

Agenda

CABINET

Members of the Cabinet

Portfolio

Date

Monday 15 June 2020

Mr J Fuller
(Chairman)

External Affairs and
Policy

Mrs K Mason Billig
(Vice Chairman)

Stronger
Communities and
Governance

Time

9.00 am

Mrs Y Bendle

Health, Housing and
Wellbeing

Mrs A Thomas

Finance and
Resources

Mr K Kiddie

Regulatory and
Environmental
Excellence

Place

To be hosted remotely at:
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Mrs L Neal

Planning and
Economic Growth

Contact

Claire White tel (01508) 533669

South Norfolk District Council
Cygnet Court
Long Stratton Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

PUBLIC ATTENDANCE

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

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

If a member of the public would like to attend to speak on an agenda item, please email your request to

democracy@s-norfolk.gov.uk, no later than 5.00pm on Wednesday 10 June 2020

**If you have any special requirements in order to attend this meeting,
please let us know in advance
Large print version can be made available**

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 meeting of Cabinet held on 9 March 2020**
(attached – page 5)
- 5. Poringland Neighbourhood Plan 2019-2039 – Consideration of the Examiner's Report;**
(report attached – page 11)
- 6. Temporary Change to Housing Allocation Policies;** (report attached – page 77)
- 7. Silver and Gold Applications for the Armed Forces Employer Recognition Scheme;**
(report attached – page 83)
- 8. Cabinet Core Agenda;** (attached – page 88)
- 9. Exclusion of the Public and Press**
To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following items 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)
- 10. Phase 3, Rosebery Park, Poringland** (report attached – page 90)
(NOT FOR PUBLICATION by virtue of Schedule 12A Part 1 of Paragraph 3 of the Local Government Act 1972 (as amended))

DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

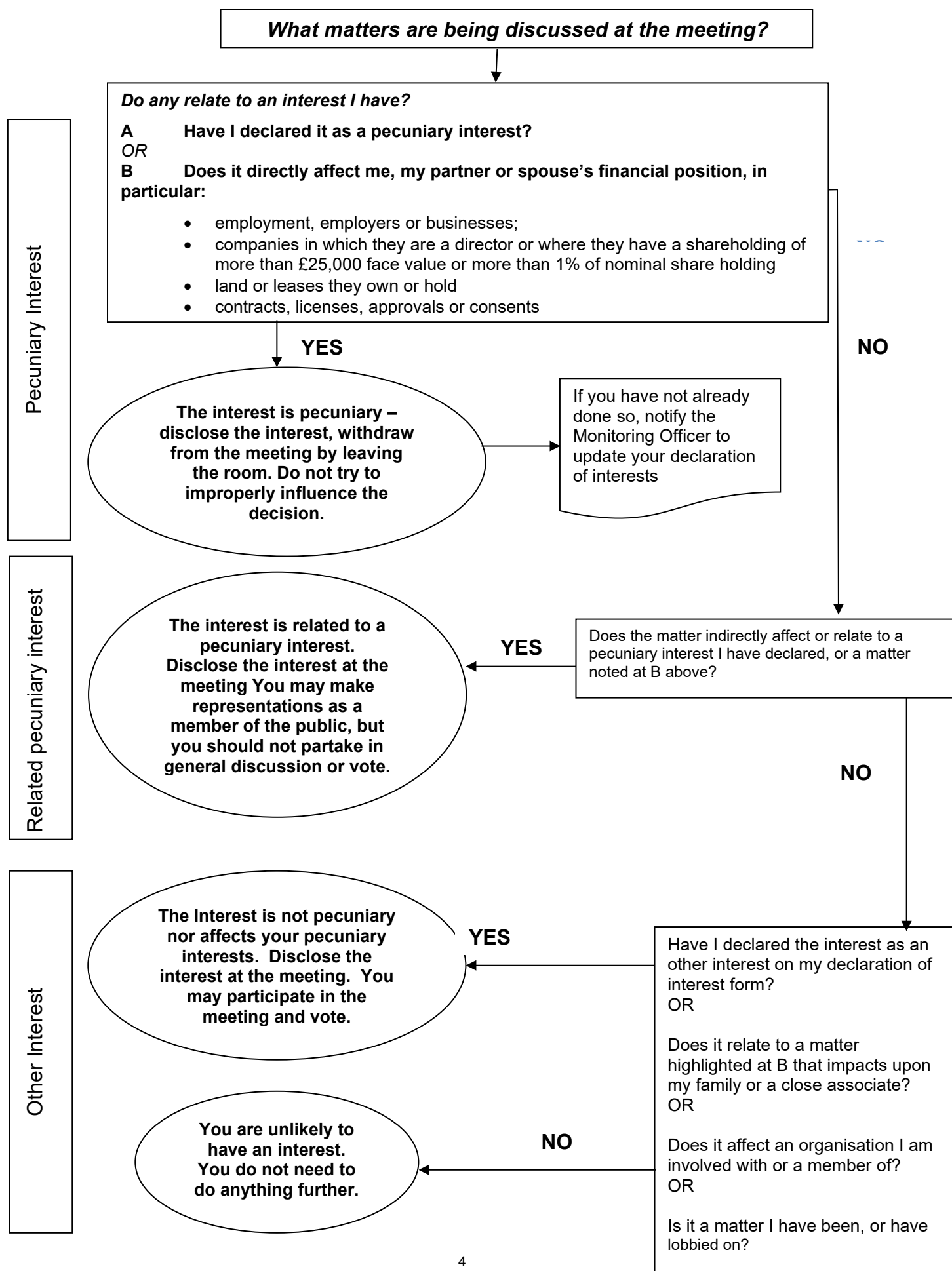
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.

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

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

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.PLEASE REFER ANY
QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





CABINET

Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 9 March 2020 at 9.00 am.

Members Present:

Cabinet: Councillors: J Fuller (Chairman), Y Bendle, L Neal and A Thomas

Apologies: Councillor K Kiddie and K Mason Billig

Non-Appointed Councillors: D Bills, V Clifford-Jackson, F Ellis, T Laidlaw, G Minshull and V Thomson

Officers in Attendance: The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Director of Resources (D Lorimer), the Assistant Director Governance and Business Support (E Hodds), the Interim Assistant Director Economic Development (T Armstrong), the Assistant Director Individuals and Families (M Pursehouse), the Strategic Growth and Funding Manager (N Cunningham), and the Revenues Manager (S Quilter)

2788 URGENT ITEMS: NORWICH RESEARCH PARK

The Chairman advised members that an urgent item had arisen regarding the Norwich Research Park, and that this required urgent consideration, so as not to delay development on the site. A report had been emailed to members over the weekend, and this would be considered as an exempt item, at the conclusion of other business on the agenda.

The Managing Director updated members regarding the latest situation concerning preparations for the impact of coronavirus. He advised that there had been an informal meeting of the Emergency Committee where members and officers had considered possible implications on the workforce, and the delivery of services. He stressed the importance of the Community Leadership role of members and agreed that members across the whole Council needed to be kept fully informed.

Members noted that the Managing Director was a member of the Norfolk Resilient Forum; a County wide group that would be co-ordinating an approach to the impact of COVID-19 across Norfolk.

2789 MINUTES

The minutes of the Cabinet meetings held on 3 and 17 February 2020, were confirmed correct records and signed by the Chairman.

2790 DISCRETIONARY BUSINESS RATE RELIEF – RETAIL DISCOUNT, PUB DISCOUNT AND LOCAL NEWSPAPER DISCOUNT

Members considered the report of the Revenues Manager, which sought approval to update the Discretionary Business Rate Relief Policy, to incorporate Government funded discounts.

The Revenues Manager presented his report and advised members that the proposed changes included an enhancement to the existing Retail Discount, the re-introduction of the Pubs Discount, and an extension to the Newspaper Discount. Members noted that the costs of the proposed discounts were fully funded by Government and would positively impact on 246 shops, 56 public houses and 1 local newspaper, in South Norfolk.

In response to queries, the Revenues Manager explained that businesses were not required to make applications, and that bills would go out with discounts automatically applied.

Members expressed their support for the proposals, and it was

RESOLVED

1. To agree to implement the enhanced Retail Discount and Pubs Discount for local businesses and the Local Newspaper Discount in 2020/21.
2. To delegate decisions over the formulation and implementation of Business Rate discount schemes to the Assistant Director for Finance in consultation with the relevant Portfolio Holder, where the criteria and operation of schemes are prescribed by and fully funded by Government.

The Reason for the Decision

The schemes are fully funded by the Government and will benefit a high number of businesses.

Other Options Considered

Not to implement the discounts.

2791 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE

Members considered the report of the Policy and Partnerships Officers, which summarised the progress made by both Broadland and South Norfolk Councils, during 2019, in meeting the Public Sector Equality Duty, introduced in the Equality Act 2010.

The Assistant Director Governance and Business Support briefly outlined the key areas of the report to members.

The portfolio holder, Cllr Y Bendle, commended the report, and referred to the good work already been carried out across both South Norfolk and Broadland Councils.

During discussion, reference was made to the age profile of councillors, and the increase in the number of younger councillors at both South Norfolk and Broadland, was welcomed. Members also referred to the need to encourage more female candidates to stand in district elections.

Turning to the workforce, the Chairman queried whether the stated number of employees included temporary staff. He reminded Cabinet that a number of temporary and seasonal staff were employed at both the Ketteringham Depot and in Leisure Services, and he suggested that this might impact on staff turnover figures. The Assistant Director agreed that some narrative could be added to highlight this, and to clarify the figures presented.

One member queried the definitions used in the Ethnicity profile and the way in which the information was presented, and the Assistant Director agreed to check that this fulfilled Government guidance. It was noted that a high proportion of employees had not declared their ethnicity.

During further discussion, the appropriateness of a "Christian" Civic Service and Council Prayer was raised, and Cllr G Minshull, the Chairman of the Council, explained that he had sought advice on this, and the wording of the prayer had been deemed not to be connected to any particular religion. Members were also pleased to note that a quiet/prayer room was now available at South Norfolk House, for use by both employees and members.

Attention was drawn to the Bronze Award, awarded to the Council from the Ministry of Defence's Employer Recognition Scheme, in recognition of the Council's commitment to support the armed forces community through employment practices. It was noted that the Council's practices would qualify for a "gold award", however, the Council would have to wait a further two years for this award, under the scheme's current rules.

It was

RESOLVED To approve the Public Sector Equality Duty Annual Report 2019, subject, to a number of clarifications and textual adjustments.

The Reason for the Decision

To ensure that the Council complies with its Public Sector Equality duty

Other Options Considered

None

2792 PRIORITISATION OF WELFARE RIGHTS AND DEBT ADVICE RESOURCES

Members considered the report of the Assistant Director, Individuals and Families, which sought a decision on the future of core funding, for externally delivered debt and welfare rights advice.

The Assistant Director presented his report to Cabinet, and highlighted the need to ensure that residents received the right support, as early as possible, to prevent issues from escalating. He stressed the need to ensure that resources were prioritised, and Early Help Services were safeguarded.

The portfolio holder, Cllr Y Bendle, referred to the range of functions the Council was able to deliver to support customers with welfare rights and debt issues. She referred to the changing model of service delivery through the “Two Councils, One Team” approach, and explained that whilst the Citizens Advice Bureaux (CABx) continued to deliver an important role, they no longer fitted with the Council’s general direction of travel, in terms of welfare rights and debt advice.

During discussion, the Chairman referred to the resource needed to provide the specialised debt advice and personal bespoke service, provided by the Council. Members also noted that the Hub was a “one stop shop” that could provide support on a whole range of issues, connected to debt. Cabinet agreed that with the Service Level Agreement with CABx ending on 31 March, it was timely now to cease the funding of all external debt and welfare rights advice.

Cllr G Minshall, as Chairman of the Scrutiny Committee, explained that the Committee had discussed the role of CABx in delivering debt and welfare advice to residents and would have liked to have seen the agency represented in the Help Hub. He believed that the funding was better placed in the Help Hub but stressed the need to recognise the valuable role carried out by the CABx.

It was

RESOLVED

1. To remove core funding for external debt and welfare services in favour of continued investment in the Council’s Help Hub approach.
2. To end outside body member representation of Citizens Advice Services.

The Reason for the Decision

To ensure that residents received the right support, as early as possible

Other Options Considered

To renew the Service Level Agreement with the Citizens Advice Bureaux.

2793 CABINET CORE AGENDA

Members noted the latest version of the Cabinet Core Agenda.

Cabinet noted that there might be a requirement for a special meeting of the Cabinet at the end of April, or early May, to consider the Council's future legal services provision.

2794 EXCLUSION OF THE PRESS AND PUBLIC

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 involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

2795 ZONE 4 BUILDING; NORWICH RESEARCH PARK

Members considered the exempt report of the Interim Assistant Director, Economic Development, and the Strategic Economic Growth and Funding Manager, regarding funding required to ensure the delivery of the Zone 4 building on the Norwich Research Park.

After considerable discussion, and officers had responded to a number of queries on points of detail, it was

- RESOLVED**
1. To agree the recommendations as outlined in the report.
 2. That a number of amendments be made to the report and kept as the official record.

The Reason for the Decision

To enable the delivery of the Zone 4 building on the Norwich Research Park.

Other Options Considered

As outlined in the report.

(the meeting concluded at 10.17 am)

Chairman

PORINGLAND NEIGHBOURHOOD PLAN 2019-2039

CONSIDERATION OF THE EXAMINER'S REPORT

| | |
|-------------------------------|--|
| Report Author(s): | Richard Squires, Senior Community Planning Officer, (01603) 430637, richard.squires@broadland.gov.uk |
| Portfolio: | Economy & External Affairs; Planning & Economic Growth |
| Ward(s) Affected: | Poringland, Framinghams & Trowse |
| Purpose of the Report: | South Norfolk Council is required to decide what action to take in respect of each of the recommendations of the examiner appointed to examine the Poringland Neighbourhood Plan. This report sets out a proposal for members. |

Recommendations:

1. To take a different view to that of the examiner, in relation to the recommended modification of Policy 2 within the Poringland Neighbourhood Plan, and to propose the alternative modifications set out in the accompanying Decision Statement (App 2).
2. To delegate to the Director of Place the power to decide whether or not the issue should be referred to an independent examination following the necessary six week period of consultation.
3. To accept the examiner's remaining recommended modifications, as set out in the Decision Statement (App 2).

1. SUMMARY

- 1.1 On 23 January 2020 the Council received the Examiner's Report relating to the Poringland Neighbourhood Plan, which can be viewed in Appendix 1. This report considers the content and recommendations of that document. The Examiner's Report concludes that, subject to a number of recommended changes, the Neighbourhood Plan meets the Basic Conditions, and that the modified Plan is suitable to proceed to a local referendum.
- 1.2 This report recommends that each of the examiner's recommended modifications be made, apart from that relating to Policy 2 of the Neighbourhood Plan ('Housing – scale'). An alternative modification is proposed in the case of this policy, and the report sets out the steps that are required to be taken should Cabinet approve this proposal.

