

## Agenda

### CABINET

#### Members of the Cabinet

#### Portfolio

#### Date

Monday 10 December 2018

John Fuller  
(Chairman)

The Economy and  
External Affairs

Mr M Edney (Vice  
Chairman)

Growth and  
Resources

#### Time

9.00 am

Mrs Y Bendle

Housing, Wellbeing,  
Leisure and Early  
Intervention

#### Place

Mr K Kiddie

Stronger  
Communities

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

Mrs K Mason Billig

Shared Services,  
Waste and Recycling

Mrs L Neal

Regulation and Public  
Safety

#### Contact

Claire White tel (01508) 533669

#### Group Meetings

Conservatives:  
Cabinet Office

8.00 am

Liberal Democrats:  
Blomefield Room

8.15am

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

Email: [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk)  
Website: [www.south-norfolk.gov.uk](http://www.south-norfolk.gov.uk)

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If you have any special requirements in order to attend this meeting,  
please let us know in advance

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## **Agenda**

1. **To report apologies for absence;**
2. **Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;**
3. **To Receive Declarations of Interest from Members** (please see guidance – page 4)
4. **To confirm the minutes of the meeting of Cabinet held on Monday 5 November 2018**  
(attached – page 6)
5. **Conservation Area Appraisals and Boundary Amendments for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas**  
(report attached – page 17)
6. **Member-Led Funding** (report attached – page 145)
7. **South Norfolk Early Help Approach** (report attached – page 159)
8. **User Tariffs for Electric Vehicle Charging Points** (report attached – page 183)
9. **South Norfolk Council's Response to Norfolk County Council Budget Consultation 2019/20**  
(report attached – page 195)
10. **2019-20 Council Tax Support Scheme**

This report has been deferred to the February meeting of the Cabinet, to allow for the necessary period of consultation to end, and to tie in with the Council Tax discount for Care Leaver's report, due in February.

Mike Pursehouse  
Head of Early Help

11. **Cabinet Core Agenda;** (report attached – page 200)
12. **Exclusion of the Public and the 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 they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)



**13. Leisure Pricing Proposals For Future Delivery**

(report attached for members only – page 201)

**14. Proposed Sale of Commercial Property** (report attached for members only – page 207)



## DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

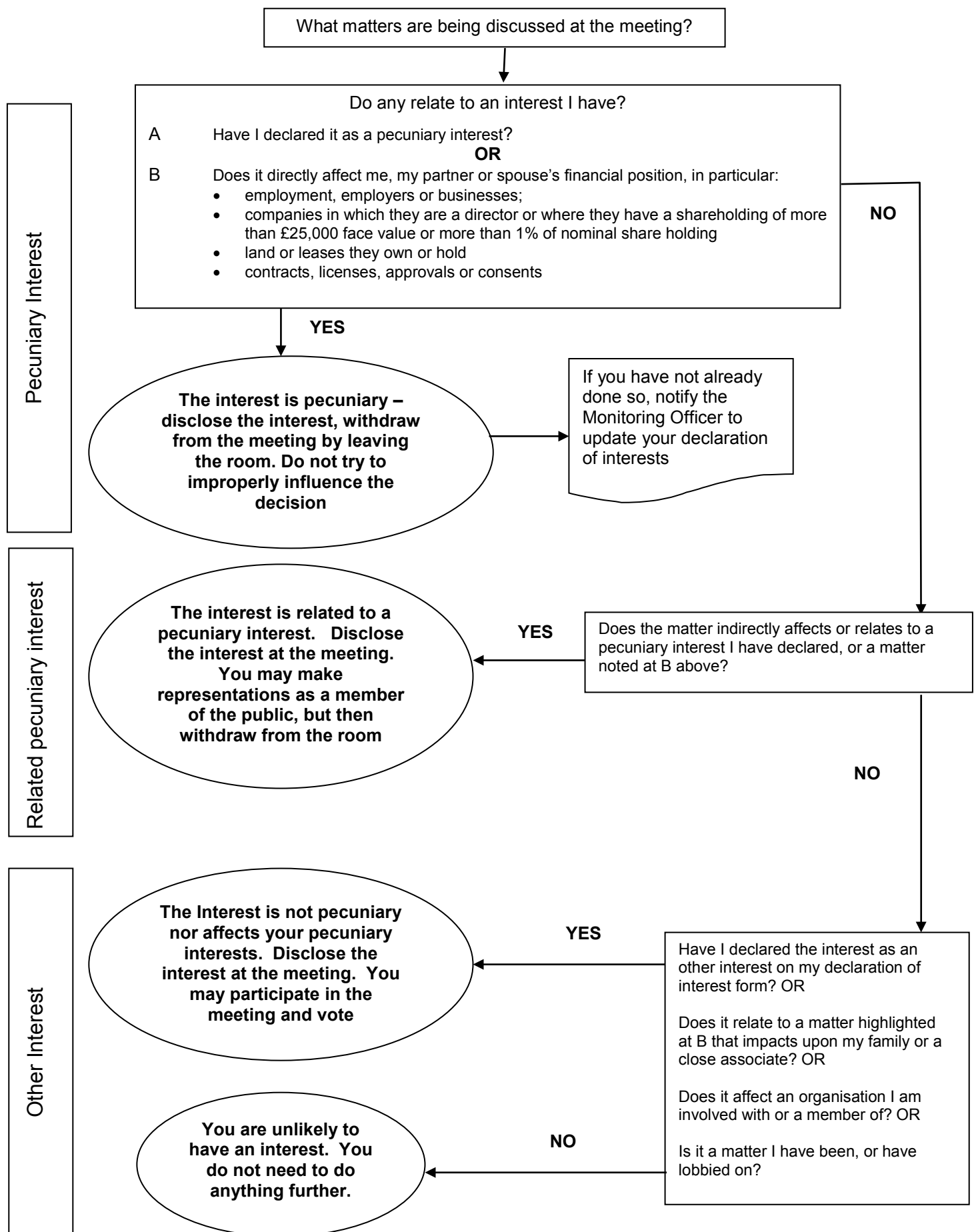
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.**

**PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





## **CABINET**

**Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton, on Monday 5 November 2018 at 9.00 am.**

### **Members Present:**

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

**Non-Appointed:** Councillors B Bernard, D Bills, F Ellis, M Gray, T Lewis, G Minshull and V Thomson

**Officers in Attendance:** The Chief Executive (S Dinneen), the Director of Growth and Business Development (D Lorimer), the Director of Communities and Wellbeing (J Sutterby), the Head of Environmental Services (B Wade), The Head of Health and Leisure Services (S Goddard) the Accountancy Manager (M Fernandez-Graham), the CNC Manager (S Fulcher) the BDC/SNC Collaborative Working Programme Manager (A Mewes), the Senior Planning Officer (S Marjoram) and the Senior Governance Officer (E Goddard).

### **2667 URGENT ITEM – KONECTBUS SERVICE**

The Chairman agreed that this should be considered as an urgent item, as the implementation date for the proposed changes to the konectbus timetable was early January 2019.

Cllr T Lewis drew attention to plans to change the konectbus timetable from January 2019, which would result in cuts to routes 87 and 88, affecting Poringland, Arminghall, Upper and Lower Stoke, Stoke Holy Cross, Caistor St Edmund and Trowse. Cllr Lewis explained that these changes would result in some areas having a restricted service or no service at all.

The Chairman agreed that this was an important issue and advised that these cuts would also impact on other areas of the District. He suggested that the Scrutiny Committee could consider the issue further, and the Chairman of the Scrutiny Committee, Cllr G Minshull, agreed that this might be an appropriate area for review.

Cllr V Thomson, who was also the County Councillor for the area, explained that County Council officers were already considering this announcement and the impact on Norfolk residents. He further explained that subsidised services (those which ran on a Sunday and bank holiday) were protected, and that the County Council might choose to look at which services were subsidised in future.

**RESOLVED:** To request that the Scrutiny Committee consider the recent announcement regarding cuts to konectbus services, planned to come in to effect from January 2019.

## **2668 MINUTES**

The minutes of the meetings held Monday 10 September and 8 October 2018, were confirmed as correct records, and signed by the Chairman.

## **2669 PERFORMANCE, RISKS, REVENUE AND CAPITAL BUDGET POSITION REPORT FOR QUARTER TWO 2018/19**

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

Members considered the report of the Accountancy Manager, the Business Improvement Lead and the Senior Governance Officer, which detailed the Council's performance against strategic measures, risk position and the revenue and capital position, for the second quarter of 2018/19.

The Collaborative Working Programme Manager summarised the Council's performance against the strategic measures, under each corporate priority, drawing attention to key areas of performance. Members noted that the position for Quarter 2 was very positive with 23 measures meeting or exceeding target, two measures within an acceptable tolerance target, and only two measures not meeting stretch targets.

The Accountancy Manager summarised the position with regard to the revenue and capital budgets, and members noted that there was a positive variance on the revenue budget of £1.483 million at the end of September, and that the capital spend was £8.975 million against a budget of £10.363 million.

The Senior Governance Officer advised members that a new strategic opportunity (S7) has been added to the Risk Register, in relation to collaborative working with Broadland. This would track key actions required to ensure that the opportunities sought were realised. Cllr K Mason Billig explained that the Joint Lead Members' Group was still meeting regularly and would be considering progress and the priorities moving forward. The Chairman stressed the need for alignment and consistency with Broadland.

During discussion, members referred to performance measure HE1601, the % increase in Leisure Centre Members, which had failed to hit target. The portfolio holder, Cllr Y Bendle explained that this was always the service's most challenging quarter and reminded members that the total income from Leisure Centres was increasing year on year. She looked forward to the opening of the completion of the refurbishment of the Long Stratton Leisure Centre, and was pleased to report that the Spa at the Wymondham Leisure Centre was continuing to grow. The Head of Health and Leisure Services added that a new marketing campaign had been prepared and would commence in the new year.

Turning to performance measure HE 1606 (the number of days taken to process new Housing and Council Tax Benefit claims), which had failed to hit target, Cllr Bendle advised that she was confident that performance would be back on target for quarters 3 and 4. She stressed that the Council was still out performing all other Norfolk authorities, with regard to this measure.

Members were pleased to note the positive performance with regard to the Early Help Hub, with referrals to social prescribing increasing by 29% for Quarter 2, and the number of families helped to achieve positive outcomes already nearing its year-end target. The Chairman stressed the need for measurable outcomes, and the Chief Executive assured members that work was underway to demonstrate that the reduction in demands on GPs, was a direct result of social prescribing.

With regard to recycling, Cllr K Mason Billig advised that the Council would continue to educate residents through recycling campaigns with the Norfolk Waste Partnership, explaining that the quality of recycling was important in the current recycling market. Members noted that the optimisation of the brown bins collection service was going well, and that this had been necessary to ensure that the service could take on more customers.

Cllr T Lewis referred to the need to ensure that statistical information was carefully presented, and he referred in particular to LI 350, the number of new affordable homes. He explained that some homes included in the figures had become available through the Government's Help to buy Scheme, over which the Council had no control, and that this should be made clearer in the report. The Chairman agreed that in future, these figures could be presented differently, so as not to cause confusion.

## **The Decision**

### **RESOLVED: To:**

- a) Note the 2018/19 performance for the quarter and the combined efforts across the Directorates to deliver the vision of the Council (detail contained in Appendix 1).
- b) Note the current position with respect to risks and accepts the actions to support risk mitigation (detail contained in Appendix 2).
- c) Note the capital and revenue position and the reason for the variances on the General Fund (detail contained in Appendix 3 & 4).
- d) Agree to the write-off of an NNDR debt of £47,673.84 relating to 2014/15 as outlined in paragraph 3.2.
- e) Endorse the decision of the Leader of the Council to participate in the bid for a one-year pilot of 75% business rates retention as outlined in paragraph 3.2.
- f) Approve the increase to the ongoing "overdraft" facility to Big Sky Developments Limited to £2,000,000 as outlined in paragraph 3.4.
- g) Agree to bring forward £130,000 from the 2019/20 capital programme for an additional refuse vehicle as set out in paragraph 3.13.
- h) Agree to include a budget of £36,000 in the capital programme for essential work on the roof of South Norfolk House as set out in paragraph 3.15.
- i) Approve the decision to procure an insurance provider and to undertake a procurement exercise to achieve this as set out in paragraph 3.16.

- j) Agree to bring forward £100,000 from the 2019/20 capital programme to accelerate the roll-out of Windows 10 as set out in 3.18.

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

To ensure processes are in place to improve performance, that the management of risks is sound, and that budgets are management effectively.

### **Other Options Considered**

None.

## **2670 TREASURY MANAGEMENT QUARTER 2 2018/19**

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

Members considered the report of the Accountancy Manager, which detailed the Treasury Management activity during the first six months of 2018/19, the position on borrowing and investments as at 30 September 2018, and performance against the prudential indicators required under the Treasury Management Code of Practice.

The Accountancy Manager presented his report, explaining that investments had increased by £13.343 million from 1 April, to £49.48 million at 30 September 2018. These investments included £20.357 million in loans and equity in Council companies. Members noted that if the cash used for loans and investments to the companies had been invested instead in a bank, the return would have been approximately £63K at 2017/18 interest rates, compared to a return of £496k which was actually received.

The Accountancy Manager also explained that the returns on cash were forecast to be £19k above budget, reflecting the higher interest rates. More cash was being held in short term investments, in order to ensure that funds are available to borrow externally if required. At the present time, it was anticipated that any external borrowing in 2018/19, would be limited to the Enterprise Zone.

In response to a query regarding Investment Properties, the Accountancy Manager confirmed that all commercial properties were held by the Council, with domestic properties being rented out by Big Sky Ltd. With regard to the current position on Trumpeter



House, the Chief Executive confirmed that one unit was currently occupied, one shortly to be occupied, and that negotiations were taking place with three other potential tenants.

The Chairman thanked the Accountancy Manager for his successful contribution in lobbying for a statutory over-ride for pooled investments, explaining to members that he had been involved in the District Councils Network's response to the Government consultation.

### **The Decision**

#### **RESOLVED: TO RECOMMEND THAT COUNCIL:**

- a) Notes the treasury activity for the first half of the year and that it complies with the agreed strategy.
- b) Approves the 2018/19 prudential indicators for the first six months of the year.
- c) Amends the Treasury Management Strategy for 2018/19 so that the Council can invest in Money Market Funds that have converted to LVNAV pricing as set out in 5.9.

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

To ensure that the Council's investment strategy remains prudent.

### **Other Options Considered**

None

## **2671 COURTAULD COMMITMENT 2025**

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

Members considered the report of the Head of Environmental Services, which sought agreement to "sign up" to the Courtauld Commitment 2025.

Cllr K Mason Billig commended the report to members, explaining that the Council was being asked to sign up to the Commitment as part of the Norfolk Waste Partnership, adding that many other councils had already signed up.

The Head of Environmental Services explained that the purpose of the Commitment was to bring organisations involved in the food system together with an aim of making food and drink production and consumption more sustainable. He drew attention to the benefits of signing up, referring to the vision and goals of the project.

Members indicated their support for the proposals, agreeing that it would build on the existing good work of the Norfolk Waste Partnership.

### **The Decision**

**RESOLVED:** To agree to sign the Courtauld Commitment 2025 as a partner with the Norfolk Waste Partnership.

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

To support the reduction in food waste, thus reducing the cost burden on council tax payers, in terms of collection, processing and disposal.

### **Other Options Considered**

Not to sign the agreement.

## **2672 UPDATE TO THE SOUTH NORFOLK LOCAL DEVELOPMENT SCHEME**

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

Members considered the report of the Joint Spatial Planning Manager, which sought Cabinet approval for amendments to the Local Development Scheme (LDS), to ensure that it was brought in to line with the latest progress on the main Local Plan documents.

The Senior Planning Officer presented the report, explaining that the Local Development Scheme had been updated to reflect the revised Greater Norwich Local Plan (GNLP) timetable, with final adoption being moved from December 2020 to September 2021. Other amendments included the adoption of the “Open Space” Supplementary Planning Document (SPD), and the removal of the Norfolk Strategic Planning Framework and the Brownfield register, as they were not classed as formal Local Plan documents.

During discussion, some members expressed their disappointment that the final adoption of the Plan had slipped from December 2020, to September 2021. Attention was drawn to an error in Appendix 1 (the timetable), where it had indicated that a Regulation 18 Consultation would be taking place from January to March 2019. Officers agreed that this required amendment as the consultation had commenced in October

### **The Decision**

**RESOLVED:** To approve the updated South Norfolk Local Development Scheme (subject to a minor change), with immediate effect.

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

To ensure an up to date Local Development Scheme, that is closely aligned with that of Broadland.

### **Other Options Considered**

None

## **2673 CABINET CORE AGENDA**

Members noted the Cabinet Core Agenda.

The Chairman advised that since the agenda had been published, Electric Vehicle Charging Points, and the Council Tax Support scheme, had been added to the agenda for 10 December. He also suggested that an Assessment of the Medium Term Financial Plan, and Disabled Facilities Grants be reported to the January meeting.

Noting that the 7 January 2019 meeting would be the first Cabinet meeting for Trevor Holden, the new Managing Director for both South Norfolk and Broadland Councils, the Chairman suggested that this would be a good opportunity for Mr Holden to outline his plans for his first 100 days in post.

#### **2674 EXCLUSION OF THE PUBLIC AND PRESS**

It was

**RESOLVED:** To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following 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)

#### **2675 CNC BUILDING CONTROL BUSINESS PLAN**

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

Members considered the *exempt* report of the CNC Manager, regarding future proposals for the CNC Building Control Service.

The CNC Manager outlined the salient points of his report, referring in particular to resources and the level of fees.

Members noted that the proposals would allow CNC to be more responsive to the market and legislation, whilst potentially growing its market share.

##### **The Decision**

##### **RESOLVED:**

- To:
1. Note the proposals around staffing for CNC Building Control;

2. Approve the proposed fee increases as detailed in Appendix B of the report;
3. Delegate to the relevant Director for the service, currently the Director of Growth and Business Development, to increase all fees and charges annually, in accordance to the charging policy, by the level of inflation (as measured by the Retail Prices Index) from 2020/21

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

To ensure that CNC Building Control remains competitive in the market place.

### **Other Options Considered**

None

## **2676 FUNDING FOR ACCELERATED CONSTRUCTION**

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

Members considered the exempt report of the Chief Executive regarding an application for a grant for infrastructure works, to accelerate the rate of delivery of housing on one of the Council owned sites.

The Chief Executive outlined the proposals in her report, and drew attention to the conditions of any agreement, outlined at Appendix A. In response to a query, she assured members that any acceleration in construction, would not compromise the quality of build.

### **The Decision**

**RESOLVED:** To agree with the recommendations, as outlined at paragraph 8.1 of the report.

**The Reasons for the Decision**

To ensure the speedy delivery of housing and infrastructure.

**Other Options Considered**

As outlined in the report

(The meeting concluded at 10.20 am)

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Chairman

**10 December 2018**

**Conservation Area Appraisals and Boundary Amendments  
for Bramerton, Brockdish, Saxlingham Green, Saxlingham  
Nethergate and Shotesham Conservation Areas.**

**Report Author(s):** Chris Bennett, Senior Conservation and design  
officer  
**01508 533828**  
**cbennett@s-norfolk.gov.uk**

**Portfolio:** Cllr Lisa Neal  
**Portfolio for Regulation and Public Safety**

**Ward(s) Affected:** Newton Flotman  
Rockland  
Scole  
Tasburgh

**Purpose of the Report:**

The purpose of this report is for cabinet to recommend to council to approve and adopt:

- Amended conservation area boundaries for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.
- The adoption of conservation area appraisals and management guidelines for Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.

**Recommendations:**

- (1) That Cabinet recommends that Council approves and adopts the amended conservation area boundaries for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.
- (2) That Cabinet recommends that Council approves and adopts the conservation area appraisals and conservation management guidelines for the conservation area of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.

## **1. SUMMARY**

The report seeks the approval and adoption of revised conservation area boundaries, appraisals and management guidelines for the Conservation Areas of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.

## **2. BACKGROUND**

- 2.1 Under the section 69 of Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority is required from time to time to determine which part of their areas are of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as conservation areas. Under Section 71 of the Act the authority is also required to formulate and publish proposals for their preservation and enhancement.
- 2.2 The council currently has 52 conservation areas. The current programme of conservation area appraisals being undertaken is the first comprehensive review of the conservation areas since their original designations, in some cases dating back to the mid-1970s. During this period development has led to a change in the character and appearance of the conservation areas and there has also been a change in opinion as to what heritage may be considered worthy of preservation.
- 2.3 The rolling programme of reviewing conservation areas has given priority to those areas where the character and appearance is considered to be at greatest threat from change. The appraisals previously adopted are: Diss (2012) Trowse with Newton (2012) Wymondham (2012) Long Stratton (2013) Stoke Holy Cross (2013) Cringleford (2014) Harleston (2016) Hingham (2016), Loddon & Chedgrave (2016), Bawburgh (2017) Dickleburgh (2017) Hempnall (2017) Mulbarton (2017) and Scole (2017). In addition, appraisals prepared by the Broads Authority and adopted include Ditchingham Dam (2013), Ellingham (2013), Geldeston (2013) and Langley Abbey (2014). The next set of six appraisals that are now undergoing review are Fritton, Pulham Market, Pulham St Mary, Starston, Wacton.
- 2.4 The appraisals have been carried out following guidance in the Historic England Conservation Area Designation, Appraisal and Management Historic England Advice Note 1 published March 2016.
- 2.5 The appraisals and proposed boundary revisions were taken to the Regulation and Planning Policy Committee on 20 September who recommended approval of the revised boundaries, conservation area appraisals and the conservation management guidelines by Cabinet and Council, subject to the amendments following further representations from Bramerton and Shotesham Parish Councils. This includes retaining a part of the Shotesham area to the North West of Hawes Green, and the approach road along Framingham Lane in Bramerton conservation area.

## **3. CURRENT POSITION**

- 3.1 The conservation area boundaries have not been amended for these



conservation areas since the original designations or subsequent amendments as follows: Brockdish (1975), Bramerton (1975), Saxlingham Green (1973), Saxlingham Nethergate (1973) and Shotesham (revised 1994, original designated 1973). In order to be effective in assisting in making planning determinations and making informed decisions it is important that the conservation area boundary and the appraisals content is up-to-date.

- 3.2 The appraisals assess the character and appearance of the conservation area and recommend either extending or removing peripheral areas by changing the boundary line depending on whether the areas make a positive, negative or neutral contribution to the conservation area. Conservation management guidelines are included which set out proposals as to how the conservation areas can be managed and further enhanced.

## **4. PROPOSALS**

The proposed boundary changes reflect that the conservation areas have changed in character and appearance over time, and that in some cases curtilages have changed.

The maps at Appendix A show the proposed revised conservation area boundaries with the areas to be included and the areas to be excluded, with amendments following consultation. The maps at Appendix B show the proposed boundaries to be adopted. A full consultation response is contained at appendix B, however the main changes proposed and altered following consultation are as follows:

### **Bramerton**

Adjusting boundaries to reflect changes to curtilages since the previous appraisal (some of these revised following feedback from owners.) Following the consultation the area suggested for removal to the north around Bramerton Lodge is being kept in, and the original boundary is being kept along east side of the area south of Squirrel's Drift to Rockland Road.

### **Brockdish**

Changes to remove modern constructed chalet bungalows and houses at the west and east ends of the village (following consultation Waveney View being kept in as formerly part of White House Farm.) Removal of parts of agricultural fields and inclusion of landscaped areas, including the common area to west of Syleham Road.

### **Saxlingham Green**

Minor revisions to include additional areas of land so that the conservation area boundary follows curtilage boundaries. One small boundary change not made following consultation and request of owner.

### **Saxlingham Nethergate**

Three additional areas of land to be added to the conservation area: land at the north boundary around Hill Top; the meadow at the east side of the street south of The Willows; the north section of the churchyard. Other minor revisions made to boundaries of properties to regularise the boundary with existing physical boundaries, some amended following input from owners through consultation process.

## **Shotesham**

The boundary has been extended to include areas of the common and Shotesham Road to the north, and along Brooke Road to the south east of the settlement. Some minor adjustments have been made along the north boundary to reflect changes in property boundaries. Areas to the west and south of Shotesham Hall outside the historic park and garden, and agricultural fields between Shotesham Park and Hawes Green have been taken out of the conservation area.

Consultation on the appraisals was undertaken from 2 July to 29 July. Additional consultation for some properties inadvertently not consulted on during that period were consulted from 24 October to 25 November. The process, comments and responses are summarised at Appendix B.

## **5. ISSUES AND RISKS**

- 5.1 Inclusion in the conservation area will result in the following changes to those properties to be included:
- Any submission for planning permission will be considered with regard to preserving and enhancing the character and appearance of the conservation area;
  - Planning permission will be needed to demolish buildings and other structures such as front garden walls (if over 1m in height);
  - Alterations affecting external appearance, particularly to the front elevation are likely to require planning permission e.g. dormer windows and satellite dishes;
  - Six weeks notice is required to be given to the council prior to undertaking any works to trees
- 5.2 Removing areas from the conservation areas will result in some deregulation for owners of those properties. However, the removed areas will be subject to design policies Joint Core Strategy and the Local Plan, and guidance on design such as the South Norfolk Place Making Guide. A high standard of design will still be sought when considering planning applications.
- 5.3 It is important to note that the setting of the conservation area is a material consideration. Any development outside the conservation area but still deemed to affect the setting will be considered on its relative merits on that basis.
- 5.4 The character assessment in the appraisals will provide improved background information on defining the character and appearance of the conservation areas, and this in turn will lead to an improvement in design and access statements and assist in decision making when determining planning applications.
- 5.5 The conservation management guidelines are written to support and develop good practice in managing and enhancing the conservation areas.

## **6. CONCLUSION**

- 6.1 The appraisal of the conservation areas and the review of the boundaries will provide update information on the conservation areas when making planning decisions. The management guidelines assist in identifying how the character and appearance of the conservation area can be enhanced.

## **7. RECOMMENDATIONS**

- 7.1 Cabinet to recommend to Full Council the approval and adoption of the proposed changes to the boundaries of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.
- 7.2 Cabinet to recommend to Full Council the approval and adoption of the conservation area appraisals and conservation management guidelines for the conservation areas of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.

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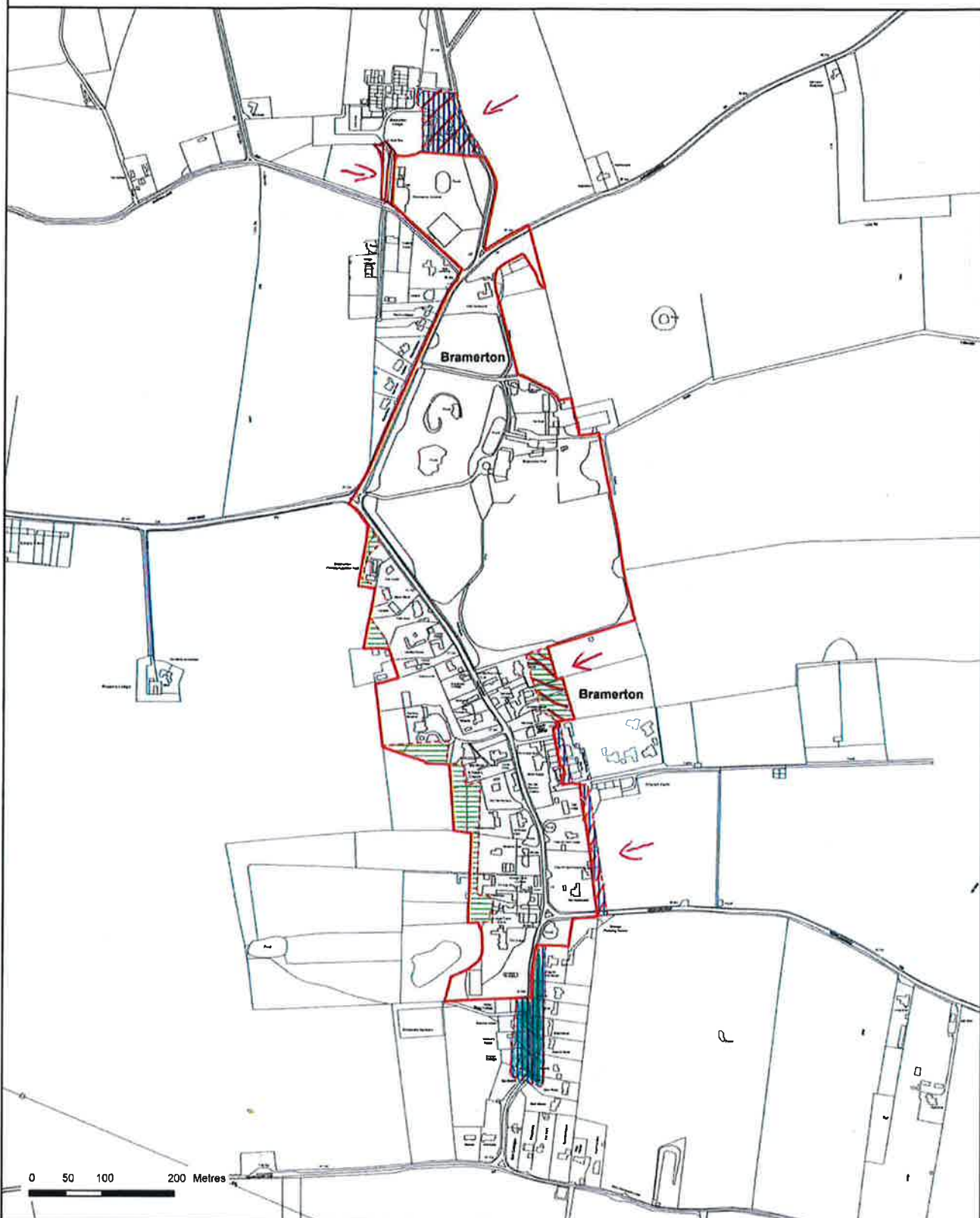
Appendix A: Maps indicating the proposed revised conservation area boundaries with the areas to be included and excluded.

Appendix B: Map showing the new conservation area boundaries to be approved and adopted (indicated by a red line.)

Appendix C: Summary of Consultation Responses

Appendix D: Conservation Area Appraisals for Bramerton (C1), Brockdish (C2), Saxlingham Green (C3), Saxlingham Nethergate (C4) and Shotesham (C5)

## Bramerton Conservation Area - Draft Proposals Map



South Norfolk Council  
Cygnat Court  
Long Stratton  
Norwich  
NR16 2XE

Tel: (01508) 533633  
Fax: (01508) 633696

## Key - Boundary changes to be considered

- Proposed conservation area
- Additional areas to be included
- Areas to be deleted
- Existing conservation area

**POST CONSULTATION:**

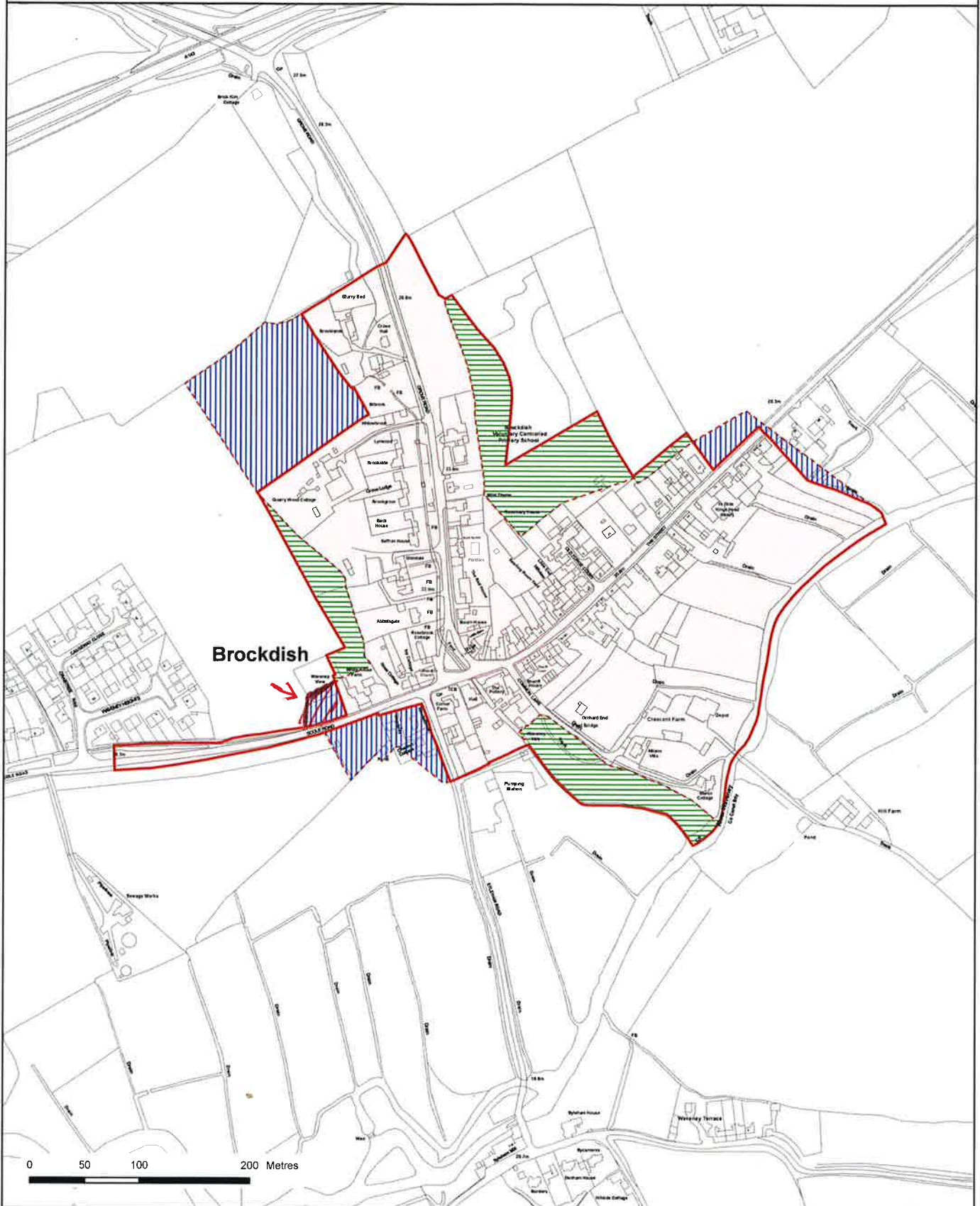
- NOT TO BE INCLUDED
- AREA TO STAY IN
- TO INQUIRE

Scale at A3: 1:5,000  
Date: Mar 2018

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AREA TO STAY IN FOLLOWING RPP COMMITTEE

# Brockdish Conservation Area - Notes for consideration



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE

Tel: (01508) 533633  
Fax: (01508) 533695

## Key

- Proposed conservation area
- Additional areas to be included
- Areas to be deleted
- Existing conservation area

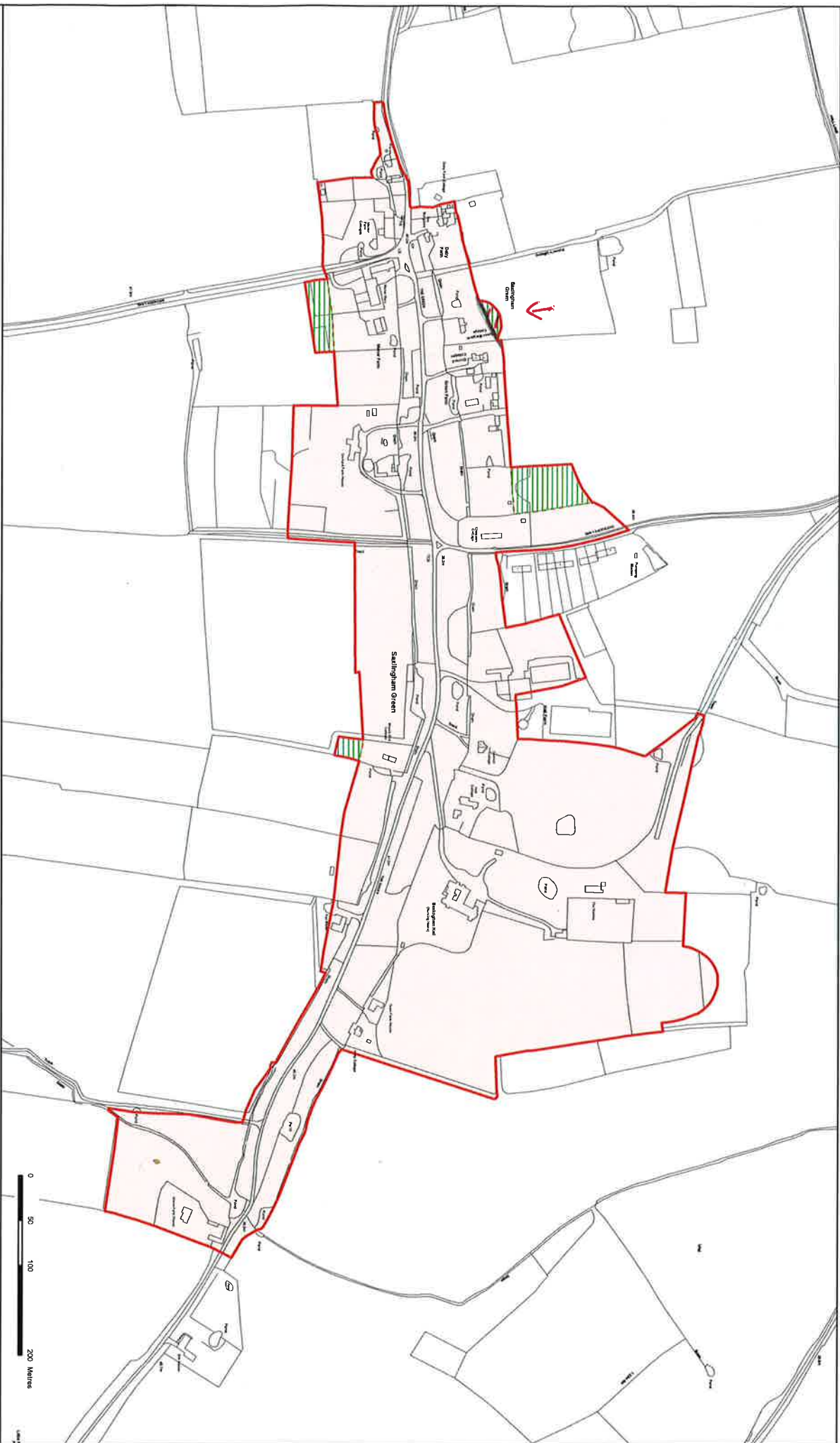
POST CONSULTATION:-  
 Area to stay in following consultation.



Scale at A3: 1:3,250  
Date: Jan 2018



# Saxlingham Green Conservation Area - Draft Proposals Map



## Key - Boundary changes to be considered

- Proposed conservation area
- Existing conservation area
- Additional areas to be included

**POST CONSTRUCTION:**

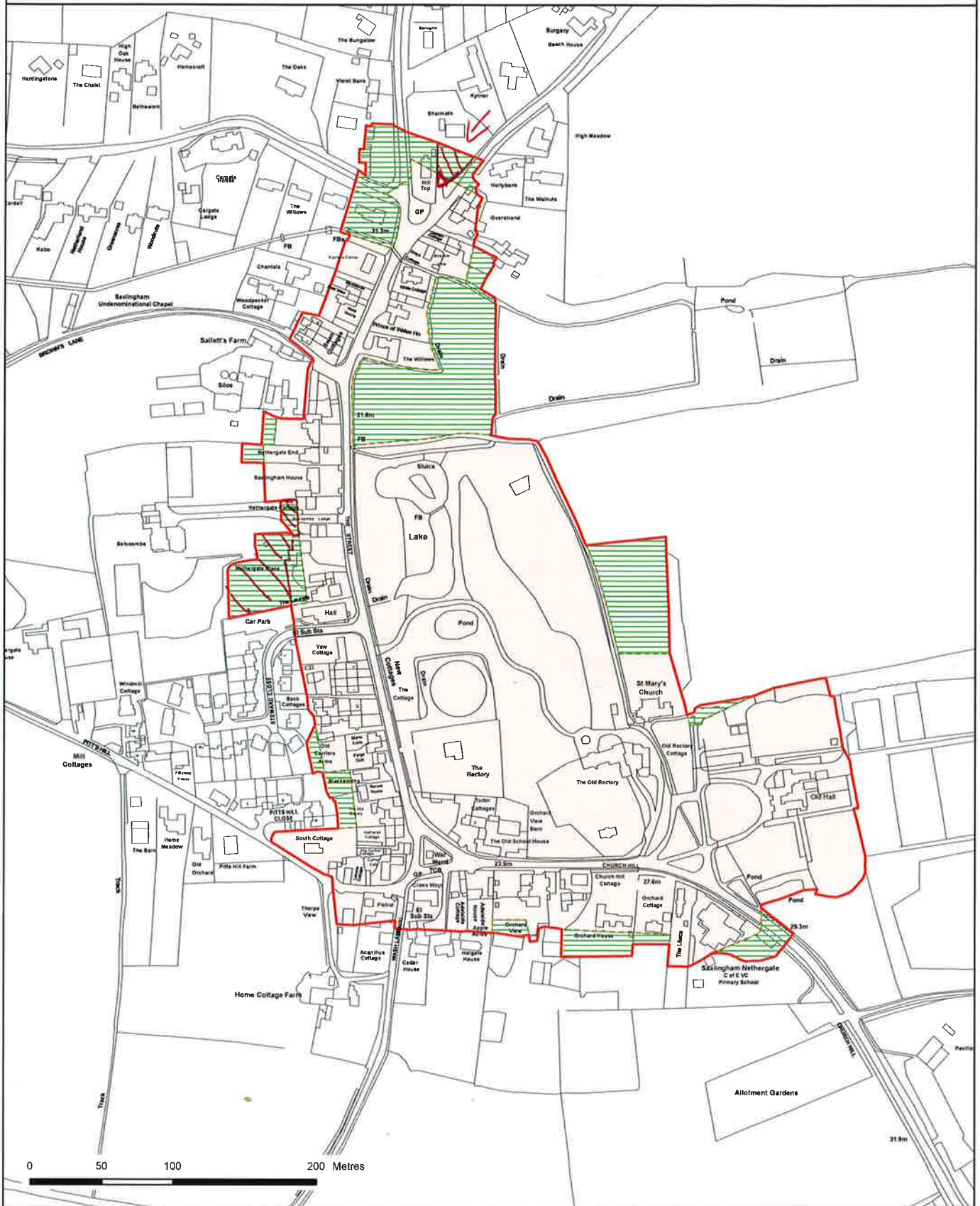
**NET TO BE INCLUDED.**



South Norfolk Council  
Cynnet Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

Scale at A3 1:4,000  
Date: March 2018

# Saxlingham Nethergate - Draft Proposals Map



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Cynet Court  
Long Stratton  
Norwich  
NR15 2XE

Tel: (01508) 533633  
Fax: (01508) 533695

## Key - Boundary changes to be considered

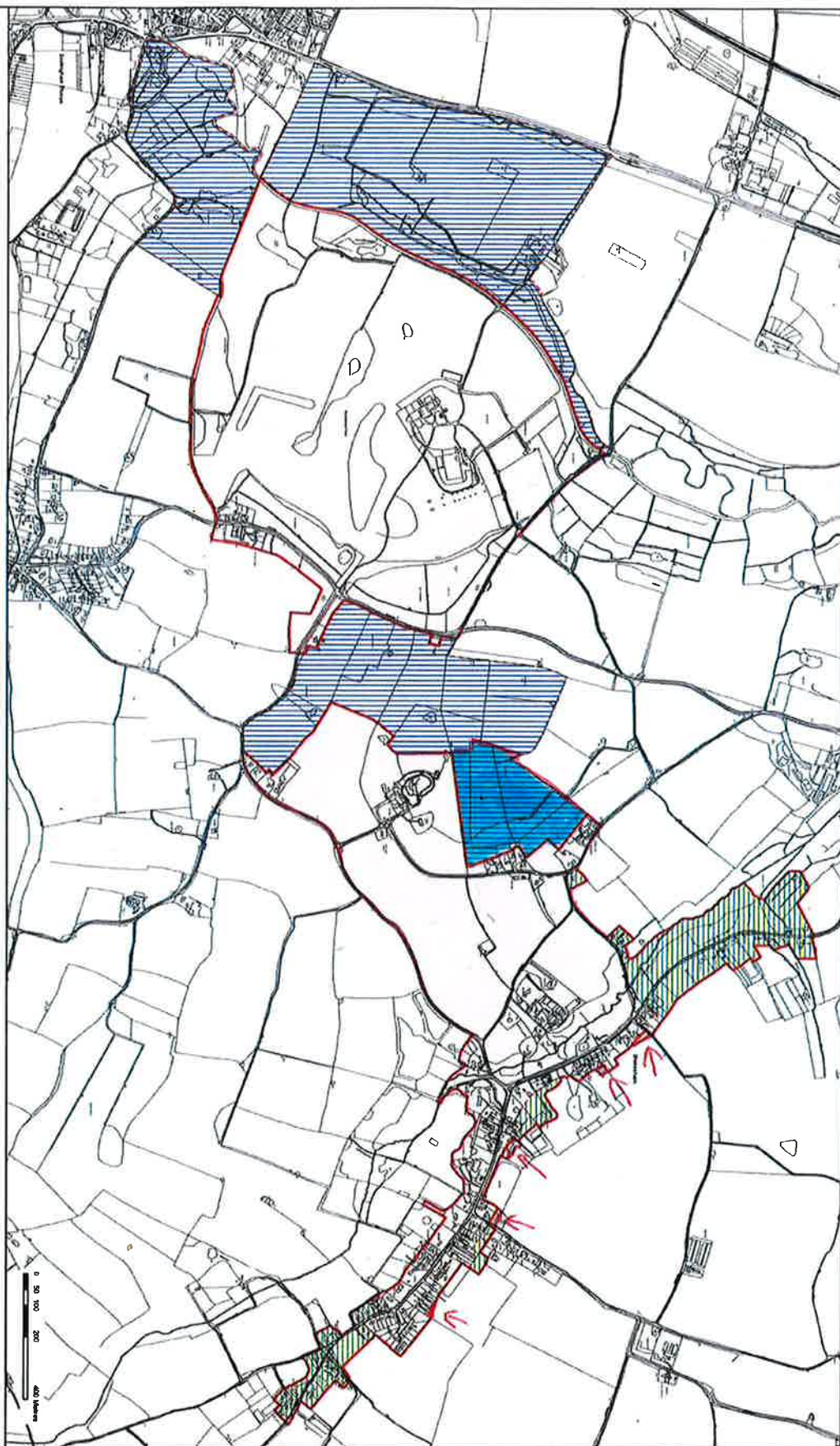
- Proposed conservation area
- Additional areas to be included
- Existing conservation area

