

## Agenda

### CABINET

#### Members of the Cabinet

#### Portfolio

#### Date

Monday 10 June 2019

Mr J Fuller  
(Chairman)

External Affairs and  
Policy

Mrs K Mason Billig  
(Vice Chairman)

Stronger  
Communities and  
Governance

Mrs Y Bendle

Health, Housing and  
Wellbeing

Mrs A Thomas

Finance and  
Resources

Mr K Kiddie

Regulatory and  
Environmental  
Excellence

Mrs L Neal

Planning and  
Economic Growth

#### Time

9:00 am

#### Place

Colman and Cavell Rooms  
South Norfolk House  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE

#### Contact

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please let us know in advance**

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# Agenda

1. To report apologies for absence;
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. To Receive Declarations of Interest from Members (please see guidance – page 3)
4. To confirm the minutes of the meetings of Cabinet held on Monday 18 March and Tuesday 23 April 2019  
(attached – pages 5 and 10)
5. Long Stratton High School Pool Refurbishment Project  
(report attached – page 12)
6. CIL Contribution towards Long Stratton Parish Council Pavilion  
(report attached – page 21)
7. Wymondham Leisure Centre Car Park Expansion Project (report attached – page 26)
8. Update to Local Development Scheme  
(report attached – page 34)
9. Update to Statement of Community Involvement  
(report attached – page 38)
10. Cabinet Core Agenda  
(attached – page 84)



## 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.

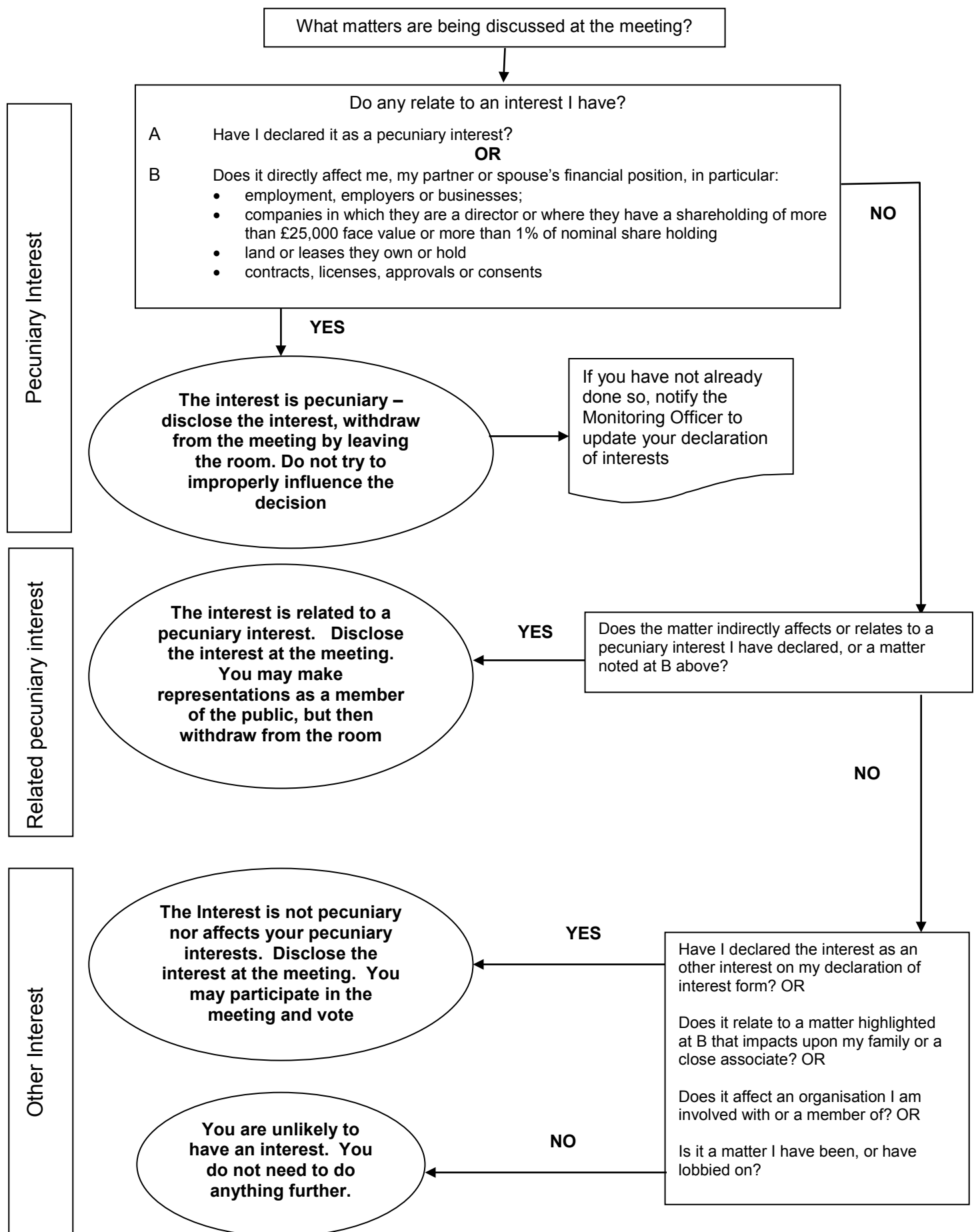
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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





## CABINET

**Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 18 March 2019 at 9.00am.**

### **Members Present:**

**Cabinet:** Councillors: J Fuller (Chairman), Y Bendle, M Edney, K Mason Billig and L Neal

**Apologies:** Councillor: K Kiddie

**Non-Appointed** Councillors: B Bernard, D Bills, M Gray, N Legg, T Lewis, G Minshull, J Overton and A Thomas

**Officers in Attendance:** The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Resources (D Lorimer), the Head of Governance and Monitoring Officer (E Hodds) and the Consultant (S Bizley)

**Also in Attendance:** Mr S Adcock (Acting Chairman of Long Stratton Parish Council)

### **2710 URGENT ITEM – DIRECTOR APPOINTMENTS**

The Managing Director announced that following the Joint Appointment Panel meeting, held the previous Friday, Debbie Lorimer had been appointed as Director of Resources, and Jamie Sutterby, as Director of People and Communities, subject to the five-day objection period by members of both Broadland and South Norfolk Cabinets, and ratification at both Council meetings. He added that both Mrs Lorimer and Mr Sutterby would begin their new roles with immediate effect, on a secondment basis, until their positions had been confirmed.

Cabinet expressed its congratulations to both officers.

### **2711 MINUTES**

The minutes of the meeting of the Cabinet held on 4 February 2019 were confirmed as a correct record and signed by the Chairman.

## **2712 CABINET CORE AGENDA**

Members considered the latest version of the Cabinet Core Agenda.

The Chairman referred to a number of potential items for consideration, including the Housing Infrastructure Fund, the Annual Monitoring Report and the Five-Year Land Supply.

Cllr M Gray sought clarification from the Cabinet regarding the current position with the Council's five-year land supply, referring to a recent article in the Eastern Daily Press.

The Chairman explained that following recent Government guidance, it was believed that the Council had attained the five-year land supply, and officers were currently working to evidence this belief. Cllr Gray stressed the need for urgency, referring to a Planning Appeal which was to be heard that very week, and members were assured that any new information regarding the five-year land supply, would be fed in to the appeal process.

## **2713 LONG STRATTON TOILETS**

Members considered the report of the Director of Communities and Wellbeing which presented members with a number of options, with regard to the future of the Long Stratton toilets.

The Chairman began by outlining the background to the report and reminded members that the Council had no statutory duty in providing public toilet facilities. The practicality of running and maintaining the public conveniences across the District had led the Council to consider a different approach, and the Council had sought to divest itself of these assets. This divestment was made on the basis that where parishes wished to take over the facilities, the Council would refurbish them to an acceptable standard and provide a one-off payment in lieu of revenue funding based on a five-year estimate. The Chairman reported that every affected parish/town council had taken up this offer from the Council, with the exception of Long Stratton.

The Director of People and Communities outlined the options set out in section 5 of the report, referring in particular to the negotiations with Britannia Enterprises, which would, in line with the Council's Community Asset Strategy, retain a public access toilet, whilst adding social value.

The Chairman invited Mr S Adcock, Acting Chairman of Long Stratton Parish Council, to address the meeting. Mr Adcock explained that the Parish Council had declined the offer to take on ownership of the toilets, due to a lack of resources and being unable to afford the costs associated with running a public convenience. The Parish Council had been disappointed that the Council had failed to recognise these concerns, and that at a second meeting with the Parish, it had failed to revise its original offer. He went to explain that circumstances had since changed; the Parish Council had employed a full-time member of staff and there was now no requirement to pay business rates on public conveniences. This had made the

proposal to take on the toilets much more viable for the Parish Council, and it sought to reopen negotiations with South Norfolk Council.

Mr Adcock referred to public concerns regarding the toilets' closure and referred to a recent petition that had attracted approximately 400 signatures. He could not accept that the toilets at South Norfolk Council offices, or the Leisure Centre, could substitute for the loss of these facilities, suggesting that these were hardly central in the village, and would not be convenient for public use. He also expressed concerns regarding the proposed café, which would be in direct competition with the three existing cafes, already located in the village.

Cllr K Mason Billig explained she had been the relevant portfolio holder whilst negotiations had taken place with the Parish Council, and she had been very disappointed that it had chosen to decline the fair and generous offer made by South Norfolk Council. The idea of transforming the block in to a base for the Parish Council had also been suggested, but again this had not been welcomed by the Parish Council. She stressed that status quo was not an option, and ultimately the Council needed to seek an option which added social value, whilst being best value for money.

County Councillor for Long Stratton, Cllr A Thomas, then addressed the meeting. She referred to the strength of feeling in the village, the comments on social media and the petition signed by hundreds of local people. Whilst she was grateful that the Council had allowed the public to use its toilets at South Norfolk House, and at the Leisure Centre, she felt that these facilities were not central or convenient enough to cater for residents. Whilst she fully supported the spirit and objectives of the proposed Britannia café, residents were concerned that it would impact upon other local businesses, and the public perception was that the new venture was to receive "preferential treatment" with only a "peppercorn" rent to pay. She drew attention to the current cafes and fast food facilities, which would be in direct competition, and reminded members that only a few months previously, the village had lost the bakery and attached café, as it could not make ends meet. Having read all the papers, including the financial due diligence undertaken, she stressed that she could not support the Britannia proposal on this occasion.

Following considerable debate and recognising the political sensitivity of the issue so close to the election, Cabinet agreed that discussions with Long Stratton Parish Council should recommence, with a view to the Parish accepting its previous offer. This was subject to a letter of intent from the Parish Council, to be received by South Norfolk Council by the end of that day, and a signed transfer agreement in place by 31 May 2019.

Members agreed that should Long Stratton Parish Council fail to comply with the above terms, or decide again to decline the Council's offer, then it would pursue an alternative use of the premises, either through Britannia Enterprises, (as outlined at paragraph 5.1), or through an alternative social enterprise or voluntary sector partner (as outlined in paragraph 5.4 of the report).

It was then

**RESOLVED:**

1. To reopen discussions with Long Stratton Parish Council with regard to transferring the ownership of the Long Stratton toilets, subject to:
  - a) a letter of intent from the Parish Council, indicating its intentions for taking on the asset (based on South Norfolk Council's previous offer), to be received no later than the end of Monday 18 March 2019;
  - b) that the signed transfer agreement is in place by 31 May 2019.
2. That should Long Stratton Parish Council decide not to take on the ownership of the facilities, that South Norfolk Council consider pursuing options 5.1 or 5.4, as outlined in the report.

**The Reason for the Decision**

Having noted the concerns of residents, and the changes in circumstances relating to the Parish Council resources, it was felt appropriate to allow a further opportunity for the Parish Council to take on the management of the facilities, in line with the original proposal.

**Other Options Considered**

To work with a social enterprise or voluntary sector partner, which whilst maintaining a toilet provision, would also provide additional social value.

**2714 EXCLUSION OF THE PUBLIC AND PRESS**

It was

**RESOLVED:** To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

**2715 STRATEGIC ECONOMIC DEVELOPMENT AND INVESTMENT OPPORTUNITY**

Members considered the *exempt* report of the Director of Growth and Business Development, which sought approval to purchase land and buildings, to open up and accelerate development on a key strategic site.

The Director of Growth and Business Development, outlined the salient points of her report, referring to the proposed area for investment and the economic benefits of development. Members also noted the financial benefits the development would bring to the Council.



Cabinet expressed its support for the proposals, and it was

- RESOLVED:**
1. To approve the purchase of 4.93 acres of employment land and the development of 60,000 ft<sup>2</sup> of commercial space, subject to final contract negotiations.
  2. To delegate the final arrangements to the Managing Director in consultation with the S151 Officer, the Leader and the Portfolio Holder for Growth and Resources.

**The Reason for the Decision**

To provide economic benefits to the Greater Norwich area, whilst providing additional financial benefits to the Council.

**Other Options Considered**

None.

(The meeting concluded at 10.12 am)

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Chairman

## **CABINET**

**Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Tuesday 23 April 2019 at 10.35am.**

### **Members Present:**

**Cabinet:** Councillors: J Fuller (Chairman), Y Bendle, M Edney, K Mason Billig and L Neal

**Apologies:** Councillor: K Kiddie

**Non-Appointed:** Councillors: B Bernard, D Bills, L Dale, M Gray, T Lewis, G Minshull, J Overton, R Savage, V Thomson and G Wheatley

**Officers in Attendance:** The Managing Director (T Holden), the Director of Resources (D Lorimer), the Director of Place (P Courtier), the Assistant Director of Governance and Business Support (E Hodds), the Assistant Director of Economic Growth (H Melville) and the Strategic Economic Growth and Funding Manager (N Cunningham)

### **2716 EXCLUSION OF THE PUBLIC AND PRESS**

It was

**RESOLVED:** To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

### **2717 INVESTMENT PROPOSITION FOR THE NORWICH RESEARCH PARK ENTERPRISE ZONE**

#### **The Subject of the Decision**

Members considered the *exempt* report of the Strategic Economic Growth and Funding Manager which detailed a proposal for investment within the Norwich Research Park.

The Chairman explained that he had agreed to convene a special meeting of the Cabinet, as any delay would jeopardise critical timelines around progressing the building works and the signing of contracts.

Officers outlined the salient points of the *exempt* report, to members, advising that since the item was previously approved by Council on 23 May 2016, there had been several complications which had resulted in the need to develop an alternative financial model, as detailed in the report. It was noted that, since the publication of the agenda, the New Anglia LEP Investment Appraisal Panel had approved the funding application and made an adjustment to the repayment arrangements within the proposal.

Some members expressed disappointment that the proposal had not been shared with them earlier as there was now insufficient opportunity for further scrutiny of the revised model. It was suggested that further examination of the model be carried out at a future date by either the Finance, Resources, Audit and Governance Committee or the Scrutiny Committee but that this should not delay the decision of Cabinet. There was a general agreement that, as the risks were less than those associated with the Council's decision of 2016, and due to the wider economic benefits, Cabinet should approve the recommendations. Cabinet formally recorded its thanks to officers for their hard work and dedication.

### **The Decision**

**RESOLVED:** To agree the recommendations as outlined in the *exempt* report.

### **The Reasons for the Decision**

To deliver the necessary infrastructure and buildings to provide additional business rates to fund and unlock the remainder of the NRP Enterprise Zone and deliver the wider economic benefits.

### **Other Options Considered**

- Do nothing
- Postpone any further expenditure

(The meeting concluded at 11.07 am)

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Chairman

## **LONG STRATTON HIGH SCHOOL POOL REFURBISHMENT PROJECT**

**Report Author(s):** Mark Heazle  
Community Leisure Manager  
[mheazle@s-norfolk.gov.uk](mailto:mheazle@s-norfolk.gov.uk), 01508 533979

**Portfolio:** Health Housing and Wellbeing

**Ward(s) Affected:** Long Stratton

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

To update members on the progress of the potential project to bring the swimming pool at Long Stratton High School back into wider curriculum and community use, to consider funding options and seek approval for a way forward.

### **Recommendations:**

It is recommended that Cabinet considers the salient points within the report and:

- Considers whether this project is one that it wishes to deliver in partnership with Enrich Learning Trust, at a maximum total cost of £713k.
- Advises on the model of funding the project (options outlined in section 5)
- Agrees to delegate to the Director of People and Communities, in consultation with the Portfolio Holder for Housing, Wellbeing, Leisure and Early Intervention, the signoff of any contractual arrangements relating to the delivery of the project, including a robust management agreement with Enrich Learning Trust

## **1. SUMMARY**

- 1.1 The purpose of this report is to update members on the progress of the potential project to bring the swimming pool at Long Stratton High School back into wider curriculum and community use, to consider funding options and seek approval for a way forward.