2. BACKGROUND

- 2.1 Poringland Parish Council has developed the Neighbourhood Plan in the context of South Norfolk's Local Plan policies (including the Joint Core Strategy) as well as in the context of the emerging Greater Norwich Local Plan. The Neighbourhood Plan aims to add further detail and local distinctiveness to the policies of the Development Plan but does not seek to allocate sites for development. In addition, a number of other South Norfolk Local Plan policies will continue to apply, including the Landscape Character and River Valleys (Development Management Policy 4.5) and Undeveloped Approaches to Norwich (Development Management Policy 4.6) policies.
- 2.2 In May 2019 Poringland Neighbourhood Plan Steering Group, on behalf of Poringland Parish Council, submitted the 'Examination Version' of the Neighbourhood Plan, which can be viewed on the Council's website [here](#). South Norfolk Council made the Neighbourhood Plan available for comment between 26th July 2019 and 13th September 2019, alongside various supporting documents. Representations were made by 12 organisations, including South Norfolk Council; these representations were then forwarded, along with the Neighbourhood Plan and supporting documents, to the appointed examiner. Two representations were received after the closing date of the consultation. These comments were highlighted and included in the submission to the examiner. The examiner has undertaken an assessment as to whether the Plan meets the Basic Conditions, as set out in legislation, which can be summarised as:
 - Having appropriate regard to national policy;
 - Contributing to the achievement of sustainable development;
 - Being in general conformity with the strategic policies in the development plan for the local area; and
 - Being compatible with EU obligations (including not having a significant adverse effect on a European site or a European offshore marine site).
- 2.3 The examination was carried out by written representations only, with no public hearing required. The examiner has concluded that, subject to a number of recommended modifications, the Neighbourhood Plan meets the Basic Conditions and can proceed to a referendum within the neighbourhood area.

3. CURRENT POSITION / FINDINGS

- 3.1 The Examiner's Report (see Appendix 1) was received on 23 January 2020. The report recommends changes to most of the policies within the Neighbourhood Plan (including some minor amendments), as well as various consequential changes to the supporting text. Some of the changes have been recommended in response to the representations made to the submitted Plan, including those made by South Norfolk Council (the latter having been agreed by Cabinet on 9 September 2019). Other changes have been recommended by the examiner to ensure that the policies have the clarity required by the National Planning Policy Framework (NPPF) and that they meet the Basic Conditions for a Neighbourhood Plan.
- 3.2 Local planning authorities are required by the Neighbourhood Planning (General) Regulations 2012 to decide what action to take in respect of each of the examiner's recommendations and to publish a 'Decision Statement' setting out the authority's decision in respect of each recommendation and their reason for it.
- 3.3 Appendix 2 of this report sets out the proposed South Norfolk Council 'Decision Statement' in relation to the Poringland Neighbourhood Plan. The specific recommendations made by the examiner, the Council's consideration of these recommendations and the proposed Council response in respect of each of them are set out within the statement.

4. PROPOSED ACTION

- 4.1 On receipt of the final examiner's report, Poringland Parish Council raised significant concern regarding one of the examiner's recommendations. This was the examiner's recommended modification relating to Policy 2 within the Neighbourhood Plan: 'Housing – scale'. The Parish Council formally requested that South Norfolk Council exercise its powers to make an alternative modification to this policy. The concern of the Parish Council was that the examiner's recommended modification would significantly weaken the policy which, in their view, already had sufficient exceptions and allowed for flexibility.
- 4.2 Officers have met with representatives of the Parish Council to discuss this issue and, as a result, are proposing that Cabinet takes a different view to that of the examiner regarding her recommendation in regard to Policy 2. The concern of officers is that the examiner's recommended modification would make the policy unclear and ambiguous, and thus contrary to guidance within the National Planning Policy Framework.
- 4.3 The detailed consideration of the examiner's recommendation relating to Policy 2 and the proposed modification to the wording by South Norfolk Council is set out in Appendix 2. The main points for consideration as regards the Council's reasoning for taking a different view to that of the examiner are as follows:
 - (a) The examiner introduces the term 'small scale', which is not defined and which therefore has implications for the scale of development outside the settlement boundary.
 - (b) There is therefore a lack of clarity in the recommended wording and an ambiguity which is inconsistent with the NPPF, which requires 'policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals.'

- (c) It is proposed that a more effective standard for small scale development would be through an area-based approach of no more than 1ha, rather than a cap on the number of dwellings. This allows for more flexibility and it is also in accord with the NPPF definition of small to medium sized sites. It is also of a scale consistent with smaller sites being identified through the GNLP.
- (d) Although there was no objection by the examiner to the exceptions within the policy, these have been removed within their recommended modification. It is proposed to re-introduce these exceptions which, it is felt, are required in order to ensure the Plan contributes to sustainable development, in accordance with the NPPF and the Basic Conditions.
- (e) It is proposed to introduce a safeguard against the subdivision of larger sites in order to avoid the delivery of important infrastructure (where an exception applies). This reflects the representation made by South Norfolk Council during the consultation on the submitted Neighbourhood Plan, whereby this issue was raised as a concern. The examiner did not object to this concern in their report.
- (f) The examiner's recommended modification removes the focus on infill sites comprising a genuine 'gap' within an otherwise continuous line of housing. Again, there was no specific objection to this element of the policy within the examiner's report. It is felt that the examiner has not adequately reflected concerns regarding the character of infill development, and it is proposed to re-introduce wording which addresses this issue within the policy.

- 4.4 Legislation states that, where a local planning authority proposes to take a different view to the examiner on a particular recommendation, the authority must notify previous consultees of the proposed decision (and the reason for it) and invite representations over a six week period.
- 4.5 If the local planning authority considers it appropriate to do so, it may also refer the issue to further independent examination following this period of representations. There will be financial implications for the Council if it decides that a further examination should be undertaken.
- 4.6 Officers have sought legal advice from NCC Legal Services on this matter, and they have confirmed that the approach being proposed is sound, whilst also providing some useful guidance in terms of the modified wording. They have also advised that the Council should proceed on the assumption that a further examination on this issue will be necessary, although this decision will largely be dependent on the nature of any representations received during the six week consultation.
- 4.7 It is proposed that Cabinet accepts all of the examiner's remaining recommended modifications to the Neighbourhood Plan, as set out in Appendix 2. These decisions will not be subject to further consultation.
- 4.8 Following the six week consultation (and subsequent, potential examination), Cabinet will be required to make a decision in relation to Policy 2 and decide whether or not the Plan should proceed to a referendum. If the Neighbourhood Plan proceeds to a local referendum and is supported by majority of those who vote, the Plan will become part of the Development Plan for South Norfolk and will subsequently be 'made' (adopted) by South Norfolk Council.
- 4.9 Due to the current Covid-19 pandemic, the Government has instructed that no Neighbourhood Plan referendums can take place until at least May 6 2021.

However, it has also issued guidance stating that where a local authority has published a Decision Statement which recommends that a Neighbourhood Plan should proceed to a referendum, then the Neighbourhood Plan should be given significant weight in any relevant planning decisions.

5 OTHER OPTIONS

- 5.1 Cabinet could decide to accept all of the examiner's recommended modifications. However, officers feel that alternative modifications are required to Policy 2, to ensure that the policy is clear, and that it contributes to sustainable development. In addition, a decision to accept the examiner's recommendation for Policy 2 would be likely to cause considerable frustration and disappointment for the Parish Council and the wider Poringland community.
- 5.2 Equally, Cabinet could decide to take a different view to the examiner with regard to any of her other recommendations. However, Poringland Parish Council has confirmed that it is satisfied with the remaining recommendations, and officers share the opinion that these are appropriate.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – Local planning authorities bear the costs of examinations and referendums relating to neighbourhood planning. These costs are allowed for in the existing budget. As stated in paragraph 4.4, if it is decided to hold a further examination relating to Policy 2 of the Poringland Neighbourhood Plan, there will clearly be financial implications for the Council. Neighbourhood Plan examinations tend to cost £750 per day, plus expenses. To consider one policy (rather than the whole Plan) and associated representations, it is estimated that an examiner may require up to three days, giving a total estimate of £2,250 plus expenses.
- 6.2 South Norfolk Council can claim funding from the Government once a date has been set for a Neighbourhood Plan to proceed to a referendum. In addition to paying the examiner's fees, the Council is also required to pay for and administer the holding of the referendum. If the Plan is later 'made', Poringland Parish Council will be entitled to receive 25% of CIL income from new development in the parish, rather than the standard 15%.
- 6.3 **Legal Implications** – Officers have sought legal advice from NCC Legal Services on this issue and their representative has confirmed that the approach being proposed is sound, whilst also providing some useful guidance in terms of the modified policy wording.
- 6.4 **Equality Implications** – The Neighbourhood Plan includes a vision and objectives which encourage sustainable development and seek to benefit the entire community of Poringland. For example, (from the vision statement) *'Poringland will be a safe, sustainable, self-sufficient and thriving local community with a strong identity and sense of place.'* In Planning, one of the prime equality considerations is ensuring that everyone has a home that is suitable for their needs. The housing objective of the Poringland Neighbourhood Plan seeks *'to provide a balanced mix of house types and tenures, including affordable and 'future proofed' homes for life.'* In addition, and as required by the relevant legislation, the Neighbourhood Plan is required to demonstrate its contribution to sustainable development (encompassing economic, environmental and social sustainability). This it does, as set out within

the Basic Conditions Statement which accompanied the submitted Neighbourhood Plan and which was approved by the examiner.

- 6.5 **Environmental Impact** - A Habitats Regulation Assessment Screening has been undertaken for the Plan and agreed with the relevant bodies, and the environmental implications of the Poringland Neighbourhood Plan have been assessed through a Sustainability Appraisal.
- 6.6 **Crime and Disorder**- The Plan is not likely to have any impacts on crime and disorder (the comments of Norfolk Constabulary on this issue have been incorporated into the Plan) nor is it likely to have any impacts on disadvantaged groups.
- 6.7 **Risks** – No other particular risks associated with the Neighbourhood Plan are identified.

7 CONCLUSION

- 7.1 Although it is recommended to accept the remainder of the examiner's recommended modifications, as detailed in their report of 23rd January, it is felt necessary to recommend an alternative modification to Policy 2 of the Neighbourhood Plan. This is to ensure that the policy demonstrates the clarity and contribution to sustainable development that is required by the National Planning Policy Framework (NPPF).

8 RECOMMENDATIONS

- 8.1 Cabinet to agree to:
 - (a) Take a different view to that of the examiner, in relation to the recommended modification of Policy 2 within the Poringland Neighbourhood Plan, and to propose the alternative modifications set out in the accompanying Decision Statement (App 2);
 - (b) Delegate to the Director of Place (in consultation with the Portfolio Holder) the power to decide whether or not the issue should be referred to an independent examination following the six week period of consultation.
 - (c) Accept the examiner's remaining recommended modifications, as set out in the Decision Statement (App 2).

Appendix 1: Poringland Neighbourhood Plan 2019 - 2039 – Examiner's Report
Appendix 2: Poringland Neighbourhood Plan Examiner's Report – Decision Statement

Background Papers

[Poringland Neighbourhood Plan – Reg. 15 Submission Version](#)

Independent Examiner's Report of the
Poringland Neighbourhood Plan

deborah mccann

Author

Deborah McCann BSc MRICS MRTPI Dip Arch Con Dip LD

Planning Consultant

NPIERS Examiner

CEDR accredited mediator

23rd January 2020

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SECTION 2

Summary

As the Independent Examiner appointed by South Norfolk Council to examine the Poringland Neighbourhood Plan, I can summarise my findings as follows:

- 1. I find the Poringland Neighbourhood Plan and the policies within it, subject to the recommended modifications does meet the Basic Conditions.*
- 2. I am satisfied that the Referendum Area should be the same as the Plan Area, should the Poringland Neighbourhood Plan go to Referendum.*
- 3. I have read the Poringland Consultation Statement and the representations made in connection with this subject I consider that the consultation process was robust and that the Neighbourhood Plan and its policies reflect the outcome of the consultation process including recording representations and tracking the changes made as a result of those representations.*
- 4. I find that the Poringland Neighbourhood Plan can, subject to the recommended modifications proceed to Referendum.*
- 5. The Poringland Neighbourhood Plan Area is within the area covered by South Norfolk Council. The current Development Plan is the Joint Core Strategy for Broadland, Norwich and South Norfolk (2014) and the South Norfolk Site Specific Allocations and Policies Document (2015) and the South Norfolk Development Management Policies Document (2015).*

SECTION 3

Introduction

3.1 Neighbourhood Plan Examination.

My name is Deborah McCann and I am the Independent Examiner appointed to examine the Poringland Neighbourhood Plan.

I am independent of the qualifying body, I do not have any interest in the land in the plan area, and I have appropriate qualifications and experience, including experience in public, private and community sectors.

My role is to consider whether the submitted Poringland Neighbourhood Plan meets the Basic Conditions and has taken into account human rights; and to recommend whether the Poringland Neighbourhood Plan should proceed to Referendum. My role is as set out in more detail below under the section covering the Examiner's Role. My recommendation is given in summary in Section 2 and in full under Section 5 of this document.

The Poringland Neighbourhood Plan has to be independently examined following processes set out in the Town and County Planning Act 1990 (as amended by the Localism Act 2011) and the subsequent Neighbourhood Planning (General) Regulations 2012.

The expectation is that the examination of the issues by the examiner is to take the form of the consideration of the written representations. However, there are two circumstances when an examiner may consider it necessary to hold a hearing. These are where the examiner considers that it is necessary to ensure adequate examination of an issue or to ensure a person has a fair chance to put a case. Having read the plan and considered the representations I concluded that it was not necessary to hold a Hearing.

3.2 The Role of Examiner including the examination process and legislative background.

The examiner is required to check whether the neighbourhood plan:

- *Has been prepared and submitted for examination by a qualifying body*
- *Has been prepared for an area that has been properly designated for such plan preparation*
- *Meets the requirements to*
 - i) *specify the period to which it has effect;*
 - ii) *not include provision about excluded development; and*
 - iii) *not relate to more than one neighbourhood area and that*
- *Its policies relate to the development and use of land for a designated*

neighbourhood area.

The examiner must assess whether a neighbourhood plan meets the basic conditions and other matters set out in paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).

As an independent Examiner, having examined the Plan, I am required to make one of the following recommendations:

1. The Plan can proceed to a Referendum

2. The Plan with recommended modifications can proceed to a Referendum

Where a policy does not meet the Basic Conditions or other legal requirement I may, on occasion, need to delete wording, including potentially an entire plan policy and/or section of text, although I will first consider modifying the policy rather than deleting it. Where a policy concerns a non-land use matter, advice in the Planning Practice Guidance states “Wider community aspirations than those relating to development and use of land can be included in a neighbourhood plan, but actions dealing with non-land use matters should be clearly identifiable. For example, set out in a companion document or annex.” As such, when considering the deletion of any non-land use matters from the plan, I will consider if I can make a modification to place the relevant proposed actions in a non-statutory annex to the plan, dealing with ‘Wider Community Aspirations’. I will not generally refer back to parties on these detailed revisions. I will make modification either in order to meet the Basic Conditions, to correct errors or provide clarification. However, the focus of my examination, as set out in legislation is relatively narrow, I must focus on compliance with the Basic Conditions. The main purpose of a neighbourhood plan is to provide a framework for the determination of planning applications, policies in a plan which have elements which either seek to control things which fall outside the scope of the planning system or introduce requirements which are indiscriminate in terms of the size of development or are overly onerous and would not meet the Basic Conditions. In these circumstances it will be necessary to make modifications to the plan. In making any modifications I have a duty to ensure that the Basic Conditions are met however I am also very careful to ensure, where possible that the intention and spirit of the plan is retained so that the plan, when modified still reflects the community’s intent in producing their neighbourhood plan.

3. The Plan does not meet the legal requirements and cannot proceed to a Referendum

I am also required to recommend whether the Referendum Area should be different from the Plan Area, should the Poringland Neighbourhood Plan go to

Referendum.

In examining the Plan, I am required to check, under Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990, whether:

- the policies in the Plan relate to the development and use of land for a designated Neighbourhood Area are in line with the requirements of Section 38A of the Planning and Compulsory Purchase Act 2004*
- the Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 to specify the period for which it has effect*
- the Plan has been prepared for an area designated under the Localism Act 2011 and has been developed and submitted for examination by a qualifying body.*

I am also required to determine whether the Plan complies with the Basic Conditions, which are that the proposed Neighbourhood Plan:

- Has regard to national policies and advice contained in guidance issued by the Secretary of State;*
- Contributes to the achievement of sustainable development;*
and
- Is in general conformity with the strategic policies contained in the Development Plan for the area.*

There is now an additional Basic Condition to be considered. Since the 28th of December 2018, the Neighbourhood Planning (General) Regulations 2012 Such 2 para 1 has stated:

"In relation to the examination of Neighbourhood Plans the following basic condition is prescribed for the purpose of paragraph 8(2)(g) of Schedule 4B to the 1990 Act-

The making of the Neighbourhood Plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017."

