must respect this aim, but the use of green infrastructure either existing or new can greatly aid the assimilation of new development. A commissioned report by Footprint Ecology on the impact of recreational pressures on Natura 2000 protected sites likely to arise from new housing growth gave insights into the scale and location of that pressure. This is a complex area, many of the Natura 2000 sites attract large numbers of visitors, acting as green infrastructure, but are sensitive environments with specific legislative requirements. Mitigation measures and monitoring may be necessary, an action plan prepared by the Norfolk authorities is intended to address this in a co-ordinated way.

Agreement 22: In recognition of:

- a) the importance the Brecks, the Broads and the Area of Outstanding National Beauty, together with environmental assets which lie outside of these areas, brings to the county in relation to quality of life, health and wellbeing, economy, tourism and benefits to biodiversity;
- b) the pressure that development in Norfolk could place on these assets; and
- c) the importance of ecological connections between habitats

the Local Planning Authorities will work together to produce a GI Strategy for Norfolk which will aid Local Plans in protecting and where appropriate enhancing the relevant assets.

With regard to the emerging priority projects for short term effort to bring forward, the following are likely to feature within the IDP.

Table 16: Priority Green Infrastructure Projects for Promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
The Green Loop (Walking/cycling route linking Norwich – Aylsham – Hoveton –NE Growth Triangle)	Not Known	Not Known	
Weavers Way	2018/19	£1.1m	RDPE,HLF,NALEP

7.9 Minerals and Waste

Minerals

Carstone is a type of sandstone that is quarried in west Norfolk. It has traditionally been used as a vernacular building material, although it is no longer used to any significant degree. Although it is classed as a 'hard rock' it is not used as a hard rock (e.g. road dressing), instead it is used primarily as fill (to raise the levels of land prior to construction) or in the formation of embankments. Therefore it is often used in the construction of roads.

Carstone deposits are located in very limited areas of west Norfolk. In 2017 there were two carstone extraction sites in Norfolk, located at Middleton and Snettisham.

Carstone production in Norfolk was 106,438 tonnes in 2016. The 10 year rolling average of carstone sales was 98,839 tonnes in the period 2007-2016. The 3 year rolling average of carstone sales was 77,982 tonnes in the period 2014-2016. The permitted reserves for carstone extraction sites in Norfolk were 2.05 million tonnes at the end of 2016. Based on the 10 year sales average, at the end of 2016 there was a carstone landbank of permitted reserves of over 20 years.

Silica sand deposits are located in very limited areas of west Norfolk, a relatively narrow band which runs north to south just to the east of King's Lynn. The northern extent of the silica sand resource is at Heacham, and the southern extent around Hilgay. In Norfolk the silica sand resource is split into two broad categories, the Mintlyn Beds and the Leziate Beds; historically the Leziate Beds have been used principally for glass sand and the Mintlyn Beds for the production of foundry sand. Processing of sand for foundry use has stopped at Leziate and those parts of the process plant dedicated to their production have been removed. This reflects a general decline in the demand for foundry sand in England.

The deposit which is being worked at Leziate is one of two in England where silica sand of sufficient purity and grade for the manufacture of colourless flint (container) and float (window) glass is extracted. The other extraction site of silica sand of comparable quality is in Surrey.

Silica sand which is to be used for glass manufacture requires a significant amount of processing prior to being suitable for onward shipment to the glass manufacturers. This processing requires large and capital intensive plant such as the one operated by Sibelco UK Ltd which is located at Leziate. Consistency of material is an important consideration and this requires blending of sand from different areas of the working. The processing plant site includes a rail head to export the processed mineral for use by glass manufactures elsewhere. Norfolk is one of the most important sources of silica sand in Britain, accounting for 20 per cent of total output and approximately 60 per cent of silica sand production used for glass manufacture sourced in Great Britain in 2014.

Due to the cost and largely fixed nature of the processing plant and railhead, silica sand working has historically taken place in close proximity to the Leziate processing plant. However, this now means that the most accessible areas have either been worked or are in the process of being worked.

The 10 year rolling average of silica sand sales in Norfolk was 681,900 tonnes in the period 2007-2016. The 3 year rolling average of silica sand sales was 785,400 tonnes in the period 2014-2016. The permitted reserves for silica sand extraction sites in Norfolk were 2.62 million tonnes at the end of 2016. Based on the 10 year sales average, at the end of 2016 there was a silica sand landbank of permitted reserves of over 3 years.

Sand and gravel resources are located throughout the County (with the exception of the Fens area in the far west and south-west of Norfolk). Sand and gravel is used in the construction of roads and buildings and it is a key ingredient in the production of concrete and mortar, asphalt coating for roads, as a drainage medium and in the construction of embankments and foundations. The distribution of sand and gravel sites throughout Norfolk is widespread with a relatively large number of small operators. In 2016 there were 30 permitted sand and gravel extraction sites in Norfolk operated by 14 different companies. There are, however, particular clusters of sand and gravel workings near to King's Lynn, in the north of Breckland District and around Norwich.

Sand and gravel production in Norfolk was 1.623 million tonnes in 2016. The 10 year rolling average of sand and gravel sales was 1.41 million tonnes in the period 2007-2016. The 3 year rolling average of sand and gravel sales was 1.47 million tonnes in the period 2014-2016. The permitted reserves for sand and gravel extraction sites in Norfolk were 16.53 million tonnes at the end of 2016. Based on the 10 year sales average, at the end of 2016 there was a sand and gravel landbank of permitted reserves of 11 years.

Secondary and recycled aggregates are also sourced within Norfolk. The annual average quantity of inert and construction/demolition waste recovered at waste management facilities over the ten years from 2007-2016 was 435,900 tonnes, however, some parts of this waste stream are unsuitable for use as a recycled aggregate (such as soil or timber). The data is not comprehensive because many operations, such as on-site recovery, are not recorded.

Marine aggregate dredging is carried out by companies on behalf of the Crown Estate and the sites are licensed by Defra; therefore Norfolk County Council does not have any planning involvement in marine aggregates and they do not form part of the Minerals and Waste Local Plan. Aggregates from marine dredging are not currently received at any ports or wharves in Norfolk. A total of less than 500 tonnes of marine sourced aggregates was consumed in Norfolk in 2014 (the most recently available date).

Clay and chalk are also extracted in Norfolk. Clay is primarily used in the engineering of landfill sites and in flood protection schemes. Chalk is primarily used as a liming agent for farmland. In 2017 there was one active clay working at Middleton, and three active chalk workings located at Castle Acre, Caister St Edmund and Hillington. However, the resource for these minerals is considered to be abundant in Norfolk relative to the demand.

There is a renewable energy plant operated by EPR at Thetford which received over 470,000 tonnes of waste in 2016/17. The waste received at this facility is poultry litter which is burned to produce energy.

Agreement 23 : Minerals and waste common ground

It is common ground that national planning policy, interpreted for Norfolk, means agreed that:

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- 1) It is essential that there is a sufficient supply of minerals to provide the infrastructure, buildings, energy and goods that the country needs. The Norfolk Minerals and Waste Local Plan will therefore enable Norfolk to continue to be self-sufficient in the production of sand & gravel, whilst making an important contribution to the national production of silica sand.
- 2) A steady and adequate supply of minerals to support sustainable economic growth will be planned for through allocating sufficient sites and/or areas in the Norfolk Minerals and Waste Local Plan to meet the forecast need for sand and gravel, carstone, and silica sand.
- 3) Since minerals are a finite natural resource, and can only be worked where they are found, best use needs to be made of them to secure their long-term conservation. Resources of sand and gravel, carstone and silica sand within defined Mineral Safeguarding Areas will be safeguarded from needless sterilisation by non-mineral development. Infrastructure for the handling, processing and transportation of minerals will also be safeguarded from incompatible development. Defined waste management facilities and water recycling centres will be safeguarded from incompatible development.
- 4) The Norfolk Minerals and Waste Local Plan policies will enable the re-use, recycling and recovery of waste in Norfolk to increase, thereby reducing the quantity and proportion of waste arising in Norfolk that requires disposal, in accordance with the Waste Hierarchy.
- 5) The Norfolk Minerals and Waste Local Plan will enable Norfolk to be net self-sufficient in waste management, where practicable and to enable sufficient waste management infrastructure to be provided, for Norfolk, to meet the existing and forecast amount of waste expected to arise over the Plan period.
- 6) The Norfolk Minerals and Waste Local Plan will direct new waste management facilities to be located in proximity to Norfolk's urban areas and main towns. Priority for the location of new waste management facilities will be given to the re-use of previously-developed land, sites identified for employment uses, and redundant agricultural and forestry buildings and their curtilages.
- 7) The Norfolk Minerals and Waste Local Plan will contain policies to ensure that minerals development and waste management facilities will be located, designed and operated without unacceptable adverse impacts on the amenity of local communities, the natural, built and historic environment, the landscape and townscape of Norfolk.

Section 8 – Conclusions and Next Steps

This Framework documents how the Norfolk Planning Authorities maintain effective cooperation between themselves, with the neighbouring district and county planning authorities, and with other key relevant agencies and utilities. In doing so it meets the relevant requirements of Section 3 of the ~~2018-2019~~ National Planning Policy Framework (NPPF).

The NPPF highlights that Cooperation should be effective and ongoing, with this in mind the Norfolk Authorities have agreed to maintain the following agreement:

Agreement ~~23~~24: In recognition of the benefits gained by co-ordinating and co-operating on strategic planning activities the signatories to this document agree to support the activities of the Norfolk Strategic Planning Member Forum and to continue to appropriately resource joint planning activity.

The revised NPPF also sets out the requirement for local authorities to prepare and maintain one or more statements of common ground ~~and local housing need assessment, conducted using the standard method in national planning guidance. This document is intended to meet this requirement in a single document for all matters relevant to all Norfolk Local Authorities. It will be reviewed on a regular basis. Additionally individual local authorities may seek to enter into further statements of common ground with neighbouring or other authorities to address further strategic planning issues as part of the local plan preparation process.~~

~~In light of these new requirements and that the Statements of Common Ground must reflect the most up to date position in terms of joint working across the area, Norfolk Authorities have agreed to the following:~~

Agreement ~~24-25~~ 24: Norfolk Planning Authorities agree to maintain ~~the~~ this statements of common ground on a regular basis ~~with publication dates to be linked to local plan publications of the various authorities involved. The review will ensure that reviewing it at least every two years to support the maintenance of up to date local plans across the county and ensure that the each authority is able to meet its local housing needs and agreements are in place where this is not appropriate or achievable, each review will also ensure that~~ the NSPF remains the most appropriate vehicle to address strategic planning matters for the county.

