

Annual Council Agenda

Members of the Council

Cllr K A Vincent (Chairman)	Cllr B Cook Cllr J K Copplestone Cllr A D Crotch Cllr D King Cllr S Lawn Cllr K E Lawrence Cllr J J Emsell Cllr J F Fisher Cllr R M Grattan Cllr S C Gurney Cllr N J Harpley Cllr D G Harrison Cllr L H Hemsall	Cllr S I Holland Cllr N C Karimi-Ghovanlou Cllr K S Kelly Cllr J Leggett Cllr K G Leggett MBE Cllr I J Mackie Cllr T M Mancini-Boyle Cllr I N Moncur Cllr M L Murrell Cllr J A Neesam Cllr G K Nurden Cllr G Peck Cllr S M Prutton	Cllr S Riley Cllr D Roper Cllr C E Ryman-Tubb Cllr N C Shaw Cllr M D Snowling MBE Cllr L A Starling Cllr D M Thomas Cllr J L Thomas Cllr S A Vincent Cllr S C Walker Cllr J M Ward Cllr F Whymark
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Date & Time:

Thursday 27 May 2021 at 7pm

Place:

To be hosted at: Octagon Barn, The Octagon, Hospital Road,
Little Plumstead, Norwich NR13 3FH

Signed: Trevor Holden – Managing Director 19 May 2021

Contact:

Dawn Matthews – tel: (01603) 430404 Email: committee.services@broadland.gov.uk
Website: www.broadland.gov.uk

PUBLIC ATTENDANCE:

You may register to speak or observe this meeting by emailing committee.services@broadland.gov.uk no later than 5pm on Monday 24 May 2021. Please see further guidance on the options for public speaking at page 2 of the agenda. Places will be limited.

Large print version can be made available

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

AGENDA

1. **Personal Tribute** – to stand for a minutes silence in tribute to Mrs C Bannock who died recently. Claudette was first elected to the Taverham Ward in 2000 and served on a variety of Committees before standing down in 2019. She served as Vice-Chairman of the Council (2009-2011) and as Chairman of the Council (2011-2012). She will be particularly remembered as an enthusiastic Member Champion for Sport (2010-2019);
2. **Presentation by the Chairman of the Council to her chosen charity Big C;**
3. **Appointment of Chairman** – to appoint a Chairman of the Council for 2021/22;
(followed by a vote of thanks and presentation to the retiring Chairman)
4. **Appointment of Vice-Chairman** – to appoint a Vice-Chairman of the Council for 2021/22;
5. **To receive declarations of interest from members;**
(guidance and flow chart attached – page 7)
6. **To report apologies for absence;**
7. **To confirm the minutes of the meeting on 25 February 2021;**
(minutes attached – page 9)
8. **Matters arising from the minutes;**
9. **To receive Announcements from:**
 - 9.1 The Chairman (list of engagements attached – page 31)
 - 9.2 Head of Paid Service
10. **Election of Leader** – to appoint a Leader for 2021/22;
Following the appointment, the Leader will announce the names and designations of the Cabinet Members for 2021/22;
11. **Monitoring Officer Report** – to consider the report of the Monitoring Officer including appointments of Committees and Panels, and Chairmen and Vice-Chairmen, for 2021/22;
(report attached – page 32)
12. **Appointments to Outside Organisations** - to consider the proposed appointments for 2021/22;
(report attached – page 54)
13. **Appointment of Member Champion** – to confirm the appointment recommended by the Member Development Panel of Cllr Ken Kelly as the Member Champion for the Armed Forces;
14. **Scheme of Delegation** - to agree the Scheme of Delegation as set out in Part Three of the Constitution (link to the scheme at:
https://www.broadland.gov.uk/downloads/file/984/part_3_-_responsibility_for_functions)

15. Council Meetings for 2021/22 - to approve the following dates for Council meetings:
22 July 2021, 30 September 2021, 9 December 2021, 20 January 2022, 24 February 2022, 31 March 2022 and 26 May 2022;

16. Questions from the Public - to consider any questions received from members of the public in accordance with Procedural Rule 10;

17. Public Speaking – to consider representations from the members of the public who have expressed the wish to convey their views on items on this agenda (note: In accordance with the Constitution a total period of 15 minutes is allowed - each speaker may speak for 3 minutes only);

18. Overview and Scrutiny Committee – to receive the minutes of the meetings held on:

18.1	9 March 2021	(minutes attached – page 59)
18.2	30 March 2021	(minutes attached – page 67)
18.3	13 April 2021	(minutes attached – page 74)

The following matter arising from the 30 March meeting needs consideration by Council:

- **Minute no: 250 – Overview and Scrutiny Committee Annual Report 2020/21** – to note the annual report of the Overview and Scrutiny Committee; (report attached – page 85)

19. Cabinet - to receive the minutes of the meetings held on:

19.1	16 March 2021	(minutes attached – page 101)
19.2	20 April 2021	(minutes attached – page 109)

The following matters arising from the 20 April meeting need consideration by Council:

- **Minute no: 227 – Endorsement of the Norfolk Strategic Planning Framework Update** – to consider endorsing the update to the Norfolk Strategic Planning Framework and remain a signatory to the document; (framework attached – page 123)
- **Minute no: 229 – Review of Policies** – to consider adopting the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy and the Whistleblowing Policy; (policies attached – page 232)
- **Minute no: 230 – Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout** – to consider the recommendations from Cabinet to proceed with a s278 agreement/compulsory purchase order to secure the construction of the proposed roundabout;

20. Audit Committee - to receive the minutes of the meeting on 11 March 2021;
(minutes attached – page 276)

The following matter arising from the 11 March meeting needs consideration by Council:

- **Minute no: 69 - Annual Report of the Audit Committee** - to approve the annual report; (report attached – page 281)

21. Planning Committee - to receive the decisions of the meetings on:

21.1	24 February 2021	(decisions attached – page 286)
21.2	24 March 2021	(decisions attached – page 287)
21.3	21 April 2021	(decisions attached – page 288)

22. Outside Organisations – to consider reports from members appointed to represent the Council on outside organisations; (report attached – page 289)

23. Questions from Members – to consider the following question received in accordance with Procedural Rule 12.4;

23.1 Question from Cllr D Roper to the Leader:

An accommodation review is highlighted as a next step in the collaboration project in the “our collaboration” document recently circulated to members.

Will the leader please give an outline of how the review will be conducted and in particular when and how elected members will be involved both in the review itself and how any final decisions are made.

24. Motions – to consider the following motion in accordance with Procedural Rule 13

Proposer: Cllr T Mancini-Boyle

Seconder: Cllr J Leggett

The Leader of the Council notes:

While such extreme occurrences recently reported with the murder of Sarah Everard in Clapham are thankfully rare, it has brought the issue of street harassment into sharp focus. Women and other groups will share the anxiety of not being able to walk alone without concern for their safety.

- Street harassment is a form of harassment, primarily sexual harassment that consists of unwanted sexualised comments, provocative gestures, honking, being whistled at, indecent exposures, stalking, persistent sexual advances and touching by strangers, in public areas such streets, shopping malls and public transport.*
- Street harassment does not only include actions or comments that have a sexual connotation but can also frequently include homophobic and transphobic slurs, and verbal abuse referencing race, religion, class and disability.*

Whilst predominantly affecting women, many people will have experienced street harassment at some point in their lives and will use avoidance tactics such as crossing the road, circumventing public spaces and even not going out alone.

The Government’s Crime and Justice Taskforce has said it will take immediate steps following the recent high profile recent event to give further reassurance to women. Among them is an additional £25m for better lighting, CCTV and a pilot-scheme which would see plain-clothes officers in pubs and clubs. This is to be welcomed.

This council proposes that:

- *The remit of the Community Safety Champion is extended to explicitly cover Safer Streets and to*
 - *work in partnership with Norfolk Police to create a successful bid from the Safer Streets Fund*
 - *work closely with Public Protection Partners, Norfolk Police and Town Centre managers to challenge and eradicate street harassment in our district*
 - *seek to develop better public awareness of what constitutes street harassment and unacceptable behaviours*
 - *work with our two Broadland MP's to seek further powers for our police forces to take appropriate action where street harassment is witnessed or reported.*

Guidance on Public Speaking

All public speakers are required to register a request to speak at public meetings by the date / time stipulated on the relevant agenda. Requests should be sent to:
committee.services@broadland.gov.uk

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that due to the current rules on social distancing, the Council cannot guarantee that you will be permitted to attend the meeting in person. Democratic Services will endeavour to ensure that public attendance is allocated as fairly as possible within the constraints of the places available.

All those attending the meeting in person must sign in on the QR code for the building and promptly arrive at, and leave the venue. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your public speaking registration has been accepted.

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.

<p>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.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> 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 <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>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.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>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.</p>

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of a meeting of the **Council** held remotely on **Thursday 25 February 2021** at **7.00pm**.

A roll call was taken and the following members were present:

Cllr K A Vincent – Chairman

Cllr A D Adams	Cllr D Harrison	Cllr G K Nurden
Cllr S C Beadle	Cllr S I Holland	Cllr S M Prutton
Cllr N J Brennan	Cllr N C Karimi-Ghovanlou	Cllr S Riley
Cllr D J Britcher	Cllr K S Kelly	Cllr D Roper
Cllr P E Bulman	Cllr D King	Cllr C E Ryman-Tubb
Cllr S J Catchpole	Cllr S Lawn	Cllr N C Shaw
Cllr S M Clancy	Cllr K E Lawrence	Cllr M D Snowling
Cllr J K Copplestone	Cllr J Leggett	Cllr D M Thomas
Cllr A D Crotch	Cllr K G Leggett	Cllr J L Thomas
Cllr J Emsell	Cllr I J Mackie	Cllr S A Vincent
Cllr J F Fisher	Cllr T M Mancini-Boyle	Cllr S C Walker
Cllr R Foulger	Cllr M L Murrell	Cllr J M Ward
Cllr N J Harpley	Cllr J A Neesam	Cllr F Whymark

Also attending were the Managing Director, the Director of Resources, the Director of Place, the Director of People and Communities, the Assistant Director Governance & Business Support (Monitoring Officer), the Assistant Director Finance & Chief Financial Officer (Section 151 Officer), the Governance Manager and the Democratic Services Officers (DM & LA).

229 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

No declarations were made.

230 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Cook, Cllr R M Grattan, Cllr S C Gurney, Cllr L H Hemsall, Cllr G Peck, Cllr I N Moncur and Cllr L A Starling.

231 MINUTES

The minutes of the meeting on 14 January 2021 were, by way of a roll call, confirmed as a correct record and signed by the Chairman subject to a correction to the spelling of Cllr Whymark on page 11.

232 MATTERS ARISING

No matters were raised.

233 ANNOUNCEMENTS

The Chairman stated she wished to take the opportunity to recognise and thank the one-officer team who not only continued to provide the services expected from the Council but were going above and beyond to reach out to those residents in need and to support businesses in these challenging times.

On behalf of all members she wished to formally record thanks to the one officer team during this challenging time and asked the Managing Director to pass on these thanks. She also expressed her gratitude to the community groups in the district for all their efforts to step up once again to support their communities at this time.

Members noted the civic engagement undertaken by the Chairman of the Council since the last meeting.

The Vice Chairman expressed his appreciation to all those involved in protecting the community at this time and for the help and assistance being offered to residents. He also expressed his appreciation for the measures being put in place to encourage people to take up their vaccinations when offered. The vaccination programme would be a critical element in the recovery and a return to social events and travel.