The Plan must also not breach, and otherwise be compatible with EU obligations and Human Rights requirements.

South Norfolk Council will consider my report and decide whether it is satisfied with my recommendations. The Council will publicise its decision on whether or not the plan will be submitted to a referendum, with or without modifications. If the Neighbourhood Plan is submitted to a referendum, then

28 working days' notice will be given of the referendum procedure and Neighbourhood Plan details. If the referendum results in more than half those voting (i.e. greater than 50%), voting in favour of the plan, then the Council must "make" the Neighbourhood Plan a part of its Development Plan as soon as possible. If approved by a referendum and then "made" by the local planning authority, the Neighbourhood Plan then forms part of the Development Plan.

SECTION 4

The Report

4.1 Appointment of the Independent examiner

South Norfolk Council appointed me as the Independent Examiner for the Poringland Neighbourhood Plan with the agreement of Poringland Neighbourhood Plan Group

4.2 Qualifying body

Poringland Parish Council is the qualifying body.

4.3 Neighbourhood Plan Area

The Poringland Neighbourhood Plan Area was designated by South Norfolk Council as a Neighbourhood Area on 15 November 2017 under the Neighbourhood Planning Regulations 2012 (part2 S6). The NDP relates only to this Area. No other Neighbourhood Development Plan has or is being made for the Area.

4.4 Plan Period

The Plan identifies the period to which it relates as 2019 to 2039.

4.5 South Norfolk Council Regulation 15 Assessment of the Plan.

Poringland Parish Council, the Qualifying Body, submitted the plan to South Norfolk Council for consideration under Regulation 15. The Council has made an initial assessment of the submitted Poringland Neighbourhood Plan and the supporting documents and is satisfied that these comply with the specified criteria.

4.6 The Consultation Process

The Poringland Neighbourhood Plan has been submitted for examination with a Consultation Statement which sets out the consultation process that has led to the production of the plan, as set out in the regulations in the Neighbourhood Planning (General) Regulations 2012.

The Statement describes the approach to consultation, the stages undertaken and explains how the Plan has been amended in relation to comments received. It is set out according to the requirements in Regulation 15.1.b of the Neighbourhood Planning (General) Regulations 2012):

(a) It contains details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;

(b) It explains how they were consulted; (c) It summarises the main issues and concerns raised by the persons consulted; and

(d) It describes how these issues and concerns were considered and, where relevant, addressed in the proposed Neighbourhood Plan.

Having examined the documents and considered the focus of the Neighbourhood Plan I conclude that the consultation process was adequate, well conducted and recorded.

A list of statutory bodies consulted is included in the Consultation Statement.

4.7 Regulation 16 consultation by South Norfolk Council and record of responses.

South Norfolk Council placed the Poringland Neighbourhood Plan out for consultation under Regulation 16 from Friday 26th July to Friday 13th of September 2019.

A number of detailed representations were received during the consultation period and these were supplied by the Council as part of the supporting information for the examination process. I considered the representations, have taken them into account in my examination of the plan and referred to them where appropriate.

4.8 Site Visit

I carried out an unaccompanied site visit to familiarise myself with the Neighbourhood Plan Area on the 28th of November 2019.

4.9 Compliance with the Basic Conditions

The Qualifying Body have produced a Basic Conditions Statement. The purpose of this statement is to set out in some detail how the Neighbourhood Plan as submitted meets the Basic Conditions. It is the Examiner's Role to take this document into consideration but also take an independent view as to whether or not the assessment as submitted is correct.

I have to determine whether the Poringland Neighbourhood Plan:

- 1. Has regard to national policies and advice*
- 2. Contributes to sustainable development*
- 3. Is in general conformity with the strategic policies in the appropriate Development Plan*
- 4. Is not in breach and is otherwise compatible with EU obligations and Human Rights requirements.*

5. *There is now an additional Basic Condition to be considered. Since the 28th of December 2018, the Neighbourhood Planning (General) Regulations 2012 Such 2 para 1 has stated:*

"In relation to the examination of neighbourhood development plans the following basic condition is prescribed for the purpose of paragraph 8(2)(g) of Schedule 4B to the 1990 Act—

The making of the neighbourhood development plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017."

Documents brought to my attention by the District Council for my examination include:

- *Poringland Neighbourhood Plan Reg 15 Submission Version 1.3 May 2019*
This is the main document, which includes the policies developed by the community.
- *Consultation Statement*
This is a statement setting out how the community and other stakeholders have been involved in the preparation of the Poringland Neighbourhood Development Plan and is supported by an evidence base, which arose from the consultation.
- *Basic Conditions Statement*
This is a statement setting out how Poringland Neighbourhood Development Plan Working Group considers that the Neighbourhood Development Plan meets the Basic Conditions. This statement also includes the screening report for the Strategic Environmental Appraisal and Habitats Regulations Assessment and addresses how the plan contributes to the achievement of sustainable development.
- *Evidence Base*
- *Screening Opinion*
- *Habitats Regulations Assessment*
- *Character Assessment for Poringland*

4.10 Comment on Documents submitted

I am satisfied having regard to these documents and other relevant documents, policies and legislation that the Poringland Neighbourhood Plan does, subject to the recommended modifications, meet the Basic Conditions.

4.11 Planning Policy

4.11.1 National Planning Policy

National Policy guidance is in the National Planning Policy Framework (NPPF). At the time of the preparation of the Neighbourhood Plan the relevant NPPF was the National Planning Policy Framework (NPPF) February 2019 (as updated).

To meet the Basic Conditions, the Plan must have “regard to national policy and advice”. In addition, the NPPF requires that a Neighbourhood Plan “must be in general conformity with the strategic policies of the local plan”.

Paragraph 29 states:

“Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less development than set out in the strategic policies for the area or undermine those strategic policies.”

The Poringland Neighbourhood Plan does not need to repeat national policy, but to demonstrate it has taken them into account.

I have examined the Poringland Neighbourhood Plan and consider that, subject to modification, the plan does have “regard for National Policy and Advice” and therefore the Plan, subject to modification does meet the Basic Conditions in this respect.

4.11.2 Local Planning Policy- The Development Plan

Poringland is within the area covered by South Norfolk Council. The relevant Development Plan, at the time of my examination was the Joint Core Strategy for Broadland, Norwich and the South Norfolk Site Specific Allocations and Policies Document (2015) and the South Norfolk Development Management Policies Document (2015).

4.11.3 Local Planning Policy- The Development Plan

To meet the Basic Conditions, the Poringland Neighbourhood Plan Neighbourhood Plan must be in “general conformity” with the strategic policies of the development plan.

The NPPF 2019 (updated) states:

“20. Strategic policies should set out an overall strategy for the pattern, scale and quality of development, and make sufficient provision for:

a) housing (including affordable housing), employment, retail, leisure and other commercial development;

b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);

c) community facilities (such as health, education and cultural infrastructure); and

d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.”

Neighbourhood Plans should only contain non-strategic policies. The NPPF 2019(updated) states:

“Non-strategic policies

28. Non-strategic policies should be used by local planning authorities and communities to set out more detailed policies for specific areas, neighbourhoods or types of development. This can include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles, conserving and enhancing the natural and historic environment and setting out other development management policies.

29. Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less development than set out in the strategic policies for the area or undermine those strategic policies.”

Should there be a conflict between a policy in a neighbourhood plan and a policy in a Local Plan, section 38(5) of the Planning and Compulsory Purchase Act 2004 requires that the conflict must be resolved in favour of the policy, which is contained in the last document to become part of the development plan.

The distinction between strategic and non-strategic policies is important because of the relationship with Neighbourhood Plans. Neighbourhood Plans only have to be in general conformity with the strategic policies of the development plan (Localism Act 2011, Schedule 4B, s7 (2)(e)) When made, neighbourhood plan policies take precedence over existing non-strategic policies in the local plan, where they are in conflict.

Planning Policy Guidance paragraph 41-076-20140306 sets out that:

“Strategic policies will be different in each local planning authority area. When reaching a view on whether a policy is a strategic policy the following are useful considerations:

- whether the policy sets out an overarching direction or objective*
- whether the policy seeks to shape the broad characteristics of development*
- the scale at which the policy is intended to operate*
- whether the policy sets a framework for decisions on how competing priorities should be balanced*
- whether the policy sets a standard or other requirement that is essential to achieving the wider vision and aspirations in the Local Plan*
- in the case of site allocations, whether bringing the site forward is central to achieving the vision and aspirations of the Local Plan*
- whether the Local Plan identifies the policy as being strategic”*

4.12 Other Relevant Policy Considerations

4.12.1 European Convention on Human Rights (ECMR) and other

European Union Obligations

As a 'local plan', the Neighbourhood Plan is required to take cognisance of the EU Strategic Environmental Assessment (SEA) Directive 2001/42/EC.

South Norfolk Council carried out a Strategic Environmental Assessment (SEA) screening exercise in July 2018 in consultation with relevant statutory bodies and confirmed that the Poringland Neighbourhood Plan did not require a SEA under European Directive 2001/42/EC.

4.12.2 Habitats Regulations Assessment (HRA)

South Norfolk Council carried out a Habitats Regulations Assessment Screening in June 2019 in consultation with Natural England and confirmed that the making of the neighbourhood plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017(d).

4.12.3 Sustainable development

Paragraphs 7 to 14 of the NPPF (Feb 2019 as updated) identify the components of sustainable development, and how planning applications and local plans can meet these requirements.

The Basic Conditions Statement sets out how the neighbourhood plan addresses the requirement to achieve sustainable development and although this information is limited my *conclusion is that the principles of Sustainable Development required in the NPPF have been taken into account in the development of the plan and its policies and where issues have been identified they were addressed by revisions to the document prior to submission. I am satisfied that the Poringland Neighbourhood Plan subject to the recommended modifications addresses the sustainability issues adequately.*

The Neighbourhood Plan is required to take cognisance of the European Convention of Human Rights and to comply with the Human Rights Act 1998.

I am satisfied that the Poringland Neighbourhood Plan has done so.

I am therefore satisfied that the Poringland Neighbourhood Plan meets the basic conditions on EU obligations.

4.12.4 Excluded development

I am satisfied that the Poringland Neighbourhood Plan does not cover County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters set out in Section 61K of the Town and Country Planning Act 1990.

4.12.5 Development and use of land

I am satisfied that the Poringland Neighbourhood Plan, subject to modification covers development and land use matters.

4.12.6 General Comments

Planning Guidance on preparing neighbourhood plans and policies is clear, it states:

“A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.

Neighbourhood planning can inspire local people and businesses to consider other ways to improve their neighbourhood than through the development and use of land. They may identify specific action or policies to deliver these improvements. Wider community aspirations than those relating to development and use of land can be included in a neighbourhood plan, but actions dealing with non-land use matters should be clearly identifiable. For example, set out in a companion document or annex.”

In order to provide clarity and to ensure that the policies in the Poringland Neighbourhood Plan meet the Basic Conditions it has been necessary for me to make modifications to a number of policies. This includes modifications where policies have sought to introduce controls outside the scope of the planning system or where existing policy already sets out the scope of control.

*As I have found it necessary to modify a number of policies it may also be necessary to modify the supporting text within the plan to align with the modified policies, where this is necessary. The details of these modifications are set out within my comments on the related policies. My comments on policies are in *blue* with the modified policies in *red*.*

4.13The Neighbourhood Plan Vision, Strategic Aims and Policies

4.13.1 VISION Statement

Neighbourhood Area Vision Statement

Poringland will be a safe, sustainable, self-sufficient and thriving local community with a strong identity and sense of place.

It will still have a village feel with natural green habitats and valued connections with the surrounding countryside.

It will encourage small and local businesses to prosper, and thereby create a 'future proofed' village, where residents have homes for life and a community which cares for all.

It will support a robust infrastructure of services and facilities balanced with protection and preservation of local natural habitats

Themes were agreed as:

- Theme 1: Housing and the Built Environment
- Theme 2: Environment, sustainability and rural character
- Theme 3: Transport and access
- Theme 4: Economy and community

services/facilities and infrastructure

Objective 1: To provide a balanced mix of house types and tenures, including affordable and 'future proofed' homes for life.

Objective 2: To retain, encourage and enhance local natural habitats, to maintain and enhance a strong rural identity and sense of place for the area, through environmentally sustainable and sensitive small-scale development.

Objective 3: To provide and maintain an attractive infrastructure to encourage safe and sustainable options for travel in and around the village for pedestrians and cyclists.

Objective 4: To enhance the local economy with or by the provision of small business accommodation, attractive to established and start-up businesses.

Objective 5: To develop current facilities to support the village and deliver attractive new amenities around sport, leisure, education and care.

The resulting policies were then included, along with context and supporting evidence.

COMMENT

I am satisfied that the Poringland NDP vision, aims and objectives were developed from the consultation process and that the policies within the plan reflect the vision, aims and objectives.

4.14 PORINGLAND NEIGHBOURHOOD PLAN POLICIES

Theme 1: Housing and the built environment

Policy 1: Phasing residential growth

The aim is to have a planned phased delivery of housing growth in the village such that allocations are programmed to start in the second five-year period of the Greater Norwich local plan, as shown in Figure 4.

The Parish Council will work with the Greater Norwich planning authorities to give effect to this sustainable rate of planned growth in Poringland.

Development will also need to be managed and phased to ensure alignment with the capacity of available local services and infrastructure, and specific developments will need to show that the capacity exists.

COMMENT

As currently worded, this is not a policy but a statement, it also includes reference to the Greater Norwich Local Plan which is not yet adopted. It could be deleted from the policy section and included in a separate section of the plan as a community aspiration/project or set out in the body of the plan. For clarity and to meet the Basic Conditions Policy 1 should be modified as follows:

Policy 1: Sustainable residential growth

In order to ensure sustainable growth in the village, any future housing growth which generates additional need for local services and infrastructure should be phased to ensure alignment with the capacity of available local services and infrastructure.

Policy 2: Housing – scale

Housing schemes comprising of 20 dwellings or fewer will in principle be supported.

Developments of more than 20 dwellings will only be supported where:

- They also propose to deliver overriding community benefits, such as improved priority infrastructure*;
- They are of an exceptional design and enhance considerably the local area; or
- The 20-dwelling cap will adversely affect the viability of development meeting specific demographic needs.

Small in-fill proposals will be supported in principle as long as the proposal does not unduly harm the local character in terms of landscape and adjacent buildings, important views and is a gap within an otherwise continuous line of housing or development.

*Priority infrastructure needs are set out in Policy 24.

COMMENT

Whilst I understand that the community supports the inclusion of a 20 unit limit for individual developments, I have not been provided with any additional satisfactory supporting evidence to justify why the figure of 20 was selected. I have received representation from South Norfolk Council expressing concern that the 20-dwelling threshold has not been sufficiently justified by evidence and that this policy could result in the delivery of numerous smaller sites without the necessary associated infrastructure to mitigate the cumulative impact.

I am satisfied that the inclusion of the term “small-scale” within the modified policy will meet the community’s aspiration to see development within the development boundary of an appropriate size. For clarity and in order to meet the Basic Conditions the policy should be modified as follows:

Policy 2: Housing – small scale

Proposals for small scale development including in-fill within the development boundary will be supported in principle where the proposal does not unduly harm the local character in terms of landscape and adjacent buildings, important views.

Policy 3: Housing mix

Where viable, housing proposals will need to provide a mix of housing types, tenures and sizes, and these should reflect local need using the best

available, proportionate evidence. It is recognised that the mix is likely to be limited for small developments of fewer than five dwellings.