## **2. BACKGROUND**

- 2.1 Since 2015, officers from the Leisure Service have been working with local partners on the Long Stratton Sports Hub concept, this intended to bring together the three facility operating organisations (South Norfolk Council, Long Stratton High School and Long Stratton Parish Council) that share boundaries to facilitate better coordination of development and more efficient and effective management of their respective facilities. Partners were meeting on a quarterly basis and initial success came in the form of the artificial grass pitch developed in 2016/17, on land leased to South Norfolk Council by Norfolk County Council. A further £500k of pooled CIL has been agreed to support additional capital expenditure across the sites which has levered in additional funding from Sport England and potentially other national governing bodies of sport. Elements of this £500k had been earmarked for a potential contribution towards a new pavilion at Manor Road Playing Fields, as per the previous item.
- 2.2 Long Stratton High School is now part of Enrich Learning Trust, the Multi-Academy Trust (MAT) that also runs Wymondham High School and a number of other schools across South Norfolk and Breckland.
- 2.3 The CIL funding is that which is pooled by Norfolk County Council and secured via a bidding process to the Greater Norwich Growth Board. This pot is constrained, and funding is prioritised to those parts of the Greater Norwich area that have or will experience high levels of housing growth, as is the case with Long Stratton, with existing developments at Tharston and Maple Park adding to the demand for community infrastructure, and a further 1800 homes earmarked in the Local Plan.

## **3. CURRENT POSITION / FINDINGS**

- 3.1 In 2017 SNC's use of the school pool for Kids Camp holiday scheme identified some management and health and safety concerns that needed to be addressed. After subsequent condition surveys effectively recommended that a number of immediate and costly improvements were made, the school decided to close the pool for all use and it is now drained of water. Users had bookings cancelled and the school's swimming teacher was made redundant.
- 3.2 School effectively subsidised the operation of pool by just under £16k in 2015/16. As there was community use of the pool, the school was essentially acting outside of existing legislation by spending funding intended for school use on the subsidy of the pool. This position was not sustainable from a Trust perspective. There is no legal requirement for the school to deliver swimming as part of the curriculum at Key Stages 3 and 4.
- 3.3 The Trust's position was, that without intervention from another party, it would have no other option but to close the pool permanently. This would have a detrimental effect on the provision of school swimming at Key Stage 2, the community and would be a critical loss of valuable pool provision in the District.

- 3.4 Since then, we have therefore been exploring the potential for South Norfolk Council to reach an agreement with the Trust which would see us take on the operational management of the pool on a **non-repairing basis** i.e. the asset remains that of the school and they would be responsible for paying the utilities (as these cannot be isolated) and the long-term maintenance and repair. SNC would be responsible for the payment of NNDR, as the operator. Heads of Terms have been drafted and developed with the Trust COO in order to get us to this point, but these are yet to go through the full Trust approval processes. This could happen on the 14<sup>th</sup> July 2019 should Cabinet reach a positive decision following considering of this report. Initial term would be 7 years (the Sport England grant-claw back period) so we would insist on a break clause at this point so that if the operation does not meet the financial targets we have an opportunity to relinquish our obligations. Should there be any issues earlier than that, we would naturally look to scale back to the operation and do the minimum required to meet the requirements of the Sport England funding.
- 3.5 Management and operation present us with some opportunities to expand Swim School into Long Stratton and use the pool as part of the leisure centre offering, but the financial business case for doing so is marginal – the costs of staffing and covering the rates, even for a modern, small pool, mean that reaching break-even will be challenging, but ultimately achievable. This challenge could be offset against the significant health and wellbeing benefits that could be achieved in the local community i.e. the social value that it would generate.
- 3.6 We have had indicative designs and costs produced for the refurbishment of the building, which will include improvements to the plant (making it significantly more efficient) and reducing the water volume, both of which save money in heating and treatment and making the pool more user friendly and programmable. Costs for the works and have been confirmed at £713k including fees and contingency.
- 3.7 During the consultation period for the refurbishment of Long Stratton Leisure Centre in 2017 the provision of a publicly-accessible pool was frequently mentioned in responses, with approximately 25% of the 402 respondents suggesting a pool was something that they would like to see at the centre. There is clearly an appetite within the local population to use a pool in the area. The lack of an available pool is highlighted within the draft Neighbourhood Plan for Long Stratton and something that has been raised in responses to the consultation. As the local population grows we can expect demand for swimming to rise.
- 3.8 The business case indicates that with a combination of Swim School, classes, school swimming, private hire, kids camp access and some open public swimming sessions the pool could be operated with a small initial surplus of £398 in Year 1 (after Head Office recharges), increasing to provide a greater surplus of c£13k by Year 5 as Swim School and class utilisation rises. This makes certain assumptions on participation and usage. These key assumptions are as follows:
- Swim school pricing to be set as existing levels e.g. £27 per month on Direct Debit, casual class prices set at existing levels (£6.50).
  - Casual swim price at lower price than DLC/WLC due to size of pool and associated facilities.
  - School swimming costs based on local competition and size of facility.
  - Private hire costs based on provision of lifeguard during sessions and local competition.
  - Swim school, which is the main income driver, could operate as per our usual 50-week programme with a maximum capacity of 256 learners every week, but we have modelled operating at 60% of this in the first year, growing in following years. For comparison, WLC and DLC generally operate between 80-85% of capacity.

- Not included are the inevitable increased Kids Camp attendances at the Leisure centre as swimming is a key attraction and income generator. Numbers halved due the loss of the pool.
- On completion and opening of the refurbished facility we would look to make a small cross subsidy from each LSLC Direct Debit membership, which would include use of the pool and classes that take place within it.

Table 1: Projected 5-year Income and Expenditure Forecasts

<b>INCOME</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Swim School & Class Income	£ 95,828	£ 103,200	£ 103,200	£ 110,571	£ 110,571
Casual Income	£ 23,430	£ 23,899	£ 24,377	£ 24,864	£ 25,362
Hire (club/school/party/private)	£ 11,927	£ 12,166	£ 12,409	£ 12,657	£ 12,910
Private Lessons Income	£ 8,000	£ 8,400	£ 8,820	£ 9,261	£ 9,724
Membership uplift Income	£ 8,910	£ 12,366	£ 13,464	£ 14,922	£ 15,840
<b>Total Income</b>	<b>£ 148,096</b>	<b>£ 160,030</b>	<b>£ 162,269</b>	<b>£ 172,276</b>	<b>£ 174,407</b>
<b>EXPENDITURE</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Staffing Costs	£ 124,367	£ 125,585	£ 126,815	£ 128,057	£ 129,312
NNDR	£ 10,580	£ 11,109	£ 11,664	£ 12,248	£ 12,860
Repairs and Maintenance	£ -	£ 3,000	£ 4,000	£ 5,000	£ 6,000
Equipment	£ 1,000	£ 500	£ 500	£ 500	£ 500
Utility Costs		£ -	£ -	£ -	£ -
Cleaning & Chemicals	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412
Advertising & Marketing	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082
Consumables	£ 200	£ 204	£ 208	£ 212	£ 216
<b>Total Expenditure</b>	<b>£ 142,147</b>	<b>£ 146,518</b>	<b>£ 149,430</b>	<b>£ 152,384</b>	<b>£ 155,383</b>
<b>Profit/Loss</b>	<b>£ 5,948</b>	<b>£ 13,512</b>	<b>£ 12,840</b>	<b>£ 19,891</b>	<b>£ 19,024</b>
<b>Recharges from Head office</b>	<b>£ 5,550</b>	<b>£ 5,606</b>	<b>£ 5,662</b>	<b>£ 5,718</b>	<b>£ 5,775</b>
<b>Profit/Loss including Recharges</b>	<b>£ 398</b>	<b>£ 7,907</b>	<b>£ 7,178</b>	<b>£ 14,173</b>	<b>£ 13,249</b>

- 3.10 We currently have approximately 350 children on our waiting list for Swim School at Wymondham Leisure Centre, indicating we are not able to adequately service the demand that currently exists. The Long Stratton pool will be a perfect environment for teaching swimming and it is hoped that we can attract some of those people we are not able to accommodate at Wymondham. Mapping of existing Swim School customers at both Wymondham and Diss has indicated that we attract customers from within the catchment for Long Stratton; it would be fair to assume that some of our waiting list also reside in the same area.
- 3.11 In addition, ten local primary schools have been displaced by the current closure of the Long Stratton pool, some of whom have enquired about using Wymondham, suggesting that the demand for school swimming will remain. We would need to raise school swimming prices higher than the school previously charged. The loss of school swimming across the country was highlighted recently in a report by the Curriculum Swimming and Water Safety Review Group, which identified that 31% of Year 6 pupils now leave primary school without being able to swim and without basic water safety skills. Locally, this situation is likely to worsen as school pools are lost. Consultation with the local cluster primary schools has indicated that demand for school swimming lessons is high; all schools contacted are enthusiastic about the possibility of bringing the school pool back into use and would use it to discharge their curriculum obligations.
- 3.12 The pool is a fantastic learning environment for swimming; our indicative programme will very much focus on Swim School, school use, water-based fitness classes, private hire and lessons and the family market. It is not a pool that is as suitable for general lane swimming as perhaps Wymondham and Diss are (due to its size) but we have programmed around 26 hours a week of general swimming, generally to hit the early morning/pre-work market.

- 3.13 Officers have recently visited a similar pool on a school site at Aylsham High School. This has been refurbished to a high standard and as well as being used for curriculum swimming at Key Stages 2, 3 and 4, it has attracted over 160 members on a swim-only standing order membership, without any real advertising effort.
- 3.14 The success of the soft play at Long Stratton Leisure Centre has indicated that there is a market for activities aimed at parents and their children, of which Swim School is a major product in our offer. We would use this facility as an opportunity to market the swimming facilities to this particular section of the market.

#### 4. ALIGNMENT WITH ADOPTED STRATEGY

- 4.1 In March 2018, Cabinet agreed to adopt a new Leisure Strategy for the Council. This sets the framework and justification for the Council's investment in the service. The principles within the adopted strategy are clear, and the proposed project can be tested against these. The table below outlines these principles and the ways in which the project meets them.

Community Offer	
SNC will work with partners to aim to ensure that there is a Leisure offer appropriate and proportionate to communities across SNC, to help as many of our population become active	Yes – the main partner in this project is the Trust but we will work with a number of others schools to deliver revenue interventions plus community groups e.g. Alzheimer's Society, Active Norfolk.
We will work with partners to ensure that a leisure offer is a consideration of any major development or population growth in the district.	Yes – with Long Stratton being one of the major growth points in the district, we can expect demand for leisure facilities to increase as housing growth arrives.
Health and wellbeing	
Activity targeted on the following areas: <ul style="list-style-type: none"> <li>- Frailty and Falls</li> <li>- Unhealthy and inactive lifestyles</li> <li>- Worklessness and NEET</li> <li>- Mental health, dementia, social isolation</li> </ul>	Yes – the facility will be used to deliver programmes specific to a number of these target markets e.g. aqua aerobics targeted at older people, dementia-friendly sessions etc.
Activity will be targeted to areas of the district where we are aware of specific needs to ensure tailored provision to local communities, not universally.	Yes, the JSNA for Norfolk highlights Long Stratton as childhood obesity hotspot so facilities that can help to get young people into sport and physical activity at an early age e.g. Swim School will help to reverse this trend in the long term.
Given the contribution to wider public-sector issues, SNC will seek to work in partnership and attract funding to help deliver in these areas, and to satisfy financial objectives for the service.	Yes – we will look to work with others e.g. schools, to ensure that the programme is full and the projected income targets are met.
Financial	
The Leisure Service overall should seek to make and grow an operational return to SNC from 18/19. To support this, any new or existing facility should seek to be at least cost neutral.	Yes – although the business case for the operation is tight, it is anticipated that the facility can be operated cost neutrally/profitably in the longer term.
In establishing or maintaining any facility we should look to work with partners to	Yes – with this project we will be responsible for the operational management of the facility with the Trust



help share the operational cost burden and risks.	retaining responsibility for the building and its fabric, thus minimising risk to ourselves.
Our leisure service should remain affordable to different members of our community, which means that some cohorts or products (see 'Health and Wellbeing') will generate less of a commercial operational yield than others.	Yes – it is envisaged that pool will be included in the membership of LSLC. This is then available to those on low incomes via our Leisure Passport scheme.
In any investment SNC should look to better utilise existing community assets rather than develop from new.	Yes – this project aims to bring back into use an existing facility that is currently not in use.
Aside of investment to maintain our assets, any new capital investment over the strategy period in leisure facilities will need to come from external sources unless there is a demonstrable ROI in excess of those typically expected via our treasury management investments (typically this is currently between 2 and 3%)	Partly – the capital for this project will come mainly from external sources (CIL and Sport England). A grant of approximately £110 is required from the Council, but this will effectively lever in £600k of external investment.

- 4.2 Bringing the pool back into use will have enormous benefits for the local community. As previously suggested, local primary schools are currently unable to discharge their curriculum obligations to ensure that pupils can swim 25m by the end of Year 6. Nationally, a third of pupils do not hit this benchmark, so by delivering school swimming and Swim School at the pool we can contribute to ensuring that children living locally are still able to learn to swim, giving them an essential lifelong skill.
- 4.3 Swimming is also a sport that can be enjoyed into old age, so by opening up this pool we widen the opportunities for local residents to remain active in later life. The smaller community nature of the pool may also be a more welcoming and less threatening environment than our larger pools, which will help to attract those currently inactive. This in turn will realise health and wellbeing benefits in those people.
- 4.4 Nationally, the social value of swimming in public leisure facilities is estimated at £229m, with each individual swimmer contributing £341. The majority (£260) of this is attributed to subjective wellbeing, with a value of £78 in health benefits.
- 4.5 We also envisage opening the pool to specific user groups, such as those with dementia. Research undertaken by the ASA suggests that many carers are put off taking people with dementia to public swimming sessions so we would look to build on our existing relationship with the Alzheimer's Society to develop dedicated Dementia Friendly swimming sessions.
- 4.6 As well as the clear links to our new leisure strategy, the project is also in line with the Greater Norwich Facilities Strategy, which estimates that there will be a 10.4 % increase in demand for swimming in South Norfolk in the period of the Local Plan to 2026. The strategy also says the following:

*'Sports halls and swimming pools are the bedrock of community sports provision and account for between 60-70% of the total indoor sport and physical activity*

*participation. Given the scale and location of the swimming pools and sports halls on secondary school sites there is no alternative but to deliver the majority of the strategy and action plans by working with schools and increasing the quantity, quality and access to school based sports facilities on school sites for education and community use'.*

- 4.7 For comparison, Q2 2018 cost guidance from Sport England estimates the cost of a new build 25m four lane pool at a cost of £3.75m.
- 4.8 It is appreciated that Long Stratton has, over the last two years, benefitted greatly from investment in its facilities in the form of the provision of the artificial grass pitch and refurbishment of the leisure centre. This project would help to complete the package and give local residents a fully rounded offer that would focus on both the young and old. Should we not deliver the project, the Council would not draw down the CIL funding and it would be returned to the pot held by Norfolk County Council, and we would also decline the offer of £110k from Sport England, a total of £600k of external funding that would not then be spent within Long Stratton or South Norfolk.
- 4.9 Officers from the Leisure Service are also prepared to work alongside and support providers in other parts of the district (e.g. schools, town and parish councils etc) to ensure that the sport and leisure facility stock available to our local residents is sustainable and well managed. Recent examples of this include some dedicated work with Framingham Earl High School and Archbishop Sancroft High School in Harleston.

## **5 CAPITAL COSTS, FUNDING AND PROCUREMENT**

- 5.1 Following a request for Alliance Leisure Service (the Council's partner on the refurbishment of Long Stratton Leisure Centre) to provide a price for the project, officers sought a comparative quote via the Scape framework. The relevant contractor for the area, Clegg Construction, has provided another quote for the project and the two are similar in total project costs of approximately £713k, which would include an SNC-held contingency of approximately £50k, giving non-contingency costs of around £663k
- 5.2 The Council currently has £450k of capital funding confirmed; £350k from the pooled £500k CIL and £100k from Sport England. This obviously leaves a considerable gap of £213k that the Council and partners would need to find if the project was to be delivered at this cost.
- 5.3 Finding this level of capital is likely to be a challenge in the current financial climate, especially if principles of the Leisure Strategy are to be upheld, i.e. only investing the Council's own capital if there is a clear commercial rationale for doing so. This is unlikely to be the case, based on the financial projections so consideration must be given to options that increase the capital funding available for the project and reduce the capital cost of the project.
- 5.5 Considering the first of these points, Para. 2.1 mentioned that an amount of the £500k of secured CIL, £150k, has been earmarked for the Long Stratton Parish Council pavilion project, and members will have considered an item on the subject prior to this report. Depending on the decision reached by Cabinet following that report, Cabinet may wish to divert the £150k to the pool project, meaning that a figure of £600k is available (£500k of CIL and £100k from Sport England). This will leave a gap of approximately £62k (not including any contingency). If this is the case, Cabinet may wish to approve South Norfolk Council to underwrite that gap (from reserves), including the contingency which would only be used when required, and following sign-off from the relevant director. Therefore, the total that SNC may need

to underwrite with this option is £110k, of which £47k is contingency which may not be used.