**POST CONSTRUCTION**   
**NOT TO**  
**BE INCLUDED**

Scale at A3: 1:2,500  
Date: March 2018



# Shotesham Conservation Area - Draft Proposals Map



**South Norfolk**  
COUNCIL

South Norfolk Council  
Clyde Court  
Long Stratton  
NR16 5XE  
Tel: (01508) 633633  
Fax: (01508) 531655

**Key - Boundary changes to be considered**

Proposed conservation area

Additional areas to be included

Areas to be deleted

Existing conservation area

**POST CONSULTATION**

TO INCREASE

TO CHART

Scale at A3: 1:11,500  
Date: May 2018

AREA TO START IN FOLLOWING REVISIONS AT RPP COMMITTEE

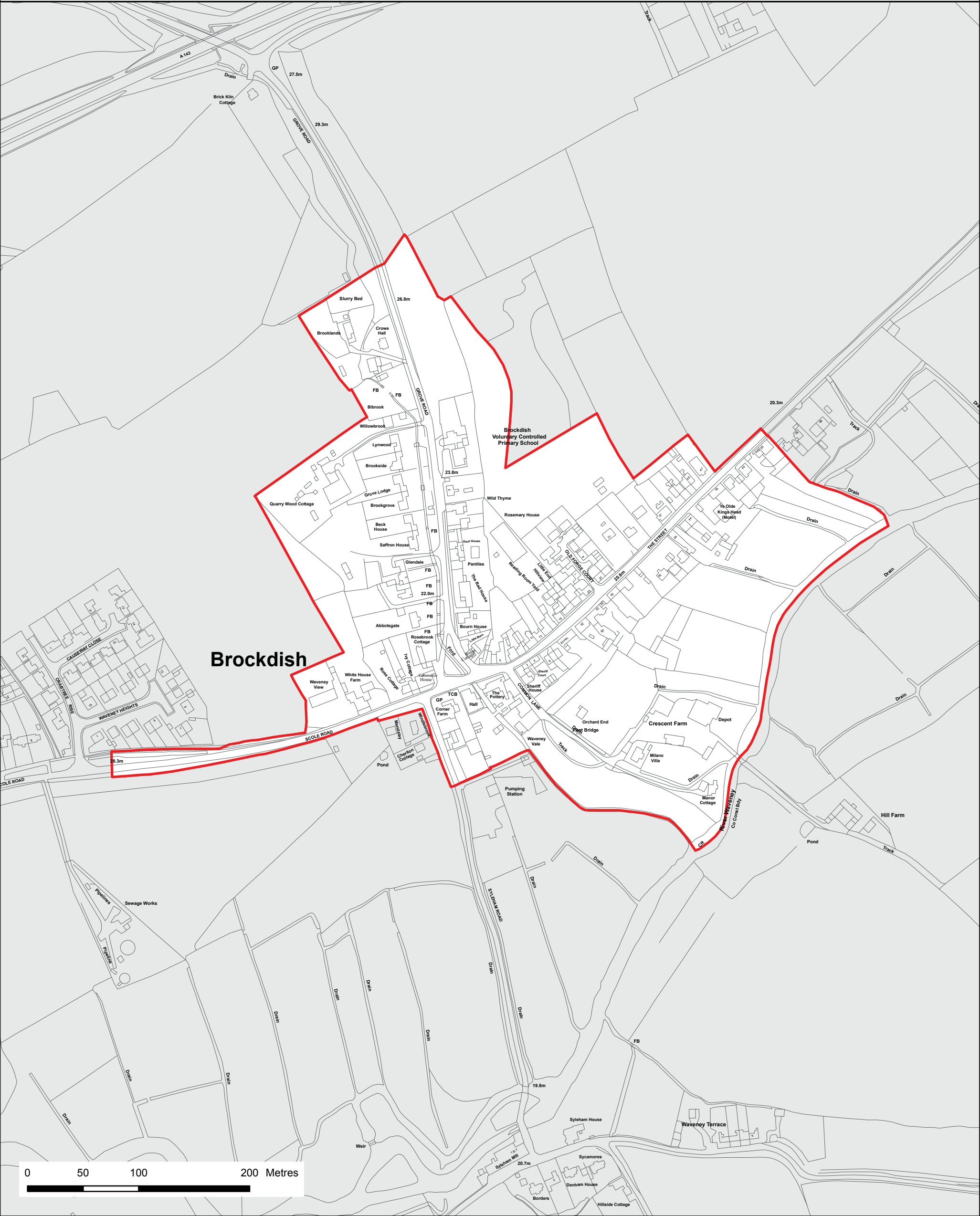
© Crown copyright and database rights 2016 to date Ordnance Survey Licence no. 100019683





Scale at A3: 1:5,000  
Date: Oct 2018

# Brockdish Conservation Area



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

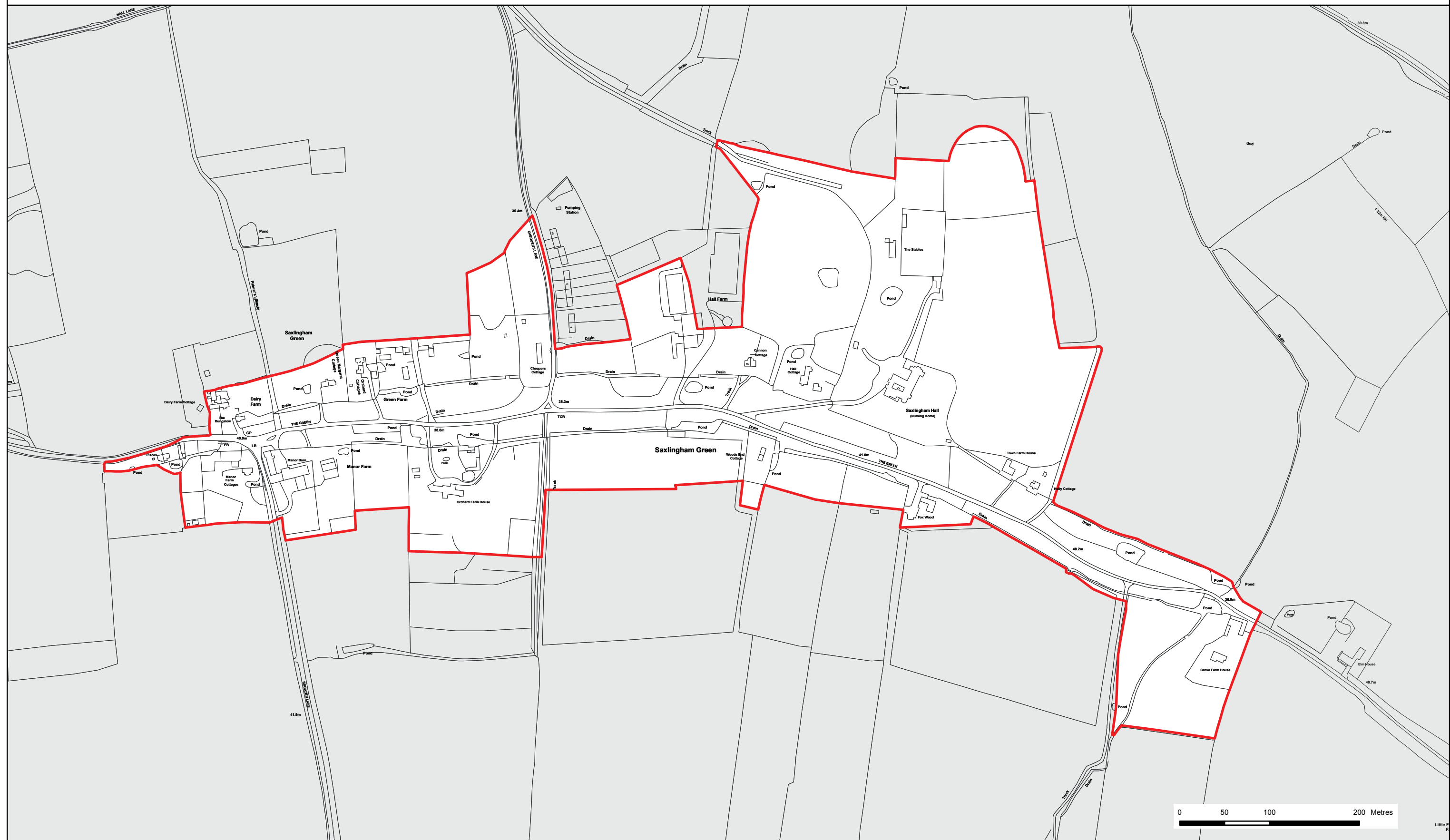
## Key

 Conservation area boundary



Scale at A3: 1:3,250  
Date: Oct 2018

# Saxlingham Green Conservation Area



**South Norfolk Council**  
**Cygnets Court**  
**Long Stratton**  
**Norwich**  
**NR15 2XE**

**Tel: (01508) 533633**  
**Fax: (01508) 533695**

## Key

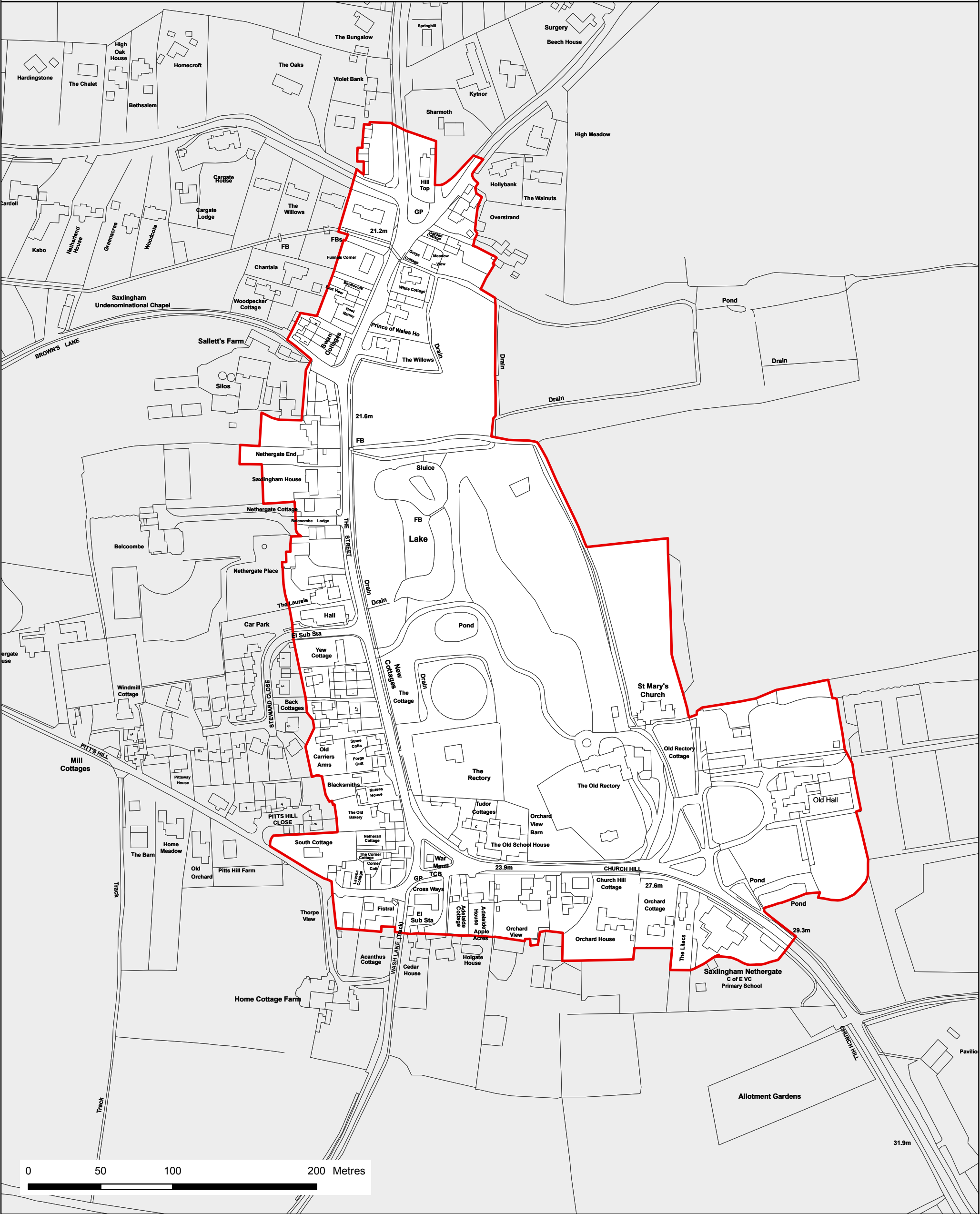
 Conservation area boundary



Scale at A3: 1:4,000  
Date: Oct 2018



# Saxlingham Nethergate Conservation Area



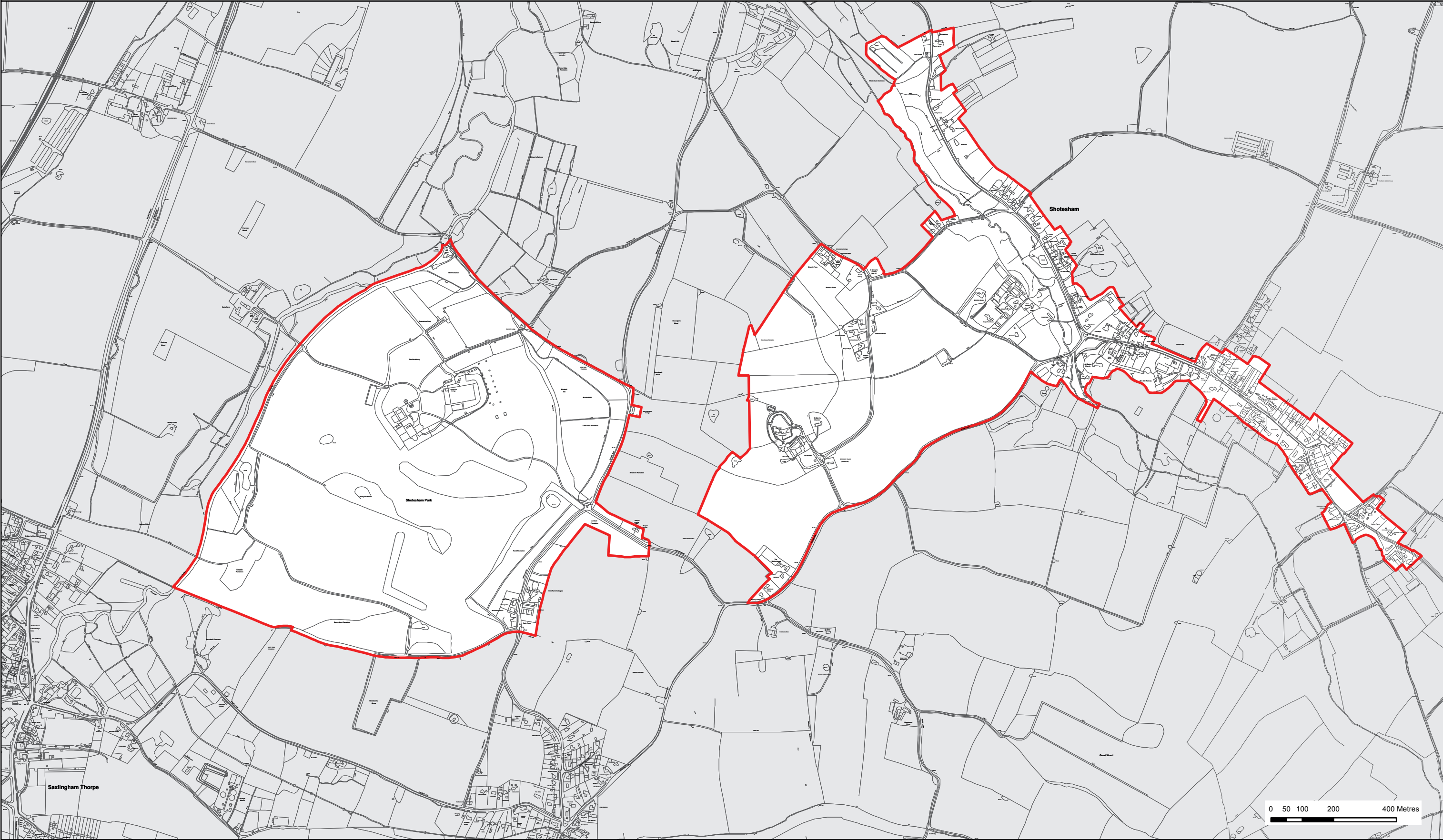
South Norfolk Council  
Cynet Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

Key  
Conservation area boundary



Scale at A3: 1:2,500  
Date: Nov 2018

Shotesham Conservation Area



**Key**

 Conservation area boundary



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
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Scale at A3: 1:11,500  
Date: Oct 2018

## Appendix C

### Consultation responses

#### Consultation process

Informal ‘walkabouts’ of the conservation areas took place as part of the process of reviewing the existing boundaries and proposing any boundary changes. This was formed of a small group of local councillors (district and parish) and local amenity groups, such as local heritage and history societies.

The statutory consultation on the prepared appraisal drafts, which included recommended boundary changes and conservation management guidelines, took place from July 2 until July 29th. The following process took place:

- Residents directly affected by the proposed boundary changes were contacted by letter.
- Emails were sent to Ward Councillors, County Councillors, the Parish Councils, and Historic England.
- Adverts were placed at local information points such as village noticeboards.
- The appraisals were available to view on the council’s website and at the reception desk, with forms available to complete.
- Presentations were made to the principal Parish Council for the conservation area.
- Exhibitions were held for 3 hours in each village, with attendance by an officer and a questionnaire to prompt a reply on the description of character, drawing of the revised boundary line, and the conservation management guidelines.

### Comments received and responses:

#### Historic England

No response

#### Parish Councils

##### **Bramerton – Bramerton Parish Council**

<b>Comment</b>	<b>Response</b>
Neighbourhood plan not referred to	<i>Noted and referenced in the introduction</i>
The common is an important area for wildlife a survey having previously been carried out by the Norfolk Wildlife Trust.	<i>Noted and referenced in the text.</i>
Page 6 – the caption on photo ‘Sports field on the common looking north’ is incorrect, instead appears to be looking across the	<i>Noted and amended</i>

pond.	
Retain the section of the area suggested for exclusion at Bramerton Lodge including hedges/tree line on Hill House and Surlingham Roads.	<i>Agreed, the trees at the lodge are an important landscape feature that would otherwise be under threat if excluded.</i>
Retain and extend the area along Framingham Lane and Bullockshed Lane	<i>This is predominantly 20<sup>th</sup> century with limited architectural/historic interest and while it includes some significant trees, and does extend the linear pattern of the area, it is felt its overall character did not justify its inclusion in the area. No change recommended.</i>
Concerned about impact of standard timber fence boundaries especially on sites open in the landscape.	<i>Noted and amended. Hedge/tree boundaries should be promoted.</i>

Bramerton Parish Council also sent a representation to Cllr Thomson who voiced their comments at Regulation and Planning Policy regarding the harming of the conservation area through the erection of fences. As such it was subsequently recommended to keep the south approach along Framingham Lane within the conservation area.

### **Brockdish – Brockdish Parish Council**

<b>Comment</b>	<b>Response</b>
The proposed boundary extension north of 39-45 The Street does not appear to follow property boundaries. The PC supports the extension as proposed.	<i>Noted</i>
The former site of two cottages off Common Lane is now derelict and, despite the presence of trees, detracts from the Conservation Area. The northern boundary of the site is the village development boundary. As a brownfield site this should be included within the development boundary to allow a future use which would be compatible with Conservation Area principles and the retention of trees.	<i>Noted. It was suggested that the Parish Council should make this suggestion as a representation as part of the new local plan.</i>
The surfacing of the Village Green is highlighted in the SNC draft appraisal as in need of improvement. The PC will consider this as and when resources become available and in light of other priorities.	<i>Noted</i>
The appearance of the safety railings outside 7-9 The Street are noted in the draft appraisal. The PC consider that these remain essential and will seek funds to paint	<i>Noted</i>



them to improve their appearance.	
No 37 The Street has been unoccupied for many years and this has led to a state of serious dereliction. It is a valuable 'listed building' in the street scene but is now considered to be a 'building at risk'. The PC requests that SNC now take positive action with the owner to secure restoration to avoid future claims for demolition.	<i>Noted. Building has been placed on the register, and the owner contacted.</i>
It is proposed to remove Waveney View from the Conservation Area. The owners of the property consider this to be an essential part of the context of the historic White House Farm and therefore should be retained within the Conservation Area together with a small area to the North of Waveney View. The PC supports this view.	<i>Waveney Views is now being kept within the conservation area.</i>
The other proposed changes, particularly the addition of the Common, are welcomed and supported by the PC.	<i>Noted.</i>

### **Saxlingham Green – Saxlingham Nethergate Parish Council**

No comments

### **Saxlingham Nethergate – Saxlingham Nethergate Parish Council**

<b>Comment</b>	<b>Response</b>
Why is land south of the Willows within conservation area? Similarly land at rear of church?	<i>The land is considered to be a landscape gap that contributes to the street views. Land behind church is part of the churchyard.</i>

### **Shotesham – Shotesham Parish Council**

<b>Comment</b>	<b>Response</b>
Neighbourhood plan not referred to	<i>Noted and referenced in the introduction</i>
The common is an important area for wildlife a survey having previously been carried out by the Norfolk Wildlife Trust.	<i>Noted and referenced in the text.</i>
Page 6 – the caption on photo 'Sports field on the common looking north' is incorrect, instead appears to be looking across the pond.	<i>Noted and amended</i>
The Council feels that the boundary should be amended to include part of Glenview, the playing field on the Street, the remaining	<i>Glenview is a modern house and is included and the land to the west is suggested for inclusion as being visually part of the</i>



<p>houses on The Grove and the bowling green and land to the east to link with the proposed addition beyond. They support the view that the area around Dairy Farm, part of the Shotesham estate, should be removed, and the strip centred on Park Farm on the Norwich Road.</p>	<p><i>Common. (Note: the owners of Glenview object to the inclusion)</i></p> <p><i>The Playing field lies behind a row of trees on the north side of the Street. The trees are an important feature in the street and are included in the area. The playing field has been promoted for residential development. Beyond the field to the north is open agricultural land. The field is not a significant open space in relation to the character and appearance of the conservation area, and while the prospects of development is uncertain, its inclusion in a conservation area would not be a reason to object to the principle.</i></p> <p><i>Recommend no change.</i></p> <p><i>The remaining houses on The Grove and the bowling green and adjoining land is included in the draft revised boundary. This would link with the proposed area to the south east.</i></p> <p><i>Recommend inclusion.</i></p> <p><i>The barn at Dairy farm is a listed building in the adjoining parish of Newton Flotman. It is felt this statutory protection is sufficient to enable the authority to influence any future change and its retention in the area is unnecessary. The area is not a key visual part of the Hall.</i></p> <p><i>Recommend the area to be deleted as proposed.</i></p> <p><i>The buildings along Norwich Road comprise historic farmhouses and their outbuildings most of which have been converted to residential use. They are prominent in the street scene and with a backdrop of trees, are considered to make a positive contribution to the area and should be retained in its boundaries.</i></p> <p><i>Recommend retain in the area.</i></p>
--	--

A representative of Shotesham Parish Council attended Regulation and Planning Policy Committee. As a result of discussion members agreed on the recommendation to retain an area North West of Hawes Green within the conservation area.

Newton Flotman Parish Council and Saxlingham Nethergate Parish Council have also requested to comment on the appraisal, and these comments will be provided verbally at Cabinet if comments are received.

**Response from members of the public (including attendance at consultation events):**

**Bramerton:**

<b>Comment</b>	<b>Response</b>
No reason to change the boundary.	<i>It is the duty of the local authority to review the conservation area and the boundary to ensure that it is up-to-date and that buildings within it contribute to the character and appearance.</i>
Object to extending area at rear of Orchard House	<i>Proposed extension relates to newly planted hedge; original boundary more easily defined on site. Agree to restoring boundary at this point and to retain this boundary at rear of Squirrel's Drift.</i>
Four objections to the removal of the area at Bramerton Lodge	<i>Agree this area to be reinstated</i>
There were 3 supporting comments to retain and extend the area along Framingham Lane with one comments supporting the removal as shown on the plan.	<i>It is felt this area does not have the special architectural or historic interest needed to justify inclusion in the area.</i>
Comment re extending the area beyond current boundaries	<i>Not justified to include individual buildings unattached to the current area. No change.</i>
One respondent outlined some suggestions in the text to clarify matters.	<i>These would help explain the character of the area and the purpose behind the appraisal; amendments can be made.</i>

**Brockdish:**

<b>Comment</b>	<b>Response</b>
Concern at condition of 37 The Street which has been empty for many months.	<i>Owner has been contacted and building has been placed on buildings at risk register.</i>
Concern at condition of 31 The Street which has been empty for many months.	<i>This is a modern bungalow. Site will be monitored – potential option available would be to serve a section 215 notice in terms of site being untidy and affecting amenity.</i>
Waveney view should be kept in conservation area as formerly part of White House Farm and combined driveway.	<i>Noted. Site is being kept within conservation area.</i>
Plot of land on Scole Road, Mandalay, Windebrook and Charlton Cottage should be kept within conservation area.	<i>The plot and buildings are on the edge of the conservation but do not contribute to it in terms of architectural or historic character. In terms of views, the hedge and verge along Scole Road are still within the conservation</i>

	<i>area and the setting of the conservation area is a material consideration. Therefore no reason for keeping the buildings/land within conservation area.</i>
--	--

### **Saxlingham Green:**

<b>Comment</b>	<b>Response</b>
Objection to boundary revision at Queen Margaret Cottage.	<i>The boundary had been revised here to follow a curved line of trees that projects north of the main boundary of the rear garden. As much of the conservation area boundary here does follow the existing physical boundary of the garden it is considered that as the additional area is so small there is little to be lost by not including this small addition. The conservation area boundary has therefore been revised to omit this small area of land.</i>

### **Saxlingham Nethergate:**

<b>Comment</b>	<b>Response</b>
The proposed conservation area boundary at Nethergate Place has been questioned as much of the garden area behind the house is away from the line of the boundary at neighbouring properties. The garden land originally formed part of Belcombe Lodge which is not included within the boundary.	<i>Boundary has been amended to omit the rear garden. Much of the land behind the house is quite separate from the conservation area and as the modern house also contributes little to the character of the conservation area, it is considered that the boundary should be amended to follow the rear wall line of the house.</i>
1 Cargate Lane should not be included in the conservation area as the house is late 20 <sup>th</sup> century and none of the site is worthy of protection and any impact on the conservation area is adequately controlled by the planning system.	<i>Property not to be omitted from conservation area. Whilst it is acknowledged that the property itself has no historic or architectural value that contributes to the character of the conservation area the land forms an integral part of views around Hill Top, the site being prominent in views. The front garden area contributes to the natural character in important views from the street to the south and therefore it is considered that the property should be included in the conservation area.</i>
Revised boundary at Hill Top includes part of the garden land owned by the neighbouring property 'Sharmoth'.	<i>This is an error on the proposed map as the boundary should follow the garden boundary of Hill Top only. The boundary has therefore been amended.</i>
Objection to boundary revision at 'Blacksmiths', The Street and elsewhere.	<i>The current conservation area boundary runs across the rear garden of Blacksmiths</i>

	<i>following no existing boundary. As the garden is relatively modest in size with the current conservation area boundary extending the full length of the garden at properties either side, it makes sense to extend the boundary at Blacksmiths to include the whole garden. The proposed boundary in this case has not therefore been amended.</i>
Objection to including larger part of the drive at Belcombe lodge.	<i>The boundary had been incorrectly revised to include more land at Nethergate Cottage. However, the rear boundary of the cottage already follows an existing garden boundary and therefore it is not necessary to revise the current boundary arrangement at both Nethergate Cottage and Belcombe Lodge in order to have the conservation area boundary include more of the drive at Belcombe Lodge.</i>

### Shotesham:

<b>Comment</b>	<b>Response</b>
Concern at the removal of part of the conservation area due to: Connects the Old Hall with the new "Hall" Contains remains of settlements and therefore of archaeological value Provides setting for St Marys Church when seen from the north Backdrop to heritage assets on Hawes Green; original cottage hospital, church farm Area should be extended for setting of St Botolphs.	<i>Area taken out are agricultural fields. The setting of listed building and conservation areas remains a consideration in determining planning applications and any site allocations.</i>
Support for extension to common	<i>Noted</i>
Include village playing field and the site proposed for development	<i>Do not contribute to the architectural or historic character of the settlement. Any site development proposals would need to consider setting of the conservation area.</i>
Could the conservation area be extended to cover all the gardens etc of the houses between Chapel Lane and Naidens Lane since these are on rising ground and any future changes in them could affect the landscape view?	<i>Any site development proposals would need to consider setting of the conservation area.</i>
Objection to the inclusion of Glenview in the area	<i>While not part of the designated common, the building and land are visually part of the extended area proposed and make a positive contribution to it. Inclusion does not prevent</i>

	<i>future alterations.</i>
Concern with impact on the area of additional traffic from “rat runs” from Poringland through Shotesham to avoid congestion on A146. Could a restriction be placed on Chapel Road to prevent this?	<i>Highway officer advises that the County would not consider such a restriction but feels that with the major road works on the B1332 being completed the problem should ease.</i>
Include section of land opposite the bowls green, Brooke Road.	<i>This is agricultural land behind the road side hedge which does not make a significant contribution to the area. The link with the additional are to the east has already been made with the inclusion of the land opposite which is more open.</i>
Need to emphasise the importance of valley views and character of the common to the character of the area.	<i>Noted and amended.</i>
Note the use of footpaths that give wide accessibility throughout the parish.	<i>Noted and amended</i>
Important to allow for individuality and contemporary approaches to new development. Diversity is important.	<i>The appraisal identifies traditional approaches to buildings and boundaries but there may be scope for modern versions in some cases and the Council is not averse to contemporary design where suitable. Add to text accordingly.</i>
Need a supporting document to explain management proposals.	<i>Noted.</i>
Some errors in text with names of places	<i>Noted and amend accordingly</i>





# Bramerton

## Draft Conservation Area Character Appraisal and Management Guidelines

December 2018



# Content

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# Introduction

Bramerton has a conservation area of contrasting parts. To the north, the area is dominated by Bramerton Hall and its landscaped grounds, with The Grange, a similarly significant building, at the southern end having a more reserved impact. The Street, which meanders through the core of the village, connects the two. This part is more tightly defined by a variety of buildings, old and new, in a random arrangement that is typical of many rural villages. Trees, hedges, and key public and private open spaces reinforce the rural nature of the area.



The Street

Under the terms of Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority is required to identify areas of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as a Conservation Area. The 1990 Act also requires local authorities to prepare management guidance and proposals for conservation areas. The Bramerton Conservation Area was originally designated in 1975.

This document should be read in conjunction with the adopted Local Plan, the National Planning Policy Framework, and Planning Practice Guidance .

## Key Characteristics

- Exceptional country houses at each end of the area
- Linear form of development with prominent trees and hedges, and subtle changes in street alignment
- The natural setting of the area, with the River Yare and Broads Authority to the north, enhanced by tree belts and lines of hedges
- Mix of dwellings and green spaces in the centre of the street, with a village pond, and in the north with the recreation ground.



# Historical Development (also see historic map in Appendix 4 page 15)

Bramerton derives its name from the “tun” or homestead among the brambles. It was referred to as “Brambretuna” in the Domesday book of 1086. This records the parish as being 4 furlongs long and 2.5 broad and to belong in large part to the Bigot family. The modern parish is 12 furlongs by 10 in width at its widest point.

The church, dedicated to St Peter was rebuilt in 1462. A Victorian restoration in 1866 increased its capacity to accommodate 180 people. Bramerton Hall was the seat of the Cory family from 1400 to 1760 of whom Sir Thomas Cory was distinguished as Speaker of the House of Commons. The present hall dates from 1870.

Bramerton Grange of 17th century date, was at one time approached by an avenue of trees, considered at the time to be among the finest in the country. Bramerton is celebrated as the childhood home of Elizabeth Fry the prison reformer, who wrote in her journal that:  
*“My earliest recollections are, I think, soon after I was two years old, my father at the time had two houses, one in Norwich and one at Bramerton, a sweet country place, situated on a common near a pretty village”.*

Much of the development of the parish appears to have taken place in the first half of the 19th century, when, between 1801 and 1851, the population rose from 138 to 227. During the past 120 years the population has fluctuated although the form of the village has changed only with infill development or conversions. In 1891 the population was 253 rising to 285 in 1951. By 1979 it was 331, although it had fallen to 301 at the 2011 census.

One of the contributing effects of this was the loss of the village Post Office in 1968 and the closure in 1978 of the Kirby Bedon school, to which many Bramerton children attended.

A much more comprehensive account of the history Bramerton can be enjoyed by the publication by The Bramerton Society in 1991, and of St Peter’s Church “Through the Lychgate” by Vivian “Bramerton” in 1995.

# Character Assessment

(Also see Streetscape and Natural Character Map, Appendix 5 and 6, pages 16 and 17)

## **Bramerton and its setting**

The landscape setting has been transformed since the 1800s. The common was enclosed so that modern Bramerton stands largely insulated from its surrounding arable landscape. Approaching the village from the Norwich road, an open field to the south affords only a view of the tree screened rear gardens of this part of the village. There are good views over the surrounding open farmland landscape from a few places along the street, at the north end of Surlingham Road, and from Framingham Road to the south. Conversely, there are views back to the conservation area especially from Kirby Bedon and Rockland St Mary.

The character of the village today is influenced by the trees and hedges, which both screen out views of the surroundings from the streets, but also soften the impact of the buildings in the landscape. Their contribution, with green spaces, to the appearance within the streets is also significant.

The northern end of the village has retained its landscape character best. The village hall and its accompanying park is significant while the mature landscape of Bramerton Hall with its tree belts and clumps, makes an impressive entrance to the village.

## **Conservation Area Boundary**

The existing conservation area boundary reflects the linear nature of the village from the Hall, park and recreation ground in the north, limited to the frontage properties on both sides of the street as far as Grange Cottage in the south.

Changes proposed include some minor adjustments to take account of property boundaries.

## **Street Patterns and Historic Grain**

On plan, the area is dominated by The Hall and its grounds, although on site, much of the hall is screened by its boundary hedges and trees. Beyond that, the historic grain generally follows a linear development pattern mostly on both sides of the street until the Grange.



The Street



The Street

## Perambulation

At the northern end, the recreation ground is surrounded by hedgerows and good mature trees which shape the spaces that provide a car park, play areas, a bowling green and a pond.

The Village hall, which stands at the head of the conservation area, is not an unattractive example and acts as a focal point. The building is single storey, boarded and pantiled served by a generous gravel car park.

To the south, Hall farm house is of interest absorbed in the trees on this side of the road. Further south is a group of 19th century buildings, including an impressive barn conversion, that are of a traditional nature and of historic interest. The buildings, presumably once associated with the Hall, lie subordinately behind the Hall with an attractive outlook to the wider landscape to the north and east.

Although largely hidden from view, Bramerton Hall is an early nineteenth century house in gault brick, five bays with two storeys with dormers and low pitched slate roofs with an elegant classical porch. It is set properly within a wide park with enclosing hedges and earth mounds which restrict views of it even from the white painted gates at the main entrance.

The impressive village sign marks the entrance to the street. The east side is a continuation of the hedge boundary of the Hall, while opposite is a range of dwellings of various types, old and new, in a mix of materials set in a random arrangement, but softened by trees and hedges.

Beyond this point the buildings assume a more prominent role, with many built close to the street. Here, in many cases, the space behind is taken by a second dwelling. Some of these buildings or spaces were originally ancillary to the frontage house, but have since been converted or developed. In other cases, for example the Old Rectory, the main house has been set back behind its former stable range which runs along the edge of the street south of the church.



Village Hall



Bramerton Hall



White House



Old School House



The gable ends of buildings on both sides are placed end on to the street. Rosemary Cottage retains its warm brick gable detailing, while the Old School uses the gable as the main entrance with leaded windows, decorative brick drip moulds around the openings, with elegant metal railings on the road edge. Opposite, the painted gable of the Old Post Office, with its lighter brick and black tiled roof and stout chimneys, combined with the single storey gable range of Spooner Lodge, creates a more intimate atmosphere in this part of the street.

Orchard House has been transformed in recent times. Its previous modern windows have been replaced with narrower mullion style openings, with an entrance porch and other positive improvements that have restored the importance of this house and its contribution to the street scene.



Orchard House



Church of St. Peter

The White House similarly has been sensitively restored and enhanced with new sash windows that reflect the classical style and architecture of the house. The use of white painted walls and black tiled roofs is reflected in the more modest Church View Cottage. The driveway between looks bleak from the street, perhaps made worse by the loss of the hedge boundary to the cottage and its replacement by a timber fence. The drive leads to a range of converted farm buildings formerly associated with Church Farm, and latterly by a group of modern dwellings that lie outside the conservation area boundary. While these houses do not have a significant impact on the conservation area, they can be seen across the fields from the east where they are very dominant in the landscape.

The Church is the sole surviving mediaeval building in Bramerton. It is built in a mixture of flint and stones imported to the site, reflecting the proximity of the river Yare to the village. Its scale is modest and the use of render on its eastern wall, presenting to the village street, adds to this simplicity. The low pitched roofs of the church rise in succession to the tower furthest away from the street. The overall effect is of a modest and delightful rural parish church which properly takes its place at the core of the village and conservation area.

The Church Lych Gate is a good example of the late nineteenth and early twentieth taste for the revival of traditional craft building. It is constructed in true Arts and Crafts fashion. It is an important feature in the streetscape, standing hard upon it, and has been inserted within the length of the Churchyard Wall. This is of ancient construction and displays a series of rebuildings and variety of materials, some reused, in its fabric. with a good shaped brick coping for virtually its entire length.

The Churchyard retains rows of its eighteenth century tombstones and a full succession of subsequent ones. Its war memorial has been added to the statutory list. The result is an authentic Norfolk churchyard of great charm. The street opens out to include the space of the churchyard set behind its low wall. A graveled car park has been laid discretely at the back of the church from where a view of Rectory Meadow can be enjoyed.



Lych Gate



Churchyard

The Old Rectory stands behind trees and its former stables, and dates from the late seventeenth or early eighteenth century. It is of two storeys with steeply pitched roof and gable end stacks. The principal facade has three bays of two storeys with a dormered attic. The properties to the east of the road are screened here from the street by the trees and shrubs of their front gardens. The range of former stables are prominent in the street scene and with the wall opposite, serves to narrow the view in both directions.



Old Rectory Stables



The Pond

At the pond, the view opens out although the space is shaped by the trees curving around its west side effectively screening the barn house from view. It does however provide an idyllic setting for the half timbered house of Meadow View.

The character changes here with the east side opening up behind a line of mature pine trees offering views of the houses on this side and beyond. On the west side the position of Grange Farm Cottage and the various buildings associated with the converted barns adjacent, have retained the built-up frontage. This group of buildings, especially number 1 Grange farm barns, with its red brick and clay tiled elevation on the road edge, are significant in the street shaping the views from all approaches at this end of the conservation area.

The tall evergreen hedge to Church farmhouse encloses the view in contrast to the open garden opposite. From the junction, the impressive Cedar tree at The Grange dominates the view along Framingham Road and of the Grange itself.



Spooner Lodge





Former building to The Grange and Cedar Tree

The Grange sits behind the trees and its front boundary wall and presents what was the rear side of its house to the road. The facade visible from Framingham Road has a large scale and is built in moulded Norfolk red bricks with a “blue tiled” roof. The impact of the converted barns and their close relationship is only glimpsed from the road.

## Traditional Materials & Architectural Details

Bramerton displays a variety of building materials, many of them associated with south Norfolk. The majority of buildings within the conservation area are built of red brick, the best example probably at The Grange. Gault brick is seen at the Hall and the Rectory and is also used in the low wall fronting the White House.

Colour-washed Brickwork can be found at White House and adjacent Church View Cottages, the Old Rectory and Grange Cottage. An example of note can be seen in Grange Farm Cottage, north of the farm. Adjacent render can be seen in a twentieth century example at Meadow View where the first floor is half timbered.

The use of flint is restricted to the church and its immediate environs. At St Peters it is either mixed with brick and various imported stones or as a decorative infill between imported cut ashlar stones as “flushwork”. This can be seen on the outer faces of the buttresses to tower, porch nave and chancel.

Flint with brick, can be seen in the churchyard wall. Timber Frame is not well represented in Bramerton in historic buildings. The Old Rectory displays a section of framed wall in its rear elevation. Modern examples are better represented. The lychgate at St Peter’s churchyard is an early twentieth century example with pegged joints and wrought iron gate hinges of equal craftsmanship. The first floor at Meadow View is an example of twentieth century “mock” timber frame. A modern house next to the pond and the entrance to the Old Rectory has dark stained timber cladding to much of its exterior. A similar treatment has been given to the first floor addition to the house opposite Orchard House.



Wall to The Grange



Meadow View

At the village hall the entire building is constructed upon a timber frame.

Red and smut black clay pantiles are the most common local roofing material with plain tiles on Orchard House. Thatch in the form of Norfolk Reed was once the predominant roofing material in the area but is now only seen on the roofs of Grove Farm Cottage, Garden House and the churchyard lych gate. Window frames, door frames and joinery are in the majority of cases painted white .

## Natural Character and open spaces



Village Hall and Recreation ground

Bramerton is a conservation area where the coherence of the whole depends more than usual upon the green elements of the village scene. The northern part of the area is structured around open spaces of the Hall park and the recreation ground.

The recreation ground is an attractive, well maintained and varied public space surrounded by hedgerows, while within this enclosure, mature trees add interest to the space and shelter the village hall.

The hall park is also lined with hedges with impressive specimen trees in the grounds of the Hall enhance the setting of the Hall itself.



Church of St. Peter

Along the street, the presence of hedges and trees make a significant natural contribution, by shaping or enclosing the views, screening or complementing the setting of buildings. These natural features need to be positively managed and replenished as needed to secure this character for the future.

The street opens out to incorporate the churchyard, held by the low brick wall, and again by the pond where an open view of the buildings beyond.

Extensive views can be had from the approach roads both from within the area, and along the approach roads .

## Street Furniture, Walls and railings

Bramerton does not have street lighting and thus remains traditionally rural in terms of its street furniture. A series of poles carries the main wired services through the village although in the most part, these are enveloped in the roadside trees and hedges. The red phone box has survived unaltered albeit in a different use while there are two traditional post boxes. The new village sign makes a positive contribution to the conservation area in a very prominent position on the green at the junction with Kirby Road. The importance of the war memorial has just been recognised by its grade 2 listed status.



There are good examples of brick boundary walls to the churchyard, The Old Rectory, The White House, The Grange and Orchard Cottage, with railings at Briar Hall (The Old School).



Post Box



Village Sign



Telephone Kiosk

## Conservation Management Guidelines

### Upgrading Windows and Doors

In some cases windows and doors have been replaced with different materials and/or in different styles.

**Every effort should be taken to try and repair and retain windows and doors of historic interest. If they need to be replaced they should ideally be replaced in the original materials, in a traditional style and design. However, if different materials are chosen then the window style should still remain the same. The opportunity should be taken to reinstate traditional style windows where they have been unsympathetically replaced in the past.**

### Long term tree and hedge management

The contribution made by indigenous trees and hedges to the character of this conservation area is acknowledged but can easily be taken for granted. It is also easy, with all the good intentions, to plant trees and hedges of an alien type that can cause harm rather than enhance the special rural setting of the area.

**Every encouragement should be given to support appropriate new planting in the area. Where trees or hedges have reached their natural limit or have to be removed as part of a development proposal, a scheme to replace them should be incorporated to help restore the natural appearance of the site and area as a whole.**

**It would also be worth supporting owners in planting the next generation of trees that could then be established and be more worthy replacements as the existing mature and specimen trees which are such a feature of the area expire.**

### Boundary treatment

Many of the original boundaries are of brick and flint, with some iron railings, as well as the indigenous hedges mentioned above. There has been a tendency to remove these where not protected under current legislation, by modern timber fences, leylandii type hedging, which are not sympathetic to the character and appearance of the area.



Advice can be given on the merits of maintaining the more traditional boundaries especially to the fronts of properties.

## Appendix 1 (i)

<b>Church of St. Peter</b>	<b>II*</b>
<b>War Memorial</b>	<b>II</b>
<b>Orchard House</b>	<b>II</b>
<b>The White House and coach house</b>	<b>II</b>
<b>The Grange</b>	<b>II</b>
<b>Grange Farm Cottage</b>	<b>II</b>
<b>The Old Rectory</b>	<b>II</b>
<b>Bramerton Hall</b>	<b>II</b>
<b>Icehouse NW of Bramerton Hall</b>	<b>II</b>

Note that the listing of the above buildings would also include buildings in their curtilage and any boundary walls

## Appendix 1 (ii)

Unlisted Buildings in the conservation area which are of Townscape Significance

The Village Hall  
Hall Farm  
Outbuildings to Bramerton Hall  
Hall farm house, now The Baliff's House  
The Barn, Bramerton Hall  
The Hall Gates  
Garden House  
Rosemary Cottage

Briar Hall, now Old School House  
The Old Post Office  
Red Telephone Kiosk  
Spooner Lodge  
Idle Hour, now Yew Tree cottage  
Church View cottage

Rectory Meadow  
Churchyard Lych Gate and churchyard walls  
The Old Rectory Stables  
Meadow View

The Boxes  
The Hayhouse  
1-3 Grange Farm barns

# Appendix 2

## Policy

### Policy background

In recent years, the approach to conservation area designation has changed considerably. It is now recognised that development plan policies, development control decisions, and proposals for the preservation or enhancement and the management of conservation areas, can best be achieved when there is a sound understanding of the special interest of the conservation area. This position is reinforced as follows:

The Planning (Listed Buildings and Conservation Areas ) Act 1990 in section 66(1) makes it a duty of local authorities when considering applications to have special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest. Under section 72 of the same Act, it is a duty with respect to any buildings or land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area. Department for Communities and Local Government National Planning Policy Framework (NPPF) 2012 Paragraphs 126 to 141 cover “Conserving and enhancing the historic environment”. Joint Core Strategy- Policy 2 : Promoting Good design South Norfolk Local Plan The South Norfolk Local Plan Development Management Policies Document was adopted in 2015 and policy 4.10 covers Heritage Assets.