In addition, for developments of five or more dwellings a minimum of 20% of dwellings must be suitable for, or easily adaptable for, older or less mobile residents. This applies to open-market and affordable housing combined and can include homes designed to Lifetime Homes Standard or single storey. Proposals for accommodation specifically for older or disabled people, such as sheltered housing or Housing with Care, will be supported in principle.

Lifetime Homes Standard will be encouraged for all new dwellings to enable people to stay in the parish as they move through the stages of life, and proposals meeting this standard will be supported.

Any proposal that does not provide a mix meeting local need or provide the required proportion of homes suitable for older or less mobile people will need to be justified with clear evidence that such homes are not at that time required to that level.

The inclusion in a housing proposal of eco- homes to Passivhaus standards, and self- build plots on development sites will also be encouraged.

COMMENT

National Planning Guidance makes it clear that it is important to plan to provide for the housing needs of older and disabled people. Plan-making authorities should, at a strategic level identify need for the plan area and set clear policies to address the housing needs of groups with particular needs such as older and disabled people. These policies can set out how the plan-making authority will consider proposals for the different types of housing that these groups are likely to require. They could also provide indicative figures or a range for the number of units of specialist housing for older people needed across the plan area throughout the plan period.

The Guidance also states:

“Accessible and adaptable housing enables people to live more independently, while also saving on health and social costs in the future. It is better to build accessible housing from the outset rather than have to make adaptations at a later stage – both in terms of cost and with regard to people being able to remain safe and independent in their homes.”

And:

“Where an identified need exists, plans are expected to make use of the optional technical housing standards (footnote 46 of the National Planning Policy Framework) to help bring forward an adequate supply of accessible housing.

Planning policies for accessible housing need to be based on evidence of need, viability and a consideration of site-specific factors.”

Although there is national guidance for the inclusion of policy requiring the inclusion of accessible and adaptable dwellings it is clear that this has to be based on evidence of need, which should be assessed at a strategic level. I have no evidence of this strategic level assessment or strategic level policy within the current development plan.

For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 3: Housing mix

Where viable, housing proposals will need to provide a mix of housing types, tenures and sizes, and these should reflect local need using the best available, proportionate evidence. It is recognised that the mix is likely to be limited for small developments of fewer than five dwellings.

The inclusion of accessible and adaptable dwellings to serve the needs of older and disabled residents is strongly supported. Where there is identified need, developments of five or more dwellings should aim to provide a minimum of 20% of dwellings of this type. This applies to open-market and affordable housing combined and can include homes designed to Lifetime Homes Standard or single storey units. Proposals for accommodation specifically for older or disabled people, such as sheltered housing or Housing with Care, will be supported in principle.

Lifetime Homes Standard will be encouraged for all new dwellings to enable people to stay in the parish as they move through the stages of life, and proposals meeting this standard will be supported.

Any proposal that does not provide a mix meeting local need will need to be justified with clear evidence that such homes are not at that time required to that level.

The inclusion in a housing proposal of eco- homes to Passivhaus or

equivalent standards and self- build plots on development sites will also be encouraged.

Policy 4: Housing – location

The Neighbourhood Plan will support residential development that is allocated or within the adopted development boundary and that is expected not to result in a material increase in traffic through the village centre, as shown on Map 4, Village Centre and Valued Landscape map, page 57.

To help with this, development will be expected to be located to make it easy and attractive for new residents to walk or cycle to local services and facilities and use the bus for longer journeys.

In order to avoid extending the linear nature of the village, proposals for five or more dwellings that result in the growth of the village further southward will not generally be acceptable. Proposals for fewer than five dwellings south of the village will need to demonstrate that it does not add materially to traffic through the village centre or residential areas and there is no undue harm to the valued landscape and its characteristics, and key important views

COMMENT

The policy as currently worded would be difficult to apply in the determination of a planning application. It lacks clarity, there is no definition of “material increase”, the NPPF considers “significant impacts on the transport network” which should be mitigated and that:

”109. Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.”

The sites which are already allocated are by their nature supported by the development plan and in establishing development boundaries the principle of development within the boundary is accepted. A map showing the adopted development boundary as it affects the Neighbourhood Plan Area should be included in the Plan. For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 4: Housing – location

Development proposals within the adopted development boundary or on allocated sites should, where possible minimise the increase of traffic through the village centre, as shown on Map 4, Village Centre and

Valued Landscape map, page 57.

To help with this, development will be expected to be located and designed to make it easy and attractive for new residents to walk or cycle to local services and facilities and use the bus for longer journeys.

In accordance with South Norfolk Council's landscape character assessment for Poringland which resists changes that will further accentuate the linear nature of development in the village, proposals for major development that result in the growth of the village further southward will not generally be acceptable.

Proposals for minor development south of the village will need to demonstrate how additional traffic generated will be managed so that that the impact on the village centre or residential areas is minimised and there is no undue harm to the valued landscape and its characteristics, and key important views.

Policy 5: Affordable housing

Affordable housing should be provided as part of developments where relevant, with the proportion being in line with the local plan requirements.

Small scale Exception Site schemes outside of the development boundary for Poringland will in principle be supported.

Exception Sites should:

- *Be well related to existing development;*
- *Have reasonable sustainable access to village services;*
- *Not result in a significant encroachment into the open countryside; and*
- *Comprise of 20 dwellings or fewer.*

In this context, Entry-Level Exception Sites in particular are encouraged.

The allocation of dwellings will be to those in housing need and with, as a reasonable preference, a connection to the parish of Poringland in accordance with the sequential criteria set out below this policy.

Furthermore, the needs of all serving or former Service personnel will need to be taken into account during the allocation process. This includes family members of serving or former Service Personnel who may themselves have been disadvantaged by the requirements of military service.

An affordable housing mix that provides opportunities for people to buy, including discounted homes to buy, as well as affordable rent will be supported

COMMENT

Policy 5 refers to “Small scale” and “comprise of 20 houses or fewer”.

The government defines exception sites as:

“Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection.”

There is no definition of “small sites” however this has generally been interpreted at a development plan level to be sites that are proportionate to the size and scale of the settlement to which they relate. I have not been provided with any evidence as to why the figure of 20 dwellings has been arrived at (see my comments on policy 4). For clarity and to meet the Basic Conditions the policy should remove the bullet point reference to 20 dwellings or fewer.

South Norfolk Council have made representation that as an additional priority relating to military personnel has been inserted since the Regulation 14 consultation the wording in the supporting text on page 22 requires amending to reflect housing this as follows:

‘However, South Norfolk Council will need to determine priorities between applicants, so that applicants who have served in the Armed Forces are given greater priority than those without a local connection that have not served’.

I concur with this requirement.

Theme 2: Environment, sustainability and rural character

Policy 6: Natural Environment

As a minimum, all development will be expected to result in a demonstrable net ecological gain of at least 10%, including through the creation of a range of locally appropriate habitats and the inclusion of design features, including those that enable animals, especially species in decline, to move between habitats unhindered. Greater weight will be given to proposals that would result in a significant net ecological gain, or which help to support the B-Line for pollinators or other key green infrastructure as set out in The Greater Norwich Green Infrastructure Strategy.

Whilst the achievement of a minimum of 10% net biodiversity gain would be beneficial, I can find no national or strategic policy requirement for the 10% requirement and I have not been provided with evidence to support this figure in preference to any other. Whilst it is possible for Neighbourhood Plan Policy to introduce standards which diverge from National and Local policy and guidance this must be based on appropriate evidence and I have not been provided with any in this case. In order to meet the Basic Conditions, the policy should be modified as follows:

Policy 6: Natural Environment

All development will be expected to achieve a demonstrable net ecological gain to meet statutory requirements including through the creation of a range of locally appropriate habitats and the inclusion of design features, including those that enable animals, especially species in decline, to move between habitats unhindered. Support will be given to proposals that would result in a significant net ecological gain, or which help to support the B-Line for pollinators or other key green infrastructure as set out in The Greater Norwich Green Infrastructure Strategy.

Policy 7: Trees and hedgerows

Proposals shall include high quality landscaping design that as a minimum retains existing trees and hedgerows.

If a strong case is made for the removal of any trees or hedgerows, the loss will need to be mitigated by ensuring that replacement is at least equivalent to

the ecological value of the hedgerows or trees removed.

Development that will result in the loss or degradation of any woodland block or any of the remaining ancient hedgerows, including those shown on the tithe map, in part or in whole, will be refused unless the overall benefits significantly and demonstrably outweigh the loss.

COMMENT

To achieve access to development sites it may be necessary to remove some existing trees or areas of hedgerow. For clarity the first paragraph of Policy 7 should be modified as follows:

Proposals should include high quality landscaping design that retains, where possible existing trees and hedgerows.

Policy 8: Landscape

Proposals that clearly reinforce the linear pattern of the village, and in particular that extend the village southward along either side of the B1332, will not be supported.

Furthermore, the landscape to the south of the village is considered to be a Valued Landscape (see Policies Map 4, p57) and will be afforded the protection set out in the National Planning Policy Framework.

Proposals within the valued landscape will be refused unless specifically supported by other policies in the Neighbourhood Plan.

COMMENT

Policy 4, as modified contradicts the wording of this policy:

“In accordance with South Norfolk Council’s landscape character assessment for Poringland which resists changes that will further accentuate the linear nature of development in the village, proposals for major development that result in the growth of the village further southward will not generally be acceptable.”

Paragraph 170 of the NPPF states:

“Planning policies and decisions should contribute to and enhance the natural and local environment by:

- a) protecting and enhancing valued landscapes, sites of biodiversity***

or geological value and soils (in a manner commensurate with their statutory status or identified quality in the development plan);”

I have not been provided with sufficiently robust evidence to support the designation of the area designated as Valued Landscape (see Policies Map 4, p57) and the serious policy restrictions this would impose.

For consistency, clarity and to meet the Basic Conditions, Policies Map 4 should be re annotated to refer to important landscape and the policy should be modified as follows:

Policy 8 Landscape

In accordance with South Norfolk Council’s landscape character assessment for Poringland which resists changes that will further accentuate the linear nature of development in the village, proposals for major development that result in the growth of the village further southward will not generally be acceptable.

The landscape to the south of the village (as identified on Policies Map 4, p57) is valued by the community and important to the setting of the village. Proposals for development within this important landscape will not be supported unless specifically supported by other policies in the Development Plan.

Policy 9: Long views

Development proposals that set out, where applicable, how they will retain remaining distant views towards Norwich, the Tas Valley and south of the village will be supported.

Such development proposals will need to set out how the layout and density of the proposal has taken into account the views and how any adverse impact has been minimised.

Proposals that will result in unacceptable harm to the important views shown on the Policies map 4 will not be supported.

COMMENT

I have received the following representation from South Norfolk Council:

“Policy 9: Long views on Policy Map 2 and Policy Map 4

The Council recommends Policy Map 2 (page 55) and Policy Map 4 (page 57) are updated to illustrate the important views being referred to in Policy 9 (and shown in the photographs at page 58) and to illustrate the Chet Valley Linear Reserve and the parkland around Porch Farm which are referenced within the supporting text for Policy 9. It is also recommended that the broad locations from which longer distance views towards Norwich and the Tas Valley, referenced in Policy 9, should be illustrated on Map 2.”

I concur with these recommendations.

Policy 10: Recreational open space provision

Recreational open space must be provided as part of new development either on-site or secured off-site through developer contributions in accordance with local plan Policy DM 3.15 (or successor) and with due regard to the South Norfolk Guidelines for Recreation Provision in New Residential Developments SPD (2018) or its replacement.

The recreational open space provided shall be linked and form a multifunctional role as part of the network of green infrastructure promoted by the Joint Core Strategy and be well connected to routes for pedestrians and cyclists.

This shall where relevant include improving access to the countryside, and as a minimum it will be expected that countryside access via the Public Rights of Way network will not be harmed by development.

The provision of recreational open space as required by the local plan should:

- a) Result in net ecological gain; and*
- b) Benefit all members of the community with access being available to all.*

COMMENT

I have no comment on this policy.

Policy 11: Local Green Space designations

The following places will be designated as Local Green Spaces as shown on the Policies Map 3 as part of this Neighbourhood Plan:

- a) Poringland Conservation and Fishing Lakes, by virtue of its recreational value, wildlife and tranquility;*

- b) Carr Lane community woodland, by virtue of its wildlife and tranquility; and
- c) The war memorial playing field for its recreational value

Proposals for any development on these will be resisted unless there are exceptional circumstance

COMMENT

I have no comment on this policy.

Policy 12: Street Lighting

It will be essential to maintain the “dark skies” and the rural feel in Poringland by avoiding the introduction of street lighting as part of new development.

New street lighting will therefore not be encouraged. If any is installed it must be designed so as to minimise the adverse impact on dark skies, local amenity, landscape and wildlife.

COMMENT

There may be situations where the installation of street lighting will be required for highway of pedestrian safety and the decision to install this lighting falls outside the control of the NDP. For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 12: Street Lighting

In order to maintain the “dark skies” and rural feel in Poringland the introduction of street lighting as part of new development should be avoided. Where new street lighting cannot be avoided it must be designed so as to minimise the adverse impact on dark skies, local amenity, landscape and wildlife.

Policy 13: Flood risk

All major development proposals, or all development proposals coming forward within the areas of high, medium and low risk from surface water flooding, as identified by the Environment Agency, must have due regard to The Millard Report and satisfy the following criteria:

- a) *The application includes a Flood Risk Assessment (FRA) and Surface Water Drainage Strategy that gives adequate and appropriate consideration to all sources of flooding and surface water drainage to ensure there is no*

increased risk of flooding either on the development site or to existing property as a result of the development. Developers will be expected to demonstrate that downstream water flooding is avoided.

b) Sustainable Drainage Systems will need to be considered for all planning applications, following the SuDS hierarchy, but in particular note:

i. Development that manages surface water through infiltration methods may be supported but only if it can be clearly demonstrated to be effective by appropriate percolation and soil investigation tests showing that this will not result in the increase of flood-risk on-site or off- site. There should be no direct discharge to groundwater and schemes should provide a saturated zone of 1.2 metres.

ii. Where infiltration is not effective or practicable, as will be the case in much of Poringland, developers should seek solutions that use storage zones or connections to a water course. Such drainage solutions should intercept and store long term surface water run-off up with an appropriate allowance for climate change. Again, it will be necessary to demonstrate that the solution will not increase flood risk elsewhere and should be based on sufficient treatment steps.

Any drainage strategy is likely to avoid the piping of existing drainage channels unless this is shown to be necessary. The incorporation of rainwater re-use or rainwater harvesting systems to further delay and reduce flows will be supported. As a minimum, water butts should be considered in all new development. The Neighbourhood Plan will particularly support water features that are incorporated into recreational areas or ecological gains as part of the solution, where appropriate.

COMMENT

The current wording of policy 13 does not have sufficient regard for national policy and in part lacks clarity. For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 13: Flood risk

All major development proposals, or all development proposals coming forward within the areas of high, medium and low risk from surface water flooding, as identified by the Environment Agency, should have due regard to the South Norfolk Council Poringland Integrated Urban

Drainage Strategy Supplementary Groundwater Drainage Report (2008) and where required by national policy include a Flood Risk Assessment (FRA) and Surface Water Drainage Strategy that gives adequate and appropriate consideration to all sources of flooding and surface water drainage to ensure there is no increased risk of flooding either on the development site or to existing property as a result of the development. Developers will be expected to demonstrate that there will be no increase in flood risk elsewhere.