The Leader of the Council (Cllr Vincent) updated members on the latest position with COVID. Numbers of cases were now down and preparations were in place to respond to the staged release from lockdown announced recently. The vaccination programme continued to offer hope and was progressing well with 40% of adults over 16 now having had their first dose. He reminded everyone that there was still a long way to go and current support work would need to continue and he thanked everyone for the work being undertaken. An example of this work recently involved the one-officer team responding to a situation of an outbreak of the South African variant in Norfolk and demonstrating resilience and capacity in meeting the challenge of leading the delivery of a testing programme and supplying testing kits to residents. The Council would continue to work with partners in driving the local recovery in accordance with the Government's recently announced road map out of lockdown.

Members heard reference made to the fact that offers of vaccinations several miles away was due to a glitch in the system.

The Portfolio Holder for Finance (Cllr Mancini-Boyle) reported on the welcome news that the latest tranche of the governments business support grants had

been offered to over 960 businesses in the district with grants totalling circa £2 ¼ m reaching those businesses by 26 February which was an astonishing achievement.

The Portfolio Holder for Economic Development (Cllr Copplestone) welcomed the forthcoming opening of non-essential businesses on 12 April. She thanked officers involved in the roll out of the business support grants referred to above.

The Portfolio Holder for Environmental Excellence (Cllr J Leggett) expressed her thanks to the waste and recycling crews who had continued to deliver services during the recent period of snow and she thanked residents for their understanding of any disruption to collections.

The Portfolio Holder for Housing and Wellbeing (Cllr Whymark) referred to the recent collaborative work undertaken with external consultants Campbell Tickell to develop a “best in class housing offer” and that this work now appeared on the consultant’s website as a case study. He undertook to send members a link to the webpage.

The Managing Director thanked members for their appreciation of the efforts of staff at this time which he undertook to pass on. A number of staff were now working within the NHS and alongside other partners to support the response to the pandemic. He drew member’s attention to a number of key dates:

21 March – Census day and all were encouraged to respond to the Census and to contribute to the collection of valuable information which helped shape services to residents.

6 May elections – Residents would be able to vote in person, by post or by proxy as normal and with Covid secure measures in place. The last date for registering to vote was 19 April and the deadline for applications for postal votes was 5pm on 20 April.

234 QUESTIONS FROM THE PUBLIC

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

235 PUBLIC SPEAKING

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

236 OVERVIEW AND SCRUTINY COMMITTEE

The minutes of the Overview and Scrutiny Committee meetings on 26 January 2021 and 2 February 2021 were received.

237 CABINET

The minutes of the Cabinet meeting on 12 January 2021 were received. (It was noted that the matters referred to Council at minute no: 184 had been resolved at the Council meeting on 14 January 2021.)

The minutes of the Cabinet meeting on 9 February 2021 were received and the following matters considered:

Minute no 193: Revenue Budget and Council Tax 2021/22 (see minute no 239 below)

Minute no 194: Capital Budget Strategy and Capital Programme 2021/22 to 2025/26 (The Chairman stated it was her intention to alter the order of business on the agenda to consider this item at minute no 239 below as they were intrinsically linked.)

Minute no 195: Treasury Management Strategy Statement 2021/22

The Portfolio Holder for Finance invited Council to consider the recommendations from Cabinet in relation to the Council's approach to management of its borrowing, investments, cash flow, banking, money market and capital market transaction and the effective control of the associated risks and performance, all of which were managed in accordance with relevant guidelines. The Council's current capital expenditure plans continued to indicate no need to borrow but sources including the recently added Municipal Bonds Agency were listed if needed. The Portfolio Holder for Finance proposed, duly seconded that Council to support the recommendations of Cabinet subject to an amendment to remove Hong Kong from the list of approved countries for investments. A further suggestion was made that Abu Dhabi (UAE) also be excluded from the list which was accepted by the proposer and seconder.

In response to concerns raised by a member that it appeared that no mention had been made to risks in relation to environment/social/governance as legally obliged to do so, the Portfolio Holder and the Section 151 Officer confirmed that the Treasury Management Strategy Statement had been prepared in accordance with all the appropriate guidance and they were not aware of any issues but the Section 151 Officer undertook to discuss the matter further with the member after the meeting to gain a better understanding of their concern.

In answer to a question, the Section 151 Officer outlined the current levels of investment held by the Council in each country.

It was then, by way of a roll call,

RESOLVED

to approve

- (1) The Treasury Management Strategy Statement 2021/22;
- (2) The Treasury Management Policy Statement 2021/22 (attached at appendix 1 to the signed copy of these minutes);
- (3) The Annual Investment Strategy 2021/22 attached at appendix 2 to the signed copy of these minutes);
- (4) The Treasury Management Practice (TMP1) attached at appendix 3 to the signed copy of these minutes);
- (5) The Treasury Management Scheme of Delegation attached at appendix 4 to the signed copy of these minutes);
- (6) The Prudential Indicators (attached at appendix 5 to the signed copy of these minutes);
- (7) The Minimum Revenue Provision (MRP) Statement attached at appendix 6 to the signed copy of these minutes).

Minute no 197: Greater Norwich Growth Board: Joint Five Year Investment Plan

The Leader invited Council to support the recommendation from Cabinet to approve the Greater Norwich Joint Five Year Infrastructure Investment Plan 2021-2026 and the allocation of CIL to 4 specified projects, which would form the 2021/22 Annual Growth Programme (AGP); the allocation of £2m to support the Education Capital Programme within Greater Norwich; and the allocation of an additional £341,000 to projects GP46 and GP53 that were initially allocated funding within the 2018/19 AGP.

He drew attention to the fact that two of the four projects identified by the Delivery Board to be put forward for the investment infrastructure fund were in Broadland – Brundall Sports Hub and the Bure Valley Path.

It was then, by way of a roll call,

RESOLVED to

- (1) agree the Greater Norwich Joint Five Year Infrastructure Investment Plan 2021-2026, (attached at appendix 7 to the signed copy of these minutes);
- (2) approve the allocation of CIL to 4 specified projects, these projects will form the 2021/22 Annual Growth Programme (AGP); the allocation of £2m to support the Education Capital Programme within Greater Norwich; and the allocation of an additional £341,000 to projects GP46 and GP53 that were initially allocated funding within the 2018/19 AGP.

Minute no. 198 – Delivery Plan 2020/21

The Leader invited Council to endorse the Delivery Plan for 2021/22 which set out the activities and projects the Council would be undertaking to meet the priority areas outlined in the four-year Strategic Plan. At the heart of the Plan were the four elements forming the Council's vision - growing the economy, supporting individuals & empowering communities, protecting & improving the natural & built environment whilst maximising quality of life and moving with the times, working smartly & collaboratively.

The Plan was welcomed by Council as a very comprehensive document and members thanked staff involved in its preparation.

The Portfolio Holder for Wellbeing welcomed the initiatives in the Plan relating to communities and early help support, in particular the proposal to redesign the early help and prevention model as part of the transformation agenda, the non-statutory services to support vulnerable residents and continued development of the community wellbeing offer. He also welcomed the inclusion of a review of the new Best in Class Housing Programme in the Overview and Scrutiny Committee work programme.

The Portfolio Holder for Environmental Excellence drew attention to confirmation given at Cabinet that the alignment of the waste customer services and the full business case for the future of Frettenham and Ketteringham depots (C3 and C4 of the Plan) would not be brought forward until the new waste contract was in place. Subject to this, the Leader proposed, duly seconded, that the Plan be endorsed.

It was then, by way of a roll call, subject to the amendment above,

RESOLVED

to approve the adoption of the one-year Delivery Plan for 2021/22 (copy attached at appendix 8 to the signed copy of these minutes).

238 PLANNING COMMITTEE

The decisions of the Planning Committee meeting on 27 January 2021 were received.

239 COUNCIL TAX RESOLUTION

Members considered the report of the Assistant Director – Finance on the ***Council Tax Resolution for 2021/22*** together with the recommendations from the Cabinet meeting on 9 February 2021 detailed at item 9.1 and 9.2 on the agenda (minute 237 above) regarding the ***Revenue Budget and Council Tax 2021/22*** (minute no: 193 of Cabinet) and the ***Capital Budget Strategy and Capital Programme 2021/22*** (minute no: 194 of Cabinet).

The Portfolio Holder for Finance stated that before Council was the 2021/22 Revenue Budget & Council Tax setting supported by the Capital Strategy & Capital programme through to 2025/26. The Local Government Settlement and New Homes Bonus had now been confirmed with no change to what was in the agenda papers, other than the addition of Revenue Support Grant of £30,630. She made reference to the fact that this was a 1 year settlement and indeed the lower tier services grant was new and it had been stressed it was a one off. She advised that the New Homes Bonus Grant had gradually been reducing over time and was estimated to fall to £250K in 23/24. Business rates income was clearly extremely important to the Council but there was also uncertainty around this, both because of the potential business rate reset and future collection rates.

The Council had been asked by central government, as the billing authority, to hold back bills until after Government set their budget on March 3rd.

As a result it could be seen from the Medium Term Financial Strategy that a funding gap appeared from 2022/23. The Council was therefore proposing an increase in council tax of £4.39 pa or 9p pw on a band D property, which took the total to £129.91. It was worth noting that this was still considerably lower than the surrounding authorities.

The funding gap was the driver behind the ambitious 5 year capital programme and would help deliver the Council's vision for the district:

- Growing the economy.
- Supporting individuals & empowering communities.
- Protecting & improving the natural & built environment whilst maximising quality of life.
- Moving with the times. Working smartly & collaboratively.

Collaborative working was on course to deliver £2.26m in savings by the end of 2020/21 and savings would continue to be identified as the two councils worked together on projects.

The pandemic had presented all with so many challenges and Central Government had provided the Council with just shy of £57m to help support business & residents and to help keep everyone safe. The Portfolio Holder added that there would be papers coming forward to identify where to best direct the £662K of covid funding recently received. There would also be work coming forward to identify how the Council could help residents with either business startups, training, apprenticeships or anything necessary to drive growth in the economy.

The Portfolio Holder said she was sure the entire Council would like to join her to thank the whole one team for everything they had done in the last 12 months and continued to do, from getting the money out of the door to the right businesses and residents as quickly as possible, to making sure the most vulnerable and indeed everyone had everything they needed to cope in this most difficult of times.

The budget proved how well the Council had coped with 12 months of financial strain in the midst of a pandemic. Earmarked reserves and base budgets across all directorates had been reviewed and added to, thus building in the resilience and futureproofing that members would expect from a Council that historically had always been prudent and exercised strong financial management. This had been achieved with a very small potential draw on general reserves of £35K.

Finally, the Portfolio Holder thanked Rodney Fincham and his entire team for working with her to put the robust budget together – she was aware what an extremely busy time this had been for them. She then invited Council to support the recommendations set out in the **Council Tax Resolution for 2021/22** report, together with the recommendations from the Cabinet meeting on 9 February 2021 regarding the **Revenue Budget and Council Tax 2021/22** (minute no: 193) and the **Capital Budget Strategy and Capital Programme 2021/22** (minute no: 194).

In supporting the proposals, the Leader of the Council stated that the budget proposals needed to be set in context with the current difficulties of operating in a global pandemic with constantly changing priorities, requirements and pressures. He was extremely proud of the efforts of the Council's staff and partners for the incredible work they continued to do and the budget would provide the platform for the Council to take the necessary steps to continue to provide the services residents valued. The budget continued with a strong ethos of sound financial control and management. The Conservative administration remained passionate about Broadland, providing the homes and jobs needed whilst protecting the environment and providing value for

money. The budget also recognised the ambitious plans for improvements for residents as set out in the Delivery Plan. The Council had demonstrated it had made the right choices at the right times to continue to be a financially sound and high performing council. Whilst no one wanted to see a council tax rise, it had been necessary at this time for a small increase in council tax to enable the ambitions to be met. He did not support unwise calls for a council tax freeze this year and for reserves to be used as these could only be spent once and once used would not be available again. The next financial year was likely to be challenging as national support schemes fell away leaving hard choices to be made. The proposed budget demonstrated the Conservative administration's strong financial management which would put the Council in the best place to continue to move forward and to respond to the future demands in a way residents would expect.