### Public Consultation

An informal ‘walkabout’ of the area was organised with local residents and councillors on 23rd November 2017. This informed the proposed boundary changes and conservation management guidelines within the draft appraisal. The public consultation on the draft appraisal took place from 2nd to 29th July 2018.

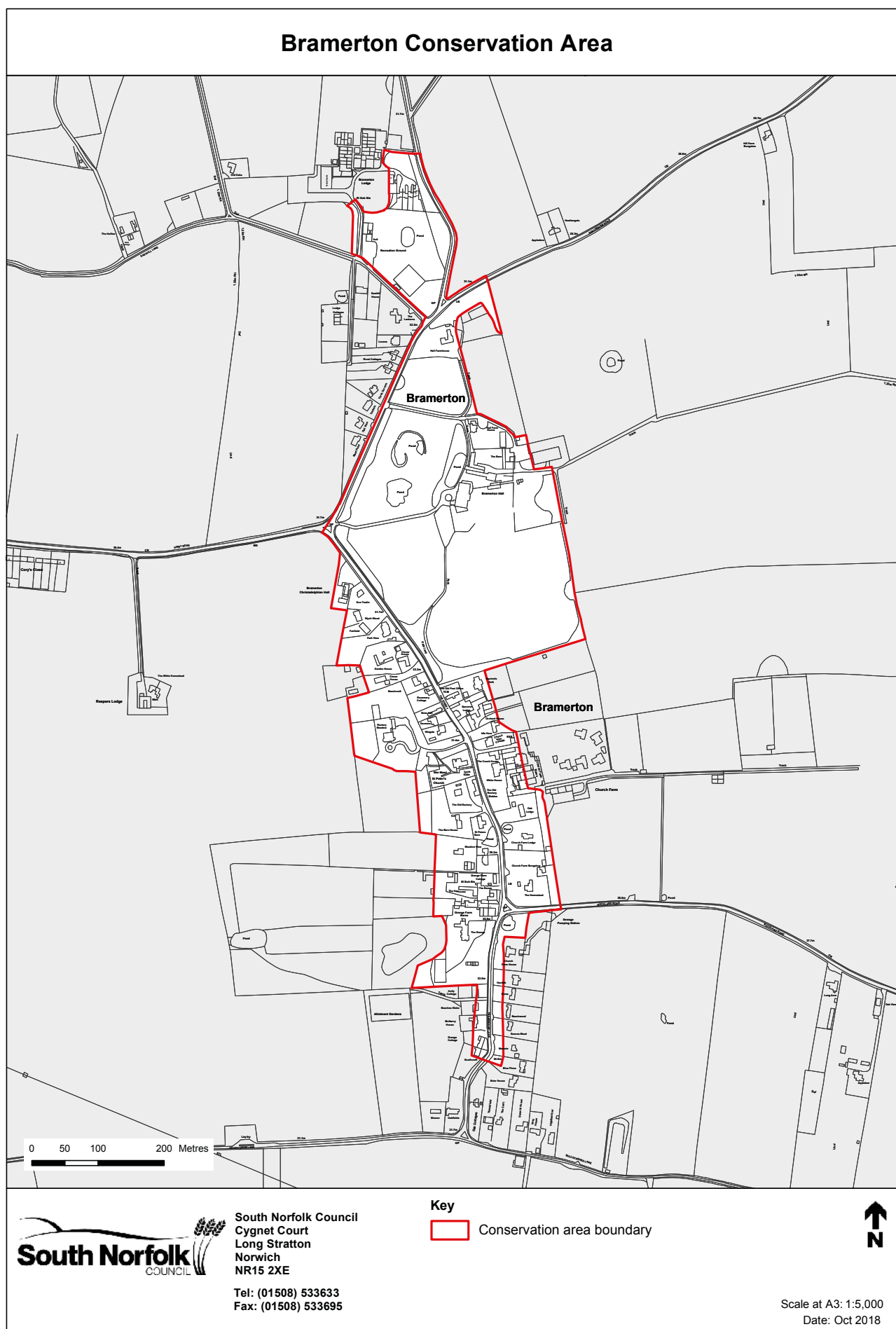
This included:

- A public exhibition held in village hall on 23rd July for three hours with an officer in attendance to answer any queries.
- Advert in village notice board and local publicity by the parish council
- The draft appraisal being available to view on the council’s website and at the reception desk.
- Emailing Ward Councillors, County Councillors, the Parish Council, and Historic England.
- A presentation made to the Parish Council on 23rd July.
- Contacting residents directly affected by the proposed boundary changes by letter informing them of the consequences of being included in the conservation area.

As a result of the consultation areas along Framingham Lane suggested for being taken out remained included in the conservation area. Some minor changes and corrections were made to the draft text and fixing the boundary around curtilages.

# Appendix 3

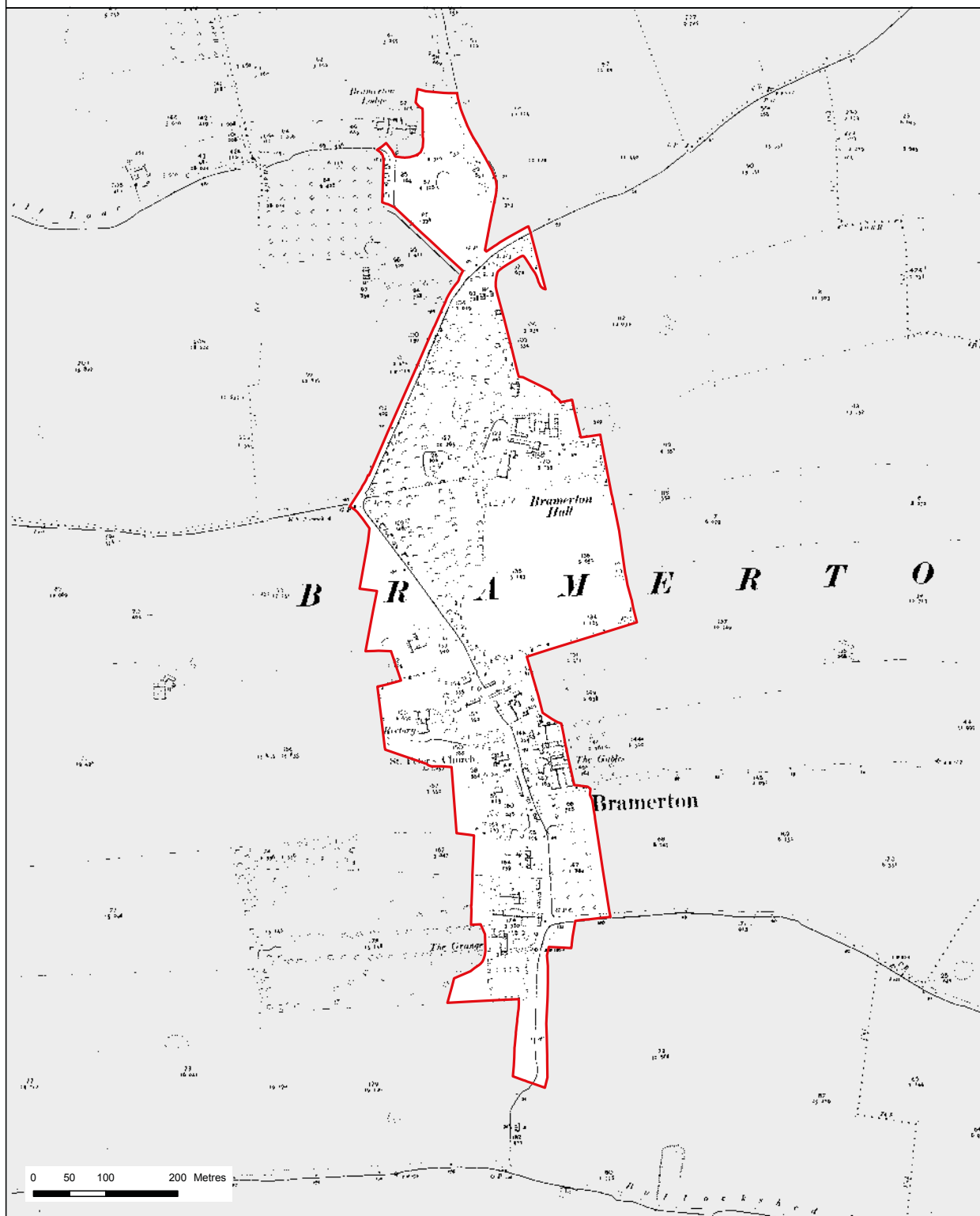
## Boundary Map



# Appendix 4

## Historic Map

### Bramerton Conservation Area, Historic Map 1906 - 1914



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

#### Key

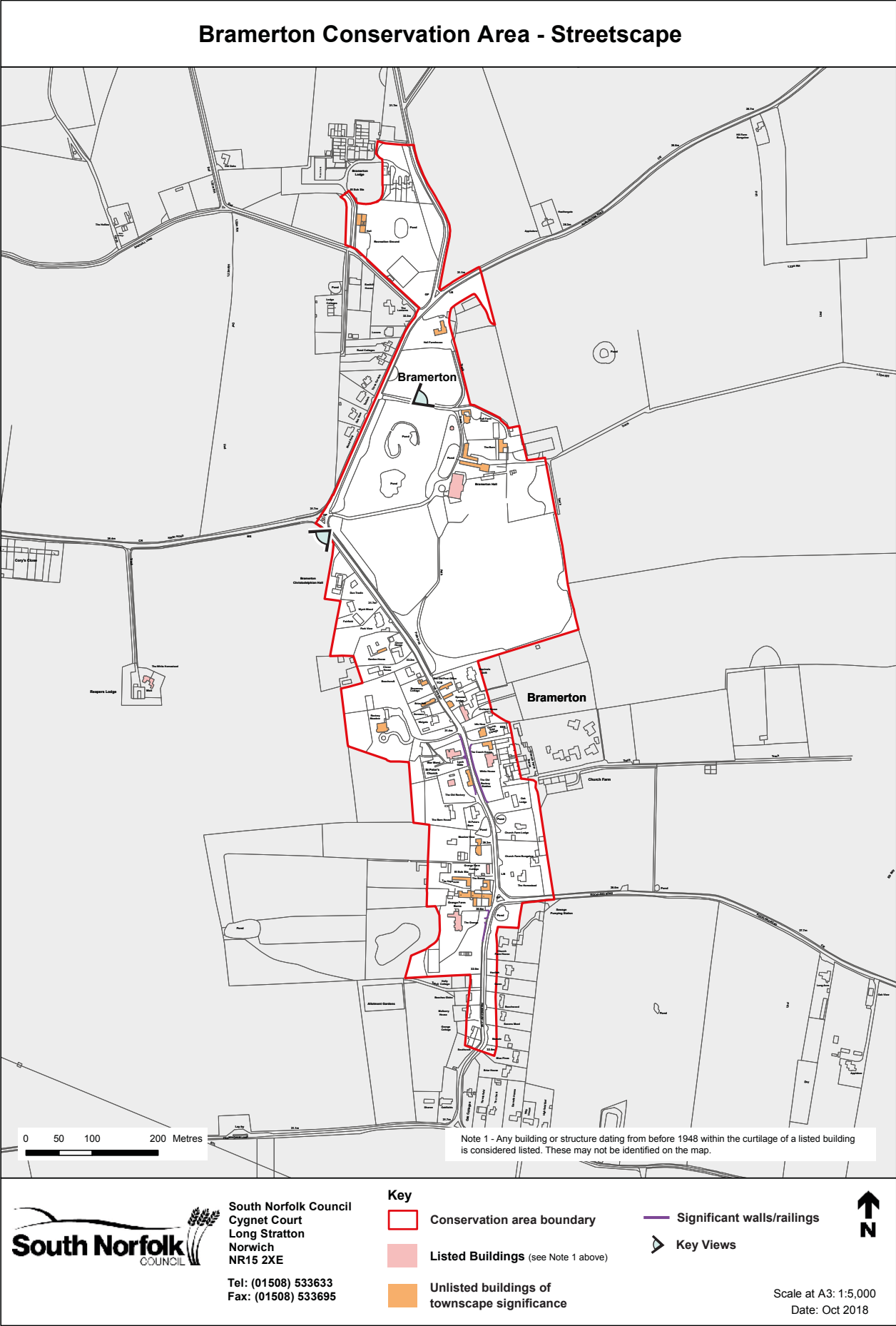
Conservation area boundary



Scale at A3: 1:5,000  
Date: Oct 2018

# Appendix 5

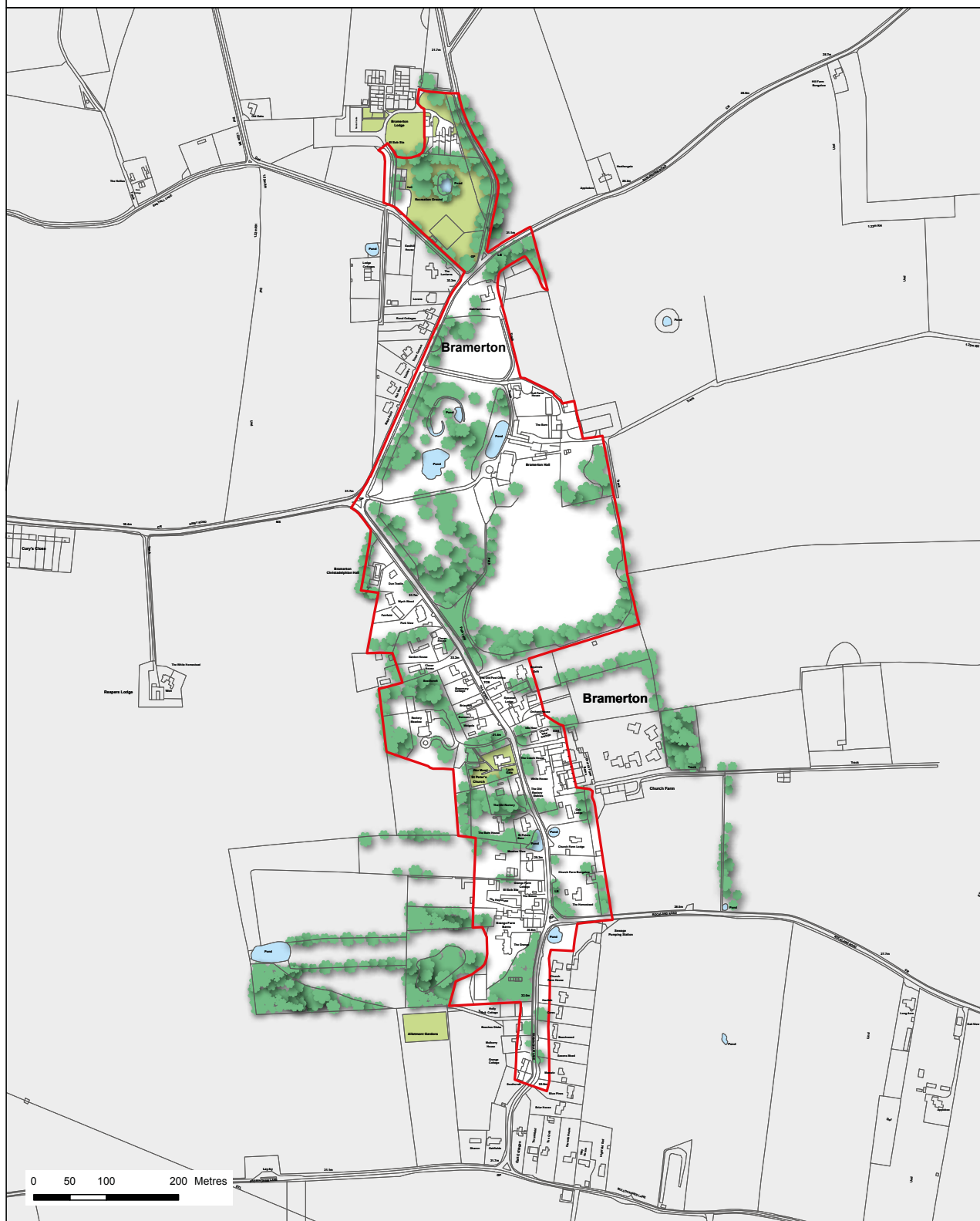
## Streetscape



# Appendix 6

## Natural Character

### Bramerton Conservation Area - Natural Character



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE

Tel: (01508) 533633  
Fax: (01508) 533695

#### Key

Conservation area boundary

Open Space

●●● Trees



Scale at A3: 1:5,000  
Date: Oct 2018





# Brockdish

## Conservation Area Character Appraisal and Management Guidelines

December 2018



# Content

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<b>Appendix 1(i) - Listed Buildings in Brockdish Conservation Area</b>	<b>14</b>
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# Introduction

The historic village of Brockdish is situated along the north side of the floodplain of the River Waveney. A predominantly linear settlement, the centre of the village is at the crossroads along the old Harleston to Diss Road, with Syleham Road leading south to the bridging point at Syleham Mills and Grove Road leading north.

The settlement lies 2 ½ miles W.S.W of Harleston, and 5 East of Diss, and is one of a string of similar settlements on the north side of the Waveney between Beccles and Diss.



The construction of the new A143 in 1996 to the north, which now bypasses the village, has significantly reduced traffic flow and has once again made Brockdish a quiet rural village.

Perhaps partly due to the difficulty of building on land around the village because of the floodplain to the south and rising land on the north side, the bulk of C20 development has been built in a separate detached part of the settlement to the west. The new settlement area is closer to the parish church of St Peter and St Paul, which is a mile west of the historic settlement. The landscaped gap between the predominantly older and the newer part of the village has kept the character and appearance of the historic village relatively unaltered, with modern infill development fitting in relatively discreetly with a sympathetic scale, form and use of materials.

Under the terms of Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority is required to identify areas of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as a Conservation Area. The 1990 Act also requires local authorities to prepare management guidance and proposals for Conservation Areas. Brockdish conservation area was originally designated in 1976. This document should be read in conjunction with the adopted Local Plan, the National Planning Policy Framework and Planning Practice Guidance.

## Key Characteristics

- One of a string of 'Waveney Valley' villages between Diss and Beccles on the north side of the floodplain of the River Waveney.
- Large number of timber framed cottages rendered and painted in pastel colours.
- Meadows and wooded floodplain to the south of the village and agricultural fields to the north
- Relatively unchanged character with sympathetic infill development.

# Historical Development (also see historic map in Appendix 4 page 17)

The name Brockdish has two 'possible origins'. The Domesday entry is 'Brodise', later in 1095, 'Brochedish', which means 'pasture by the brook'. The second possible meaning given by the C18 historian Armstrong, is 'the broad ditch' from the Early English 'brod dic'.

The c1840s Tithe Map shows a very straight ditch/tributary running from the centre of the village directly to the bridging point of the river at Syleham Mills to the south. This site has a long history, and may have been a water mill as far back as Saxon times - it is listed in the Domesday survey of 1086. In 1977 the river dropped 18 inches, revealing the piles of an ancient river crossing. A later bridge was tolled, and the adjacent mill produced Corn, Linen, and Cotton. The close proximity of the mill to the south of the village means that it is likely to have provided employment for a number of people in the village.

The oldest building in the surrounding area is the parish Church of St. Peter and St. Paul, which dates from various periods and includes evidence of pre-Conquest work, but the church lies a mile to the west of the conservation area and there is no clear visible or physical relationship to it. The three most important historic houses listed in the C19 trade directories (Kelly's and White's) are Brockdish Hall, Brockdish Place (described as a handsome modern mansion of white brick in 1845 White's Directory) and later called Thorpe Abbots, and lastly The Grove estate. Although historically important buildings within the parish, all these principal buildings lie outside the conservation area on higher ground to the north of the village, and are therefore not described further in this appraisal.



Other important historic buildings within the village and the conservation area include the village school, which was formerly the village workhouse, and which was bought by the villagers by subscription in 1843 (in 1836 the workhouse for the Depwade Union was built at Pulham Market which still stands) and the United Methodist Free Church at the east end of the village, built in 1860. The recently rebuilt village hall is in a central location on the south side of the green

Late C19 view of Grove Road

# Character Assessment

(Also see Streetscape and Natural Character Map, Appendix 5 and 6, pages 18 and 19)

## Brockdish and Its Setting

The River Waveney to the south is important to the setting of the village, with the floodplain meadows now extensively wooded, and the rising ground of the north bank of the wider valley to the north (and further to the south). A small stream runs through the village from the north, alongside Grove Road, through a ford and to the side of the small village green, before joining the river.

The rising land to the north, and the dense vegetation to the south, results in limited views from the conservation area to the open countryside beyond, and consequently there are also limited views from the open countryside into the conservation area.

The approach roads to the conservation area from the north and west are both of significance with dense wooded vegetation to the sides, whereas the eastern approach has a more open character. The fields forming the gap between the new and old parts of the settlement are important to the setting.

## Conservation Area Boundary

The boundary has been drawn around the historic settlement area, but there are also some more modern properties that are considered to contribute positively to the conservation area in terms of setting, including Old Forge Court which features as an example in the South Norfolk Place Making Guide of good planning reflecting the traditional character.

Important peripheral areas of backdrop landscaping on the higher ground at the rear of the settlement to the north-east, which provides an important backdrop to the village, and the common land to the south-west, which includes a path leading down to the river are now included in the conservation area. The modern chalet bungalows on the corner of Scole Road and Syleham Road have been excluded, but the front hedges remain in the area as they continue the important landscaping of the approach to the village from the west along Scole Road.



Tight grain of housing along The Street



Spacious landscaping along Grove Road



## Street Patterns and Historic Grain

The historic grain generally follows a linear development pattern along the road from the west to north-east and is generally tight to the street and close grained. There is some development at the rear of housing to the north-east, but because of the land levels, these are relatively small extended areas. Where the stream runs alongside Grove Road to the north the historic grain is more spacious with extensive landscaping on the west side of the brook and more visible glimpsed views through to wooded area at the rear. The village green at the junction of The Street and Grove Road is an important and attractive open space and an important focal point for the village.

## Perambulation

### The Street (East)

Starting from the east end of the village on the south side of the Street, the first group of houses within the conservation area are positioned to the back of the pavement. All the properties are rendered, with black or red clay pantiles, and casement windows. Apart from the listed Kings Head with its mock Victorian external timber framing (the interior is original C17 timber framing) none of the buildings stand out in terms of their appearance, but together they form an historically cohesive group of rendered properties. Although relatively plain in terms of external appearance the interiors often have timber frames of significance. No 40 has a good C18 door surround.



Kings Head pub



39-45 (odd) The Street

The north side of the street is quite different in character with the imposing red brick and bold gabled form of the former Methodist Chapel standing out from the other properties. It is currently being converted into a house. The gauged brickwork arches to the central windows are of some quality, but otherwise the building is relatively plain and austere in its appearance. Also of interest is the adjacent Victorian terrace, 39-45 (odd), which is rendered, so fits in with the character of the earlier properties, but has attractive well-balanced proportions and symmetry. The gault decorative central brick stacks are a feature of particular note. Also, in contrast to the older cottages on the street, it has vertical sash windows, with the gabled 'bookends' featuring round headed sashes. The next property is older and closer to the street, returning to the more traditional 'cottage' appearance with casements and drip moulding detail to the windows. It retains original plain pin tiles rather than the more common pantiles.

The next section of the street is then characterised on both sides by more modern properties set back with large front lawns and no boundary treatments. Consequently, this area contrasts with the rest of the street due to its more 'open' frontage, and the re-introduction of front boundaries such as low walls and/or hedges could assist in making this area more in keeping with the historic character of the village.

Following this area of modern housing The Street then tightens up again on both sides with a very small red brick cottage with small gable to the street on the south side and a tall boundary wall. The cottage has a C17 timber frame and is listed – the original mullion windows can be seen behind the glass in the side elevation. This building is followed by 30/32, which are also listed and C17, but now fronted with Victorian white gault bricks (white gault brick being one of the local characteristics of buildings within the Waveney Valley during the C19.) The frontage also has more modern C19 casements with more vertical emphasis than the older cottages, and has plastered lintels to imitate stone.



Old Forge Court



Sheriff's House

Then follows a continuous row of rendered houses in attractive colours, 22/26 & 14/16/18 with drip mould lintels. There is a small group of three small modern rendered cottages in a traditional style which are slightly set back from the road, but with a historic red brick wall retained to the front, so that the sense of enclosure to the street has been maintained. The last range of houses on this side of the street before reaching Common Lane, known as Sheriff's House, is one of the oldest properties in the village dating to c1600 and has ranges fronting onto The Street and Common Lane, with the principal elevation facing the lane. The chimney stacks are of note. The Street range is now separated into cottages with access from the rear and features some interesting stained glass windows to The Street.

The north side is characterised by a new development of houses along Old Forge Court, nearly all rendered, and in pastel shades, which compliment older houses in the village. Considered to be a good example of infill development, the housing features as an example in the South Norfolk Place Making Guide. This is followed by 17, which is again rendered with casements, before reaching Orchard End, an unusual property in the street with its red brick frontage and white gault brick detailing that stands out as being different. The brick frontage hides earlier timber framing – a tell-tale sign being the change in the angle of the roof pitch at the front where the later brick elevation has been added to the timber frame. There are then a further two rendered cottages, 11 being notable for its former shopfront windows.



Orchard End



7 & 9 The Street



The next pair of houses, 7 & 9, are early C19 in character, being double fronted around attractive early C19 Regency style doorcases, two fine doors and sash windows. They are however rendered and painted in pastel colours, so also fit in well with the older properties in the street. The two houses also have low pitched slate roofs which are typical of the earlier C19, but not so typical of the village. The next house on the corner was the former Greyhound Inn and is timber framed, dating from the C17. Like the Sheriffs House opposite, it also has plain pin tiles rather than pantiles. The building retains its carriage arch from its former use. The windows are C19, but to the top left is an older original mullion window. The adjoining house is rendered with lower eaves and an unusual arrangement of C20th windows and dark pantiles - possibly a building converted from previous non-residential use?

The centre of the village and the village green is now reached with the junction with Grove Road.

## Grove Road

The character of Grove Road is strongly defined by the stream that runs alongside it on the west side and is a key feature in this part of the village, creating a much broader space between the houses than along The Street. On the east side are houses that are relatively close to the road and of high status within the village, whereas on the west side older timber frame properties and modern houses are more set back behind generous frontage landscaping.



Bourn House



The Red House

The first two cottages on the east side, Bridge Cottage and Little Barn, are small and humble cottages in the typical pastel renders. There then follows architecturally two of the most distinguished houses in the village. The first property, Bourn House, has relatively simple red brickwork, but has finely balanced double fronted proportions, and a fine doorcase with a six-panel door. The Red House is much larger (also being double pile as well as broader), with a set of 9 front sash windows, all with eight panes of glass, and an even grander doorcase with pediment. Set back behind grass verges, these houses stand out with spacious gaps either side and are very prominent within the streetscene.

Then follows a couple of cottages, 'Pantiles' which is a conversion from three cottages, followed by an imposing red brick wall to the street and red brick gable ends of former outbuildings, now converted. There is then a small white C19 cottage, now a single dwelling but formerly a semi, with red pantiles and central stack. The north and south gables have large S shaped wall plates.

The last building on the east side is the former Victorian workhouse, which became the village school, almost hidden by the landscaping. The school closed in 2017 and there are plans to convert the building to another communal use. As with the west side the road narrows with the more verdant landscaping providing a very pleasant rural approach to the village.





Commerce House



1 - 4 Grove Road

The west side of the street firstly features the prominent Georgian elevation of the former village store, Commerce House, which front towards and compliments the setting of the green. Although no longer a store, the C18 red brick building with its unusual hipped roof, symmetrically balanced façade and preserved shopfront, still provides a handsome landmark building for the village centre. A small single storey side extension projecting forward on the north side has a crenelated parapet.

There then follows a series of smaller cottages with low eaves and prominent roofs. The first small cottages are horizontal in emphasis with red and black glazed pantiles, likely to be C18/ early C19. There is then a modern detached house with low eaves and dormers, which fits the local character quite well, followed by a further two groups of cottages: 1-4 Grove Road, characterised by rendered properties with steep roof pitches and red pantiles, set back from the road behind the stream with long front gardens.

Then follows a group of modern red brick houses. Their form is generally consistent with the vernacular character of the village with steep roof pitches. They are well positioned within the street well set back from Grove Road with landscaping around the stream to the front. Two more recent houses at the far end seek to be more traditional with decorative bargeboards, a decorative feature mostly introduced in the Victorian period. A hedge provides the boundary to the road. At the very end of the street on the west side is Crow Hall, a C17 timber framed house, again set amongst landscaping so quite well hidden in views. At this point the road becomes quite enclosed with tight edging of landscaping which contributes to a very rural approach when entering the village.

## Scole Road

The centre of the village is characterised by the stream running under the street and a small village green on the north side. The first building on the corner is Commerce House, already described above. The first cottage on the north side is a continuance of Commerce House, with pleasing red brick, and the next cottage rendered. There is then a gap before reaching White House Farm, re-fronted in later gault facing brick, slate roof, decorative bargeboard and new stack in the C19. Internally, the timber framing is C17, a very large external stack survives on the west side of the house.

On the south side of the green is 'the pottery' largely hidden by a tall hedge, but with two door surrounds of note, and the village hall, recently rebuilt in 2000. To the front of the hall is a listed K6 telephone box. These are followed by Corner Farmhouse, a fairly plain rendered building, but featuring two very unusual small ogee-headed casement windows with pointed arch lights within the end gables.

To the side fronting towards Syleham Road is a clay lump barn. The modern chalet bungalows on the opposing corner are no longer within the conservation area, but the hedging stays in.



Large stack on the west side of  
White House Farm



Unusual Ogee windows in the gable  
ends of Corner Farmhouse

## Traditional Materials & Architectural Details

The village contains a variety of vernacular materials associated with South Norfolk, but as is common with many villages to the south of the district and the Waveney Valley, the majority of houses are timber framed cottages and rendered, being painted white or in muted soft pastel colours. The grouping of similarly rendered cottages, particularly along The Street, makes a significant contribution to the overall character and appearance of the village.

The conservation area contains two notable red brick Georgian houses, Bourn House and Red House along Grove Road with their fine symmetrical balanced front elevations, Flemish brickwork and sash windows. In the C19 some of the earlier timber framed properties were also re-fronted in brick: 30/32 The Street and White House Farm in gault white brick (local to the Waveney Valley), and later Orchard End with its more unusual mix of red and white gault bricks detailing.

The better examples of more recently built houses successfully replicate the simpler vernacular style of the earlier cottages, and help to reinforce and enhance the character and appearance of the village. Of most importance in terms of character for rendered properties is choosing the right colours, and since properties are seen together in groups the choice of paint colour should ideally be off-whites or light pastels, rather than strongly contrasting colours.



37 The Street



White House Farm



Pre-Georgian buildings are notable for their steep roof pitches – indicating the likely use of thatch prior to later replacement with pantiles. In rural areas plain pin tiles also predate the use of pantiles, so where these occur in the village on the older properties such as at 37 The Street, the former Grey Hound Inn and Sheriffs House it is likely to be an early use of tiles. The majority of houses are however roofed with either red or smut/black glazed clay pantiles. 7 & 9 The Street, which are early C19, have shallow pitched slate roofs, as does White House Farm which was remodelled and has a later slate roof applied to an earlier, steeper roof.



Doorcase to Bourn House

Georgian buildings are characterised by the greater use of brick and more balanced elevations, with sliding sash windows and some fine doorcases, notably on Bourn House, Red House and the remodelled White Farm House. Later, as manufacturing processes improved, Victorians embellished their buildings with decorative work –for example the elaborate chimney stacks on 39 – 45 (odd) The Street and the decorative Victorian bargeboards to White House Farm. Decorative bargeboards have also been applied as a decorative feature to recently built properties.



Chimney Stacks 39 - 45  
The Street



Village Green

## Natural Character and open spaces

The green in front of the village hall is relatively small, but provides the village with a village green and focal point. Together with the brook, the ford and foot bridge it creates an attractive rural scene.

The stream running down from the north on the west side of Grove Road has an attractive appearance, and the more modern vernacular style housing within more spacious verdant landscaping retains an attractive rural scene.



Entering the village along  
Grove Road

Along Grove Road and in the approaches from the west and north the verdant backdrop of trees and landscaping is important to the setting of the conservation area.

The meadows down to the river also now have extensive tree planting. An area of accessible common land on the west side of Common Lane is now proposed to be included in the conservation area.

## Street Furniture, Walls and railings

With the majority of cottages backing directly onto The Street and the more verdant landscaping on the west side of The Grove there are not many walls or railings of note within the conservation area. The most important sections of red brick walling are on the east side of Grove Road, although there is a strong contrast with the west side which is strongly characterised by landscaping and hedges in association with the stream, where walls and fences should be avoided.

The Street is quite different in character, with most houses backing directly onto the pavement. Where houses are however set back a little from the street, especially at the west end, it is important to keep some boundary treatment such as low walls and hedges. Such a treatment could be provided to the front of the more modern houses which uncharacteristically have 'open' lawn areas. At the west end Commerce House and the adjoining property have an interesting castellated low red brick wall, and White House Farm has a white gault brick wall.

In and around the green, the ford and footbridge over the brook, the village sign, a seat and postbox, and the listed K6 telephone box, form a collection of interesting streetscape features that add to the picturesque village character at the centre of the village. The seat on the green is however quite plain with concrete slabs to the front, and this could be an opportunity for a better design and softer street surface such as resin bonded gravel, perhaps with some historic interpretation.

## Conservation Management Guidelines

### Highways

There are some remnants of former safety measures put in place when the main road ran through the village – notably in front of 7 & 9, which now detract from their appearance.

**Consider widening pavement in front of 7 & 9 or install less utilitarian set of safety railings to The Street, or paint the railings a more attractive traditional colour.**



### Wires

There is a proliferation of telephone wires which affect views of the historic buildings.

**If the opportunity arises, wires would be preferably placed underground.**





### **Upgrading Windows and Doors**

In Brockdish many houses have retained their original windows or windows styles, and new houses have sympathetic windows. Care should be taken when repairing or replacing windows to keep traditional styles and appearance.

**If door or window frames need to be replaced they should ideally be replaced with the original materials. However, if different materials are chosen then the window styles should still remain the same. The opportunity should also be taken to reinstate traditional style windows where they have been unsympathetically replaced in the past.**



Original metal casements should be kept.

### **Painting/colour washing buildings**

There are a number of painted rendered properties in the village and the character and setting of these buildings is much improved when they are viewed as a group.

**Careful consideration needs to be given to painting buildings to ensure the visual harmony of rendered cottages in the village is retained.**



### **Village Green area**

The village green is the picturesque centre of the village together with ford, bridge and brook. In terms of any enhancement this area requires careful consideration.

**The concrete slabs area and bench could be enhanced, with possible artwork and interpretation to interpret village history.**



## Appendix 1 (i)

### Listed Buildings

Grove Road	Little Barn Bourn House The Red House, Pantiles, Kenthouse No. 1/2, 3&4, 5, Crow Hall
Scole Road	Commerce House & Ivy Cottage Rose Cottage White House Farmhouse Corner Farmhouse (including Barn)
The Street	2 (The Pottery) Sheriffs House and adjoining cottages 14 - 18, 20, 22, 26, 30/32, 40 Ye Olde Kings Head 37, 19, 17, 15, 13, 1 - 9

## Appendix 1 (ii)

### Unlisted Buildings of townscape significance

The Street	Former Methodist Church 39-45 (odd) 23-29 (odd) 11
Old Forge Court	1 - 8



# Appendix 2

## Policy

### Policy background

In recent years, the approach to conservation area designation has changed considerably. It is now recognised that development plan policies, development control decisions, and proposals for the preservation or enhancement and the management of conservation areas, can best be achieved when there is a sound understanding of the special interest of the conservation area. This position is reinforced as follows:

The Planning (Listed Buildings and Conservation Areas ) Act 1990 in section 66(1) makes it a duty of local authorities when considering applications to have special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest. Under section 72 of the same Act, it is a duty with respect to any buildings or land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area. Department for Communities and Local Government National Planning Policy Framework (NPPF) 2012 Paragraphs 126 to 141 cover “Conserving and enhancing the historic environment”. Joint Core Strategy- Policy 2 : Promoting Good design South Norfolk Local Plan The South Norfolk Local Plan Development Management Policies Document was adopted in 2015 and policy 4.10 covers Heritage Assets.

### Public Consultation

An informal ‘walkabout’ of the area was organised with local residents and councillors on 1 December 2017. This informed the proposed boundary changes and conservation management guidelines within the draft appraisal. The public consultation on the draft appraisal took place from 2nd to 29th July 2018.

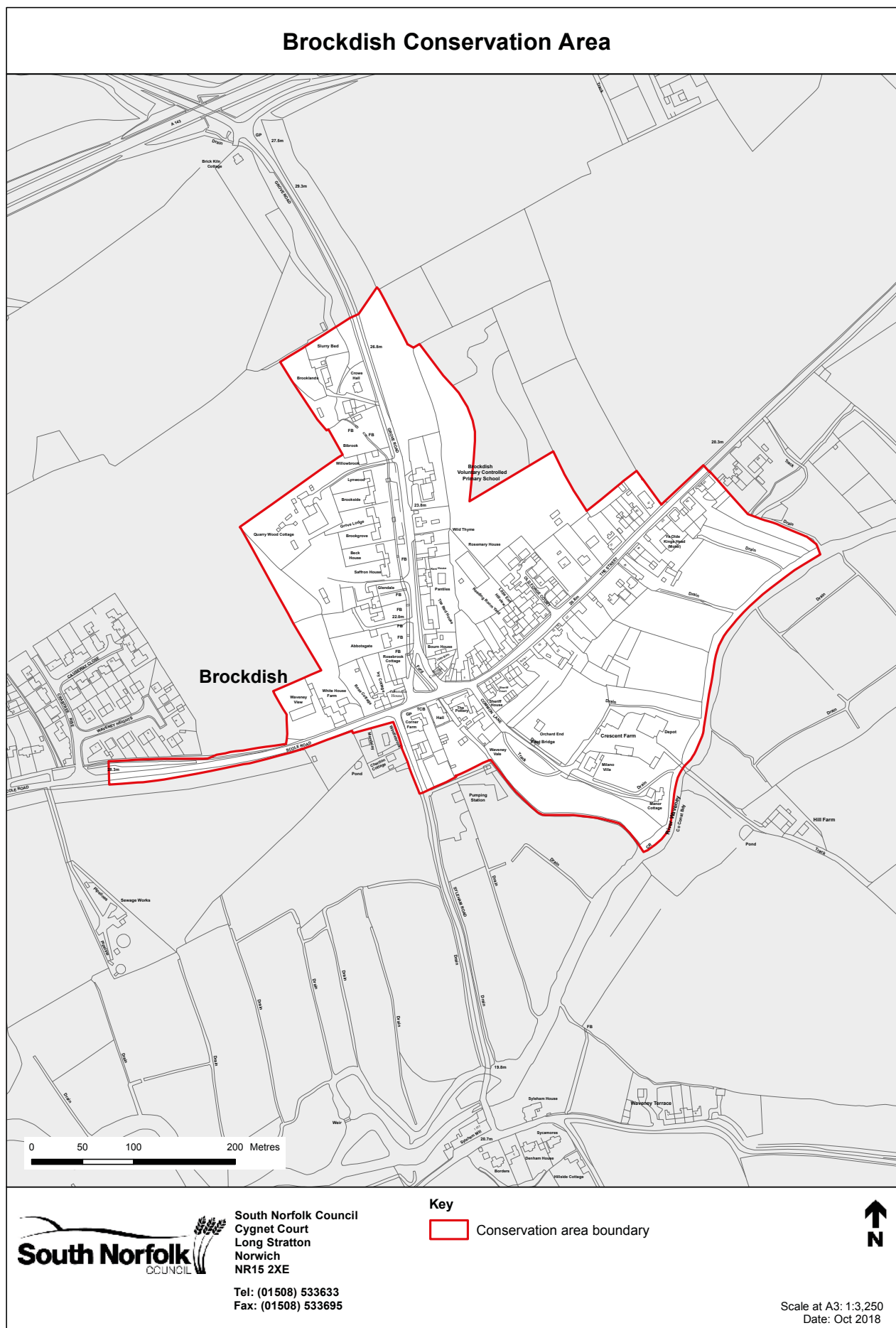
This included:

- A public exhibition held in the village hall on 10th July for three hours with an officer in attendance to answer any queries.
- An Advert in village notice board and local publicity by the parish council
- The draft appraisal being available to view on the council’s website and at the reception desk.
- Emailing Ward Councillors, County Councillors, the Parish Council, Norfolk County Council Historic Environment Service and Historic England.
- A presentation made to the Parish Council on 28th June.
- Contacting residents directly affected by the proposed boundary changes by letter informing them of the consequences of being included in the conservation area.

As a result of the consultation the property Waveney View was kept within the conservation area as it was formerly within the grounds of White House Farm.

# Appendix 3

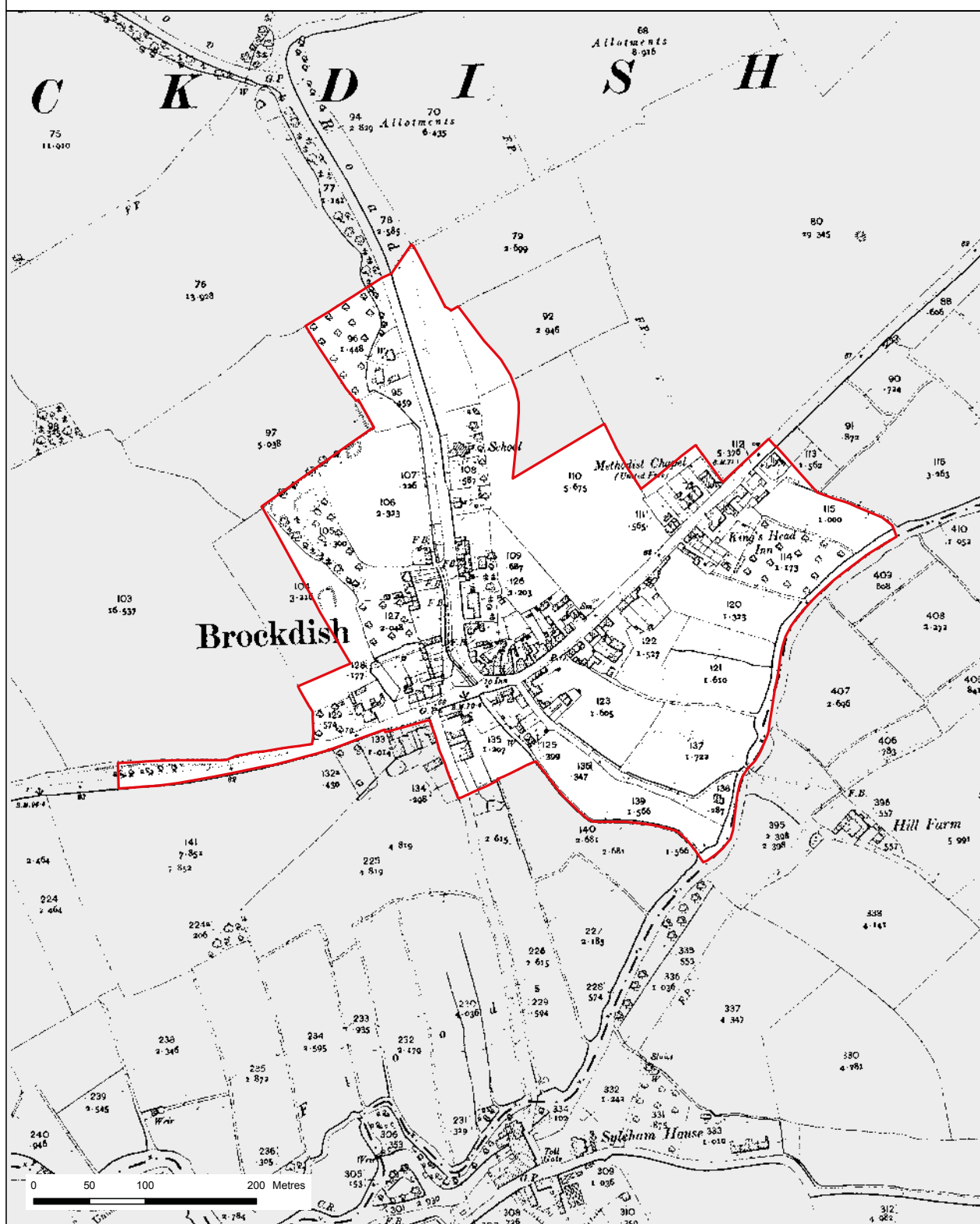
## Boundary Map



# Appendix 4

## Historic Map

### Brockdish Conservation Area, Historic Map 1906 -1914



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE

Tel: (01508) 533633  
Fax: (01508) 533695

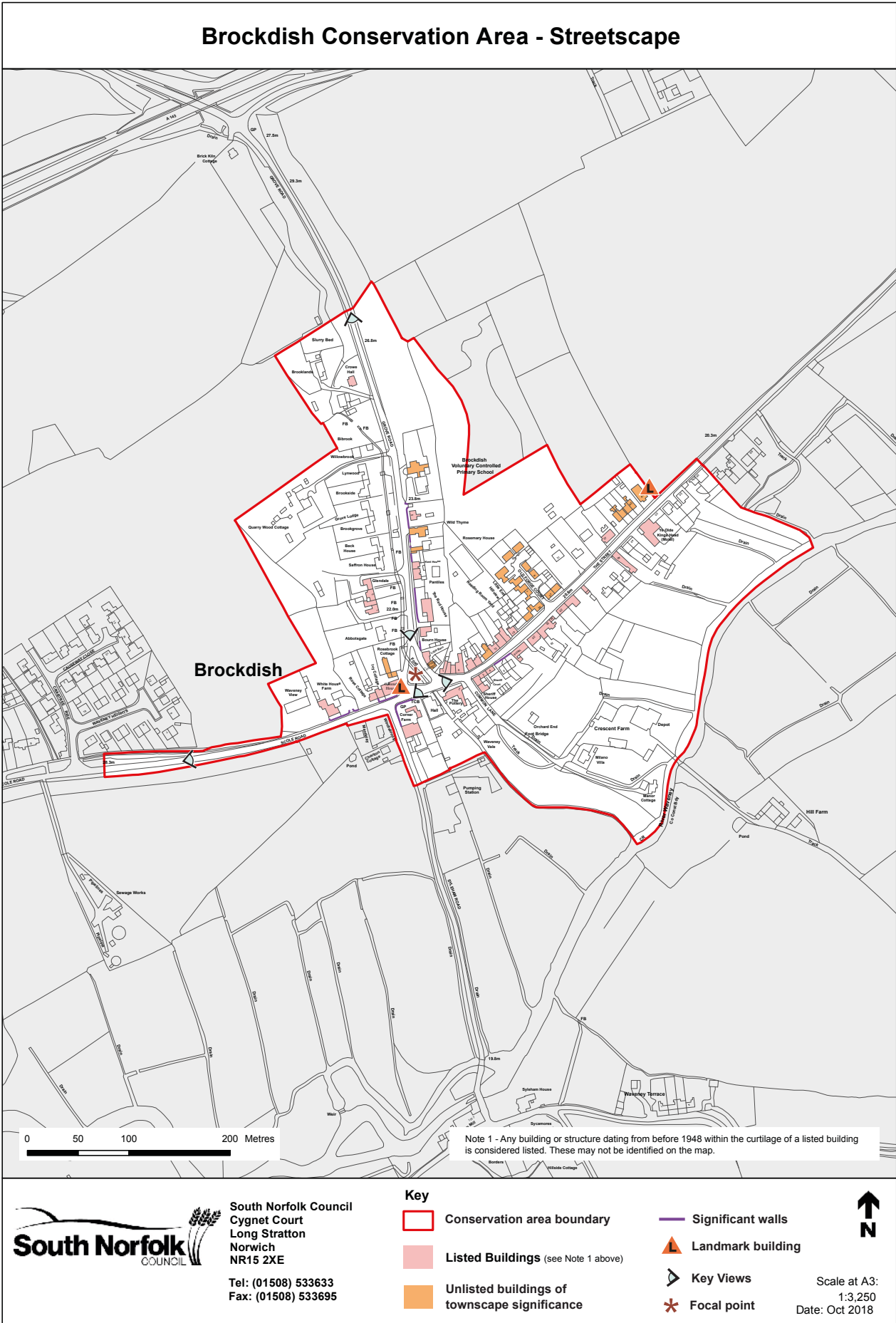
#### Key

Conservation area boundary



Scale at A3: 1:3,250  
Date: Oct 2018

# Townscape





# Appendix 6

## Natural Character

### Brockdish Conservation Area - Natural Character



South Norfolk Council  
Cynet Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

#### Key

Conservation area boundary

Open Space

Trees

Important Hedges



Scale at A3:

1:3,250

Date: Oct 2018

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# Saxlingham Green

## Conservation Area Character Appraisal and Management Guidelines

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December 2018



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# Introduction

Saxlingham Green a small settlement located off the minor route between Saxlingham Nethergate and Hempnall to the south. The unclassified road which bisects The Green eventually links with other minor roads linking the settlement with Hempnall to the south and Brooke to the north-east.