Sustainable Drainage Systems will need to be considered for all planning applications, following the SuDS hierarchy, but in particular note:

i. Development that manages surface water through infiltration methods may be supported but only if it can be clearly demonstrated to be effective by appropriate percolation and soil investigation tests showing that this will not result in the increase of flood-risk on-site or off- site. There should be no direct discharge to groundwater and schemes should provide a saturated zone of 1.2 metres.

ii. Where infiltration is not effective or practicable, as will be the case in much of Poringland, developers should seek solutions that use storage zones or connections to a water course. Such drainage solutions should intercept and store long term surface water run-off by means of attenuation and controlled discharge with an appropriate allowance for climate change.

Any drainage strategy should avoid the piping of existing drainage channels unless this is shown to be necessary. The incorporation of rainwater re-use or rainwater harvesting systems to further delay and reduce flows will be supported. As a minimum, water butts should be considered in all new development. The Neighbourhood Plan will particularly support water features that are incorporated into recreational areas or ecological gains as part of the solution, where appropriate.

In addition, South Norfolk Council have made representation that the supporting text for policy 13 (page 32) requires modification:

“The significance of the issue is set out in the South Norfolk Council Poringland Integrated Urban Drainage Strategy Supplementary Groundwater Drainage Report (2008), hereafter referred to as ‘The Millard Report’.

‘The problem is caused by natural springs and streams, and the predominant boulder clay geology overlain by 8-12m of sand and gravel. Many of the problems stem from the predominant boulder clay geology overlain in some areas by sands and gravels. Where the sands and gravels interface with the boulder clay close to the surface, this can give rise to transient springs and natural flow routes. “

I concur with this modification.

Policy 14: Character and Design

All new development within Poringland must demonstrate high-quality design. This means responding to and integrating with local surroundings and the landscape context as well as the existing built environment. In Poringland high-quality design means:

- a) New development must be in keeping with that of a rural village, and be of similar diversity, density, footprint, separation and scale to the surrounding area and of neighbouring properties in particular, unless it can be demonstrated that proposed development would not harm local character;*
- b) Development is designed so as to provide distinct character across housing proposals, which is either contemporary (but in keeping with traditional housing), or makes use of traditional materials which reflects older properties within the village;*
- c) An attractive and robust landscape setting is provided for buildings on site which reinforces local distinctiveness;*
- d) New development is well integrated into the landscape and maintains the quality of transition between settled and agricultural landscape;*
- e) Existing landscape features on site boundaries must be retained, which includes hedges and tress to help maintain the character of the site and reinforce its boundaries;*
- f) Development does not adversely impact views from and to the sensitive*

edge of the plateau; particularly the north of the area, which is indivisible with Norwich, and must maintain the views identified at Policy 9;

g) The overall external appearance of affordable dwellings is indistinguishable in terms of the materials used and architectural detail from the open market housing on site;

h) There is good use of public space in major residential development proposals to provide an attractive and interesting community focus;

i) Housing is set back from the edge of the highway, with frontage to public open space creating an attractive focal point within major development so as to increase the quality of the public realm;

j) There is connectivity between existing and new footpath and/or cycle paths and between open spaces to aid integration of existing and new development.

k) New development, especially that intended for family occupation, includes ample garden areas to serve future residents and reflect the current character of the area;

l) Each property shall have a defined area for bins as close to the property's rear doors as possible; and

m) Layouts are designed to keep vehicle intrusion to a minimum.

Planning permission will not be granted for development of poor design that fails to take the opportunities available for improving local character and quality of an area, and the way it functions.

Development proposals shall be in keeping with the South Norfolk 'Place-Making Guide', 'Building for Life' criteria and 'Secure by Design'.

COMMENT

This policy is long, lacks clarity and in places repetitive. For clarity the policy should be modified as follows:

Policy 14: Character and Design

All new development within Poringland should demonstrate high-quality design. Proposals for new development should:

a) be locally distinctive, in keeping with the context of a rural village of similar diversity, density, footprint, separation and scale to the

surrounding area and of neighbouring properties in particular, unless it can be demonstrated that proposed development would not harm local character as set out in the Poringland Character Assessment document;

b) be designed so as to provide distinct character across housing proposals, which is either contemporary (but reflects traditional housing styles), or makes use of traditional materials which reflects older properties within the village;

c) include attractive and robust landscape proposals and planting schemes of appropriate native species.

d) be well integrated into the landscape and maintain the quality of transition between settled and agricultural landscape;

e) retain wherever possible existing landscape features on site boundaries including hedges and trees to maintain the character of the site and reinforce its boundaries;

f) not adversely impact views to and from the sensitive edge of the plateau; particularly in the north of the area, identified at Policy 9;

g) ensure that the external appearance of affordable dwellings is indistinguishable in terms of the materials used and architectural detail from the open market housing on site;

h) ensure that public spaces in major residential development are designed to provide an attractive and interesting community focus;

i) ensure that there is connectivity between existing and new footpath and/or cycle paths and between open spaces to aid integration of existing and new development.

j) provide adequate garden areas which reflect the nature of the occupation of the proposed dwellings, to serve future residents and reflect the current character of the area;

k) provide a defined area for bins as close to the property's rear doors as possible; and

l) be designed to prioritise pedestrian movement, minimising vehicle intrusion.

Planning permission will not be granted for development of poor design that fails to take the opportunities available for improving local

character and quality of an area, and the way it functions.

Development proposals shall be in keeping with the South Norfolk 'Place-Making Guide', 'Building for Life' criteria and 'Secure by Design'.

Policy 15: Historic Environment

Where a proposal, especially in the south or south-east of the village, will preserve or enhance the significance of one or more of the heritage assets, the neighbourhood plan will be supportive.

Where such an application includes elements that have the potential to adversely impact upon one or more of the heritage assets, it must include a heritage statement that describes the significance of any heritage assets potentially affected, alongside a clear and convincing justification for any unavoidable harm to significance.

Design that complements heritage assets in the vicinity of a proposal will be considered favourably (see also Policy 14).

Proposals shall provide the opportunity for archaeological assets to be revealed and understood or, where appropriate, preserved.

COMMENT

National policy and guidance already sets out the framework for the determination of applications affecting designated and non-designated heritage assets and does not need to be repeated here and policy 15 does not reflect existing policy adequately. For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 15: Historic Environment

Proposals affecting Designated and Non-Designated Heritage Assets must comply with national policy and the Development Plan.

Support will be given to proposals that will conserve and enhance heritage assets, especially those in the south or south-east of the village.

Theme 3: Transport and access

Policy 16: Sustainable Transport

New developments will be expected to encourage and enhance sustainable

travel choices.

Development proposals must demonstrate safe walking and cycling links to key local services and community facilities, especially to schools and the defined village centre.

Where necessary the developer must provide safe and good quality sustainable transport infrastructure connecting the development with existing sustainable transport infrastructure.

Proposals that include improved connectivity to Norwich for sustainable modes of transport will be viewed favourably.

Development will take all reasonable opportunities to promote and enhance the use of public transport. This could include improvements to bus services, especially weekend and evening services where feasible.

COMMENT

The provision of safe walking and cycling links will not be relevant for all developments. For clarity the second paragraph of policy 16 should be modified as follows:

Development proposals should, where relevant demonstrate safe walking and cycling links to key local services and community facilities, especially to schools and the defined village centre.

Policy 17: School parking

Any planning application for expansion of the schools will include a parking management scheme.

Such proposals to improve the parking provision and management around the schools, especially in relation to pick-up and drop-off requirements, will be supported in principle.

COMMENT

I have no comment on this policy.

Policy 18: Transport layout of new residential development

The layout of new residential developments must be designed to encourage traffic speeds of 20mph or lower.

Development shall be permeable to allow for easy pedestrian and cyclist access, although this should avoid unacceptable personal safety risks and should not be detrimental to crime prevention.

In particular, footways that enjoy natural surveillance, are overlooked by a number of dwellings, and are not routed along the backs of homes and/or bounded by high fences, will be considered favourably.

COMMENT

Guidance on the design and layout of roads for residential development is set out in the Manual for Streets at a national level and implemented on a local level by the local highway authority. For clarity and to meet the Basic Conditions the policy should be modified as follows:

Policy 18: Transport layout of new residential development

The roads serving new residential developments should be designed to minimise traffic speeds, limited to 20mph or lower wherever possible.

Layouts should be permeable, allowing for safe pedestrian and cyclist access and should follow Secured by Design guidance. In particular, footways that enjoy natural surveillance, are overlooked by a number of dwellings, and are not routed along the backs of homes and/or bounded by high fences, will be considered favourably.

Policy 19: Residential parking standards

For all new residential developments, the following minimum vehicle standards shall apply for off-road parking:

- *1 bed dwelling, 1 off-road car parking space*
- *2 bed dwelling, 2 off-road car parking spaces*
- *3+ bed dwelling, 3 off-road car parking spaces*

Where these standards cannot be met or where there is a potential for on-street parking to occur because of the needs of visitors, streets will need to be designed to safely accommodate some on-street parking, which may include formal parking facilities such as laybys.

Landscaping shall be used to avoid car parking being obtrusive in the street scene.

Well-designed on street parking schemes on through routes that can be shown to function as informal traffic calming measures will be supported.

There will be a presumption against rear parking courts.

COMMENT

The final paragraph of this policy does not provide any flexibility and should be modified as follows:

Rear parking courts will only be supported in exceptional circumstances.

Theme 4: Economy and community services/ facilities and infrastructure

Policy 20: Local Community Facilities and Services

Development within the development boundary that improves the capacity or range of community facilities will be supported. In particular, proposals for new or expanded medical and educational facilities, childcare, supported care/ extra care services, banking facilities, and sports/ leisure facilities will be supported in principle and encouraged, particularly where they are in or in the immediate area around the village centre.

With respect to the potential loss of existing community facilities, where applications for change of use are submitted involving a potential loss of existing facilities they will be permitted only where the developer can demonstrate:

- 1) They will be satisfactorily relocated to elsewhere, preferably in the village centre;*
- 2) or Adequate other facilities of the same service offering and which are connected by safe walking routes to the main residential areas to meet local needs; or*
- 3) No reasonable prospect of continued viable use which can be demonstrated through:*
 - i. At least six months of marketing for the permitted and similar uses, using an appropriate agent, and agreed with the local planning authority; and*
 - ii. Confirmation that it has been offered on a range of terms (including price) agreed to be reasonable on the advice of an independent qualified assessor.*

COMMENT

I have no comment on this policy.

Policy 21: Development in the village centre

Development in the village centre will be supported if it comprises small scale commercial development or community facilities. This will include the following planning use classes:

A1 – shops;

A2 – financial and professional services;

A3 – restaurants and cafes;

A4 – Drinking establishments;

D1 – Non-residential institutions such as health centres, day nurseries, libraries; D2 – Assembly and leisure

This is to promote and consolidate the area as a village centre. Small-scale in the context of this policy means of a scale that is in proportion to the role and function of Poringland.

COMMENT

I have no comment on this policy.

Policy 22: Economic development

New economic development within the development boundary that comprises a micro or small business will be encouraged and supported in principle, conditional on appropriate mitigation and design.

Any proposal for an employment-generating use will need to demonstrate that:

- it will not have an unacceptable adverse impact on residential amenity;*
- it will not have an unacceptable adverse impact on the transport network, especially the B1332;*
- it can accommodate all related parking within its site, including for visitors;*

- it provides a good standard of broadband; and
- it will not have any other unacceptable environmental impacts, including impacts on the historic environment around the south/ south-east of the village.

Such economic development that is located separate from residential areas will be considered favourably.

COMMENT

The final paragraph of this policy is potentially confusing and could lead to a perceived support for economic development proposals outside the development boundary contrary to the objective of the policy as a whole. In addition, the policy already has criteria requiring the protection of residential amenity. For clarity the final paragraph of this policy should be deleted.

Policy 23: Telecommunications

The provision of essential infrastructure for telecommunications, mobile phones and broadband will be supported where it is of a scale and design appropriate to Poringland and would not cause undue visual intrusion or have an unacceptable impact on the landscape setting and character. In line with Policy 6 of the Joint Core Strategy, all new development must demonstrate how it will contribute to the achievement of fast broadband connections in the area.

COMMENT

I have no comment on this policy.

Policy 24: Physical and Social Infrastructure

Housing and other development will be required to contribute towards improving local services and infrastructure (such as transport, education, open space etc.) through either the payment of Community Infrastructure Levy (CIL), planning obligations (via an s106 agreement / s278 agreement); and the use of a planning conditions.

The following are physical and social infrastructure priorities. These shall be considered for developer contributions where appropriately linked with the impacts of specific development.

If a need is triggered by the combined impacts of different developments, then

Community Infrastructure Levy contributions or pooled s106 funding shall be deployed if possible.

The priorities, not listed in any particular order, are:

- Upgrading of pedestrian facilities along the B1332, especially crossing facilities;*
- Improving footway condition;*
- Improved capacity of healthcare provision such as the GP surgeries;*
- Improved childcare and education provision;*
- Better car parking management around the schools;*
- Extension of or improvements to cycle facilities, including the route towards Norwich (note that most of this is outside of the parish);*
- Improved public transport, including upgrading of bus stops to bus shelters along the B1332 where there is room;*
- Improvements to Public Rights of Way;*
- Reduced traffic speeds on residential streets in the village; and*
- Renewable energy generation for the community.*

COMMENT

This is not a land use policy and should be deleted from this section of the Plan. The CIL priority list can either be included in the body of the Plan or the as part of the community aspiration/project section of the Plan.

SECTION 5

Conclusion and Recommendations

1. *I find that the Poringland Neighbourhood Plan has been prepared in accordance with the statutory requirements and processes set out in the Town and County Planning Act 1990 (as amended by the Localism Act 2011) and the subsequent Neighbourhood Planning (General) Regulations 2012.*
2. *The Neighbourhood Plan does not deal with County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters set out in Section 61K of the Town and Country Planning Act 1990.*
3. *The Poringland Neighbourhood Plan does not relate to more than one Neighbourhood Area and there are no other Neighbourhood Plans in place within the Neighbourhood Area.*
4. *The Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening, meet the EU Obligation.*
5. *The policies and plans in the Poringland Neighbourhood Plan, subject to the recommended modifications would contribute to achieving sustainable development. They have regard to national policy and to guidance, and generally conform to the strategic policies of the Development Plan, currently the Joint Core Strategy for Broadland, Norwich and South Norfolk (2014) and the South Norfolk Site Specific Allocations and Policies Document (2015) and the South Norfolk Development Management Policies Document (2015).*
6. *I therefore conclude that the Poringland Neighbourhood Plan subject to the recommended modifications can proceed to Referendum.*

Deborah McCann BSc MRICS MRTPI Dip Arch Con Dip LD

Planning Consultant

NPIERS Examiner

CEDR accredited mediator

23rd January 2020

South Norfolk Council

Poringland Neighbourhood Plan Examiner's Report - Decision Statement

1. Summary

Following an independent examination, South Norfolk Council has received the examiner's report relating to the Poringland Neighbourhood Plan. The report makes a number of recommendations for making modifications to policies within the Neighbourhood Plan. South Norfolk Council proposes to accept each of the examiner's recommendations, apart from that relating to Policy 2 'Housing – scale', as set out below.

2. Background

Following the submission of the Poringland Neighbourhood Plan to South Norfolk Council in June 2019, the Neighbourhood Plan was published in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 and representations invited. The publication period took place in July and August 2019.

The local planning authority, with the approval of Poringland Parish Council, subsequently appointed an independent examiner, Deborah McCann, to conduct an examination of the submitted Neighbourhood Plan and conclude whether it meets the Basic Conditions (as defined by Schedule 4B of the Town and Country Planning Act 1990) and consequently whether the Plan should proceed to referendum.

The examiner's report concludes that, subject to making certain recommended modifications, the Neighbourhood Plan meets the Basic Conditions and should proceed to a Neighbourhood Planning referendum.