The next version of the document will also look to incorporate the ongoing work to:

- Complete a county wide Green Infrastructure Strategy
- Complete the proposals highlighted in the housing section to help promote housing delivery
- Complete a Specialist Housing Strategy for Norfolk identifying the need and types of accommodation which are required particularly to support the increasing elderly population
- Produce shared guidance on the location of base and booster stations for the 5G network and on fibre to the premises
- A Transport agreement from the work to produce a local transport plan.
- Revise the vision and objectives to reflect latest thinking and government policy on climate change.

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The NSPF will also be maintained to ensure:

Norfolk Strategic Planning Framework

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- All evidence and housing needs calculations are up to date following publications of updated data from the ONS and government guidance
- The NSPF is aligned to the LEP Economic Strategy and any changes made to this
- The NSPF is aligned to any strategic work of neighbouring authorities

Appendix 1 – NSPF Contacts:

Please direct all representations relating to the NSPF to the NSPF Project Manager as detailed below. Use the Local Planning Authority contact details only if you have enquiries concerning a specific authority area.

NSPF Programme Manager	
Trevor Wiggett City Hall St Peter's Street Norwich NR2 1NH Email: trevorwiggett@norwich.gov.uk 01603 212557	
Breckland Council	Broadland District Council
Phil Mileham Andrew Darcy Strategic Planning Manager Breckland Council and South Holland Council Elizabeth House Walpole Loke Dereham NR19 1EE Tel 01362 656803 Email : Andrew.Darcy@breckland.gov.uk	John Walchester Spatial Planning Manager Broadland District Council Thorpe Lodge 1 Yarmouth Road Norwich NR70DU Tel 01603 430622 Email : john.walchester@broadland.gov.uk
The Broads Authority	Great Yarmouth Borough Council
Natalie Beal Planning Policy Officer Broads Authority Yare House 62-64 Thorpe Road Norwich NR1 1RY Tel 01603 756050 Email : Natalie.Beal@broads-authority.gov.uk	John Clements TBC Principal Strategic Planner Great Yarmouth Borough Council 2nd Floor, Town Hall Hall Plain Great Yarmouth Norfolk NR30 2QF Tel 01493 846624 Email: john.clements@great-yarmouth.gov.uk
The Borough Council of King's Lynn and West Norfolk	Norfolk County Council
Alan Gomm	Phil Morris

Planning Policy Manager Borough Council of King's Lynn and West Norfolk Kings Court Chapel Street King's Lynn PE30 1EX Tel 01553 616237 Email : alan.gomm@west-norfolk.gov.uk	Principal Planner Norfolk County Council Martineau Ln Norwich NR1 2UA Tel 01603 222730 Email : phil.morris@norfolk.gov.uk
North Norfolk District Council	Norwich City Council
Mark Ashwell Planning Policy Manager North Norfolk District Council Council Offices Holt Road Cromer NR27 9EN Mail : mark.ashwell@north-norfolk.gov.uk Tel 01263 516325	Graham Nelson Head of Planning City Hall St Peter's Street Norwich NR2 1NH Mail : grahamnelson@norwich.gov.uk Tel 01603 212530
South Norfolk Council	
Simon Marjoram Planning Policy South Norfolk District Council South Norfolk House Long Stratton Cygnet Court Norwich NR15 2XE Tel 01508 533810 Email : SMarjoram@S-NORFOLK.GOV.UK	

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Appendix 2 – Cross Border Cooperation Initiatives

Cooperation mechanism	Authorities involved	Brief details	Date	Other Comments	Website link (if relevant)
Coastal Partnership East	North Norfolk, Great Yarmouth, Waveney, Suffolk Coastal	Shared Coastal Management Team for the four authorities.	Ongoing	Coastal Zone Planning Statement of Common Ground (2018), setting out an agreed approach to coastal planning (<u>note</u> additional signatories to Statement: Broads Authority, BC King's Lynn & West Norfolk; and endorsed by Environment Agency).	https://www.coasteast.org.uk/
Membership of Broads Authority	Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk, Waveney, Norfolk and Suffolk.	Each provides members to govern the Broads Authority.	Ongoing		http://www.broads-authority.gov.uk/about-us/who-we-are/members/meet-our-members
Waveney/Great Yarmouth sub regional meetings	Waveney, Great Yarmouth, Broads Authority.	Quarterly Periodic meetings between these three eastern authorities to discuss strategic cross boundary issues pertinent to the area.	Ongoing	Waveney Local Plan Duty to Cooperate Statement of Common Ground (2018) on Housing Market Area, Functional Economic Area and Objectively Assessed Need, between Waveney, Great Yarmouth, Broads Authority, South Norfolk, Suffolk Coastal, and Mid-Suffolk.	n/a
Norfolk Coast (AONB) Partnership	Great Yarmouth, North Norfolk, King's Lynn & West Norfolk, Norfolk, Broads Authority, Natural England	Management of the Norfolk Coast Area of Outstanding Natural Beauty.	Ongoing	The Partnership also includes 2 community representatives.	http://www.norfolkcoastaonb.org.uk/partnership/core-management-group/169
Memorandum of Understanding – Treatment of Housing and Employment Needs and Delivery in the Broads Authority Area	Broads Authority, Broadland, South Norfolk, Norwich, Great Yarmouth, Waveney, Norfolk, Suffolk.	Agreed mechanism for distribution of housing (and employment) development in relation to targets for overlapping district and Broads areas.	2014 (and previously)	Further Statement of Common Ground (2017) between Broads Authority and Great Yarmouth Borough Council updating and specifying this in relation to housing in Proposed Broads Local Plan	n/a
New Anglia Local Enterprise Partnership	All Norfolk and Suffolk District and County	To lead economic growth and job creation across Norfolk and	Ongoing	Partnership also includes private sector and education representatives.	https://newanglia.co.uk/

	Councils	Suffolk.			
Wherry Line Community Rail Partnership	Norfolk, Suffolk, Norwich, Broadland, Great Yarmouth, Waveney.	To promote the railway and the surrounding area to develop economic and environmental benefits for residents, visitors and tourists.	Ongoing	Partnership also includes Abellio Greater Anglia, Network Rail, Railfuture, Norfolk Association of Local Councils, rail users, station adopters, RSPB, and local businesses.	https://www.greateranglia.co.uk/about-us/community-rail-partnerships
Great Yarmouth Transport and Infrastructure Steering Group	Great Yarmouth, Norfolk, Environment Agency, Highways England	To promote and coordinate infrastructure improvements in, around and benefitting Great Yarmouth Borough	Ongoing		https://great-yarmouth.cmis.uk.com/great-yarmouth/Committees/CommitteeSystemfromMay2016/tabid/142/ctl/ViewCMIS_CommitteeDetails/mid/562/id/170/Default.aspx
A47 Alliance	Norfolk, Great Yarmouth, Broadland, Norwich, Breckland, King's Lynn & West Norfolk	Seeks to promote the dualling of the A47.		Alliance also includes Peterborough & Cambridgeshire local authorities, MPs, business groups, LEPS, etc.	http://www.a47alliance.co.uk/
Greater Norwich Development Partnership	Norwich, Broadland, South Norfolk, Norfolk County Council and the Broads Authority	Partnership to produce Local Plan for Greater Norwich Area and address related planning policy issues such as housing land supply and monitoring. This involves a member level group and joint officer team.	Ongoing		http://www.greaternorwichgrowth.org.uk/
Greater Norwich Growth Board	Norwich, Broadland, South Norfolk, Norfolk County Council and the Broads Authority	Member level Board and joint officer team for strategic investment planning and delivery across the Greater Norwich area. This includes pooling of CIL receipts and a joint CIL process.	Ongoing		http://www.greaternorwichgrowth.org.uk/
Norfolk Strategic Planning Officers Group	All Norfolk Local Planning Authorities	Monthly meeting of Heads of Planning Policy teams to discuss cross boundary issues.	Ongoing		www.norfolk.gov.uk/nsf
Norfolk Member Forum	All Norfolk Local Planning Authorities	Over sees Duty to Cooperate requirements at a member level, in particular the production of the NSPF.	Ongoing		www.norfolk.gov.uk/nsf
Norfolk Strategic Planning Framework	All Norfolk Local Planning Authorities	Shows how the Authorities work together and forms the	2018, but being reviewed.		www.norfolk.gov.uk/nsf

		Statement of Common Ground for the area. Addresses cross boundary issues.			
The Wash and North Norfolk Marine Partnership	East Linsey, Boston, Fenland, South Holland, Kings Lynn & West Norfolk, North Norfolk, Lincolnshire County Council and Norfolk County Council	Local Communities and Management Groups working together to protect marine heritage	On-going	Many other Agencies and local groups involved	https://wnnmp.co.uk/home/partnerships/
Norfolk/Suffolk Cross border Meeting	Babergh and Mid Suffolk, South Norfolk, Great Yarmouth, Broads Authority, Ipswich Borough, Suffolk County, West Suffolk, Breckland, Kings Lynn & West Norfolk, East Suffolk	Quarterly meetings of Planning Policy teams to discuss cross boundary issues.	Ongoing		
Wisbech Access Strategy Steering Group	Kings Lynn & West Norfolk, Norfolk County Council, Cambridgeshire County Council, Fenland DC, Wisbech Town Council		Ongoing		
Norfolk Rail Group	Norfolk & Suffolk County Councils, all districts		Ongoing		
Joint SFRA Update	Kings Lynn & West Norfolk, North Norfolk DC, Greater Norwich, Broads Authority, Great Yarmouth	Team over was the production of a Joint SFRA across most of Norfolk	Completed		
East of England Aggregates Working	Norfolk, Suffolk, Essex, Hertfordshire and	Quarterly meetings. Collect data relating to the	Ongoing	The EoEAWP also includes representatives from the minerals	http://www.centralbedfordshire.gov.uk/planning/minerals-

Party	Cambridgeshire County Councils. Peterborough, Thurrock, Southend-on-Sea, Luton, Bedford, Central Bedfordshire Councils	supply and demand of aggregates, publish an annual monitoring report, provides technical advice to Mineral Planning Authorities on their Local Aggregate Assessments. Line of communication between MPAs and MHCLG.		industry, Marine Management Organisation, and MHCLG. Includes feedback and liaison with London AWP and South East AWP.	waste/aggregate/overview.aspx
East of England Waste Technical Advisory Body	Norfolk, Suffolk, Essex, Hertfordshire and Cambridgeshire County Councils. Peterborough, Thurrock, Southend-on-Sea, Luton, Bedford, Central Bedfordshire Councils	Quarterly meetings. Forum for discussion relating to waste planning including waste data, capacities and forecasting.	Ongoing	The EoEWTAB is also attended by the Environment Agency. Includes feedback and liaison with London WTAB and South East WTAB.	