Under the terms of Planning (Listed Buildings and Conservation Areas) Act 1990, the local planning authority is required to identify areas of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as a conservation area. The 1990 Act also requires local authorities to prepare management guidance and proposals for conservation areas. The Saxlingham Green conservation area was originally designated in 1973. This document should be read in conjunction with the adopted Local Plan, the National Planning Policy Framework and Planning Practice Guidance.

## Key Characteristics

- Natural character dominates with the buildings being secondary to it
- There are a number of fine historic buildings dispersed within the area
- Situated on “plateau” site to the south east of Saxlingham Nethergate
- Linked to surrounding countryside by a matrix of footpaths and bridleways
- Much of The Green enclosed by groups of mature trees together with hedgerows
- The Green follows the line of the road but is made up of separate areas which provide a series of changing views and vistas

# Historical Development (also see historic map in Appendix 4 page 22)

The name “Saxlingham” indicates ‘the home of the folk of Seaxe’ and was first mentioned in an Anglo-Saxon will of 1046, although evidence has come to light of an earlier Roman Villa to the north of the parish. Saxlingham Thorpe could have been a later Danish/Viking settlement, as the names suggest or English, since ‘thorpe’ means a ‘subsidiary settlement’. Indeed Saxlingham Thorpe was formerly ‘Uppergate’ as distinct from Saxlingham Nethergate which derives from the old English for “Lower Street”. The part of the village now known as Saxlingham Green has always been part of Saxlingham Nethergate, and was known as “Eastgate Green” at least as late as 1871.

Saxlingham Green probably developed as a typical ‘green village’ as a settlement of small farms surrounding a green on which all had common rights. It probably began as a later medieval ‘hiving-off’ from the original village, the initial clearing of The Green itself being carried out communally.

The 20th Century has seen the increased popularity of the area as a prime commuter location lying as it does in attractive country surroundings only a few miles from Norwich and other major transport routes to the south. Many villages and hamlets lying south of Norwich have evolved in this way as the mobility of the car has encouraged commuting to major centres of employment. This trend has been accompanied by a gradual reduction in employment opportunities within the villages themselves and surrounding countryside.

The effect of these trends in the villages has been a gradual decline of the traditional infrastructure such as village shops, post office, pubs, and local industry connected to agriculture. House values have generally risen due to the attractiveness of the location to the extent that young people from the village itself can rarely afford the housing within it and so have to move away, leading to yet further reduction in things like leisure facilities.

Both Saxlingham Nethergate and Green provide typical examples of these trends. The results of the change in farming practice and major shifts in wealth have led to dramatic changes in property ownership. Most property is now owner occupied, cottages have been amalgamated and extended, farm houses generally no longer contain farmers, stables and barns have been converted and at the end of the 20th Century it is difficult to see how significant further development could be accepted without damaging the essential character of the area.



# Character Assessment (also see streetscape and natural character maps in Appendix 5 & 6, pages 19 - 20)

## Saxlingham Nethergate and its Setting

Saxlingham Green is defined more by the natural elements in the landscape than by the buildings within it. While there are a number of fine historic buildings important in their own right, they are secondary elements and are often lost behind trees and hedges. Whilst the appraisal looks at the two elements separately, the essential character of the area is partly generated by the interaction of these two components.

Saxlingham Green occupies a plateau site to the south east of Saxlingham Nethergate, and is set amongst a rural agricultural topography of a dissected plateau typical of this part of South Norfolk.



View looking south



Footpath to the south

## Conservation Area Boundary

The conservation area encompasses all the major buildings and landscape elements which together combine to give the area its unique character. The axis of The Green is east/west and the profile of the boundary reflects this orientation. The Green itself occupies the middle ground and stretches for approximately three quarters of a mile in length. The northern and southern boundaries are irregular and defined by the plots of the individual properties or important parcels of landscape associated with them. In essence, the east/west boundaries are marked by “Pisces” in the west and “Grove Farm” in the east.

For this review of the conservation area there are no significant additions or omissions proposed, only four quite minor changes to bring parts of the conservation area boundary in line with existing physical boundaries so that the area boundary is clearly visible when going through the village.

## Street Patterns and Historic Grain

The western part of the area is located around Broaden Lane which is the name of the road leading to Hempnall. It's route takes the form of a 'dogleg' as it enters the conservation area which serves to slow down the general speed of traffic and has generated a plethora of highway signage.

There is another minor road (Chequers Lane) in the middle of The Green which heads northwards to link up with other minor roads to Stoke Holy Cross and Shotesham.

The Green is linked to the surrounding countryside by a matrix of public footpaths and bridleways which enter the area from both the north and south. The pattern of the historic grain is detached houses set well back from the green and dispersed within or behind woodland areas or hedgerows. The pattern of the woodland area remains much as it was in 19th century as can be seen from earlier maps



Bend in the main road at the junction with The Green, at the westside of the conservation area.

## Perambulation

### Western Edge of the Conservation Area up to Manor Farm

The far western edge of the conservation area boundary is formed by the property and boundary of "Pisces" located on the south side of the road leading to Saxlingham Nethergate in the north west and Hempnall to the south. "Pisces" is a single dwelling formed from two cottages. The garden contains some mature trees and a large pond so typical of the area.

The north side of the road contains a small copse of mature trees and to the east, Dairy Farm Cottage. A new garage range has been constructed to west of the cottages and is of a sympathetic design. There is a mature hedge at the entrance drive and some small trees. There is also an attractive low flint boundary wall with traditional clay coping.



Gravel drive at the far west end of the conservation area.

At the south side, there is a delightful grouping of village townscape elements, mature trees, a small stream with bridge, an extensive green verge and a seat. There is a front railing to prevent vehicles entering the small stream, which has rather unsympathetic concrete posts.

Further to the east side on the south corner of the carriageway is Manor Cottage, which is grade II listed and presumably once connected (not physically) to Manor Farm. Manor Cottage is set in an attractive garden containing mature trees and ponds to the east and south. A mature hedgerow marks the boundary with the road at the front garden. Adjacent further south is a railing with concrete posts which could be replaced with something more sympathetic to the character of the area.

The conservation area boundary contains the garden to Manor Cottage and its mature trees and runs along the natural edge between the soft intimate atmosphere of the settlement and bleak agricultural quality of Broaden Lane.

The “Green” effectively commences on the north and eastern side of the road as it turns southwards towards Hempnall. This first part of The Green is a focal point centred around the listed buildings of Manor Farm. The farmhouse itself is end on to The Green and has a main north/south axis and is a listed building of some importance. Manor Barn lies to the south and is located at right angles to the farmhouse forming an attractive group around the “farmyard”. The barn is also listed and has been converted to a dwelling.

The western boundary to the farmhouse is almost hard on to the carriageway. It has a mature hedgerow and continuing on from this further south at Manor Barn, a mature hedgerow. A more traditional hedgerow, green verge and ditch then runs up to the southern edge of the garden. The latter again is located at the natural edge between garden and agricultural land. The garden to Manor Farm contains several mature trees forming its north boundary with the green beyond. A small cottage lies to the north across the road junction from Manor Farm and is of townscape significance. A good hedge forms the south boundary to the cottage garden.

The Green here contains a number of townscape elements: village notice board; seat; telegraph pole; grit bin; finger post sign and road chevron sign. These look to be necessary, although they could be tidied up a little. A more traditional bench and notice board posts would also provide a small improvement. The general character is, however, not prejudiced greatly. The eastern boundary to this part of the conservation area is formed by a footpath which runs northwards towards Saxlingham Nethergate.



Manor Farm Cottage



Main road towards Hempnall at the west end of the conservation area.





Footpath going north from The Green



Road signs at the junction of The Green and the main road to Saxlingham Nethergate

The essential character of The Green becomes clearer as the road proceeds eastwards. A wide green dotted with mature and newly planted trees beyond which lies a series of buildings enclosed to the 'rear' by hedgerows. Interspersed are views to the agricultural landscape beyond. The buildings are a mixture of farmhouses and cottages, of varying plan form and architectural detail. All dwellings are historic accompanied by newer additions or modern farm outbuildings.

To the north, the range of buildings includes Queen Margaret Cottage, Orchard Cottage, Stable Cottage, Green Farmhouse and Chequers Cottage (formerly Stuart's Cottage). Queen Margaret Cottage, Orchard Cottage and Green Farmhouse are all listed.



Queen Margaret Cottage as viewed from The Green



Drive to Green Farm

To the south lies the eastern range of outbuildings to Manor Farmhouse, Orchard Farmhouse and its accompanying range of outbuildings, which are of townscape value. The outbuildings to Manor Farm have been converted to residential use.

Another important characteristic of The Green is the number of ponds and drainage ditches, both within the curtilage of properties as well as on The Green itself, all of which form an important part of the landscape.



Looking west along The Green towards the junction with Chequers Lane.



The junction of Chequers Lane with the main east-west road represents the second major focal point to the area and is marked by the presence of a red telephone kiosk. At the boundary to the south there is another footpath leading southwards towards Hempnall.

### **Chequers Lane Eastwards to Saxlingham Hall**

The essential character of the area continues into this section of the settlement, although there are fewer buildings. To the north the buildings include Hall farmhouse, Cannon Cottage and adjoining cottage, Hall Cottage and Saxlingham Hall, all of which are listed. Hall Cottage is not listed but is of townscape value.

This part of the settlement is dominated by the Hall, the former seat of the Steward Family who once owned the whole village. It is currently run as a Nursing Home and has been sensitively extended in recent years. The conservation area boundary extends to the north to contain the agricultural land in front of the Hall which was once the Hall park and an important element in the setting for the complex of buildings.



Hall Cottage.



Cannon Cottage.



Saxlingham Hall.

The Hall has an attractive entrance wall and piers and an iron estate type boundary fence. The setting for the building is good with attractive lawns, mature trees and hoggin drive. Hall Farmhouse, Cannon Cottage and Hall Cottage have all been subject to refurbishment and extension in the late 20th century but all additions apart from the modern farm adjacent to Hall Farm are sensitive to the context and location.

Further east beyond a large copse at the south side of the road lies a modern house which attempts unsuccessfully to blend in with the surrounding vernacular buildings. Its dormer details, concrete tiles and neatly cut grass verges are not quite in keeping with the general character of buildings in the settlement. The front hedgerow and brick wall do, however, help the building to blend in to some degree with its surroundings.



Chestnut Trees south of Saxlingham Hall.



Wall and pillars at entrance to Saxlingham Hall.



Town Farm House and Holly Cottage

The Green at this point subtly bends to the south, following the line of the road and creating closed vista views. The landscape character is enhanced by the mature chestnut trees even though they are planted as an 'avenue' to the south of the Hall. Further eastward to the south side there are superb open views of the surrounding countryside to the north. There are fewer buildings to both north and south in this part of the area.

To the north, Holly Cottage and its neighbour are two isolated Victorian 'Estate' dwellings both having interesting architectural features. Holly Cottage is listed.

To the south, Grove Farmhouse and its outbuildings represent the eastern boundary of the area. Both ranges of buildings are of townscape value and it is suggested the outbuildings are reviewed for possible listed status. They are a vitally important and attractive grouping of buildings. The farmhouse itself appears to be more modern.

The Green itself continues in the same character and quality as before although views of the countryside to both the north and south are more prominent. The drainage components of ponds and ditches are present together with mature trees and hedgerows.



Entrance to Grove Farm House



Pond northwest of Grove Farm House



## Traditional Materials & Architectural Details

Traditional building materials are generally render, brick, clay pantile and some thatch.

The prominence of older buildings in the conservation area indicates that the settlement pattern has changed little since the 18th century. The majority of buildings have been listed or are recognised as being of historic importance or of townscape significance.

There is a pleasant variety of buildings ranging from the more substantial houses of Saxlingham Hall, Manor Farm and Orchard Farmhouse to the smaller farmhouses such as Green Farm and Hall Farm and then the modest cottages at Dairy Farm. Earlier buildings are timber framed (though sometimes disguised by later brick cladding); later buildings are of brick. Most buildings have clay pantiled roofs and a few are thatched.

Of particular interest are Manor Farm a good example of a 17th Century brick house and its impressive timber framed barn, which has been converted into a dwelling. Orchard Farmhouse dating from the 17th Century has been considerably altered during restoration, as has Saxlingham Hall itself. The majority of buildings in the conservation area have been subject to alteration, refurbishment and repair during the 20th century.

The architectural/historic character of The Green provided by its buildings together with the natural character and ambience of the settlement is generally well maintained throughout the conservation area.

## Street Furniture

In general terms the street furniture is conspicuous by its absence which is to be applauded. The situation could perhaps be improved a little at the western edge of The Green where there is a mix of bench seating, notice boards, road signs and telegraph poles. The bench seats themselves are rather too modern in appearance (powder coated metal and timber) although the muted colour and low maintenance materials are beneficial. The degree of 'wire-scape' (telegraph lines/poles etc) is in keeping with the character of such a rural settlement although it is more visually intrusive towards the east of The Green beyond Saxlingham Hall and Holly Cottage.



Bend at the west entrance to The Green.



Road signs at west entrance

The Green is a most attractive and varied landscape. There are many mature trees and hedges and where these are broken the views beyond give an opportunity to appreciate the panorama of the wider landscape.

Another important element is the drainage system of the area which employs a combination of ditches and ponds which are set amongst trees and hedgerows.

The Green is a linear space but not a continuous one being more a series of connected areas linked by a winding road. Trees and hedges form spurs into The Green, providing natural barriers and forming a series of changing views and vistas. This can be seen at Green Farm and Hall Farm while at Saxlingham Hall the line of chestnuts divides the Green in two. The result is a space of continuing interest and charm.



Looking east along The Green. South of Green Farm



Boudica Way footpath going North from The Green



Landscape northeast of conservation area as viewed from Boudica Way footpath.

Important too is the informal nature of The Green. The absence of kerb stones or tarmacadam drives is a beneficial factor and any attempt to introduce such elements should be strongly resisted.

## Conservation Management Guidelines

### Street furniture

Street furniture including signage at the western entrance to the conservation area could be reduced slightly and repositioned to enhance the natural character of key views. Also, it is unfortunate that the 'Giveaway' sign at the junction with Chequers Lane is in such a prominent position, although perhaps necessary.

**Unless absolutely necessary, installing additional signage and other street furniture should be avoided to avoid harm to the natural character of the Green. Replacement of modern benches at the western end with traditional benches to match the one next to the telephone kiosk would provide some enhancement.**



## Ground surfacing

The main road through The Green is tarmacadam but with most of the driveways to properties having a traditional gravel finish.

**It is important that gravel driveway finishes are retained as they form an important part of the character of the area. Replacing with tarmacadam or pavements would cause harm to key views from the road so any such proposals should be resisted.**



Gravel driveway

## Vegetation

The unchecked growth of vegetation on The Green whilst providing an important wildlife habitat, may also contribute to its deterioration. A careful balance therefore needs to be achieved between too much tidiness on the one hand and continual neglect on the other. New trees have previously been planted and the trees managed and cut down where appropriate.

Some of the grassland is cut back sensitively in certain areas but retaining wild verges were appropriate. The overall natural appearance which is so important for the character of the area is therefore largely maintained.

**The reintroduction of animal grazing on The Green could be an alternative solution which would cut back vegetation to leave a more natural appearance compared to using grass cutting machinery.**



Looking west along The Green towards Chequers Lane



Looking east along The Green towards Chequers Lane

## Overhead wires

The impact of overhead wires has much less of an impact on the natural character of The Green as the back drop of vegetation tends to make it much less noticeable.

**Beyond Saxlingham Hall and Holly Cottage overhead wires are much more noticeable, so some reduction here by having cabling underground would greatly enhance views.**



## Development

The strong natural landscape of Saxlingham Green defines much of the character of the conservation area, dominating views through the village from the road.

**Retaining the strong natural character of the conservation area should be a key consideration with any proposals for new development.**

## Appendix 1 (i)

### Listed buildings in Saxlingham Green Conservation Area

1. Manor Cottage
2. Manor Farmhouse
3. Manor Farmhouse Barn
4. Queen Margaret Cottage
5. Green Farmhouse
6. Cannon Cottage and adjoining Cottage
7. Hall Farmhouse
8. Saxlingham Hall
9. Orchard Farmhouse
10. Holly Cottage

## Appendix 1 (ii)

### Unlisted buildings of townscape significance

Dairy Farm Cottages  
Outbuildings to Orchard Farmhouse  
Orchard Farmhouse  
Hall Cottage  
Town Farm House  
Stables to Saxlingham Hall  
Game Larder to Saxlingham Hall  
Town Farmhouse  
Grove Farmhouse and out building to north

Generally:-

Trees and important hedgerows identified on natural character map.  
Telephone kiosk identified on main boundary map

# Appendix 2

## Policy

### Policy background

In recent years, the approach to conservation area designation has changed considerably. It is now recognised that development plan policies, development control decisions, and proposals for the preservation or enhancement and the management of conservation areas, can best be achieved when there is a sound understanding of the special interest of the conservation area. This position is reinforced as follows:

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### Public Consultation

An informal ‘walkabout’ of the area was organised with local residents and councillors on 17th December 2017. This informed the proposed boundary changes and conservation management guidelines within the draft appraisal. The public consultation on the draft appraisal took place from 2nd to 29th July 2017. This included:

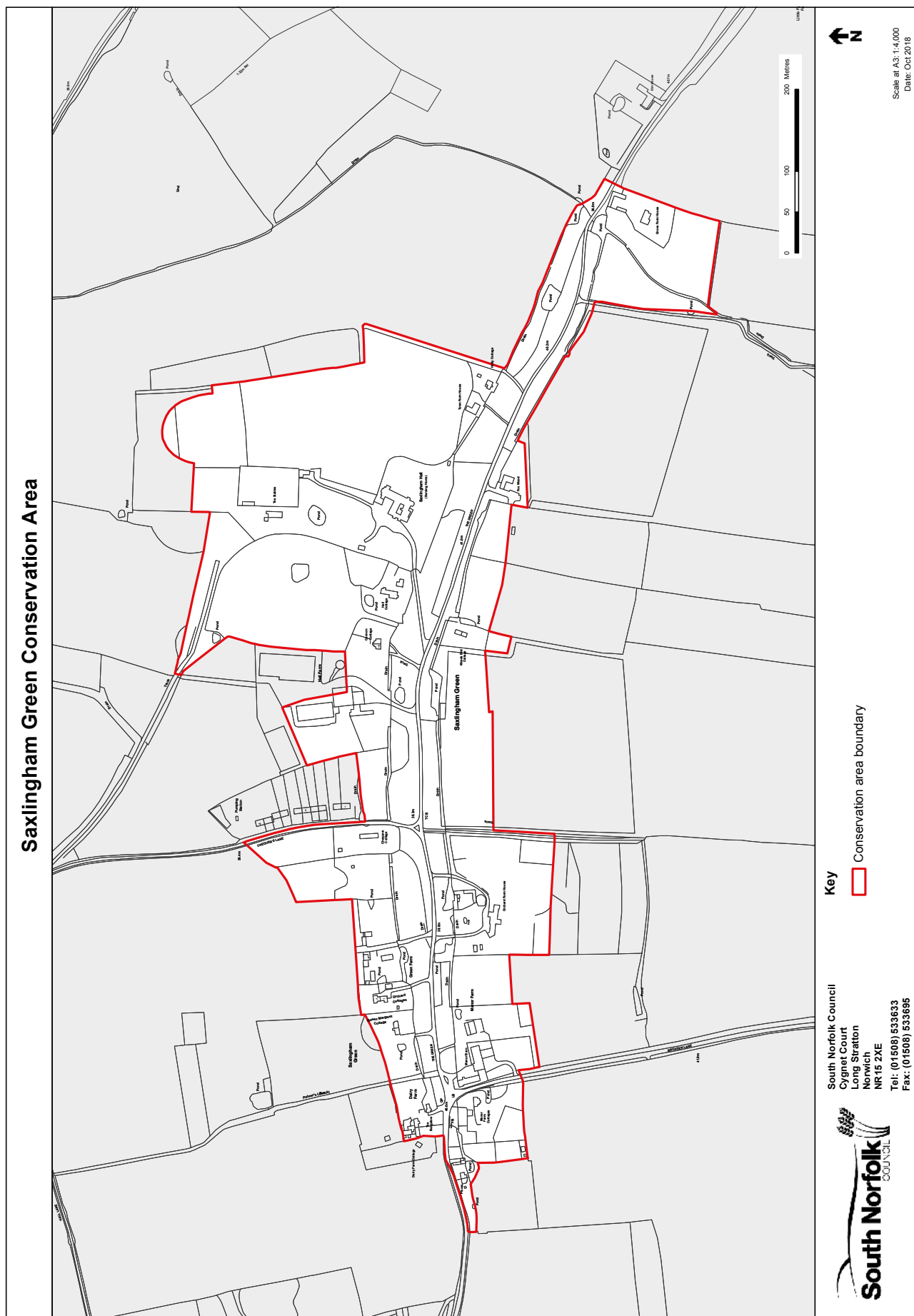
- A public exhibition held in Saxlingham village hall on 25th July for three hours, with an officer in attendance to answer any queries.
- Advert in village notice board and local publicity by the parish council
- The draft appraisal being available to view on the council’s website and at the reception desk.
- Emailing Ward Councillors, County Councillors, the Parish Council, Norfolk County Council Historic Environment Service and Historic England.
- A presentation made to Saxlingham Parish Council on 9th July.
- Contacting residents directly affected by the proposed boundary changes by letter informing them of the consequences of being included in the conservation area.

As a result of the consultation some revisions were made to including curtilages gardens areas within the area.



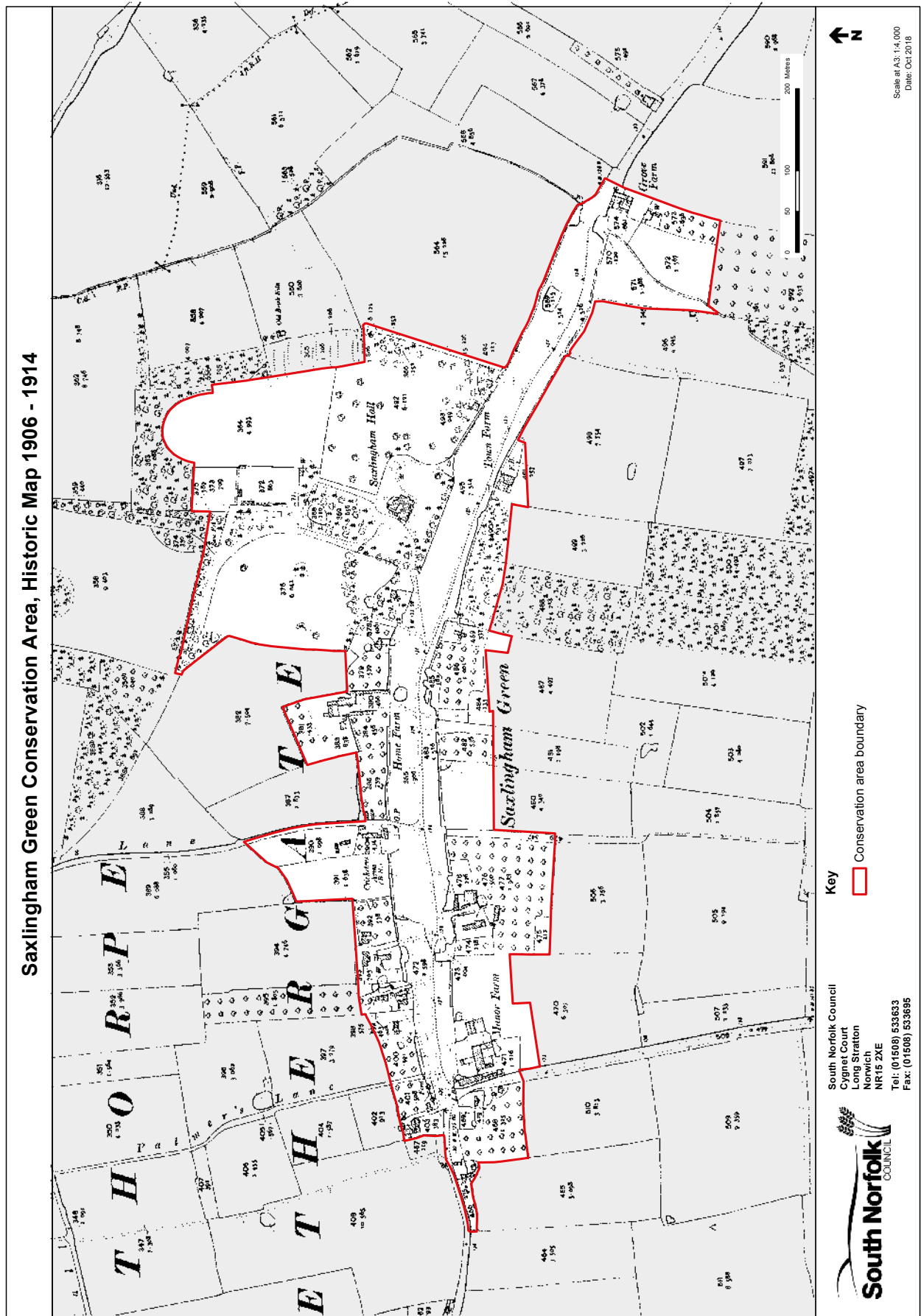
# Appendix 3

## Boundary Map



# Appendix 4

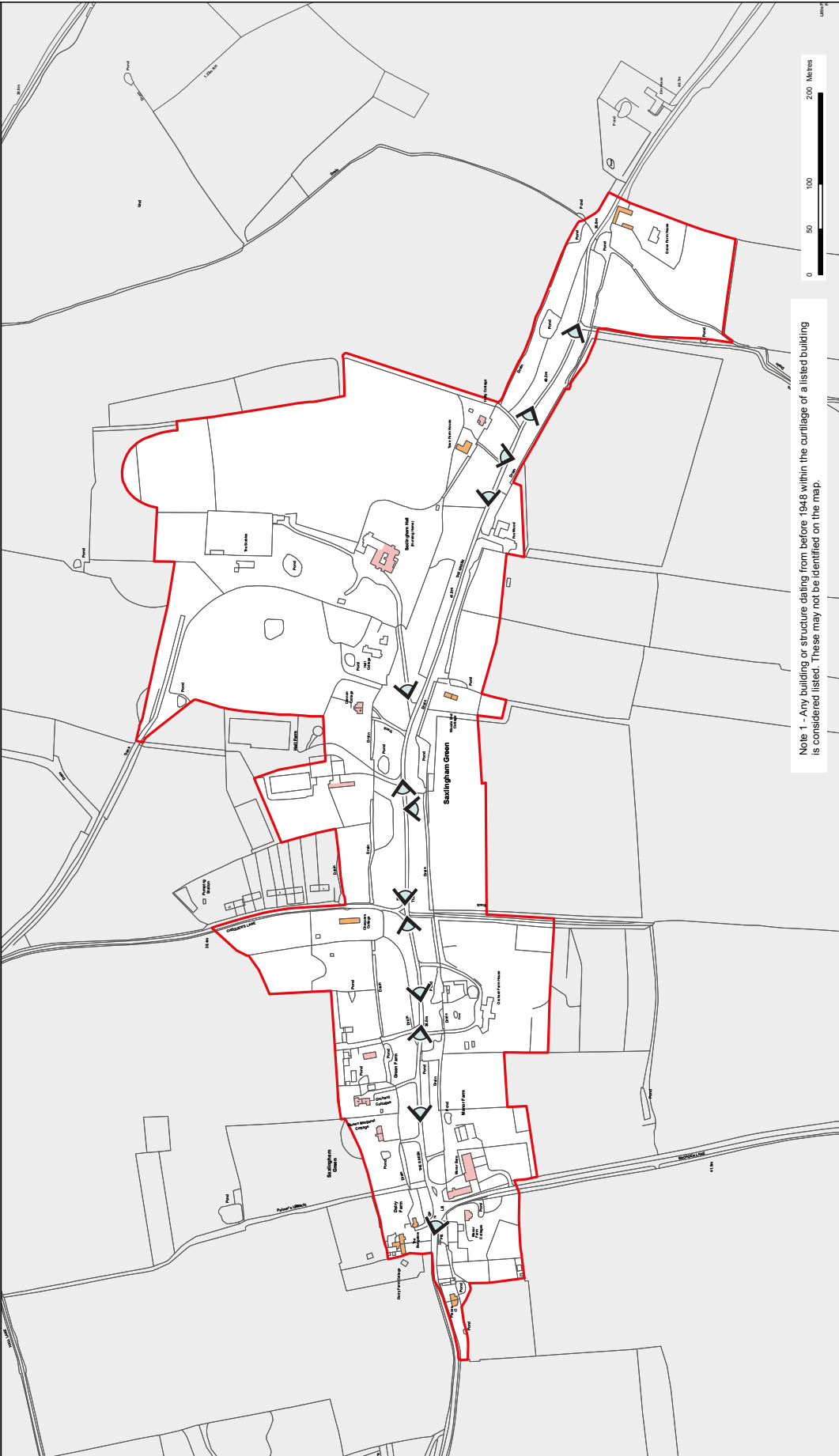
## Historic Map



# Appendix 5

## Streetscape

Saxlingham Green - Streetscape



**South Norfolk Council**  
 Cynnet Court  
 Long Stratton  
 Norwich  
 NR15 2XE  
 Tel: (01508) 533633  
 Fax: (01508) 533695

**Key**

- Conservation area boundary
- Listed Buildings (see Note 1 above)
- Unlisted buildings of townscape significance
- Key Views

Scale at A3: 1:4,000  
 Date: Oct 2018

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# Appendix 6

## Natural Character







# Saxlingham Nethergate

## Conservation Area Character Appraisal and Management Guidelines

December 2018



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# Introduction

Saxlingham Nethergate is one of the principal historic villages in the district of South Norfolk. It is situated about seven miles to the south of Norwich on a direct but minor route to the city and a mile from the busy A140 road, which carries traffic between Norwich and Ipswich.

Under the terms of Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority is required to identify areas of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as a conservation area. The 1990 Act also requires local authorities to prepare management guidance and proposals for conservation areas. The Saxlingham Nethergate Conservation Area was originally designated in 1973. This document should be read in conjunction with the adopted Local Plan, the National Planning Policy Framework and Planning Practice Guidance.

## Key Characteristics

- Conservation area divided into three distinct parts with three greens
- Situated across the valley of a minor stream
- Developed as a linear settlement along the line of the stream
- Strong natural character with dense woodland to the east side
- Mature hedgerows and low brick/flint walls at front boundaries are key features



# Historical Development (also see historic map in Appendix 4 page 22)

The name “Saxlingham” indicates “the home of the folk of Seaxe” and was first mentioned in an Anglo-Saxon will of 1046, although evidence has come to light of an earlier Roman Villa to the north of the parish. The part of the village now known as Saxlingham Green has always been part of Saxlingham Nethergate, and was known as “Eastgate Green” at least as late as 1871.

The church of Saxlingham Nethergate is mentioned in the Domesday book and retains visible features of Saxon and Norman date. Part of an old south doorway survives and the church also contains Norfolk’s oldest stained glass.

There were three manors in Saxlingham; Saxlingham Netherhall (sometimes called ‘Overhall’), Verdons and Saxlingham Thorpe. The location of two of the manors has been confirmed - The Old Hall and a moated site in Elmer’s Lane, while the third, Saxlingham Thorpe, was probably sited off Wash Lane, then the main road to Hempnall.



Church of St Marys



Old Hall, Church Green

Saxlingham Nethergate almost certainly developed as a typical “street village” as a linear settlement along a road, which in this case followed the line of a stream. This is clearly reflected in the character of one side of both The Street and Church Hill. In complete contrast, the opposite side reflects the wealth and social standing of an 18th Century “squire-parson”, in the unusually fine old rectory and the landscaped park which forms a backcloth to the whole village.

Throughout the 19th century, there were three schools in the village. One is now the bungalow called “The Lilacs”, the second is opposite the War Memorial (then known as Timber Hill) and later replaced by the present school, and the third, a thriving “Dames’ School” near The Old Bakery.

A few of the earlier buildings, including two former public houses, still retain fine thatched roofs. In the 19th and 20th centuries, the Steward Family (who bought the estate in 1824) has had a significant influence on the social and physical well-being of the village, notably in the building or improvement of cottages and the donation of the Village Hall.

Despite this physical growth, the population of the parish dropped by 100 in the 19th century to around 550 and remained fairly static for another 50 years. However, since 1921 the population steadily increased to 702 in 1991 although the 2011 census shows a reduction to 688.



The 20th century saw an increase in the popularity of the village as a prime commuter location lying as it does in attractive country surroundings only a few miles from Norwich and other major transport routes to the south. Many villages and hamlets lying south of Norwich have evolved in this way the mobility of the car having encouraged commuting to major centres of employment. This trend has been helped by a gradual reduction in employment opportunities within the villages themselves and surrounding countryside.

Saxlingham Nethergate and Saxlingham Green both provide typical examples of these trends. The results of the change in farming practice and major shifts in wealth have led to dramatic changes in property ownership. Most property is now owner occupied, cottages have been amalgamated and extended, farm houses generally no longer contain farmers, stables and barns have been converted and at the end of the 20th century it is difficult to see how significant further development could be accepted without damaging the essential character of the area. Major infill housing schemes have been undertaken on the periphery of the Saxlingham Nethergate conservation area since it was first designated.

## Character Assessment

(Also see Streetscape and Natural Character Map, Appendix 5 and 6, pages 18 and 19)

### Saxlingham Nethergate and its Setting

The parish is one of several in the area of South Norfolk located in the gently rolling countryside which contains streams and tributaries of the major river systems. In this case the parish lies across the valley of a minor stream which flows westward to the River Tas joining it at Saxlingham Thorpe. It is a linear settlement straddling the Norwich to Hempsall Road moving parallel to the River Tas itself. The dense vegetation to the south results in limited views from the conservation area to the open countryside beyond, and consequently there are also limited views from the open countryside into the conservation area.

The approach roads to the conservation area from the north and west are both of significance with dense wooded vegetation to the sides, whereas the eastern approach has a more open character. The fields forming the gap between the new and old parts of the settlement are important to the setting.



### Conservation Area Boundary

The conservation area is essentially 'L' shaped and contains all the important building plots of the old settlement together with the significant elements of landscape such as water meadows, The Old Rectory garden and area around Church Green. The conservation area boundary, however, has been located essentially to contain the important buildings and their plots.

Left: View of surrounding landscape from church car park.

Two additional areas of land are new included in the conservation area: the meadows to the east side immediately adjacent to The Street which forms an important part of the natural character of The Street towards the east side; and land either side of the junction with Cargate Lane which also forms part of key views of the small green at 'Hill Top'. There are other minor changes to the boundary so that it is brought in line with existing physical boundaries to make the conservation area clearly identifiable.

### Street Patterns and Historic Grain

The street pattern serves to give Saxlingham Nethergate its essential character and townscape quality. The road from Norwich falls on approaching the village from the north and the subtle curves of The Street provide a series of changing and interesting views. Before the road turns dramatically to the east the view is cut off in classic townscape fashion by the War Memorial and its associated green. Pitts Hill falls down into this 'node' from the west and a wide bridleway leads southwards towards Woodhouse Farm. This bridleway ultimately links up with the matrix of footpaths which criss-cross the open countryside.



View of the Old School House looking forwards Church Hill



Looking north along The Street from the War Memorial

The main road to Hempnall then travels uphill (as "Church Hill") to the east to reveal a further band of settlement on the south side of the carriageway. This attractive vista at the top of the hill is closed by the mature landscape surrounding the 17th century Old Hall. The carriageway then bends round to the south before again gently rising to the yet higher ground of Saxlingham Green itself.



View of the Old School House looking forwards Church Hill



Looking north along The Street from the War Memorial

The east side of the village is largely characterised by historic dwellings along the main street to the south and east sides, with more recent dwellings set back in between the older ones. To the west side the character is largely defined by woodland on the sites of The Old Rectory and Saxlingham Old Hall and the church, but this ends at the open meadow opposite Brown's Lane where there are long views across the fields.



## Perambulation

The conservation area is divided into three distinct parts: the area of Church Green which is situated on higher land to the south-east of the village; The Street and Church Hill, which both meet at War Memorial Green; the area of Brown's Lane up to 'Hill Top' where a further small green occupies the northern most part.

### The Church Green Area

Church Green is a very attractive open space, and is well looked after. On the east it is open across a "ha-ha" and there is a good oak fence to give a fine view of the Old Hall. The Hall is separated from The Old Rectory by a high hedge with a rail at the north end separating it from the churchyard. There is a good view of the church beyond. South of the road and opposite the hall is the 19th century school building. The Green has a splendid oak tree at the churchyard end, a number of younger trees and good yew hedging. A pleasing village sign faces the road. The Old Hall and The Old Rectory are each fine examples of buildings of totally different styles and periods, although the mature hedges and trees around The Old Rectory conceal what must once have been an exciting architectural juxtaposition between the two houses. As it is, the view of The Old Hall and the church with The Green in the foreground must be one of the most attractive and best known in the villages of South Norfolk. The Old Rectory enjoys its own landscape setting, which is grand in scale, yet small in size, and so just right for the house, designed by Sir John Soane



Old Hall at Church Green



Churchyard railings

The Church of St Mary, part of which dates from the 14th century, is set well back from the road and enjoys attractive views both over the meadows to the north, and the Green to the south. The Old Hall is a fine "E" shaped Elizabethan House set behind and framed by mature trees and hedges. The 'ha-ha' ditch, a traditional yet unobtrusive barrier, and the shaped yews are attractive landscape features.



Porch at the Church of St Mary



Gravel drive and mature hedgerow  
opposite Church Green

The school and “The Lilacs”, although not of such outstanding value, are nevertheless important elements of the townscape in this area. The construction of the two new late 20th century dwellings to the west of The Lilacs has been carried out sensitively with the new houses set some distance back from the road. The scheme has incorporated an attractive forecourt fronting the road consisting of a gravelled access drive, grass verge and hedge. The dwellings themselves are of an acceptable design and being at single storey height are not prominent in key views from the road.

The Victorian school building is still in use as the village’s primary school. Re-ordering the flat roof porch extension would help to improve views from the road. However, the 21st century extension to its south side, which includes a flat roof section is a sympathetic design that adds further architectural interest to the site. The two large gable end sections of the extension are prominent in views from the road as one approaches from the south side. Their traditional form picks up on that of the existing building but the detailing and use of modern materials provides a contrasting but pleasing contemporary feel.

Mention should be made of the brick crinkle crankle wall which has been constructed to the east of The Old Rectory fronting the west building of the Old Hall, the iron railings and kissing gate to the north of the Green, and the brick screen wall to the east of the south churchyard facing the farm track. All these are important elements and contribute greatly to townscape quality. The farm outbuildings to the north of Old Hall are a fine example of agricultural structures and are of great townscape quality. Additional pavilion structures have been added to the south east of The Old Rectory and are mentioned in Pevsner. Following this area of modern housing The Street then tightens up again on both sides with a very small red brick cottage with small gable to the street on the south side and a tall boundary wall. The cottage has a C17 timber frame and is listed – the original mullion windows can be seen behind the glass in the side elevation. This building is followed by numbers 30/32, which are also listed and C17, but now fronted with Victorian white gault bricks (white gault brick being one of the local characteristics of buildings within the Waveney Valley during the C19.) The frontage also has more modern C19 casements with more vertical emphasis than the older cottages, and has plastered lintels to imitate stone.



Oak Tree at Church Green



Crinkle crankle wall at the east boundary  
of The Old Rectory



## Church Hill and The Street

The attractive grounds of The Old Rectory, as well as being a significant feature in itself, provide a natural boundary to the east side of The Street. The small stream, its bank and its railings are equally important to the character of the street scene and contrast with the walls, small hedgerows and buildings on the opposite side of the road. Together, these elements serve to define the spaces of The Street. At Church Hill the tall mature hedgerow at the boundary of the Old Rectory encloses the road helping to hide any indication of the attractive open views of the green in front of The Old Hall as one emerges at the top of the hill.



Traditional style building close to the road at Church Hill



20th century railings at The Street

While only a few buildings are listed as being of special interest, it is clear that there are a great many others which are of historic or architectural importance (see map on Appendix 5). Houses have either a brick or rendered finishes with clay pantile roofs although there are some flint cottages and several thatched roofs. Most buildings are orientated north to south, and so tend to be parallel to The Street but at right angles to Church Hill. Together with the subtle curves of The Street, this has created a series of intimate views and enclosures. The buildings along The Street are set back behind deep front gardens. In Church Hill one or two are set close to the road with the majority of houses and their outbuildings forming courtyard areas. Roofs, are seen one beyond another in the attractive view down Church Hill.



Stone Cottage and Forge Cottage in The Street



School House

The War Memorial, which has been listed since the last appraisal, won a Royal Academy Award for its design and provides an unusual but attractive focal point at the pivot point between the The Street and Church Hill. Its setting is enhanced by Corner Cottage and Appletree Cottage at the west side.

Right: Looking towards War Memorial from Church Hill





New Cottages in The Street

Other buildings and features of particular interest include the Village Hall, which is an elaborate 'picturesque' building, but not perhaps sited where it can be appreciated to the best advantage. The unusual windows and historic railings to the terrace 'New Cottages' are of particular value.

The churchyard to the south of the church is extremely diverse with historic building types of different ages, with the dominant landscape of The Old Rectory Garden to the west (and on Church Hill). To the south, the variety of views and vistas are governed by the plot size and road alignment, and 'layering' of building plots.

The latter is an unusual feature of this settlement and is probably due to the effects of land ownership. Because much of the eastern part of the conservation area is taken up by The Old Rectory site, pressure to develop land west of The Street and south of Church Hill was probably great. These 'plots behind plots' as it were are accessed through small passages between the buildings on the street line. Back cottages, Belcoombe Lodge and Eastgate House are good examples. This settlement pattern gives the village a greater density in this area which has been strengthened by new housing.



Historic wall along The Street

Mention should be made of the importance of walls, railings and hedges to the general townscape quality of the area. Any future development could include the reinstatement and strengthening of these important townscape components.

Another important element which contributes to the character of the area is the drainage system and its associated ditches, grass, banks/verges, safety railings and bridges. The concrete posts and metal railings have been mentioned above and are a vital component from a pedestrian safety point of view and need to be maintained.



Railings and stream at The Street



Bridleway at the foot of Pitts Hill

The drainage at the foot of Pitts Hill around the bridleway going south is poor and would benefit from some remedial work. The ponding there at present is severe, and the area floods in periods of heavy rain.

In general terms however, the character of the village is delightful in purely visual terms. The loss of village services and social infrastructure is unfortunate, but also a national problem. The vitality this gives to an area is conspicuous by its absence in Saxlingham Nethergate. The original shop opposite the War Memorial closed in May 1999.