An alternative budget proposal was then put forward by the Liberal Democrat Group. Cllr Riley proposed that Council support:

- *a Council tax freeze for 2021-22 funded by draw on general reserves of £204,837 and*
- *to better align the grants policies of Broadland with those of South Norfolk District Council. To increase the budget for community grants by £50,000 and increase local member grants to £1000 per member. This will be at a total cost of £73,500 to be funded from in year efficiency savings and a draw from general reserves. The maximum draw on general reserves will be £73,500.*

Cllr Riley drew attention to the assurance given by the Section 151 Officer that these proposals were financially sound and robust and that the level of reserves was adequate. Cllr Riley stated that the level of reserves held by the Council as at 1 April 2020 had been £4.5m which was significantly more than the circa £2m recommended by the Section 151 Officer. He made reference to the work undertaken as part of the feasibility study into collaboration with South Norfolk Council which had identified a number of areas of savings to ensure cuts were not necessary and to continue to better serve the residents and keep council tax bills down. In reality the levels of reserves had increased over this time and it was not appropriate to consider increasing council tax at this time as the real impact of COVID was unknown and the furlough scheme was still currently in place. Many people would be facing difficulties and it was not appropriate to raise council tax whilst holding such healthy levels of reserves.

With regard to the grants scheme, Cllr Riley made reference to the scheme operated by South Norfolk which made funding of £1,000 available to members compared to £500 for Broadland members. The increased provision proposed would enable more direct funding for vital community groups which was even more important in the current climate. The increases proposed had been supported by the Overview and Scrutiny Committee.

General discussion then took place on the budget proposals before members.

The Leader of the Opposition thanked staff for all their efforts in responding to the pandemic. He stated that the alternative proposals put forward by the Liberal Democrat Group would help support recovery from the pandemic and provide direct help in the community. The proposal would better align the grant schemes across the two councils and demonstrate that the Broadland valued its communities. With regard to the council tax increase, the Leader of the Opposition stated national government was expecting local government to secure increased funding by way of council tax increases and he was of the view the money was best left with the council tax payer and this could help support local recovery and give people the local choice. With the current level of reserves available there was no need to increase the council tax.

A concern was raised that council tax assistance claims had seen an increase of 106% because of the pandemic which demonstrated that residents would find it difficult to cope with a council tax increase.

In response to a comment regarding comparisons with adjoining local authorities, the Portfolio Holder for Finance clarified that she had referred to the level of council tax in Broadland as being lower than surrounding districts and not the level of increase proposed.

A number of members expressed the view that it would not be prudent to use reserves at this time to support the alternative proposals and, without a definite plan for how this would be funded going forward, it could impact on reserves each year. The nominal increase in council tax, if left with residents, was so small it was not likely to have any real impact on supporting the recovery. Collectively however, the increase in council tax could more effectively be used by the Council to aid recovery. A question was raised as to whether the alternative proposals constituted an alternative budget or where instead two amendments to be funded from reserves. The assumption was that the rest of the budget was acceptable. With regard to comments about the increase demand on the council tax assistance scheme, reference was made to recent changes to the scheme to increase the fund and ensure it reached those finding it difficult to pay their council tax. Not all the funding available had been used. With regard to the issue of community grants, this matter had been considered fully only recently and the decision taken to retain the level of the member grant scheme at £500. It was acknowledged that this did not align with the scheme at South Norfolk but they did not have a community lottery which had been launched in Broadland in January 2021. To date circa £39k had been raised and 45 good causes registered with the Council for potential receipt of funding, several of which were in Aylsham. One of the many positives of the lottery scheme was that it gave residents the choice whether or not to buy tickets and support local good causes.

In seconding the Liberal Democrat Group alternative proposals, Cllr Catchpole referred to the number of people currently facing financial

difficulties, particularly in rented accommodation who were often on low incomes. She felt any increase should be deferred until such a time as there had been some recovery from the pandemic. She felt the increase in member grant to £1,000 would be invaluable in ensuring that those who were best placed to know where local funding was needed could meet that demand, particularly at this difficult time.

Cllr Riley expressed his frustration that the community grant scheme did not align across both councils. He also added that the alternative budget proposed would not result in a year on year call on reserves as provision would be made for it in the budget in future years and it had been demonstrated that savings were available. He suggested the Council should not accrue the level of reserves currently held.

The Chairman then invited Council to vote on the alternative budget put forward by the Liberal Democrat Group as set out above.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE PROPOSED ALTERNATIVE BUDGET - 12

Cllr S C Beadle, Cllr D J Britcher, Cllr S J Catchpole, Cllr N J Harpley, Cllr D Harrison, Cllr S I Holland, Cllr N C Karimi-Ghovanlou, Cllr K E Lawrence, Cllr J A Neesam, Cllr S Riley, Cllr D Roper, Cllr D M Thomas.

AGAINST THE ALTERNATIVE BUDGET - 28

Cllr A D Adams, Cllr N J Brennan, Cllr P E Bulman, Cllr S M Clancy, Cllr J K Copplestone, Cllr A D Crotch, Cllr J Emsell, Cllr J F Fisher, Cllr R Foulger, Cllr K S Kelly, Cllr D King, Cllr S Lawn, Cllr J Leggett, Cllr K G Leggett, Cllr I J Mackie, Cllr T M Mancini-Boyle, Cllr M L Murrell, Cllr G K Nurden, Cllr S M Prutton, Cllr C E Ryman-Tubb, Cllr N C Shaw, Cllr M D Snowling, Cllr J L Thomas, Cllr K A Vincent, Cllr S A Vincent, Cllr S C Walker, Cllr J M Ward, Cllr F Whymark.

ABSTENTIONS - 0

The proposed amended budget was therefore LOST.

The Chairman then invited Council to vote on the recommendations proposed by the Portfolio Holder for Finance, seconded by the Leader, as follows:

Recommendation from Cabinet - Minute no: 193- Revenue Budget and Council Tax 2021/22

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE RECOMMENDATIONS - 28

Cllr A D Adams, Cllr N J Brennan, Cllr P E Bulman, Cllr S M Clancy, Cllr J K Copplestone, Cllr A D Crotch, Cllr J Emsell, Cllr J F Fisher, Cllr R Foulger, Cllr K S Kelly, Cllr D King, Cllr S Lawn, Cllr J Leggett, Cllr K G Leggett, Cllr I J Mackie, Cllr T M Mancini-Boyle, Cllr M L Murrell, Cllr G K Nurden, Cllr S M Prutton, Cllr C E Ryman-Tubb, Cllr N C Shaw, Cllr M D Snowling, Cllr J L Thomas, Cllr K A Vincent, Cllr S A Vincent, Cllr S C Walker, Cllr J M Ward, Cllr F Whymark.

AGAINST THE RECOMMENDATIONS - 12

Cllr S C Beadle, Cllr D J Britcher, Cllr S J Catchpole, Cllr N J Harpley, Cllr D Harrison, Cllr S I Holland, Cllr N C Karimi-Ghovanlou, Cllr K E Lawrence, Cllr J A Neesam, Cllr S Riley, Cllr D Roper, Cllr D M Thomas.

ABSTENTIONS - 0

RESOLVED

- (1) The approval of the 2021/22 base budget (as set out in appendices 9A to 9F attached to the signed copy of these minutes) subject to the amendments proposed by Cabinet;
- (2) The use of the earmarked reserves (as set out in Appendix 9E attached to the signed copy of these minutes);
- (3) That the Council's demand on the Collection Fund for 2021/22 for General Expenditure shall be £6,061,601 and for Special Expenditure shall be £169,801;
- (4) That the Band D level of Council Tax be £129.91 for General Expenditure and £3.64 for Special Expenditure.

Recommendation from Cabinet - Minute no: 194- Capital Budget Strategy and Capital Programme 2021/22 to 2025/26

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE RECOMMENDATIONS - 28

Cllr A D Adams, Cllr N J Brennan, Cllr P E Bulman, Cllr S M Clancy, Cllr J K Copplestone, Cllr A D Crotch, Cllr J Emsell, Cllr J F Fisher, Cllr R Foulger, Cllr

K S Kelly, Cllr D King, Cllr S Lawn, Cllr J Leggett, Cllr K G Leggett, Cllr I J Mackie, Cllr T M Mancini-Boyle, Cllr M L Murrell, Cllr G K Nurden, Cllr S M Prutton, Cllr C E Ryman-Tubb, Cllr N C Shaw, Cllr M D Snowling, Cllr J L Thomas, Cllr K A Vincent, Cllr S A Vincent, Cllr S C Walker, Cllr J M Ward, Cllr F Whymark.

AGAINST THE RECOMMENDATIONS - 12

Cllr S C Beadle, Cllr D J Britcher, Cllr S J Catchpole, Cllr N J Harpley, Cllr D Harrison, Cllr S I Holland, Cllr N C Karimi-Ghovanlou, Cllr K E Lawrence, Cllr J A Neesam, Cllr S Riley, Cllr D Roper, Cllr D M Thomas.

ABSTENTIONS - 0

RESOLVED

to approve the Capital Strategy (attached at Appendix 10A to the signed copy of these minutes) and the Capital Programme for 2021/22-2025/26 (attached at Appendix 10B to the signed copy of these minutes) subject to a business case being drafted for the proposed street lighting budget.

Council Tax Resolution 2020/21

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE RECOMMENDATIONS - 28

Cllr A D Adams, Cllr N J Brennan, Cllr P E Bulman, Cllr S M Clancy, Cllr J K Copplestone, Cllr A D Crotch, Cllr J Emsell, Cllr J F Fisher, Cllr R Foulger, Cllr K S Kelly, Cllr D King, Cllr S Lawn, Cllr J Leggett, Cllr K G Leggett, Cllr I J Mackie, Cllr T M Mancini-Boyle, Cllr M L Murrell, Cllr G K Nurden, Cllr S M Prutton, Cllr C E Ryman-Tubb, Cllr N C Shaw, Cllr M D Snowling, Cllr J L Thomas, Cllr K A Vincent, Cllr S A Vincent, Cllr S C Walker, Cllr J M Ward, Cllr F Whymark.

AGAINST THE ALTERNATIVE BUDGET - 12

Cllr S C Beadle, Cllr D J Britcher, Cllr S J Catchpole, Cllr N J Harpley, Cllr D Harrison, Cllr S I Holland, Cllr N C Karimi-Ghovanlou, Cllr K E Lawrence, Cllr J A Neesam, Cllr S Riley, Cllr D Roper, Cllr D M Thomas.

ABSTENTIONS - 0

RESOLVED

- (1) that it be noted that the following amounts for 2021/22 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:

- a) **46,660** being the amount calculated by the Council, in accordance

with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.

b) the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, as shown in appendix 11A attached to the signed copy of these minutes;

(2) that the Council calculates the following amounts for 2021/22 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):

a) **£43,188,722** being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund, Special Expenses and Parish Precepts).

b) **£33,013,253** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.

c) **£10,175,469** as its council tax requirement for the year including Special Expenses and Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.

d) **£218.08** as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (46,660) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.

e) **£4,113,868** being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts and street lighting special expenses).

f) **£129.91** as the basic amount of its Council Tax for dwellings in its area, excluding Special Expenses and Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.

g) the amounts given by adding to the amount at 2(f) above the amounts of the special items for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is as set out in Appendix 11B attached to the signed copy of these minutes;

h) the amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- (3) that it be noted that for the year 2021/22 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

Band	Norfolk County Council £	Police & Crime Commissioner £	Total Preceptors £
A	981.96	185.34	1,167.30
B	1,145.62	216.23	1,361.85
C	1,309.28	247.12	1,556.40
D	1,472.94	278.01	1,750.95
E	1,800.26	339.79	2,140.05
F	2,127.58	401.57	2,529.15
G	2,454.90	463.35	2,918.25
H	2,945.88	556.02	3,501.90

- (4) that, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, hereby sets amounts of the council tax for the year 2021/22 for each category of dwelling as follows:

Band	District & Parishes Council Tax £	Total Preceptors £	Total 2021/22 Council Tax £
A	145.39	1,167.30	1,312.69
B	169.62	1,361.85	1,531.47
C	193.85	1,556.40	1,750.25
D	218.08	1,750.95	1,969.03
E	266.54	2,140.05	2,406.59
F	315.00	2,529.15	2,844.15
G	363.47	2,918.25	3,281.72
H	436.16	3,501.90	3,938.06

The council tax for each category of dwelling by parish is as set out in

Appendix 11C attached to the signed copy of these minutes;.