Table 2: Proposed Capital Funding

<b>Contract maximum: £662,891</b>	
<b>Funding Source</b>	
CIL	£500,000
Sport England	£100,000
Total External Funding	£600,000
Contribution from SNC Capital Programme	£62,891
SNC-held contingency	£47,656
<b>Total possible contribution to project from SNC Capital Programme</b>	<b>£110,456</b>

5.7 As the pool is a Norfolk County Council/Enrich Learning Trust Asset it is recommended that the Trust acts as the client for the construction contract, fully supported by South Norfolk Council officers who will act as 'project managers'. This is a sensible way forward as the Trust is also the named applicant for the Sport England grant and they would need to own all construction-related warranties. Therefore, the total possible contribution that South Norfolk Council may be required to make (£110,456, as per Table 2), will be offered to the Trust as a grant. This would also eliminate the implications of the VAT partial exemption on the service.

5.8 It is worth noting that this contract would be awarded on a fixed-price NEC4 basis, in the same way that the refurbishment of Long Stratton Leisure Centre was. Due to unforeseen issues during the build, which were at the contractor's risk, it is estimated that this saved South Norfolk Council in excess of £200k in additional costs. The Scape framework also has targets for the employment of local labour on the project (20% within 10 miles, 40% within 20 miles and 75% within 40 miles), meaning that the local economy will benefit should the Council decide to undertake the project using that route.

## 6 OTHER OPTIONS

6.1 It should be remembered that the pool is not, and never will be, a South Norfolk Council asset so we are reliant on reaching an agreement with the Trust. Should this not happen South Norfolk Council should consider reluctantly walking away from the project. The Trust COO has been involved in the drawing up of the Heads of Terms, reducing the risk of us not coming to a final agreement, but the agreement has yet to pass through the formal Trust approval processes. This could happen on the 14 July 2019, if required.

6.2 However, if members wish to commit the Council to delivering the project (subject to the agreement being reached with the Trust) at a cost no greater than that indicated in Para. 5.1, additional capital funding over and above that already secured would need to be found. This would have to come from SNC's Capital Programme in the form of a grant to the Trust as outlined in para 5.7 and Table 2, to a maximum value of £110,456.

## 7. ISSUES AND RISKS

- 7.1 **Resource Risks** – Levels of usage do not materialise: this is a risk with any hypothetical business plan but we believe we have been sensible in our assumptions e.g. initial modelling Swim School capacity at 60%, which is below the 80-85% that DLS and WLC operate at.
- 7.2 **Legal Implications** – Failure to reach a mutually acceptable agreement with Enrich Trust on all aspects of the overarching project; conversations thus far with the COO of the Trust have been positive and we would remain hopeful that negotiations would continue in the same vein.
- 7.3 **Political Risks** – should we decide not to pursue, and permanent closure is enforced. The asset is an NCC one but is likely that we may get caught in any crossfire if this happens, especially from a public perspective.
- 7.4 **Reputational risks** – if the operation of the pool does not realise the income that we expect and is therefore requiring a subsidy, we would scale back the usage to just that obliged by the Sport England grant until the duration of the agreement, at which point the pool would close again. This may impact on the Council's reputation as a leisure provider.

## 8. CONCLUSION

- 8.1 Bringing the pool back into use in partnership with Enrich Learning Trust presents the Council with an opportunity to offer a facility to our local residents that could deliver significant health and wellbeing benefits, bringing in customers both young and old. It represents an opportunity to provide swimming facilities at a capital cost far lower than it would to provide a new pool. However, it is not without risk. The financial returns are small and subject to a number of assumptions about usage. The benefit of delivering this project are rooted in the social value that swimming has to offer, further adding to the enhanced facilities that Long Stratton Leisure Centre has, ensuring that the growing population of Long Stratton have an opportunity to lead active and healthy lives into the future. South Norfolk Council is not exposed to risk in terms of the liability of the building as it will remain an NCC/Enrich Learning Trust asset but it will require an amount of capital investment (maximum of £110,456) from the Council.

## 9. RECOMMENDATIONS

- 9.1 It is recommended that Cabinet considers the salient points within the report and:
- Considers whether this project is one that it wishes to deliver in partnership with Enrich Learning Trust, at a maximum total cost of £713k.
  - Advises on the model of funding the project (options outlined in section 5)
  - Agrees to delegate to the Director of People and Communities, in consultation with the Portfolio Holder for Housing, Wellbeing, Leisure and Early Intervention, the signoff of any contractual arrangements relating to the delivery of the project, including a robust management agreement with Enrich Learning Trust

## **CIL Contribution towards Long Stratton Parish Council Pavilion**

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**Portfolio:** Health Housing and Wellbeing

**Ward(s) Affected:** Stratton

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

The report provides a historical account of the development of Long Stratton Parish Council's Pavilion project, the Long Stratton Sports Hub concept and the relationship with South Norfolk Council. It also requests that members provide a decision on whether to award the Parish Council financial support towards the project.

### **Recommendations:**

1. That members note the content of the report and acknowledge the development carried out thus far.
2. That members advise on a preferred option regarding funding, as outlined in section 5, and delegate to the Director of People and Communities in consultation with the Portfolio Holder to implement.

## **1 SUMMARY**

- 1.1 The report aims to fully inform members of the development of Long Stratton Parish Council's pavilion project and its relationship with South Norfolk Council, via the Long Stratton Sports Hub concept, securing of CIL by South Norfolk Council officers and requests that Members provide a decision on whether or not to support the project with a proportion of that CIL funding.

## **2 BACKGROUND**

- 2.1 In 2015, South Norfolk Council officers approached partners from Long Stratton High School, Long Stratton Parish Council and local volunteer-led clubs to discuss the possible creation of a Long Stratton Sports Hub concept, a group that would looked to provide a coordinated response to sport and leisure facility development in the village. All partners either operated or used sports facilities across the three adjacent sites (Leisure Centre, High School and Manor Road Playing Fields) so it appeared to make sense to instigate an element of coordination and partnership working to ensure that any capital investment provided the best value and local residents had access to a wide range of high quality, well managed facilities. The group enjoyed initial success with the delivery of the dual-use Artificial Grass Pitch on land leased to South Norfolk Council by Norfolk County Council. Other plans were advanced to redevelop Long Stratton Leisure Centre and provide a new pavilion by South Norfolk Council and Long Stratton Parish Council respectively. At the time, Long Stratton High School's pool was in use by both the school and the local community, but closed in 2017 on health and safety grounds, after advice from South Norfolk Council officers.
- 2.2 The pavilion project was highlighted as being important in the Greater Norwich Playing Pitch Strategy, which offers a robust and evidence-based view of the facility needs for the growing population in the area. Its need was identified to be able to support the expected growth in football participation in Long Stratton as the population increases in line with local housing developments, and replaces an aging facility that is no longer fit for purpose.
- 2.3 To support the development of projects by partners, £500k of CIL was secured by South Norfolk Council officers from the 2017/18 Greater Norwich Growth Board Annual Growth Programme. This money effectively falls under the management and jurisdiction of South Norfolk Council to spend on relevant projects within the Long Stratton Sports Hub facilities, in line with CIL expenditure parameters. Of this £500k, £150k was committed 'in principle' to the Parish Council's pavilion project, which was confirmed in writing to the Parish Council in July 2016.
- 2.4 As the pavilion project developed, there was a feeling at the time that the proposed costs of the pavilion were too high, an opinion shared by South Norfolk Council officers and colleagues from Norfolk County FA, which was relayed to the Parish Council. In response, Long Stratton Parish Council reduced the footprint of the building and therefore the total capital cost, but square metre costs remained high.

- 2.5 As the pavilion project developed and further cost work was undertaken, including an application to the Football Foundation for financial support, it became clear that further protection of the CIL investment was required. The business case for the pavilion suggested that some of the running costs of the pavilion would need to be met by the local precept, which raised concerns about the longer-term sustainability of the project. The Parish Council would also be required to borrow, from the Public Works Loan Board (PWLB), an amount of money to meet the gap in capital funding to allow the project to be delivered. This is to be repaid using future CIL receipts from housing development around Long Stratton, with interest only being repaid until that point. With this in mind, South Norfolk Council wrote to the Parish Council in October 2018 outlining further conditions on the funding contributions, that if met, would allow the £150k of the secured CIL to be awarded. A figure of £1500 per square metre was set as a the VFM benchmark following advice from the Football Foundation, who suggested that this sat at the upper limit of projects that they would normally fund. The Parish Council's total project costs of £588k, if broken down to cover the 129m<sup>2</sup> of facilities for football, gives rise to a cost of £1901 per square metre. If preliminaries and contingencies are removed (which isn't standard practice in determining total project costs; they are normally included), cost per square metre is £1487. Other conditions included the securing of financial support from the Football Foundation and the Parish Council agreeing to a ten-year clawback period, should the facility be closed.
- 2.6 The Parish Council's proposed capital funding matrix for the project is as follows:

Long Stratton Parish Council reserves	£155k
Football Foundation	£150k
SNC-secured CIL	£150k
PWLB Borrowing	£133k
Total	£588k

### **3 CURRENT POSITION**

- 3.1 In February 2019 we were informed that the Parish Council had been successful in securing grant funding of £150k from the Football Foundation, meaning that they comply with that particular condition of the October 2018 letter, despite the square metre cost exceeding the national guidelines that the Football Foundation had previously advised. The Parish Council now believes that it would be unjust of the Council to withdraw a funding offer that didn't have a quantifiable VFM measure from the beginning.
- 3.2 Construction work on the pavilion has now started; in discussions with the Parish Council in February and March of 2019 they didn't want to miss the opportunity to commence work which would allow the pavilion to be used in the 2019/20 football season so officers agreed that this could happen prior to a decision on the funding being confirmed by Cabinet at this meeting.
- 3.3 The Parish Council has the ability to borrow up to £500k in total from the PWLB to cover any capital funding gap, and its elected members have approved an additional £150k of borrowing on top of the £133k outlined in paragraph 2.5 to

cover the shortfall should Cabinet decide not to award the CIL funding. This would take the borrowing required to £288k, within the £500k that it can borrow in total, meaning that the project is deliverable without the CIL contribution.

#### **4 PROPOSED ACTION**

- 4.1 It is proposed that Cabinet provides officers with a decision on whether it wishes to financially support the Long Stratton pavilion project and the means of doing so.

#### **5 OTHER OPTIONS**

- 5.1 A number of options exist for financially supporting the pavilion project, which are considered in turn below:
- 5.2 Contribute the £150k of secured CIL:** With this option, we would proceed as originally planned and provide the Parish Council with £150k of the secured CIL. This option has the benefit of the Parish Council delivering the project without having to make additional borrowing from the PWLB. Conversely, it does not allow for that CIL to be spent on other worthwhile projects across the Long Stratton Sports Hub site that might offer greater social return for our local community.
- 5.3 Withdraw all offers of financial support to the project:** The Council would withdraw all offers of financial support for the project. Although it does not put the delivery of the project at risk as the Council has the means to borrow additional funding, it will place greater financial strain on the project and the Parish Council. It would, however, mean that the whole of the secured CIL funding can be utilised for on other projects across the Hub sites that might offer greater social return for our local community.
- 5.4 Offer interest free loan of £150k to the Parish Council:** This option would see the Council offer the Parish Council an interest-free loan of £150k in lieu of the CIL contribution. This could be repaid from future CIL receipts but would not therefore require an annual interest repayment, making it more affordable for the Parish Council and reduce the risk that it is exposed to.
- 5.5 Hybrid financial support package for the Parish Council:** With this option South Norfolk Council would provide £47k of recently received Section 106 funding that has to be spent on sport and leisure provision within Long Stratton and then offer a further interest-free loan to the Parish Council of £103k, which would be repaid using future Long Stratton-bound CIL receipts, taken at source to reduce the risk to the Council. This would allow them to deliver the pavilion project without further interest-paying borrowing and retain the positive working relationship that has been developed thus far. It will also allow South Norfolk Council to utilise the full £500k of secured CIL across other projects that might offer greater social return for our local community.



## **6 ISSUES AND RISKS**

- 6.1 **Resource Implications** – Cabinet will need to approve the lending of either £150k or £103k to Long Stratton Parish Council, which will come from the Council's reserves.
- 6.2 **Legal Implications** – Should the offer be accepted by Long Stratton Parish Council a Borrowing Agreement will be required that governs the terms of the loan.
- 6.3 **Equality Implications** – There are no equality implications.
- 6.4 **Environmental Impact** – There is no environmental impact.
- 6.5 **Crime and Disorder** – There are no crime and disorder impacts
- 6.6 **Risks** – there are a small number of risks that Cabinet will want to consider, which are mainly reputational:
  - 6.6.1 The Council may be seen to be reneging on a commitment made in the 2017 funding agreement should it not decide to award the contribution from the secured CIL, which may affect its reputation amongst the local population.
  - 6.6.2 Should Cabinet decide not to make the award it may affect the nature of the relationship between South Norfolk Council and Long Stratton Parish Council and result in a deterioration of this, possibly affecting future working arrangements.

## **7 CONCLUSION**

- 7.1 In conclusion, Cabinet is being asked to make a decision on whether or not to award funding to Long Stratton Parish Council from the South Norfolk Council-secured CIL towards their pavilion project. As previously outlined, the lack of a quantifiable VFM measure in the 2017 funding agreement is regrettable and gives cause for ambiguity in this case. The Parish Council has met all other conditions laid down in the letter of October 2018, except for the VFM measure, including the securing of external funding from the Football Foundation. The Parish Council are able to borrow enough money to take the project to completion, which would then be paid back via future CIL receipts, although additional borrowing will have an additional interest cost for the Parish to pay in the intervening period. This is likely to be met by the Parish precept. Should Cabinet resolve to agree to the recommendations it is likely that further projects that will benefit our local community will be able to be delivered using the secured CIL funding.

## **8 RECOMMENDATIONS**

- 8.1 It is recommended that Cabinet notes the issues raised and considers the pertinent information within the report:
- 8.2 That members advise on a preferred option regarding funding, as outlined in section 5, and delegate to the Director of People and Communities in consultation with the Portfolio Holder to implement.

## **WYMONDHAM LEISURE CENTRE CAR PARK EXPANSION PROJECT**

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**Portfolio:** Health Housing & Wellbeing

**Ward(s) Affected:** All Wymondham & Surrounding

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

To apply for approval to fund a car park expansion at Wymondham Leisure centre utilising S106 monies dedicated to enhancing the Leisure centre.

### **Recommendations:**

1. Approve the use of S106 monies to fund the delivery of 37 (c+20%) new parking spaces and the associated removal of the existing redundant 3G pitch at Wymondham Leisure Centre (WLC).
2. Approve the establishment of a project team to deliver during Summer 2019 led by Real Consulting and Leisure Services Officers, delegating any decisions required to make progress to the Director of People and Communities, in consultation with the portfolio holder.

## **1. SUMMARY**

- 1.1 The purpose of this report is to explain the parking challenges that exist at Wymondham Leisure Centre and outlines the potential solutions to this issue. It proposes utilising S106 monies specifically ring-fenced for the enhancement of the leisure centre.

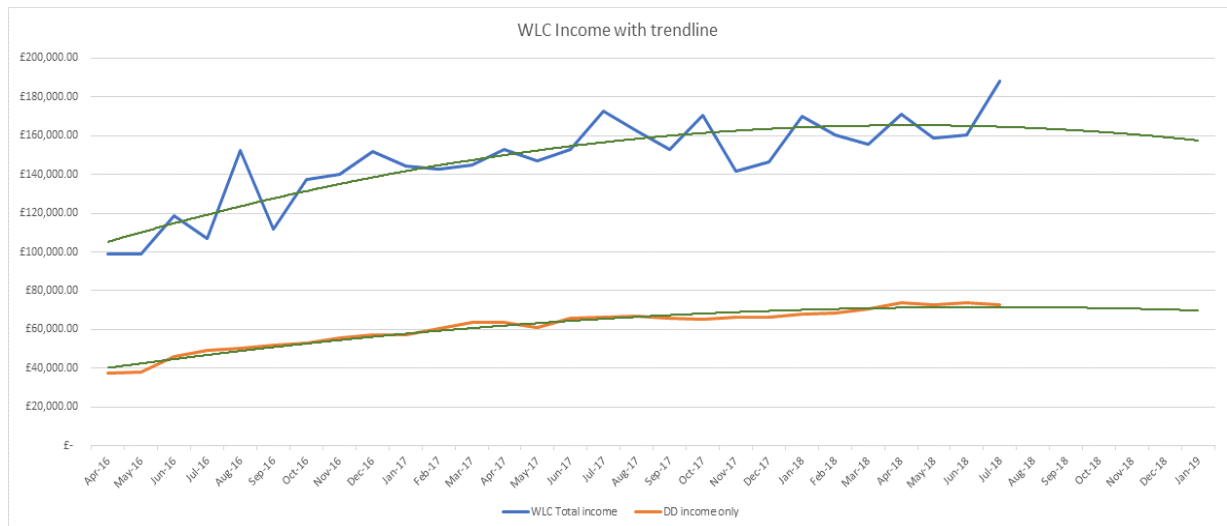
## **2. BACKGROUND**

- 2.1 The South Norfolk Council (SNC) Leisure Strategy highlights the Council's aim to enable and encourage more people to become more active. One way of achieving this is to barriers to accessing exercise facilities. Car parking is essential for both the rural community and the disabled to access Wymondham Leisure Centre. As such, improved and increased parking provision for disabled drivers needs to be maximised within WLC's footprint. There is also the need for improved provision for parents and children.