DECISIONS ON APPLICATIONS – 10 JULY 2019

App'n No	Location	Description of Development	Decision
20171386	Land east of Memorial Hall, Brundall	Outline planning, the details of appearance, landscaping, layout and scale reserved for later determination, with the exception of Phase 1 for which details of all matters in relation to the 23 dwellings within that Phase are provided. Development to comprise: up to 170 dwellings (Use Class C3), and a community / sports pavilion (Class D1 and D2 use), a Country park, formal and / or informal outdoor sports provision, access, and other earthworks and engineering works.	REFUSED as contrary to the Development Plan
20190005	Grove Farm, Blackwater Lane, Heydon	Use of land as camp site for 4 no: tents, erection of timber shower block with storage and honesty shop and provision of car parking area	APPROVED subject to conditions: std. time limit, plans & documents, landscaping details for replacement hedgerow, limit no. of tents to 4, use to operate between March – October, treatment plant to be installed before first use, informal passing places to be provided before first use
20190659	Little Edgewood, Norwich Road, Reepham	Subdivision of residential property, change of use of swimming teaching business from incidental to commercial, new vehicular access and car parking	APPROVED as per recommendation with a revision to condition 7 (hours of operation) to give a closing time on Saturdays at 2pm

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20190589	The Wheatsheaf, Newton Road, Hainford	Demolition of existing outbuilding and erection of new cart shed with office above; extension of residential curtilage and erection of timber outbuilding for use as storage / gym	APPROVED as per recommendation
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DECISIONS ON APPLICATIONS – 7 AUGUST 2019

App'n No	Location	Description of Development	Decision
20182043	Land off Manor Road, Manor Road, Newton St Faiths	Demolition of dwelling and erection of 69 dwellings and associated infrastructure and landscaping	DEFERRED to enable further analysis of the figures provided in the viability report
20190807	76 Sandy Lane, Taverham	Two storey side extension and single storey rear extension	APPROVED subject to conditions
20190569	Shiels Court, 4 Braydeston Avenue, Brundall	Extension to existing care home providing new accommodation for patients	APPROVED subject to conditions
20190710	Land off Howlett's Loke, Salhouse	Erection of 2 detached bungalows (Outline)	APPROVED subject to conditions
20190639	Recreation Ground, Thieves Lane, Salhouse	Multi-use games area (MUGA) including 3m high enclosure and floodlighting	APPROVED subject to conditions

DECISIONS ON APPLICATIONS – 4 SEPTEMBER 2019

App'n No	Location	Description of Development	Decision
20190016	Land east of Pound Lane, Thorpe St Andrew	Demolition of existing dwellings and erection of Care Village (all use Class C2), comprising a 80-bed Care Home, 19 Assisted Living Bungalows, associated outbuildings and 1 new vehicular access	Authority delegated to the DoP to APPROVE subject to the receipt of satisfactory tracking / swept path analysis demonstrating that refuse collections vehicles can satisfactorily access / exit the site and subject to conditions; a S106 Agreement and revocation of the S52 Agreement imposed on pp 850340
20190881	Church View, Church Road, Lingwood	Demolish bungalow and erect 4 bedroom house and outbuilding	REFUSED
20191090	Red Hall Farm Cottage, North Walsham Rd, Crostwick	Change of use of agricultural land to residential garden	APPROVED subject to conditions

DoP Director of Place

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 31 July 2019** at **9.30am** when there were present:

Ms J L Thomas – Chairman

Mr A Adams

Mrs C Karimi-Ghovanlou

The applicant (as identified in the exempt appendix to the signed copy of these Minutes) attended the meeting for consideration of their case.

Also in attendance were Ms T Eddison (the Committee's legal advisor), the Senior Environmental Health Officer (Safety and Licensing), the Technical Officers – Licensing Enforcement (SH and CN) and the Committee Officer (DM).

Also present observing the meeting were Mr K Kelly and Sarah Moss of NPlaw.

8 APOLOGY FOR ABSENCE

An apology for absence was received from Mrs S Gurney.

9 MINUTES

The non-exempt Minutes of the meeting held on 5 June 2019 were confirmed as a correct record and signed by the Chairman.

10 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

11 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered an application for a Private Hire Vehicle Driver Licence, as detailed in the exempt appendix to the signed copy of these Minutes. After due consideration, it was

RESOLVED

to

- (1) issue the Private Hire Vehicle Driver's Licence for a period of one year and the officers be delegated to extend the licence for a further two years subject to the necessary DBS / DVLA checks being satisfactory;
- (2) issue a written warning as to future conduct, with a further warning that should the driver be subject to any conviction (regardless of what sentence is imposed including a suspended sentence, fine, absolute or conditional discharge, Community Service Order, Probation Order, Restraining Order, disqualification of driving licence or imposition of penalty points), or any Binding Over Order or the acceptance of a Caution, during the restricted period, he will be called before the Committee with a view to reviewing the licence and taking any appropriate legal action.

12 MINUTES

The exempt Minutes of the meeting held on 5 June 2019 were confirmed as a correct record and signed by the Chairman.

Members noted that the driver for the first case had not as yet notified the Council of his completion of the taxi / private hire driving assessment. With regard to the second case, and reference to advice given to drivers by their operator about reporting convictions, this matter had been raised with the operator concerned who had apologised for any misinformation given to drivers and had made sure they were now all aware of the correct procedure for reporting offences.

The meeting closed at 11.30am

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 28 August 2019** at **9:30am** when there were present:

Ms J L Thomas – Chairman

Mr R R Foulger

Mr M L Murrell

In attendance were Mr D Lowens (the Committee's legal advisor), the Senior Environmental Health Officer (Safety and Licensing), the Technical Officer – Licensing Enforcement (SH), the Licensing Administrator and the Committee Officer (DM).

Two representatives from NPLaw attended the meeting to observe.

Also present were:

- (1) Shelley Coventry, Company Secretary, Royal Norwich Golf Club – for the applicant
- (2) Kevin Gooch, Director of Hospitality, Royal Norwich Golf Club - for the applicant
- (3) Mr A Myhill, Royal Norwich Golf Club - for the applicant
- (4) Claire Morton Chairman of Weston Longville Parish Council – objecting
- (5) Cllr G Peck – Norfolk County Councillor for Weston Longville – objecting
- (6) Cllr P E Bulman – Broadland District Councillor for Weston Longville - objecting
- (7) Samita Mukhopadhyay – 8 Church Farm Close, Weston Longville – objecting
- (8) Richard Parsons – Old Dairy, Morton Lane, Weston Longville – objecting
- (9) David and Barbara Harrod – Keeley Cottage, Morton Lane, Weston Longville – objecting
- (10) Kate Symonds – Fairfield House, Morton Lane, Weston Longville - objecting

13 LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE – ROYAL NORWICH GOLF CLUB LIMITED, WESTON LONGVILLE

The Chairman welcomed everyone to the meeting and invited all present to introduce themselves. She referred to the procedure to be followed and sought confirmation from all present that they all had copies of the papers for the meeting.

The Committee was asked to consider an application for a Premises Licence in respect of Royal Norwich Golf Club Ltd, The Weston Estate, Weston Hall Road, Weston Longville, NR9 5JW originally sought and advertised as follows:

Licensable Activity:

- ***E. Live music (indoors)***
Monday to Sunday 08.00 to 24.00
New Year's Eve until 2am
- ***F. Recorded music (indoors and outdoors)***
Monday to Sunday 07.00 to 02.00
- ***I. Late night refreshment (indoors)***
Monday to Sunday 23.00 to 02.00
- ***J. Supply of alcohol (for consumption on and off the premises)***
Monday to Sunday 07.00 to 02.00

It is proposed that the premises would be open from 7am until 2am Monday to Sunday.

Representations had been received from the Police, Health and Safety and objections received from 19 residents, the parish council and 2 local district councillors. The Committee then heard representation from all of the attendees listed above.

A number of residents who had made representations were unable to attend the hearing but had reiterated their representations as set out in the committee papers.

The Committee was advised that the applicant had agreed to the conditions proposed by Health and Safety. Having regard to this, the Police had agreed that their condition relating to a documented event management plan being in place which considered security and medical provisions for all events with alcohol sales and an expected attendance of 500 guests could be replaced by the Health and Safety conditions. The Police still required to be notified in writing at least 28 days prior to any event planned where more than 499 (not 500) people were expected to attend. It was confirmed that there were no Police objections to the application provided the conditions were in place.

It was also confirmed that the area of the licenced premises extended to the outer perimeter of the whole site of the golf course as shown red on the plan. It was also confirmed that a proposed designated premises supervisor was in place as required.

With regard to the conditions proposed by Health and Safety, the applicant had agreed to an updated set of conditions which were further amended at the Committee following advice from the Legal Advisor to the Committee and with the agreement of the applicant they were included within the proposed operating schedule. A copy of the amended conditions is attached to the signed copy of these Minutes. It was noted that the applicant would be unable to comply with the condition to give 3 months' notice of an event in relation to the opening event on 16 September but had engaged with the Safety

Advisory Group (SAG).

The Committee heard from the applicant who, in summary, stated that many of the concerns being raised related to previous use of the premises as a wedding venue. The new premise was essentially a golfing venue which, to ensure its future viability and sustainability, was being developed as a multifunctional venue to host a wide range of events which could include occasional weddings for members, conferences, tribute evenings, major golf events, cookery and craft events, experiences such as gin tastings and an onsite micro-brewery. Negotiations were also taking place to develop links with the City College. The applicant was keen to work with the local community and appreciated their concerns. The premises included noise controlling equipment through which all music in the Stables would be played and controlled. The building was fully air-conditioned and there would be no need to open any windows.

With regard to concerns raised, the applicant addressed the Committee regarding the intended way in which the business would function, whilst not introducing these proposals as part of the operating schedule. It was proposed that professional security staff in addition to other experienced / trained staff would police events as necessary, including use of lapel video recording facilities. CCTV would be used at a variety of locations around the buildings and recordings would be made available to the Police and the licensing authority. Staff would be trained to manage the facility and deal with any inappropriate behaviour. They confirmed that the premises would only have one access (2 cars wide) for entry / exit traffic and the alternative access currently serving some residential properties would only be used in the event of an emergency. There would be no marquees on the premises other than those needed for a tented shopping/eating village at a major European golfing event. There would be no marquee for weddings; these would be held inside. Liaison with the Fire Officer was ongoing to identify the capacity for the premises. With regard to the activities taking place until 2am, the applicant commented that this would be an occasional worse-case scenario with most activities taking place from 7 am to 11pm. Actual opening times would depend on business needs as they arose and these had not as yet been quantified. The applicant was happy to work with the licensing authority regarding noise limits but again it was not possible to establish these at the present time as building work was still ongoing. The applicant had always ensured compliance with licensing requirements at their previous premises in Hellesdon.

With regard to the representations from other persons, in summary these related to noise nuisance, serving of alcohol until 2am and a lack of detail regarding the nature of events planned for the venue. Concerns were also expressed about the lack of clarity about the number and of events proposed and about prospective attendance numbers and the implications for noise / disturbance and traffic. The impact of the proposals in a rural setting was of concern as was the lack of proposals to control and mitigate potential

nuisances. Concerns were also raised about use of fireworks and the potential impact of the proposals on a nearby business offering stays in yurts, which by their nature depended on a quiet, rural location.

