

Minutes of a meeting of the **Place Shaping Panel** held by video link on **Monday 26 October 2020** at **6.00pm** when there were present:

Cllr L H Hemsall – Chairman

Cllr N J Brennan
Cllr S M Clancy
Cllr G K Nurden

Cllr L A Starling
Cllr DM Thomas

Cllr J L Thomas
Cllr J Ward

Cllr T Adams, Cllr S Catchpole, Cllr N Karimi-Ghovanlou and Cllr J Leggett were also present at the meeting.

In attendance were the Assistant Director of Planning, the Business Improvement Team Manager, the Democratic Services Manager and the Democratic Services Officer (DM).

21 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr N Harpley.

22 MINUTES

The minutes of the meeting held on 18 September 2020 were confirmed as a correct record subject to an amendment to minute no: 20 as set out below (the amended text shown underlined).

The proposed changes to the standard methodology was a concern, as under the current system there was around 2,000 homes being delivered in Greater Norwich per year, but if the revised methodology was adopted an additional 3256 new homes would be required to be delivered on an annual basis. Over the plan period this would equate to approximately 25,000 additional dwellings to be allocated. This figure was seen as unreasonable and it was hoped that the Government would modify this proposal in light of the rate of delivery already being achieved in Greater Norwich.

23 PLANNING ENFORCEMENT PLAN AND STRATEGY

Members considered the report of the Business Improvement Team Manager outlining the background to the review of the Planning Enforcement Service for the Council to provide a high quality and customer focussed service and to establish an enforcement plan which set out details of the service for members and customers.

He drew members' attention to the fact that the recommendations in the report needed to be recommendations to Cabinet to support the proposals and that the first paragraph on page 15 of the report needed to be amended to include the following additional text at the start of the paragraph:

"Notwithstanding the above, it should be noted that" *the Broads*

Authority.....

In response to questions, it was noted that officers would seek confirmation whether or not the strategy and plan needed approval by Council. It was confirmed that an appeal process was available to anyone who an enforcement notice had been served on.

In response to questions about the resources available to progress enforcement action where necessary and the extent of this work, officers confirmed that the plan and strategy allowed for a continuation of the current practice at Broadland of proactively monitoring progress of developments and ensuring compliance with planning conditions. All building control commencement notices and completion notices were monitored, together with other sources of information, to review decision notices and ensure permissions and conditions were adhered to. Monthly reports of all live cases were produced which demonstrated the level of workloads. Monthly updates were shared with members and town/parish councils and were confidential.

In response to a question regarding unauthorised advertisements, officers commented that the regulations relating to advertisements was complex and a proportional and prioritised approach was taken to any unauthorised temporary advertisements.

In welcoming the review of the enforcement plan and strategy, and the proposals, members were keen to see a roll out of training for members and for parish/town councils. It was also suggested that it would be helpful to include a flow chart within the strategy to help all parties fully understand the enforcement process, provide transparency and avoid ambiguity. Officers pointed out that each enforcement case varied according to the circumstances of the breach and that a variety of enforcement options were utilised depending on what was most appropriate to the particular case, and not always in a prescribed order. Officers undertook to develop a flow chart for inclusion in the strategy which would help demonstrate the range of options available to be taken and give indicative routes for enforcement action. Essentially there were three main phases: the serving of the initial planning contravention notice, the range of options for formal notices (for example enforcement notice, listed building notice, breach of condition notice, stop notice, untidy land notice etc.) and, finally, the tools used to secure compliance (for example court injunction, prosecution, direct action etc.).

In response to a comment that there was a perception by some that the enforcement process needed to be more vigorously applied, officers hoped the training delivered by the enforcement officers would help inform members

and parish/town councils of the extent of enforcement work undertaken and the principals which supported the enforcement process. It was noted that most cases of breaches were resolved by positive action by way of negotiated resolution, with formal court action/prosecution used as a final resolution. A pragmatic approach was taken to breaches to facilitate a positive approach to planning.

In summary, subject to the inclusion of a flow chart in the strategy and arrangements being made for training for members and town/parish councils members supported the proposals and it was proposed, seconded and by way of a roll call, unanimously

RESOLVED TO RECOMMENDED TO CABINET

to

- (1) agree the use of the Enforcement Plan at Appendix 1 for the Planning Enforcement Service at Broadland Council;
- (2) agree the use of the Enforcement Strategy at Appendix 2 for the Planning Enforcement Service at Broadland Council.

The meeting closed at 7.00pm.