- (5) to determine that the Council's basic amount of Council Tax (including special expenses) for 2021/22 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992, and thus there is no need to hold a Council Tax referendum.

[The Chairman adjourned the meeting for a 5 minute comfort break. The meeting was reconvened at 9.10pm with all members still in attendance with the exception of Cllr Riley]

240 SCHEDULE OF MEETINGS MAY 2021 TO MAY 2022

Members considered the draft schedule of meetings for May 2021 to May 2022. In response to a question, the Monitoring Officer confirmed that the current legislation enabling remote meetings to be held ended in May 2021 and further guidance was awaited from Government about holding meetings after that date. It was by way of a show of hands

RESOLVED

To approve the schedule of meetings for May 2021 to May 2022 (attached at appendix 12 to the signed copy of these minutes)

241 PAY POLICY STATEMENT

Members considered the report which sought Council's approval of the Annual Pay Policy Statement for 2021/22, as required by Section 38 of the Localism Act 2012, prior to its publication on the Council's website. It was by way of a show of hands,

RESOLVED

to approve the content of Broadland District Council's 2021/22 Pay Policy Statement (attached at appendix 13 to the signed copy of these minutes) in advance of its publication on the Council's website by 31/3/21.

242 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer. The Leader of the Council invited members to support the recommendations to amend the terms of reference of the Policy Development Panels and the consequential

changes to the Standing Policy Panels and Advisory Panels and the Special Responsibility Allowances. The report also asked Council to note arrangements for the appointment of a member as the Armed Forces Champion.

The Leader of the Opposition raised a concern about the legality of the proposal to pay a Special Responsibility Allowance (SRA) to the Chairmen of the Policy Development Panels. He recollected discussions in 2015 with the Leader of the Council at the time regarding the Policy Panels and he was of the opinion that the Policy Development Panels did not replace the Standing Policy Panels. The proposed SRAs for Policy Development Panels were therefore an amendment to the members' allowances scheme and could not be agreed without first being considered by the Independent Remuneration Panel in accordance with Section 19 (1) of the Local Authority (Members Allowances) (England) Regulations 2003. There had been a significant increase in the last 10 years in the number of roles qualifying for a SRAs from 12 to 21 which he felt was excessive and did not comply with guidelines which stated there should not be too many. He requested a separate vote be taken on the recommendation set out at bullet point 4 regarding the SRA.

In response, the Monitoring Officer stated she would have welcomed a discussion on this matter prior to the meeting and she drew attention to the report setting out the situation regarding the Standing Policy Panel, which had not been convened since their establishment 10 years ago, and the Policy Development Panels which it was understood had replaced the Standing Policy Panels. The role of the Standing Policy Panels was overseen by the Cabinet as was the case with the Policy Development Panels and the proposed changes would seek to regularise the situation and include terms of reference for the Policy Development Panels in the Constitution to aid transparency.

In response to a question, it was confirmed that the current level of SRA to be paid would be £1150 pa unless the member already received an SRA. It was also stated that no member received more than one allowance.

The Leader of the Opposition stated he would welcome early consultation on any changes proposed to the Constitution.

It was then, by way of a roll call, with all members voting in favour of recommendations (1), (2) (3) and (5) below and 24 members voting for recommendation (4), 11 against and 4 abstentions

RESOLVED

to approve:

- (1) the updated Terms of Reference for the Policy Development Panels and consequential references within the Constitution (copies of the

Terms of Reference of each of the Panels attached at appendix 14 to the signed copy of these minutes);

- (2) The following amendments to the appointments to Panels:
 - a. Economic Success - Cllr Nigel Brennan to replace Cllr Jo Copplestone and Cllr Sam Walker to replace Cllr Trudy Mancini-Boyle;
 - b. Environmental Excellence - Cllr Adrian Crotch to replace Cllr Judy Leggett;
 - c. Place Shaping - Cllr Justine Thomas to replace Cllr Lana Hempsall
 - d. Wellbeing - Cllr Claire Ryman-Tubb to replace Cllr Fran Whymark
 - e. Service Improvement and Efficiency - Cllr Ken Kelly to replace Cllr Jonathan Emsell;
- (3) the removal of references to Standing Policy Panels;
- (4) payment of the Special Responsibility Allowance for Chairmen of Policy Development Panels.

And

- (5) To note the request for nominations for the Armed Force Champion.

243 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES

Members received and noted the feedback from members on outside organisations.

244 QUESTIONS FROM MEMBERS

The following questions were received in accordance with Procedural Rule 12.4.

Cllr S Catchpole - Question to the Portfolio Holder for Environmental Excellence

According to Broadland District Council's current Environment Strategy (p10), "threats to our biodiversity include habitat loss and fragmentation, pollution, invasive non-native species and climate change." One of the strategic approaches to this challenge of our natural environment here in Broadland, identified in the Strategy, is to "Enhance existing local green spaces, in terms of their recreational offer and their biodiversity value." On inspection of the £82k Community and Environmental Protection budget, only the usual costs to satisfy regulation of air quality and water sampling etc. are provided for. Without a 2021/22 budget to make enhancements,

Response by the Portfolio Holder for Environmental Excellence

In addition to the Community and Environmental Protection budget there were a number of other funding sources available to support the enhancement of local green spaces across Broadland.

These included budget provision for the following: core grounds maintenance (£74,600), grounds maintenance 'repairs and renewals' (£6,700), amenity trees budget (£15,000), woodland budget (£37,800) and tree Warden budget (£3,000).

In excess of £3.5m of S106 contributions secured through development was currently held by the Council for the provision of green infrastructure, open space and recreational facilities. Of this, approximately £1.7m was committed to the following projects: Broadland Country Park (£288,919), Catton Park (£164,294) and provision of green infrastructure in Strumpshaw (£26,466).

Of the remaining uncommitted S106 monies £296k was explicitly available for green infrastructure projects. Furthermore within the existing work programme, the re-wilding broadland project was being delivered leaving grass areas uncut to encourage a more diverse range of grasses and wildlife to flourish providing food and cover for a wide range of insects and in turn supporting birds and small mammals such as hedgehogs and bats. To date successful trials had taken place over 10 sites and where possible this was being extended this year. The Community Assets team was also working on developing an action plan to help increase biodiversity in public open spaces by leaving these more natural. A new tree policy would be coming to members for adoption later this year. Budget provision had also been made for a new post of Environmental Strategy Coordinator which would be open for applications shortly and would be working in Broadland only, focusing on developing and delivering an action plan for the Council's adopted Environmental Strategy.

Cllr D Thomas – Questions to the Portfolio Holder for Economic Success

Question 1:

The North West Woodlands/Houghen Plantation is causing frustration for a lot of residents, I am receiving more messages than I would like regarding its name which appears to be in the public domain - is there anymore work on the name or has this been agreed?

Response by the Portfolio Holder for Economic Success

The name of the country park had been decided as Broadland Country Park on the grounds that it was a well-established name which avoided confusion and which confirmed the general location of the facility in Broadland. It was acknowledged that some alternative names had been suggested by local people but there had been no strong or consistent local preference. These suggestions had included a number of names which were quickly dismissed such as: 'Parky McPark Face'. Consideration had been given to suggestions such as: Fenland Forest, Whinney Hills, Brackenwood, Felford, and Horsfell and to retaining the name Houghen Plantation. However, to enable people to identify the general location of the site and be a name which people would

find easy to spell and say, it had been concluded that the proposed suggestions, or retaining the name Houghen Plantation, did not achieve these ambitions.

Question 2

I recently asked the Cabinet member if they could advise why a recent cycle paths survey for the land was not put on the BDC webpage but Twitter and Facebook, I was delighted to hear that there were over 750 responses (more than the recent budget consultation - 22) but why not the BDC page? At the time when I first asked Cllr Copplestone wasn't aware, I was wondering if there is any update?

Response by the Portfolio Holder for Economic Success

The survey had been required to support a funding bid which had a tight deadline. A collective decision, including the communications team, had been taken to focus on Facebook in order to maximise response numbers. It had been felt that adding the survey to the Broadland webpage would not lead to a significant number of additional responses and indeed the team had been delighted to receive 750 responses via social media. The team were happy to be led by members if this was something they would like to see on the Broadland webpages in the future. In addition to Facebook, adverts had been placed in the EDP and the EN and the Council was currently waiting to hear if its bid for funding for the scheme mentioned had been successful.

Cllr D Thomas welcomed the response and suggested that where possible as many options as feasible be utilised for increasing engagement.

Question 3/request

Lastly could I ask that myself and my ward colleague Cllr Starling are kept in the loop about items like I've asked as I am finding out more about the park via EDP24 or Social media before my Cllr Inbox, thank you"

This question was withdrawn by the questioner as it had been actioned.

Cllr D Roper – Question to the Leader

Would the Leader please advise on whether he feels there is any likelihood at all of the collaboration project being extended to include Breckland District Council.

Response by the Leader

Broadland Council had always led the way in terms of partnership working and had been clear in moving forward with the feasibility study and collaboration work with South Norfolk that opportunities for partnership

working would always be explored to see if these were advantageous for the Council and its residents. The Council had long been part of joint service arrangements such as the internal audit consortium which provided a service for seven local authorities, the NEWS joint venture with all 7 local authorities working together for effective disposal of recycling, the CNC partnership which provided services for five local authorities and procurement which was jointly provided to three local authorities. Discussions were underway to expand both the internal audit and the procurement shared services. Broadland had a successful history of partnership working and where this made sense would look to explore opportunities presented. Turning to Breckland, the Council had a history of working successfully in partnership on a number of ventures for example, the confidence campaign launched after the last lockdown which saw the three councils working together to build confidence amongst residents returning to market towns, high streets and village shops. Options would be explored for similar collaborative work following the route out of the current lockdown. There were no proposals at the current time to expand collaboration options but instead the Council would continue with South Norfolk to build on the successful work being undertaken to improve services for residents over the coming year.

Supplementary Question

Cllr Roper asked if the Leader would go further and rule it out that collaboration would be extended within the next 2 years.

Response by the Leader

The Leader stated it was highly unlikely that this would happen in 2 years and was not something in which the Council had taken part in any exploratory conversations. At this point in time he did not foresee that happening and instead the Council would be concentrating on the excellent achievements to date with South Norfolk on collaboration and continue to deliver services in the excellent way it was currently.

245 MOTIONS

No motions were received under Procedural Rule 13.

246 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

2006 would be disclosed to them.

247 OVERVIEW AND SCRUTINY COMMITTEE

The exempt minutes of the Overview and Scrutiny Committee meeting on 2 February 2021 were (by a show of hands) received.

248 CABINET

The exempt minutes of the Cabinet meeting held on 9 February 2021 were (by a show of hands) received.