During the hearing, the applicant amended the scope of their application as follows:

- Reference to live music (indoors) was amended to cover the main building (the Stables) only.
- Reference to recorded music (indoors) was amended to cover the main building (the Stables) and the two patio areas associated with the Stables.
- Reference to recorded music (outdoors) was amended to specify the whole site, save for the indoor areas, but from 9am to 9pm instead of 7am – 2am as originally applied for.
- Reference to late night refreshment (indoors) was amended to cover the main building (the Stables) and the two patio areas associated with the Stables.
- Reference to the supply of alcohol for consumption on and off the premises was amended regarding outdoor areas of the premises from 9am to 9pm and for the areas of the stables and patio, the applicant continued to request 7 am to 2am.

The applicant also confirmed that they were happy to offer a condition that all amplified music at the Stables would be controlled via the applicant's own noise limiting equipment and that maximum sound levels would be determined by Broadland District Council and not amended without their written approval. They also confirmed they were happy for CCTV footage to be made available to the Licensing Authority on request as well as the Police.

All parties present, with the exception of the Committee Members, the Legal Advisor and the Committee Officer, then left the meeting whilst Members discussed the matter. Cllr R Foulger had to leave the meeting at this point for a prior engagement and the remaining two members determined the application. All parties remaining, were then re-admitted to the meeting and advised of the Committee's decision, as follows:

The Committee considered all the evidence before it including written representations and oral representations heard at the meeting. They determined the application having regard to the four licensing objectives and had regard to the statutory guidance issued under Section 182 of the Licensing Act 2003 (as amended April 2018) and the Council's licensing policy.

Having taken into account all of the above matters the Committee agreed to grant a licence as follows:

Opening hours (for the public to be present):

Sunday to Thursday 07.00 to 00.30

Friday and Saturday 07.00 to 02.00

Licensable Activity:

- ***E. Live music (indoors - defined as the Stables only)***
Monday to Sunday 08.00 to 24.00
New Year's Eve until 2am
With the condition agreed by the applicant that all amplified music would be controlled via the applicants' own noise limiting equipment and that maximum sound levels would be determined by Broadland District Council and not amended without their written approval.
- ***F. Recorded music (indoors - defined as the Stables only)***
Sunday to Thursday 07.00 to midnight
Friday and Saturday 07.00 to 01.30am the following morning
With the condition agreed by the applicant that all amplified music would be controlled via the applicants' own noise limiting equipment and that maximum sound levels would be determined by Broadland District Council and not amended without their written approval.
- ***F. Recorded music (outdoors)***
Monday to Sunday 9.00 to 21.00
With the imposed condition that the premises licence holder shall ensure that the noise level from recorded music arising from the premises (other than the Stables) shall not cause a statutory nuisance at any noise sensitive residential or business premises.
- ***I. Late night refreshment (indoors – defined as the Stables and the two patio areas associated with the Stables only)***
Sunday to Thursday 07.00 to midnight
Friday and Saturday 07.00 to 01.30am the following morning
- ***J. Supply of alcohol (indoors - defined as the Stables and the two patio areas associated with the Stables only) for consumption on and off the premises***
Sunday to Thursday 07.00 to midnight
Friday and Saturday 07.00 to 01.30am the following morning
- ***J. Supply of alcohol (outdoors) for consumption on and off the premises***
Monday to Sunday 9.00 to 21.00
With an imposed condition that no alcohol is to be consumed outside the Stables and the two patio areas associated with the Stables only after 21.30.

The licence is subject to the mandatory conditions applicable to licenced premises together with the conditions agreed by the applicants as part of their application and during the course of the meeting, the conditions imposed by the Committee as detailed above, the condition proposed by the Police and agreed by the applicants – (to be notified in writing at least 28 days prior to any event planned where more than 499 (not 500) people were expected to attend) and the amended conditions agreed with Health and Safety and attached at appendix 1 to this decision.

The reasons for the decision were:

- The Committee had taken into account that there was no outstanding objection from the Police.
- There had been no representation from Environmental Health regarding noise.
- There were no outstanding health and safety issues from Environmental Health following agreement by the applicants to the updated health and safety conditions.
- The premises are located close to residential and business uses and the applicant has not sought a limitation on the number of events that can take place nor their type. It is understood that the business seeks to be a popular destination for various leisure uses and wishes to have a broad appeal to members of the public. Local residents and businesses were concerned regarding the possibility of noise nuisance and disturbance. In order to promote the licensing objectives, especially that of the prevention of public nuisance, whilst maintaining what was felt to be an appropriate balance between the parties interests, the Committee determined that a reduction of some timings of licensable activities was appropriate and conditions to control noise including the noise from members of the public consuming alcohol should be imposed above those suggested by the applicant.

All present were advised that there was a right of appeal against the decision, details of which were contained within Schedule 5 of the Licensing Act 2003, and must be exercised within 21 days from the date of the written decision.

The meeting closed at 2.40pm

Minutes of a meeting of the **Audit Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **25 July 2019** at **10.00 am** when there were present:

Mr G K Nurden – Chairman

Mr P E Bulman

Mr A D Crotch

Ms S I Holland

Mrs K A Vincent

Mr N J Brennan and Mr M L Murrell also attended the meeting for its duration.

Also in attendance were the Director Resources, Interim Corporate Finance Manager, Capital Accountant, Financial Accountant, Systems Accountant and the Committee Officer (JO).

Sappho Powell (Ernst and Young) was also in attendance.

8 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mrs Vincent	10 – Statement of Accounts	Non-pecuniary interest. Any matter relating to NORSE, as Norfolk County Council representative on NORSE Board.

9 MINUTES

The Minutes of the meeting held on 4 July 2019 were confirmed as a correct record and signed by the Chairman.

Minute No: 1 – Minutes

The Director of Resources confirmed that she had consulted the Fraud Officer regarding Members' concerns about the value for money of participating in the Norfolk Fraud Hub. She had confirmed that the Fraud Hub was mostly focusing on fraudulent claims of single person Council Tax discount and that the Council would only receive a small percentage of any of the 25 percent Council Tax that was successfully recovered from claimants.

The Director of Resources confirmed that participation in the Fraud Hub would continue to be monitored to assess if worthwhile benefits were being obtained for Broadland.

It was also confirmed that the changes requested by Members at the last meeting in respect of the Annual Governance Statement would be made before the Statement of Accounts was signed off by the Chairman.

10 STATEMENT OF ACCOUNTS

The Director of Resources congratulated the Finance Team for the tremendous amount of work they had put into drafting the Statement of Accounts.

The Interim Corporate Finance Manager circulated a new draft of the Statement of Accounts, which included a very recent revaluation of the long-term liability of the Pension Fund, which was now being recorded as a central cost in the Finance line, rather than being spread across all Portfolios. The change had no effect on the bottom line of the accounts. Members were advised that pensions were also treated as a non-cash item for accounting purposes, so as to not impact on Council Tax. The Committee confirmed that they would like to receive a presentation on the Pension Fund, which currently had a deficit of £31m, at a future meeting.

The Statement of Accounts was prefaced by a Narrative Report that set out the context of the Council, its finances and future plans. It then continued with a Statement of Responsibilities in respect of the preparation of its accounts and the Annual Governance Statement which explained its system of governance.

The Core Financial Statements set out the expenditure of the Council in the delivery of services. This included a Comprehensive Income and Expenditure Statement; a Movement in Reserves Statement, a Balance Sheet and a Cash Flow Statement.

Members were asked to note a surplus in the General Fund of £1.7m. The surplus included an underspend across a range of services of £0.5m.

There had been a revision for the treatment of contracts with customers. This meant that licenses were recorded over the life of the period over which it would operate, rather than when they were issued. Planning was the most significant area in respect of this, as it was impossible to predict with certainty how long the process would last. The Community Infrastructure Levy was also a significant area in respect of these changes.

The Council had put aside £2.7m to address successful appeals lodged against Business Rates assessments. It was hoped that the revaluation of Business Rates would become more frequent, so that the Council could have greater certainty about its income streams.

In response to a number of queries the following issues were noted:

- The Council regularly achieved growth in its National Non-Domestic Rate retention. Last year it was £77.6m, in 2018/19 it was 78.5m.

- The Recession Mitigation Fund had now been closed down.
- It was considered prudent to maintain a budget of £14,000 to cover unexpected losses at CNC Building Control.
- Car loans were treated as a benefit in kind and taxed.
- Approximately £900,000 of the £1.1m spent as capital grants was for Disabled Facilities Grants and the Warm Home Fund.

RESOLVED

- (1) to approve Broadland's Statement of Accounts (attached at Appendix 1 to the signed copy of these Minutes); and
- (2) to sign off the Letter of Representation (attached at Appendix 2 to the signed copy of these Minutes).

11 AUDIT RESULTS 2018-19

The report summarised the preliminary conclusion of External Audit in respect of the 2018/19 audit of the Council.

The Audit of the financial statements for the year ended 31 March 2018 was substantially complete and in line with the Audit Plan. Subject to the satisfactory completion of a number of outstanding items, it was anticipated that an unqualified opinion on the Council's financial statements would be issued.

Members were advised that there was an ongoing national issue in respect of the public sector pension scheme transition, which may require a late change to the pension fund accounts and the financial statements had recognised this matter as a contingent liability.

Areas of audit focus were: management override, Business Rates appeals provision, the valuation of land and buildings and the pension liability valuation. Although the pension liability had increased by £433,000, as a result of an adjustment relating to the McCloud case, this had no effect on the General Fund.

The audit had identified that five Members had failed to return their Related Party Transactions forms for 2018/19. It was noted that following the district council elections in May some of these Members were no longer District Councillors. Members were advised that Committee Services would liaise with group leaders to get a better response from Members in respect of their

Related Party Transactions forms in future.

The report concluded that the Audit give a true and fair view of the financial position of the Council as at 31 March 2019 and of its expenditure and income for the year then ended; and the financial statements had been prepared in accordance with local authority accounting standards.

The meeting closed at 11.52 am

DRAFT

MONITORING OFFICER REPORT

Report Author: Emma Hodds
Assistant Director Governance and Business Support,
Monitoring Officer for BDC
01508 533791
ehodds@s-norfolk.gov.uk

Portfolio: Leader (Policy)

Wards Affected: All

Purpose of the Report:

The purpose of this report is; to note the Labour appointments to the Council's Panels and to note the update position on the national scene with regards to Standards in Public Life.

Recommendations:

1. To note the Labour appointments to the Council's Panels.
2. To note the update position on the national scene with regards to Standards in Public Life.

1 SUMMARY

- 1.1 The purpose of this report is; to note the Labour appointments to the Council's Panels and to note the update position on the national scene with regards to Standards in Public Life.