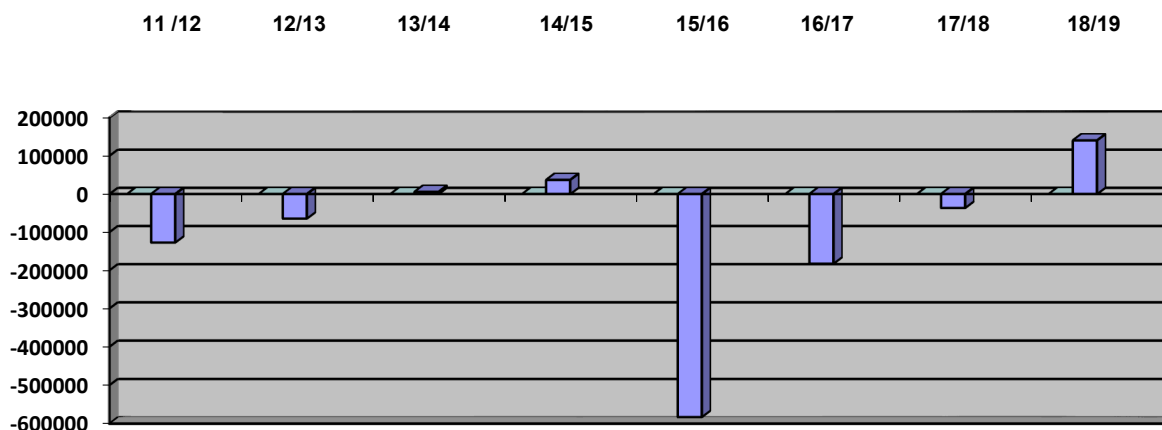
## **3. CURRENT POSITION/FINDINGS**

- 3.1 Wymondham Leisure Centre (WLC) has been operational for nearly 25 years and has grown from a dry activity centre to a successful multi-activity wet & dry leisure facility. Since the refurbishment was completed in 2016, WLC has seen a growing customer base, from 360,000 visits annually to over 570,000 annual visits. This has been achieved in just two years. In tandem, the population of the town (and surrounding areas) has increased by close to 50% since 2001, from 12,359 at the 2011 Census to c. 18,000 with recent growth in housing.
- 3.2 Membership and general usage of the centre is higher than has ever been. In terms of profitability, although growth has been achieved, this slowed during 18/19 and the centre is projected to make an operational profit (not including overheads) of c+£40k by the end of the year, going some way to offsetting losses made by the other SNC centre operations.

- 3.3 The bell curve graph (see below) indicated a plateauing and then a potential drop off in the centre's (to date) continued growth. The bell curve is a trendline based on WLC's income figures, income continues to increase, and this year overall by c+6% yr. on yr. but the speed at which fitness membership increases each period (e.g. each quarter) is reducing, creating a trend projection that when plotted identifies an eventual downturn in overall business.



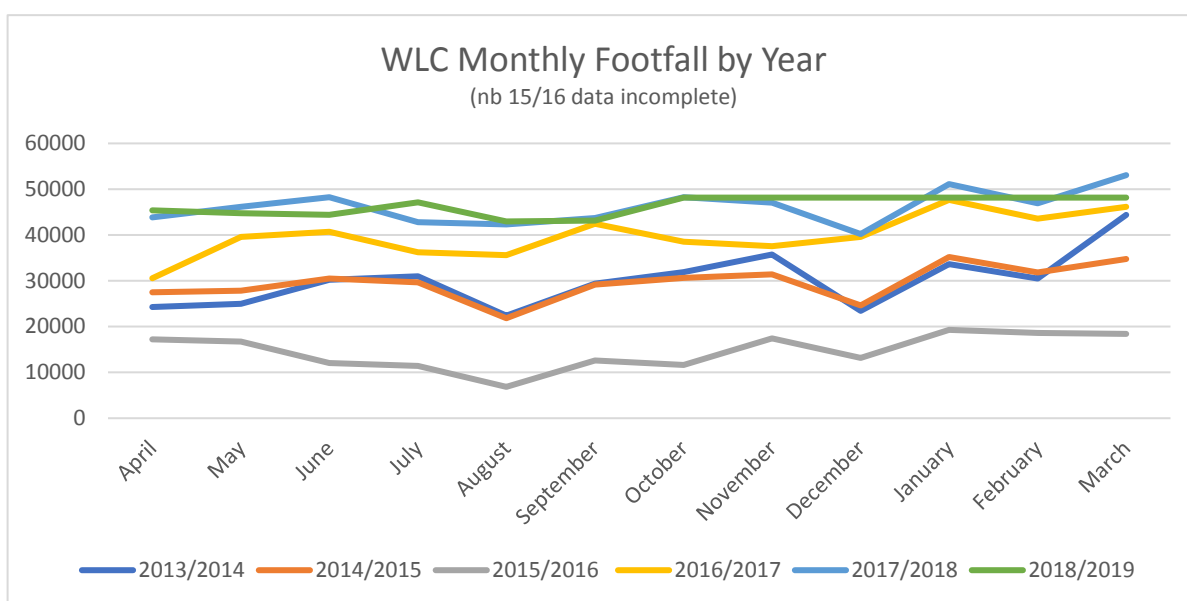
- 3.4 Based on the experience of SNC Leisure staff customer feedback, a membership downturn as outlined can occur due to one or a range of reasons including;
- Customer Dissatisfaction - There is no evidence of this
  - Activity Availability and Range - Classes and benefits to the programme have been added to establish the centre as the market leader.
  - High Price/Perceived Low Value - No negative feedback has been received and prices remain competitive.
  - Staff Service - Only positive feedback received (a significant turnaround).
  - Cleanliness - No negative complaints received.
  - Achieving Personal Goals - Attrition rate stands at 3.4%, which is below industry averages.
  - A lack of capacity limiting access, impacting on use and/or putting off new business with associated reputational damage.
- 3.5 Wymondham Leisure Centre was operationally profitable in 18/19 by £40k, which was lower than expectation. This was predominantly down to not achieving anticipated membership growth. Operational profit is shown on the graph below, and is currently at its highest level in recent history



REFURB

#### 4. CURRENT USAGE AND CAPACITY

- 4.1 The membership at WLC has doubled since its refurbishment and Swim School membership has increased by 20%. WLC saw significant general usage growth, culminating in a record number of visits in 2017/18 totalling over 550,000- up over 75,000 in a year. Swim School and Kids Camp are performing strongly both in terms of membership and profitability. The Spa is building up a customer base slowly, adding more pressure to the centre's infrastructure.
- 4.2 Kett's Park has been handed over to SNC and operations have commenced, providing alternative and complimentary products and services, and further capacity to the offer at WLC.



- 4.3 The graph above shows plateauing of footfall and membership. This can be addressed and potentially reversed to an extent with innovative side developments to manage through the challenge and further progress the centre's development.
- 4.4 A key limiting factor preventing the centre's continued membership and business/profit growth is the car park provision. Parking is shared with the adjoining school's Norwich Road Car Park in the evenings and weekends, but neither facility has enough parking. As class attendances grow, swim school increases, membership strives to increase by a minimum of 350 DD paying customers, alongside the development of the spa operation, the inability to safely park additional vehicles alongside current customers is business limiting.
- 4.5 The current car parking allocation is 163 spaces (including the overflow available on evenings and weekends only) and in terms of income realised at £1,886,000, so in broad terms each space enables £11,570 of income. In simple and indicative terms every additional parking space could achieve a similar level of income.
- 4.6 Indicatively, each space is vital to retain current members and custom, so not to provide them could jeopardise business by £11,570 per lost custom/space per annum. Therefore, in terms of a return on investment (ROI) the payback could be significant and swift. Capacity is reached in the car park every evening during the week, between 10am-12noon throughout the week and Sat/Sun mornings. Car parking availability is also the single issue which attracts the most negative feedback/complaints at around 20 per week, many of which are regular complaints.
- 4.7 In Autumn 2018, SNC launched a full size 3G pitch at nearby Kett's Park, which has made the current small 3G pitch at WLC (which is 11 years old) unnecessary. The unit currently realises c£9k per annum income based on an average of only 14 hours usage per week and is a loss making facility as the operational and maintenance costs are high and escalating due to its age. The majority of these 14 hours are also at a key time of 5-8pm on weekdays, which is when pressure on car parking is at its highest. The unit has recently been inspected by an independent company and it requires a considerable sum of c£70k to repair, upgrade and future proof. Neither the school or SNC would be prepared to finance this.
- 4.8 All but one of the current users have shifted across to Kett's Park as the majority are Wymondham Town Youth FC (who are the anchor tenant at Kett's Park) and the other main users are casual hirers who are Wymondham based. The annual 3G costs are £1,300 p/a to maintain and the floodlights cost £1,200 p/a to statutorily inspect due to their age. The new car parking can be lit by boosting the lights located on the leisure centre building with cost effective and robust LED units.

## **5 PROPOSED ACTION**

- 5.1 The current position is leading to business stagnation and does not deliver the targets SNC have set for the centre's performance. Therefore, every opportunity has to be given for the centre to continue its growth. Parking enhancement offers a way to assist this growth moving forward. Projections, feedback and performance leads to the conclusion of proposing to enhance the car parking numbers and therefore improve the customer experience.

## **6 OTHER OPTIONS**

- 6.1 A central issue limiting capacity is that the centre's car parking has not increased over a period of significant growth (although there is, and WLC relies upon, an overflow of 49 spaces from the High School on a gentleman's agreement, currently at no cost to SNC). This does, however, mean that the centre's car park does get used by school staff, parents and 6<sup>th</sup> Form pupils during the day, which exacerbates the current issue of lack of car parking spaces. To formalise this agreement could jeopardise access to this vital evening school space which is currently too high a risk to take. The potential options are the following:
- 6.2 Convert the existing 3G playing surface and landscaped areas around the existing car park to create an additional 37 car parking spaces (c20%). As well as improving the car parking options, this would also realise savings of c£2,500 per annum on the current 3G pitch maintenance, floodlight servicing and running costs. Plus, this would remove any SNC future capital spend of c£85k.
- 6.3 Investigate the option of purchasing an area of the school playing field (close to Orchard Road) and convert to an overflow car park. Resistance from the Department for Education and Sport England would make this unlikely and costly.
- 6.4 Create a multi-level car park to create a second tier at the rear of the existing car park to create an additional 40 spaces. This is cost prohibitive at c £280k and will present significant issues with regards to planning permission.
- 6.5 Using the nearby Bowls Club and Therapy Centre across the road as additional overflow. Approaches have been made in the past and were not well received, as these facilities experience similar peak times to that of the leisure centre and have a main road in-between.

## **7 ISSUES AND RISKS**

- 7.1 There may be resistance and objections received by environmental lobbies concerned about increasing and encouraging vehicle use and journeys.
- 7.2 Sport England may have concerns regarding loss of facility which is heavily countered by the opening of an enhanced 3G facility nearby at Ketts Park.

- 7.3 Resource Implications - There are no funding implications for SNC aside from future car park maintenance costs (which are significantly less than that of the current 3G facility). The monies are earmarked within the S106 funding available and equal c50% of what is earmarked specifically for WLC enhancements. The indicative costs are set below:

7.4 **Indicative Costs**

- 3G area = £55,000
- Small triangle at front of pool = £5,000
- Area at rear of building where current trees are located = £10,000

7.5 **Current Spend (To Prime The Project)**

- Real Consulting = £5,205 (Project Management)
- Canham Consulting = £3,500 (Drainage survey)
- Silcock Dawson = £1,950 (Lighting survey)
- Boston Saunders = £3,000 (Architectural drawings and planning fees)
- Total spend to date = £13,655;

**Total indicative budget required = £83,655**

7.6 **Funding (Section 106 monies are proposed to be utilised as per table below):**

<b><u>Developer</u></b>	<b><u>Amount</u></b>
Taylor Wimpey	£16,566.83
Bovis	£16,666.79
Taylor Wimpey	£16,781.29
Bovis	£50,805.11
Taylor Wimpey	£33,717.46
<b>Total currently available</b>	<b>£134,537.48</b>

- 7.7 The school have been informed and liaised with reference to the potential removal. SNC will offer alternative nearby use of the Kett's Park 3G to mitigate its loss.
- 7.8 As advised, the funding is to be used '*solely towards the cost of the extension to or enhancement of the Wymondham Leisure Centre (excluding mere repair or routine renewal)*'



- 7.9 **Planning Permission** – The laying of hardstanding and the change of use of the current 3G pitch would require planning permission. In principle, this could be considered acceptable as there are other alternative (improved) facilities at Kett's Park being provided. However, Sport England will need to be consulted and they can be sensitive about the loss of pitches, so a good justification will need to be provided. Also, SNC have a loss of open space policy, so justification would be required for this also.
- 7.10 **Legal Implications** – N/A
- 7.11 **Equality Implications** - With the increase in overall car parking provision the opportunity is presented to increase accessible car parking bay numbers at the front of the facility, thus improving accessibility to drivers and passengers with specific mobility challenges and needs.
- 7.12 **Environmental Impact** - The proposal will resolve unlawful and dangerous parking practices. At times, it potentially impinges on emergency vehicle access. Therefore, the proposal safeguards staff and customers, in addition to improving car parking provision for all. To further mitigate the environmental impact of the increased car parking provision, the installation of electrical vehicle charging points for non-fossil fuel vehicles will be investigated.
- 7.13 **Crime and Disorder** - Will reduce/eradicate illegal and dangerous parking practices and reduce customer stress and anxiety/anger, which has led to a number of flashpoints regarding parking availability and bay conflicts.

## **8 CONCLUSION**

- 8.1 In order to further grow the centre's appeal and cater for the increasing demands on Wymondham Leisure Centre's facilities (from the growing population), the use of the (now available) 3G space to increase the car parking numbers is vital to its continued success.

## **9 RECOMMENDATIONS**

- 9.1 South Norfolk Cabinet to agree to the utilisation of designated Wymondham Leisure Centre enhancement S106 monies to fund the additional car parking provision at Wymondham Leisure Centre.

## **Background Papers**

None

## **UPDATE TO LOCAL DEVELOPMENT SCHEME**

**Report Author(s):** Simon Marjoram  
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**Portfolio:** External Affairs and Policy

**Ward(s) Affected:** All

**Purpose of the Report:**

Amendments to the current Local Development Scheme

**Recommendations:**

It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Local Development Scheme (October 2018).

## **1 SUMMARY**

- 1.1 The report sets out amendments to the current October 2018 Local Development Scheme (LDS). The LDS sets out the timetable for preparing new local plans and summarises what they are to contain. Amendments are proposed regarding the emerging Greater Norwich Local Plan (GNLP), specifically that the GNLP will *not* supersede the adopted Area Action Plans for Long Stratton and Wymondham and the adopted Development Management Policies DPD, but that some parts may be added to, amended or replaced.

## **2 BACKGROUND**

- 2.1 It is a legislative requirement for the Council to publish a Local Development Scheme and to keep this up-to-date. The last update to the LDS (October 2018) was agreed by Cabinet on 5 November 2018. This can be viewed at:  
[https://www.south-norfolk.gov.uk/sites/default/files/downloads/south\\_norfolk\\_local\\_plan\\_lds\\_-\\_oct\\_18\\_0.pdf](https://www.south-norfolk.gov.uk/sites/default/files/downloads/south_norfolk_local_plan_lds_-_oct_18_0.pdf)

## **3 CURRENT POSITION/FINDINGS**

- 3.1 As part of the work on the emerging Greater Norwich Local Plan (GNLP) it has become evident that amendments are needed to the LDS. Currently the LDS states that the GNLP will supersede the adopted Joint Core Strategy, South Norfolk Site Specific Allocations and Policies Document, Wymondham Area Action Plan and Long Stratton Area Action Plan. However, the Area Action Plans (AAPs) both deal with co-ordinating large-scale development with the delivery of infrastructure and involve policies that go beyond the straightforward allocation of development sites. Specifically, both AAPs have policies concerning the parallel delivery of Green Infrastructure and recreation provision, as well as impacts on the respective town centres. Whilst development in both locations is progressing, particularly at Wymondham, fulfilling the AAP development will still take several years. As such, it would be premature to remove the Wymondham and Long Stratton AAPs at this time. Consideration has been given to whether they should be incorporated into the GNLP, but it is now felt that it is better for them to remain separate and have the flexibility to be reviewed and updated as necessary as the developments progress. Consequently, it is now proposed that it would not be necessary, nor beneficial, to wholly supersede the Wymondham and Long Stratton AAPs by the GNLP. However, the GNLP may still propose changes within the areas covered by the AAPs e.g. the possibility of further land being allocated for development in these locations.
- 3.2 Currently the LDS does not include reference to the GNLP including any potential amendments to the adopted South Norfolk Development Management Policies Document (October 2015). Whilst it is not the intention to wholly supersede the Development Management Policies Document, there may be some aspects that need to be changed through the new GNLP, and it would be useful for the LDS to refer to this possibility.