3. Decision

Having considered each of the recommendations in the examiner's report and the reasons for them, South Norfolk Council has decided to approve all of the recommended modifications, apart from one. The Council proposes to take a different view to that of the examiner in relation to **Policy 2 'Housing – scale'**. The Council is proposing an alternative modification, as detailed below, and considers that this proposal will ensure the policy achieves greater clarity and therefore meets the basic conditions. This is in accordance with sections 12 and 13 of Schedule 4B to the Town and Country Planning Act 1990.

The following table sets out each of the examiner's recommended modifications, the Council's consideration of those recommendations, and the Council's decision in relation to each recommendation;

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| Section | Examiner's recommendation | Council consideration of recommendation | Council decision |
|--------------------------------------|---|--|--|
| Policy 1: Phasing residential growth | <p>'For clarity and to meet the Basic Conditions, Policy 1 should be modified as follows:</p> <p><i>Policy 1: Sustainable residential growth</i></p> <p><i>In order to ensure sustainable growth in the village, any future housing growth which generates additional need for local services and infrastructure should be phased to ensure alignment with the capacity of available local services and infrastructure.'</i></p> | <p>The Council agrees with the examiner's rationale that the original policy wording was unclear and was worded as a statement rather than as a policy.</p> | <p>Accept examiner's recommended modification.</p> |
| Policy 2: Housing – scale | <p>'For clarity and in order to meet the Basic Conditions the policy should be modified as follows:</p> <p><i>Proposals for small scale development including in-fill within the development boundary will be supported in principle where the proposal does not unduly harm the local character in terms of landscape and adjacent buildings, important views.'</i></p> | <p>The Council does not consider that the recommended modification provides the necessary clarity to meet the Basic Conditions.</p> <p>For a detailed explanation of the Council's reasoning, please refer to Appendix 1 of this Decision Statement.</p> | <p>Refuse examiner's recommended modification.</p> <p>Propose alternative modifications to the policy wording in order to address issues of clarity and to ensure the policy meets the Basic Conditions.</p> <p>The Council's proposed modifications are set out in Appendix 1 of this Decision Statement.</p> |
| Policy 3: Housing Mix | <p>'For clarity and to meet the Basic Conditions the policy should be modified as follows:</p> <p><i>Policy 3: Housing Mix</i></p> <p><i>Where viable, housing proposals will need to provide a mix of housing types, tenures and sizes, and these should reflect local need using the best available, proportionate evidence. It is recognised that the mix is likely to be limited to small developments of fewer than five dwellings.</i></p> <p><i>The inclusion of accessible and adaptable dwellings to serve the needs of older and disabled residents is strongly supported. Where there is identified need, developments of five or more dwellings should aim to provide a minimum of 20% of dwellings of this type. This applies to open-market and affordable housing combined and</i></p> | <p>The Council agrees with the examiner's rationale that there is no strategic level assessment or higher level policy which provides detailed evidence of need within Poringland, and that the original policy should therefore be modified.</p> | <p>Accept examiner's recommended modification.</p> |

CABINET REPORT - APPENDIX 2

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| | <p><i>can include homes designed to Lifetime Homes Standard or single storey units. Proposals for accommodation specifically for older or disabled people, such as sheltered housing or Housing with Care, will be supported in principle.</i></p> <p><i>Lifetime Homes Standard will be encouraged for all new dwellings to enable people to stay in the parish as they move through the stages of life, and proposals meeting this standard will be supported.</i></p> <p><i>Any proposal that does not provide a mix meeting local need will need to be justified with clear evidence that such homes are not at that time required to that level.</i></p> <p><i>The inclusion in a housing proposal of eco-homes to Passivhaus or equivalent standards and self-build plots on development sites will also be encouraged.'</i></p> | | |
| Policy 4: Housing – location | <p><i>'For clarity and to meet the Basic Conditions the policy should be amended as follows:</i></p> <p><i>Development proposals within the adopted development boundary or on allocated sites should, where possible minimise the increase of traffic through the village centre, as shown on Map 4, Village Centre and Valued Landscape map, page 57.</i></p> <p><i>To help with this, development will be expected to be located and designed to make it easy and attractive for new residents to walk or cycle to local services and facilities and use the bus for longer journeys.</i></p> <p><i>In accordance with South Norfolk Council's landscape character assessment for Poringland which resists changes that will further accentuate the linear nature of development in the village, proposals for major development that result in the growth of the village further southward will not generally be acceptable.</i></p> <p><i>Proposals for minor development south of the village will need to demonstrate how additional traffic generated will be managed so that the impact on the village centre or residential areas is minimised and there is no undue harm to the valued landscape and its characteristics, and key important views.'</i></p> | <p>The Council agrees with examiner's rationale that the policy, as originally worded, would be difficult to apply in the determination of a planning application.</p> <p>This is due to a lack of clarity, a lack of definition for 'material increase', and that the NPPF already addresses significant impacts on the transport network.</p> | Accept examiner's recommended modification to the policy wording, and the inclusion of a map showing the adopted development boundary, as it affects the Neighbourhood Area.' |

CABINET REPORT - APPENDIX 2

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|-------------------------------|--|--|--|
| | | | |
| Policy 5: Affordable housing | <p>'For clarity and to meet the Basic Conditions the policy should remove the bullet point reference to 20 dwellings or fewer.</p> <p>South Norfolk Council have made representation that as an additional priority relating to military personnel has been inserted since the Regulation 14 consultation the wording in the supporting text on page 22 requires amending to reflect housing this as follows: <i>However, South Norfolk Council will need to determine priorities between applicants, so that applicants who have served in the Armed Forces are given greater priority than those without a local connection that have not served'.</i></p> <p>I concur with this requirement.'</p> | <p>The Council agrees with the modification to remove reference to '20 dwellings or fewer'. This is required due to the proposed modifications to Policy 2 (see above).</p> <p>The Council also agrees to amendments to the supporting text.</p> | Accept examiner's recommended modifications. |
| Policy 6: Natural Environment | <p>'In order to meet the Basic Conditions, the policy should be modified as follows:</p> <p><i>Policy 6: Natural Environment</i></p> <p><i>All development will be expected to achieve a demonstrable net ecological gain to meet statutory requirements including through the creation of a range of locally appropriate habitats and the inclusion of design features, including those that enable animals, especially species in decline, to move between habitats unhindered. Support will be given to proposals that would result in a significant net ecological gain, or which help to support the B-Line for pollinators or other key green infrastructure as set out in The Greater Norwich Green Infrastructure Strategy.'</i></p> | The Council agrees with examiner's rationale that there is not sufficient evidence to support the original policy requirement of a 10% net biodiversity gain. | Accept examiner's recommended modification. |
| Policy 7: Trees and hedgerows | <p>'For clarity the first paragraph of Policy 7 should be modified as follows:</p> <p><i>Proposals should include high quality landscaping design that retains, where possible existing trees and hedgerows.'</i></p> | The Council agrees with examiner's reasoning that the first paragraph needs to be amended to allow potential access to development sites. | Accept examiner's recommended modification. |
| Policy 8: Landscape | 'For consistency, clarity and to meet the Basic Conditions, Policies Map 4 should be re annotated to refer to important landscape and the policy should be modified as follows: | The Council agrees with the examiner's statement that there is not sufficiently robust evidence to support the designation of a Valued | Accept examiner's recommendation to re-annotate Map 4 to refer to 'Important Landscape', and to modify the policy wording. |

CABINET REPORT - APPENDIX 2

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| | <p><i>Policy 8: Landscape</i></p> <p><i>In accordance with South Norfolk Council's landscape character assessment for Poringland which resists changes that will further accentuate the linear nature of development in the village, proposals for major development that result in the growth of the village further southward will not generally be acceptable.</i></p> <p><i>The landscape to the south of the village (as identified on Policies Map 4, p57) is valued by the community and important to the setting of the village. Proposals for development within this important landscape will not be supported unless specifically supported by other policies in the Development Plan.'</i></p> | Landscape and the serious policy restrictions this would impose. | |
| Policy 9: Long views | <p>'I have received the following representation from South Norfolk Council:</p> <p><i>"The Council recommends Policy Map 2 (page 55) and Policy Map 4 (page 57) are updated to illustrate the important views being referred to in Policy 9 (and shown in the photographs at page 58) and to illustrate the Chet Valley Linear Reserve and the parkland around Porch Farm which are referenced within the supporting text for Policy 9. It is also recommended that the broad locations from which longer distance views towards Norwich and the Tas Valley, referenced in Policy 9, should be illustrated on Map 2."</i></p> <p>I concur with these recommendations.'</p> | The Council supports the representation it submitted during the Regulation 16 publication stage, as referred to by the examiner. | Accept examiner's recommended modification. |
| Policy 10: Recreational open space provision | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 11: Local Green Space designations | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 12: Street lighting | <p>'For clarity and to meet the Basic Conditions, the policy should be modified as follows:</p> <p><i>Policy 12: Street Lighting</i></p> <p><i>In order to maintain the "dark skies" and rural feel in Poringland the</i></p> | The Council agrees with the examiner's reasoning that there may be situations where the installation of street lighting will be required for highway or pedestrian safety. These decisions are outside the control of | Accept examiner's recommended modification. |

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| | <i>introduction of street lighting as part of new development should be avoided. Where new street lighting cannot be avoided it must be designed so as to minimise the adverse impact on dark skies, local amenity, landscape and wildlife.'</i> | the Neighbourhood Plan. | |
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CABINET REPORT - APPENDIX 2

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| <p>Policy 13: Flood risk</p> | <p>'For clarity and to meet the Basic Conditions the policy should be modified as follows:</p> <p><i>Policy 13: Flood risk</i></p> <p><i>All major development proposals, or all development proposals coming forward within the areas of high, medium and low risk from surface water flooding, as identified by the Environment Agency, should have due regard to the South Norfolk Council Poringland Integrated Urban Drainage Strategy Supplementary Groundwater Drainage Report (2008) and where required by national policy include a Flood Risk Assessment (FRA) and Surface Water Drainage Strategy that gives adequate and appropriate consideration to all sources of flooding and surface water drainage to ensure there is no increased risk of flooding either on the development site or to existing property as a result of the development. Developers will be expected to demonstrate that there will be no increase in flood risk elsewhere.</i></p> <p><i>Sustainable Drainage Systems will need to be considered for all planning applications, following the SuDS hierarchy, but in particular note:</i></p> <ol style="list-style-type: none"> <i>i. Development that manages surface water through infiltration methods may be supported but only if it can be clearly demonstrated to be effective by appropriate percolation and soil investigation tests showing that this will not result in the increase of flood-risk on-site or off- site. There should be no direct discharge to groundwater and schemes should provide a saturated zone of 1.2 metres.</i> <i>ii. Where infiltration is not effective or practicable, as will be the case in much of Poringland, developers should seek solutions that use storage zones or connections to a water course. Such drainage solutions should intercept and store long term surface water run-off by means of attenuation and controlled discharge with an appropriate allowance for climate change.</i> <p><i>Any drainage strategy should avoid the piping of existing drainage channels unless this is shown to be necessary. The incorporation of rainwater re-use or rainwater harvesting systems to further delay and reduce flows will be supported. As a minimum, water butts should be considered in all new development. The</i></p> | <p>The Council agrees with the examiner's rationale that the original policy wording did not have sufficient regard for national policy and, in part, lacked clarity.</p> | <p>Accept examiner's recommended modification.</p> |
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CABINET REPORT - APPENDIX 2

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| | <p><i>Neighbourhood Plan will particularly support water features that are incorporated into recreational areas or ecological gains as part of the solution, where appropriate.</i></p> <p>In addition, South Norfolk Council have made representation that the supporting text for policy 13 (page 32) requires modification:</p> <p><i>“The significance of the issue is set out in the South Norfolk Council Poringland Integrated Urban Drainage Strategy Supplementary Groundwater Drainage Report (2008), hereafter referred to as ‘The Millard Report’.</i></p> <p><i>The problem is caused by natural springs and streams, and the predominant boulder clay geology overlain by 8-12m of sand and gravel. Many of the problems stem from the predominant boulder clay geology overlain in some areas by sands and gravels. Where the sands and gravels interface with the boulder clay close to the surface, this can give rise to transient springs and natural flow routes.”</i></p> <p>I concur with this modification.’</p> | | |
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CABINET REPORT - APPENDIX 2

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| Policy 14: Character and design | <p>‘For clarity the policy should be modified as follows:</p> <p><i>Policy 14: Character and Design</i></p> <p><i>All new development within Poringland should demonstrate high-quality design. Proposals for new development should:</i></p> <ul style="list-style-type: none"> <i>a) be locally distinctive, in keeping with the context of a rural village of similar diversity, density, footprint, separation and scale to the surrounding area and of neighbouring properties in particular, unless it can be demonstrated that proposed development would not harm local character as set out in the Poringland Character Assessment document;</i> <i>b) be designed so as to provide distinct character across housing proposals, which is either contemporary (but reflects traditional housing styles), or makes use of traditional materials which reflects older properties within the village;</i> <i>c) include attractive and robust landscape proposals and planting schemes of appropriate native species.</i> <i>d) be well integrated into the landscape and maintain the quality of transition between settled and agricultural landscape;</i> <i>e) retain wherever possible existing landscape features on site boundaries including hedges and trees to maintain the character of the site and reinforce its boundaries;</i> <i>f) not adversely impact views to and from the sensitive edge of the plateau; particularly in the north of the area, identified at Policy 9;</i> <i>g) ensure that the external appearance of affordable dwellings is indistinguishable in terms of the materials used and architectural detail from the open market housing on site;</i> <i>h) ensure that public spaces in major residential development are designed to provide an attractive and interesting community focus;</i> <i>i) ensure that there is connectivity between existing and new footpath and/or cycle paths and between open spaces to aid integration of existing and new development.</i> | The Council agrees with the examiner’s reasoning that the original policy is slightly repetitive, with elements that require further clarity. | Accept examiner’s recommended modification. |
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| | <p><i>j) provide adequate garden areas which reflect the nature of the occupation of the proposed dwellings, to serve future residents and reflect the current character of the area;</i></p> <p><i>k) provide a defined area for bins as close to the property's rear doors as possible; and</i></p> <p><i>l) be designed to prioritise pedestrian movement, minimising vehicle intrusion.</i></p> <p><i>Planning permission will not be granted for development of poor design that fails to take the opportunities available for improving local character and quality of an area, and the way it functions.</i></p> <p><i>Development proposals shall be in keeping with the South Norfolk 'Place-Making Guide', 'Building for Life' criteria and 'Secure by Design'.</i></p> | | |
| Policy 15: Historic environment | <p>'For clarity and to meet the Basic Conditions the policy should be modified as follows:</p> <p><i>Policy 15: Historic Environment</i></p> <p><i>Proposals affecting Designated and Non-Designated Heritage Assets must comply with national policy and the Development Plan. Support will be given to proposals that will conserve and enhance heritage assets, especially those in the south or south-east of the village.'</i></p> | The Council agrees with the examiner's statement that elements of the original policy repeated national policy and guidelines. | Accept examiner's recommended modification. |
| Policy 16: Sustainable transport | <p>'For clarity the second paragraph of policy 16 should be modified as follows:</p> <p><i>Development proposals should, where relevant demonstrate safe walking and cycling links to key local services and community facilities, especially to schools and the defined village centre.</i></p> | The Council agrees with the examiner's observation that the provision of safe walking and cycling links will not be relevant for all developments. | Accept examiner's recommended modification. |
| Policy 17: School parking | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 18: Transport layout of new | 'For clarity and to meet the Basic Conditions the policy should be modified as follows: | The Council agrees with the examiner's observation that | Accept examiner's recommended modification. |

CABINET REPORT - APPENDIX 2

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| residential development | <p><i>Policy 18: Transport layout of new residential development</i></p> <p><i>The roads serving new residential developments should be designed to minimise traffic speeds, limited to 20mph or lower wherever possible.</i></p> <p><i>Layouts should be permeable, allowing for safe pedestrian and cyclist access and should follow Secured by Design guidance. In particular, footways that enjoy natural surveillance, are overlooked by a number of dwellings, and are not routed along the backs of homes and/or bounded by high fences, will be considered favourably.'</i></p> | guidance on the design and layout of roads for residential development is set out in the Manual for Streets at a national level by the local highway authority. | |
| Policy 19: Residential parking standards | <p>'The final paragraph of this policy does not provide any flexibility and should be modified as follows:</p> <p><i>Rear parking courts will only be supported in exceptional circumstances.'</i></p> | The Council agrees with the examiner's reasoning regarding flexibility. | Accept examiner's recommended modification. |
| Policy 20: Local Community Facilities and Services | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 21: Development in the village centre | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 22: Economic development | 'For clarity the final paragraph of this policy should be deleted.' | The Council agrees with the examiner's observation that the final paragraph of this policy is potentially confusing and could lead to a perceived support for economic development proposals outside the development boundary. | Accept examiner's recommended modification. |
| Policy 23: Telecommunications | 'I have no comment on this policy.' | The Council notes the examiner's endorsement. | No modification necessary. |
| Policy 24: Physical and Social Infrastructure | 'This is not a land use policy and should be deleted from this section of the Plan. The CIL priority list can either be included in the body of the Plan or the as part of the community aspiration/project section of the Plan.' | The Council agrees with the examiner's reasoning that this is not a land use policy. | Accept examiner's recommended modification. |

4. Next Steps

Given South Norfolk Council's proposal to make a decision which differs from that recommended by the examiner (in relation to Policy 2: Housing – scale), there will now follow a six week period during which Poringland Parish Council, all those who submitted representations to South Norfolk Council during the Regulation 16 publication stage, and any consultation body that has previously been consulted on the Neighbourhood Plan will be invited to make comments on this particular proposal (in accordance with section 13[1] of Schedule 4B of the Town and Country Planning Act 1990). This six week period will take place between **XXXXXXXXXXXXX 2020**.