2 ADVISORY PANELS

- 2.1 At the Council meeting in July 2019 the Leader confirmed the increase of the number of seats on the Panels to 10 to enable the Labour Group to have a seat on each Panel.
- 2.2 The allocation is confirmed as;
- Economic Success Panel – Ms N Harpley (sub Mrs B Cook)
 - Environmental Excellence Panel – Mrs B Cook (sub Ms N Harpley)
 - Member Development Panel – Mrs B Cook (sub Ms N Harpley)
 - Place Shaping Panel – Ms N Harpley (sub Mrs B Cook)
 - Wellbeing Panel – Ms N Harpley (sub Mrs B Cook)
- 2.3 To confirm the Panels are non-widdecombed with a split of; Conservative – 7, Liberal Democrat – 2 and Labour - 1.

3 NATIONAL SCENE – STANDARDS

- 3.1 The Committee for Standards in Public Life issued the results of its review into local government ethical standards on 29 January 2019. The review took account of the structures, processes and practices involved in governing standards and included a broad range of issues including codes of conduct, sanctions, investigatory processes, roles of Monitoring Officers, Clerks, and Independent Persons. A number of recommendations were made, however crucially they did not favour a move back to the centralised system of the Standards Board for England.
- 3.2 The Review made 26 recommendations mainly directed to central government, however also made 8 best practice recommendations aimed at local authorities; including defining bullying and harassment in the Code of Conduct, regularly reviewing the Code, requiring councillors to comply with formal standards investigations and prohibiting trivial or malicious allegations by councillors, and encouraging councils to publish how allegations are initially filtered which should involve the Independent Person.
- 3.3 The Monitoring Officer attended a local seminar alongside other supporting officers and Independent Persons from other authorities. This proved useful on a number of levels as it provided the opportunity not only to discuss the report, but also the experience of other Monitoring Officer's in dealing with complaints raised.

- 3.4 Due to the local government elections in May 2019, a meeting has not been called to date to consider the best practice recommendations, however this work will begin shortly. It is hoped that this can be considered in collaboration with South Norfolk Council

4 ISSUES AND RISKS

- 4.1 **Resource Implications** – none.
- 4.2 **Legal Implications** – none.
- 4.3 **Equality Implications** – none.
- 4.4 **Environmental Impact** – none.
- 4.5 **Crime and Disorder** – none.
- 4.6 **Risks** – none.

5 CONCLUSION

- 5.1 This report notes the allocation of Labour seats to the Panels and also notes the outcome of the review into local government ethical standards by the Standards in Public Life Committee.

6 RECOMMENDATIONS

- 6.1 To note the Labour appointments to the Council's Panels; and
- 6.2 To note the update position on the national scene with regards to Standards in Public Life.
- .

Feedback on Outside Organisations - Mrs L Hempsall

Broads Authority AGM - 26th July 2019

The Broads Authority elected Bill Dickson as Chairman and Matthew Bradbury as Vice Chairman. In respect of Broadland, a discussion was held on a section of permissive path in Reedham which has been closed for some time and the recommendation that is being taken forward is that the BA will continue discussions with Norfolk County Council, Reedham PC and the landowner to resolve the issue of the closed section. The BDC appointed member is appointed to the Planning Committee and the Qudit and Risk Committee

The Broads Authority Planning Committee

The Committee noted updates to the BA Local Development Scheme. No other items relevant to BDC were discussed at this meeting.

Transforming For Norwich Member Group

This meeting was a site visit and the committee took a bus tour of the projects coming up as part of the initial bid. We looked in detail at the Yarmouth Road corridor, Sprowston Road and the link between UEA and NRP. No decisions were made at this meeting, site visit was organised to better inform committee.

Feedback on Outside Bodies – Cllr S Prutton

NORFOLK HEALTH OVERVIEW AND SCRUTINY MEETINGS, MAY AND JULY 2019

BDC was not represented at the meeting scheduled in May as I did not acquire the iPad containing the invitation until 6th June. Unfortunately neither my substitute nor I could attend the July meeting, therefore BDC was again unrepresented. This situation ought not reoccur as I now have the known future dates in my diary. Members will be pleased to note that none of the items discussed at the most recent meeting appear to have had a direct impact on Broadland's residents.

Sue Prutton Councillor for Hellesdon SE

(Note: The Overview and Scrutiny Committee will continue to receive a more detailed update about this Outside Organisation)

NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1 PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

Pages 188 to 189 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person



COUNCIL

Tuesday 17 September 2019

Final Papers

Item	Details	Page No
13	<u>Polling District and Places Review 2019</u> To consider the report of the Electoral Services Manager on the Review.	191 – 211

DEMOCRATIC SERVICES

Broadland District Council

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

Tel: 01603 430428

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POLLING DISTRICT AND PLACES REVIEW 2019

Report Author:	Linda Mockford, Electoral Services Manager T: 01603 430424 E: linda.mockford@broadland.gov.uk
Portfolio Holder:	Leader (Policy)
Wards Affected:	All
Purpose of the Report:	The Council is required to undertake and complete a review of all polling districts and polling places by 31 January, 2020. This report advises on the process and decisions required.

Recommendations:

1. To note the outcome of the consultation of the review of polling district and places.
2. To formally consider the representations received for alternative proposals and the responses made by the Acting Returning Officer (ARO).
3. To decide on the most appropriate polling districts and polling places. If significant changes to polling districts are considered necessary, further consultation is recommended.
4. It is recommended to keep existing arrangements in place except for the following areas, where it is suggested further investigations are necessary:

HE3 (Sprowston West) – investigate whether there are any alternative polling places within the polling district.

HF1 (Sprowston Central) – if a new polling place can be found for HE3, investigate further whether this polling district could be split so that the

Cricket Pavilion be used as a second polling place in the polling district.

HG2 (Sprowston East) – to see whether it is practicable to split the polling district by investigating if there are any alternative buildings in the polling district that are available and suitable to be used as a polling station.

HK1 (Thorpe St Andrew NW) - investigate whether there are any alternative polling places within the polling district.

HL1 (Thorpe St Andrew SE) – make a small change to the southern boundary of the polling district so that it includes the Dussindale centre and the small row of houses before the railway line. This would mean that electors could vote at the Dussindale centre rather than Roxley Hall.

5. To delegate Council's responsibility for polling district and community governance reviews, by appointing an Electoral Arrangements Committee to deal with such matters and to confirm membership to the Monitoring Officer.
6. Where polling places become unavailable between compulsory reviews, the Acting Returning Officer is given delegated powers to designate alternative polling places.

1 SUMMARY

- 1.1 Every Council is required to undertake and complete a review of all polling districts and polling places within its administrative boundary at least once every five years. The last review was completed in January 2015.
- 1.2 This report informs the Council of the process for the latest review which must be completed by 31 January, 2020.

2 BACKGROUND

- 2.1 Section 17 of the Electoral Administration Act 2013 introduced a duty to review all polling districts and polling places within 16 months of 1 October 2013 and every five years thereafter.
- 2.2 **A Polling district** is the geographical area created by sub-dividing an electoral area. Each parish is to be separate polling district, unless special circumstances apply.
- 2.3 **A Polling place** is the designated area for a polling district in which a polling station is located. The Council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling station does not materially affect the convenience of voters.

The polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district)

The polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.

- 2.4 **A Polling station** is the actual area where the process of voting takes place, e.g. a room in a community centre or school.
- 2.5 The Electoral Commission (EC) guidance recommends that not more than 2,500 electors are allocated to a polling station.

Twelve polling places in the district currently have in excess of, or almost, 2,500 electors allocated; therefore, in line with EC guidance, two stations are allocated in these areas (i.e. the electoral register is split and two teams of staff are responsible for less than 2,500 electors each).
- 2.6 As part of the review, local authorities must seek to ensure that all electors in a constituency in its area have such reasonable facilities for voting as are practicable in the circumstances and seek to ensure that, so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.

- 2.7 The review cannot consider changes to parish, ward boundaries, divisions or parliamentary constituencies.
- 2.8 The last review was undertaken in 2014 and the current review must be completed by 31 January, 2020.

3 CURRENT POSITION / FINDINGS

- 3.1 The timetable for the review process is set out below:

May – June 2019	Review polling station inspector record sheets following the District and European elections in May 2019. Preliminary discussions with the Returning Officer on possible changes needed to the existing arrangements.
10 July 2019 – 21 August 2019	Consult for representations and comments on the existing and proposed (if any) arrangements.
26 - 30 August 2019	Consider all the representations and alternative proposals
5 September 2019	Produce proposals for Council to consider and confirm or agree if further consultations are required.
18 September – 17 October 2019	Re-consultation of Council's recommendations, if required
7 November 2019	Final recommendations to be confirmed
11 November 2019	Publication of the results of the review
1 December 2019	Publish new Register of Electors to include any amendments following conclusion of review.

- 3.2 Existing polling arrangements which were agreed by Council in 2015 were used as the starting point for the current review. Views of election staff, polling station inspectors and voters were also taken into account following the Broadland District Council elections in May and European Parliamentary elections in June 2019. No complaints have been recorded about the use or accessibility of any stations used for these, or previous, elections.

- 3.3 The Acting Returning Officer is required to comment on the existing Polling Places and using feedback from previous elections, was satisfied with all existing arrangements but had suggested that a slight boundary change might be needed at polling district HK1 - Thorpe St Andrew NW - due to the location of the existing polling station (St Andrews Centre) which is outside the polling district. The Adult Training Centre was previously used as a polling station in this area, but when this became unavailable, an alternative venue needed to be found. Initially, the Cottage bar and restaurant was used but this hasn't been available for snap elections.
- 3.4 A number of stakeholders were also consulted on this review, including all Members, parish/town councils and parish meetings, and political parties and agents. Details were also published on the Council's website.
- 3.5 A list of the existing arrangements and comments/proposals received during the consultation period, together with a response to the proposals are attached at Appendix 1.

No adverse comments or alternative proposals have been received for any polling stations in the Broadland Constituency.

However, for the Norwich North constituency, the Labour Party has suggested alternative proposals for splitting a number of polling districts in Hellesdon (HC1 and HD1), Sprowston Central (HF1) and Sprowston East (HG2) and Thorpe St Andrew NW (HK1), making the following comments:

'Our comments are based on one basic premise that polling stations for every polling district must be located within the polling district and that nobody should be required to go into another polling district in order to vote. Interestingly the notice published on the website refers to polling stations being "the actual area where the process of voting takes place, e.g. a room in a community centre or school." This is interesting as no school is used within the Norwich North wards when there are many in the area which could possibly be used.

We recognise that there are difficulties in using school premises as polling stations as in most cases their use would require that the school is closed for the day. We wonder though whether there are not self-contained units within particular school estates which could be used as polling stations without the necessity of closing the school?'

The Labour Party and a Sprowston town councillor have also said that the polling station for Sprowston West (HE3) is unsuitable as it not located in the polling district.

A Thorpe St Andrew ward and town councillor has suggested looking for an alternative polling station in the HK1 polling district.