The meeting closed at 9:50pm

CIVIC ENGAGEMENTS – 2020/21

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

Date	Event	Attended by
February 2021		
25 th	Record a video to formally unveil Broadland Country Park.	Chairman
March 2021		
18 th	Tree planting on Broadland District Council owned open space at Repton Avenue in Old Catton.	Chairman
23 rd	The Chairman paid her respects to former Chairman of the Council, Claudette Bannock at her funeral service. Mrs Bannock was a long-serving Councillor representing the Taverham Ward from 2000-2019 and Chairman of the Council from 2011-2012.	Chairman
23 rd	National Day of Reflection marked by a doorstep vigil to show support for people going through a bereavement.	Chairman
April 2021		
16 th	A special Choral Evensong and Commemoration Service at Norwich Cathedral in memory of His Royal Highness The Prince Philip, Duke of Edinburgh.	Chairman
May 2021		
18 th	Visits to various small businesses across the District to show support, talk with them about their experiences during the pandemic and find how out Hospitality Restart Adaptation and Local Restrictions Support grants have been of benefit to them.	Chairman
20 th	Blue Plaque Awards. The Chairman met with the resident who nominated brothers Henry and John Patteson for one of this year's Blue Plaque Awards to commemorate important historical figures from the Broadland District.	Chairman
25 th	Visits to new businesses, Solar Signs and Graphics in Roundtree Way and Condimentum at its new purpose-built processing facility at the Food Enterprise Park.	Chairman

A number of scheduled events were cancelled due to the coronavirus pandemic

Monitoring Officer Report

Report Author(s): Emma Hodds
Monitoring Officer
01508 533791
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Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This annual report to Council seeks approval of the Council's committee structure, the appointments therein, and to update the Council's Constitution.

Recommendations:

That Council approves:

1. Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2.
2. The change to the scheme of substitutes as set out in section 3.6 of this report.
3. The appointment of Ms R Goodall and Mrs M Temple as co-opted parish and town council members of the Standards Committee and the related constitutional update as outlined in section 3.7 of this report.
4. The allocation of seats on Council Committees in accordance with Appendix 1 of the report and to appoint to these seats as advised by Group Leaders.

5. The appointment of Chairman and Vice-Chairman as set out in Appendix 2 of this report.
6. The appointments for Broadland Growth Limited.
7. The amendments to the constitution as outlined in section 4 of the report.
8. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

1. Summary

- 1.1 This annual report to Council seeks approval of the Council's committee structure, the appointments therein, and to update the Council's Constitution.

2. Committee Structure

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet Members and corresponding portfolios. The Leader of the Conservative Party has confirmed that if elected, he proposes to keep the current portfolio arrangements which were convened in May 2019. In summary, the following portfolios are proposed:

Cabinet Portfolio	Corresponding Policy Panel / Committee
Leader	
Economic Development	Economic Success Policy Development Panel
Environmental Excellence	Environmental Excellence Policy Development Panel
Finance	Audit Committee
Housing and Wellbeing	Wellbeing Policy Development Panel
Planning	Place Shaping Policy Development Panel
Transformation and Organisational Development	Service Improvement and Efficiency Committee

3. Appointments to Committees

- 3.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 3.2 To confirm, the Council is responsible for appointing Members to fill the allocated seats on Council Committees but can only appoint Members proposed by the Group Leaders. Group Leaders have been asked to make nominations on this basis.
- 3.3 Seats on the Council Committees and Overview and Scrutiny Committee have to be allocated to reflect the strength of each political group on the Council. Group Leaders have been notified of the proposed allocations under the political balance rules. The political balance of the Council has been calculated on a 33:12:2 split basis.

- 3.4 Under the Local Government Act 2000, Cabinet and its non-decision-making Policy Committees are exempt under the rules of political balance.
- 3.5 As with previous years, 12 Members will be appointed to the Licensing and Regulatory Committee. These committees may meet as a full committee, however will more often meet as a sub-committee of 3 Members to consider individual appeals and applications; officers will seek to ensure that by using a rotation system, overall political balance is maintained over the year.

Substitution Scheme

- 3.6 Part 4 Rules of Procedure – Council Procedure Rules – 1.5 Substitution Scheme currently states the following:

Committee / Panel	Substitutes permitted
Audit Committee, Awards Panel, Joint Appointments Panel, Joint Scrutiny Committee, Member Development Panel, Overview & Scrutiny Committee, Planning Committee, Service Improvement & Efficiency Committee	Substitute members may substitute for any member from the same political group subject to where relevant mandatory training has been taken
Economic Success Policy Development Panel, Environmental Excellence Policy Development Panel, Place Shaping Policy Development Panel, Wellbeing Policy Development Panel	Named substitutes may substitute for any member from the same political group. No member of the Council's Executive may be a member of, or attend as a substitute member of, the Panel
Appeals Panel, Electoral Arrangements Committee, Emergency Committee, Licensing & Regulatory Committee, Standards Committee, Time and Task Limited Panels	No substitutes permitted

It is proposed for the Policy Development Panels that substitutes can be anyone from the same political group, rather than named substitutes, the rule over Executive Members still applies.

It is proposed that substitutes for the Licensing and Regulatory Hearings (sub committee) and the Appeals Panel (sub committee) are allowed but are only drawn from the wider membership of each full committee.

It is proposed that substitutes can be anyone from the same political group, rather than no substitutes for the Electoral Arrangements Committee.

It is proposed that no substitutes continue to be the case for Emergency Committee, Standards Committee and Time and Task Limited Panels.

Standards Committee

- 3.7 The Standards Committee co-opts Parish and Town Council Members; Council is requested to confirm or deny the appointment of Ms R Goodall and Mrs M Temple

as co-opted parish and town council members. The Committee has two vacancies in this regard and Committee Services will contact all Parish Clerks and ask for nominations to this role.

The constitution currently states the following: Part 2 Articles of the Constitution – Article 9 – The Standards Committee – 9.2 (3) *Parish members will be elected by ballot among the parish and town councils in the Broadland areas and will continue to hold office unless they cease to be eligible to be a parish member, cease to be a parish councillor, or resign from the standards committee.*

It is proposed to replace “elected by ballot” with “elected through acceptable nomination”.

- 3.8 A full schedule of the appointments to Committees 2021/22 is included at Appendix 1.
- 3.9 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, as set out in Appendix 2 of the report.

Broadland Growth Limited

- 3.10 Council is requested at the AGM to determine the appointment of Directors to the Joint Venture Company, the Directors for the Council are proposed to be the Leader, the Portfolio Holder for Planning and the Managing Director. The Portfolio Holder for Finance will be the Shareholder representative.

4. Amendments to the Constitution

Officer delegations

- 4.1 Following the departure of the Chief of Staff at the end of April 2021, a number of realignments to the Council's officer structure took effect from 1 May 2021. The Assistant Director Governance and Business Support post has been replaced by the Assistant Director Transformation and ICT/Digital, still reporting into the Director Resources. The Chief of Staff continues to report into the Managing Director, with different responsibilities.

The scheme of delegations is to be updated as referenced in **Appendix 3** of this report. For ease of reference the delegation changes have been confirmed at this appendix, in summary the delegations are as follows:

Chief of Staff: Human Resources, Governance, Elections & Electoral Registration, Legal Services, Democratic Services and Audit.

Assistant Director Transformation: Service Improvement & Efficiency, IT, Facilities and Policy & Strategy.

Any consequential amendments will also be made to the constitution in line with the delegations noted above.

Quorate – Licensing Committee and Appeals Panel

- 4.2 Part 4 Rules of procedure – 7 Quorum – currently states the following: *The quorum of any three-member committee, panel or sub-committee shall be two members.*

The procedure rules for hearings for licensing matters within the constitution states the following with reference to quorum - *Meetings for hearings shall comprise three members and a quorum shall be two.*

The procedure rules for the Appeals Panel within the constitution states the following with reference to quorum - *The Panel comprises three District Councillors. At least two members of the Panel must be present at each hearing.*

With two being set as a quorum it results in the Chairman having a casting vote should there be a split decision, which is not in line with best practice governance. It is therefore proposed that the quorum is full membership of three members for such meetings.

Outside Bodies

- 4.3 Part 4 Rules of Procedure – 1.3 Selection of councillors on committees and outside bodies, (f) states the following: *receive nominations to serve on outside bodies and appoint to those outside bodies except where appointment to those bodies has been delegated by the council or is exercisable by the cabinet.*

Part 3 Responsibility for functions – 19.5 service-related responsibilities (Cabinet) (3) states the following: *the appointment of member representatives to attend meetings of appropriate outside bodies in respect of functions under the jurisdiction of the portfolio holder.*

In practice, appointments to outside bodies are made by the Leader of the leading party with any vacancies offered to the opposition, it is not always clear at the outset? which appointments are reserved for portfolio holders, and the list has become confused over the years. It is therefore proposed that one list of outside body appointments is maintained and the constitution be updated to reflect this approach, therefore reference at Part 3 removed and Part 4 updated as follows: *receive nominations to serve on outside bodies and appoint to those bodies.*

Overview and Scrutiny Work Programme

- 4.4 The Overview and Scrutiny procedure rules currently state the following with reference to the work programme: *The Overview and Scrutiny Committee will be responsible for proposing its work programme to the Council for agreement and allocation of resources following consultation with the Cabinet. The work programme proposed to the Council will be prepared taking into account the wishes of members of the Overview and Scrutiny Committee.*
- 4.5 It is the Council's current practice that any member of the Council or the public can raise an item for inclusion in the Work Programme either at a committee meeting or with an officer. The proposed item is then considered by the requester and the

Senior Governance Officer, together with any potential report author, to ensure it meets the criteria to be added to the Work Programme, using the TOPIC analysis:

- T** Is this the right time to review this issue and is there sufficient officer time and resource to conduct the review? What is the timescale?
- O** What is the reason for review; do officers have a clear objective?
- P** Can performance in this area be improved by input from Overview and Scrutiny?
- I** Is there sufficient public interest in this topic to achieve a real difference?
- C** Will the review assist the Council achieve its Corporate Priorities?

If the request is deemed to be necessary and justified, the Senior Governance Officer will meet with the Chairman of the Overview and Scrutiny Committee to agree objectives and a timescale for the item to be added to the Work Programme, although in reality, the Chairman is usually already aware of the proposal at an earlier stage as items are often suggested during a committee meeting.

- 4.6 In view of the above, approval is sought to make the necessary amendments to the Constitution so it reflects the current process where the Overview and Scrutiny Committee is responsible for setting and amending its own work programme, utilising the TOPIC analysis procedure, as detailed above. This removes the requirement for the work programme to agreed annually by Council.

Public Speaking and Attendance

- 4.7 Due to the current restrictions that are in place due to Covid, the following additions (in bold) are proposed to be added to the Constitution to enable the team to manage capacity in the Council Chamber whilst social distancing is in place.

Part 4 Rules of procedure

11. Public speaking **and attendance** at council meetings

11.2 Speakers must advise the assistant director governance and business support Democratic Services Team of their wish to speak two clear working days before the meeting.

In addition to the above, whilst social distancing restrictions are in place, members of the public who also wish to physically attend a committee meeting will be required to register with the Democratic Services Team two clear working days before the meeting.

If the quota for public speaking meeting / agenda item is reached, members of the public and Members will be advised and offered ways to exercise their the right to speak, including through written representation or by joining the meeting remotely via a video link, where available.

12 Questions by Members

A member of the council may ask the Leader, or a Chairman of a Committee, any question without notice upon an item of the report of the cabinet or a committee when that item is being received or under consideration by the council.

In addition to the above, whilst social distancing restrictions are in place, members who wish to physically attend committee meetings in order to speak or observe will be required to advise the Democratic Services Team two clear working days before the meeting.

5. Issues and risks

5.1 **Resource Implications** – not applicable to this report.