## 4 PROPOSED ACTION

- 4.1 To ensure that the latest situation on the proposed GNLP is properly reflected in the LDS, it is proposed that the following amendments are made, and an updated LDS published:

Page 5, para 3.1:

*As well as replacing the JCS the GNLP will also allocate the sites to deliver future growth, effectively replacing the South Norfolk Site Specific Policies and Allocations Document, and potentially some elements of the Wymondham and Long Stratton Area Action Plans, The South Norfolk Development Management Policies Document and, ~~potentially, elements of some Neighbourhood Plans.~~*

Page 6, 'Relationship with adopted local plan(s)':

*The GNLP will supersede*

- a) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted 2014); and*
- b) the South Norfolk Site Specific Allocations and Policies Document (October 2015);*

*~~e) The Wymondham Area Action Plan (October 2015); and d) the Long Stratton Area Action Plan (October 2015); and e) those other documents identified in the LDSs for Norwich City and Broadland District Councils~~ the South Norfolk Development Management Policies Document (October 2015) will not be superseded, although there may be elements of the GNLP that add to, amend or replace parts of those documents.*

*The GNLP will be a component of the overall South Norfolk Development Plan, in conjunction with the retained documents and any 'made' Neighbourhood Plans*

## 5 OTHER OPTIONS

- 5.1 The alternative is to not make the above amendments, which would mean that either the LDS is not up-to-date, or the GNLP continues to be prepared in accordance with the existing LDS i.e. including the Wymondham and Long Stratton AAP policies within it and not facilitating any modifications relating to the Development Management Policies Document. Continuing with the latter approach would result in a more complex Plan and mean that necessary and appropriate changes relating to the Development Management policies could not be made.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – Production and publication of the revised LDS is within the normal Planning Policy Team resources. The work on the GNLP is resourced under the arrangements for the Greater Norwich Development Partnership.
- 6.2 **Legal Implications** – Not having an up-to-date LDS would conflict with the Localism Act (2011) and result in emerging Local Plan documents not being ‘sound’ and legally compliant. If the GNLP is not progressed the existing development plan documents will become increasingly out-of-date and of less relevance in the determination of planning applications.
- 6.3 **Equality Implications** – In terms of the Equalities Act 2010 requirements, the LDS is not a policy, but is the document that sets out the timetable for the production of Development Plan Documents, in accordance with the legal requirements. As such, it does not itself impact on equalities. The timetable allows sufficient time for community engagement, as required under the Council’s Statement of Community Involvement (SCI). The Development Plan Documents will themselves be subject to equalities impact assessment.
- 6.4 **Environmental Impact** – None
- 6.5 **Crime and Disorder** – None
- 6.6 **Risks** – The other authorities involved in the production of the GNLP could take a different stance, but the matter has been discussed and agreed in principle by the GNLP Directors, so this is considered unlikely.

## **7 CONCLUSION**

- 7.1 The process of preparing the Greater Norwich Local Plan (GNLP) has identified some changes to make the document less complex and more flexible; it is necessary for the LDS to be amended to reflect this.

## **8 RECOMMENDATIONS**

- 8.1 It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Local Development Scheme (October 2018).

## **Background Papers**

None

## **UPDATE TO STATEMENT OF COMMUNITY INVOLVEMENT**

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**Portfolio:** External Affairs and Policy

**Ward(s) Affected:** All

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

Amendments to the current Statement of Community Involvement (SCI)

### **Recommendations:**

It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Statement of Community Involvement (2017)

## **1 SUMMARY**

- 1.1 The report sets out amendments to the current May 2017 Statement of Community Involvement (SCI). The SCI sets out how the Council will involve people in the production of the Local Plan document, as well as in the consideration of planning applications. Amendments are proposed to reflect the advice and support that South Norfolk Council can give to communities involved in the preparation or modification of Neighbourhood Plans or Neighbourhood Development Orders in the district. Amendments are also proposed to reflect the position regarding the General Data Protection Requirements. It is not proposed to update any further sections of the SCI, including those relating to the publication and determination of planning applications.

## **2 BACKGROUND**

- 2.1 It is a legislative requirement for the Council to publish a Statement of Community Involvement and keep this under review. The last update to the SCI (May 2017) can be viewed at: <https://www.south-norfolk.gov.uk/residents/planning/planning-policy/statement-community-involvement>

## **3 CURRENT POSITION/FINDINGS**

- 3.1 Under the Neighbourhood Planning Act 2017, South Norfolk Council is required to set out in the SCI the support and advice that it will offer to communities engaged in the neighbourhood planning process. The current SCI includes reference to the legislative requirements for the production of a Neighbourhood Plan and includes details of consultation bodies as well as the potential involvement and publicity arrangements throughout the production process for a Neighbourhood Plan. The updated legislation requires an expansion of this information to include details of the support and advice that can be offered to groups involved in this process.
- 3.2 Consideration of the existing resources available to Neighbourhood Plan groups indicates that with the exception of the additional guidance material that can now be accessed from the Broadland District Council Spatial Planning Team there are no significant changes to the types of support that are available to Neighbourhood Plan groups. Therefore this list largely reflects the existing support and advice that has been available to groups involved in the production of Neighbourhood Plans.
- 3.3 Following the introduction of the General Data Protection Regulations (EU 2016/679) it was resolved that it was no longer appropriate to maintain a Planning Policy consultation database for the purposes of future consultations on Local Plan documents. The existing database was therefore deleted and it is proposed that the SCI should be updated at this time to remove references to the public consultation database.

## 4 PROPOSED ACTION

- 4.1 To ensure that the latest legislative requirements are properly reflected in the SCI, it is proposed that the amendments summarised below are made, and an updated SCI published:
- Page 12, para 35 inserted – to set out where full details of the support services available from South Norfolk Council can be found in the SCI (Appendix 4);
  - Page 16, paras 52-54 deleted and amended – reference to the Council maintaining contact details on a Local Plan consultation database is removed;
  - Page 16, para 56 amended – to include the General Data Protection Regulation (EU 2016/679);
  - Page 27, table updated – to clarify that publication and invitation for representations about a Neighbourhood Plan area will only occur in instances where the area boundaries differ from the parish boundaries and to remove reference to a residents consultation database;
  - Page 29, para 68 amended – to remove reference to contacting residents on the consultation database; and
  - Appendix 4 inserted – to set out in detail the advice and support mechanisms available to Neighbourhood Plan groups

## 5 OTHER OPTIONS

- 5.1 The alternative is to not make the above amendments, which would mean that the SCI is not up-to-date and would not be compliant with the updated legislation.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – Production and publication of the revised SCI is within the normal Planning Policy Team resources.
- 6.2 **Legal Implications** – Not having an up-to-date SCI would conflict with the Neighbourhood Planning Act 2017 and would not be legally compliant.
- 6.3 **Equality Implications** – In terms of the Equalities Act 2010 requirements, the SCI is not a policy but is the document that sets out the actions that the Council will take to ensure that people are fairly included within the planning process. It provides a framework for publicity and consultations undertaken in connection with the planning process. As such, it does not itself impact on equalities. The Development Plan Documents will themselves be subject to equalities impact assessment.
- 6.4 **Environmental Impact** – None
- 6.5 **Crime and Disorder** – None
- 6.6 **Risks** – None



## **7 CONCLUSION**

- 7.1 It has been identified that following legislative amendments it is necessary for the SCI to be updated to reflect these.

## **8 RECOMMENDATIONS**

- 8.1 It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Statement of Community Involvement (May 2017).

### **Background Papers**

None

# **South Norfolk Statement of Community Involvement**

**May 2017 (amended June 2019)**



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## **1. Introduction**

### **Why we are preparing this Statement of Community Involvement?**

1. South Norfolk Council is always looking for ways for the community to become more engaged in planning matters. We want to encourage more people to be involved and to make that involvement as easy as possible. Local knowledge is important as it helps to ensure that development in South Norfolk maximises benefits for the community whilst protecting the special qualities of the district.
2. This South Norfolk Statement of Community Involvement (SCI) is a 'code of practice' setting out how the Council will involve people in planning decisions. It identifies how and when participants from local communities and other partner agencies will be involved in the preparation of Local Plan documents. It also sets out the way in which the community can be involved in the determination of planning applications.
3. Once adopted, the Council must comply with the (updated) SCI in preparing any Local Plan document or when determining a planning application.

### **The need for review**

4. The requirement to prepare a SCI is set out in the Planning and Compulsory Purchase Act (2004). South Norfolk Council first published a SCI in 2007 to explain how the Council intended to involve people in the preparation of its planning policy documents and engage them in the processing of planning applications. Since 2007 there have been a number of important changes to national planning policy which will affect how we prepare and consult on plans and proposals and these have led to the need to review the SCI.
5. Under the national planning system the Council has to prepare a Local Plan to guide development and growth in South Norfolk over the next 10-20 years. The Local Plan shows how the Council intends to provide for new housing and employment growth in its area, how much development will be planned for and where it will go. A Local Plan also sets out what will and will not be allowed in certain areas and which areas must be protected from development altogether.
6. The Government has made it clear that it now expects Councils to prepare Local Plans and put them in place as quickly as possible. Recent Government announcements suggest that Councils which do not already have up to date Local Plans will be expected to prepare and adopt them (that is, complete the legal process to bring them into force) by the end of 2017. Councils which fail to produce timely Local Plans may face possible sanctions and financial penalties. Councils that have adopted their plans recently must keep them up to date and review them as soon as practicable.

7. Although the main South Norfolk Local Plan documents were only adopted in October 2015, the overall planning strategy for the Greater Norwich area (the Joint Core Strategy for Broadland, Norwich and South Norfolk) is more than four years old and a new Local Plan now needs to be prepared to manage and shape longer term growth and development to 2036. At the same time there is a need for an overall planning framework to establish future needs and set targets for housing and jobs across the whole of Norfolk and ensure that new local plans for individual districts are consistent with those targets.
8. Accordingly, in partnership with Broadland District Council and Norwich City Council and working with Norfolk County Council, South Norfolk Council has started work on a new Greater Norwich Local Plan that will set out a development strategy for the wider Norwich area (covering the whole of the three districts) between now and 2036, as well as a broader Norfolk Strategic Framework to set overall planning targets across the county as a whole.
9. The Council will need to strike a careful balance between meeting our obligations to the Government to prepare plans as speedily as possible with making sure that local people have a meaningful opportunity to comment on and influence what goes into those plans through the plan making process. In order to meet Government obligations some of the consultation arrangements for plan-making in the 2007 SCI have had to be reviewed and updated in this document, particularly to streamline certain procedures.
10. In relation to planning applications, the Government has made changes to national planning rules which mean that more kinds of development can now be carried out, and more kinds of premises can change their use, without planning permission – this is called *permitted development*. Also to encourage more housebuilding, the Government have plans to change and simplify the planning process for housing, granting automatic ‘permission in principle’ for new housing on previously developed sites which Councils have listed as suitable. Under new Government plans Local Plans will also have to provide land for low cost starter homes on all suitable housing development sites.
11. Taken together, the changes in the planning system will inevitably affect the way that Local Plans are prepared and how planning applications are made and dealt with. This means that the way we involve local people in the planning process also needs to change. In cases where no planning application is needed (such as permitted development), the Council cannot always let people know about all development which is happening in their area, however applications which need prior approval under permitted development rights are included in the weekly list of planning applications published on the Council’s website. The permitted development rule changes are designed to speed up the planning process, and make smaller scale building projects and minor changes easier. But this will sometimes mean that local people will have less opportunity than before to have their say.

## South Norfolk Council Vision and Priorities

12. We are committed to making South Norfolk one of the best places to live and work in the country. Below is our vision for South Norfolk as a place and our ambition for South Norfolk Council as an organisation (taken from the South Norfolk Corporate Plan 2016-2020):



13. We have three corporate priority areas where we focus our resources and efforts. These areas are underpinned by our customer focussed, collaborative and commercial approach to service delivery.



14. In order to achieve the Council's 'Vision' and 'Priorities' through the planning service, it is essential that there is effective public involvement in plan-making and in the determination of planning applications and that clear standards are set for when and how involvement will take place

### **Our aims for community involvement**

15. Our aim is to give communities every opportunity to shape the way planning happens in South Norfolk. To achieve this, the Council has made the following four commitments:

<ul style="list-style-type: none"><li>• We will work with town/parish councils, community groups and other local representatives to help you and your community take a more active role in planning</li></ul>
<ul style="list-style-type: none"><li>• We will be readily approachable and will work effectively to build open and honest relationships with you</li></ul>
<ul style="list-style-type: none"><li>• We will help you to understand more about planning and will use plain English in all the plans we prepare</li></ul>
<ul style="list-style-type: none"><li>• We will take all views into account and (where relevant) feedback information throughout the planning process</li></ul>

16. The Council understands how important it is to involve the community. In this SCI the term 'community' is being used in its widest sense. A community is a group of people and organisations which have a common interest, in this case an interest in the future development of South Norfolk. Overall, greater community involvement in planning will help deliver sustainable development through decisions and outcomes, although clearly there will remain instances where some people will be disappointed by some planning decisions the Council will make – this is, however, unavoidable, as competing interests will sometimes exist which are irreconcilable. More information about sustainable development in the context of planning can be found in the [National Planning Policy Framework](#).
17. A number of groups within South Norfolk have been traditionally more difficult to engage with than others. Using the most appropriate techniques and consultation methods the Council will aim to get a response that is representative of the population of the District or of the particular area under consideration. To do this the Council will work with those locally organised groups that can offer improved access to 'hard to reach' groups. These will include:
- Neighbouring authorities and Norfolk and Suffolk County Councils;
  - Service and utilities providers;
  - National and local amenity, campaign, interest and support groups (such as groups representing environment/conservation/heritage concerns, access/disability issues, and religious/ethnic/race groups);
  - Young people, including School Councils and South Norfolk Youth Action;
  - South Norfolk Older People's Forum.



## **The Council's commitment to equality**

18. The Equality Act 2010 introduced a Public Sector Equality Duty (PSED). This Duty requires South Norfolk Council, and other public sector organisations, to have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
  - Advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - Foster good relations between people who share a protected characteristic and those who do not.
19. This is particularly relevant to planning which has a role to play in promoting equality of opportunity and cohesion by considering the needs of the community. The Council recognises that equality of opportunity in practice includes ensuring that vulnerable or disadvantaged groups have their voices heard and their needs considered. The SCI supports that objective through providing guidance on how to get people involved in planning. Planning activities and decisions will be impact assessed in order to ensure that there are no unintended negative impacts on vulnerable or disadvantaged groups. The assessments will focus on the eight protected characteristics of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation but will also consider the wider implications of socio-economic inequalities on community cohesion. This is normally carried out through an Equality Impact Assessment (EqIA) which takes place during the Local Plan production process.
20. As part of the community involvement exercises that form the preparation stage of Local Plan documents, the Council will seek to monitor the characteristics of those that take part (typically through the use of a monitoring form attached to consultation response forms or through recording details about those attending consultation events). If it is considered that certain parts of the community who share a protected characteristic, and who may be affected by the subject of the proposed plan are underrepresented then the Council will consider undertaking further involvement exercises, specifically targeted at these groups of people.
21. All printed material will be offered in Braille, large print, audio and translation options on request and the IN TRAN facility will be publicised in all printed material.

## **The role of Elected Councillors**

22. Elected councillors have an important role to play as:

- Community representatives – if you would like to, you can share your views about planning matters directly with your Ward Councillor;
- Information providers – Councillors can act as a link between planning officers and people in their ward and community;
- Decision makers – Elected councillors make decision on certain planning applications and also sign-off Local Plan documents for consultation. In order for a Local Plan to be submitted to the Secretary of State or adopted it must be agreed at a Full Council meeting.

23. Members of the public can make their views known to elected councillors in a number of ways; by letter, email, or face-to-face discussion. This is described as 'lobbying' and the councillor will (if your views are communicated in writing) be obliged to pass these on to the Planning Department, where they will be published publicly. It is important that the proper consultation process is used because this is how views are registered in the plan-making or planning application process. This ensures that while councillors hear what you have to say, you will not miss the opportunity to be heard at committees or at any subsequent appeal, inquiry, hearing or examination and that your views are properly publicly recorded and published.