4 PROPOSED ACTION

- 4.1 After considering all of the representations, Council must decide on the most appropriate polling districts and polling places.
- 4.2 If significant changes to polling districts are considered necessary, further consultation should take place on the proposed alternative arrangements.
- 4.3 It is proposed that the Council delegate decisions in this regard to an Electoral Arrangements Committee. A Committee with the ability to make such decisions in relation to the detailed processes and information from such reviews is much more conducive, thus ensuring that a robust review can be undertaken by the Committee and ensuring that the appropriate course of action is taken. The proposed Terms of Reference for the Committee are attached at Appendix 2.
- 4.4 The proposed membership of the Electoral Arrangements Committee is eight Councillors, as widdecombe rules apply. Therefore the split will be; Conservative - 8 and Liberal Democrat – 2.

5 ISSUES AND RISKS

- 5.1 Polling districts and polling places must be designated in accordance within the relevant legislation.
- 5.2 **Resource implications** – if polling districts are split and additional polling stations are used, this will have an impact on costs, as polling station hiring costs will increase.
- 5.3 **Legal implications** – The Council has a legal duty to divide its area into suitable polling districts and polling places. The Returning Officer has a duty to provide a sufficient number of polling stations and allot electors to them. It is a requirement of the Electoral Registration Act 2013 to review polling districts and places and to carry out regular reviews as prescribed.
- 5.4 **Equality implications** – The Council has a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place is accessible to disabled voters 'so far as is reasonable and practicable'.
- 5.5 **Environmental impact** – no impact identified.
- 5.6 **Crime and disorder** – no impact identified.
- 5.7 **Risks** – no other risks identified.

6 CONCLUSION

- 6.1 In the absence of any recorded complaints or issues arising from previous elections, the existing polling districts and polling places appear, in the main, to be satisfactory.
- 6.2 Some polling places are situated outside the relevant polling districts. Ideally,

polling places should be located within polling districts; however, this is not always achievable especially in small parishes.

- 6.3 There are currently twelve polling places in the district that have more than, or have almost 2,500 electors allocated; five in the Broadland constituency and seven in the Norwich North constituency. However, in line with EC guidance these places are split into two stations.
- 6.4 The consultation has resulted in some alternative proposals. These proposals need to be formally considered.
- 6.5 It is not practical for Council to deal with the detailed processes required for polling place reviews. Many local authorities appoint a Committee to deal with electoral matters such as polling district and community governance reviews.
- 6.6 Between formal compulsory reviews, there also needs to be a simple process to designate alternative polling stations should existing ones become unavailable.

7 RECOMMENDATIONS

- 7.1 To note the outcome of the consultation of the review of polling district and places.
- 7.2 To formally consider the representations received for alternative proposals and the responses made by the Acting Returning Officer.
- 7.3 To decide on the most appropriate polling districts and polling places. If significant changes to polling districts are considered necessary, further consultation is recommended.
- 7.4 It is recommended to keep existing arrangements in place except for the following areas, where it is suggested further investigations are necessary:

HE3 (Sprowston West) – investigate whether there are any alternative polling places within the polling district.

HF1 (Sprowston Central) – if a new polling place can be found for HE3, investigate further whether this polling district could be split so that the Cricket Pavilion be used as a second polling place in the polling district.

HG2 (Sprowston East) – to see whether it is practicable to split the polling district by investigating if there are any alternative buildings in the polling district that are available and suitable to be used as a polling station.

HK1 (Thorpe St Andrew NW) - investigate whether there are any alternative polling places within the polling district.

HL1 (Thorpe St Andrew SE) – make a small change to the southern boundary of the polling district so that it includes the Dussindale centre and the small

row of houses before the railway line. This would mean that electors could vote at the Dussindale centre rather than Roxley Hall.

- 7.5 To delegate Council's responsibility for polling district and community governance reviews, by appointing an Electoral Arrangements Committee to deal with such matters and to confirm membership to the Monitoring Officer.
 - 7.6 Where polling places become unavailable between compulsory reviews, the Acting Returning Officer is given delegated powers to designate alternative polling places.
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Background Papers

Schedule of Existing Arrangements

Polling Station Evaluation Reports

BROADLAND PARLIAMENTARY CONSITITUENCY

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
BA1	WAR MEMORIAL RECREATION CENTRE, BRIDEWELL LANE, ACLE	2248	ACLE	ARO - no change considered necessary	
BB1 BB2	AYLSHAM TOWN HALL MARKET PLACE AYLSHAM	5684 85	AYLSHAM	ARO - this station is split due to the high number of electors in Aylsham. No building available in BB2 - Blickling. No change considered necessary	
BB3	READING ROOM CHURCH LANE BURGH NEXT AYLSHAM	256	AYLSHAM	ARO - no change considered necessary	
BB4	MARSHAM VILLAGE HALL HIGH STREET MARSHAM	536	AYLSHAM	ARO - no change considered necessary	
BB5	OULTON CHAPEL OULTON	158	AYLSHAM	ARO - no change considered necessary	
BC1	MARGARET HARKER HALL YARMOUTH ROAD BLOFIELD	1920	BLOFIELD WITH SOUTH WALSHAM	ARO - no change considered necessary	
BC2 BC3	HEATHLANDS COMMUNITY CTR. WOODBASTWICK ROAD BLOFIELD	1006 293	BLOFIELD WITH SOUTH WALSHAM	ARO – No building available in BC3 - Hemblington. No change considered necessary	
BC4	SOUTH WALSHAM VILLAGE HALL SCHOOL LANE SOUTH WALSHAM	645	BLOFIELD WITH SOUTH WALSHAM	ARO - no change considered necessary	
BC5	UPTON VILLAGE HALL CARGATE LANE UPTON	588	BLOFIELD WITH SOUTH WALSHAM	ARO - no change considered necessary	
BC6	RANWORTH VILLAGE HALL BROAD ROAD RANWORTH	309	BLOFIELD WITH SOUTH WALSHAM	ARO - no change considered necessary	
BD1	MEMORIAL HALL LINKS AVENUE BRUNDALL	3450	BRUNDALL	ARO - this station is split due to the high number of electors. No change considered necessary. Chairman of Brundall Parish Council: Memorial Hall works for everyone as far as I know is central to village and is preferred to	

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
				the school (which would have to close for the day) so I suggest we are ok in Brundall	
BD2	CANTLEY VILLAGE HALL MANOR ROAD CANTLEY	579	BRUNDALL	ARO - no change considered necessary	
BD3	POSTWICK VILLAGE HALL FERRY LANE POSTWICK	299	BRUNDALL	ARO - no change considered necessary	
BD4	STRUMPSHAW PARISH ROOMS BARN HILL STRUMPSHAW	486	BRUNDALL	ARO - no change considered necessary Parish Clerk: Strumpshaw Parish Council confirmed that they are happy with the current polling district and polling venue, hoping to have a new hall to use from Summer 2020.	
BE1	VILLAGE HALL STATION ROAD LINGWOOD	2114	BURLINGHAM	ARO - no change considered necessary	
BF1	BRAMPTON VILLAGE HALL THE STREET BRAMPTON	147	BUXTON	ARO - no change considered necessary	
BF2	BUXTON VILLAGE HALL CHURCH CORNER BUXTON	1304	BUXTON	ARO - no change considered necessary	
BF3	FRETtenham VILLAGE HALL CHURCH ROAD FRETtenham	618	BUXTON	ARO - no change considered necessary	
BG1	CHURCH ROOM RECTORY ROAD COLTISHALL	1176	COLTISHALL	ARO - no change considered necessary	
BG2 BG3	TITHE BARN RECTORY ROAD HORSTEAD	50 863	COLTISHALL	ARO – No building available in BG2 - Crostwick. No change considered necessary	
BH1	THORPE MARRIOTT VILLAGE HALL THE SQUARE THORPE MARRIOTT	2208	DRAYTON NORTH	ARO - no change considered necessary	
BJ1	DRAYTON VILLAGE HALL POUND LANE DRAYTON	1979	DRAYTON SOUTH	ARO - no change considered necessary	
BK1	CAWSTON VILLAGE HALL HIGH STREET CAWSTON	1218	EYNESFORD	ARO - no change considered necessary	
BK2 BK3	NEW FROST HALL CLAYPIT ROAD FOULSHAM	774 54	EYNESFORD	ARO – No building available in BK3 - Themelthorpe. No change considered necessary	
BK4	GUESTWICK VILLAGE HALL	105	EYNESFORD	ARO - no change considered necessary	

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
	OLD SCHOOL ROAD				
BK5 BK6	HEYDON PARISH ROOM THE STREET HEYDON	104 67	EYNESFORD	ARO – No building available in BK6 -Salle. No change considered necessary	
BK7	WOOD DALLING VILLAGE HALL GUESTWICK ROAD WOOD DALLING	173	EYNESFORD	ARO - no change considered necessary	
BL1 BL2 BL3	WESTON LONGVILLE VILLAGE HALL CHURCH STREET WESTON LONGVILLE	108 78 255	GREAT WITCHINGHAM	ARO – No buildings available in BL1 – Attlebridge and BL2 – Morton on the Hill. No change considered necessary	
BL4 BL5 BL6 BL7 BL8 BL9	SWANNINGTON CHURCH ROOM CHURCH LANE SWANNINGTON	38 100 60 225 27 244	GREAT WITCHINGHAM	ARO – No buildings available in BL4 – Alderford, BL5 – Booton, BL6 – Brandiston, BL7 – Haveringland and BL8 – Little Witchingham. No change considered necessary	
BL10	GT WITCHINGHAM VILLAGE HALL HUBBARDS LOKE GT WITCHINGHAM	508	GREAT WITCHINGHAM	ARO - no change considered necessary	
BL11	HONINGHAM VILLAGE HALL HONINGHAM	290	GREAT WITCHINGHAM	ARO - no change considered necessary	
BL12	VILLAGE HALL THE STREET RINGLAND	177	GREAT WITCHINGHAM	ARO - no change considered necessary	
BM1	HAINFORD VILLAGE HALL HALL ROAD HAINFORD	819	HEVINGHAM	ARO - no change considered necessary	
BM2	HEVINGHAM VILLAGE HALL BRICK KILN ROAD HEVINGHAM	958	HEVINGHAM	ARO - no change considered necessary Parish Clerk: You currently use our Village Hall as a polling station and this is really the only place in the Village we have. Having said that, the hall has more than ample parking, is easily accessible to all and has good facilities so it is really an ideal location.	
BM3	BURROUGHES HALL PARISH ROAD STRATTON STRAWLESS	477	HEVINGHAM	ARO - no change considered necessary	
BN1	FELTHORPE PAVILION THE STREET FELTHORPE	575	HORSFORD & FELTHORPE	ARO - no change considered necessary Councillor Dave Thomas: Both Horsford and Felthorpe are ok for their polling station positions. No changes needed in my view	