5.2 **Legal Implications** – the recommendations contained in this report ensures that the Council remains compliant with relevant legislation.

5.3 **Equality Implications** – not applicable to this report.

5.4 **Environmental Impact** – not applicable to this report.

5.5 **Crime and Disorder** – not applicable to this report.

5.6 **Risks** – not applicable to this report.

6 Conclusion

6.1 This report asks Council to agree to the appointments to Committees, including Chairman and Vice-Chairman.

7 Recommendations

That Council approves:

7.1 Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2.

7.2 The change to the scheme of substitutes as set out in section 3.6 of this report.

7.3 The appointment of Ms R Goodall and Mrs M Temple as co-opted parish and town council members of the Standards Committee and the related constitutional update as outlined in section 3.7 of this report.

7.4 The allocation of seats on Council Committees in accordance with Appendix 1 of the report and to appoint to these seats as advised by Group Leaders.

7.5 The appointment of Chairman and Vice-Chairman as set out in Appendix 2 of this report.

- 7.6 The appointments for Broadland Growth Limited.
- 7.7 The amendments to the constitution as outlined in section 4 of the report.
- 7.8 That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

Appendix 1 - Committee Allocations 2021/22

Committee Name	Conservative		Liberal Democrat	
	Member	Portfolio	Member	Portfolio
Cabinet (7)	Jo Copplesstone	Economic Development		
	Judy Leggett	Environmental Excellence		
	Fran Whymark	Housing & Wellbeing		
	Trudy Mancini-Boyle	Finance		
	Sue Lawn	Planning		
	Shaun Vincent	Policy		
	Jonathan Emsell	Transformation & Organisational Development		

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Appeals Panel (8)	Tony Adams	No substitutes permitted except on sub-panels and only from the wider group and subject to mandatory training	Sue Catchpole	No substitutes permitted except on sub-panels and only from the wider group subject to mandatory training
	Nigel Brennan		Karen Lawrence	
	Martin Murrell			
	Sue Prutton			
	Michael Snowling			
	Justine Thomas			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Audit Committee (5)	Peter Bulman	Any Conservative member subject to mandatory training	Susan Holland	Any Liberal Democrat member subject to mandatory training
	Adrian Crotch			
	Grant Nurden			
	Karen Vincent			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Awards Panel (10)	Nigel Brennan	Any Conservative member	David Harrison	Any Liberal Democrat member
	John Fisher		Caroline Karimi-Ghovanlou	
	Roger Foulger		Karen Lawrence	
	Ken Leggett			
	Sue Prutton			
	Karen Vincent			
	John Ward			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Appointment Panel (4)	Stuart Clancy	Any Conservative member	Dan Roper	Any Liberal Democrat member
	Jonathan Emsell			
	Trudy Mancini-Boyle			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Scrutiny Committee (6)	Peter Bulman	Any Conservative member	Steve Riley	Any Liberal Democrat member
	David King			
	Martin Murrell			
	Grant Nurden			
	Nigel Shaw			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Licensing & Regulatory Committee (12)	Tony Adams	No substitutes permitted except on sub- committees and only from the wider Committee, subject to mandatory training	Sue Catchpole	No substitutes permitted except on sub- committees and only from the wider Committee subject to mandatory training
	Roger Foulger		Caroline Karimi-Ghovanlou	
	Ken Kelly		David Harrison	
	David King			
	Ken Leggett			
	Martin Murrell			
	Sue Prutton			
	Nigel Shaw			
	Justine Thomas			

Committee Name	Conservative seats		Labour Seat		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute	Member	Substitute(s)
Overview & Scrutiny Committee (15)	Nigel Brennan	Any Conservative member, but not a member of Cabinet	Natasha Harpley	Any Labour member	Sue Catchpole	Any Liberal Democrat member
	Peter Bulman				Susan Holland	
	Ken Kelly				Caroline Karimi-Ghovanlou	
	David King				Steve Riley	
	Ken Leggett					
	Martin Murrell					
	Grant Nurden					
	Sue Prutton					
	Clare Ryman-Tubb					
	Nigel Shaw					

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Planning Committee (11)	Tony Adams	Any Conservative member subject to mandatory training	Stuart Beadle	Any Liberal Democrat member subject to mandatory training
	Nigel Brennan		Caroline Karimi-Ghovanlou	
	John Fisher		Steve Riley	
	Roger Foulger			
	Ian Moncur			
	Sue Prutton			
	Karen Vincent			
	John Ward			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Service Improvement & Efficiency Committee (11)	Peter Bulman	Any Conservative member, but not a member of Cabinet	Sue Catchpole	Any Liberal Democrat member
	Stuart Clancy		Susan Holland	
	Ken Kelly		Dan Roper	
	Ian Mackie			
	Martin Murrell			
	Grant Nurden			
	Sue Prutton			
	Justine Thomas			

Committee Name	Conservative seats	Labour seat	Liberal Democrat seats
	Member	Member	Member
Standards Committee (5)	Nigel Brennan	Breanne Cook	Dan Roper
	Ken Leggett		
	Clare Ryman-Tubb		

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Electoral Arrangements Committee (8)	Peter Bulman	Any Conservative member	Stuart Beadle	Any Liberal Democrat member
	John Fisher		Caroline Karimi-Ghovanlou	
	Shelagh Gurney			
	Judy Leggett			
	Martin Murrell			
	Karen Vincent			

Committee Name	Conservative seats		Liberal Democrat seat	
	Member	Role	Member	Role
Emergency Committee (6)	Shaun Vincent	Chairman of Cabinet	Dan Roper	Leader of Main Opposition
	Trudy Mancini-Boyle	V Chairman of Cabinet		
	Fran Whymark	Housing and Wellbeing Portfolio Holder		
	Vacancy			
	Vacancy			

Non-Widdecombed

Panel Name	Conservative seats		Labour Seat		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute	Member	Substitute(s)
Economic Success Policy Development Panel (10)	Nigel Brennan	Any Conservative member but not a member of Cabinet	Natasha Harpley	Any Labour member	Stuart Beadle	Any Liberal Democrat member
	Adrian Crotch					
	Lana Hemsall					
	David King					
	Greg Peck					
	Karen Vincent					
	Samuel Walker					

Panel Name	Conservative seats		Labour Seat		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute	Member	Substitute(s)
Environmental Excellence Policy Development Panel (10)	Nigel Brennan	Any Conservative member but not a member of Cabinet	Breanne Cook	Any Labour member	Karen Lawrence	Any Liberal Democrat member
	Adrian Crotch				David Britcher	
	John Fisher					
	Ken Kelly					
	Grant Nurden					
	Sue Prutton					
	John Ward					

Panel Name	Conservative seats		Labour Seat		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute	Member	Substitute(s)
Place Shaping Policy Development Panel (10)	Tony Adams	Any Conservative member but not a member of Cabinet	Natasha Harpley	Any Labour member	Dave Thomas	Any Liberal Democrat member
	Nigel Brennan				David Harrison	
	Stuart Clancy					
	Ian Moncur					
	Grant Nurden					
	Justine Thomas					
	John Ward					

Panel Name	Conservative seats		Labour Seat		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute	Member	Substitute(s)
Wellbeing Policy Development Panel (10)	Adrian Crotch	Any Conservative member but not a member of Cabinet	Natasha Harpley	Any Labour member	Julie Neesam	Any Liberal Democrat member
	Roger Foulger				Lisa Starling	
	Lana Hemsall					
	Martin Murrell					
	Sue Prutton					
	Clare Ryman-Tubb					
	Nigel Shaw					

Panel Name	Conservative seats		Labour seat		Liberal Democrat seats	
	Member	Substitute(s)		Substitute	Member	Substitute(s)
Member Development Panel (10)	Tony Adams	Any Conservative member	Breanne Cook	Any Labour member	David Britcher	Any Liberal Democrat member
	Ken Kelly				Susan Holland	
	David King					
	Martin Murrell					
	Sue Prutton					
	Clare Ryman-Tubb					
	Samuel Walker					

Appendix 2

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMAN OF COMMITTEES / SUB COMMITTEES / PANELS FOR 2021/22

Committee	Chairman	Vice-Chairman
Appeals Panel	Nigel Brennan	Tony Adams
Audit Committee	Grant Nurden	Peter Bulman
Awards Panel	Karen Vincent	Ken Leggett
Cabinet	Leader of the Council	Deputy Leader of the Council
Joint Informal Cabinet	Leader of each Council alternately	
Economic Success Policy Development Panel	Adrian Crotch	Nigel Brennan
Electoral Arrangements Committee	Peter Bulman	Martin Murrell
Emergency Committee	Leader of the Council	
Environmental Excellence Policy Development Panel	Ken Kelly	Nigel Brennan
Joint Appointment Panel*	Appointed by the Committee	
Joint Scrutiny Committee*	To be the Council's Chairman of Overview and Scrutiny Committee	
Joint Statutory Officers Appeals Cttee	Chairman of Standards	
Joint Statutory Officers Hearings Cttee	Independent Person	Independent Person
Licensing and Regulatory Committee	David King	Justine Thomas
Member Development Panel	David King	Clare Ryman-Tubb
Overview & Scrutiny Committee	Martin Murrell	David King
Place Shaping Policy Development Panel	Tony Adams	John Ward
Planning Committee	Ian Moncur	Karen Vincent
Service Improvement & Efficiency Committee	Justine Thomas	Grant Nurden
Standards Committee	Nigel Brennan	Ken Leggett
Wellbeing Policy Development Panel	Sue Prutton	Martin Murrell

*The chairmanship is shared between BDC & SNC with the host authority taking the chair for that meeting

Appendix 3

Part 3 – Responsibility for functions

2 – Responsibility for council functions

Committee	Membership	Functions	Delegation
Standards Committee	<p>5 Members of the authority politically balanced, 4 co-opted non-voting parish or town members</p> <p>Training required</p>	<p>To administer and determine complaints made under the code of conduct affecting Broadland council members.</p> <p>To make recommendations in respect of complaints made against parish and town councillors.</p> <p>The promotion and maintenance of high standards of conduct within the council</p> <p>To advise the council on the adoption or revision of its code of conduct.</p> <p>To monitor and advise the council about the operation of its code of conduct in the light of best practice, changes in the law.</p> <p>Assistance to members and co-opted members of the authority</p> <p>To ensure that all members of the council have access to training in all aspects of the member code of conduct and that members are aware of the standards expected from local councillors under the code.</p> <p>Other functions</p>	Chief of Staff

		Functions relating to standards of conduct of members under any relevant provision of, or regulations made under the Localism Act 2011.	
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3 Responsibility for executive functions

Portfolio Holder	Director / Assistant Director
Leader	Managing Director, Director Resources, Assistant Director Finance, Chief of Staff, Assistant Director Transformation & ICT / digital
Finance	Director Resources, Assistant Director Finance, Chief of Staff
Transformation and Organisational Development	Managing Director, Chief of Staff, Assistant Director Transformation & ICT / Digital

16.7 Delegation of powers to officers

Assistant Director Governance and Business Support removed from the list and Assistant Director Transformation and ICT / Digital added to the list.