This Decision Statement proposal will be published, during the aforementioned six week period, on the South Norfolk Council website (www.south-norfolk.gov.uk).

Following the aforementioned six week period, South Norfolk Council may refer the issue to a further independent examination, if it considers it appropriate to do so.

Following the representation period, and receipt of the examiner's report (should a further examination be deemed necessary), South Norfolk Council will publish a final Decision Statement which will include the Council's decision on whether or not the Plan should proceed to a referendum.

**APPENDIX 1: Council consideration of examiner's recommendation – Policy 2
'Housing – scale'**

Basic Conditions and the National Planning Policy Framework

- 1.1 The Council proposes to make modifications which differ from that recommended by the examiner. It is considered that these modifications are required in order to secure that the draft Neighbourhood Plan meets the basic conditions of neighbourhood planning, as enabled by section 12(6)(a) of Schedule 4B of the Town and Country Planning Act 1990.
- 1.2 In particular, the Council considers that the examiner's recommended modifications to Policy 2 of the Poringland Neighbourhood Plan would mean that the Plan does not have regard to national policies and advice contained in guidance issued by the Secretary of State, as required by Section 8(2)(a) of the aforementioned Act.

Scale of development outside of a defined development boundary

- 1.3 Paragraph 16(d) of the National Planning Policy Framework (NPPF) states that 'plans should contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals.'
- 1.4 The examiner's recommendations results in a policy that relates to "small scale development *including infill within the development boundary ...*" (emphasis added). In doing so the policy seems to relate to all types of small scale development whether inside or outside a development boundary. Where development occurs inside a development boundary this is likely to create some inherent policy limitations to the scale of such proposals. No such limitations would exist on sites outside of a defined development boundary.
- 1.5 On the basis of the above, the Council considers that the examiner's recommended modifications would create a policy which is unclear and ambiguous, particularly in its lack of definition of what '*small scale development*' outside of defined development boundaries. This would create uncertainty about what is acceptable, in development terms, in such circumstances.
- 1.6 The Council feels that the policy should be clearer on what scale of development would be considered acceptable outside of defined settlement boundaries. The examiner notes South Norfolk Council's concern (raised during the Regulation 16 consultation) with the original policy wording, stating that 'the 20-dwelling threshold has not been sufficiently justified by evidence'. However, the Regulation 16 representation from South Norfolk Council states that these concerns were raised during the earlier Regulation 14 consultation and that the proposed wording was subsequently amended following discussion. At this time, criteria for supporting schemes larger than 20 dwellings were introduced. South Norfolk Council's representation at the Regulation 16 stage was actually focused on the need to avoid artificial subdivision of sites and the need to clarify the requirements for infill development.

- 1.7 Nevertheless, South Norfolk Council considers that a more effective standard for 'small scale' (for a community the size of Poringland) could be through an area-based approach, rather than setting a cap on numbers of dwellings.
- 1.8 Setting a cap (albeit with exceptions – see below) of 1 hectare per site allows for greater flexibility than a cap on number of dwellings. A site of 1 hectare allows flexibility in terms of density of development, albeit in keeping with the design and character requirements of Policy 14 of the Neighbourhood Plan. For a settlement such as Poringland, it is felt that a site of 1 hectare could deliver 25-30 homes and be in keeping with the general character. In addition, the 1 hectare standard is used to define smaller, entry-level exception sites within the NPPF (Paragraph 71, footnote 33) as well as in the definition of 'small and medium sized sites' to promote a 'good mix of sites' in paragraph 68. It is also of a scale (0.5-1ha) consistent with smaller sites being identified through the emerging Greater Norwich Local Plan (Policy 7.4, Draft Greater Norwich Local Plan, February 2020).

Exceptions

- 1.9 In addition, the examiner has removed the element of Policy 2 which deals with exceptions to the scale cap. These exceptions were introduced into the policy wording by the Qualifying Body following comments made by South Norfolk Council during the Regulation 14 'Pre-submission' consultation. The Council's concern was that setting a limit of twenty dwellings on all proposals could not be considered sustainable and that therefore certain exceptions to this requirement should be defined. These exceptions recognise that, in certain instances, larger scale proposals may well provide community benefits/infrastructure enhancements or may be required to address specific demographic needs (such as the delivery of supported housing for the elderly).
- 1.10 In their report, the examiner did not criticise the exceptions to Policy 2, but neither did they make any provision for them within their recommended modifications. This is an important element to the policy that South Norfolk Council feels needs to be retained. It is considered that the omission of these exceptions would result in a policy that does not contribute to sustainable development, as required by paragraph 16(a) of the NPPF. It would not, for example, identify the need for exceptions which might be considered material in order to ensure that suitable infrastructure can be delivered. Nor would the resulting policy be considered one that has been 'prepared positively', as required by paragraph 16(b) of the NPPF. It is therefore proposed to introduce exceptions into the policy wording that address this issue.

Sub-division of sites

- 1.11 It follows that by setting a cap on the size of development sites and then allowing for exceptions to that requirement in cases where it is necessary for important infrastructure to be delivered, a safeguard against the subdivision of larger sites in order to avoid such a responsibility will also be necessary.
- 1.12 This also reflects the representation made by South Norfolk Council during the Regulation 16 consultation, whereby similar concerns were raised. These concerns were reflected within the examiner's report and the assumption is therefore that the examiner accepts the Council's concerns as to sites potentially being developed without the necessary infrastructure to address cumulative impacts. The Council therefore proposes to modify the policy in order to incorporate this element.

Infill development

- 1.13 Again, in recommending their modification to Policy 2, the examiner has not adequately reflected concerns regarding the character of infill development and, specifically, the focus on infill sites comprising a genuine 'gap' within an otherwise continuous line of housing. There was, seemingly, no objection to this element within the examiner's report, and yet it has been removed in the recommended modifications.
- 1.14 This form of development is particularly and inherently prone to raise issues of prejudicial impact to the form and character of the settlement, if not properly managed. Again, South Norfolk Council considers that the issue of infill proposals, particularly the issue of gaps between development, should be reflected within the policy wording to ensure that it contributes to sustainable development in accordance with the NPPF.

Proposal by South Norfolk Council

- 1.15 As a result of the concerns with the examiner's recommended modifications to Policy 2 of the Neighbourhood Plan, as discussed above, South Norfolk Council has proposed modifications to the policy and to the associated supporting text. These are set out in appendix 2
- 1.16 These proposed modifications (and the reasoning for them, outlined above) will be subject to a six week period of consultation, whereby representations can be made.

APPENDIX 2: Council proposal – Policy 2 ‘Housing – scale’

Refuse examiner’s recommended modification.

Propose alternative modifications to the policy wording, as set out below, in order to address issues of clarity and to ensure the policy meets the Basic Conditions.

‘Individual proposals for housing development within the parish should be located on sites no larger than one hectare.

Developments on sites larger than one hectare will only be supported where they are in accordance with Policy 14 (Character and Design) of the Neighbourhood Plan, and:

1. Where they also propose to deliver overriding community benefits, such as improved priority infrastructure*.

Or

2. Where the one hectare cap will adversely affect the viability of development meeting specific identified demographic needs.

The artificial subdivision of larger sites in an attempt to circumvent the above requirements will not be acceptable.

Where multiple residential developments are likely to occur, consideration will need to be given to the cumulative impact of development and any infrastructure necessary to mitigate it. Development will not be permitted unless any unacceptable cumulative impacts can be appropriately addressed through the use of conditions or planning obligations.

Small in-fill proposals inside the development boundary will be supported in principle, provided that the proposal:

1. does not unduly harm the local character in terms of landscape, adjacent buildings or important views, and;
2. would be located on a site comprising a gap within an otherwise continuous line of housing or other development.

**Priority infrastructure needs are set out in Community Aspiration Statement 2.’*

The following text is intended to replace **paragraphs 10 and 11 of section 1.2** of the supporting text within the Neighbourhood Plan:

‘Future development proposals should be small scale i.e. should not exceed one hectare per development site. This size limit applies to sites considered under Policy 2. As stated in the policy, larger sites will be supported where the 1 hectare cap adversely affects the viability of development meeting specific demographic needs (such as sheltered housing or housing with care schemes) or providing important infrastructure for the community.

As stated in Section 5 ‘Monitoring & Implementation’, it will be a necessity to monitor and review the Plan (and particularly Policy 2) in light of future Local Plan reviews for the district. As stated in the National Planning Policy Framework, the policies in a made neighbourhood plan take precedence over existing non-strategic policies in a local plan (where they are in conflict), unless they are then superseded by strategic or non-strategic policies that are subsequently adopted in a Local Plan. Whilst regard will be had to the Neighbourhood Plan policies in any local plan review, it remains possible for the local planning authority to promote larger allocations of land for residential development if it considers there are good reasons to do so in order to ensure the need for homes is appropriately met across the local plan area.

Where there is an identified need for infrastructure, the policy includes a safeguard against the subdivision of larger sites and requires the specific consideration of cumulative impacts in order to avoid the delivery of such a responsibility.’

Temporary change to Housing allocation policies

Report Author(s): Richard Dunsire
Housing and Wellbeing Senior Manager
t 01508533620
e rdunsire@s-norfolk.gov.uk

Portfolio: People and Communities

Ward(s) Affected: All

Purpose of the Report:

To outline temporary adjustments to the home options allocation policy to help reduce unprecedented demand on temporary accommodation caused by the current Covid-19 pandemic

Recommendations:

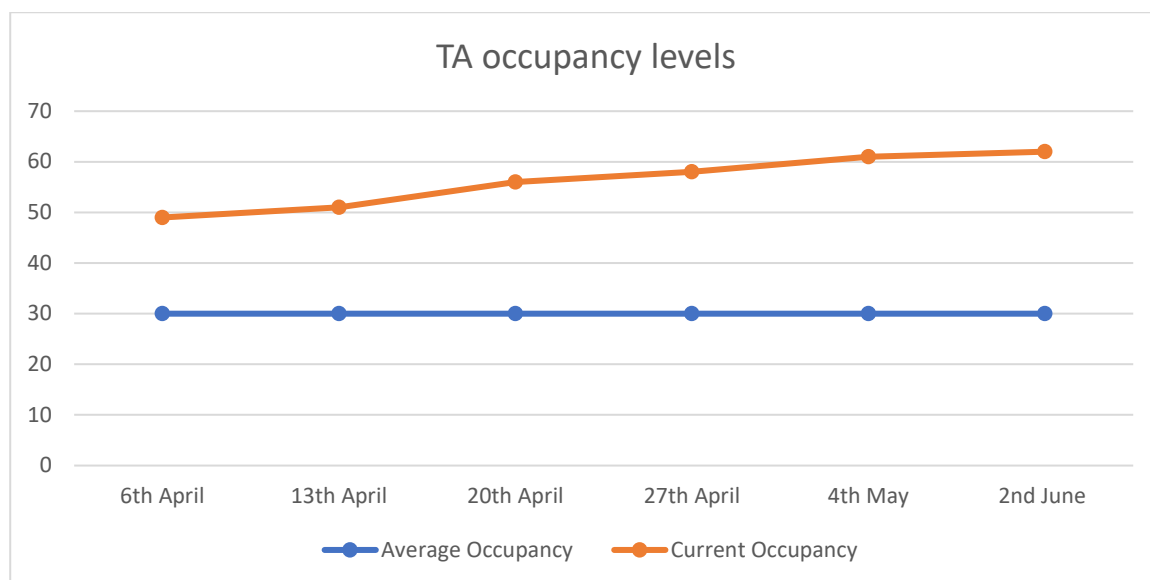
1. Agree a temporary amendment to the criteria within the Council's Housing Policy to allow officers discretion to place eligible, and suitable, individuals currently living in supported accommodation within the 'High' category for allocation.
2. Subject to recommendation 1 being agreed that this will be in place for an initial period of 3 months, extendable to 6 months, with approval of the Director of People, in consultation with the portfolio holder.

1 SUMMARY

- 1.1 Due to the unprecedented demand on our housing services through the COVID crisis, the Council needs to review temporary arrangements for allocating properties, to relieve the pressure on temporary accommodation. The proposed changes will not only be more cost effective for the taxpayer but will also move eligible residents into more sustainable accommodation, providing stability.

2 BACKGROUND

- 2.1 During the Covid-19 pandemic officers have seen a sustained rise in numbers housed within temporary accommodation. Numbers in all forms of temporary accommodation would typically be around 30 at any one time for both Broadland and South Norfolk combined, this number jumped to 50 within the first week and rose steadily to between 60 and 70.



- 2.2 There are a number of key drivers for this:

- 2.2.1 The governments 'Everybody in' requirement placed a duty on all councils to accommodate no matter the persons circumstances during the COVID19 pandemic. Due to the success of Councils' Rough Sleeper Initiative (RSI) officers were very well placed to meet this additional requirement, only needing to accommodate 2 rough sleepers
- 2.2.2 The largest driver of demand has been the increase in presentations from sofa surfers and hidden homelessness. These are residents who have a network of family and friends who allow people to stay at their home for limited periods of no more than a few days. Covid 19 resulted in a reduction in accommodation options due to the restrictions on movements put into place. Residents within this category are generally lower priority need so are not normally afforded Council temporary accommodation and/or have refused accommodation through the RSI, In normal circumstances they also tend to have a number of options so generally manage to have a roof over their head each night.
- 2.2.3 Due to their often-chaotic nature these people are often not ready to take on a property for themselves
- 2.2.4 The suspension of the Housing sector – to compound the above increase in demand all available housing outcomes stopped immediately. This has

resulted in a pathway suspension that led to the numbers now being accommodated by the Council

3 CURRENT POSITION

3.1 Cost

3.1.1 During an average year the Councils spend approximately £70000.00.00 p.a (£5800.00 per month) on B&B accommodation, when in house temporary accommodation is not viable. This is offset by the income raised from Housing Benefit, income from residents and income from in house own temporary accommodation stock.

3.1.2 In March at the start of the lockdown and social distancing requirements, costs jumped to £20k and rose further to £32k per month since. These costs have been considered by the Council in recent papers considering the costs of responding to the pandemic, but officers are concerned to minimise ongoing unbudgeted costs as quickly as possible to alleviate financial stress on the Council.