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
BN2	HORSFORD VILLAGE HALL HOLT ROAD HORSFORD	1739	HORSFORD & FELTHORPE	ARO - no change considered necessary Councillor Dave Thomas: Both Horsford and Felthorpe are ok for their polling station positions. No changes needed in my view, Kate Chubb: Current facilities at the school hall seem fine for polling. Bit of a walk for those who are less mobile and who do not drive although postal voting is possible.	
BP1	BEIGHTON VILLAGE HALL HIGH ROAD BEIGHTON	349	MARSHES	ARO - no change considered necessary Cllr Grant Nurden: I have no comments to make on the stations in the Marshes ward as these have been excellent locations and accessible to the majority of residents. Three of the villages would have to use a car or public transport to get to the station, namely Moulton St Mary, Tunstall, and Wickhampton.	
BP2	FREETHORPE VILLAGE HALL SCHOOL ROAD FREETHORPE	739	MARSHES	ARO - no change considered necessary Cllr Grant Nurden: I have no comments to make on the stations in the Marshes ward as these have been excellent locations and accessible to the majority of residents. Three of the villages would have to use a car or public transport to get to the station, namely Moulton St Mary, Tunstall, and Wickhampton	
BP3	HALVERGATE PLAYING FIELD CLUB WICKHAMPTON ROAD HALVERGATE	459	MARSHES	ARO - no change considered necessary Cllr Grant Nurden: I have no comments to make on the stations in the Marshes ward as these have been excellent locations and accessible to the majority of residents. Three of the villages would have to use a car or public transport to get to the station, namely Moulton St Mary, Tunstall, and Wickhampton Parish Clerk: The current Polling Station used for in Elections in Halvergate, i.e. the Playing Field Pavilion, is more than adequate in serving this purpose. It has plenty of parking space, is easily accessible to villagers and is the most logical place in Halvergate to hold	

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
				Election Polls.	
BP4	REEDHAM VILLAGE HALL POTTLES LANE REEDHAM	908	MARSHES	ARO - no change considered necessary Cllr Grant Nurden: I have no comments to make on the stations in the Marshes ward as these have been excellent locations and accessible to the majority of residents. Three of the villages would have to use a car or public transport to get to the station, namely Moulton St Mary, Tunstall, and Wickhampton	
BR1	GREAT PLUMSTEAD VILLAGE HALL CHURCH ROAD	305	PLUMSTEAD	ARO - no change considered necessary	
BR2	LITTLE PLUMSTEAD VILLAGE HALL CROWES LOKE LITTLE PLUMSTEAD	1265	PLUMSTEAD	ARO - no change considered necessary	
BR3	THORPE END VILLAGE HALL PLUMSTEAD ROAD THORPE END	964	PLUMSTEAD	ARO - no change considered necessary	
BS1	THE BIRCHAM CENTRE THE MARKET PLACE REEPHAM	2109	REEPHAM	ARO - no change considered necessary Town Clerk Response: Currently the Bircham Centre is used as a polling station for Reepham. As this is located in the Market Place, it is central to town, has disability access and there is parking for people in the Market Place. Although there are other community buildings available, I think that the Bircham remains the best all round location. I wouldn't consider another location unless the Bircham was unavailable.	
BT1 BT2	SPIXWORTH VILLAGE HALL CROSTWICK LANE SPIXWORTH	23 2963	SPIXWORTH WITH ST FAITHS	ARO - this station is split due to the high number of number of electors in Spixworth. No building available in BT1 – Beeston St Andrew. No change considered necessary	
BT3	ST FAITHS CENTRE NEWTON ST FAITH	1413	SPIXWORTH WITH ST FAITHS	ARO - no change considered necessary	
BW1	HINKS MEADOW HALL KINGSWOOD AVENUE THORPE MARRIOTT	3906	TAVERHAM NORTH	ARO - this station is split due to the high number of electors. No change considered necessary	

POLLING DISTRICT	POLLING PLACE	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS RECEIVED	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
BX1	TAVERHAM VILLAGE HALL SANDY LANE TAVERHAM	3588	TAVERHAM SOUTH	ARO - this station is split due to the high number of electors. No change considered necessary	
BY2	HOLY TRINITY CHURCH CENTRE SALHOUSE ROAD NEW RACKHEATH	1467	WROXHAM	ARO - no change considered necessary	
BY3	JUBILEE HALL LOWER STREET SALHOUSE	1269	WROXHAM	ARO - no change considered necessary	
BY1 BY4	CHURCH HALL NORWICH ROAD WROXHAM	90 1237	WROXHAM	ARO - no building available in BY1 – Belaugh. No change considered necessary	

NORWICH NORTH PARLIAMENTARY CONSITITUENCY

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
HC1	HELLESDON COMMUNITY CTR. WOOD VIEW ROAD HELLESDON	4559 (PVs 949)	HELLESDON NORTH WEST	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Town Council: We are happy with our polling places. Currently those Parishioners in the South East Ward use St Pauls Hall on Hawthorne Avenue and those in the North West Ward use the Community Centre or have recently for the European Elections used our Parish Council Chamber. In regards to elections and the polling places for the North West Ward, we would like to be consulted each time there is a need of use on whether the Community Centre or the Parish Council Chamber is better for us as a Parish Council. I hope this is agreeable with yourselves.</p> <p>Labour Party Whilst we have no problems with the current polling stations we believe that the size of the electorate in both Wards deserves that each should be split into two polling districts and new polling stations established. Possible locations for new polling stations might be the Church on Brabazon Road and the Broadland District Council Training Centre on Carrowbreck Road.</p>	<p>The current polling station is a well-known community building which has been used for a number of years. It is in a fairly central position within the polling district. The number of voters (in person) allocated to this station is approx. 3,600. In line with EC guidance, this station is split into two stations with two teams of staff dealing with approx. 1,800 electors each. Turnout at elections differ but the highest turnout was 72.96%. The turnout at this station for this year's District election was 20.57%. I am not aware of any complaints received from voters about the use or accessibility of the community centre or parish council chamber. The community centre is large enough to hold two teams of polling staff and the chamber has been used for lower turnout elections and by-elections. If it was decided to split this polling district into two, Reepham Road seems to be the natural split as this would result in a more even distribution of electors. However, there doesn't appear to be a suitable building that could be used as a polling station in the second area.</p> <p>Broadland District Council Training Centre is within this polling district but is located on the Drayton High Road. There is a school (Arden Grove Infant and Nursery School) off Cottinghams Close but the Council tries to avoid the use of schools, where possible. Therefore, I recommend no change to the current arrangements.</p>
HD1	ST PAULS HALL HAWTHORNE AVENUE HELLESDON	4144 (PVs 794)	HELLESDON SOUTH EAST	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Cllr. David Britcher: The arrangements for Hellesdon South East are fine. While canvassing no resident mentioned any problems with the current polling station in Hellesdon South East.</p> <p>Town Council: We are happy with our polling places. Currently those Parishioners in the South East Ward use St Pauls Hall on Hawthorne Avenue and those in the North West Ward use the Community Centre or have recently for the European Elections used</p>	<p>The building is in a central position within the polling district. Previously, the adjacent building (Coronation Hall) was used but fell into a state of disrepair so was replaced with St Pauls Hall. The number of voters (in person) allocated to this station is approx. 3,350. In line with EC guidance, this station is split into two teams of staff allocated approx. 1,675 electors each. The highest turnout has been 73.63%. The turnout at this year's District election was 22.79%. I am not aware of any complaints from voters about the use or accessibility of St Pauls Hall. The Hall is large enough to hold two teams of polling staff.</p>

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
				<p>our Parish Council Chamber. In regards to elections and the polling places for the North West Ward, we would like to be consulted each time there is a need of use on whether the Community Centre or the Parish Council Chamber is better for us as a Parish Council. I hope this is agreeable with yourselves.</p> <p>Labour Party</p> <p>Whilst we have no problems with the current polling stations we believe that the size of the electorate in both Wards deserves that each should be split into two polling districts and new polling stations established. Possible locations for new polling stations might be the Church on Brabazon Road and the Broadland District Council Training Centre on Carrowbreck Road</p>	<p>If it was decided to split this polling district into two, Reepham Road would appear to be the natural split. However, there doesn't appear to be a suitable building that could be used as a polling station in the area. There are two schools in this area but these are on the western edge of the polling district. The church on Brabazon Road is on the eastern edge of the polling district.</p> <p>Therefore, I recommend no change to the current arrangements.</p>
HE1	OLD CATTON SCOUT HEADQUARTERS LODGE LANE	2968	OLD CATTON & SPROWSTON WEST	<p>ARO - no change considered necessary</p> <p>Labour Party</p> <p>We have no problems with the polling stations for HE1 and HE2 polling districts.</p>	
HE2	RECREATION GROUND PAVILION CHURCH STREET OLD CATTON	1925	OLD CATTON & SPROWSTON WEST	<p>ARO - no change considered necessary</p> <p>Labour Party</p> <p>We have no problems with the polling stations for HE1 and HE2 polling districts.</p>	
HE3	CRICKET PAVILION BARKERS LANE SPROWSTON	1721 (PVs 406)	OLD CATTON & SPROWSTON WEST	<p>ARO – station situated outside polling district.</p> <p>Parish Cllr. Robin Knowles:</p> <p>With reference to your review of Polling Stations. My wife and myself live in Sprowston West. At election time we have a long walk to our Polling Station which is in Sprowston Central Ward at the Sprowston Cricket Club.</p> <p>This is a long walk even in good weather! Unfortunately I cannot give an alternative location so may have to go for a Postal Vote. It was easier when we could vote at the school in White Woman Lane.</p> <p>Labour Party</p> <p>We have no problems with the polling stations for HE1 and HE2 polling districts but believe that the Cricket Pavilion on Barkers Lane is unsuitable as a polling station as it is not located in the HE3 polling district and also requires voters to cross a busy road in order to vote. Possible alternative venues might be use of White Woman Lane School; use of a mobile polling station on the car park outside the Indian Restaurant on Tills Road or even use of a function room within a Public House</p>	<p>This polling place was determined by Council following the 2015 polling district and place review. The previous place for this polling district was the White Woman Lane Junior School; however, due to considerable concerns raised by the teaching staff over the regular disruption to the schooling of pupils, we were asked to find an alternative station.</p> <p>Alternative venues that were considered but discounted included Redmayne View Residential Home (potential disturbance to residents), the Bengal Tiger Restaurant (not sufficient space) and Lavare Park (objections due to access difficulties). The Cricket Pavilion was supported by Sprowston Town Council as an alternative to the school.</p> <p>Although polling places can be situated outside polling districts, this station is quite a distance from the polling station and requires voters to cross a busy main road. It is not in an ideal location, as there are approx. 500 houses either side of this building (approx. 850 electors) that are close to this building but not able to vote there. The school would be a better option but I appreciate that this was the subject of public consultation in 2015. The highest turnout at station has been 69.53%.</p>