## Stream to Hill Top

This area is more open in character and is separated from the remainder of the conservation area by Brown's Lane on the west and the water meadow opposite. The solid frontage to Salletts Farm on the corner of Brown's Lane has particular townscape value, closing the view from the north and providing a firm 'entrance' to the Street. The majority of buildings appear to be of 19th Century date and focus on the small green at the crossroads. The area is enhanced by the setting beside the water meadows which can be more fully appreciated from the footpath around The Old Rectory grounds.



White Cottage



Traditional outbuilding at Sallett's Farm

The southern boundary of this part of the conservation area is formed by the stream running from the north boundary of The Old Rectory to the west where it eventually joins the river Tas at Saxlingham Thorpe. Whilst not particularly prominent in scale it is the generator of the local topography and land use including the attractive water meadows stretching eastwards, the drainage ditches adjacent to The Street and Church Hill, and the road system. The north side of the valley beyond the stream gently rises to a further important focal point, the small green at the conjunction of the Shotesham Lane, Stoke Road, and Cargate Lane which leads to Saxlingham Nethergate to the west. Mature vegetation at the road junction and beyond helps to enclose views from The Street as one moves towards Hill Top from the junction with Brown's Lane.



Shotesham Lane from The Street



Railings at the boundary of the hedgerow along The Street

The later settlement of the village has gradually spread northwards from the water meadows, the older buildings being mostly Victorian and now interspersed with more modern development beyond the conservation area boundary to the north, north east and west.

The historic outbuildings close to the road are an important element in the townscape at Salletts Farm. The area to the east of Swan Cottages is almost a mini green with a wide grass verge

and seat and this would benefit from some hedgerow/tree planting and walling. The terrace of cottages adjacent to the north side are all Victorian and of townscape value despite some modern window detailing. The strengthening of hedgerows and walls should be encouraged in this area.



Cottages at the junction of The Street and Shotesham



Traditional outbuilding at Sallett Farm



Hill Top visible above the hedgerow

Hill Top recently is believed to have originally been thatched. As recommended in the previous appraisal the building is now included within the conservations as is a particularly attractive flint outbuilding within the grounds of 'Robin Hill.'

## Traditional Materials & Architectural Details

Examples of most of the building materials traditional to South Norfolk can be found within the conservation area.

### Roofs

There are a few thatched roofs that add much charm to the village but clay pantiles are the prevalent roofing material. A large proportion of these are blue/black glazed with the remainder red/orange. There are also clay peg tiles and slate roofs.



Tudor Cottages



Historic wall, The Street



Historic wall, The Street



## Walls

Walling materials are a mixture of fair-faced Norfolk brickwork, colour-washed brickwork, colour-washed render, and some flint work, which is mainly along The Street. Many walls have attractive traditional coping details such as half round or ogee profiles. The combination of red brick with flint in many of the walls adds much to the historic character of views along the main street through the village.



Historic wall, The Street

As well as the flint boundary walls there are one or two flint buildings in the conservation area, all of which contribute much to attractive views in the street scene. Stone Cottage and Forge Cottage are a pair of semi-detached houses of good quality flint work with brick dressings. Their large chimneys, hipped roof (most houses have gable roofs) and porch canopies help to make them stand out in the street scene.



Flint outbuilding, Shotesham Lane



Flint outbuildings Cargate Lane

Many of the houses along the street have quite plain traditional architectural detailing, typical of 19th century cottages and this defines much of the character of the street scene. Brick porches, casement windows in a simple formal arrangement and large chimneys can all be seen on many of the houses. Some have fine brick detailing and more interesting window designs as can be seen at New Cottages. The dentil brick course on the outbuilding on the corner of the junction with Browns Lane is quite noticeable detail in views of the building from the main street.



Nethergate Cottage, The Street



Cottages Shotesham Lane

The large pyramid shape roof of the war memorial sits well at the centre of the green, its pitch and height picking up on that of the gable end of the former shop at Corner Cottage immediately behind it as one looking towards the green from Church Hill. Although a more recent construction than most buildings in the conservation area its material construction, overall scale and massing are all sympathetic to those of the surrounding houses, the memorial providing interest to this part of the conservation area. The low wooden post and metal railing fence around the memorial is also sympathetic, sitting comfortably in views.

The architectural details of Old Hall include steeply pitched gable dormers, decorative chimney stacks and timber mullioned windows with leaded lights. The shallow pitched decorative leaded roof canopies above window openings almost give the impression of triangular pediments often seen on similar more formal brick buildings of the same period.

## Railings

There are few historic railings in the conservation area, those of any note being at the entrance to the church yard and in front of New Cottages. Both add much to the historic character of the two sites. More prominent are the white 20th century metal post and rail fencing along the street and similar fencing towards the top of Church Hill and south of the Hill Top either side of the road. Although these railings are not in keeping with the historic character of the street scene, they function as essential safety barriers and have to be a prominent for motorists to see.



## Natural Character and Open Spaces

The landscape of the village is quintessential to its character. The importance of the three “Greens” as open spaces has been mentioned.

The stream over which the village is built is not really visible but its presence is felt in the way it has generated the attractive water meadows to the east and is responsible for the general topography of the land.



Looking South along The Street - railings & stream to the left side.





Mature trees opposite War Memorial

The most dramatic presence of trees is seen as a backdrop to the carriageway and runs almost uninterrupted from the water meadows in the north right round to the Church Green in the east.

The break in the tree line caused by the settlement around Tudor Cottage adjacent to the War Memorial is compensated by the presence of mature trees further to the east. The tree line is generally accompanied by mature hedges which add to the strength of the green visual barrier.

The Old Rectory Garden is essentially a secluded and secret open space containing fine trees, lawns and lakes.

The landscape towards the south east of the conservation area becomes more rural as the village 'peters out' and the roads begin to run uphill again towards Saxlingham Green. In the southeast corner, the school playing field and its hedgerow border acts as an effective edge to the conservation area boundary.



Driveway entrance to the Old Rectory

In other respects the open spaces formed by the dramatic set back of buildings from the road line creates a pleasant green 'foreground' to the building line and heightens the drama of sequential views of buildings.

## Street Furniture

The general standard of street furniture and townscape components is reasonable in terms of quality and design.

The ford and footbridge over the brook, the village sign, a seat and postbox, and the listed K6 telephone box, form a collection of interesting streetscape features that add to the picturesque village character at the centre of the village. The seat on the green is however quite plain with concrete slabs to the front, and this could be an opportunity for a better design together with a softer street surfacing such as resin bonded gravel, perhaps with some historic interpretation.



Listed telephone kiosk at War Memorial Green

The level of signage and other street furniture is in general not obtrusive. The village sign at the Church Green in front of Old Hall is most attractive. The much more recent adjacent simple timber sign advertising the Boudicca Way is equally sympathetic and sits comfortably within the natural setting of the green.



Signage at church green



Signage & street furniture at Hill Top

## Conservation Management Guidelines

### Highways

**Traffic calming measures would certainly help to reduce the amount of speeding traffic through the village. This could be done by the construction of raised cushions or speed humps.**



### Railings/fencing/walls

Fencing and boundary brick walls at the front of properties contribute much to the character of the street scene

**Repair and reinstate the fine oak fence to the Old Hall and repair churchyard wall on east boundary.**

**The concrete posts of prominent fencing close to Hill Top and at Church Hill could be replaced with metal posts to provide an appearance a little more sympathetic to the character of the conservation area.**



### Drainage

**The drainage at the bridleway adjacent to Pitts Hill could be improved to prevent the build up of water.**





### **Fenestration**

In the village many houses have retained their original windows or windows styles. Care should be taken when repairing or replacing windows to keep traditional styles in keeping with the character of the conservation area. Where possible, original metal casements should be retained.

**If traditional door or window frames need to be replaced they should ideally be replaced with the original materials. If different materials are chosen, then the window styles should still remain the same. The opportunity should also be taken to reinstate traditional style windows where they have been unsympathetically replaced in the past.**



New traditional windows at White Cottage

### **Painting/colour washing buildings**

There are a number of painted rendered properties in key views from the main street. Most are painted in off-white/cream colour.

**Careful consideration needs to be given to the painting of buildings to ensure historic character is retained. Generally softer shades of different colours, preferably in lime wash will provide the best appearance.**



Corner cottage

### **Article 4 Direction**

Assess the need to restrict permitted development rights to protect architectural features on unlisted buildings which contribute to the special character of the conservation area, through Article 4 or Article 4(2), for buildings and structures included in the list of buildings of local interest.

**Article 4 Direction would safeguard the front railings and Gothic style arched windows at 'New Cottages'.**



Gothic Windows at the New Cottages

### **Ground surfacing**

Many of the drive entrances and courtyard areas at the front of properties have a traditional gravel finishes. Pavements are in tarmacadam but some with a smooth modern finish.

**Where any tarmacadam is to be re-surfaced then this could be done using tarmacadam with large chippings as has been already been used in some areas.**



Gravel drive

## Appendix 1 (i)

### **Listed buildings**

#### **Church Green**

The Old Hall  
Church of St. Mary the Virgin  
The Old Rectory

#### **Church Hill and The Street**

Church Hill Cottages (now Eastgate Cottage)  
Adelaide House  
The Old School  
Tudor Cottage  
The Lilacs  
Corner Cottage  
The Old Bakery  
Old Carriers Arms  
Yew Cottage  
Cottage, 25 The Street  
Beech View  
Belcoombe Lodge  
Nethergate Cottage  
Saxlingham House (formerly Nethergate End)  
Boundary wall to Rectory  
War Memorial

#### **From Stream to Hill Top**

Salletts Farmhouse

# Appendix 1 (ii)

## Unlisted buildings of townscape significance

### Church Green

Primary School

Outbuildings to Old Hall

Crinkle crinkle wall to Old Rectory

### Church Hill and The Street

Orchard View Barn and outbuildings to south side

Orchard View

Forge Cottage

Stone Cottages

Cottage to north of Carriers Arms

Back Cottages

New Cottages and their railings

Village Hall

Western Cottage Pitts Hill

South Cottage

### From Stream to Hill Top

Outbuildings to Salletts Farm

Swan Cottages

Hootnanny

East View Benbecula

Garden Cottages

Cottages south of Garden Cottages

Hill Top

The White Cottage

Prince of Wales House

# Appendix 2

## Policy

### Policy background

In recent years, the approach to conservation area designation has changed considerably. It is now recognised that development plan policies, development control decisions, and proposals for the preservation or enhancement and the management of conservation areas, can best be achieved when there is a sound understanding of the special interest of the conservation area. This position is reinforced as follows:

The Planning (Listed Buildings and Conservation Areas ) Act 1990 in section 66(1) makes it a duty of local authorities when considering applications to have special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest. Under section 72 of the same Act, it is a duty with respect to any buildings or land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area. Department for Communities and Local Government National Planning Policy Framework (NPPF) 2012 Paragraphs 126 to 141 cover “Conserving and enhancing the historic environment”. Joint Core Strategy- Policy 2 : Promoting Good design South Norfolk Local Plan The South Norfolk Local Plan Development Management Policies Document was adopted in 2015 and policy 4.10 covers Heritage Assets.

### Public Consultation

An informal ‘walkabout’ of the area was organised with local residents and councillors on 17 December 2017. This informed the proposed boundary changes and conservation management guidelines within the draft appraisal. The public consultation on the draft appraisal took place from 2nd to 29th July 2018.

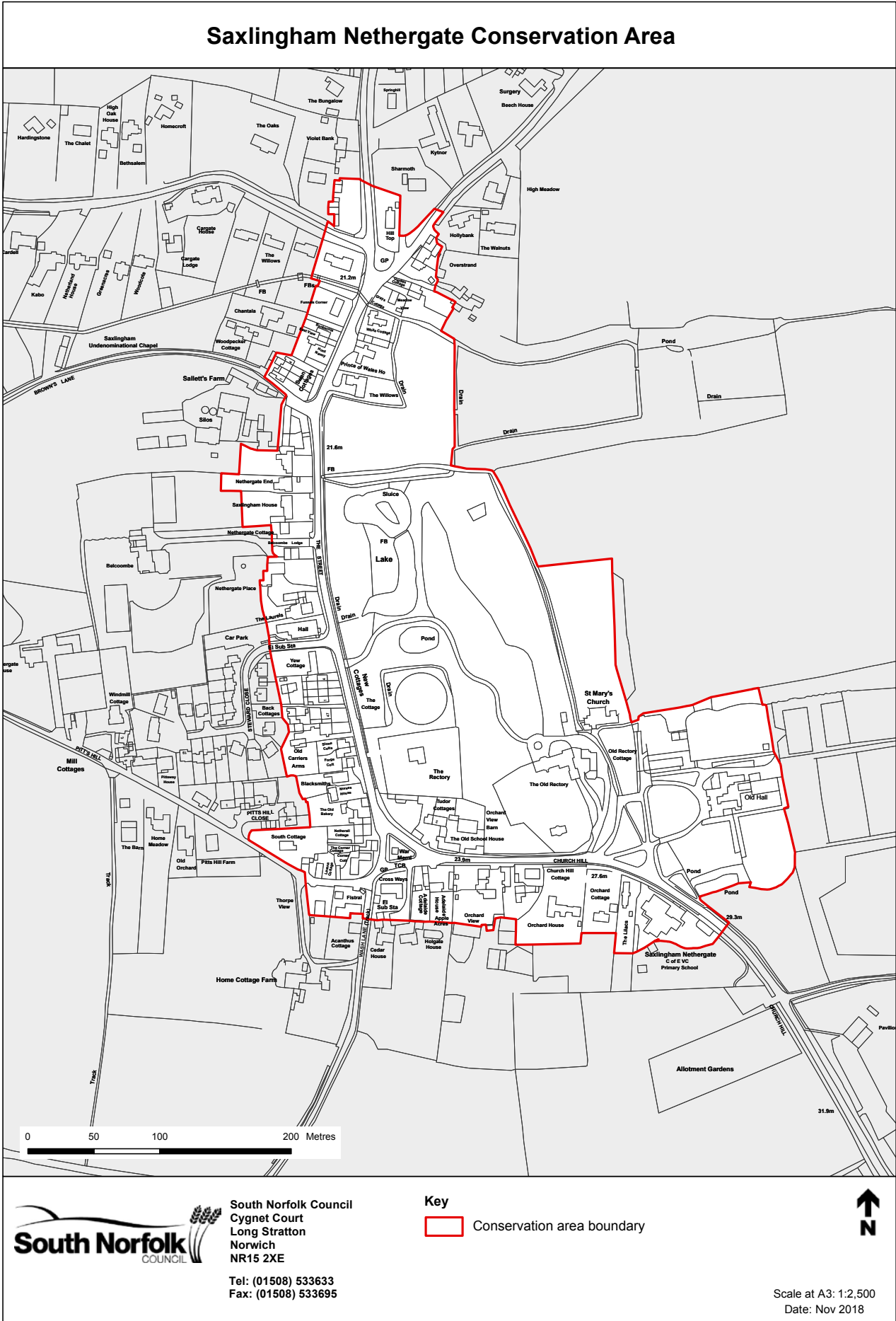
This included:

- A public exhibition held in Saxlingham village hall on 25th July for three hours with an officer in attendance to answer any queries.
- Advert in village notice board and local publicity by the parish council
- The draft appraisal being available to view on the council’s website and at the reception desk.
- Emailing Ward Councillors, County Councillors, the Parish Council, Norfolk County Council Historic Environment Service and Historic England.
- A presentation made to the Saxlingham Parish Council on 9th July.
- Contacting residents directly affected by the proposed boundary changes by letter informing them of the consequences of being included in the conservation area.

As a result of the consultation some revisions were made to including curtilages gardens areas within the area.



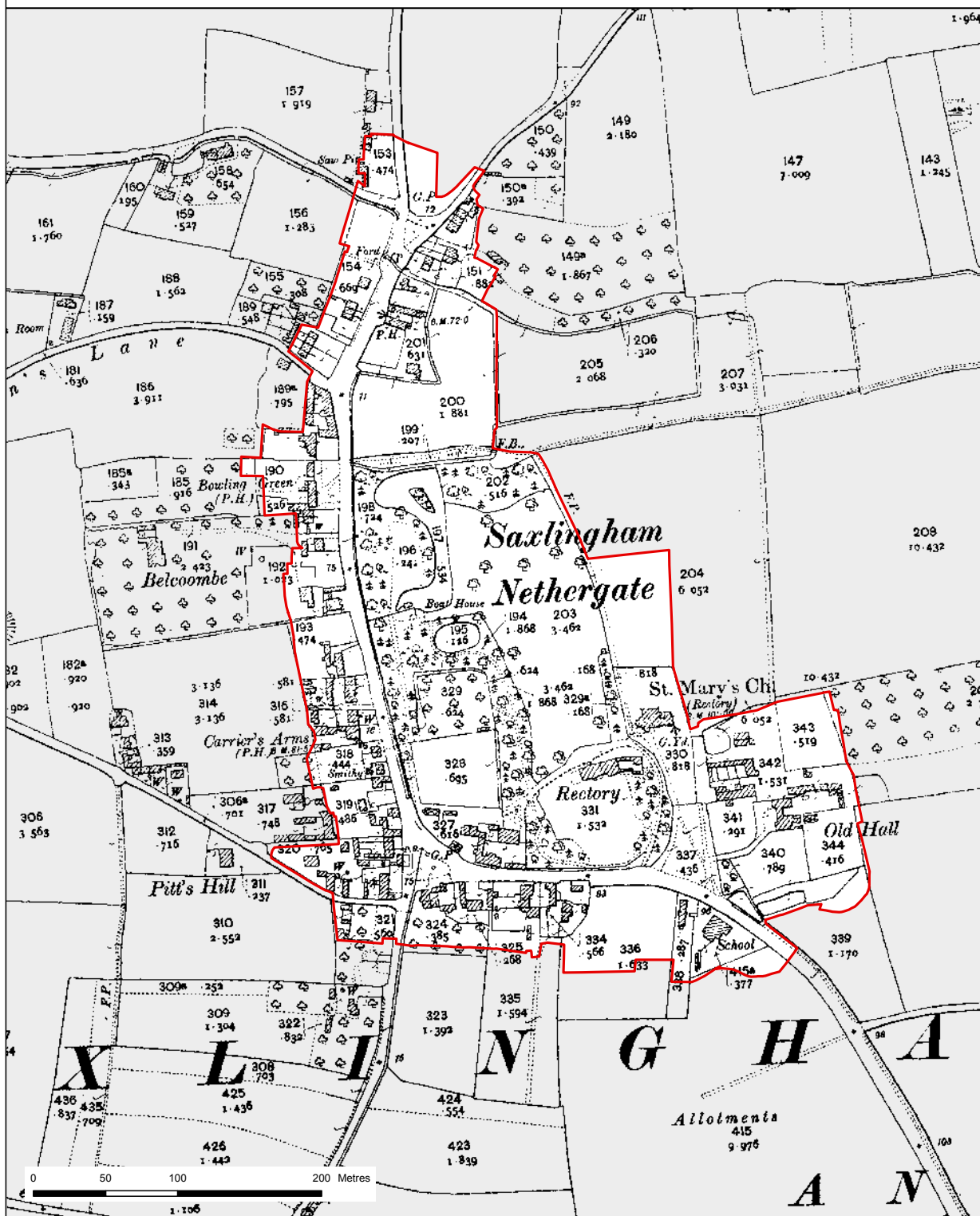
## Boundary Map



# Appendix 4

## Historic Map

**Saxlingham Nethergate Conservation Area, Historic Map 1906 -1914**



South Norfolk Council  
Cygnets Court  
Long Stratton  
Norwich  
NR15 2XE

Tel: (01508) 533633  
Fax: (01508) 533695

### Key

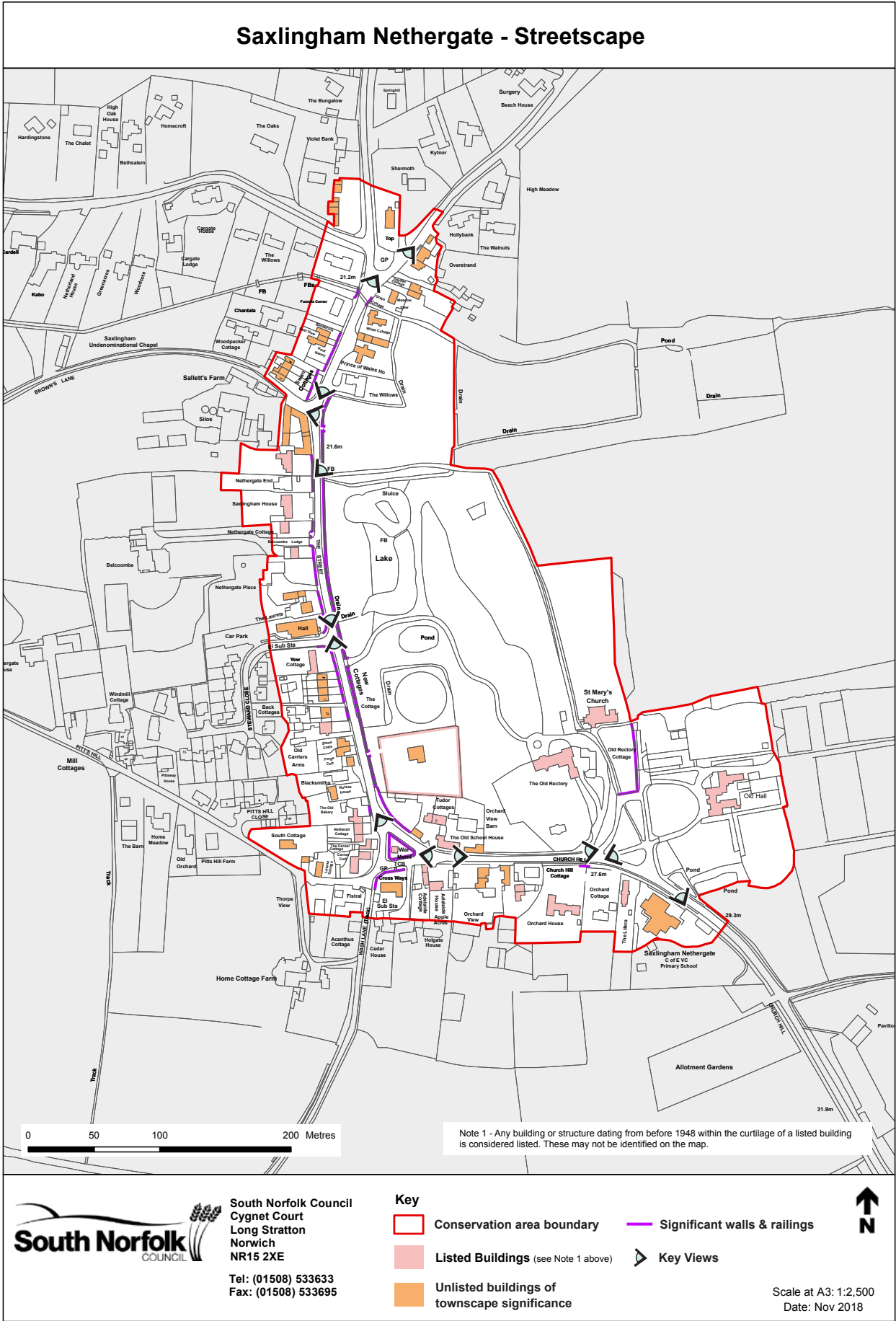
Conservation area boundary



Scale at A3: 1:2,500  
Date: Nov 2018

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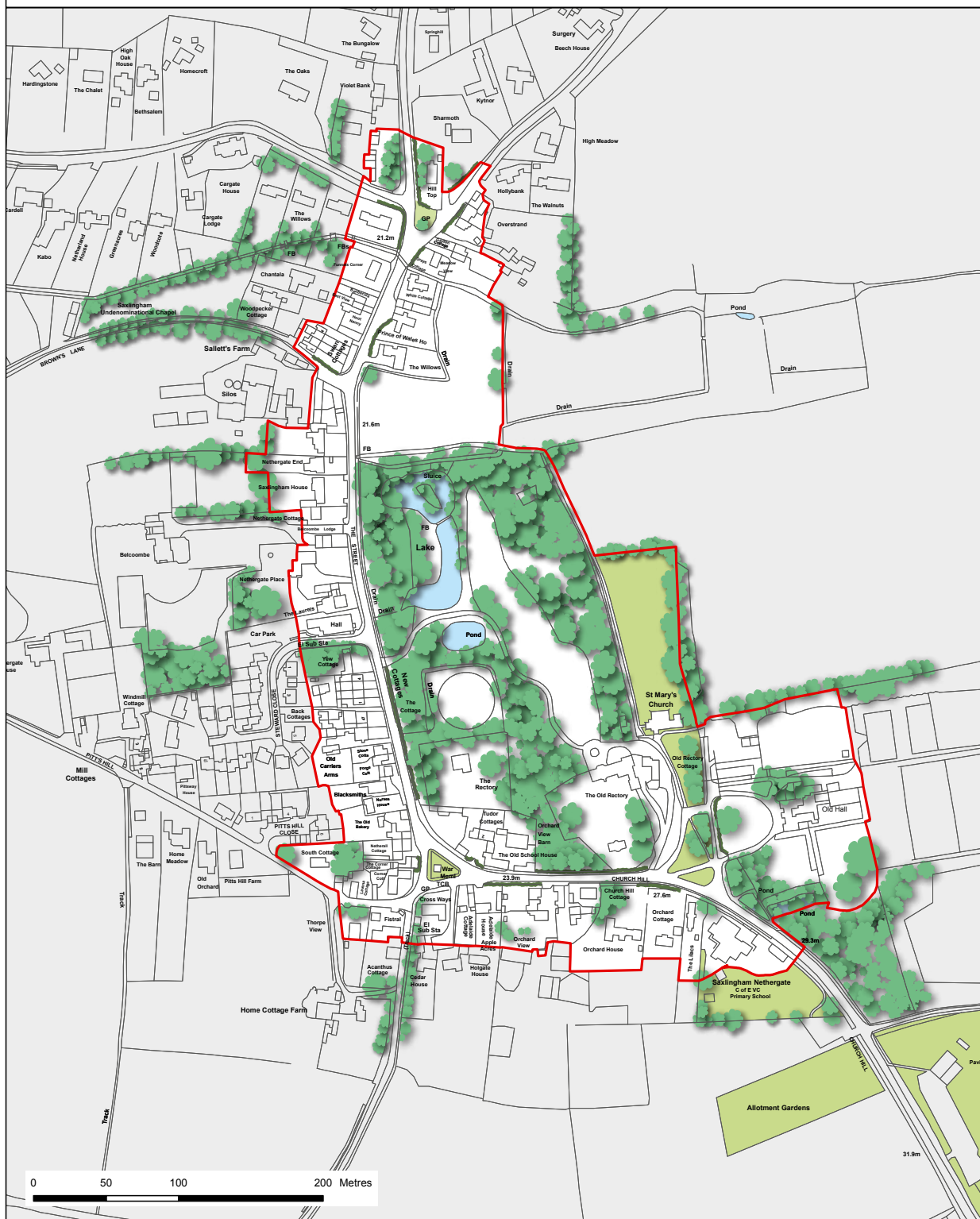
## Streetscape



# Appendix 6

## Natural Character

### Saxlingham Nethergate - Natural Character



South Norfolk Council  
Cygnat Court  
Long Stratton  
Norwich  
NR15 2XE  
Tel: (01508) 533633  
Fax: (01508) 533695

#### Key

- Conservation area boundary
- Open Space

- Trees
- Hedges



Scale at A3: 1:2,500  
Date: Nov 2018

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# Shotesham

## Conservation Area Character Appraisal and Management Guidelines

December 2018



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# Introduction

The main village lies on one side of the valley of Shotesham Beck, a small tributary of the River Tas. It is a linear settlement stretching from Hollow Lane at one end to the fork between Brooke Road and Market Lane at the other. The Street has two distinct sections: East of All Saints Church, at the junction with Rogers Lane, it runs along high ground well clear of a small escarpment which descends to the bank of the beck; north of Rogers Lane, however, the beck meanders through a level flood plain and the Street runs at low level alongside the water meadows.



St Marys & St Martins

West of the beck, the land rises to a gently undulating plateau before gradually falling again to the Tas valley. The Norwich Road runs along the 'ridge' of this plateau, with mainly open country to the east, and to the west is Shotesham Park, a 'designed' landscape of open parkland dotted with trees, enclosed by dense belts of woodland and centred on the great house itself. Along the west boundary of the park indigenous trees mark the line of the Tas.

Under the terms of Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority is required to identify areas of special architectural or historic interest whose character or appearance it is desirable to preserve or enhance, and to designate them as a Conservation Area. The 1990 Act also requires local authorities to prepare management guidance and proposals for Conservation Areas. Shotesham Conservation Area was one of the first areas in South Norfolk designated in 1973 and was last reviewed in 1994. This document should be read in conjunction with the adopted Local Plan, the National Planning Policy Framework and Planning Practice Guidance.

## Key Characteristics

- A unusually undulating landscape with numerous changes in level allowing extensive views and enhancing the prominence and settings of key buildings
- Attractive valley setting of main village
- Key historic buildings of various traditional and classical designs, some of these, or their boundary walls are hard onto the edge of the road
- Nationally significant country house and landscaped park

# Historical Development (also see historic map in Appendix 4 page 23)

The name Shotesham derives from the Saxon Scots-ham. This probably indicates either a settlement established by a man name Scot (literally the Scot) or a settlement of Scots. At one time it was known as Scotessa or Scotessam.

Records indicate that the parish was at one time divided into twelve “portions”, which were later amalgamated into four parishes, each with its own church: All Saints, St. Mary’s, St. Martin’s and St. Botolph’s. But for various reasons, including a decline in population during the fourteenth century from the Black Death, changes in land ownership and the Reformation in the sixteenth century, the parishes of St. Martin and St. Botolph were largely deserted and their churches became derelict. In 1731 the parishes were amalgamated into one, served by All Saints and St. Mary’s. The ruin of St. Martin survives, but of St. Botolph’s only a fragment remains.

The Old Hall, close to St. Mary’s Church, is the original moated manor house. Round it lay the medieval deer park. It is possible that this had already been lost when, in the late eighteenth century, it was decided to build a new hall, complete with landscaped park, in the contemporary fashion. At any rate, a site further to the west was chosen, leaving the Old Hall to become a farmhouse. Shotesham Park house, built in about 1785, was designed by the great architect Sir John Soane.

The first cottage hospital in England was founded in Hawes Green by William Fellowes of Shotesham Park, for the sick poor of the neighbourhood. Its surgeon was Benjamin Gooch. These two men were responsible for the founding in 1771 of the Norfolk and Norwich Hospital in Norwich. The alms houses of Trinity Hospital were founded by Henry Howard, Earl of Northampton, who was born in the parish.

Compared with today, Shotesham in the late nineteenth century was relatively self-sufficient, with a number of traders and skilled craftsmen, and its own school and post office. Today, a building firm and the public house are all that survive in the area.

From a largely agricultural settlement, Shotesham, like many villages throughout the country, has changed to one inhabited mainly by commuters and retired people.

For various reasons, the population of the parish fell dramatically in the second half of the 20th century. In 1951 the population stood at 579. By 1961 it had fallen to 487 and by 1971 and 1981 to 447 and 446 respectively. By 1991 it had dropped to as few as 290, but by 2001, mysteriously, the census records 539 and 562 in 2011.

A more detailed account of the history of the parish may be found in “Shotesham - a Brief Account of a Tas Valley Village” by Geoffrey Gunn, and “Shotesham 2000” by Richard Palin and others.

## **Shotesham and Its Setting**

The main village lies on one side of the valley of Shotesham Beck, a small tributary of the River Tas. It is a linear settlement, about one and a half kilometres in length, stretching from Hollow Lane at one end to the fork between Brooke Road and Market Lane at the other. The Street has two distinct sections. East of All Saints Church, at the junction with Rogers Lane, it runs along high ground well clear of a small escarpment which descends to the bank of the beck.



On the other side of Rogers Lane, however, the beck meanders through a level flood plain and the Street runs at low level alongside the water meadows. Beyond that the road cuts into the rising ground on the east side above the common to Willow Brook.

Norwich Road, divides the landscape into two distinct parts. To the east is mainly open country, with fine views over the Shotesham valley; the west is Shotesham Park, an open parkland dotted with trees, enclosed by dense belts of woodland and centred on the great house itself.

### **Conservation Area Boundary**

The Conservation Area designated in 1973 covered the linear settlement along the Street between Hollow Lane and The Grove, the valley bottom of Shotesham Beck between Hollow Lane and Rogers Lane and land on the opposite side of the valley as far as Priory Lane.

In 1994 it was extended to cover a large area of countryside west of Priory Lane, including the settlement of Hawes Green; Church Farm with the site of St. Botolph's Church; Old Hall Farm with St. Mary's Church and the ruins of St. Martin's Church; Shotesham Park and the house itself, together with Park Farm, Dairy Farm, the Mill House and Smockmill Common.

As part of this appraisal, the boundaries have been reviewed, and some amendments have been made. Some parts of the current conservation area between Shotesham Park and The Old Hall has no clear "special architectural or historic interest", which does not make a significant contribution to the setting of either listed building. Part of this area has been omitted.

The extent of the area around Shotesham Park has been reduced to omit land around Smockmill Common and land west of the Tas at Dairy Farm which do not seem to form an obvious part of the historic parkland.

Conversely, it was agreed to extend the area both in the north along The Common to Willow Brook and Glenview, and south of The Grove to include Malthouse and Hill Farms.

### **Street Patterns and Historic Grain**

**For convenience, the Conservation Area may be considered in four parts**

- (i) The Street, east of All Saints Church.**
- (ii) The Street, north-west of All Saints Church, together with the Common, the land east of Priory Lane, and Falgate Farm.**
- (iii) The landscape centred on St. Mary's Church, between, to the east, Priory Lane and, to the west, Norwich Road.**
- (iv) The landscape centred on Shotesham Park**

## **(i) The Street east of All Saints Church**

This part of the Street is generally closed in on either side. It is characterised by a gradual curve and gentle undulations, so that buildings are sometimes visible and sometimes hidden from view. Hedges, trees and walls play an important role in maintaining the street frontages.



St Marys & St Martins



Dukes Head

## **(ii) The Street north-west of All Saints Church, together with the Common and Priory Lane**

The bluff on which all Saints Church stands is the natural hub of the village. It separates the two halves of the Street and diverts the beck round its southern slope. From it, views open out in different directions : north-west over the Common and west towards St. Mary's Church.

The curving arc of the Street defines the east side of the Common, with buildings interspersed with trees, hedges and walls - along one side only. From the Street the ground begins to rise, so that buildings set back are that much higher. This means that, from the Street itself, some buildings are all but invisible, whereas, seen from across the valley, they seem to step up, as a series of terraces, one behind the other.



Informal character of the common



The Lodge

## **(iii) The landscape centred on St. Mary's Church**

This area is characterised by open farmland. Some roads, such as Hollow Lane, are deeply sunk into the ground, while others, notably Norwich Road north of Park Farm, Keepers Road (which connects Roger's Lane to Norwich Road) and the road between Church Farm and



Left: Old Hall Barns

Hawes Green, are enclosed by small parcels of woodland or by high hedges with trees. The area includes several small groups of buildings: Church Farm, Hawes Green and the historic settlement of St. Mary's Church, Old Hall Farm and the ruins of St. Martin's Church.

#### **(iv) The landscape centred on Shotesham Park**

The Park is a landscape in the style of 'Capability' Brown, intended for the grazing of deer, for riding and walking in and to provide carefully designed approaches to, and views from, the big house which stands at its centre. The Park was originally entered through one of three gateways : one from the A140, one from Mill Lane, with lodges; the third, from Norwich Road. From the house, the views are of a spacious undulating landscape dotted with trees, surrounded by tree belts and interrupted by small plantations, so that, though in fact the park is not large and is enclosed on all sides, the impression is quite the reverse. The house itself is sited to be seen to maximum advantage from south and east.

Park Farm, including the original farm house and two groups of farm buildings, lie one on each side of the road and both converted to residential use. At the extreme north-west corner of the Park, but separated from it visually by a wood, Mill Lane crosses the river by a ford beside the old mill pond, while footbridges cross the river and the adjoining mill race in front of the old mill house .



Norwich Road



Entrance to the Hall

### **Perambulation**

#### **Brooke Road to All Saints Church**

The road at this approach cuts into the bank with the high verge, hedges and trees obscuring the views of the buildings either side. Nevertheless enough can be seen of Hill farmhouse, with its "crinkle crankle" garden wall and traditional outbuildings, to attract attention. Opposite, the timber frame and thatched building comprising Hill View and Henstead Cottage has an imposing presence on the higher ground.

Valley farm barn dominates the view down the hill, with its traditional boarding and pantiled roof set on the edge of the road. Here the space opens out at the junction to allow a full view of Malthouse farmhouse, the cottage and barn. The house has been extended in a contemporary manner while works to convert the buildings, which has good brick detailing on its main elevation, is in progress. The position of these traditional buildings close to the road is a particular feature of the area.



The Grove is a group of semi-detached post-war houses and bungalows on both sides of the road at this point, the north side set on higher ground. They follow a regular pattern but are then arranged more spatially around the close. The group is enhanced by a wide verge on one side, and by trees and hedges. In contrast, the intimate group of cottages opposite have a greater impact in the street, especially as the road then curves “behind” them effectively closing the view.



Brooke Road



The Grove

The newer houses that follow are now within a maturing landscape and by retaining the boundary hedges, have a limited impact.

Opposite, Grove Farmhouse is a fine timber framed house dating from the sixteenth century. The house is set back but parallel to the street, and is part of the group which includes Grove Cottage (attached to the farmhouse itself), and a range of former farm buildings now converted to dwellings. The pond has been incorporated while there is a good view from the access over the landscape beyond. There is a further group of converted farm buildings behind Greenwich Cottage whose position hard up against the road gives it added importance.



Trinity Hospital



Grove Farmhouse

The Victorian alms-houses of Trinity Hospital opposite, though classically symmetrical, have a pleasing informality arising from the ‘Cottage’ style of their roofs, porches, chimneys etc. Their original details together with the gates and railings, and impressive mature trees enhance their setting and contribute to the street scene. In complete contrast the two terraces of cottages which make up The Row immediately to the west are truly “vernacular” buildings, their details simple and unaffected: They are likely to be built of clay lump and to date from the late eighteenth, or early nineteenth, century. Most have new windows; but some recent replacements are sympathetic. The retention of their cottage front gardens adds to their character although parking is clearly an issue here.



High Bohuns is an example of the work of the Norwich architect Fletcher Watson, who was responsible for a number of neo-Georgian houses. It is of white painted brick and is screened by a high hedge, so retaining the street frontage. To its west is a small field, with high hedges on either side, between which one can glimpse the landscape beyond. The 'new' Rectory follows : a neo-classical design of the 1930s in a Lutyens "Queen Anne" style. Its garden contains a good group of trees.

The main contribution along Chapel Lane are the converted Methodist Free Church, dated 1879, which retains much of its original character, and the Old Rectory Farmhouse with its white painted walls that can be glimpsed through its landscaped front garden.



Former Methodist Free Church



Cottages along The Street

The group of farm buildings which closes the view down Chapel Lane, marks the start of a line of buildings or walls which continues on this side with scarcely a break until Wayside. The traditional farm buildings to the right, appear to be redundant while its neighbour opposite has long since been converted to a dwelling. The Old Vicarage is a fine Georgian house, but because it is well set back and hidden it makes no impact on the street, although its walls and trees including the line of trees opposite, play a vital role in the street scene. The tree belt screening the playing field from the Street is a key landscape feature in the area.



The Street



Forge Cottage

The character of the street from Wayside and Forge Cottage to the Church includes everything that epitomises the image of what a conservation area should be. A variety of attractive historic cottages and houses in brick or render, tiled and thatched, some set close to the street edge, others set back on higher ground, with trees and hedges shaping the views and providing natural back drops. All are significant and make a positive contribution. Modest Tollgate Cottage has 16th century origins while the former school and school house has an enviable position adjacent to the church. The attractive village sign marks the entrance to the church.

The Lodge is a fine late Georgian house of 'white' bricks and black glazed pantiled roof and doric porch. Trees in the grounds, which include some fine specimens, are an important feature of the Conservation Area while its flint boundary walls gently curves and takes the view round the corner. A view of the house can be enjoyed from the higher vantage point at the church.



Tallgate Cottage



The Lodge

### **The Street, north-west of All Saints Church, together with the Common**

The main section of the village has two distinct parts: the church, through its imposing position, unites them. The churchyard has a flint wall, which runs along its north side and then curves round the west side, following the contour. It contains several trees, notably at the northeast corner of the church. A gateway, with over-arching hedge as though to a "secret garden", leads to the Old Vicarage. There is a good set of grave stones, rightly left in their original positions. Five are listed. The war memorial shares this imposing position and it too is listed. The view from the churchyard west extends down The Common and across to the tower of St Marys.

North-west of the church and next to The Lodge is the Dukes Head, the finest house in the village. Its position, high on a bank overlooking the valley, gives it added importance. This view can be enjoyed at leisure on the seats below sheltered by the mature tree at the road junction. The number '12' on the gable suggests a date of 1712. The front range, symmetrical around a central doorway, is of brick, with curved gables. The original cruciform casement windows have been kept, rather than replaced by sliding sashes. The rear wing is timber framed. There is a good front wall, partly a recent infill, and some fine trees. Set back to one side is a barn, now converted to a house: Meadow End.



Dukes Head



Thatched Cottage

Continuing along the Street, first a good group of three thatched cottages, centred on an old pump. Rose Cottage and Springwater Cottage (formerly Westview) are hard onto the road. Replacing the windows to Springwater to match its neighbour would be a marked improvement. Behind and higher up the slope, the third cottage has an unusually tall upper floor and old



casement windows. The thatch on two low side wings has recently been replaced by tiles, and a new entrance drive, with a good flint wall has been made to the side of Rose Cottage. The telegraph pole and wires spoils the view.

A small orchard separates this group from the grounds of Shotesham House. The house itself is outside the Conservation Area and is not Listed, but its frontage wall and the trees behind are important in the street scene. The footpath runs between the wall and a wide grass verge, on which is placed a seat from which the view over the Common can be enjoyed.

The rest of the east side of the Street to Hollow Lane is a typical village amalgam of older cottages, a pub and modern bungalows. Hedges and trees help to blend them together. A short, varied and much altered terrace of cottages, with long front gardens, includes at one end the converted Old Stables. The red telephone kiosk and post box are prominent in the street. Then, closer to the road but set high on a bank, is another cottage, Kathbry, spoiled by its flat roofed extension at the back. Downe house and Beck House are modern dwellings set back to preserve the view of the Globe, which provides a welcome focal point. It has a small gravelled car park to one side extended to provide a sitting out area.

Vinecroft is a small early seventeenth century timber framed cottage, with a brick gable end and a steep roof of plain tiles. Naidens, set well back from the road, is of the same period and construction, but larger and with later alterations and extensions and with a thatched roof. Opposite the junction with Hollow lane, is an attractive pair of nineteenth century brick cottages beyond which are three modern dwellings.



Brookfields

### The Common

Across the stream from the church, but separated from it almost totally by the trees on the steep escarpment, Falgate Farm appears to be a typical seventeenth century house with axial chimney, altered to give a higher, but lower pitched, roof. It is attractively set amongst trees.

The Common has a loose border of hedges/trees to the street, allowing extensive views across it. Prominent in the valley is Brookfields, set against a mass of trees. It is approached from the Street by a track and a bridge. Thought to date from the sixteenth century, it has been much altered. Just visible among the trees beyond are a pair of cottages : Flora Cottage and The Cottage, and the roofs of Hilltop Cottages and a large bungalow on Priory Lane.

### Priory Lane

Dense tree growth now screens and provides an attractive setting for two modern houses. Both are in the 'vernacular' style, though quite different from one another - and therefore the better for being separated by trees. Further south a rough track leads, past bungalows and Hilltop Cottages, to a pig unit at Hillside Farm and to Flora Cottage. The farm includes a variety of prefabricated buildings, largely screened by trees. Further south along Priory Lane, the large bungalow, already glimpsed across the meadows, has the pyramidal roof characteristic of many inter-war suburban developments. But its setting, amongst mature trees, allows it to fit into the landscape surprisingly well.

From the main street, much of this activity is hidden by the trees. Hollow Lane splits the Common at this point. The gables of Beck Cottages temporarily closes the view to the west and with its neighbours, provides the only built forms at this end of the common.



View split by telegraph pole



View from Priory Lane

The character of the Common: a sparsely settled part of the area with undeveloped gaps, is key to its special interest. Enjoyed by its long views provided from Priory Lane.



The Common



The Common Road

Heading north, the road meanders and slowly climbs along the edge of the common, the land to the right side rising and having a more domestic character. An interesting group of buildings tightly define the road edge before the curve of the road brings Flint cottage into view. The contrasting treatment of the extension here has worked well. Willow Brook nestles into the bank while Glenview uses the gradients to good advantage.

### **The area centred on St. Mary's Church, from Priory Lane to Norwich Road** Hawes Green



Church farm barns



Hawes Green



Church Farm has an axial stack, suggesting a seventeenth century date, but with a later raised roof and end stack. It is an imposing building of painted brick. The farm buildings have been converted. The road then bends southwards, passing the site of St Botolph's Church, with a fine view over the Shotesham valley to the east, before reaching Hawes Green itself.

This is a cluster of dwellings of various types set amidst trees and hedges. Of note is the original Cottage Hospital which survives as a private house. It is of unusual proportions and appearance : tall for its two storeys, with small windows set between wide vertical bands of projecting brickwork. The contemporary Doctor's House is next door. Further south is another house of unusual appearance, its small upper windows crammed beneath unusually low eaves. Another house, Highfield, is entirely hidden by hedges. Beyond Weaver's Cottage the hedges disappear to allow open views both east and west.

### The Old Hall

St.Mary's Church remains the focal point of what was a small settlement, the line of its street still visible on the ground. The churchyard is delightful, the building itself has a picturesque mix of flint, brickwork and lime render. It is approached across a small green, on which stand two fine old oak trees. Beyond the church is the entrance to the Old Hall. Completely surrounded by trees and a moat, it appears to be the surviving wing of a much larger house of about 1700. Opposite the church are the farm buildings of the Old Hall, including a very fine brick barn, of eighteenth or nineteenth century date, with giant flat 'buttresses' and a hipped roof. They are well maintained and their conversion to residential use has retained their special character.