3.2 Action taken so far

3.2.1 The social housing sector is once again moving, albeit very slowly. In any 4-month period availability is anticipated to be between 200-240 properties. During the COVID period there have been 2. With Housing Associations now undertaking void work it is anticipated that a backlog of 66 social properties will be made available over the next month. It is essential that officers enable these houses go to those who need it most and enable flow out of temporary accommodation to ensure more sustainable cost on the council.

3.2.2 To enable this and as allowed by current housing policy, officers have temporarily moved to an nominations process for those in temporary accommodation and directly nominated anyone who is ready and suitable for a social tenancy. Officers continue to strive to link residents to the area and tenancy type they most preferred, providing as much choice as possible. Once allocated, local Housing Associations will focus their depleted resource in turning these properties around as quickly as possible in order to reduce peoples time within temporary accommodation

3.2.3 By taking this action officers will be able to reduce the Temporary Accommodation numbers by 40 over the next month as properties are finished and assist to maintain more manageable and affordable levels of temporary accommodation in the coming months.

3.2.4 The 23 who have not been allocated have been assessed as 'not ready' to take on a property due to having support needs. South Norfolk and Broadland have a good supply of supported housing provision to which officers can look

to move individuals or families into and out of temporary accommodation, providing the right levels of support prior to seeking longer term tenancies. However, demand for supported accommodation is currently high, and the only way of creating space for new incoming residents is to create flow, in most cases to a Housing Association property. To enable this, officers are working with supported accommodation providers so that current identified residents can 'Move on' through more direct nomination into a sustainable and suitable property whereby the Council receive exclusive nomination rights to backfill the subsequent space from those housing in the Councils' temporary accommodation

3.3 Issue

- 3.3.1** Whilst the above will work well as a strategy, it is incredibly labour intensive under current policy requirements. The Council's allocation policies work well in normal times and tends to identify those in supported accommodation as a silver (SNC) or medium (BDC) priority banding, which is appropriate in BAU terms. However, as the policies were not set up to meet the needs of the current pandemic in sudden influx of demand and reduction of supply. Due to the more limited properties available at present this will not create the required throughput needed to alleviate continued demand and cost pressure on our temporary accommodation system
- 3.3.2** It is also important to add that there is an anticipated dormant demand within the system at the moment. Landlords have not been able to take action on their tenants for 3 months now, families are strained, calls to Domestic abuse services remain circa 30% higher than normal to name a few. The team is preparing for this increase by reaffirming partnership strategic approaches and making sure they are up-to-date. Whilst it is difficult to quantify the true demand that this will place on the service, namely whether it will be urgent immediate need thus requiring TA, it is important that officers plan and act now to allow us to meet any future demand without costing the council an unsustainable amount

4 Solution

- 4.1** Officers suggest allowing the temporary change in allocation policy whereby those in supported accommodation are placed in gold or emergency (SNC) or High (BDC) priority bandings which will enable the necessary throughput to reduce temporary accommodation numbers. This change in banding will only be allowed when a suitable current TA occupant has been identified and accepted by a supported accommodation provider to fill the subsequent void

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – Failure to take this action will create sustained additional resource pull on an already stretched team. This impact is also felt by our partners who will feel the delay the nominations process creates
- 5.2 **Legal Implications** – there are no specific legal implications to be considered.
- 5.3 **Equality Implications** – Due to the limited number of houses becoming available there is of course increased competition. Emergency is only awarded to those in high levels of need. By increasing the numbers of people within this band officers will be increasing competition. Officers will also be placing people in a more favourable position than those in lower bands. Those people within the lower bands however are currently housed and although not suitable in all circumstances they are in a better position than those currently located in TA. By taking this action officers will be having the most positive impact on those in most need
- 5.4 **Environmental Impact** – there are no specific environmental impacts to be considered
- 5.5 **Crime and Disorder** – there are no specific impacts with crime and disorder
- 5.6 **Risks** – Failing to take this action is very likely to create sustained financial implications on the Council with TA costs currently sitting at 500% higher than usual. This action will allow the team to take action to mitigate these costs moving forwards

6 CONCLUSION

- 6.1 Broadland and South Norfolk councils have been incredibly successful in meeting the extra demand created by Covid. It is essential now that the Council act quickly to make sure that these numbers do not become BAU, or become worse if anticipated demand on the Housing team increases. By taking the action officers will be able to reduce team demand, increase stock resilience to normal levels and make sure long term housing is made available to those who have been facing homelessness, albeit hidden, for some time

7 RECOMMENDATIONS

- 7.1 Agree a temporary amendment to the criteria within the Council's Housing Policy to allow officers discretion to place eligible, and suitable, individuals currently living in supported accommodation within the 'High' category for allocation.
- 7.2 Subject to recommendation 1 being agreed that this will be in place for an initial period of 3 months, extendable to 6 months, with approval of the Director of People, in consultation with the portfolio holder.

8 Background Papers

8.1 There are no background papers.

SILVER AND GOLD APPLICATIONS FOR THE ARMED FORCES EMPLOYER RECOGNITION SCHEME

Report Author(s): Victoria Parsons
Policy & Partnerships Officer
01603 430457
victoria.parsons@broadland.gov.uk

Portfolio: External Affairs and Policy

Ward(s) Affected: All

Purpose of the Report:

To summarise progress made by Broadland District Council and South Norfolk Council towards fulfilling its obligations under the Armed Forces Community Covenant and working towards a Gold status under the Employer Recognition Scheme

To request approval to implement a policy of 10 days additional paid leave for Reservist employees.

Recommendations:

1. For Cabinet to note actions and progress towards achieving Silver and Gold status through the Armed Forces Employer Recognition Scheme
2. For Cabinet to approve the proposed policy change to offer an additional 10 days paid leave to reservists employed by the councils.

1 SUMMARY

- 1.1 This report to Cabinet details our current position in the council's ambitions to become the first local authorities in Norfolk to achieve Gold status. It sets out proposed actions to cement our Silver nomination. Finally the report seeks approval to implement a policy offering 10 days additional, paid leave to reservist employees. This is an essential criteria to meet in securing a successful Gold nomination.

2 BACKGROUND

- 2.1 Broadland and South Norfolk Councils are both proud signatories of the Norfolk Armed Forces covenant which sets out a voluntary statement of support between a civilian community and the local armed forces community.
- 2.2 In addition, the Armed Forces Employer Recognition Scheme (ERS) encourages employers to support defence personnel and inspire others to do the same.
- 2.3 The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the Armed Forces community, and align their values with the Armed Forces Covenant. The awards themselves can be broadly themed in the following areas and each build on the previous award:
- Bronze – pledging to support the Armed Forces
 - Silver – proactive support for recruitment and employment of defence personnel and their spouses
 - Gold – as an advocate within the community for defence and former defence personnel and their families
- 2.4 In December both councils were awarded Bronze status through the ERS. This provides the councils with national recognition of our commitment to support the Armed Forces community through our employment practices and our pledge to the Armed Forces was proudly published on our website.

3 CURRENT POSITION

- 3.1 Nominations for the Silver award were submitted in May and it is expected that notification of whether the councils have been successful will be made by early August.
- 3.2 To be considered for the award, the councils were required to demonstrate; employment of defence people, for example, reservists, veterans and spouses; the support for reservist staff members through the provision of at least 5 days leave; and support for the recruitment of defence people through the provision of our guaranteed interview scheme.
- 3.3 In addition, the councils appointed Armed Forces Champions from the One Team, ensuring a Champion within each directorate. This is in addition to the AF Member Champions within Broadland and South Norfolk.

- 3.4 An event to celebrate VE Day on the 8th May was planned which aimed to celebrate the Veterans in our community and to thank them for their service, with agreement from General Sir Lord Dannatt, former Army Chief of General Staff to attend. Furthermore, the event would have been an opportunity to bring together reservists, veterans and spouses employed by the council and those in the community, alongside defence support organisations, such as the RBL and SSAFA in a round table discussion considering our current offer for defence people and where we can improve.
- 3.5 With the outbreak of Covid-19, the event was postponed, and it is proposed that this could take place in conjunction with Remembrance Sunday in November, Covid/Social distancing depending. This would be in addition to the proposed activities below to mark Armed Forces Week in June. Holding the celebration in November means we can also highlight and promote the council's silver awards.

4 ACTIONS– SILVER STATUS

- 4.1 In order to cement our Silver status and to further demonstrate our commitment to the Armed Forces, the councils will undertake a series of additional activities.
- 4.2 The councils will seek to offer engagement and support to our local cadet forces, through proactive communications to apprise them of funding that may be available through our grants and bid writing support with our Communities team.
- 4.3 The councils will also explore the support offer through help hubs, for those returning or returned to civilian life, for example, through housing and debt advice.
- 4.4 The Armed Forces Champions will develop a survey to identify defence people employed across the directorates, so that the councils can better understand their experiences of working for Broadland and South Norfolk and identify if, or where improvements can be made.
- 4.5 The Armed Forces Champion for Resources is currently researching the provision of e-learning for staff for them to better understand service life and its impacts.
- 4.6 The councils will also celebrate Armed Forces Week from 22nd-27th June. Proposed activities include:
- Proudly displaying the Armed Forces flag from The Lodge and The House
 - Encourage social media use through the hashtag #saluteourforces
 - Ask residents to create Armed Forces Day flags and bunting with templates provided by the councils
 - Celebrate Cadets Day on 22nd June through promotion and sharing of their activities
 - Celebrate Reservists Day on 24th June, asking local reservists to share photographs of themselves in uniform
 - Members and managers to take part in #saluteourforces sharing photographs of them saluting

- Encouraging people to take part in Sitting Room Knees Up using a suggested Armed Forces playlist.

5 PROPOSED ACTION – GOLD STATUS

- 5.1 If successful in our nominations to Silver status, the councils can apply for Gold in 2021 and are already taking proactive steps to meeting the criteria for that award. However the requirement for the provision of an additional 10 days, paid leave for armed forces reservists would need to be approved as a policy change by Cabinet.
- 5.2 Reservists are required by the MOD to meet an annual minimum training commitment, including a 10 day exercise, usually undertaken in the summer. Reservists are paid by the MOD for any training they undertake and currently they are able to take either unpaid leave or paid leave through their holiday entitlement from the councils in order to attend.
- 5.3 For the councils to benchmark themselves against other organisations as a Gold employer, 10 days additional, paid leave would need to be available to reservist employees.
- 5.4 The table below provides an illustration of potential costs for employees up to salary band J and is inclusive of 29% on-costs.

| Pay range for BDC/SNC Grades (lowest, medium and highest band) | | Gold Award 10 days additional paid leave inc. 29% on-costs |
|--|-------------------|---|
| A | £17,940 - £19,176 | £635.79 - £679.58 |
| E | £31,120 - £35,484 | £1,102.87 - £1,257.54 |
| J | £55,039 - £59,864 | £1,950.56 - £2,121.56 |

- 5.5 To provide an example of a worst case estimate, the Councils currently have two members of staff that are Reservists. If both were employed at the top of salary band J, there would be a maximum annual cost to the councils of £4,243.12.
- 5.6 The implementation of this policy supplies a clear message to reservist colleagues that their skills, knowledge and experience gained through their connection to the Armed Forces are highly valued by the councils. Furthermore, when promoted through recruitment portals, including those Armed Forces specific, will demonstrate Broadland and South Norfolk as an employer of choice, thus attracting high calibre applicants into the area which would benefit not just the councils but the community as a whole.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – there would be a small, ongoing financial impact if the proposals are implemented, however this can be met through the salary budget.

There may be an increase in costs if additional Reservists make themselves known or are recruited by the councils. However, as shown above these costs are relatively low.

- 6.2 **Legal Implications** – there are no specific legal implications to be considered.
- 6.3 **Equality Implications** – The proposals and actions to achieve silver and gold status through the ERS are designed to positively impact on defence people within the councils and our community, some of whom may have one or more of the protected characteristics.
- 6.4 **Environmental Impact** – there are no specific environmental impacts to be considered
- 6.5 **Crime and Disorder** – there are no specific impacts with crime and disorder
- 6.6 **Risks** – The provision of 10 days additional, paid leave for Reservists is an essential criteria for organisations to achieve Gold status in the Armed Forces Employer Recognition Scheme. If we choose not to implement this policy, we would be unable to progress further with our application.

7 CONCLUSION

- 7.1 Broadland and South Norfolk councils are making good progress in our aim to be the first local authorities in Norfolk to be awarded ERS Gold status.
- 7.2 Although there is a financial cost to implementing the proposed leave policy, it is a relatively small impact on staffing and budgets if compared to the recognition of being awarded Gold status, which places the councils as national exemplars and demonstrates our commitment to our serving and retired Armed Forces Personnel and their families.

8 RECOMMENDATIONS

- 8.1 For Cabinet to note actions and progress towards achieving Silver and Gold status through the Armed Forces Employer Recognition Scheme.
- 8.2 For Cabinet to approve the proposed policy change to offer an additional 10 days paid leave to Reservists employed by the councils.

Background Papers

There are no background papers.

CABINET CORE AGENDA 2020

| Date | Key or Operational | Title of Report | Responsible Officer | Portfolio Holder | Exempt? |
|---|---------------------------|--|--|-------------------------|----------------|
| 15 June | K | Rosebury Park Phase 3 | Spencer Burrell | John Fuller | Y |
| | O | Poringland Neighbourhood Plan 2019-2039 – Consideration of the Examiner's report | Richard Squires | John Fuller | N |
| | O | Armed Forces Covenant | Mike Pursehouse | Kay Mason Billig | N |
| | O | Temporary Changes to Housing Policy | Richard Dunsire | | |
| Special Council Meeting 15 June 2020 | | | | | |
| 21 July | O | Interim Approach to Performance Related Pay | Helen Malloy | | N |
| | O | Municipal Bonds Agency | Debbie Lorimer | Alison Thomas | |
| | O | Local Development Scheme Update | Paul Harris | John Fuller | N |
| | K | Environment Strategy | Debra Baillie-Murdon / Alison Old | Keith Kiddie | N |
| | O | Insurance Procurement | Debbie Lorimer | Alison Thomas | Y |
| | K | Legal Services | Emma Hodds | Kay Mason Billig | Y |
| | O | Q4 Performance, Risk and Finance (Strategic) | Emma Pepper/ Julie Brown/ Emma Goddard | Kay Mason Billig | N |
| Council Meeting 27 July 2020 | | | | | |
| 24 Aug | O | Alignment of Mandatory Licensable HMO Fees | Louise Simmonds / Leigh Booth | Lisa Neal | N |
| | O | Housing Standards Enforcement Procedure | Leigh Booth | Yvonne Bendle | N |
| Council Meeting 21 September 2020 | | | | | |
| 28 Sept | | | | | |
| 2 Nov | O | Early Help Approach | Kerrie Gallagher | Y Bendle | N |
| | O | Recycling Facility | Simon Phelan | K Kiddie | N |
| | P | Empty Homes Policy | Phil Wilcox | Y Bendle | N |
| | O | ASB and Crime | Mike Pursehouse | K Kiddie | N |
| | O | Housing Allocation Policy | Richard Dunsire | Y Bendle | N |

| | | | | | |
|----------------------------------|---|--------------------------------|------------------|----------------|---|
| | P | Community Grants | Kerrie Gallagher | K Mason Billig | N |
| | O | Temporary Accommodation Review | Richard Dunsire | Yvonne Bendle | N |
| | P | Planning Enforcement Review | Helen Mellors | Lisa Neal | N |
| 7 Dec | O | Community Transport | Kerrie Gallagher | K Mason Billig | N |
| | O | Procurement Options | Rodney Fincham | Alison Thomas | N |
| Council Meeting 14 December 2020 | | | | | |

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.