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
					Turnout at the last District election was 21.59%. I suggest that further investigations be made into possible alternative buildings, such as using a mobile or revisiting the use of the school.
HF1	SENIOR CITIZEN CLUB RECREATION GROUND ROAD, SPROWSTON	4226 (PVs 849)	SPROWSTON CENTRAL	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Cllr. Natasha Harpley: Regarding Sprowston Central, I think that the provisions for the last election were not sufficient. Although it is a relatively small ward, 1 polling station is not enough, particularly as it is right on the edge of the ward and many voters are older and less mobile. I would suggest an additional polling station on the opposite edge or more centrally located.</p> <p>Labour Party We believe that the Cricket Pavilion on Barkers Lane should be used as a second polling station within this Ward with a new polling district created. Another possible polling station within this ward might be the Diamond Centre.</p>	<p>This building is on the south east edge of the polling district but still fairly central. The number of voters in person is approx. 3,370; therefore, in line with EC guidance this station is split with two teams of staff dealing with approx. 1685 each. I am not aware of any complaints arising about the use or accessibility of the premises.</p> <p>There doesn't appear to be a natural split for this polling district but if an alternative polling place can be found for HE3, the Cricket Pavilion could be used as a second polling station and a split around this area could be investigated.</p> <p>However, the Senior Citizen Club has been used for a number of years and no complaints have been recorded about its use or accessibility but it is on a main road and has limited parking. The highest turnout at station has been 69.59%. Turnout at the last District election was 29.21%.</p> <p>The Diamond Centre is situated in the south west of the polling district and has good parking but the site is not in a central location.</p> <p>If a polling place can be found in HE3, I suggest further investigations are made to see whether the polling district could be split so the Cricket Pavilion could be used as a second polling station.</p>
HG1	SPORTS & SOCIAL CLUB BLUE BOAR LANE SPROWSTON	1611	SPROWSTON EAST	ARO - no change considered necessary	
HG2	GAGE ROAD CHAPEL SPROWSTON	4974 (PVs 1098)	SPROWSTON EAST	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Labour Party We believe that the Sprowston South East Polling District (HG2) should be split into two and an additional polling station created at either Sprowston Community Academy or at St Cuthbert's Church on Wroxham Road.</p>	<p>This building is in the north east part of the polling district. This polling place was determined by Council following the 2015 polling district and place review. The previous station was Falcon Road Junior School. The number of voters allocated in person is approx. 3,870; therefore, in line with EC guidance this station is split with two teams of staff dealing with 1,935 each.</p> <p>I am not aware of any complaints about the use or accessibility of this station. The highest turnout at this station was 75.86%. The turnout for the last District election was 24.98%.</p> <p>If the polling district was to be split into two, Falcon Road appears to be the natural split. However, it</p>

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
					could be difficult to find another suitable polling station. St. Cuthbert's Church is on the western edge of the polling district and situated on a main road. Sprowston Academy is in a good location but there are potential problems using schools. I recommend investigating if there are any alternative buildings in the polling district that are available and suitable to be used as a polling station to see whether it is practical to split the polling district.
HK1	ST ANDREWS CENTRE BRENDA JAMES CLOSE OFF THUNDER LANE THORPE ST ANDREW	2746 (PVs 617)	THORPE ST ANDREW NORTH WEST	<p>ARO - this station is split due to the high number of electors. Problems finding suitable station in polling district - investigate possible boundary change.</p> <p>Cllr John Fisher: We need to retain 2 stations to cover the whole ward and ensure residents do not have too far to travel. The current station at Churchfield Green is well placed. Finding a good location for the other polling district is difficult. The original Longfields road site was well positioned but when that became part of the school site it's use became difficult as I know guidance is that schools should not be used. The Cottage PH is ok but as have been the case for the past few elections it has been booked by other parties. The St. Andrews centre as used in last two elections is not suitable as it is not in the polling district, and parking can sometimes annoy the residents of Brenda James CI who have designated places. Other alternatives are the hall on Margaret Crescent, not used very often easy access, reasonable on road parking, quiet road, not sure of internal arrangement, I assume owned by Clarian housing. Other option the Morse Pavilion on laundry lane recreation ground. Well suited position fairly central to the polling district, good parking easy access.</p> <p>Labour Party We believe that a third polling station should be added in this Ward with the polling district boundaries adjusted accordingly. It is nonsensical that residents in Brenda James Close and other roads close by do not vote at St Andrews Centre but have to go to Churchfield Green. Ideally a new polling station should be located South of St Williams Way but we have not been able to identify a suitable location – unless a mobile polling station could be parked on the car park of the Gordon PH.</p>	<p>Previously, the Adult Learning Centre at Thorpe High School was used as a polling station but this was redeveloped for school use so was no longer available. From 2015, The Cottage restaurant and bar, off Thunder Lane was used. This is in quite a good position within the polling district. However, we had problems securing the use of the premises for snap elections so had to find an alternative venue. The St Andrews Centre is just outside the polling district; therefore, I had suggested a possible change to the polling district boundary to include the houses around this building (e.g. Thunder Lane and Brenda James Close).</p> <p>The Morse Pavilion on Laundry Lane is in a good position, even though it is just outside the polling district, as it is not far from the original station at the school. However, it would need to be checked for its suitability as we've previously been told it would be too small. The Bowls Club next to the Pavilion would be suitable and this has previously been inspected. However, the club wished to remain open for bowls matches and refreshments for teams. As the bar was in the main room where the polling station would need to be located, this was not possible.</p> <p>The hall on Margaret Close would not be suitable as most voters would have to cross a busy main road to get to the station.</p> <p>The Scout Hut on Plumstead Road is not suitable as a station, due to access problems.</p> <p>We currently split this station due to the size of the electorate although the number of electors in person is under 2,500 so it could be a single station. Highest turnout for this polling district was 74.28% (at the Cottage). The turnout for the district elections was 25.74%.</p> <p>I suggest further investigations are made to see if</p>

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
				Other venues that might be considered apart from the two existing polling stations are a self-contained building somewhere on the Thorpe St Andrew School site or possibly the Scout Hut on Plumstead Road.	an alternative venue can be found in a better position within the polling district.
HK2	OUR LADY MOTHER OF GOD CHURCH HALL CHURCHFIELD GREEN ST WILLIAMS WAYS THORPE ST ANDREW	3175 (710 PVs)	THORPE ST ANDREW NORTH WEST	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Labour Party</p> <p>We believe that a third polling station should be added in this Ward with the polling district boundaries adjusted accordingly. It is nonsensical that residents in Brenda James Close and other roads close by do not vote at St Andrews Centre but have to go to Churchfield Green. Ideally a new polling station should be located South of St Williams Way but we have not been able to identify a suitable location – unless a mobile polling station could be parked on the car park of the Gordon PH. Other venues that might be considered apart from the two existing polling stations are a self-contained building somewhere on the Thorpe St Andrew School site or possibly the Scout Hut on Plumstead Road.</p>	<p>The building is in a fairly central position within the polling district and has been used for several years. The number of voters (in person) allocated to this station is approx. 2,465. In line with EC guidance, this station is split into two teams of staff allocated approx. 1,230 electors each. The highest turnout has been 75.56%. The turnout at this year's District election was 30.37%. I am not aware of any complaints from voters about the use or accessibility of the church hall. The Hall is large enough to hold two teams of polling staff.</p> <p>The total number of electors in HK1 and HK2 would not warrant creating an additional polling district.</p>
HL1	DUSSINDALE CENTRE POUND LANE THORPE ST ANDREW	3429	THORPE ST ANDREW SOUTH EAST	<p>ARO - this station is split due to the high number of electors. No change considered necessary</p> <p>Cllr Sue Lawn:</p> <p>I would like to confirm I am completely satisfied with the Polling Stations in Thorpe St Andrew as a whole. I represent Thorpe St Andrew South East and our Polling Stations are: Dussindale Centre There is ample Car Parking joining on to Sainsbury's carpark. There is acceptable disabled access as the centre is all on ground level flooring. The Hall gives privacy to all voters. This Polling Station is in a perfect location for residents living in the Eastern Section of Thorpe St Andrew South East.</p> <p>Cllr John Fisher:</p> <p>There is a definite need for two stations here. The current ones, Roxley Hall, and Dussindale ctr, are well situated, easy to access, have good parking. Keep as they are.</p> <p>Labour Party</p> <p>We have no problems with the current polling station.</p>	<p>Whilst reviewing proposals against maps, it has come to my attention that Dussindale is not actually in the polling district. Whilst this is not a problem, I suggest a small tweak to the boundary lines to extend from Dussindale Drive southwards to the mini-roundabout and along the railway line down to Yarmouth Road. This would mean that the few houses on Yarmouth Road before the railway line will be included in this polling district and they can vote at the Dussindale Centre.</p>

POLLING DISTRICT	POLLING STATION	ELECTORATE	BROADLAND DISTRICT/WARD	COMMENTS/ RECOMMENDATIONS	ARO RESPONSE TO COMMENTS IF PROPOSED CHANGES
HL2	ROXLEY HALL, YARMOUTH ROAD THORPE ST ANDREW	1999	THORPE ST ANDREW SOUTH EAST	<p>Cllr Sue Lawn: Thank you for email. I would like to confirm I am completely satisfied with the Polling Stations in Thorpe St Andrew as a whole. I represent Thorpe St Andrew South East and our Polling Stations are: Roxley Hall There is ample Car Parking to rear of this building. There is acceptable disabled access again the Hall is all on ground floor. The Hall gives privacy to all voters. This Polling Station is in a perfect location for residents living in the Southern Section of Thorpe St Andrew South East.</p> <p>Cllr John Fisher: There is a definite need for two stations here. The current ones, Roxley Hall, and Dussindale ctr, are well situated, easy to access, have good parking. Keep as they are</p> <p>Labour Party We have no problems with the current polling station.</p>	

Electoral Arrangements Committee

Terms of Reference

To oversee Community Governance Reviews, and in particular:

- To approve Terms of Reference for Community Governance Reviews
- Approve draft proposals for public consultation
- Make recommendations to Council on Community Governance Orders, taking into account any feedback received

To oversee the progression of Boundary Commission Reviews across the District, to include Parliamentary, District and Parish boundaries.

To oversee the statutory review of Polling Districts and Polling Places in relation to Parliamentary, District and Parish elections.

Membership

The Committee shall have a membership of eight members.

Quorum

The minimum number of Members to transact any business shall be three.

Procedures, protocols and public speaking

Except as provided below, the Chairman shall be responsible for maintaining order and the effective conduct of business at meetings.

Any Member of the Council can attend and may speak on any issue.

Members of the press and public may attend. General arrangements for public speaking as set out in G1 of the “Rights of the Public at Meetings” apply.

Voting

Voting at meetings is by show of hands.

Voting Members may request that their votes are recorded.

In the event of an equality of votes, the Chairman shall have a second or casting vote.