## **RTPI Planning Aid England**

24. People who want to be involved can sometimes be put off by the complexity of the planning system so the Royal Town Planning Institute (RTPI) Planning Aid England is there to offer assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages people to get involved in the planning system to help shape their own environment. South Norfolk Council endorses Planning Aid England as a service that communities in South Norfolk may wish to use to seek assistance on matters discussed within this SCI.

25. Planning Aid offers five main services and types of support:

- Free planning advice and guidance – website and advice line;
- Bespoke support for eligible individuals and communities;
- Outreach and capacity building;
- Neighbourhood Planning;
- Online resources and guides.

RTPI Planning Aid England can be contacted via the planning aid advice line:

Tel: 0330 123 9244

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

Web: [www.rtpi.org.uk/planning-aid](http://www.rtpi.org.uk/planning-aid)

## **2. Community Involvement in Plan Making**

### **What kinds of documents are consulted on?**

26. The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the community involvement requirements for local authorities to follow in preparing their local planning documents.
27. The local planning documents prepared by the Council are identified in a document called the Local Development Scheme (LDS). The LDS includes a timetable of when we aim to produce the documents and the various stages they must go through to be adopted. The LDS is available on the Council's website at <http://www.south-norfolk.gov.uk/planning/2925.asp> and is reviewed and updated regularly. The main types of documents produced are:

### **Local Plans**

28. Local Plans are the formal policy documents which constitute the statutory development plan for South Norfolk. Once adopted these have full legal weight in decision making. The Council's decisions to approve or refuse any development which needs planning permission must be made in accordance with the policies in the Local Plan, unless material considerations indicate otherwise. Material considerations are issues that can be taken into account when making decisions on planning applications. These can include (but are not limited to) national planning policies (set out in the National Planning Policy Framework) emerging local planning policy, financial considerations (viability), overlooking/loss of privacy, parking, highway safety and traffic, noise, effect on heritage impacts – listed buildings and conservation areas, layout, density, design, disabled person's access, biodiversity impacts – nature conservation, protected trees, previous planning decisions. The weight attached to material considerations in reaching a decision is a matter of judgement. Issues such as loss of property value, loss of view and an applicant's personal circumstances are non-material planning considerations and cannot be taken into account in the planning process.
29. There are two main stages of consultation on Local Plans, these being:
  - Regulation 18, which specifies that local planning authorities should seek community involvement in the preparation of each Local Plan and that authorities should take into account the comments received in the preparation of the plan. This is often referred to as consultation on the draft Local Plan, and might also be called the Issues and Options stage.
  - Regulation 19, deals with the publication of the Local Plan and occurs before the Council submits the document to the Secretary of State for examination. The Council must publish the document and invite formal representations over a minimum six-week period. This stage is known as the pre-submission publication stage.

30. There are further regulations which set out the requirement for the Council to notify previous consultees of various ensuing stages of the Local Plan, these being:
- Notification of submission of the document to the Secretary of State;
  - Notification of the date, time and place of the public hearing (related to the examination of the document), as well as the name of the Inspector;
  - Notification of the publication of the Inspector's Report; and
  - Notification of the adoption of the Local Plan.

#### Supplementary Planning Documents (SPDs)

31. These help to support and explain in more detail how the Council will implement particular policies and proposals in the Local Plan. SPDs are supplementary to the policies in the Local Plan and must be consistent with them. SPD cannot create new policy. SPD can also take the form of masterplans, detailed design briefs or development briefs for sites identified for future development ('allocated') in the plan, as well as for other emerging sites. SPDs can be reviewed frequently and relatively straightforwardly to respond to change, whereas a review of the policies in a Local Plan document is a longer and more complex process.
32. The 2012 Regulations referred to above also specify requirements for community involvement in the production of SPDs, which differ from that for Local Plans.
- Regulation 12, details requirements for local planning authorities to produce a statement setting out a summary of the main issues raised in consultation on production of the SPD in question and how the resulting SPD has addressed those issues.
  - Regulation 13, specifies that the local authority must invite representations on the draft document over a minimum four week period prior to adoption. This is known as the pre-adoption publication stage.
  - Regulation 14, then requires the authority to notify anyone who so requested that the SPD has been adopted.

#### Neighbourhood Plans

33. One of the main recent changes in the planning system encourages people to become more involved in the planning of their local area. They can do this by helping to prepare or by participating in the organised events and consultations of the Neighbourhood Plan process. South Norfolk Council wants to encourage people to become involved in making Neighbourhood Plans. The Planning Policy team is responsible for supporting the work of any Neighbourhood Plan group (this is a legal requirement) but these documents are essentially produced by local groups and are subject to their own consultation arrangements. Further information on the preparation of Neighbourhood Plans can be found in the [Planning Practice Guidance](#). The [Locality website](#) gives advice on financial support and grants as well as general information about producing Neighbourhood Plans.

34. The main stages in Neighbourhood Plan production which require South Norfolk Council to undertake consultation or notify communities and other stakeholders of certain developments in the process are summarised below. A list of statutory consultees for Neighbourhood Plans can be found at Appendix 2:
- Publicising and inviting representations over a minimum six week period on applications for the designation of a Neighbourhood Area (the area that the Parish/Town Council would like the Neighbourhood Plan to cover);
  - Publicising and inviting representations over a minimum six week period on a submitted Neighbourhood Plan and associated documents;
  - Publication and notification of the examiner's report, as well as South Norfolk Council's decision in relation to that report;
  - Publication and notification of the referendum information statement and specified documents, giving at least 28 working days notice of the date and procedures relating to a Neighbourhood Plan referendum; and Publication and notification of the adopted Neighbourhood Plan.
35. Appendix 4 sets out a comprehensive list of the main ways in which South Norfolk Council can support communities in the district that are developing Neighbourhood Plans, as required by the Neighbourhood Planning Act 2017.

### **The current Local Plan**

36. The current Local Plan for South Norfolk comprises the following adopted documents:
- Joint Core Strategy for Broadland, Norwich and South Norfolk (the JCS) adopted in March 2011, amendments adopted January 2014;
  - the South Norfolk Site Specific Allocations and Policies (adopted October 2015);
  - the South Norfolk Council Development Management Policies Document (adopted October 2015);
  - the Wymondham Area Action Plan (adopted October 2015); and
  - the Long Stratton Area Action Plan (adopted May 2016).
37. In addition, the Council is also working on a Gypsies and Travellers Local Plan document, which when adopted will also form part of the Local Plan.
38. The Council also has adopted Neighbourhood Plans for Cringleford and Mulbarton as well as a number of Supplementary Planning Documents. Neighbourhood Plans are not technically part of the Local Plan but do form part of the wider Development Plan for the district.



## The current South Norfolk Local Plan

### The emerging Local Plan

39. The proposed Greater Norwich Local Plan (GNLP) will be a new statutory Local Plan for Broadland, Norwich and South Norfolk, and will replace the present Joint Core Strategy (JCS). Like the present JCS it will set out strategic planning policies for the whole Greater Norwich area (Broadland, Norwich and South Norfolk districts) but unlike the present JCS it will also include policies and proposals for individual sites. As such the GNLP will eventually replace the separate Site Allocation plans for the individual districts. Further information can be found at [www.greaternorwichlocalplan.org.uk](http://www.greaternorwichlocalplan.org.uk), although key information and links are, of course, also on South Norfolk Council's own website.
40. The proposed Norfolk Strategic Framework (NSF) will be a non-statutory strategic policy statement which will set broad targets and priorities for the next round of statutory local plans for the individual local planning authorities in Norfolk, facilitating joint working across district boundaries and helping to fulfil the statutory Duty to Co-operate (see below).
41. Both of the above documents will cover the period to 2036. The current work programme for the preparation of the both the GNLP and NSF is set out in the latest revision of the South Norfolk LDS which was published in October 2016 <http://www.south-norfolk.gov.uk/planning/2925.asp>. The programme is subject to review and the LDS will be updated to reflect any changes.

## **Procedural requirements**

42. Local Plan documents must be prepared in accordance with a nationally prescribed procedure set out in the Local Planning Regulations for England, which were last updated in 2012. This procedure will be followed in preparing the emerging Greater Norwich Local Plan, but a more streamlined and fast-track process will be used for the Norfolk Strategic Framework, since this is not a Local Plan document but an evidence framework to inform the preparation of Local Plans.
43. At key stages of plan-making there are opportunities for the public to comment on emerging planning policies and proposals in the documents being prepared; indeed, this engagement is vital to ensure that the Council fully understands public views (and information) on policies and proposals. At the end of the process Local Plan documents must be submitted to the Secretary of State and be independently examined by a Government appointed inspector to assess their soundness and legal compliance before they can be adopted by the Council and come into force.
44. Certain other documents must be published alongside each Local Plan document, including:
  - The independently prepared Sustainability Appraisal (SA) report of the Local Plan at each stage. (A Sustainability Appraisal Scoping Report is prepared and consulted on at the start of the process to set out what sustainability issues and objectives the SA should cover and what evidence it will use);
  - An update to the Policies map, setting out the Local Plan's policies and proposals on a map base (if relevant);
  - A statement of consultation summarising public representations made to the plan and how they have been addressed (called the 'Regulation 22(c)' statement);
  - Copies of any representations made;
  - Any other supporting documents considered by the Council to be relevant in preparing the plan; and
  - An adoption statement and environmental statement (when the plan is adopted)
45. The Local Plan is supported by a range of research reports, studies and topic papers which make up a detailed evidence base which informs and justifies its policies.

## **The Duty to Co-operate**

46. For many years South Norfolk Council has worked in close co-operation with its neighbouring councils in Broadland and Norwich to plan for and deliver major growth envisaged for the Greater Norwich area. This work was undertaken as part of a formal Greater Norwich Development Partnership (GNDP). The Joint Core Strategy for Broadland, Norwich and South Norfolk was produced by the GNDP, which includes Norfolk County Council working in partnership with the three districts and this arrangement will continue for the emerging Greater Norwich Local Plan.
47. The need for Councils and other agencies (see Appendix 1) to work together in developing effective planning strategies for their areas is now a legal duty. Councils must show that they have met this statutory Duty to Co-operate in order for Local Plans to be accepted (found 'sound' and 'legally compliant') when those plans are independently examined by a Government-appointed inspector. Work on preparing the overall Norfolk Strategic Framework – although it will not be a formal local plan – will involve South Norfolk Council in joint working with all the local planning authorities in Norfolk, plus other agencies, across Norfolk, and also into Suffolk, Cambridgeshire and Lincolnshire.
48. The Local Plan documents which have been and will be prepared jointly by the Greater Norwich area authorities are set out in the respective LDS's for each Council. Public involvement in their preparation is guided by the standards set out in this SCI, which is very similar in the 2016 Broadland and Norwich SCIs.

## **Who will we consult with?**

49. The Town and Country Planning (Local Planning) (England) Regulations 2012 set out statutory requirements for the Council to follow in producing its Local Plan documents. The regulations define two specific groups of consultation bodies for the purpose of plan making. These are 'specific consultation bodies' and 'general consultation bodies'.
50. Specific consultation bodies are listed within the regulations and criteria are also suggested for determining general consultation bodies. Appendix 2 sets out South Norfolk Council's interpretation of 'specific' and 'general' consultation bodies for the purposes of involvement in plan making.
51. The Regulations require that for each Local Plan document being produced the Council must involve any of the specific and general consultation bodies that it feels may have an interest in the subject of the proposed document. This means that the Council will not necessarily consult the same consultation bodies on each Local Plan document it produces.
52. The regulations also require the Council to involve such residents or businesses in the area that it considers appropriate.



53. Comments submitted on consultation documents will be publicly available on the Council's website and cannot be made confidentially.

### **The basic content of each Local Plan consultation document**

54. Because the Local Plan is made up of a number of documents (including Supplementary Planning Documents) the Council will make clear the stage of the document which is the subject of each consultation. The Council will ensure that the language used is straightforward, minimising jargon and clearly explaining any technical terms.
55. Each consultation will make clear:
- The document being prepared;
  - The stage in the process that the document has reached (e.g. Issues and Options or Pre-submission);
  - The scope and purpose of each consultation;
  - The issues/questions on which the Council wants to receive views or representations;
  - What people are being invited to do; (e.g. answer a questionnaire, attend a meeting etc.);
  - The date and time that responses need to be received by the Council;
  - How the responses received will be used;
  - What the public responses can or cannot influence in the consultation documents;
  - How and when results of the consultation will be made available;
  - How decisions will be made using the results of the consultation and
  - What are the future stages in the process.
56. It will also be made clear that
- i. Any personal details and information supplied will be treated in accordance with the Data Protection Act 2018, General Data Protection Regulation (EU 2016/679) and the Freedom of Information Act 2000 which control how personal information is used by organisations, businesses or the government.

- ii. There may be a number of elements which consultation responses will not be able to change (such as the status of nationally designated wildlife sites and national planning policies) and therefore it will be made clear on which matters consultation responses are sought.

### **Consultation methods**

57. The Council has a well-established procedure for involving people in plan making and we will continue to refine our understanding of different consultation techniques. A variety of methods have and will be used during consultations, taking into consideration the issues being consulted on, the stage of consultation and the needs of the audience. These include, for example, the use of appropriate locations and/or the use of particular presentation media for presentation to blind people, people with impaired hearing and people with mental health issues or learning difficulties.
58. The Council will use a range of methods of consultation appropriate to the needs of the exercise and the stage of the consultation reached. The Council will consider carefully:
  - The ways in which we publicise documents and events - letters, advertising etc;
  - The ways in which we consult - questionnaire, exhibition etc.;
  - Methods for feeding back the results - direct to participant, published on the website etc.
59. Consultation is carried out increasingly by electronic means but this is still rapidly evolving in the digital age. Whilst almost all documents are made available electronically, the challenge remains as to how information can be disseminated effectively to attract the widest audience. The Council is steadily expanding the use of digital technology to enable direct access to its services across a range of devices and allow local people to make payments, submit comments and report issues and problems electronically. We will endeavour in future planning consultations to integrate these mechanisms where possible and extend the use of social media to help access 'hard to reach' groups, especially younger people. However, we will also continue to use more traditional methods of consultation to include those without access to the internet or social media. The Council encourages comments to be submitted electronically via the website or email where possible (which is much cheaper and easier to process) but will also continue to accept paper representations. Comments received will be published on our website and recorded with the name under which the comments were made.
60. We will use a range of consultation approaches. We will **always** publish information on the Council's website and have hard copies available for inspection at the Council's office. Other consultation/engagement methods will also be used, but these will depend on the document being consulted on, the stage of consultation reached and the appropriateness of different techniques. Some of these potential methods are described below, but this is not necessarily

an exhaustive list (more detail about individual consultation methods is given in Appendix 3):

61. We will:

- Make consultation information and documents available on the Council's website and in our Council Office receptions
- Send out letters/emails to statutory/general consultees (as appropriate)
- Involve Local Councillors and Town/Parish Councils (as appropriate)
- Lodge copies of consultation material at libraries in the district in paper and/or electronic form (as appropriate)
- Engage local print and broadcast media (as appropriate)
- Publish articles in the Council's Link magazine/ Parish Magazines (as appropriate)
- Produce posters/notices for Town/Parish Council noticeboards and other methods of advertising (as appropriate)
- Hold exhibitions/meetings (as appropriate)
- Facilitate focus groups/workshops (as appropriate)
- Consult with Neighbourhood Planning bodies and take account of Parish Plans (as appropriate)
- Make use of social media (as appropriate)

62. We acknowledge that it is important to make public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to undertake consultations using all the methods listed above at every stage of the plan making process. We will make sure that consultations are tailored appropriately to the nature of the plan, policy or proposal being consulted on and the stages it has reached. At any consultation stage the Council will comply with the minimum legal requirements for consultation.

63. The Council will aim to hold all public consultation events at venues that have good access for everybody. Venues should be ideally be within easy distance of local communities for walking and cycling and on a public transport route, as well as having enough car parking. The Council will also choose locations that reflect the geographic spread of the population. Given the rural nature of large parts of South Norfolk, it may not always be possible to use venues which allow easy access for all; where this is the case clear information about other methods of participation will be available. Events will be timed to allow as many people as possible in the target audience to attend, taking into account working hours, school/public holidays, other known events etc. When targeting specific groups venues will be chosen accordingly e.g. using colleges or student unions to target the 18-35 age group.