St Marys



View to St Marys

Together with the church towers, the group is a prominent feature in the views from Roger's Lane to the south. The ruins of St.Martin's Church have been consolidated and the grounds tidied and add to the historical setting of the area. The setting can be enjoyed as part of the wider landscape when viewed from Roger's Lane.

### Roger's Lane

There is a small settlement on the north-west side of Roger's Lane, opposite the junction with a lane to Saxlingham Green. It includes a small white painted brick house of eighteenth or nineteenth century date; The White House : a Georgian house of red brick, with rusticated window arches and a nice doorway; then Halfacre : a substantial thatched house of, probably, the 1930s, in a simple late Arts and Crafts style; then Weavers: a tiny cottage with a single full-sized sash window - unusual and charming; and, finally, Spinney Cottage, a modern chalet-bungalow.



White House

## Keepers Road

On the north-west side of Keepers Road is a pair of nineteenth century cottages with modern windows. The tree lined “avenue” leads at its west end, to a view of one of the entrances to Shotesham Hall.

## The area centred on Shotesham Park

### Norwich Road

The buildings of Park Farm extend along both sides of Norwich Road. They include two important groups of barns and cattle sheds : on the east side a pair of huge nineteenth century brick barns joined together, with three low wings at right angles forming between them two yards; on the west side an older timber framed barn with ancillary low buildings, forming two yards - front and back. All have been converted to residential use, with care taken to retain their external character as far as possible. Other buildings are the eighteenth or nineteenth century farmhouse, of painted brick with hipped roof, and two pairs of modern semi-detached farm workers' houses.



Norwich Road

### Mill Lane

While the mill no longer exists, the early nineteenth century mill house survives close to the mill pond and the ford over the river. The associated outbuildings appear to be in poor condition. Opposite the junction with Knights Lane, the northern entrance to the Park is marked by another lodge, again of c.1790, probably associated with Sir John Soane and with an Ionic portico. It has been extended at the back in a matching style. Original railings and one gate pier only survive.

### Shotesham Park

The Hall can rarely be glimpsed from the roads that surround it, but the house and its parkland are of national significance. The house of c.1795 was designed by Sir John Soane, one of the great architects of the eighteenth century in England, and arguably the most original of them. His hallmark was a spare, subdued classicism: flat, with minimal decoration.

The main house is a solid rectangular block set down on the landscape, which was then laid out to show it off to the best advantage. It is built of “white ‘ gault bricks, much favoured by classical architects of the period for their cool, unassertive quality, allowing the light to play on the classical details to best effect . The south and west fronts look out over the park, the east front, with Ionic entrance portico, is sheltered by trees, while the north side looks onto a service yard surrounded by stables, laundry and other service buildings. These are lower down the sloping site and of two storeys only, so that they are easily screened by trees, allowing the main house to be seen unencumbered. The composition of the south facade is a masterpiece, in which standard classical elements - Ionic pilasters and entablature - are set against areas of plain wall; wall planes recede or project just sufficiently as to be noticed - but not more; and broad venetian windows under concentric arches alternate with small semi-circular headed niches in alternately wide and narrow bays.

There is a walled garden to the north-east of the house, with a gardener's cottage, built - surprisingly - in red brick. There is also a pair of ice houses near the service buildings.

## **Traditional Materials & Architectural Details**

Examples of most of the building materials traditional to South Norfolk can be found within the Conservation Area.

### **Roofs**

Clay pantiles are the prevalent roofing material, mostly red, but occasionally blue/black. There are some slate roofs, notably on Shotesham Park and on substantial Georgian houses, with plain tiles on Vinecroft. There are a few thatched houses: the Old School House, Forge cottage and the group of three houses on The Common are a few examples. Some of the modern houses have concrete pantiles.

### **Walls**

The most common material is local red brick, though 'white' gault bricks were used in the late eighteenth/early nineteenth centuries at Shotesham Park and other smaller Georgian houses. A variety of types of red brick is used on modern houses. There is some painted brickwork, notably at High Bohuns (the Street) and Halfacre (Rogers Lane). Many older buildings have rendered and painted walls, indicating either timber framed or clay lump construction beneath. Flint is found in the four churches and in many garden walls.



Flint wall

Many of the buildings retain significant and notable architectural details. Elegant Georgian doors and doorcases, 18th and 19th century sash windows can be seen on several of the houses in the village. Traditional casements survive on several cottages, some with leaded glazing. Attractive "Dutch" gables can be enjoyed on Dukes Head, while the attractively sculptured row of Alms Houses at Trinity Hospital show 19th century brickwork at its best. Shaped chimneys punctuate the roof of Naidens.

### **Natural character and open spaces**

Trees play an important role in the village itself, in the smaller outlying settlements and in the wider landscape included within the Conservation Area. Because the area includes a large expanse of open country, in addition to the built up areas, the number of places where there are trees is more numerous than is usual in a Conservation Area and are noted on the accompanying map.

Aside from large areas of open fields, the following open spaces make a particular contribution to the character of the Conservation Area :

- The small field on S side of Street, W of High Bohuns, giving view across valley.
- Steeply sloping land N and W of All Saints churchyard, giving views down and across the valley and giving access to signed right of way (Boudica's Way).



- All Saints churchyard.
- The water meadows of the Common between Roger's Lane and Hollow Lane. (This constitutes part of a designated Site of Special Scientific Interest : SSSI).
- St.Mary's Churchyard.
- Grass area SW of St. Mary's Church.
- Shotesham Park, laid out in the late eighteenth century.
- The ford, mill pond and bridges at the river crossing in Mill Lane.

### **Street furniture, walls and railings**

In general, the area is uncluttered by street furniture and signs, and there are no street lights, although there is an attractive lantern at the entrance to All Saints Church yard. This helps to conserve the essentially rural character of the area.

There are several poles and overhead wires as well as two fairly obtrusive transformers on poles - in the garden of a new house opposite The Grove and on the Common opposite Vinecroft.



War Memorial

Attractive and interesting features include the War Memorial, now listed, well placed on the edge of the bluff west of All Saints Church, the village sign by the approach to the church, recording the founding by William Fellowes of the Cottage Hospital, and an old pump between Rose Cottage and Springwater Cottage.

There is a traditional red telephone box and a letter box in the Street (marking the position of the one-time post office), and a second at The Grove. There are a number of attractive wooden seats bearing commemorative plaques : two by the War Memorial, with a view down the valley, and one along with the parish noticeboard, in front of the wall of Shotesham House facing over the Common. There are also two wooden benches under the tree at the corner of The Street and Roger's Lane and a yellow sand bin. There is a bottle bank by the inn sign opposite the Globe, where picnic tables offer their occupants a pleasant outlook.

There are good examples of brick and flint walls throughout the conservation area, mostly in red brick but occasionally in a gault brick in Flemish or Garden bond in lime mortar. These usually are capped with shaped coping bricks. Railings and iron gates can be seen at Trinity Hospital.

Timber picket fences are used as garden boundaries.

# Conservation Management Guidelines

The 1990 Act requires local authorities to prepare management guidelines and proposals. While there is not a proliferation of telephone wires, there are some stretches where they impinge upon the views of the historic buildings and the valley landscape.

**If the opportunity arises, wires would be preferably placed underground, especially where they cross the Common.**



View spoilt by wire & poles

## Windows

In Shotesham, many houses have retained their original windows or windows styles. Care should be taken when repairing or replacing windows to keep traditional styles and appearance.

**If door or window frames need to be replaced they should ideally be replaced with the original materials. However, if different materials are chosen then the window styles should still remain the same. The opportunity should also be taken to reinstate traditional style windows where they have been unsympathetically replaced in the past.**

## Long term tree and hedge management

The contribution made by indigenous trees and hedges to the character of this conservation area is acknowledged but can easily be taken for granted. It is also easy, with all the good intentions, to plant trees and hedges of an alien type that can cause harm rather than enhance the special rural setting of the area.

**Every encouragement should be given to support appropriate new planting in the area. Where trees or hedges have reached their natural limit or have to be removed as part of a development proposal, a scheme to replace them should be incorporated to help restore and maintain the natural appearance of the site and area as a whole.**

**It would also be worth supporting owners in planting the next generation of trees to be ready replacements when the existing mature and specimen trees expire.**

## Boundary treatment

Many of the original boundaries are of brick and flint, with some iron railings, as well as the indigenous hedges mentioned above. The retention of these traditional boundaries will be encouraged while their use to replace modern versions will be supported.

**Advice can be given on the merits of maintaining the more traditional boundaries especially to the fronts of properties.**

# Appendix 1 (i)

## Listed Buildings in Shotesham Conservation Area

**NOTE: All Grade II, except as noted.**

Brooke Road	Upgate Cottage Hill View cottage and Henstead Cottage Malthouse farmhouse and stable block
Hawes Green	Remains of Church of St.Botolph
Mill Lane	The Lodge, Shotesham Park (Railings at entrance to Shotesham Park The Mill House
Roger's Lane	White House
Shotesham Common	Brookfields
Shotesham Park	(The Hall (Grade 1) The Stables and outhouses to The Hall Pair of Icehouses Garden Cottage with garden walls
Shotesham St.Mary	Church of St.Mary (Grade 11*) Remains of Church of St.Martin Old Hall Farmhouse Barns south of the Old hall
The Street	(Church of All Saints (Grade 11*) Group of 5 tombs, east of Chancel S Aisle, All Saints Church War memorial The School House The Old Vicarage Grove Farmhouse (Grade 11*) Forge Cottage Church House Tollgate Cottage The Lodge The Dukes Head (Grade II*) Cottage (formerly 2 cottages) to rear of Springwater Cottage and Rose Cottage Vinecroft Naidens Cottage



# Appendix 1 (ii)

## Unlisted Buildings and Walls of Townscape Significance

Brooke Road	Kingsley House and Cottage attached. Outbuildings W of Cottage attached to Kingsley House. Barn at Valley farm. Hill farmhouse and outbuildings.
.	
Chapel Lane (west side)	Rectory Farmhouse (formerly Shotesham Cottage).
Hawes Green (west side)	Church Farmhouse. Converted farm buildings, comprising: St. Botolph's Barn, The Coach House and The Old Byre. Doctor's Cottage. Former Cottage Hospital. House next but one S of former Hospital.
Hawes Green (east side)	Cottage northern most on east side.
Hollow Lane (north side:	Beck Cottage.
Norwich Road (west side)	Park Farmhouse. Converted farm buildings, Park Farm.
Norwich Road (east side)	Converted farm buildings, Park Farm.
Priory Lane	Hilltop Cottages. Flora Cottage and The Cottage.
Rogers Lane (south-east side)	Falgate Farmhouse.
Rogers Lane (north-west side)	House next to White House on NE side. Halfacre. Weavers.
Shotesham St.Mary	Wall W side of St. Mary's churchyard.
The Street (section east of church)	Walls to All Saints churchyard. The Old School. Terrace of 3 cottages E of old school. Wayside Premises of J. Moore Walls to builder's yard, to Old Vicarage and to farm buildings to east. Farm buildings E of Old Vicarage. The Rectory. High Bohuns.

Greenwich Cottage.  
 Farm buildings W of Grove Farm  
 Converted outbuilding W of Grove Farm.  
 Grove Cottage.  
 Trinity Hospital.  
 The Row (2 terraces of cottages).  
 The Old Barn.  
 Outbuilding behind The Old Barn.  
 The Old Smithy.  
 Outbuilding behind Old Smithy.  
 Cottage W of Tollgate Cottage.  
 Outbuilding W of Church House.  
 Wall to The Lodge.

The Street (section north-west of church)

Wall to Dukes Head.  
 Meadow End (Dukes Head former barn).  
 Wall SE of Rose Cottage.  
 Rose Cottage.  
 Springwater Cottage (former Westview).  
 Wall to Shotesham House.  
 Terrace of cottages, Old Stables.  
 Kathbry.  
 Cottages behind Downe House.  
 The Globe Public House.  
 Beck View  
 Helford House and buildings to the north  
 Flint Cottage and Willow Brook

# Appendix 2

## Policy

### Policy background

In recent years, the approach to conservation area designation has changed considerably. It is now recognised that development plan policies, development control decisions, and proposals for the preservation or enhancement and the management of conservation areas, can best be achieved when there is a sound understanding of the special interest of the conservation area. This position is reinforced as follows:

The Planning (Listed Buildings and Conservation Areas ) Act 1990 in section 66(1) makes it a duty of local authorities when considering applications to have special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest. Under section 72 of the same Act, it is a duty with respect to any buildings or land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area. Department for Communities and Local Government National Planning Policy Framework (NPPF) 2012 Paragraphs 126 to 141 cover “Conserving and enhancing the historic environment”. Joint Core Strategy- Policy 2 : Promoting Good design South Norfolk Local Plan The South Norfolk Local Plan Development Management Policies Document was adopted in 2015 and policy 4.10 covers Heritage Assets.

### Public Consultation

An informal ‘walkabout’ of the area was organised with local residents and councillors on 29th November 2017. This informed the proposed boundary changes and conservation management guidelines within the draft appraisal. The public consultation on the draft appraisal took place from 2nd July to 29th July 2018. An additional consultation was carried out from 24th October to 25th November 2018 for some properties that are directly affected by the boundary change but were mistakenly not sent a consultation letter in July.

This included:

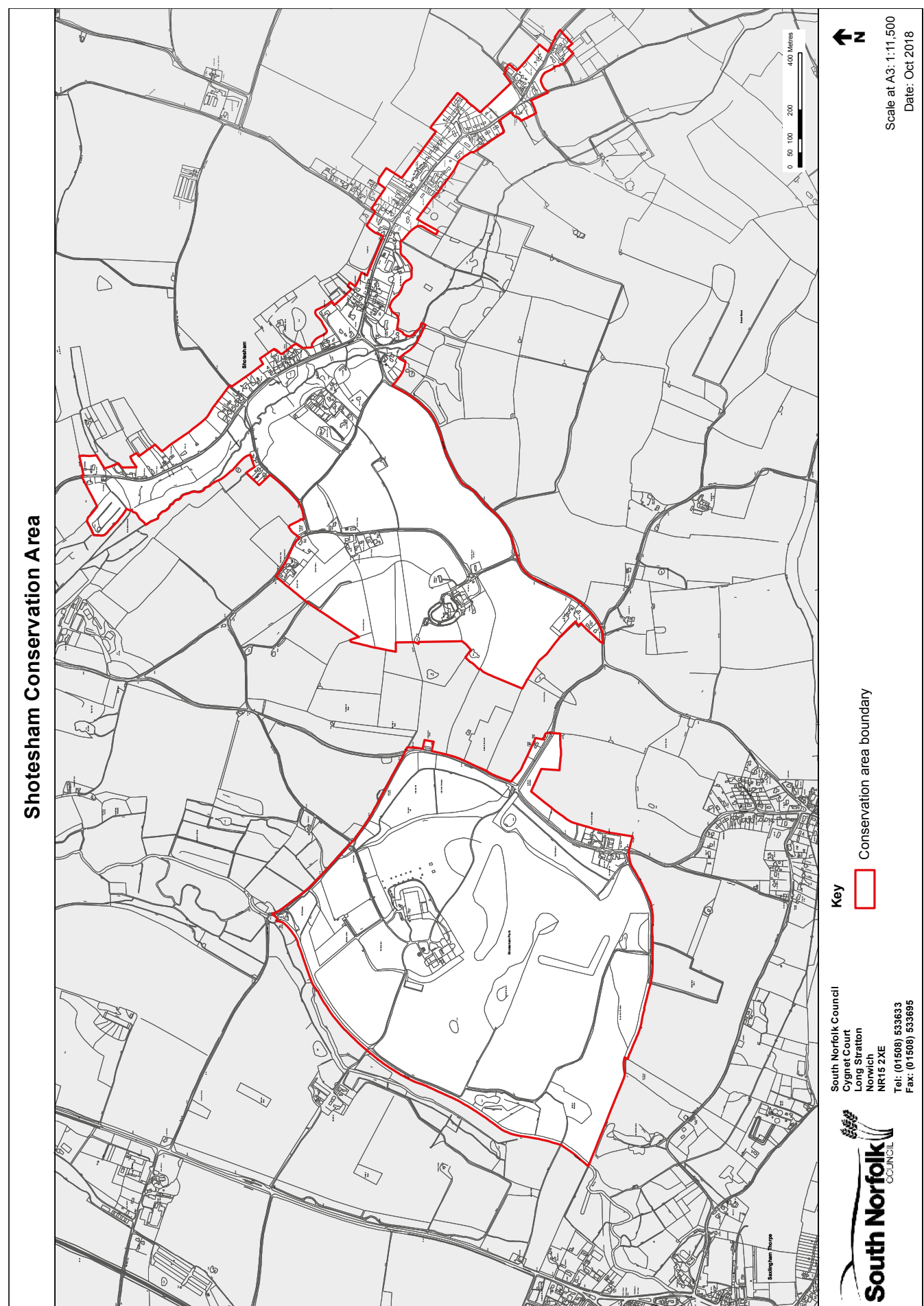
- A public exhibition held in Trinity Rooms on 12th July with an officer in attendance to answer any queries.
- Advert in village notice board and local publicity by the parish council
- The draft appraisal being available to view on the council's website and at the reception desk.
- Emailing Ward Councillors, County Councillors, the Parish Council, Norfolk County Council Historic Environment Service and Historic England.
- A presentation made to the Parish Council on 12th July.
- Contacting residents directly affected by the proposed boundary changes by letter informing them of the consequences of being included in the conservation area.

As a result of the consultation an additional area to the North West of Hawes Green remains within the conservation area.



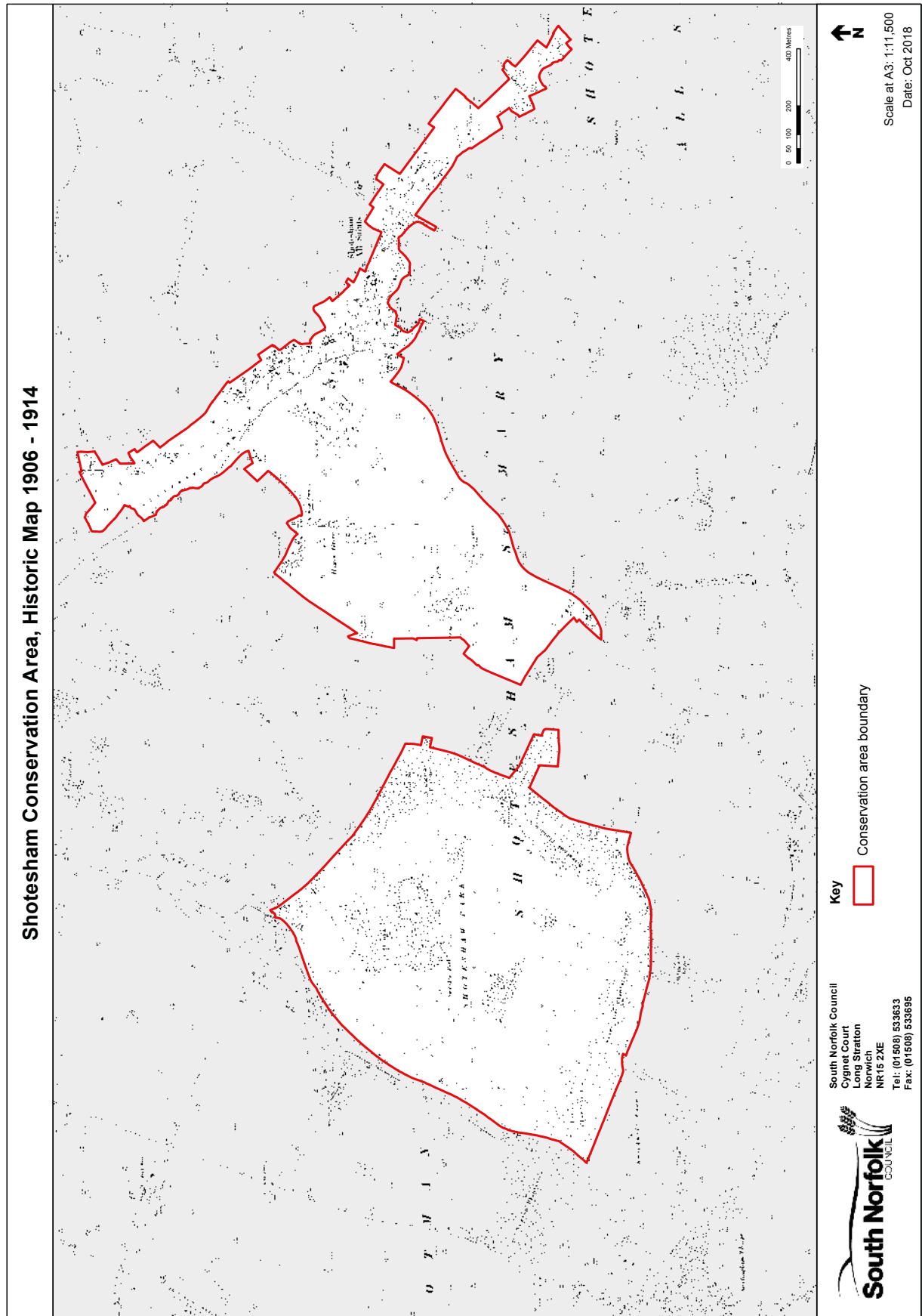
# Appendix 3

## Boundary Map



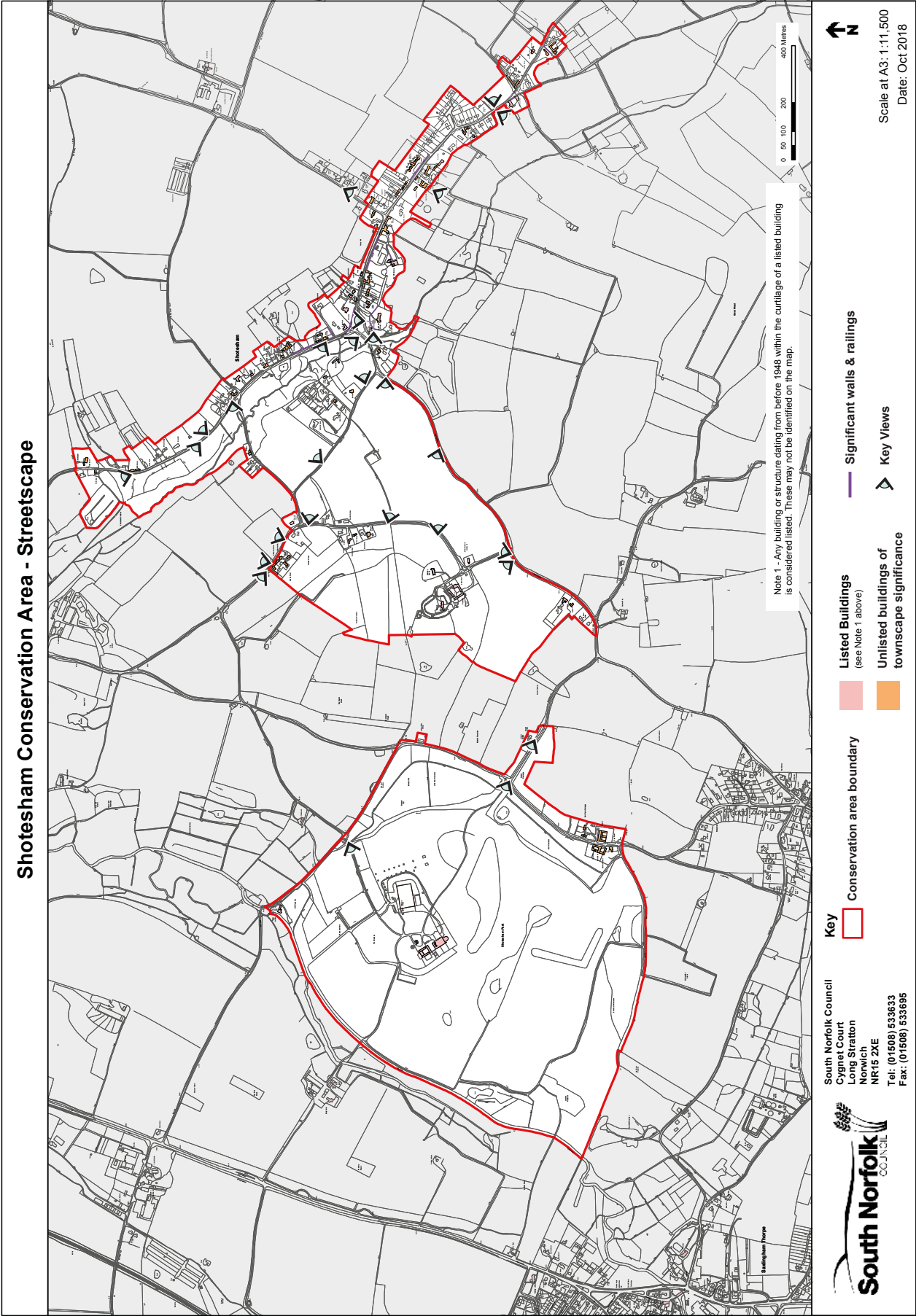
# Appendix 4

## Historic Map



# Appendix 5

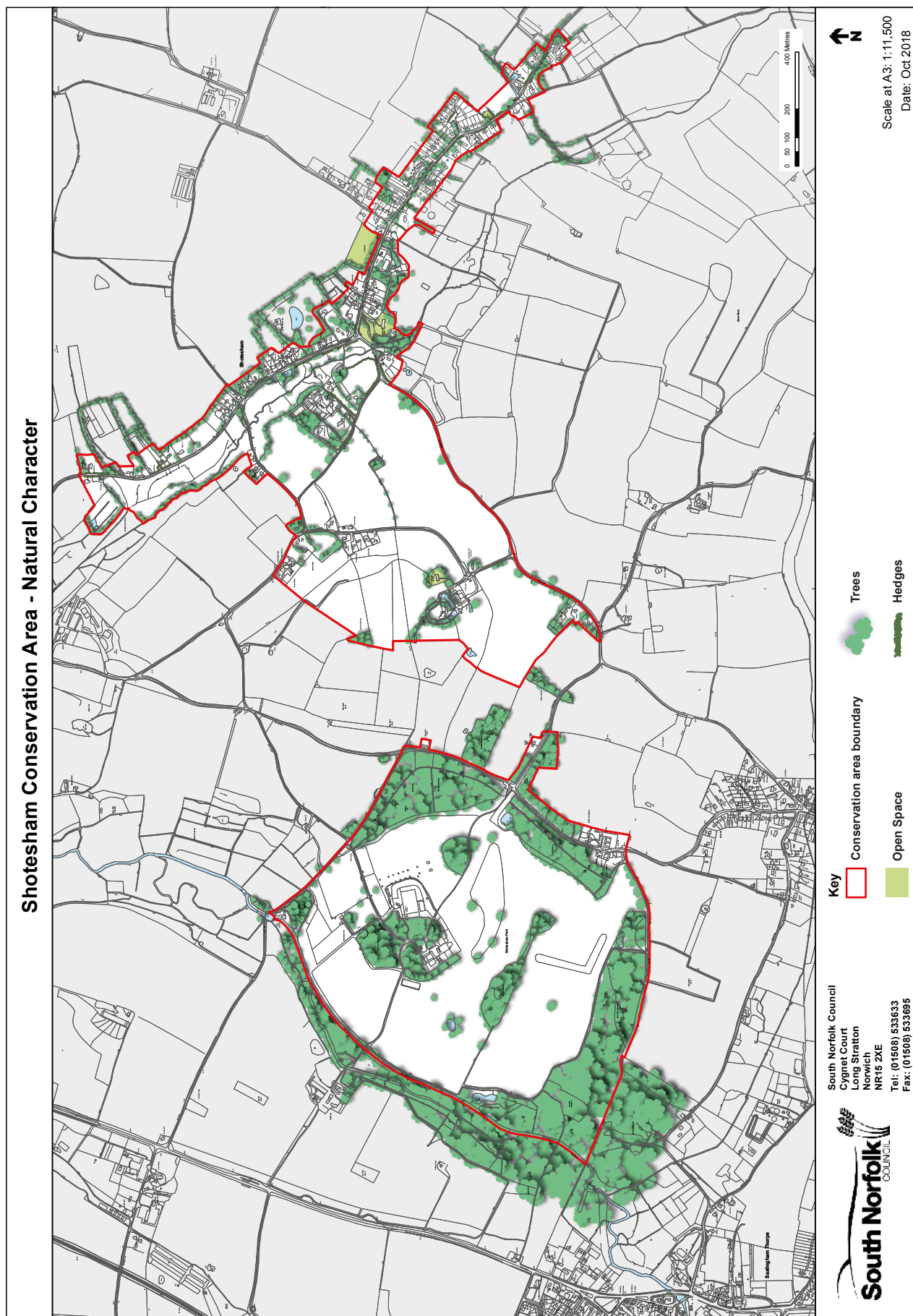
## Streetscape





# Appendix 6

## Natural Character



## **Member-Led Funding**

**Report Author(s):** Kerrie Gallagher, Communities Manager,  
01508 533747, [kgallagher@s-norfolk.gov.uk](mailto:kgallagher@s-norfolk.gov.uk)

**Portfolio Holder:** Cllr Keith Kiddie, Stronger Communities

**Ward(s) Affected:** All wards

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

To inform members of Cabinet of proposed amendments to the current member-led funding schemes

### **Recommendation:**

Members of Cabinet are requested to approve the revisions to the current member ward funding scheme as outlined in paragraph 4.1.

## **1. SUMMARY**

- 1.1 At the Scrutiny Committee meeting held on 16 May 2018, whilst considering the Member Ward Fund spend, it was agreed that the Ground Rules should be reviewed by officers in consultation with Members, a revised version is communicated to all Members and further training is arranged by officers after the election.

## **2. BACKGROUND**

- 2.1 South Norfolk Council has successfully run Member Ward (MW) and Community Action Fund (CAF) grant schemes over the last four and a half years. In 2017 it was agreed that changes would be made to improve the mechanisms of awarding both the MW and CAF schemes to make them streamlined and reduce the overall CAF budget at the time.
- 2.2 Following the Scrutiny Committee meeting held on 16 May 2018, a Members' working group met with officers to review the current ground rules and recommend changes. Officers have also been in discussion with colleagues at Broadland District Council who are looking to introduce a member led funding scheme; to share ideas and develop schemes which are alike, where possible.
- 2.3 At its meeting on 21 November 2018, Scrutiny Committee considered the proposed changes in relation to the member-led grants system. Following discussion, members resolved:

Recommend to Cabinet that:

1. Proposals relating to the ground rules review, introduction of restrictions to funding to town and parish councils, ensuring the proper utilisation of funding, and increased support to members from the communities team be agreed
2. The proposal to reduce the member ward fund allocation from £1,000 per member to £500 be rejected and that cabinet agree to retain the current allocation of £1,000.
3. All underspend of the Member Ward Fund budget is transferred to the Community Action Fund budget. If the underspend is less than £10,000 the underspend should be rolled over the next financial year to avoid the need for the CAF Panel to meet to allocate small amounts of money.

It should be noted that at the meeting of Scrutiny Committee, the recommendation to retain the current allocation of £1,000 to each member under the member ward fund was supported and is reflected in this report (in paragraph 4.1).

However, in relation to the management of underspend, members were advised that this was not in line with current practice as any underspend from budgets is absorbed as a saving. With this in mind officers recommend that we continue with the Council's financial regulations.

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

- 3.1 Currently each member has a budget of £1,000 to spend on projects which benefit their local community via the Member Ward Fund. The Community Action Fund meets up to twice per year and has £50,000 to allocate to larger projects across the district.
- 3.2 In 2017/18, 78 community projects were supported by the Member Ward funding, and 64 projects have been supported to date in 2018/19.
- 3.3 Over the last two years the Member Ward fund has been underspent (in 2016/17 by £10,569.92 and in 2017/18 by £3,305.94), and several projects have received funding which do not meet the criteria set with the Ground Rules. The last two CAF Panel applications have vastly exceeded the funding available (in 2017 the total amount requested was £96,895.60 and in 2018 the total requested was £185,796.86).
- 3.4 Members have requested more clarification of the Ground Rules, to understand which projects are able to receive funding.

### **4. PROPOSED ACTION**

- 4.1 The following changes are proposed to the Member-led grants system for 2019/20; to be implemented from 6<sup>th</sup> May 2019 (Monday following elections on 2<sup>nd</sup> May).

- Ground Rules Review  
(Member Ward and Community Action Fund)

The existing Ground Rules are split out into two documents; one for Member Ward funding, and the other for the Community Action Fund. The two funding streams are allocated in distinctly different ways, and therefore separate guidance documents would make the processes much easier to understand and follow. The format of the documents has been amended, a revised set of Ground Rules are attached to this report (appendix A and B).

The reason for this is to provide clearer guidance to the process

- Introduction of restrictions of funding to Town and Parish Councils  
(Member Ward and Community Action Fund)

Members raised concerns about the allocation of funding to precepting authorities, Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.

Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be



normally covered by the local authorities precept. Examples of what could be funded include defibrillators, major refurbishments.

The reason for this is to provide a consistent approach to all precepting authorities.

- Proper utilisation of funding  
(Member Ward and Community Action Fund)

Members to have a more candid role in ensuring that funding allocated to groups is spent in accordance with the ground rules. An automatically generated email will go to members 9 months after funding is awarded, to prompt them to check that funding has been spent as agreed.

Where funding has not been spent, members will enlist support from the Communities Team to support the group in using their allocation within the 12-month window, or that the monies are recovered.

Members will advise the Communities Team via email that the project has been delivered, so that evaluation sheets can be sent to the group to measure the impact funding has had.

The reason for this is to ensure accountability for funding and that it is utilised to have the greatest impact within our communities.

- Communities Team – support to Members  
(Member Ward Fund)

In 2017 members were enabled to self-regulate the eligibility of spend and were given delegated authority to allow them to submit directly to the finance team to process the grant payment, without authorisation from an officer. The proposal is to introduce a check between the Member and the Payments team – whereby the form is reviewed by an officer of the communities Team to help support the member with the ground rules criteria.

This does not remove the decision to fund from the member, but rather offers them extra support and guidance to ensure that the grant is having maximum impact and is spent within the guidelines. In addition, this assists the communities team in keeping abreast of new and developing community groups across the district so that the team can engage effectively with those who need assistance. No additional resource is required, this will be absorbed by the current structure.

The reason for this is to and ensure that all other routes to access funding have been explored and utilised so that member-led funding is spent effectively.

## **5. ISSUES AND RISKS**

- 5.1 **Resource Implications** – if implemented the proposals do not impact upon staff time within the communities team, with regard to the review of funding decision notices to ensure the most appropriate use of funding. This impact

would be accommodated within existing resources and would not require any additional budget.

- 5.2 **Legal Implications** – officers have considered the legal implications of delegated authority to councillors. Members will continue to make the final decision for funding that directly benefits their residents.

## **6. CONCLUSION**

- 6.1 This report outlines the opportunities to refresh our current member ward funding in light of concerns raised by members. These changes will ensure good governance and that funds are spent on SNC priorities and provide the maximum benefit to our residents.

## **7 RECOMMENDATIONS**

- 7.1 Members of Cabinet are requested to approve the revisions to the current member ward funding scheme as outlined in paragraph 4.1.

## **South Norfolk Council Member-Led Grant Rules**

### **MEMBER WARD FUND**

These ground rules set the criteria in awarding grants from the Member Ward Fund. The purpose is to be flexible and responsive to local decision-making; therefore, members are encouraged to make quick, sound decisions which support groups or initiatives that meet identified local need.

#### **1. Role of members**

- 1.1 The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which in turn support the Council's corporate priority areas and the way in which we work.
- 1.2 All members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with the communities to identify how best to achieve these needs.
- 1.3 This means combining and utilising all the experience, knowledge, skills and networks of the members to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make the necessary improvements.
- 1.4 Each member will be allocated a budget (the Members' Ward Fund) to:
  - increase levels of community capacity at a very local level;
  - allow flexible and timely funding of very small initiatives within communities;
  - enable communities to help themselves, as early as possible; and
  - enhance the social, economic or environmental wellbeing of the community.
- 1.5 Each member is accountable for making decisions to allocate funding from their budget. The decisions must meet the following criteria:

- The payment must be over £100;
- The funding will normally go to a community group, but may be awarded to social enterprises, businesses, charitable organisations or other public agencies if the aims are being met - but **NOT** to an individual.
- The granting of the funding is for a specific activity and will not imply an ongoing commitment by the Council nor have a revenue implication;
- The activity being funded:
  - Has not already taken place (retrospective funding is not permitted);
  - Could not easily be funded elsewhere
  - Does not cover costs of routine maintenance
  - Can demonstrate support in the community
  - Has not received member-led Council funding over the past 2 years.
- The project or activity must promote communities working together and enhances the quality of life of people living or working in the Ward, this may be within the Ward boundary or beyond. If outside the boundary it should be evident that such activity is not already available for residents within the Ward.
- The funding can be used by the community group during the 12 months following receipt.
- The funding cannot be used to support any activity more than once in a two-year period.
- As far as the member is aware, making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place.
- The funding must not replace funding previously provided by other statutory agencies such as the County Council.
- Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.
- Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authorities precept. Examples of what could be funded include defibs, major refurbishments.



### Member Ward Fund: allocation of funds



## **2. Follow Up**

2.1 It is the members responsibility to ensure that the funded projects and activities are delivered as agreed. Where that is not the case, the member, together with the Communities Manager will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.

2.2 If a grant has been used for the purpose that it was not originally intended or has not been spent within the given time period then the Communities Manager will work alongside the member who awarded the funds, to follow the Corporate Debt Policy to recover the funds from the community group.

2.3 Twice a year, grants awarded will be presented to the Scrutiny Committee for review, including outcomes achieved. The Scrutiny Committee will hold members to account, and request that members present their reasons for funding projects to the panel for scrutiny.

## **3. Governance**

3.1 There must be a transparent audit trail in respect of decisions. In compliance with the legislation, the individual member is responsible for ensuring a record is made in writing of any decision or action she or he has taken. The online member Ward Grant Notice of Decision Form will form both the request to process a payment and also the record of that decision and reasons for it.

3.2 Following submission of the online decision form the Finance team will process payment of the grant. From the point that the form and all supporting evidence is received, officers in the Finance team have 5 working days to process the payment.

3.3 The fund will start on April 1<sup>st</sup> each year and must be spent by 31<sup>st</sup> December each year. The only exception is an election year when the fund will start the day after the election, and close on 31<sup>st</sup> December.

3.4 If more than £10,000 is left in the budget then money will be rolled over into a CAF Panel, if less than £10,000 then will be put into savings.

## **South Norfolk Council Member-Led Grant Rules**

### **COMMUNITY ACTION FUND**

These ground rules set the criteria in awarding grants from the Community Action Fund. The Community Action Fund is aimed at empowering communities by providing funding to enable community organisations to help themselves.

#### **1. Role of Members**

- 1.1 The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which in turn support the Council's corporate priority areas and the way in which we work.
- 1.2 All members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with the communities to identify how best to achieve these needs.
- 1.3 This means combining and utilising all the experience, knowledge, skills and networks of the members to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make the necessary improvements.

#### **2. The Community Action Fund**

- 2.1 The Community Action Fund (CAF) is in place to support groups who require a larger amount of funding than the Members Ward Fund can support. District Councillors are responsible for receiving, considering and proposing applications for funding between £500 and £15,000.

The application process is outlined in Appendix A

- 2.2 The aim of this funding is to:

- build capacity within communities so that groups are enabled to be self-sustaining without ongoing practical and financial support from the Council,
- stimulate local economic growth, and
- facilitate creative partnership approaches to helping people in need at the earliest opportunity.

- 2.2 Each member is responsible for receiving, considering and proposing applications for funding from the allocated budget. Funding can be used for new or existing projects.
- 2.3 The Panel will meet in accordance to the rules in Appendix B. The applications must meet the following criteria:

- The funding will normally go to a local community group, but may be awarded to social enterprises, businesses, charitable organisations or other public agencies if the aims are being met - but **NOT** to an individual.
- The granting of funding is for a specific activity and will not imply an ongoing commitment nor have a revenue implication for the council
- The activity being funded:
  - Has not already taken place (retrospective funding is not permitted)
  - Could not easily be funded elsewhere
  - Can demonstrate how it meets a local need and provides support to the community
  - Does not cover costs of routine maintenance
  - Supports the Council's priority areas
  - Has not received Member-Led funding from the Council funding over the past 2 years.
- Priority will be given to projects which have secured match funding
- The project or activity must promote communities working together and enhance the life of local people.
- The funding can be used by the community group during the 12 months following receipt
- The funding cannot be used to support any activity more than once in a two-year period
- As far as the member is aware, making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place
- Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.
- Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authorities precept. Examples of what could be funded include defibs, major refurbishments.
- Members should also be satisfied that the project or activity being funded would increase community capacity and enhance the quality of life for residents. They should also be clear that it will promote sustainable development in the area (that is, it balances social, economic and environmental objectives and does not cause damage in any of these areas).



## **2. Follow Up**

2.1 It is the members responsibility to ensure that the funded projects and activities are delivered as agreed. Where that is not the case, the member, together with the Communities Manager will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.

2.2 If a grant has been used for the purpose that it was not originally intended or has not been spent within the given time period then the Communities Manager will work alongside the member who awarded the funds, to follow the Corporate Debt Policy to recover the funds from the community group.

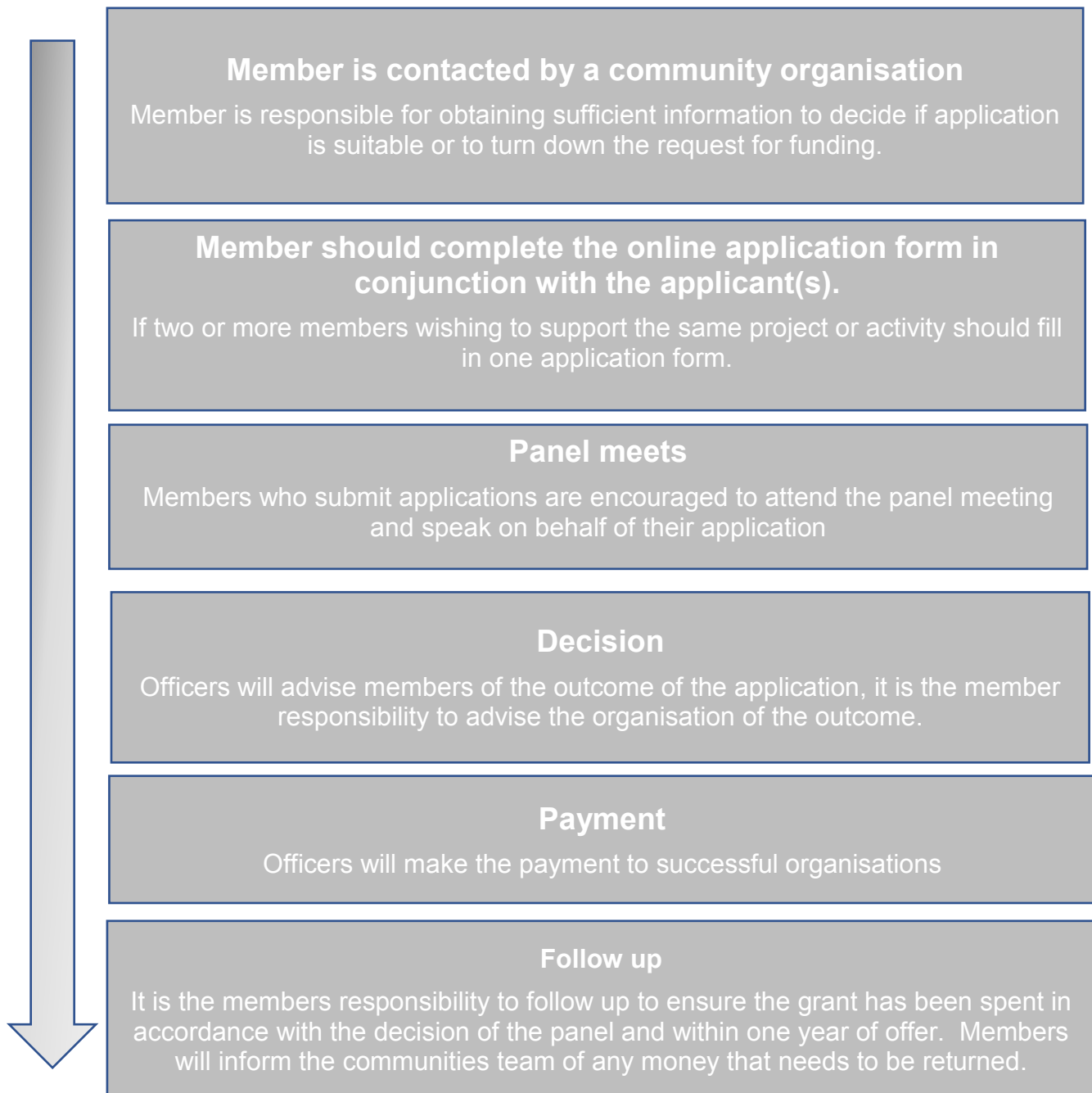
## **3. Governance**

3.1 There must be a transparent audit trail in respect of decisions. In compliance with the legislation, the CAF Panel is responsible for ensuring a record is made in writing of any decision or action it has taken.

3.2 Following the CAF Panel and written confirmation of decisions made the Finance team will process payment of the grant, officers in the Finance team have 5 working days to process the payment.

3.3 The fund will be renewed each financial year, and all applications will be considered at the Community Action Fund Panel which meets up to twice a year (May/June and September/ October).

## Appendix A: The Application Process



## Appendix B: Community Action Panel Rules

### Rules of the Panel.

- a) All applications will be considered at the Community Action Fund Panel which meets up to twice a year (May/June and September/ October).
- b) The Panel will consider all applications to reach a decision as to which projects should receive funding, and how much. In some cases, the Panel may make a recommendation to assign a proportion of the total monies requested to ensure that the budget is optimised.
- c) The Community Action Panel consists of:
  - Portfolio Holder for Stronger Communities **or** substituted by another Cabinet member.
  - Chairman of the Housing, Wellbeing, Leisure and Early Intervention Policy Committee, **or** Deputy Chairman, if not available, another member from the Committee can be substitute.
  - Shadow Portfolio Holder, **or** substitute from their political party.