18 Delegation to officers

	Responsibility	Delegated To
(2)	The appointment by nomination of parish council members as co-opted members of the standards committee	Chief of Staff
(4)	Power to make payments or provide other benefits not exceeding £1,000 in cases of maladministration	Managing Director, Director Place, Director Resources, Director People and Communities and Chief of Staff
(21)	To implement any minor textual amendments to the constitution, advising members of such changes. "Minor" means amendments that are made to reflect changes in legislation, to clarify ambiguities or uncertainties in procedural rules, to add cross-references, to add definitions and to amend the formatting, numbering or layout of the constitution.	Chief of Staff
(27)	To make minor changes to the Freedom of Information Publication Scheme, "minor" meaning the amendments that are made to reflect changes to the council's constitution, to the council's delivery of services and to any contact details for officers. Changes such as the classes of information as identified within the scheme, or to review process for the scheme would be treated as significant.	Chief of Staff

(28)	The institution, defence and conduct of all civil and criminal legal proceedings in respect on non-executive functions	All Directors and Assistant Director in consultation with the relevant Portfolio Holder and the Chief of Staff
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19.7 Responsibilities of portfolio holders

	Responsibility	Delegated to
(8)	The appointment of members to attend conferences, seminars and courses	Chief of Staff

19.8 The following responsibilities are delegated to officers

	Responsibility	Delegated to
(4)	The day to day corporate management of all matters relating to the council's complaints scheme	Assistant Director Transformation & ICT/Digital

19.12 The following responsibilities are delegated to officers (Leader)

	Responsibility	Delegated to
(1)	The management of the council's telecommunications systems	Assistant Director Transformation & ICT/Digital
(2)	The management of the council's information technology resources including the council's corporate information management, systems and strategies and information technology strategies	Assistant Director Transformation & ICT/Digital

19.15 The following responsibilities are delegated to officers in consultation with the portfolio holder (Finance)

	Responsibility	Delegated to
(1)	The exercise and performance of the council's functions, powers and duties in relation to authorisation of travelling and subsistence allowance payments to members when undertaking visits outside the district	Chief of Staff
(15)	Management of the legal services contract	Chief of Staff
(16)	The development of the council's risk management strategy	Assistant Director Transformation & ICT/Digital

19.20 The following responsibilities are delegated to officers (Economic Development)

	Responsibility	Delegated to
(17)	To determine applications for street closures under the Town Police Clauses Act 1847	Assistant Director Regulatory

19.34 The following responsibilities are delegated to officers (Transformation and Organisational Development)

	Responsibility	Delegated to
(5)	To pay all salaries, wages and allowances to employees and to interpret and implement any local and national agreements or awards	Chief of Staff
(6)	To respond to requests under the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations 1992, and the Re-use of Public Sector Information Regulations 2005	Chief of Staff
(7)	To determine any appeals under the council's complaints scheme against the council's failure to provide information under the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations 1992 and the Re-use of Public Sector Information Regulations 2005.	Chief of Staff
(8)	To deal with the allocation and re-arrangement (including physical alterations) of space and ancillary accommodation at the council's offices and any other general-purpose building occupied by the council	Assistant Director Transformation & ICT/Digital
(9)	The authorisation of members and officers to travel abroad on council business and the approval of expenses in respect therefor	Chief of Staff

**COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS
2021-22**

CONSERVATIVE AND LIBERAL DEMOCRAT NOMINATIONS

(1) A47 ALLIANCE

Nominated Representative: (1) Cllr R R Foulger

Nominated Substitute: (1) Cllr N J Brennan

(2) AYLSHAM CITTASLOW COMMITTEE

(must have resided in Aylsham, or within 3 miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there)

Nominated Representative: (1) Cllr D G Harrison

(3) BROADLAND FUTURES INITIATIVE ELECTED MEMBERS FORUM

Nominated Representative: (1) Cllr S Lawn

Nominated Substitute: (1) Cllr N Brennan

(4) BROADS AUTHORITY

Nominated Representative: (1) Cllr N Brennan

(5) CNC BUILDING CONTROL

(automatic appointment of Portfolio Holder for Planning and substitute is Chairman of Planning Committee)

Nominated Representative: (1) Cllr S Lawn

Nominated Substitute: (1) Cllr I Moncur

(6) COMMUNITY RAIL NORFOLK

(appointee has option to join both the Bittern Line Partnership and Wherry Lines Partnership Working Groups)

Nominated Representative: (1) Cllr R R Foulger

(7) COMMUNITY SAFETY PARTNERSHIP SCRUTINY PANEL

Nominated Representative: (1) Cllr N C Shaw

Nominated Substitute: (1) Cllr D King

(8) DISTRICT COUNCIL'S NETWORK

(automatic appointment of Leader)

Nominated Representative: (1) Cllr S A Vincent

(9) EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION
(automatic appointment of Leader)

Nominated Representative: (1) Cllr S A Vincent

(10) GREATER NORWICH DEVELOPMENT PARTNERSHIP BOARD
(must include Leader and Portfolio Holder for Planning)

Nominated Representatives: (1) Cllr S Lawn
(2) Cllr I Moncur
(3) Cllr S A Vincent

Nominated Substitutes: (1) Cllr T M Mancini-Boyle
(2) Cllr J M Ward

(11) GREATER NORWICH GROWTH BOARD
(automatic appointment of Leader)

Nominated Representative: (1) Cllr S A Vincent
Nominated Substitute: (1) Cllr S Lawn

(12) HMP BURE LIAISON COMMITTEE
(two must be Members of Wards adjoining the prison (ie Buxton & Coltishall); the third to be Council's own choice)

Nominated Representatives: (1) Cllr J K Copplestone
(2) Cllr K E Lawrence
(3) Cllr F Whymark

(13) INTERNAL DRAINAGE BOARDS

(13a) BROADS (2006)

Nominated Representatives: (1) Cllr N J Brennan
(2) Cllr J K Copplestone
(3) Cllr K S Kelly
(4) Cllr G Nurden
(5) Cllr N Shaw

(13b) NORFOLK RIVERS

Nominated Representatives: (1) Cllr N J Brennan
(2) Cllr K S Kelly
(3) Cllr N C Shaw

(13c) WAVENEY, LOWER YARE & LOTHINGLAND

Nominated Representative: (1) Cllr G K Nurden

- (14) JOINT COMMITTEE FOR TRANSFORMING CITIES FUND PROJECT**
- Nominated Representative: (1) Cllr S Lawn
Nominated Substitute: (1) Cllr J Copplestone
- (15) LOCAL GOVERNMENT ASSOCIATION – GENERAL ASSEMBLY**
- Nominated Representative: (1) Cllr S A Vincent
Nominated Substitute: (1) Cllr T M Mancini-Boyle
- (16) LOCAL GOVERNMENT ASSOCIATION STRATEGIC AVIATION SPECIAL INTEREST GROUP (LGA(SASIG))**
- Nominated Representative: (1) Cllr N C Shaw
- (17) NORFOLK AGAINST SCAMS PARTNERSHIP**
- Nominated Representative: (1) Cllr S M Prutton
- (18) NORFOLK ARTS FORUM EXECUTIVE COMMITTEE**
- Nominated Representative: (1) Cllr J M Ward
Nominated Substitute: (1) Cllr J L Thomas
- (19) NORFOLK BIODIVERSITY PARTNERSHIP**
- Nominated Representative: (1) Cllr K S Kelly
Nominated Substitute: (1) Cllr S M Prutton
- (20) NORFOLK HEALTH OVERVIEW & SCRUTINY COMMITTEE**
(must be Members of the District Council's O & S Committee)
- Nominated Representative: (1) Cllr S M Prutton
Nominated Substitute: (1) Cllr P E Bulman
- (21) NORFOLK JOINT MUSEUMS COMMITTEE**
(Substitute must be from same political party as appointed representative)
- Nominated Representative: (1) Cllr D King
Nominated Substitute: (1) Cllr G K Nurden
- (22) NORFOLK PARKING PARTNERSHIP JOINT COMMITTEE**
- Nominated Representative: (1) Cllr J K Copplestone
Nominated Substitute: (1) Cllr P E Bulman

(23) NORFOLK POLICE & CRIME PANEL

Nominated Representative: (1) Cllr J Emsell
Nominated Substitute: (1) Cllr P E Bulman

(24) NORFOLK RAIL POLICY GROUP

Nominated Representative: (1) Cllr R R Foulger
Nominated Substitute: (1) Cllr N J Brennan

(25) NORFOLK RECORDS COMMITTEE

Nominated Representative: (1) Cllr G K Nurden
Nominated Substitute: (1) Cllr D King

(26) NORFOLK STRATEGIC PLANNING MEMBER FORUM
(Portfolio Holder for Planning and sub to be Portfolio Holder for Housing & Wellbeing)

Nominated Representative: (1) Cllr S Lawn
Nominated Substitute: (1) Cllr F Whymark

(27) NORFOLK WASTE PARTNERSHIP
(must be Portfolio Holder for Environmental Excellence)

Nominated Representative: (1) Cllr J Leggett
Nominated Substitute: (1) Cllr S M Prutton

(28) NORFOLK WATER MANAGEMENT PARTNERSHIP STRATEGIC FORUM

Nominated Representative: (1) Cllr S Lawn
Nominated Substitute: (1) Cllr I Moncur

(29) NORFOLK'S HEALTH & WELLBEING BOARD

Nominated Representative: (1) Cllr F Whymark
Nominated Substitute: (1) Cllr R R Foulger

**(30) NORTH NORFOLK CLINICAL COMMISSIONING GROUP COMMUNITY
ENGAGEMENT PANEL**

Nominated Representative: (1) Cllr F Whymark
Nominated Substitute: (1) Cllr R R Foulger

(31) NORWICH AIRPORT LIMITED CONSULTATIVE COMMITTEE

Nominated Representative: (1) Cllr N C Shaw
Nominated Substitute: (1) Cllr A D Adams

(32) NORWICH AREA MUSEUMS COMMITTEE

Nominated Representative: (1) Cllr D King
Nominated Substitute: (1) Cllr G K Nurden

(33) NPLAW BOARD

Nominated Representative: (1) Cllr T Mancini-Boyle
(must be a member of Cabinet)

(34) YOUTH ADVISORY BOARD
(automatic appointment of Member Champion for Young People)

Nominated Representative: (1) Cllr R M Grattan

Overview and Scrutiny Committee



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a remote meeting of the Overview and Scrutiny Committee of Broadland District Council, held on Tuesday 9 March 2021 at 10.00am.

Committee Members Present: Councillor: S Riley (Chairman), A D Adams (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, N J Harpley, S I Holland, C Karimi-Ghovanlou, K S Kelly, D King, M L Murrell, G K Nurden, S M Prutton and N C Shaw.

Other Members in Attendance: Councillors: J Emsell, J Leggett, and T Mancini-Boyle.

Officers in Attendance: The Director of Resources, Director of Place, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer) Assistant Director of Individuals and Families, Assistant Director Finance, Chief of Staff, Senior Finance Business Partner, Strategy and Programmes Manager, Senior Governance Officer (SW), Housing Enabling Officer and Democratic Services Officers (LA, JO)

236 DECLARATIONS OF INTEREST

Cllr J Leggett declared a non-pecuniary interest as a trustee of Leeway Domestic Violence and Abuse Services. .

237 MINUTES

The minutes of the meeting held on 2 February 2021 were agreed as a correct record.

Minute No: 223 - Apology for Absence

Cllr King thanked members for their kind thoughts during his recent illness.

238 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised members that Scrutiny Training had been arranged for Monday 15 March at 2.00pm. The session, which would last for around 90 minutes, would provide members with a refresher on the background of scrutiny and would concentrate mainly on developing the effective questioning skills, which were vital for members of the Committee.

The Chairman also advised the meeting that item 12 on the Cabinet Agenda, Social Prescribing, was being deferred to the 20 April 2021 meeting of Cabinet.

CABINET REPORTS

239 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 3

The report provided a summary of the Council's performance and finance positions for Quarter 3 and was aligned to the key outcomes set out in the Delivery Plan for 2020/21.

The Strategy and Programme Manager advised the meeting that 11 performance measures were on target to meet the year end success criteria; six measures were at risk of not meeting the target and two measures were not on target to meet the year end success criteria. Nine further measures were being baselined to determine their target.