## How long will consultations last?

64. The following timescales will be adhered to for documents consulted on:

Document type	Normal period for consultation	Circumstances in which the consultation period will be extended
Local Plan documents and accompanying sustainability appraisal reports	We will consult for at least the minimum statutory period of <b>six weeks</b> (42 calendar days) on Local Plan documents	We will extend consultation periods to allow for extra days where a bank holiday falls within a consultation period (on a day-for-day basis).
Neighbourhood plans (See pages 25-26 for the stages of the process which require the Council to undertake consultation)	We will consult for at least the minimum statutory period of <b>six weeks</b> (42 calendar days) when proposals for neighbourhood plans prepared by designated neighbourhood planning bodies are published (Regulation 16 publication stage).	Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum.
Supplementary planning documents (SPD) including planning briefs.	We will consult for at least the minimum statutory period of <b>four weeks</b> (28 calendar days) on SPD and on planning briefs which have the status of SPD.	At its discretion, and only in the early, informal stages of Local Plan/SPD production, the Council may allow additional time for representations to be made in circumstances where there is a justifiable reason for not responding within the deadline.
Non-statutory planning documents and informal guidance.	We will consult for a period appropriate to the coverage and content of the document concerned.	
Future reviews of this Statement of Community Involvement (SCI)	We will consult for at least six weeks (42 calendar days) on any future reviews of this SCI	In accordance with the Code of Recommended Practice on Local Authority Publicity, we will not normally run consultations on planning documents in the six week period immediately before local council elections. ("purdah").

### **How will we consult people at different stages in the plan making process?**

65. Different types of policy documents need different levels of involvement, depending on factors such as how many people would be affected by the proposed policy and the type of impact it would have. Detailed guidance on who we will involve, how and what level at the various stages of the plan making process is given on the following pages:

## Potential involvement and publicity methods at different stages of Local Plan production

Stage	Description	Potential involvement methods	Potential publicity methods
Pre-production/ evidence gathering	The information needed for the plan is prepared and potential issues identified. This stage may encompass a series of discrete exercises	<ul style="list-style-type: none"> <li>• Parish/Town Council workshops</li> <li>• Stakeholder focus groups</li> <li>• Stakeholder meetings</li> <li>• Resident/stakeholder workshops</li> <li>• Survey documents (hard copy and online)</li> <li>• Write to statutory environment bodies to initiate Sustainability Appraisal screening</li> </ul>	<ul style="list-style-type: none"> <li>• Letter/email to stakeholders and database contacts</li> <li>• Information on the Council's website</li> <li>• Information via SNC social media</li> <li>• Information in libraries and at Council offices</li> <li>• Article in The Link Magazine (if publication timings allow)</li> <li>• Article in the local press</li> <li>• Letter/email to Town/Parish Councils and elected Members</li> <li>• Posters on Parish Notice boards/libraries</li> <li>• Article in Parish magazines</li> </ul>
Consultation on draft Local Plan (Regulation 18)	<p>The information gathered at the first stage is taken into account in the drafting of detailed policies and allocations.</p> <p>The Council presents a draft of the Local Plan setting out detailed policies which meet the aims of the Plan and address identified issues.</p> <p>Depending on the level of complexity, the draft Local</p>	<ul style="list-style-type: none"> <li>• Consultation document (principally online)</li> <li>• Public exhibitions</li> <li>• Stakeholder meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Letter/email to 'specific consultation bodies'</li> <li>• Letter/email to 'general consultation bodies', other interested bodies and individuals on the consultation database</li> <li>• Publish consultation documents on the Council's website</li> <li>• Make copies of the consultation document available for inspection at the Council offices and libraries</li> <li>• Issue press release to local newspapers</li> </ul>

	<p>Plan stage may involve more than one period of consultation.</p> <p>Draft Local Plan documents will be published for consultation for a minimum of six weeks.</p>		<ul style="list-style-type: none"> <li>Publicise consultation via SNC social media</li> <li>Arrange public meeting, exhibitions, focus groups as appropriate</li> <li>Article in The Link Magazine (if publication timings allow)</li> <li>Articles in Parish Magazines/posters on Parish Notice boards (if relevant/appropriate)</li> </ul>
Pre-Submission Publication (Regulation 19)	<p>The Local Plan is finalised and published for a representations period before being submitted to the Secretary of State. Representations at this stage can only be made on the soundness and legal compliance of the plan</p> <p>The Pre-Submission publication version of the Local Plan will be published for consultation for a minimum of six weeks</p>	<ul style="list-style-type: none"> <li>Consultation document (hard copy &amp; online)</li> </ul>	<ul style="list-style-type: none"> <li>Publish a statement of the representation procedure</li> <li>Publish Sustainability Appraisal Report for consultation</li> <li>Publish consultation statement summarising all comments received from the previous stages and how the comments have been considered and taken into account</li> <li>Publish relevant supporting documents</li> <li>Send letters/emails to specific consultation bodies</li> <li>Send letters/emails to relevant general consultation bodies, other interested bodies and individuals on the consultation database</li> <li>Publish electronic copies of all the documents on the Council's website</li> </ul>

			<ul style="list-style-type: none"> <li>• Make hard copies available for inspection at the Council's offices and libraries</li> <li>• Issue public notice/press release in local newspapers</li> <li>• Publicise consultation via SNC social media</li> <li>• Article in The Link magazine (if publication timings allow)</li> </ul>
Submission	The draft Local Plan and all supporting documents and representations received are submitted to the Secretary of State, who appoints an independent planning inspector to examine the Local Plan	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Letter/email to 'pre-submission publication' respondents who requested to be notified of submission</li> <li>• Information on Council's website</li> <li>• Information via SNC social media</li> <li>• Information available at Council offices and libraries</li> </ul>
Public examination	The Local Plan and comments received are examined by the appointed planning inspector, including the public Hearing stage. If there are any proposed main modifications, they will be consulted on for at least six weeks. On receipt of the Inspector's report, it will be published on the Council's website	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Letter/email to 'those who made Pre-Submission representations about the date of the Hearing session(s), publication of Proposed Main Modifications and receipt of Inspector's report (as relevant)</li> <li>• Information on Council's website</li> <li>• Information via SNC social media</li> <li>• Information available at Council offices and libraries</li> </ul>
Adoption	The Local Plan is adopted following the consideration of the recommendations in the Inspector's report	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Make the Inspector's report available for inspection on the Council's website and at the Council's offices</li> </ul>



			<ul style="list-style-type: none"> <li>• Letter/email to 'pre submission publication' respondents who requested to be notified</li> </ul> <p>Following adoption:</p> <ul style="list-style-type: none"> <li>• Publish the Local Plan and make available on Council's website and at Council offices/libraries</li> <li>• Publish adoption statement in Local newspapers</li> <li>• Send adoption statement to specific and general consultees and those who made representations at previous stages or those who have asked to be notified of the adoption</li> <li>• Make the Sustainability Appraisal and other supporting documents available for inspection for six weeks after adoption</li> <li>• Add adoption information on SNC social media</li> </ul>
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## Potential involvement and publicity methods at different stages of Supplementary Planning Documents (SPDs)/Planning Brief production

Stage	Description	Potential involvement methods	Potential publicity methods
Pre-production/ evidence gathering	<p>Information is gathered on the topic and potential issues are identified and explored. This stage may encompass a series of discreet exercises</p> <p>Preliminary consultation may be carried out prior to publication of draft SPD</p>	<ul style="list-style-type: none"> <li>Stakeholder focus groups</li> <li>Stakeholder meetings</li> <li>Preliminary survey/consultation documents</li> </ul>	<ul style="list-style-type: none"> <li>Letter/email to stakeholders</li> <li>Notification of relevant database contacts</li> <li>Survey/consultation documents available on Council's website, in libraries and at Council offices</li> <li>Information published via SNC social media, local press, The Link magazine/parish magazines as appropriate</li> </ul>
Draft SPD/Planning Brief	<p>A draft SPD/planning brief is prepared following the initial evidence gathering stage.</p> <p>Consultation at this stage will involve publishing a draft of the SPD/planning brief for comment for a minimum of four weeks</p>	<ul style="list-style-type: none"> <li>Consultation document (hard copy &amp; online)</li> <li>Public exhibitions</li> <li>Stakeholder meetings</li> </ul>	<ul style="list-style-type: none"> <li>Make electronic copies of the SPD/planning brief and supporting documents available on the Council's website, in libraries and at Council offices</li> <li>Send letters/emails to relevant specific and general consultees and those on the consultation database who may have an interest in the issues</li> <li>Information published via SNC social media, local press, The Link magazine/parish magazines as appropriate</li> <li>Arrange exhibition or presentation to interest groups if appropriate</li> </ul>

Adoption	The Council will consider the representation received through the consultations and make any amendments necessary before adopting the SPD/planning brief	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Publish the SPD/planning brief and make available on the Council's website and at libraries and Council offices</li> <li>Publish a consultation statement summarising all comments received from the previous stages and how the comments were considered and taken into account</li> <li>Send an adoption statement to those who have made representations during the previous consultations and those who have asked to be notified of the adoption of the SPD/planning brief</li> <li>Information published via SNC social media, local press, The Link Magazine/ Parish magazines as appropriate</li> </ul>
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## Potential involvement and publicity methods at different stages of the Neighbourhood Planning process

Stage	Description	Potential involvement methods	Potential publicity methods
Neighbourhood Plan Area application	Parish/Town Council applies to South Norfolk Council to designate the Neighbourhood Area. South Norfolk publicises the application and invites representations over a minimum six week period if the Plan area differs from the Parish boundaries.	<ul style="list-style-type: none"> <li>Consultation document (hard copy &amp; online)</li> </ul>	<ul style="list-style-type: none"> <li>Letter/email to key stakeholders</li> <li>Information on Council website</li> <li>Consultation document Council offices</li> </ul>
Submission of Neighbourhood Plan	Parish/Town Council submits the Neighbourhood Plan to South Norfolk Council. South Norfolk invites representations on the submitted plan over a minimum six week period	<ul style="list-style-type: none"> <li>Consultation document (hard copy &amp; online)</li> </ul>	<ul style="list-style-type: none"> <li>Letter/email to stakeholders and residents identified in Neighbourhood Plan SCI</li> <li>Information on Council website</li> <li>Consultation document at Council offices</li> </ul>
Publication of Examiner's report	South Norfolk Council publishes the report of the examination into the submitted Neighbourhood Plan and the decision of the Council as to whether or not it accepts the Examiner's recommendations	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Report and decision statement at Council offices</li> <li>Information on Council website</li> </ul>
Referendum Information Statement	South Norfolk Council publishes the Referendum Information Statement and specified documents, setting out the date and procedure for the Neighbourhood Plan	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Letter to all residents in the Neighbourhood Plan Area (wider if Examiner wishes a wider area to be covered by the referendum)</li> <li>Information on the Council website</li> </ul>

	referendum. A minimum of 28 working days notice will be given		<ul style="list-style-type: none"> <li>Information at Council offices</li> </ul>
Adoption of Neighbourhood Plan	South Norfolk Council adopts the Neighbourhood Plan	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Letter/email to those consultees who requested to be informed about the adoption of the Neighbourhood Plan</li> <li>Information on Council website</li> <li>Information at Council offices</li> <li>Information via SNC social media</li> </ul>

## **Feedback**

66. It is important to feed back the results of consultation regularly. It allows people to see how their contributions have been taken into account and helps to maintain their confidence in the process. Feedback needs to be relevant, concise, and easily understood and we need to explain clearly why certain decisions have been made.
67. Opportunities for feedback include press releases, The Link, publications produced by other parties (e.g. parish council newsletters), the website (which includes a 'have your say/results of previous surveys' page), and direct letters/e-mails. These will explain how the results will be used in the decision making process

### **3. Community Involvement in Planning Proposals and Applications**

#### **Introduction**

68. As well as setting out how communities and stakeholders can have their say in the production of Local Plan documents, this SCI also details how individuals and organisations can take part in the consideration of planning applications through the development management process. It is important that the views of the general public and interested parties are taken into account to inform decision making on planning applications.
69. This section details South Norfolk Council's arrangements (and, where appropriate the Council's expectation of developers) in terms of community and stakeholder involvement during the following stages of the development management process:
- **The pre-application stage**  
when proposals are being formulated and before any planning application is submitted to the Council
  - **The planning application stage**  
once an application is lodged with the Council
  - **The post-application stage**  
the notification and (if followed) appeal process following a decision on a planning application
70. This section also contains information on the Council's Planning Enforcement process.

#### **The pre-application stage**

71. The National Planning Policy Framework (NPPF) is clear that early engagement is important and can improve the efficiency and effectiveness of the planning application system for all parties, improving the outcomes for the community.
72. The Council has a key role to play in encouraging developers to take maximum advantage of the pre-application stage. There are two main aspects of pre-application. The first is encouraging applicants to engage directly with the local community before submitting their applications to the Council so that local people can have their say about the proposed development before a planning application is submitted and the second is encouraging developers to take up the confidential chargeable pre-application service offered by the Council with the aim of improving the quality of planning applications being prepared for submission. Details of this service and the fees involved can be found at <http://www.south-norfolk.gov.uk/planning/278.asp>. Pre-application advice for relevant proposals may also be sought from, amongst other bodies, Anglian Water and the Environment Agency – see their websites for details.

## **The planning application stage**

73. It is important that the community has suitable opportunities to be involved in commenting on planning applications and that those comments are taken into account during the decision-making process. The Council has a well-established process of consultation on planning applications, although this varies depending on the type of application. All comments received are published on our website and are attributable to their author. No anonymous comments can be considered. Guidance on how to keep your details safe online can be found on the South Norfolk Council website at <https://www.south-norfolk.gov.uk/finding-and-commenting-planning-application>.
74. Once an application is registered as valid, it may be publicised in a variety of ways:
- All applications are posted on the South Norfolk Council website <https://info.south-norfolk.gov.uk/online-applications/>
  - Site notice(s) will be displayed at a prominent location, only where there is a statutory requirement to do so;
  - Emails to statutory consultees (including Town and Parish Councils, other organisations and interest groups);
  - Letters/emails to residents, businesses and other neighbours adjacent to the boundary of the site or opposite if the proposal relates to any frontage alterations, plus any other properties which are considered to be materially affected by the proposal;
  - Consultation letters to local South Norfolk councillor(s) and parish council(s);
  - A weekly list of all new applications will be sent to those who request it (electronic copies) The weekly list is also available on the Council's website <https://www.south-norfolk.gov.uk/weekly-list-of-planning-applications-and-decisions> ;
  - Newspaper notices for specific applications based on their sensitivity (Listed Buildings, Conservation Areas); size/complexity (Major Applications, proposals contrary to policy).
75. Notices and letters make it clear when and where the application(s) can be viewed, the name of the case officer and the date by which responses need to be submitted for them to be accepted. Any individual or organisation may make representations regarding a planning application, whether or not they have been personally notified. Responses can be made in writing, via e-mail or directly via the Council's website and all responses received will be published on line.
76. If an application is amended during the process of its assessment the Council will re-consult on amended plans (for a reduced number of days), but only if there is a material change in the application that warrants the need to re-consult. If a re-consultation is considered necessary then all those who were originally consulted (statutory consultees, internal consultees and neighbouring properties) and any persons or organisations that have made representations will be reconsulted on



the revised proposals. If necessary the case officer for the application will agree a new determination deadline with the developer/agent as required.

77. The results of any consultations will form part of any officer report. An application will only be referred to the relevant Committee in accordance with the Council's "scheme of delegation" (see Part 3, section 4 of the Council's Constitution, [https://www.south-norfolk.gov.uk/sites/default/files/Scheme\\_of\\_Delegation\\_Constitution.pdf](https://www.south-norfolk.gov.uk/sites/default/files/Scheme_of_Delegation_Constitution.pdf) . Although some exceptions exist in relation to enforcement matters, responses will usually be a matter of public record and any submissions should be made on that basis.
78. As part of the Committee process for those supporting or objecting to an application there is an opportunity to bring particular issues to the Committee's attention – this could include the results of consultation. In the event that an application is not determined by committee, the results of any consultation will form part of the case officer's assessment of the proposals and summary information will be included in a delegated report. All aspects of planning applications including supporting information are available via the Council's website, therefore increasing the availability of information and allowing a further opportunity to scrutinise consultation results. Details on how to speak at Committee are set out in the Council's leaflet 'Have your say on planning applications'. The leaflet is available on request and at the Council website: [https://www.south-norfolk.gov.uk/sites/default/files/DMC\\_Meetings\\_Public\\_Speaking.pdf](https://www.south-norfolk.gov.uk/sites/default/files/DMC_Meetings_Public_Speaking.pdf)

### **The post application stage**

79. Once an application has been determined the Council will inform the applicant (via a Decision Notice) and update the website with the Decision Notice. A weekly list of all planning decisions is also published and made available on the Council's website at website <https://www.south-norfolk.gov.uk/weekly-list-of-planning-applications-and-decisions>.
80. Once the Council has made a decision on a planning application the person who made the application has a right to appeal the decision if they disagree with it (an appeal can also be made if the Council has not made a decision within the statutory or agreed time-frame). Most appeals must be made within 6 months of the date on the decision notice issued by the Council (or date that a decision should have been made by). There are different deadlines for appeals under the Householder Appeals Service, the Commercial Appeals Service and those linked to enforcement action, further details can be found in the Planning Inspectorate Procedural Guide at: <https://www.gov.uk/government/publications/planning-appeals-procedural-guide> Planning appeals are dealt with by the Planning Inspectorate and heard by an independent Planning Inspector.
81. Anyone can comment on a planning appeal and the deadline for comments is 5 weeks after the start date of the appeal. The Council has to inform anyone who commented on the original application that an appeal has been lodged to give

them a chance to comment. All comments received are passed to the Planning Inspectorate to consider as part of the appeal process.