The following officers are also in attendance at panel meetings, but not voting members:

- Director responsible for Communities (or substitute Director if necessary)
- Either the Communities Manager or the Head of Early Help

A minimum of two members must be present at the Panel for it to be quorate.

The voting members will make recommendations for allocation of the grant monies; the final decision will be with the Director for Communities (or substitute) who will consider the views of voting members of the Panel.

- d) Members who submit applications can attend the panel meeting and speak on behalf of their application.
- e) The Panel cannot defer an application. It is either awarded or rejected at the meeting. If it's refused due to insufficient information, the application can be resubmitted at the next Panel meeting. However, an application cannot be submitted more than twice. If it is refused twice, a period of 12 months must pass before being submitted again.
- f) There is no limit to the amount awarded at any one Panel; but the total budget must be spent within the financial year and will not be carried over.
- g) All funding allocations and outcomes achieved will be made public on the Council's website and will be reported back to the Scrutiny Committee through monitoring reports up to twice a year.
- h) Those recipients of funding towards a physical asset are encouraged to place a Council plaque or sticker on the asset to recognise the funding contribution.

## **South Norfolk Early Help Approach**

**Report Author(s):** Mike Pursehouse, 01508 533718,  
mpursehouse@s-norfolk.gov.uk

**Portfolio Holder:** Health, Wellbeing and Early Intervention

**Ward(s) Affected:** All

**Purpose of the Report:** This report reviews the South Norfolk early help approach that South Norfolk Council has led on over the last four years, to review successes and look to the future of our early help offer.

### **Recommendations:**

1. Cabinet are asked to comment on the update and endorse the Early Help approach to be continued in the five-year medium term forward plan.
2. Endorse the projects proposed to take forward in 2019.



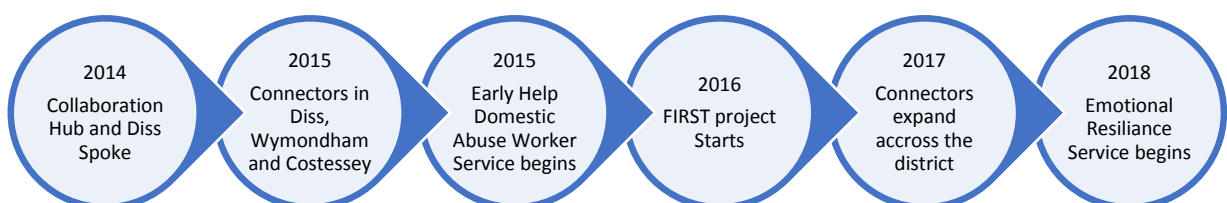
## 1. SUMMARY

- 1.1 The South Norfolk Early Help approach started in 2014. Led by South Norfolk Council, working in partnership with Children Services, we set up a model with a vision to 'move to a whole system way of working with a mix of organisations delivering integrated working from a range of locations, delivering the right service at the right place at the right time.
- 1.2 The approach has evolved from the original local model based on a collaboration Hub in Long Stratton and the first 'spoke' in Diss, to an ambitious plan to expand the approach across the district. This has been achieved not only by developing new initiatives to address the key issues our residents face, but also ensuring individual issues are addressed through effective information sharing and joint working, by keeping to our ethos of supporting 'one family at a time'.
- 1.3 This report seeks to review the progress made to date and look to the future of early help in South Norfolk.

## 2. BACKGROUND

- 2.1 In 2014, the South Norfolk area became a pathfinder for the Norfolk early help approach. In a 2015 review of Early Help, an outline for the coming years was produced, entitled 'Making a Difference to Early Help'. It stated that 'The South Norfolk Early Help vision is to move to a whole system way of working and a mix of organisations delivering integrated working from a mix of locations delivering the right service at the right place at the right time'. This showed the evolution from the original local model based on a collaboration Hub in Long Stratton and the first 'spoke' in Diss, and the ambition to expand the approach across the district.
- 2.2 The Early Help model within South Norfolk has remained true to its original goal, highlighting the sustainability of our approach. We have been responsive to the needs of residents and professionals over the last four years, with the partnership model emerging as a major strength, delivering on the promise of collaborative working, customer-focussed approaches and an innovative mindset.

### Early Help timeline



2.3 The Hub has adhered to key principles in its service provision. These include:

- Ensuring that residents only tell their story once before accessing help. This is supported by our information sharing agreements, a shared duty officer team, thrice weekly triage meetings and a no-wrong door approach.
- Delivering support that matches the needs of a wide variety of residents, who vary by need, age, gender and circumstances, by providing a range of preventative and statutory services
- Using an intelligence led approach, recognising the expertise of our services and allocating the customer to the most appropriate service. This means requests for support to the Hub avoid the trap of being moved from service to service.

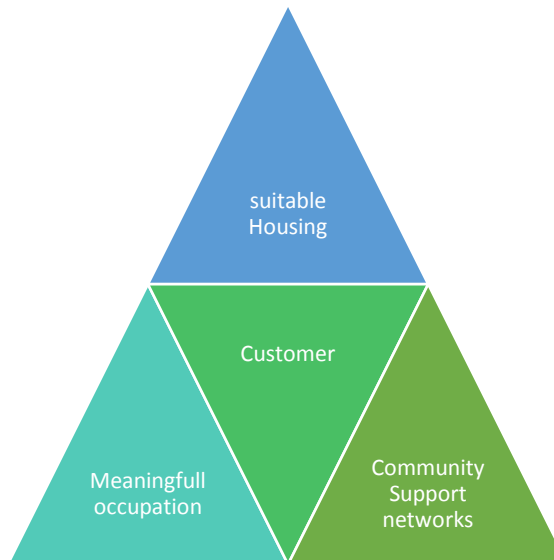
### **What is the Early Help offer?**

2.4 Early Help is a way of working and not a space, is for all ages and the whole family. Early Help aims to support residents at the earliest opportunity, to ensure they can remain independent and thrive. Often through practical support, early help ensure individuals and families have solid foundations in place to enable residents to support themselves. This approach not only encourages social mobility but reduces escalation of issues into statutory services, which provides better outcomes for residents and a positive impact on the public purse. The approach consists of four elements:

- Coordination of support to ensure residents only tell their story once, improve joint working, enable the right support is offered at the right time (this is carried out in what is known as the Help Hub).
- Improving partnership working, encouraging front line workers at a local level to work together to support residents earlier and go beyond their traditional organisational boundaries to provide more holistic support.
- Develop our communities through building capacity and cohesion within our local communities to offer support at a local level.
- Influencing strategic thinking to encourage a more collaborative approach to future services and commissioning.

### **South Norfolk Council Early Help Service**

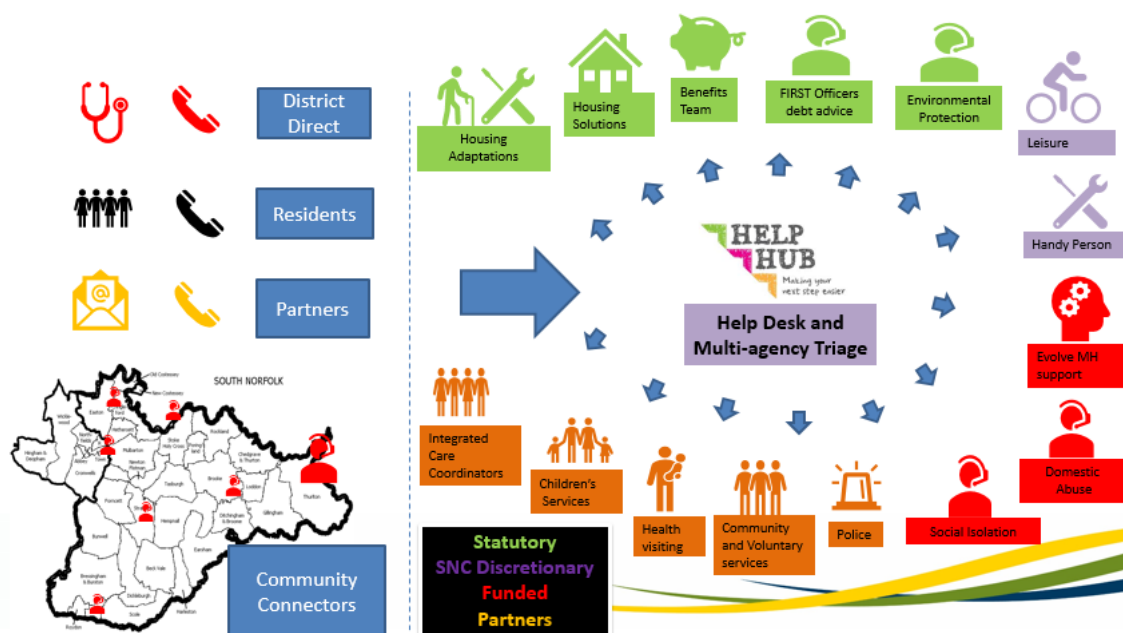
2.5 At the core of this approach is our Early Help Service, which comprises of our Housing Benefits, Housing Solutions, Communities, FIRST, and Help Hub coordination teams. These teams have been brought together to address the key requirements people need to overcome to lead independent and fulfilling lives as the diagram below shows.



2.6 Through ensuring that our residents have stable accommodation, have positive activity through work / volunteering, and have local peer networks and strong community cohesion, we can ensure our vulnerable residents have a solid foundation on which to build on.

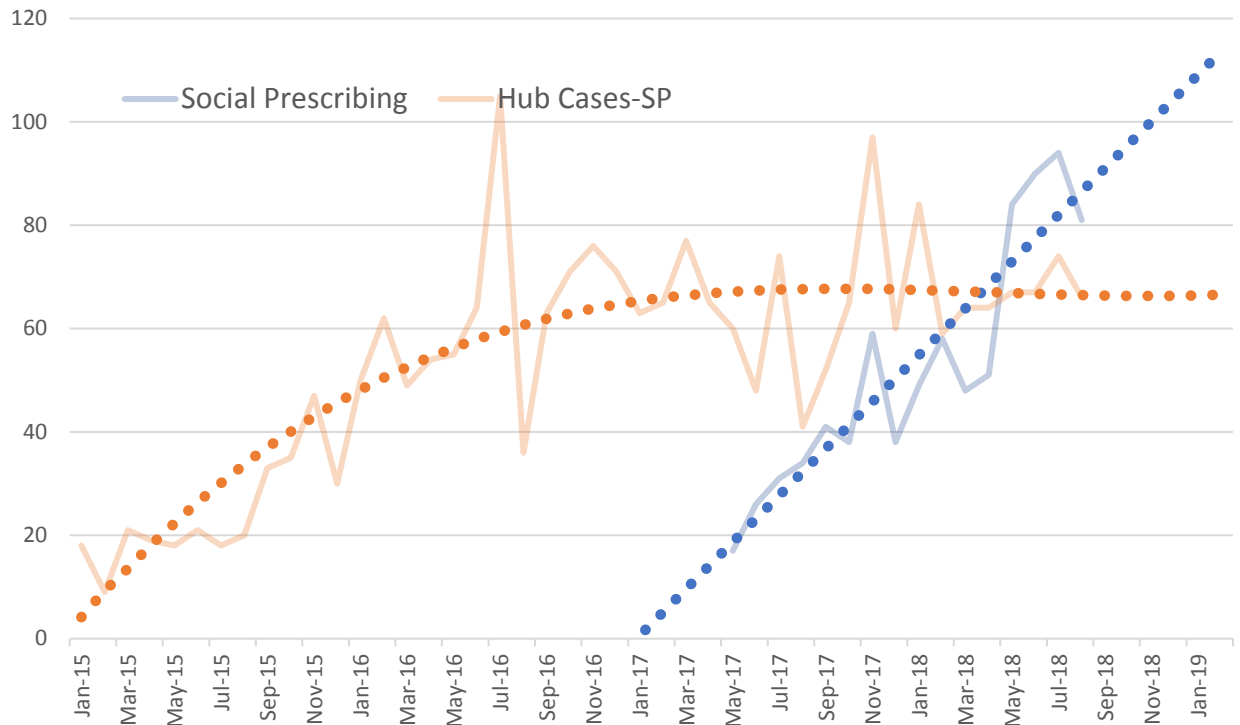
2.7 The diagram below demonstrates the range of ways we have enabled customers to request support, and how we have enhanced our statutory obligations to support vulnerable residents, through building a network of partnerships and funded services.

### The Help Hub multiagency approach:



- 2.8 The Help Hub has maintained growth in capacity since its inception. The continued support of partners as well as new initiatives such as social prescribing has meant that the impact of the Hub keeps growing.

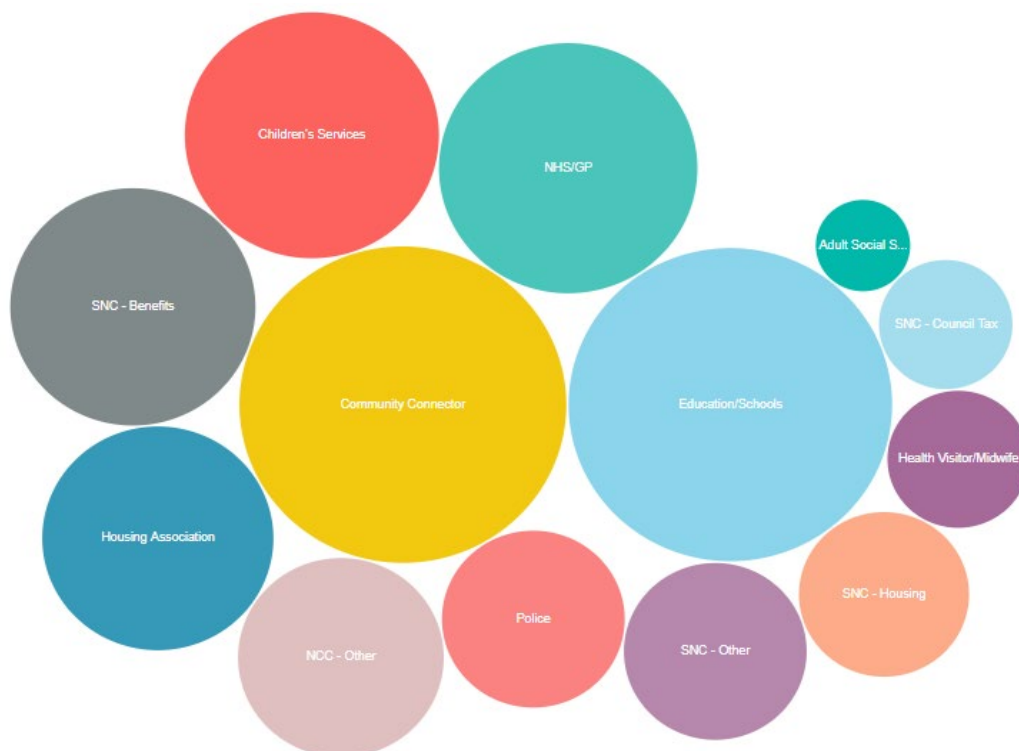
**Comparison of the Growth in Social Prescribing Cases with the Decrease in Growth of Other Cases Referred Into the Hub**



- 2.9 Social prescribing has seen exponential growth since its inception, as our GP surgeries have seen the benefits of this initiative. 100% of surgeries across the district now offer the social prescribing service, meaning that we can reach this vulnerable population sooner, whilst reducing unnecessary appointments.

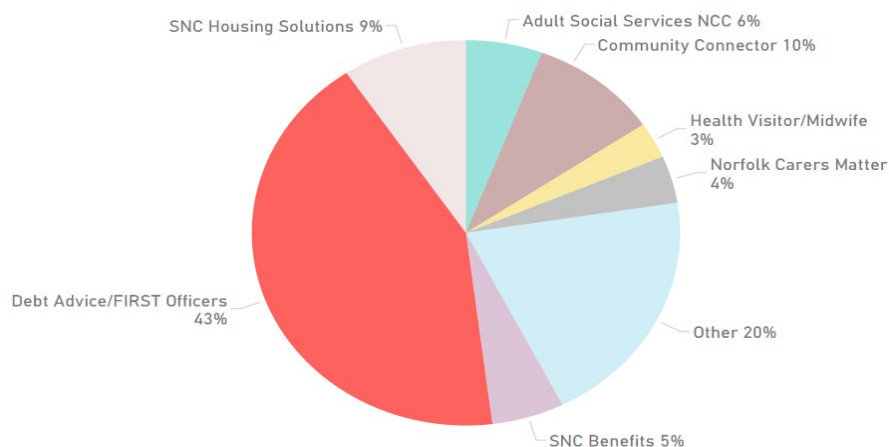


- 2.10 The wide range of partners engaging in the Early Help model reduces the administrative barriers to people accessing help. The bubble chart below shows the variety of agencies referring cases into the Hub. It is a trusted route for support for many organisations, from Children's Services to Housing Associations.

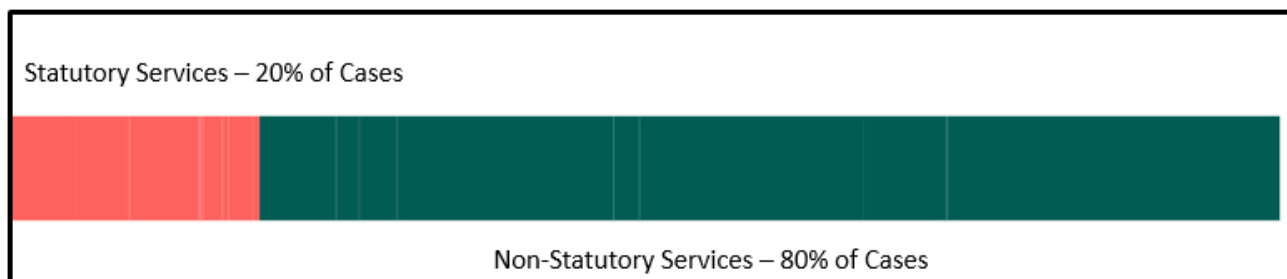


- 2.11 The Early Help process has seen several changes from its inception. Using an evidence led approach, we have identified avenues for improvement, and worked diligently to implement preventative solutions. An example of this was our response to a large number of cases presenting to the Help Hub with a financial need (43%). To provide for this need in our community, the FIRST officers and debt advice services were developed. This service now provides support for almost half of Help Hub cases.

- 2.12 Destination for Early Help Requests for Support:

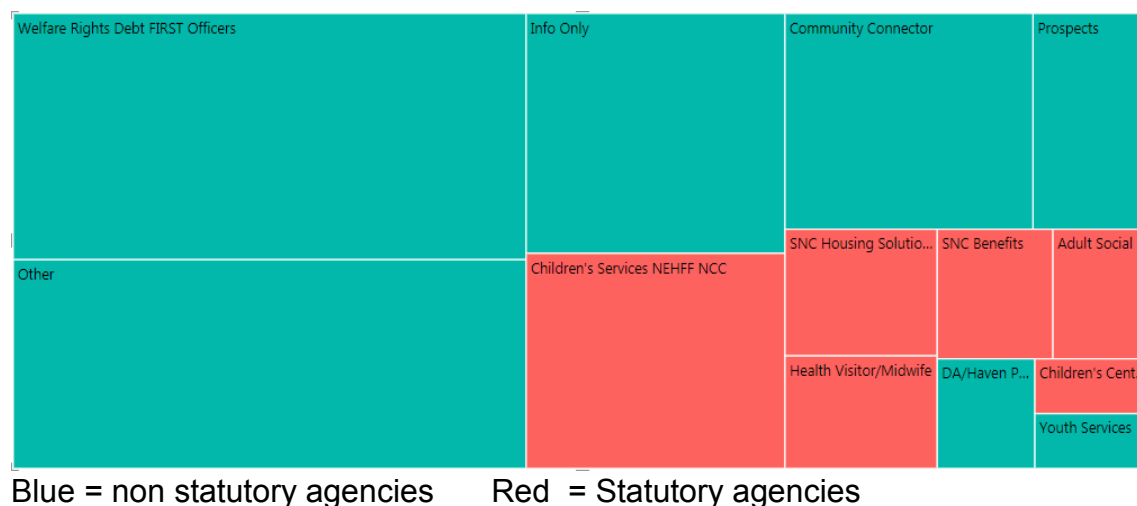


- 2.13 This preventative approach, provides the customer with a better outcome, earlier and at lower cost, which the community connector and social prescribing services are part of. The chart below shows that the Hub has been successful in diverting cases away from statutory services.



- 2.14 A major success of the Help Hub is the reduced strain on statutory services. Analysis of the cases entering the Help Hub through statutory services suggests that most of these cases are engaged by non-statutory bodies when leaving the Help Hub, such as the FIRST Officers, Connectors or third sector agencies.

#### Destination agencies of cases referred to the help hub by statutory agencies



- 2.15 The domestic abuse worker scheme is also a revealing example of the impact that our projects can have on statutory services. Over the first two years of the project, we estimate a system wide saving (comprising Police, NHS, administration and other savings from the New Economy Manchester Model) of £773,136, with the scheme cost £60,000 for two years.

## Case Studies

- 2.16 The difference that the Early Help model has made to provision of public services cannot be told through statistics and numbers alone. The real difference that the Early Help approach makes can be seen more clearly when looking at the impact it has made to residents, one family at a time.
- 2.17 The following case study give an overview of the range of support the early help approach has offered. Other case studies are found at appendix 1.

### **FIRST - Supporting people to be financially resilient**

*K was referred to the Help Hub in the summer having lost her job due to a deterioration in her mental health. She was struggling following the death of her mother, had lost her job and accrued large rent arrears and other debts. K had tried to find alternative work, picking up shifts here and there. The sporadic nature of this had further damaged her confidence, and her difficulties navigating the benefits system were making her financial situation even worse.*

*K worked with FIRST officers to help her access suitable benefits to pay her living and housing costs in the short term. Working alongside the Welfare and Debt Advisor, FIRST officers supported her to contact housing providers and creditors. Payment plans were put in place, taking account of her low income. FIRST officers helped link into local courses and groups and supported her with application and interview skills. Soon, she gained employment, with the Help Hub Flexible Fund supporting short term transport costs – allowing K to get to work.*

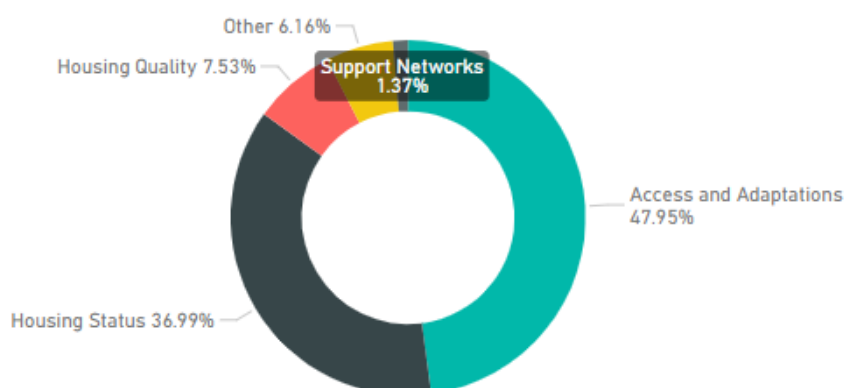
*After a brief early intervention, K has turned her situation around, is in control of her life and finances and is making a positive contribution.*

## Encouraging Agencies to Work Together

- 2.18 As part of our leadership role at South Norfolk Council, we have not only supported individuals 'one family at a time' but have encouraged agencies to transform the way they work together. The main focus of this has been to drive the shift from crisis to preventative services, which our future projects concentrate on:

### District Direct:

- 2.19 The district direct service puts District Council Officers into the Norfolk and Norwich University Hospital to work alongside staff to support patients leaving hospital. The service provides practical assistance to help residents return home from hospital, meaning they can leave hospital more quickly, which is a better outcome for the patient and reduces excess bed days.
- 2.20 The service has supported over 400 customers facing the following barriers:



## Homelessness Prevention and Emotional Resilience

- 2.21 The service supports vulnerable residents with mental health or wellbeing issues to avoid homelessness. The service started in October 2018 and provides case work and interventions to reduce the demand on Council staff and other partners.

## Domestic Abuse

- 2.22 The project is delivered in partnership with Orwell Housing and provides a practical advice and support to victims of physical, emotional and financial to remain safe, avoiding escalation to crisis. The Early Help Domestic Abuse workers also provide a significant amount of professional consultation for other professionals, both in the help hub and the wider community. The service gives the confidence to victims to overcome the situation and avoid future unhealthy relationships. A direct fiscal



benefit of £55,000 to South Norfolk Council for homelessness avoidance has been made. It is estimated that the cost to the UK economy of domestic abuse is £1.9 billion a year. Since April 2018 our Housing Solutions team have dealt with 34 domestic abuse cases.

## Help Hub Support Team

- 2.23 The support team is a jointly staffed team from the Council and Norfolk County Council and provides a front of house and administrative functions for the help hub, directing people to the right support. This has meant that customers only have to tell their story once, are able to ask for help if they do not know which service can support them and receive support quicker, over 90% of families receive support within three days.

## Social Prescribing

- 2.24 Social prescribing is based within GP surgeries and offers support for residents who have non-clinical need to access appropriate support and community provision. Feedback from Primary Care in respect of this social prescribing service has been universally positive. The vast majority of patients (80%) report accessing the help that they needed and seeing an improvement in their circumstances within a very short time frame (four to six weeks).
- 2.25 Our positive relationships with partners has enabled the collaborative approach

## How is the approach relieving financial restraints?

- 2.26 Whilst early help is about improving outcomes for individuals and families, by utilising the New Economy Manchester Cost Saving Calculator, we can demonstrate some of the areas where there is potential fiscal benefit to early intervention.

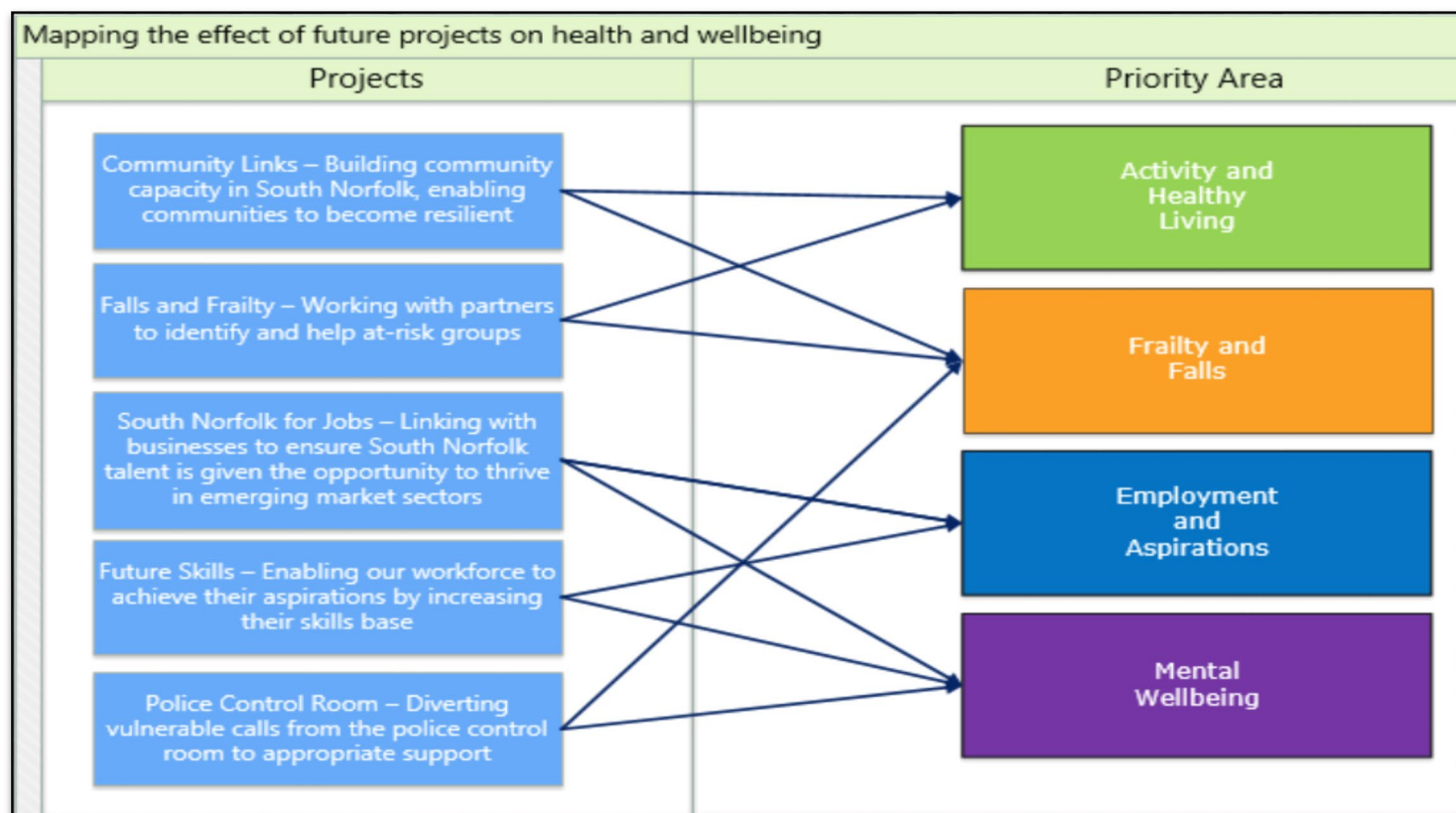
<b>Health</b> 731 GP referrals to Social Prescribing £95,761 potential fiscal benefit	<b>Children and Families</b> 529 children directly supported by Early Help Family Focus £29.3 mil potential fiscal benefit	<b>Domestic Abuse</b> 120 cases with DA as a presenting need £357,323 potential fiscal benefit
<b>Independent Adults</b> 184 people supported through Disabled Facilities Grant £5.3 mil potential fiscal benefit	<b>Employment</b> 276 cases with unemployment or benefits as presenting need £2.9 mil potential fiscal benefit	<b>Crime</b> 328 fewer incidents of ASB in 2017/18 £231,896 potential fiscal benefit

### 3. CURRENT POSITION / FINDINGS

#### Looking Forward

- 3.1 **Collaboration:** As we enter the next phase in the Early Help journey, we consider the challenges and opportunities that we will encounter over in the coming years. One of the major changes to be implemented in South Norfolk is the formal collaboration between Broadland and South Norfolk Councils. This provides opportunities to work more efficiently in partnership, recognising the shared potential that the collaboration will bring.
- 3.2 **Aging population:** South Norfolk has been described as a 'crunch zone' by the Centre for Progressive Policy. This means it is identified as one of 13 local authorities that will feel the most pressure from increased demand for social care. We are also predicted to see an increase of 13,700 residents aged over 65 by 2035. Adapting services to cater for this community is critical.
- 3.3 **Social mobility:** Good aspirations and career chances as well as stable accommodation are major contributors to young people's mental health and future prospects. Relatively few young people are out of work in South Norfolk (currently around 122) but there are 1004 families living in workless household. Since April 2018 we have had 72 young people between 16 and 25 years old presented to our Housing Solutions team who were homeless or at risk of homelessness. All of these young people were either unemployed or under employed.

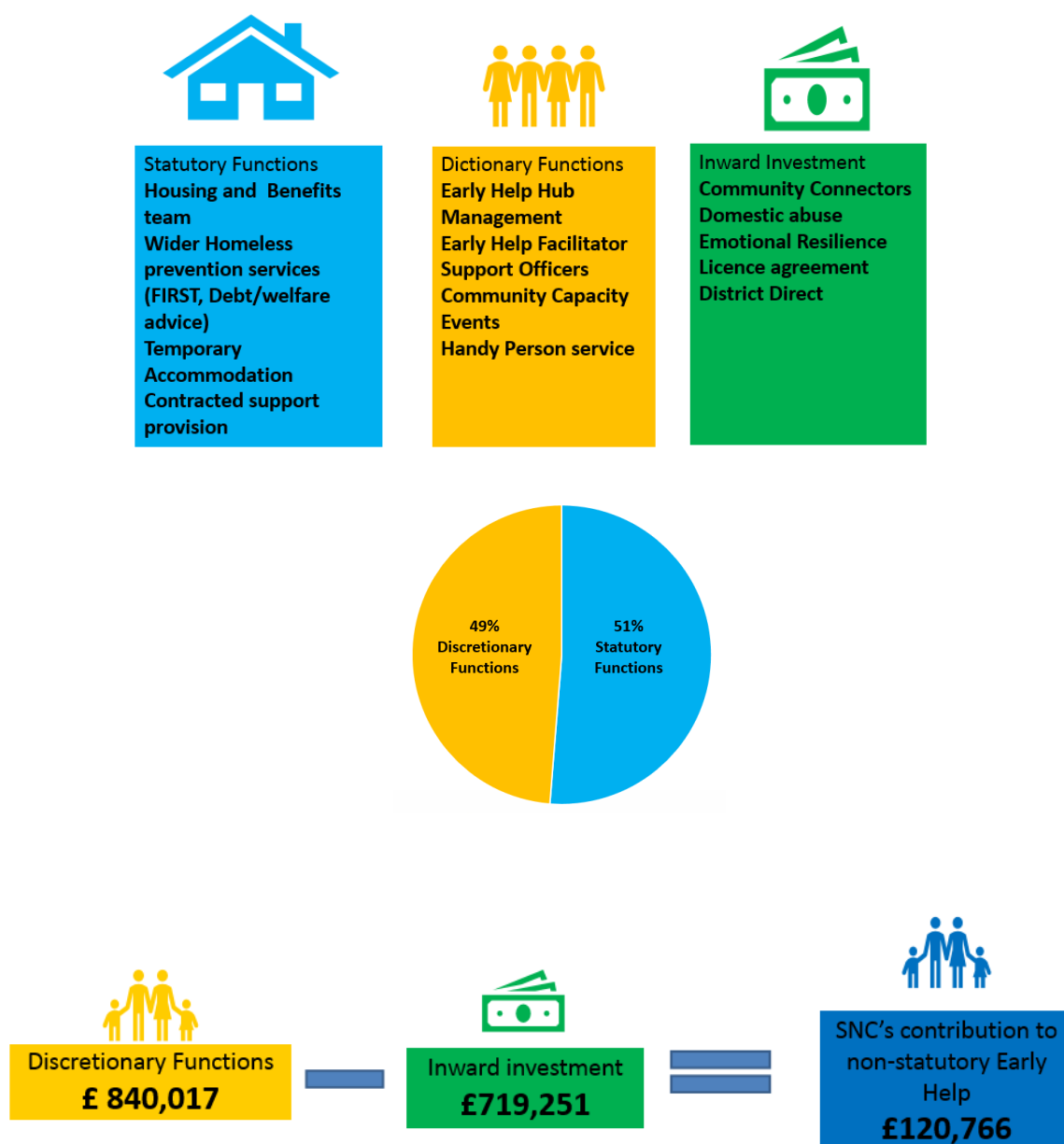
- 3.4 Long term strategic planning is needed to ensure that we will be adaptable in response to changes, both local and national. With this in mind, South Norfolk has aimed to put health and wellbeing at the heart of every service we provide, drawing upon the experience of our teams and partners in providing joint solutions to shared challenges. As such, the Council has adopted a Health and Wellbeing Strategy to give a practical framework for the policies and projects that we implement moving forward. Some of these projects are outlined below:



## Finance

3.5 South Norfolk Council has rightly taken a leadership role in developing the early help partnership, but to continue we also need to ensure our own offer is sustainable and cost effective. The Early Help service is a mix of statutory and non-statutory functions for the Council. The overall cost to the Council of providing early help services (including homelessness prevention, housing benefits, help hub and community support) is £1,004,552:

3.6 To break down early help resources, the diagram below splits our costs between those functions we are statutory required to provide, discretionary functions where we chose to provide additional resource to enable the partnership to grow, and to provide additional support to vulnerable residents. Also included is a breakdown of additional resource that has been bought into the district to support early help.

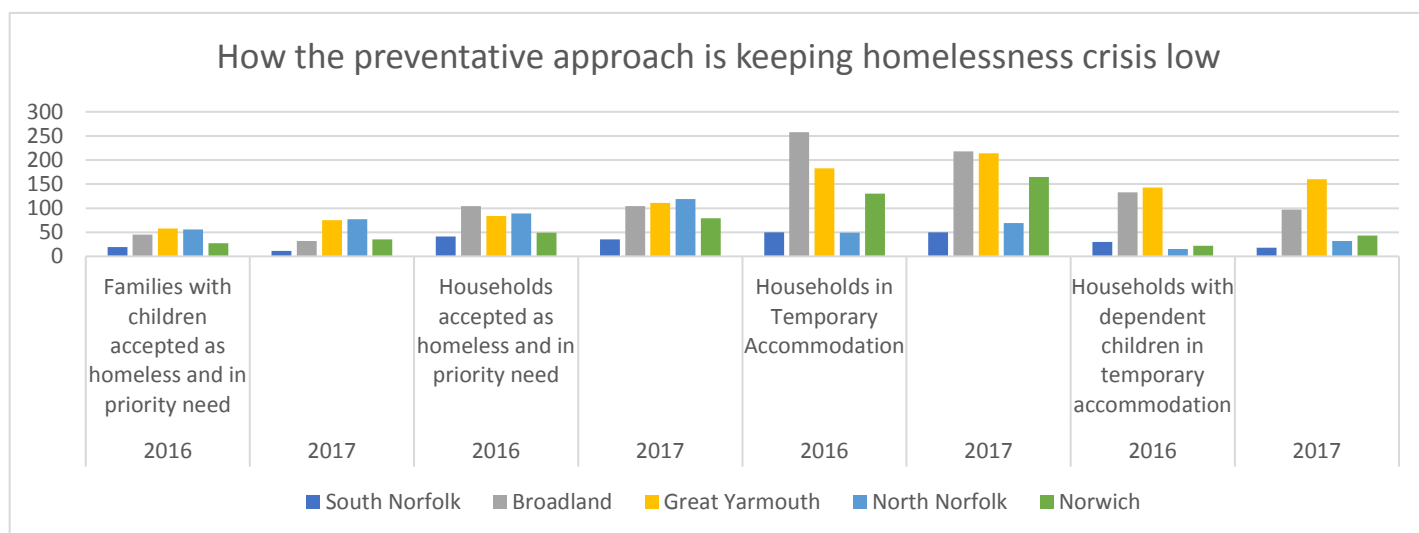




- 3.7 Taking the overall cost of the Councils investment in early help, compared to the funding that we draw in to deliver early help, the Council provides an additional £164,535 funding to support our vulnerable residents to provide them with the solid foundation on which to thrive and remain independent.
- 3.8 The early help service has a continued focus on efficiency over the last four years and through a mix of close scrutiny of budgets and adding value through our partnerships, we will be moving into the next financial year with a service that costs 10% less than this year with no loss of service. We will also continue to look for opportunities to make our finances work for us, for example using Big Sky to finance our voluntary sector partner projects by making charitable donations, enabling us to reduce profit margins
- 3.9 The physical collaboration hub at Long Stratton has helped to bring partners together to work as one team, learn from each other, build partnerships and act as an innovation site to develop and test new ideas and ways of working. We have built a funding model that has split the cost of the space between the main partners in the hub over the next three years, helping to provide for the long-term sustainability of the infrastructure to support local early help delivery.
- 3.10 To facilitate the coordination of early help, the Council puts additional non-statutory resource into the Help Hub to facilitate information sharing and collaboration. This includes running the help desk, coordinating the help hub, providing debt and welfare advice, community safety support and community connectors.
- 3.11 Through our investment in statutory support services, we are able to deal with issues earlier and more flexibly, allowing us to deflect issues before they need to be dealt with by our statutory services. By further investing in discretionary services, we have enabled the partnership to flourish but this has also provided us with the opportunity to draw in additional funding from partners to improve services for our residents.
- 3.12 However, the help hub should not be viewed as a new or standalone resource, much of the staffing resource in the hub is pre-existing, having been reallocated to the help hub to adding value to our resources. By flexing our existing resource, we are able to meet the needs of our residents while encouraging our partners to also change the way they work to add value to the way we work. Through this approach we now have a joint help hub support and support team where Children's Services and Police have invested approximately £70,000 per annum through staff resource.

## Financial Benefit

- 3.13 Measuring the impact of early help, and the cost of something that did not happen is challenging, particularly to the Council as we tend not to see the end fiscal benefit from early help and prevention. The premise of the help Hub is to provide non-targeted help to all residents who need it as early as possible, making it even more challenging to identify fiscal saving.
- 3.14 As a result of our early help preventative approach, demand on our statutory housing functions is lower than other districts in Norfolk:



- 3.15 We average 90 people less per year in our temporary accommodation compared to Norfolk figures, which has a fiscal benefit to the Council of £148,132.

## PROPOSED ACTION

### Future Projects

- 4.1 The Early Help approach has much to contribute to the positive outcomes that the Health and Wellbeing Strategy strives to achieve. The strategy sets out long term strategic goals, but the only way to achieve these are by working together locally and focussing on one family at a time. The continued partnership and expertise both within and working with the Hub enables us to provide a person-focussed outcome, allowing us all to focus on those cases where we can have the greatest impact.
- 4.2 The Hub has always had a pioneering spirit at its heart, actively seeking for opportunities to better our services. As such, we will continue to develop projects and flex our services to meet new demand and stay ahead of the curve to help us better serve our customers. Following the Health, Wellbeing and Early Intervention Policy committee's recommendations will investigate how we can support people out of hours, particularly at the weekend. We will also work on promoting the Help Hub and its success to residents.

- 4.3 As part of the Councils five-year medium term financial plan, we will continue to invest in early help to enable all our residents to have a solid foundation in which to build from, to reach their potential and remain independent.

## **Moving Forward**

- 4.4 We will continue to provide a leadership role in early help and influence partners to improve early services to residents. We will push forward ways to enhance community delivery through utilising a hub and spoke model. This includes:
- 4.5 **Localised Support** – We will meet residents face-to-face in their communities. The Community Connector model has proven that problem solving on a locality basis works and is able to resolve issues without escalation to statutory authorities.
- 4.6 **Allocation of Resources** - We will continue to empower staff to work beyond traditional organisational boundaries identifying holistic solutions, freeing resource and time for specialist officers to focus on further intervention.
- 4.7 **Collaboration Focus** - The continued collaboration will focus on coordination of support, innovation and partnership building, with a community and preventative focus resolving and redirecting low level issues.
- 4.8 **Increased utilisation of self-help tools** – through increasing our online offer we can encourage those residents who can help themselves to do so, at a time convenient to them, ensuring we have the resource in place to help those who can't.

## **5 OTHER OPTIONS**

- 5.1 South Norfolk Council puts more resource and leadership into the early help approach than the other districts in Norfolk. This has seen the Help Hub grow to be recognised locally and nationally as good practice, as well as supporting our residents. However, the option is available to scale back on our discretionary contribution to early help in favour of other priorities.

## **6 ISSUES AND RISKS**

- 6.1 **Resource Implications** – The proposal has been costed out and is within the proposed budget for next year. We will continue to assess how South Norfolk and Broadland Councils can work together for efficiencies and to look for opportunities to attract inward funding.
- 6.2 **Legal Implications** – None
- 6.3 **Equality Implications** – the Help Hub works closely with partners to ensure that equality is reflected in our work.
- 6.4 **Environmental Impact** – None

6.5 **Crime and Disorder-** The early help approach works closely with law enforcement agencies to reduce the impact of crime by supporting victims and offender.

6.6 **Risks** – None

## **7 CONCLUSION**

7.1 Through the Council leadership role, the early help approach has been a success in South Norfolk with a locally and nationally recognised model. With a strong ethos on local delivery we have provided a strong foundation for residents to remain independent and thrive, enabling social mobility and we will continue to deliver services, and influence partners to offer the support needed to all our residents

## **8 RECOMMENDATIONS**

8.1 Cabinet are asked to:

8.1.1 Endorse the early help approach, to be continued in the five-year medium term forward plan.

8.1.2 Endorse the projects proposed to take forward in 2019.

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## **Background Papers**

**None**



## Appendix 1

### Community Connectors – Enabling people to access help

**“When I spoke with (the connector) my tears were dropping more than I could clean. She was the only one that listened to me and comforted me. That day changed my life. Even knowing how much I've accomplished, that day in March is very present in my mind. I will always be grateful for everything I have.” Suzi Silva**

Suzi's marriage had recently broken down, so to support herself she went to the Job Centre in March 2018. Her landlord had terminated her contract (due to relationship breakdown) and was falsely reported to DWP. She has two children, and was 'hopeless and desperate', having had her benefits stopped due to the investigation.

She was referred to a community connector who was running a drop-in service at the Job Centre. Our community connector worked with colleagues in housing, benefits, DWP and welfare to help Suzi with her situation, including help applying to the housing register. Suzi, with guidance from the Connector (who had a strong working relationship with the job centre), provided proof to the DWP against her case and submitted her claim for support.

After 6-8 weeks, Suzi received the benefits she was entitled to and secured a new home in Burston. Suzi then wanted to give back to her community, so she applied for a 'Go for It Grant' with the help of the connector to set up 'Shine', a support group to help other single parents who were in her situation. She also volunteers for Voluntary Norfolk on a regular basis.

### District Direct – Helping vulnerable people return home from hospital

**Mrs Y did not have a safe home to return to from the hospital. Following an intervention from the District Direct officer, a sheltered flat was quickly secured. Support to clear the previous home enabled her to be safely discharged.**

Mrs Y has end stage cancer. Prior to admission at NNUH, Mrs Y was living in a 3-bed housing association property caring for her daughter, who also has cancer. Following a referral to District Direct, Mrs Y reported that her property had damp and mould issues. The consultant advised that Ms Y couldn't be safely discharged until alternative housing was found.

The District Direct officer met with Mrs Y and her family, when Mrs Y agreed that joining the register would be the best way to attain an adequate level of housing. The officer helped complete the paperwork and arranged for the consultant to support her application, which resulted in Mrs Y being placed in the highest priority band.

The home authority then contacted the DD officer to say that a suitable 1 bed sheltered flat had just become available. A next day viewing was arranged, and all were impressed by it, and Mrs Y accepted the property. The DD officer also arranged for her previous house to be cleared and made sure Mrs Y was accessing the right financial support. The DD officer also arranged for the local assistance scheme to provide a grant for furniture and the delivery of a fridge to her new address. The Big C charity was contacted following discharge for ongoing support.

### **Families support – A whole centred approach**

**Prior to a sudden death the family were coping well but this tragic event sent the family over the edge. Whilst the family still need to recover after their bereavement, finance is more stable now which has improved their family life.**

A family worker recently supported a single mother that had suffered a bereavement of one of her daughters. She had two more teenage children, and after the sudden death of her daughter had been struggling to cope. She struggled to maintain the family finances and navigate the benefits system.

Through the Help Hub, she was referred to a First Officer for financial support. They jointly worked with the family worker to help improve their financial situation, alongside the support given to ensure the family could grieve. Support from the flexible fund enabled the mother to help pay for some of the funeral costs. The remaining children have also been working with Prospects, a voluntary sector youth team, which provided positive activities to help them with the grieving process.

### **Police – Moving people away from crime**

**The young man concerned had no previous convictions, had been in employment and received significant training. Redundancy led him down the path to offending. He has now been working for six months and has moved into a private rented flat.**

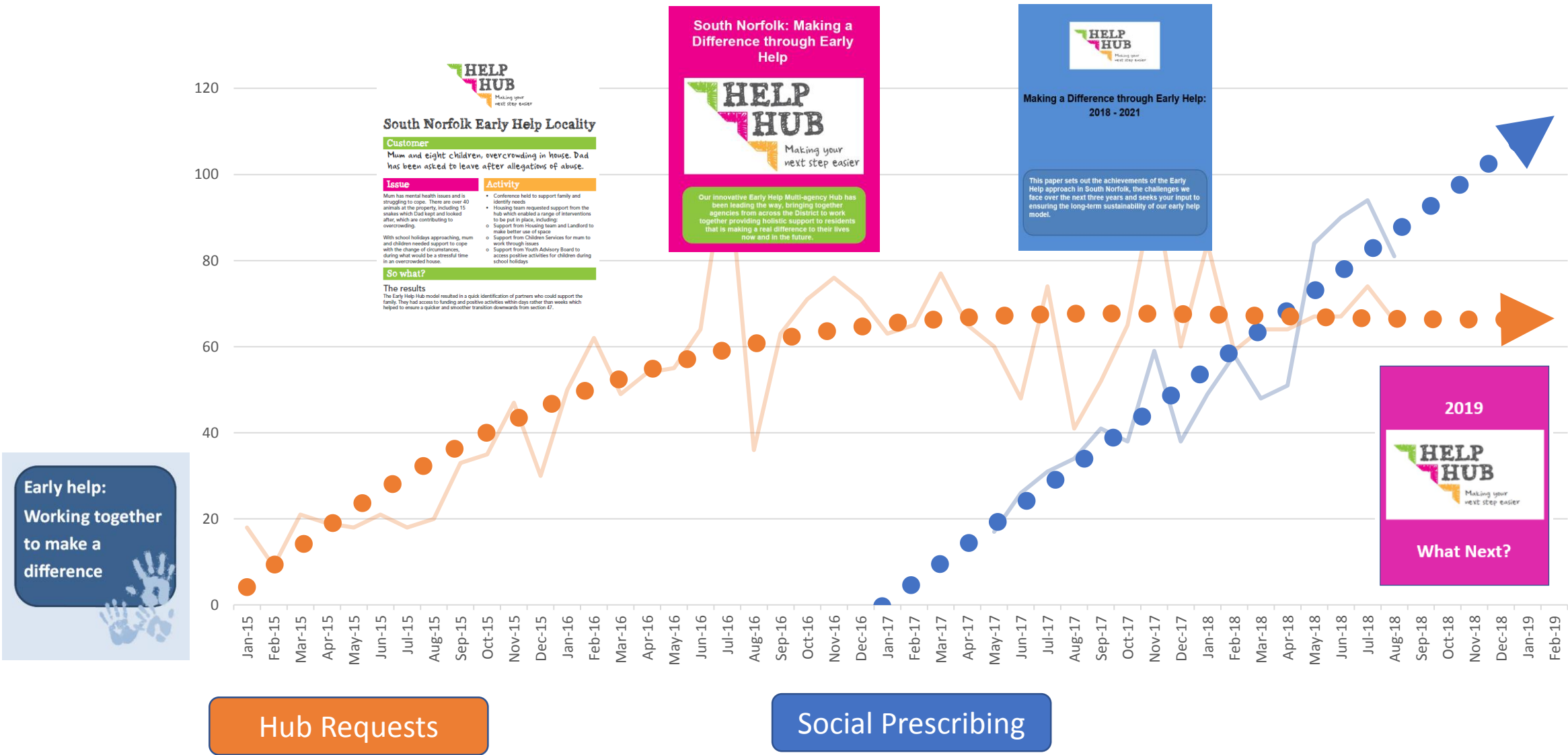
Police requested support for an offender into the Help Hub who had admitted to committing low level crimes to help fund his everyday living costs. He was identified as the offender in a series of thefts from insecure motor vehicles. It transpired that he was entering insecure vehicles in search of money to feed himself.

He was provided with a food bank voucher and support from the Help Hub flexible fund, to buy essential items. He also received benefit advice to ensure he had funds in the interim. He was keen to return to work and through the job service he received help and support in finding employment, being offered a managerial job with a fast food chain. He hasn't committed any further offences since starting employment.



## **The South Norfolk Early Help Model: Key Statistics**

# Early Help Journey so far



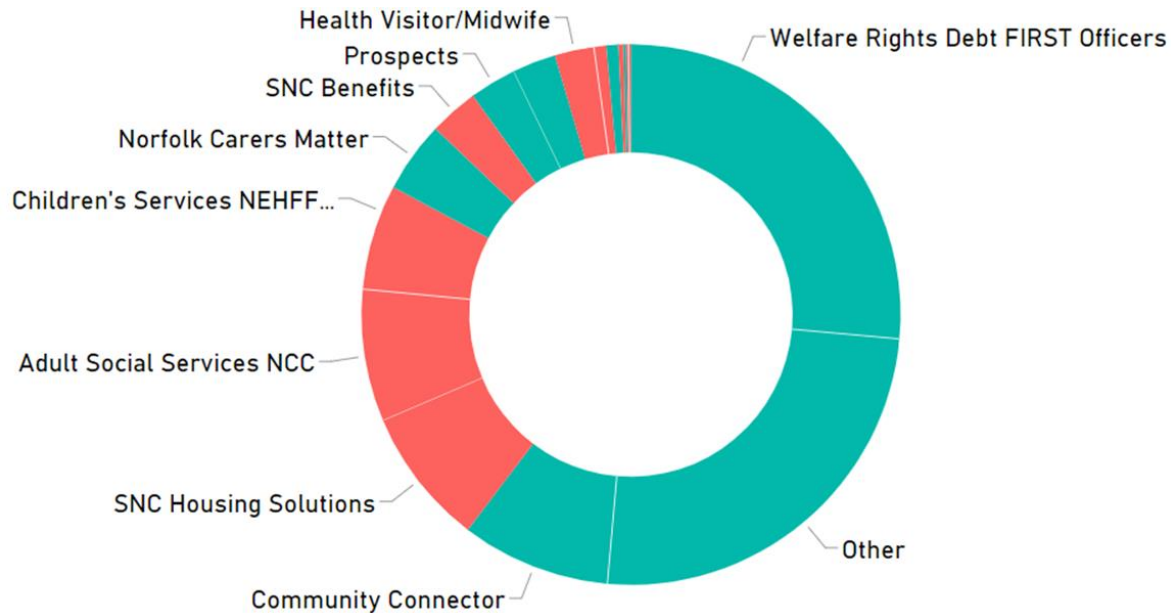


# Destination Agency of All Requests for Support into the Hub

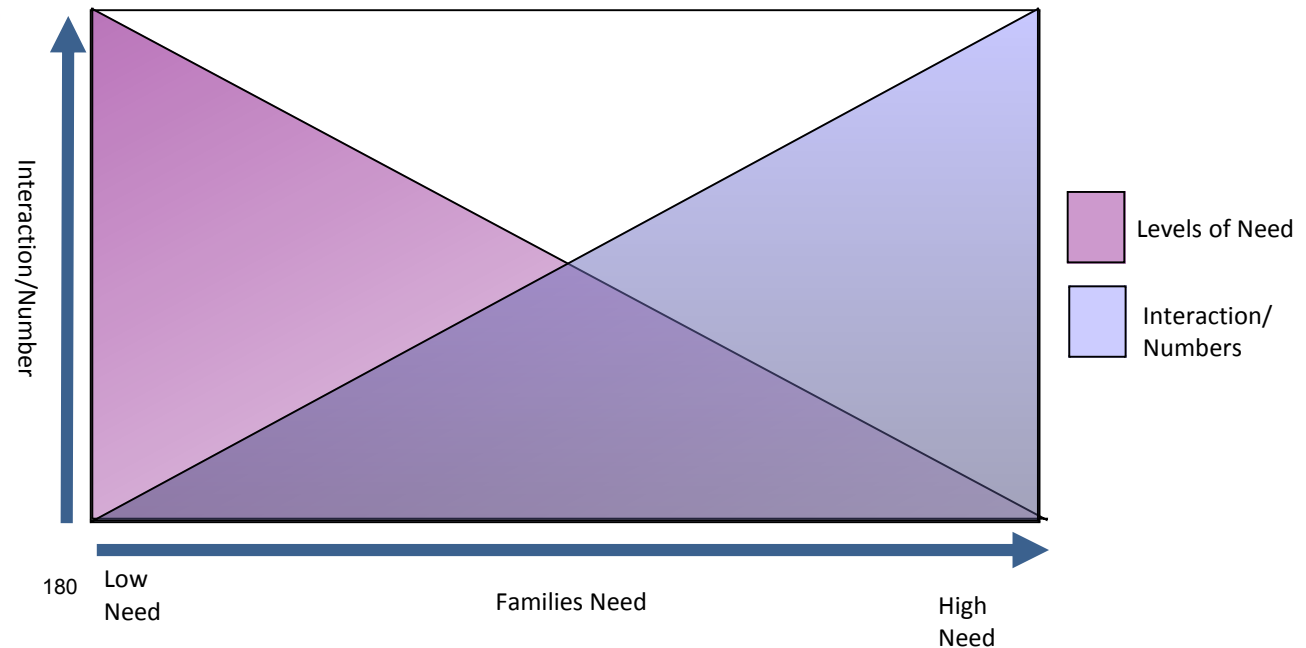
Statutory Services – 20% of Cases



Non-Statutory Services – 80% of Cases



Current Need



# Does the Early Help Model Work?

Is there anything else we can do to help you?

No

Yes

Residents Supported Annually



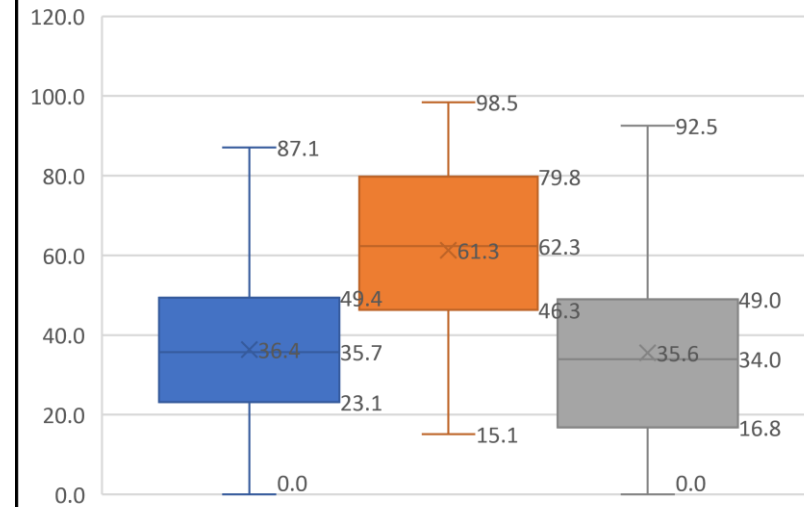
1080 Adults



1150 Children

Age Range Accessing Different Forms of Referral

■ Self ■ SP ■ Agency

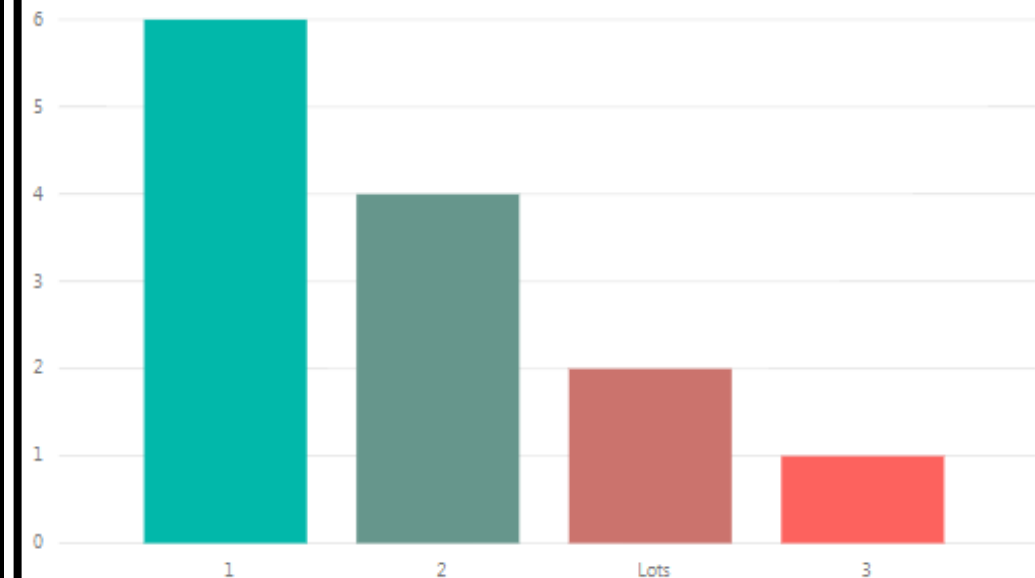


63%

Weren't aware of the service they were referred to before receiving help

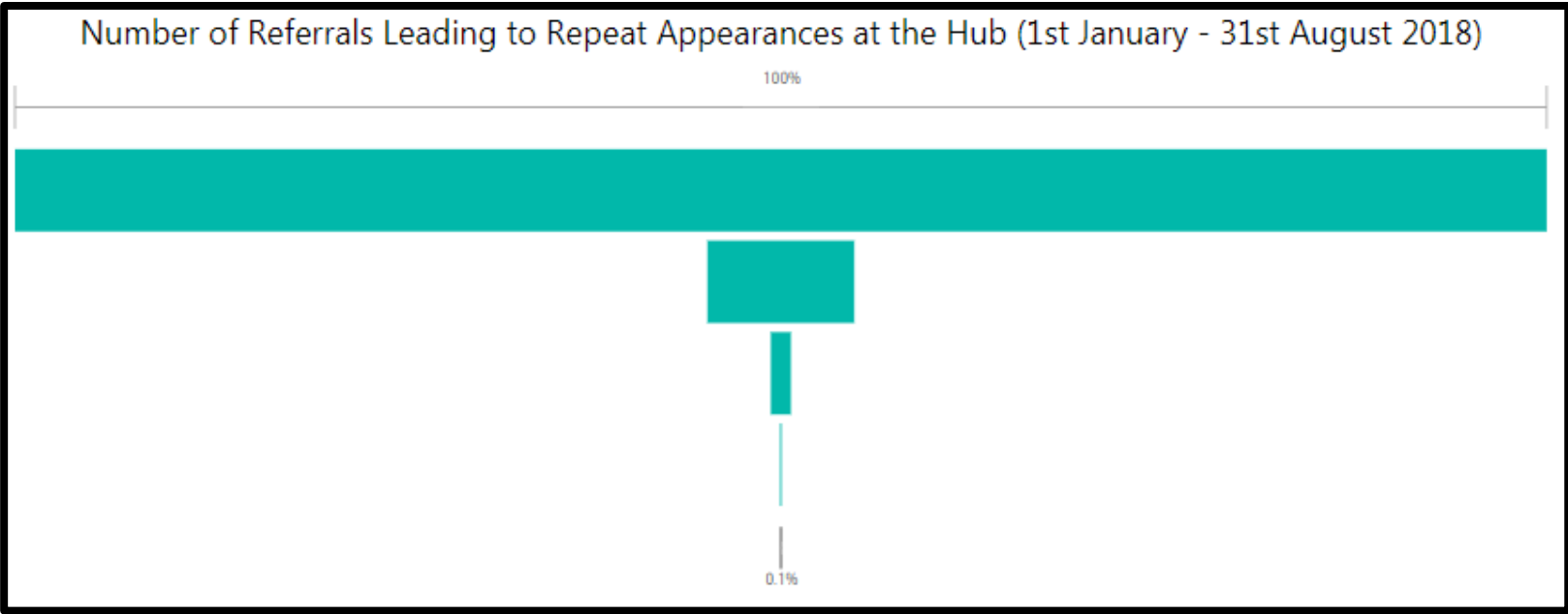
181

How many times did you have to tell your story before accessing help?



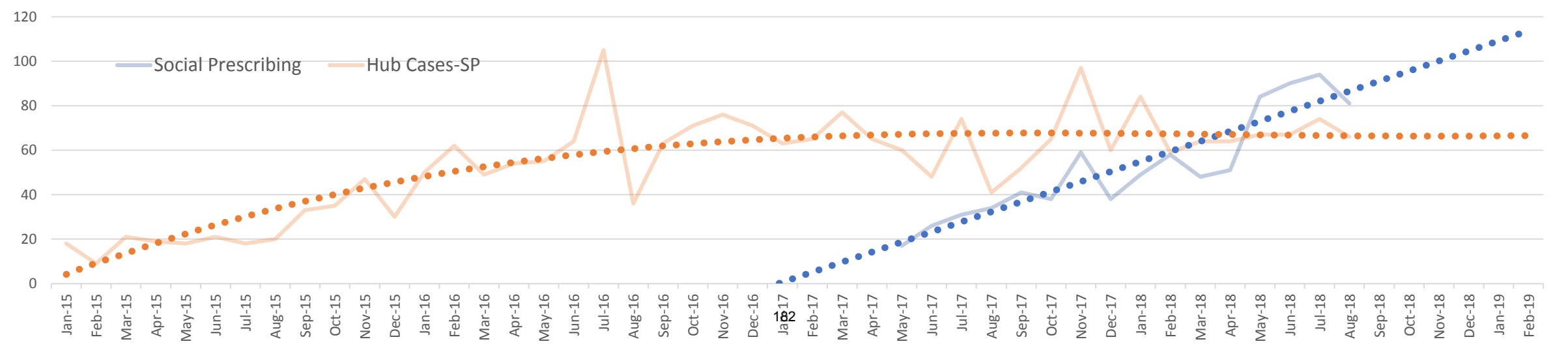
# Does the Early Help Model Work?

- 1<sup>st</sup> Referral (No Repeat) 900
- 1<sup>st</sup> Referral (Leading to Repeat) 95
- 2<sup>nd</sup> Referral 94
- 3<sup>rd</sup> Referral 13
- 4<sup>th</sup> Referral 1



9% of cases re-appear back at the Hub within 8 months, a similar number to statutory services such as housing advice and prevention

Comparison of the Growth in Social Prescribing Cases with the Decrease in Growth of Other Cases Referred Into the Hub



## **User Tariffs for Electric Vehicle Charging Points**

**Report Author:** David Disney  
Operational Economic Development Manager  
01508 533731  
[ddisney@s-norfolk.gov.uk](mailto:ddisney@s-norfolk.gov.uk)

**Portfolio:** Regulation and Public Safety

**Ward(s) Affected:** Long Stratton, Diss, Harleston, Loddon and Wymondham.

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

The purpose of this report is to propose the user tariff and further information for the network of Electric Vehicle Charging Points in South Norfolk.

### **Recommendations:**

1. Cabinet is recommended to approve the tariffs and charges set out in the proposals.
2. Cabinet is recommended to delegate the decision on the final wording of the signage to the Director of Growth and Business Development.
3. Cabinet is recommended to approve the setting up of a reserve for future maintenance of the network.



## **1. SUMMARY**

- 1.1 Following Cabinets approval to install a network of Electric Vehicle Charging Points (EVCP) in car parks across South Norfolk, a procurement process via the ESPO approved framework has been conducted. Further Cabinet approval is now sought to set the user tariffs.

## **2. BACKGROUND**

- 2.1 On 19 March 2018 South Norfolk Council resolved to install a network of 22kW Fast EVCP's in its public car parks across South Norfolk. This decision recognised a projected increase in the sales of Electric Vehicles (EV) as well as taking into account the Governments' target to ban the sale of all internal combustion only powered vehicles by 2040.
- 2.2 In accordance with the Council's resolution, officers conducted a soft market test with several suppliers on the ESPO approved framework. Subsequently all the approved suppliers on the framework were invited to bid for the turnkey solution the Council requires, and the contract has now been awarded to BMM Energy Solutions who use Vattenfall software and Alfen hardware with their package.
- 2.3 The total cost for the contract is £67,852 and a bid has been submitted to the Office for Low Emission Vehicles (OLEV) for grant funding to mitigate up to 75% (£50,889) of the cost of the installation. This leaves a net cost of £16,963 to be funded by the Council. Members have previously agreed a budget of £50,000 to install EVCPs, officers are investigating additional sites for EVCPs on the assumption that the OLEV grant is awarded.
- 2.4 The project is now underway, and the installation of EVCP's to provide 4 bays in each of the Market Towns of Wymondham, Diss, Harleston, Loddon and Long Stratton (20 in total) is planned before Christmas 2018.
- 2.5 Specifically, the EVCP's will be provided in the following car parks:
- Wymondham, Market Street car park.
  - Diss, Weavers Court car park
  - Harleston, Bullock Fair Close car park
  - Loddon, Church Plain car park
  - Long Stratton, Swan Lane car park
- The proposed charging point locations within each car park is set out in Appendix 1.
- 2.6 BMM Energy Solutions use the Vattenfall InCharge 'pay as you go' platform to operate the charging system for the EVCPs, coupled with the Alfen ICU Eve 22kW charge point. This service is accessible to all users without the need for a connection charge. Multiple payment options are available, and the system is totally transparent to the end user.
- 2.7 This system allows the Council to set the tariff and importantly allows us to provide a two-tier system. This means that local residents and permit holders who may not have access to a home charger, can enjoy the benefits of EV ownership with a lower rate at night-time, and daytime users will pay a slightly higher rate in addition to the relevant parking charge where applicable to assist

in covering the service provision.

### **3. Proposed system**

- 3.1 The Vattenfall 'InCharge' Charge Point Operator (CPO) platform is based on an open network with a number of Interoperability and Roaming agreements already in place across Europe, with more agreements coming on line all the time, including other UK operators such as NewMotion, Charge Point Genie and Engenie.
- 3.2 Access to charge points is controlled by both Radio Frequency Identification (RFID) Card and Mobile App. The App allows for instant Pay as You Go (PAYG) access to the network, where a user can scan a QR code to download the App and register for immediate access.
- 3.3 Where the user is for any reason unable to access the network, either by being unregistered for a card or unable to download the App, then the user can call the 24-Hour Customer Service Desk where they can be registered for a card and a remote charge will be instigated for them.
- 3.4 The Open approach of the network means that if the user is already registered for another network and that network has an interoperability agreement in place, then they do not need a further registration in place as their existing network registration will allow them to access the network.
- 3.5 The network will be designed to provide the best value for money for both the Council and the network user. The pricing structure will be designed to provide both a return on the investment for the network installation costs and also to provide a high quality and serviceable network to the users.
- 3.6 The InCharge CPO allows the Council to set the usage tariff and 100% of the network revenue generated will be returned to the Council. There is no requirement for a revenue share for usage of the network and this allows for a lower tariff setting for the usage of the charge point.
- 3.7 By default, the user will not be required to pay a connection charge to access the charge points. The lack of revenue sharing agreements and connection charges is designed to encourage usage of the network and to keep the costs as close as possible to charging at home, thereby encouraging use of the network and to provide as high as possible usage rates of the network itself.
- 3.8 The convenient and cost-effective ability for users to charge their EV's encourages users to make use of the local facilities where the charge points are installed.
- 3.9 It is anticipated that the network will be used by local drivers and tourists looking to charge their vehicles. This will have a direct and positive impact to the local economy and also to the Council as it will increase the utilisation of the charging network.
- 3.10 There are a number of benefits for all parties:
  - a. The network owner, with increased network utilisation.

- b. The EV user, by providing access to competitively priced and reliable charge points.
- c. The local economy with increased footfall in to the local area from EV users.
- d. Local residents and South Norfolk Council permit holders who will have access to a lower cost, overnight charging facility which might otherwise prohibit EV ownership.
- e. The network is designed to be easily expanded to meet future demand as the uptake of EV ownership continues to increase. This will bring demonstrable benefits for all the above-mentioned points and also improve the local air quality.
- f. BMM Energy also work with a number of Green Energy providers which guarantees the electricity used comes either from a renewable source or with Guarantees of Origin, further increasing the benefits of the charging network.

#### 4. PROPOSED CHARGES

##### Current Position in Norfolk

- 4.1 South Norfolk Council is the first district in the area looking to create a network of Fast 22kW EVCP's and as such, there are no local Norfolk providers to compare costs with.
- 4.2 There is provision at a few large retailer's car parks which is offered to customers free of charge as an incentive to shop with them and is invariably at 7kW hr or less, which means only a very partial charge for a normal shopping visit.
- 4.3 Some of the larger public car parks in Norwich have limited provision but most require a membership of the providers network in order to obtain an economical rate for the service. Monthly membership fees for access to a reasonably priced tariff are currently £7.85 per month and other users are subject to a £1.20 per session admin fee. This does make comparisons difficult as different charging mechanisms exist and is not transparent to the user.
- 4.4 A selection of tariffs for local providers is set out below for illustration

Location	Operator	Charge rate	Cost	Connection fee
Chapelfield	Retail car park	7kW hr	FOC, but need to obtain FOB from attendant and pay for parking	None
Rose Lane car park, Norwich	Public car park	7kW hr	FOC but pay for parking	None

Location	Operator	Charge rate	Cost	Connection fee
The Forum	Public car park	7kW hr	FOC but pay for parking	None
Castle Mall	Public car park	3kW hr	FOC but pay for parking	None
Harford Park and Ride	Park and ride / POLAR	3kW and 7kW hr	FOC but pay for parking  ** see 4.3	None for members  PAYG £1.20
Aldi Norwich	Retail car park	3kW hr	FOC for customers	None
ASDA Hall Road	Retail car park / POLAR	7kW hr	FOC for customers  **see 4.3	None for members  PAYG £1.20
Norwich Station	Public car park / POLAR	7kW hr	FOC for customers  **see 4.3	None for members  PAYG £1.20
Ram Meadow, Ipswich	Public car park / POLAR	7kW hr	POLAR members 10.8p / kW hr  **see 4.3 PAYG £1.50 per hour	None for members  PAYG £1.20
St. Edmundsbury BC	Public estate / POLAR	7kW hr	FOC but pay for parking  **see 4.3	None for members  PAYG £1.20
Station Rd car park, Sudbury	Public car park / EV driver	22kW hr	30p per kW hr parking FOC for three hours	50p connection fee

- 4.5 Nationally, there are some Local Authorities which offer a similar PAYG system to the one being recommended, but not with dual tariffs. They are commonly connected to the following two operators and in many cases include a £10 overstay penalty to prevent space blocking after the EV has fully charged.



Operator	Connection charge	Cost per kW hour
GeniePoint	£0.50	£0.30
Polar	£1.20	£0.30 (equivalent)

### South Norfolk Proposal

- 4.6 In an effort to align with the most common PAYG tariff nationally, it is therefore proposed that the daytime rate for all sites is £0.30 per kW hour and a night-time rate to be £0.20 per kW hour.
- 4.7 These tariffs will be aligned with the car park timings meaning that daytime is considered 8:00am to 6:00pm, and night-time is after 6:00pm until 8:00am.
- 4.8 As the Council wishes to be transparent and offer a night-time rate that more accurately reflects a domestic tariff, it is proposed not to adopt a connection fee as this would be financially prohibitive to users relying on the provision for their main charging facility.
- 4.9 The £0.20p night-time rate also reflects the savings residents would make in not having to pay higher standing charges on a domestic tariff or the cost of installation of charging equipment where applicable. (It is also not possible for domestic chargers to provide the Fast 22kW charging rate without a three-phase electricity supply).
- 4.10 The current maximum stay in Short Stay car parks is limited to 4 hours, allowing most EV's to receive a full charge if required. In the Councils' Pay and Display car parks, all EVCP's will be located in Short Stay car parks to provide the best access for visitors and also to provide the most convenient night-time service for residents in the immediate vicinity.
- 4.11 It is proposed to make a daytime overstay charge of £10 after 4 hours to ensure maximum utilisation of the provision and prevent space blocking at all sites. This would be applied automatically (this cost is on top of the cost of charging and the normal car parking charge).
- 4.12 This overstay charge would be communicated to the user in advance by mobile phone text message and give a reasonable return to car time preventing charges being levied inadvertently.
- 4.13 The proposed charging tariff for South Norfolk is therefore as follows:

Daytime tariff	Night-time tariff	Connection Fee
£0.30	£0.20	nil
Overstay charge after 4 hours £10.00	n/a	n/a

- 4.14 The tariffs and conditions will be clearly communicated to users with appropriate painted bay colours and clear signage. The wording and final design will be approved by the Director of Growth and Business Development.

## **5 COSTINGS**

- 5.1 The total supply costs for providing the network including fitting, commissioning, training, set-up costs, licencing, materials and equipment etc. across the five locations is £67,852
- 5.2 The Council has applied for an Office for Low Emission Vehicles (OLEV) grant for up to 75% of the total costs. This grant is subject to the EVCP provision being PAYG and also being accessible at all times to local residents. An 'in principle' positive decision has been given on application and the final decision is expected in December.
- 5.3 The overall cost of the EVCP service provision will be determined by utilisation and usage. 100% of the tariff charged will be returned to the Council and for three years all maintenance and network operational costs are also included in the contract.
- 5.4 The actual tariff the Council will be charged may vary from location to location and from time to time, but the East of England average so far in 2018 has been £0.147p per kW hr. Using this benchmark, would mean a potential surplus of between £0.053p and £0.153p per kW hr to the Council depending on the session being night-time or daytime.
- 5.5 Members are reminded that there will be general overheads to consider with the provision of EVCP's. The Council will need budget for the upkeep and maintenance of the tariff and user instruction signage, coloured bay painting and to allow for potential collision damage to protection barriers and equipment in extreme cases. There may also be a future requirement for amending the parking order for enforcement purposes if abuse of the EV bays becomes an issue. This has the potential to be a costly and lengthy legal process. It is proposed that any surplus is ringfenced to create a reserve for this purpose.

## **6 OTHER OPTIONS**

- 6.1 Other options for the tariff might include:
  - a. charging a higher rate per kW hr
  - b. charging a lower rate per kW hr
  - c. not charging an overstay penalty
- 6.2 Higher rates might be considered excessive when compared to other providers and could therefore lead to reputational damage to the Council.
- 6.3 Lower rates may result in a net loss to the Council in future years when maintenance and network costs need to be taken into consideration and may not provide any scope for future expansion of the network.
- 6.4 Not charging an overstay penalty will mean users can block the EV bay preventing other users from accessing the service. It is a common condition applied in PAYG car parks.

## **7 ISSUES AND RISKS**

- 7.1 There is a risk to the Council that residents may not utilise the EVCP's, especially in the short term. If the grant is fully approved, the Council's financial risk would be initially limited to approximately £16,000. Members have also set aside a ringfenced budget of £50,000 to mitigate this and allow for any contingencies and marketing costs felt required to encourage utilisation.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There is potential for an initial loss of car parking income caused by underutilisation of the bays in the early years. There is also the need to provide for the maintenance or possible further expansion of the network in the future as demand increases.
- 8.2 In the unlikely event that OLEV do not grant all the funding anticipated for the initiative there will be an additional cost to the Council for the implementation of the project. This potential cost is unknown until the OLEV decision is announced.
- 8.3 The above risks would be mitigated by the ringfenced budget set aside for contingencies.

## **9. LEGAL IMPLICATIONS**

- 9.1 Following the introduction of the EVCPs a change to the parking order may be required in the future to allow for enforcement of non EV's taking EV only bays. Like other authorities, this will be subject to an initial trial and the expectation is that the majority of users will respect the signage and bay colours.

## **10. EQUALITIES IMPLICATIONS**

- 10.1 The initiative has no implications for equality.

## **11. ENVIRONMENTAL IMPACT**

- 11.1 The initiative will have a positive effect on the environment by reducing the carbon footprint of vehicles. There will also be a measurable improvement in air quality which will improve the enjoyment of our car parks and Market Towns for all users.

## **12. CRIME AND DISORDER**

- 12.1 The EVCP's operate on a cashless basis and the structures have proven to be robust in similar installations throughout Europe, so no special impact is expected from theft or vandalism.

## **13. CONCLUSION**

- 13.1 The introduction of EVCP's in South Norfolk will have a positive impact in

encouraging the use and purchase of Electric Vehicles and the associated benefits to all residents as a result. The innovative and scalable nature of this provision will provide for reasonable expansion of the network without the need for additional groundworks. The implementation of a tariff that allows potential for the service to be operated on a cost neutral basis reduces the risk to this council.

#### **14. RECOMMENDATIONS**

1. Cabinet is recommended to approve the tariffs and charges set out in the proposals.
2. Cabinet is recommended to delegate the decision on the final wording of to the signage to the Director of Growth and Business Development.
3. Cabinet is recommended to approve the setting up of a reserve for future maintenance of the network.

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#### **Appendices**

Appendix 1 - Proposed Electric Vehicle Charging Point locations

#### **Background Papers**

Cabinet 19 March 2018 – Electric Vehicle Charging Points in our Market Towns



## Appendix 1 - Proposed Electric Vehicle Charging Point locations

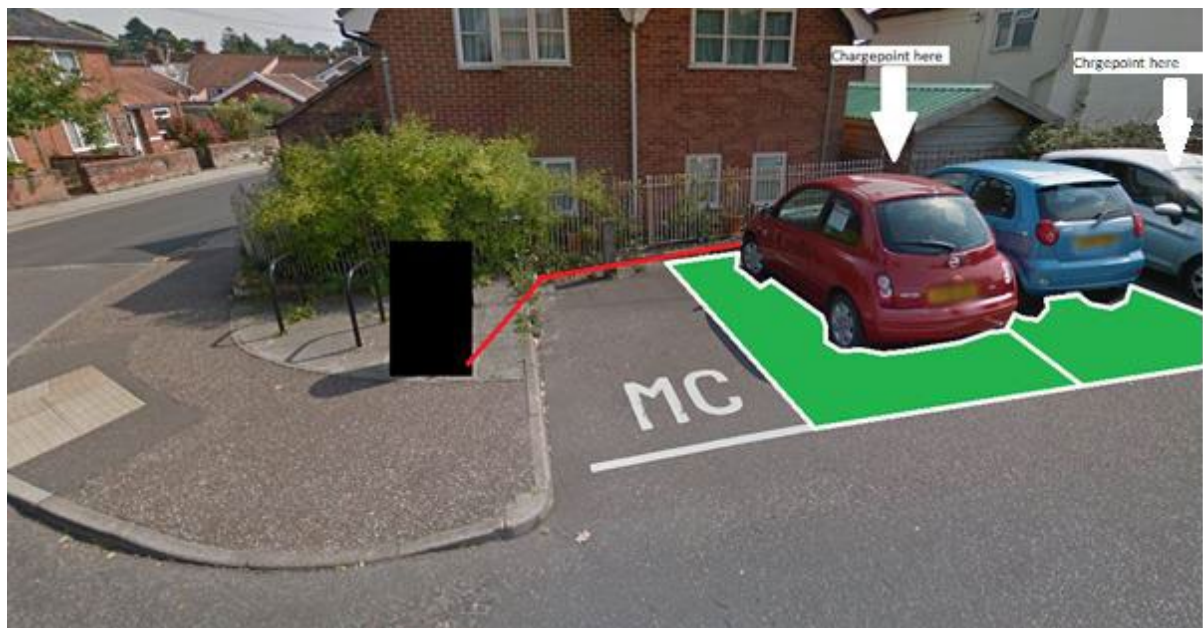
### Market Street Car Park, Wymondham



### Weavers Court Car Park, Diss



Bullock Fair Close Car Park, Harleston



Church Plain Car Park, Loddon





Swan Lane Car Park, Long Stratton



## **South Norfolk Council Response to Norfolk County Council Budget Consultation 2019/20**

**Report Author(s):** Sinead Carey, Policy and Transformation Officer,  
533661

**Portfolio:** External Affairs

**Ward(s) Affected:** All

**Purpose of the Report:** This report summaries the main proposals made in Norfolk County Councils budget consultation for 2019/20 and recommends how South Norfolk Council (SNC) should respond.

### **Recommendations:**

To note the letter from the Leader of South Norfolk Council to the Leader of Norfolk County Council in Appendix A.



## 1. SUMMARY

- 1.1 Norfolk County Council (NCC) are consulting on their budget proposals for 2019/20.
- 1.2 Responses are due by the 23 December 2018, with the budget for 2019/20 being set on 11 February 2019 at NCC's Full Council meeting. The individual consultation proposals can be found [here](#).
- 1.3 This report summaries the main proposals made in the consultation and recommends how South Norfolk Council (SNC) should respond. We have also explored the opportunity of submitting a joint response with Broadland District Council, but it was felt at this time that individual responses would be most appropriate.

## 2. BACKGROUND

- 2.1 NCC has saved £364 million since 2011/12 (including £246m of efficiency savings) and proposes to save £79m for 2019/20 to 2021/22. NCC has also identified that they are now finding ways to bridge their remaining gap of £45.98m.
- 2.2 In 2017, County agreed their strategy for 2018-2021 called 'Norfolk Futures', which outlines the Councils commitment to playing a leading role in:
  - Building communities we can be proud of.
  - Installing infrastructure first.
  - Building new homes to help young people get on the housing ladder.
  - Developing the skills of our people through training and apprenticeships.
  - Nurturing our growing digital economy.
  - Making the most of our heritage, culture and environment.
- 2.3 These commitments are well aligned to SNC's corporate priorities:
  - **Economic Growth, Productivity and Prosperity:**  
*Providing the conditions to stimulate growth, productivity and prosperity, sharing the benefits of growth with our communities.*
  - **Health, Well-being and Early Help**  
*Proactively working with communities to provide help at the earliest opportunity and enhancing the health and well-being of our residents*
  - **Place, Communities and Environment**  
*Improving the quality of life of our communities and enhancing the built and natural environment in our towns and villages.*
- 2.4 As part of their strategy, NCC have also outlined their transformation approach which is similar to the ethos of SNC in that they will look to prevention, early help, making best use of digital technology and using evidence and data to target their work in order to make efficiencies and savings.

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

3.1 Key budget proposals within NCC's consultation include:

- Increasing council tax by 2.99% in 2019/20.
- Changes to Adult Social Care charging policy including; using different rates of Minimum Income Guarantee and changes to the Personal Independence Payment (PIP).
- Norfolk Records Office - service changes and reduction of searchroom hours.

3.2 NCC have highlighted that the changes to the Adult Social Care charging policy will have an impact on the financial contribution that people might have to make towards their care. A full analysis on the impacts can be found in NCC's consultation documents [here](#).

### **4. PROPOSED ACTION**

4.1 The proposed response to NCC's budget consultation can be found in appendix A. In summary, the response highlights how we would like to continue to work in partnership to ensure that savings are achieved jointly across the public sector as a whole and how we would take the opportunity to continue to work together on key initiatives on growth, health and well-being.

### **5 OTHER OPTIONS**

5.1 The alternative option is to not submit the response as outlined in appendix A.

### **6 ISSUES AND RISKS**

6.1 **Resource Implications** – There are potential financial risks to SNC if the County Council proposals increase demand for our services, particularly at a time when we are considering how we can best adapt to the changing funding environment. However, this has to be balanced with the opportunity to work more closely together to deliver savings through improved service delivery, which will have a positive impact on our residents and businesses.

### **7 CONCLUSION**

7.1 South Norfolk Council wants to continue to work collaboratively with the County Council to deliver on key savings and work on strategic issues as partners. Therefore, it is proposed to submit the response as outlined in appendix A.

### **8 RECOMMENDATIONS**

8.1 That Cabinet notes the letter from the Leader of South Norfolk Council to the Leader of Norfolk County Council in Appendix A

## Appendix A



Councillor John Fuller

South Norfolk Council  
Cygnet Court  
Long Stratton  
Norwich  
NR15 2XE

Councillor Andrew Proctor  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

**DATE**

Dear Cllr. Proctor,

### **Norfolk County Council Budget Consultation – South Norfolk Council Response**

Thank you for providing the opportunity for South Norfolk Council to comment on your budget proposals for 2019/20.

Norfolk County Council continues to be a valued partner of our organisation and over the past few years, there are many examples of how we have successfully worked together to achieve our similar priorities. From developing preventative approaches through the early help hub to our joint working to drive growth across the region, we have continued to ensure we deliver the right services for our residents.

As you know, Broadland and South Norfolk Councils recently agreed to move ahead with becoming a single paid service with one joint officer team and we have a focus on stimulating growth across the region, providing support to our most vulnerable residents and sharing the benefits of growth with our wider communities.

With the reduced funding for local government as a whole, we fully appreciate the difficult situation the County Council faces when it comes to balancing the demand on key services, whilst ensuring that we continue to deliver quality services to those who need it the most.

Local government is entering a period of unprecedented uncertainty in terms of its key funding streams. The Comprehensive Spending Review, Fair Funding Review

and Business Rates Retention represent an opportunity for Government to address the funding challenges facing Norfolk. We therefore value the joint work we have done this year with other Councils on making our collective case directly to HM Treasury, MHCLG and Norfolk MPs, and hope that this will continue.

We have taken the opportunity below to capture our main responses to your consultation:

**Council Tax** – whilst we would want to see Council Tax kept low for our residents, we understand that there is a need to ensure there is the right level of funding in place to support key services to residents. We would therefore also welcome the County Council's support in promoting the District Councils' Network's call for a 3% prevention precept for district councils to central government. This would recognise the significant role that district councils play in prevention - reducing demand on adult social care and primary health services and improving outcomes for our residents.

**Sharing of savings and ensuring cuts do not negatively impact on the wider system** – whilst we recognise the difficult decisions that the County Council has to make in terms of a reduction in local government funding, it is important that any cuts made do not increase pressure on services provided by the wider public-sector system.

In recent years, we have seen the number of younger people accessing our early help services increasing. We want to make sure that we support our younger people to have the best life opportunities and would want to ensure that any changes made to the adult social charging policy, particularly with regard to the reduction of the Minimum Income Guarantee (MIG) for younger people, should take this into account.

**Driving economic growth across a wider scale** – we would welcome the opportunity to continue to work closely with County, ensuring growth and key infrastructure projects are realised for the benefit of the county as a whole. Moving forward, it will be important to recognise the valuable role that all parts of Norfolk play in supporting the growth of the region and promote the growth opportunity of Greater Norwich. It is forecasted that in 2017/18, South Norfolk will invest over £1.1m into the business rates pool to support economic growth in our area.

**Collaborating on key strategic issues** – working together through locality-based working, we can continue to find solutions to strategic issues which impact upon our residents, which go beyond organisational structures.

As ever, we could welcome the opportunity to discuss the proposals as set out in your consultation in more detail and new opportunities to work together with your Members and officers. We look forward to continuing our joint working and to hearing the outcome of your budget consultation.

Yours sincerely

**Cllr. John Fuller**  
**Leader of South Norfolk Council**



## CABINET CORE AGENDA 2018/19

	<b>Decisions: Key, Policy, Operational</b>	<b>Key Decision/Item</b>	<b>Lead Officer</b>	<b>Cabinet Member</b>	<b>Exempt Y/N</b>
<b>10 Dec</b>	O	<i>Conservation Area Boundaries and Appraisals for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham.</i>	<i>C Bennett</i>	<i>L Neal</i>	<i>N</i>
	K	<i>Electronic Vehicle Charging Points</i>	<i>D Disney</i>	<i>M Edney</i>	<i>N</i>
	K	<i>Council Tax Support Scheme</i>	<i>R Dunsire</i>	<i>Y Bendle</i>	<i>N</i>
	O	<i>Developing the Early Help Model</i>	<i>M Pursehouse</i>	<i>Y Bendle</i>	<i>N</i>
	O	<i>Member-Led Grants</i>	<i>M Pursehouse</i>	<i>K Kiddie</i>	<i>N</i>
	O	<i>SNC Response to NCC's Budget Proposals for 2019/20</i>	<i>S Dinneen</i>	<i>J Fuller</i>	<i>N</i>
	K	<i>Proposed Sale of Commercial Property</i>	<i>D Seaton</i>	<i>M Edney</i>	<i>Y</i>
	K	<i>Leisure Core Pricing Proposals</i>	<i>S Goddard</i>	<i>Y Bendle</i>	<i>Y</i>
<b>Council 10 December</b>					
<b>7 Jan 2019</b>	O	Disabled Facilities Grants	T Cooke	Y Bendle	N
	O	Medium Term Financial Plan – Impact of LG Settlement	M Fernandez Graham	M Edney	N
	O	Greater Norwich Five Year Investment Plan	D Lorimer	J Fuller	N
<b>4 Feb</b>	O	Performance, Risks, Revenue and Capital Budget Position Report for Quarter Three 2018/19	E Pepper/M Fernandez-Graham/ E Goddard	M Edney	N
	K	2019/20 Business Plan	E Pepper	M Edney	N
	O	Budget Consultation 2019/20	J Brown	M Edney	N
	K	Revenue Budget, Capital Programme and Council Tax 2019/20	M Fernandez-Graham	M Edney	N
	K	Treasury Management and Capital Strategy 1 April 2019 to 31 March 2022	M Fernandez-Graham	M Edney	N
	K	Waste Re-optimisation	D Lorimer	K Mason Billig	N
<b>Council 18 February 2019</b>					
<b>25 March</b>					

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.