82. An appeal can be dealt with through written representations or through a hearing or inquiry and there are opportunities for local people to be involved. More guidance about taking part in a planning appeal can be found online at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

### **Planning Enforcement**

83. If our planning system is to work fairly for all, we must have a system that allows us, where necessary, to take action against those who break the planning rules but in doing so we need to act proportionately to the breach. A community or individual who may become concerned about problems relating to the planning of an area can report these and further information on how to do this can be found on the Council's Web site at <http://www.south-norfolk.gov.uk/planning/283.asp>.
84. This guidance should be read alongside the Council's Compliance and Enforcement Policy (2015) [https://www.south-norfolk.gov.uk/sites/default/files/Compliance\\_and\\_Enforcement\\_Policy\\_14\\_September\\_2015.pdf](https://www.south-norfolk.gov.uk/sites/default/files/Compliance_and_Enforcement_Policy_14_September_2015.pdf) which explains how the Council approaches its planning, licensing and other legislative duties.

## **4. Resources, Management and Monitoring**

### **Resources and management**

85. This section discusses the management of the involvement process and the resources available to the Council.
86. The Local Plan is managed by the Council's Planning Policy team, supported by officers from other Council departments who will provide expertise, support and advice during the process. Resources are designed to ensure that the production of the Local Plan and other Council strategies are linked and that community involvement events are coordinated where appropriate.
87. The Council will aim to make the best use of limited staff time and financial resources to prepare the Local Plan and involve people throughout the plan-making process. The aim is to work closely with those involved to understand and agree policies and proposals at an early stage so that fewer resources are needed at the examination stage. From previous experience of consulting on planning policy documents the use of time and effort at earlier stages can reduce the length of examination time.
88. The Council may use specialised agencies or consultants for specific parts of the Local Plan such as master planning or background evidence studies. Where appropriate they will be expected to undertake participation and involvement on their proposals and results which will be consistent with this document.
89. The planning application process is overseen by the Council's Development Management Team supported by officers from other Council departments who provide expertise, support and advice to Case Officers in the determination of planning applications. The Council work to make the best use of resources and hold regular Development Team meetings to discuss major planning applications.

### **Monitoring**

90. The SCI remains an important local planning document and it will be monitored and reviewed to check that the methods and techniques being used are still the most appropriate. The success and effectiveness of the SCI will be reviewed through the Annual Monitoring Report (AMR) and a formal review/update of the SCI will be undertaken when necessary.

## **Appendix 1**

### **Duty to Co-operate consultees**

As required under the 2012 Planning Regulations (as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013):

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- Clinical Commissioning Groups (established under section 14D of the National Health Service Act 2006)
- The National Health Service Commissioning Board
- The Office of Rail Regulation
- Integrated Transport Authorities
- Highway Authority (Norfolk County Council)
- The Marine Management Organisation

Note that consultee specific to London are not included in this list. Note also the emerging *Planning in Health – An Engagement Protocol between Local Planning Authorities, Public Health and the Health Sector Organisation in Norfolk* document. This document sets out engagement arrangements between Norfolk LPAs and the health sector on plan making and planning applications.

## **Appendix 2**

### **Local Plan/Neighbourhood Plan consultees**

#### **Local Plan - Specific consultation bodies**

In the Planning Policy making process, the Council has to consult a number of organisations which are known as either 'specific' or 'general' consultees. Many of the consultees required under the Duty to Cooperate (see Appendix 1) are also included in the list of 'specific' consultees below. Please note, as the legislation and regulations are frequently updated, the lists of consultees below may change over time and must be checked against the requirements set out in any new regulations.

The recent planning regulations set out the specific consultation bodies. Along with relevant government departments, the list contains the following bodies:

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- Norfolk County Council
- Broads Authority
- Adjacent local authorities
- Norfolk, Suffolk and Cambridgeshire Primary Care Trusts (or successor health care bodies)
- Norfolk Constabulary
- Norfolk Police and Crime Commissioner
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant water and sewerage undertakers (Anglian Water)
- The Homes and Communities agency
- Local Nature Partnership (Wild Anglia)

### Local Plan - General consultation bodies

Through this Statement of Community Involvement the Council are committed to involving a wide range of other groups, organisations and interested individuals in the planning process. This will ensure that as many people as possible who are interested are involved in the future development of South Norfolk.

The list below provides some examples of general consultation bodies contacted by South Norfolk Council:

- Community groups (area and topic based)
- Town/Parish Councils in and adjoining South Norfolk
- Local Members of Parliament
- Housing Associations
- Housebuilders
- Business and Commerce Organisations
- Economic Development agencies
- Educational bodies and schools
- Community Safety bodies
- Environment, heritage and amenity organisations
- Equal opportunities bodies
- Ethnic minority groups
- Disabled people's organisations
- Older People's groups
- Faith groups
- Health and social care groups
- NHS Norfolk
- Norfolk and Waveney Mental Health Trust
- Doctors surgeries, health centres and hospitals
- Youth organisations
- Agents and developers
- Landowners
- Tourism bodies
- Transport bodies
- Sports and recreation organisations
- Health and Safety Executive
- Royal Mail
- Emergency Services
- Gypsy and Traveller organisations
- Design Review Panel
- Norfolk Historic Environment Service
- Local Enterprise Partnerships
- Utility and Service Providers (Anglian Water)

Neighbourhood Plan - Statutory consultation bodies:

As set out in Schedule 1 to the Neighbourhood Planning (General) Regulations 2012 (as amended).

- Where the local planning authority is a London Borough, the Mayor of London
- A local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority
- The Coal Authority
- The Homes and Communities Agency
- Natural England
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- Network Rail Infrastructure Limited
- The Highways Agency (Highways England)
- The Marine Management Organisation
- Any person to whom the electronic communications code applies or who owns or controls electronic communications apparatus in any part of the area of the local planning authority
- Where it exercises functions in any part of the neighbourhood area – a Primary Care Trust, a person to whom a licence has been granted under the Electricity Act (1989) or the Gas Act (1986), a sewerage undertaker and a water undertaker
- Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area
- Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies which represent the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area and
- Bodies which represent the interests of disabled persons in the neighbourhood area.

## **Appendix 3**

### **Consultation methods**

#### **Make consultation information and documents available on the Council's website, in our Council Office receptions**

Consultation information can take a variety of formats, both formal and informal. Language will be straightforward, avoiding jargon and clearly explaining any technical terms. Consultation material will be made available for public inspection on the Council's website, through the Council's offices and maybe sent to consultees directly where the Council considers this appropriate. The Council may produce summary leaflets to present the highlights of a consultation in a shortened, more easily digestible format. Responses to consultations are preferred electronically via the website or email but paper copies of responses will also be accepted.

#### **Send out letters/emails to statutory/general consultees (as appropriate)**

The Town and Country Planning (Local Planning) (England) Regulations 2012 define two specific groups of consultation bodies for the purpose of plan making. These are specific consultation bodies and general consultation bodies as set out in Appendix 2. The Regulations also require the Council to involve local businesses and businesses in the area as considered appropriate.

#### **Involve Local Councillors and Town/Parish Councils (as appropriate)**

The Council's elected Members and Town/Parish Councils will have an important role to play in distributing information to their communities and, in the case of elected Members through the Committee process, taking decisions about the content of Local Plan documents using the results of consultation. As with other decision taken through the democratic process the public will be able to make representations directly to their local member.

#### **Lodge copies of consultation material at libraries in the district in paper and/or electronic form (as appropriate)**

The Council recognises that not everyone has access to a computer at home on which to view consultation material so the Council will make consultation material available at libraries within South Norfolk in paper and/or electronic form

#### **Engage local print and broadcast media (as appropriate)**

Press releases publicising the overall process(es), individual publications and events, important/controversial topics, feeding back results etc and formal press notices when required.

#### **Publish articles in the Council's Link magazine/ Parish Magazines (as appropriate)**

The Link magazine is the Council's twice yearly newsletter delivered to every house, to include regular updates including timetables of events, progress on particular topics and feedback of results. The Council have also used Parish magazines to publish the Local Plan in the past but use of both of these sources depends upon being able to fit with publication deadlines.



**Produce posters/notices for Town/Parish Council noticeboards and other methods of advertising (as appropriate)**

At appropriate stages in the consultation process the Council may produce posters/notices for Town and Parish Council to put on their noticeboards to advertise Local Plan consultations, exhibitions etc. Other forms of advertising could be used to target particular groups or areas. As well as local newspapers and parish magazines locations/methods could include radio advertising or adverts on beer mats (targeting the 18-35 age group), bus stops/tickets on particular route and hoardings close to particular sites/locations.

**Hold exhibitions/meetings (as appropriate)**

These provide an opportunity for Council officers to present information about the Local Plan with opportunities for attendees to ask questions, provide verbal or written feedback on questionnaires, forms, discussion boards etc. The choice of times and venues will influence the types and number of people who attend and the Council will endeavour to hold exhibitions/meetings in venues with good accessibility for everybody and at times when people will be able to attend e.g. evenings and weekends. Specific meetings could be used to address particular groups and topics.

**Facilitate Focus groups/workshops (as appropriate)**

These involve trained facilitators (external or from within the Council staff) gathering information, assisting discussion/debate and providing the opportunity to give feedback within a structured session; particularly useful in trying to engage hard to reach groups or for discussing specific topics.

**Consult with Neighbourhood Planning bodies and take account of Parish Plans (as appropriate)**

Where these exist they will provide a valuable source of information on the local community's views on a range of planning related issues.

**Make use of social media (as appropriate)**

The way that the Council utilises the internet and social media is rapidly evolving. The Council is steadily expanding the use of web based technology to enable direct access to its services across a range of devices and to allow people to interact directly with the Council online to make payments, submit comments, report problems etc. The Council will endeavour to extend the use of social media such as Facebook and Twitter to publicise Local Plan consultations with the aim of engaging with 'hard to reach' groups such as young people.

## **Appendix 4**

### **Neighbourhood Planning Support**

Neighbourhood Planning was introduced into the planning system under the Localism Act 2011 and it enables parish/town councils (or neighbourhood forums, in areas without a parish council) to produce their own Neighbourhood Plan to guide the future development of their local area, setting out policies that shape the development and use of land. An adopted Neighbourhood Plan forms part of the statutory Development Plan for the district and, as a result is one of the primary considerations when determining planning applications affecting the parish/ Neighbourhood Plan area. Similarly, a Neighbourhood Development Order can be prepared by a community to allow certain types of development which meet the prescribed criteria. If adopted, it also forms part of the statutory Development Plan. Under the Localism Act, local planning authorities have a statutory duty to provide advice and assistance to communities choosing to undertake a Neighbourhood Plan.

Under the Neighbourhood Planning Act 2017, the local planning authority is required to set out in its Statement of Community Involvement the advice and support that it can offer to communities that are involved in the preparation or modification of Neighbourhood Plans or Neighbourhood Development Orders in South Norfolk.

The range of support available from the Planning Policy team at South Norfolk Council is set out below.

- Initial advice provided to town/parish councils (or Neighbourhood Plan groups) on the suitability, the process and the scope of neighbourhood planning, including an indication of the support available. This is usually best provided through a meeting with parish/town councillors.
- Day-to-day advice and guidance via telephone/ email or by officer attendance at meetings (e.g., related to process, community engagement methods, evidence gathering, policy development etc).
- Reviewing and commenting on draft documents that are produced by the Neighbourhood Plan steering group (e.g., timetable, consultation material, vision and objectives, draft plan etc).
- Liaising with other relevant bodies and internal Council consultees (e.g., statutory consultees).
- Funding advice and potential financial support for developing the Neighbourhood Plan
- Support through the provision of various materials (e.g., hard copies and/or digitalised versions of maps, exhibition/ event display boards etc).
- Working in collaboration with Broadland District Council to deliver networking and training opportunities, including Neighbourhood Plan Network meetings and

Community-led planning training sessions and other bespoke workshops/sessions relating to neighbourhood planning issues.

- Access to a suite of guidance documents and templates prepared by Broadland District Council to assist Neighbourhood Plan groups in the process, including the Broadland Neighbourhood Planning blog which provides regular local and national news updates and a resource base for online guidance and toolkits (<https://broadlandneighbourhoodplans.wordpress.com/>).
- Producing a basic 'Parish Profile' document for newly-established Neighbourhood Plan steering groups, setting out key statistics, local plan policies and allocations, and statutory designations relevant to the Parish.
- Overseeing of the production of the Habitats Regulations Assessment (HRA).

The Council will endeavour to accommodate the needs of the Neighbourhood steering groups, where appropriate and where resources are available. However, there are limits to the support that the Council is able to provide and there are some areas in which the Council will not be able to assist. General advice may be given but the Council will not be able to undertake matters such as:

- Holding consultation exercises, distributing consultation questionnaires or collecting and analysing responses to consultations, other than for formal stages following submission of the Neighbourhood Plan to the District Council.
- Providing project management or funding application services for the production of Neighbourhood Plans.
- Preparation of tender documents for the employment of consultants to assist in the Neighbourhood Plan process.
- Drafting the Neighbourhood Plan, or any part of the document.

The above lists are not exhaustive. For any further information regarding South Norfolk Council's Neighbourhood Plan support, please contact the Planning Policy team at: [localplans@s-norfolk.gov.uk](mailto:localplans@s-norfolk.gov.uk)

CABINET CORE AGENDA 2019

	<b>Decisions: Key, Policy, Operational</b>	<b>Key Decision/Item</b>	<b>Lead Officer</b>	<b>Cabinet Member</b>	<b>Exempt Y/N</b>
<b>10 June</b>	K	Pavilion and Long Stratton Pool	Mark Heazle	Y Bendle	N
	K	Statement of Community Involvement Update	Simon Marjoram	J Fuller	N
	K	Local Development Scheme Update	John Walchester/ Simon Marjoram	J Fuller	N
	K	Wymondham Leisure Centre Car Park Extension	Steve Goddard	Y Bendle	N
<b>Council 15 July 2019</b>					
<b>22 Jul</b>	O	Performance, Risks, Revenue and Capital Budget Position Report for the Financial Year 2018/19 Q4	E Pepper / J Brown/ E Goddard	A Thomas/ k Mason Billig	N
	O	Inclusive Growth Strategy	Jamie Sutterby	J Fuller	N
	K	Greater Norwich LP Regulation 18 Consultation	Phil Courtier	J Fuller	N
	O	Treasury Management Annual Report	Julie Brown	M Edney	N
	K	Future Direction of BI Companies	Debbie Lorimer	John Fuller	Y
	K	Alignment of Pre-Application Advice	Helen Mellors	L Neal	N
	P	Safeguarding Policy	Mike Pursehouse	Y Bendle	N
	O	House in Multiple Occupation Amenity Standard	Tony Cooke	Y Bendle	N
	K	Alignment of Pre-Application Advice	Helen Mellors	Lisa Neal	N
	P	Eligibility for Affordable Home Ownership	Keith Mitchell	Lisa Neal	N
	P	Housing Policy	Richard Dunsire	Y Bendle	N
<b>9 Sept</b>	O	Performance, Risks, Revenue and Capital Budget Position Report for Quarter One 2019/20	E Pepper / J Brown/ E Goddard	A Thomas	N
	K	Diss OPE	Mark Heazle	Y Bendle	Y
<b>Council 16 September</b>					
<b>14 Oct</b>	O	Offender Protocol	Mike Pursehouse	Y Bendle	N
<b>11 Nov</b>	O	Performance, Risks, Revenue and Capital Budget Position Report for Quarter Two 2019/20	E Pepper / J Brown/ E Goddard	A Thomas /K Mason Billig	N

	<b>Decisions: Key, Policy, Operational</b>	<b>Key Decision/Item</b>	<b>Lead Officer</b>	<b>Cabinet Member</b>	<b>Exempt Y/N</b>
	K	Diss OPE	Mark Heazle	Y Bendle	Y
	O	Essential Worker Housing	Keith Mitchell/ Kay Oglieve- Chan	Y Bendle	N
		Review of Discretionary Rate Reliefs	Paul Chapman/ Simon Quilter	M Edney	N
<b>9 Dec</b>	O	Consultation followed by adoption of CA Appraisals and Boundary Amendments	Chris Bennet	L Neal	N
	O	Early Help Model Across Authorities	Mike Pursehouse	Y Bendle	N
<b>Council 16 December 2019</b>					
<b>Jan 2020</b>	K	Greater Norwich 5-Year Investment Plan and Annual Business Plan	Phil Courtier	J Fuller	N

Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council's net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral divisions in the area of the local authority.