The following performance measures in the report were drawn to the Committee's attention:

- The percentage of vacant retail space in market towns had remained relatively stable over the last two quarters, however it was likely that the pandemic would have a delayed effect on market towns. Therefore, the Council was working on a suite of proposals to support the economic recovery of the market town high streets.
- Due to the pandemic the collection of Business Rates was below the performance in Q3 in 2019/20 and it was not expected that the 99 percent collection target by year-end would be achieved. The Business Rates Team had worked proactively with businesses to offer extended and deferred payments where appropriate.
- Performance for the number of working days taken to process new claims for Housing/Council Tax Benefit was an excellent five working days, two days less than the target of seven days.
- Successful interventions to prevent or relieve homelessness stood at 62 percent, which was below the target of 80 percent. This was mainly Covid-19 related, as with each lockdown more people were finding

Overview and Scrutiny Committee

themselves homeless. The Team were currently recruiting and providing training to improve performance in the coming weeks and months.

- The number of affordable homes delivered had improved during Quarter 3 with a total of 65 new build homes for rent and affordable home ownership being delivered, almost double that of the previous two quarters. The Council had a cumulative total of 101 new affordable homes in Quarter 3 which exceeded the yearly Strategic Housing Market Assessment requirement of 96 new affordable homes.
- Staff absence levels for short term sickness was a very positive 2.83 days. The target was no more than 4.5 days.
- The collection rate of Council Tax would be lower this year than in previous years due to the impact of the coronavirus. Whilst the collection rate had been impacted, the proactive action taken by the Council to engage and continue to issue notices had helped maintain performance above the national trend.

In respect of the Council's finance revenue position for Quarter 3, the Senior Finance Business Partner advised the meeting that it was currently estimated that the Council would have an underspend this year of £860,000.

The main driver for the underspend was the People and Communities directorate, which was forecasting an underspend of £444,000. This was primarily due to increased income from recycling credits; a favourable variance on Housing Benefit payments; a delay in the full rollout of the clinical waste collection and a saving on money set aside for waste procurement of £68,000.

The Place directorate was forecasting an underspend of £79,000. This was mainly a result of salary savings due to vacancies and additional land charges fee income generated by the stamp duty fees exemption.

Non-Pay budgets were expected to underspend by £4.1m, because Housing Benefit expenditure was down by £4.0m, as more claimants migrated over to Universal Credit. This was, however, offset by a compensating reduction in the Housing Benefit Grant of £3.9m from Government.

Overall, pay budgets were expected to underspend by £82,000, as a result of vacancies.

The Capital budget spend was £1.2m against an approved total of £4.5m and an overall total budget of £10.4m.

In response to a number of queries the Committee was advised the following:

- The stamp duty 'holiday' introduced by the Government had stimulated the housing market, which had led to a greater number of land searches and an increase in income for the Council.

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- Around £15,000 had been spent on maintenance to Reedham Quay to date.
- The refurbishment work on Thorpe Lodge was predicated by a stock condition survey, which could not be carried out during the pandemic. It was, therefore, proposed that the budget be carried forward to 2021/22.

Members noted that a more detailed breakdown of how the savings predicted to be made from collaboration with South Norfolk were being made would be reported to a joint informal Cabinet meeting. However, members requested that this information also be reported to the Committee. Officers confirmed that they would make the information available to members after the meeting and that they would also provide details of working days lost due to long-term staff sickness.

In response to a number of further queries the Committee was informed the following:

- The Council was doing a lot of work to improve its homelessness intervention performance, which was facing an increased demand and also a change in the profile of people needing help due to the pandemic.

The recently agreed joint allocations policy for both Councils would also assist officers in improving performance.

- Council Tax collection rates at the end of February were 95.13 percent, which was only 0.44 percent below target. This recovery action for this, which equated to a sum of £400,000, would commence in the next financial year. If additional resources for recovery were required, a report would be brought to members.
- There was a mix of reasons for the reduction in the collection of Business Rates and officers were proactively working with businesses to offer extended and deferred payments where appropriate. Although some businesses might eventually require the threat of court action in order to prompt payment. However, despite the reduction it was likely that the final collection rate would still be around 97-98 percent.
- One of the reasons that the percentage of householder planning decisions made within statutory timescales had reduced was the need to pre-arrange site inspections, due to the pandemic.
- The Council did not hold specific lists of residents in receipt of Universal Credit and at risk of having their benefit reduced when the additional £20 payment came to an end. However, a great deal of work was undertaken to ensure that residents in need were aware of the help that the Council could provide.

Overview and Scrutiny Committee

- Anecdotally, second homes in Broadland were not causing the pressure on the housing market that had been seen in neighbouring authorities.

In response to a request it was confirmed that empty homes data for the District would be forwarded to the Committee, following the meeting.

The Chairman advised the Committee that the Chief of Staff, Hannah Ralph, was leaving the Council to take up a post elsewhere. The Committee wished Hannah all the very best for the future.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Options (1 and 2)

To

- (1) Note the revenue and capital position (variance details in Appendix 1); and
- (2) Note the 2020/21 performance for Quarter 3 (detail in Appendix 2).

240 COVID-19 HARDSHIP FUND POLICY 2021/22

The Assistant Director Individuals and Families introduced the report, which recommended that Cabinet approved the adoption of the Covid-19 Hardship Fund Policy for the year 2021/22 to provide short term stability for residents suffering financial hardship.

This was a continuation of an assistance fund that had been established in 2020 by the Council to help residents who were experiencing severe financial hardship due to the Coronavirus pandemic

The demand on the Housing and Benefit service had increased significantly due to the impact of the pandemic on the local economy, reflecting the increase in hardship within the District due to unemployment, welfare assessment periods, furlough and loss of income for those required to self-isolate.

The Council had been allocated a Covid-19 support fund from central Government of £117,302. It was proposed that £25,000 of this be apportioned for the Hardship Fund.

The amount applicants could receive was limited to £500 and would be for daily living essentials such as food and heating. This policy would only be utilised where all other support and welfare systems had been explored.

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Applications were to be made online and were designed to be as simple as possible. Officers could also complete applications, if residents did not have internet access or lacked literacy skills.

Officers would be using the Joseph Rowntree minimum income standard as guidance when calculating an application for the hardship fund. It was emphasised that staff who assessed the applications were highly qualified and experienced and used their professional discretion to assess claimants.

A member pointed out that the policy should refer to the amount of the fund for Broadland only at paragraph 3.2.

In response to a query, it was confirmed that the Covid-19 Hardship Fund was in addition to the existing Hardship Fund that the Council had in place. The Portfolio Holder for Finance added that the Covid-19 fund for last year had spent £15,000. It was felt that increasing this to £25,000 for 2021/22 would be adequate for the next financial year, although this sum could be looked at again it was felt that the fund needed to be increased.

Members were also advised that the Leeway worker, funded by the Council, could refer victims of domestic abuse to the fund. The Council also had links with Children's Services, who could refer applicants to this support as well.

Members were asked to note that the Fund was distinct from, and in addition to, the £500 Test and Trace Support payments, for people who were required to self-isolate.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Option (1)

That Cabinet approves the adoption of the Covid-19 hardship policy for the financial year 2021/22.

241 AFFORDABLE HOME OWNERSHIP

The Housing Enabling Officer introduced the report, which proposed the expansion of the local connection criteria for Affordable Home Ownership to include current residents of South Norfolk and Norwich City, via a reciprocal agreement for a trial period of two years.

The pilot scheme proposed that current residents living in any of the three districts could apply for a new build Shared Equity or Discounted Market Sale product within the district that they wished to live. Applications would then be assessed by officers to confirm that they met the local connection criteria and the sale could then proceed. Assessments would be carried out from within existing resources.

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It was emphasised that the scheme was purely for home ownership and would probably be for around 15 to 20 properties a year in Broadland.

It was suggested that as a number of new affordable home ownership products were being proposed by the Government, that it might be better to wait until there was more clarity on this before changing the local connection policy.

In response, the Director of Place suggested that as it was a reciprocal arrangement it would give residents a wider choice across the whole of Greater Norwich. He noted that all three councils worked very closely on developing infrastructure and planning growth across this area and it seemed a natural progression to trial an expansion of the local connection criteria. He also suggested that housing was a constantly changing issue and that the Council would need to take this into account as central Government determined, so there would be little to be gained by a delay.

The Chairman noted that the trial was only for two years and would be subject to any changes to affordable housing products that were determined by Government.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) For Affordable Home Ownership products provided through negotiation with developers:
 - There will be a local connection priority for Greater Norwich
- (2) The new criteria will be applied as a pilot scheme via a reciprocal agreement for a trial period of 2 years.

The Committee adjourned at 11.33am and reconvened at 11.40am, when all the Committee members listed above were present.

242 NEW HOMES BONUS CONSULTATION

The Director for Resources introduced her report, which explained that officers had commenced with a proposed response to the Future of the New Homes Bonus Consultation. The timescales for submission of the consultation would prevent a finalised version of the responses being made available to Cabinet and it was, therefore, proposed that the final sign-off be delegated to the Portfolio Holders for Finance and Planning, in consultation with the Director Resources and the Director Place

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The consultation questions covered not only the financial element of the New Homes Bonus, but housing delivery as well as the possible introduction of a modern methods of construction premium.

A member suggested that the recommendation needed clarification and it was agreed that reference to the response to the future of the New Homes Bonus Consultation, be added to the recommendation.

There was some discussion about whether the consultation could be completed and signed off by the Portfolio Holders to allow it to complete the call-in period ahead of submission on 7 April 2021. The Assistant Director Governance and Business Support (Monitoring Officer) confirmed that she would clarify this point after the meeting.

Following a show of hands it was unanimously.

RECOMMENDED TO CABINET

Option (1, as amended)

To delegate *the response to the future of the New Homes Bonus Consultation* to the Portfolio Holders for Finance and Planning in consultation with the Director Resources and the Director Place.

243 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

244 EXEMPT MINUTES

The exempt minutes of the meeting held on 2 February 2021 were confirmed as a correct record.

(The meeting concluded at 12.01pm)

Chairman



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a remote meeting of the Overview and Scrutiny Committee of Broadland District Council, held on Tuesday 30 March 2021 at 10.00am.

Committee Members Present:	Councillor: S Riley (Chairman), A D Adams (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, N J Harpley, S I Holland, C Karimi-Ghovanlou, K S Kelly, D King, M L Murrell, G K Nurden, S M Prutton and N C Shaw.
Officers in Attendance:	The Assistant Director Governance and Business Support (Monitoring Officer), Skills Development Officer, HR Business Partner, Senior Governance Officer (SW) and Democratic Services Officers (LA, JO)

In the absence of the Chairman, the Vice-Chairman took the Chair.

245 MINUTES

The minutes of the meeting held on 9 March 2021 were agreed as a correct record.

246 MATTERS ARISING

Minute No: 239 – Strategic Performance and Finance Report for Quarter 3

The Assistant Director Governance and Business Support (Monitoring Officer) confirmed that she would forward details to members of working days lost due to long-term staff sickness following the meeting.

Minute No: 242 – New Homes Bonus Consultation

Members were advised that the Consultation response would be submitted shortly.

Chairman in the Chair.

247 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised members that item eight on the agenda, the Provision of Leisure Principles, had been deferred as it would now not be considered by Cabinet until 14 September 2021.

Therefore, the Assistant Director Individuals and Families would present his update and full costings to the Committee at its meeting on 15 June 2021, which would allow members the opportunity to input into the process before the final report was drafted.

248 APPRENTICESHIPS LEVY

The Skills Development Officer introduced the report, which provided some background to apprenticeships and explained the impact that the implementation of the Apprenticeship Levy has had on the take up of apprenticeships in Broadland. The report also set out the overall approach being taken by the Council to support and promote apprenticeship participation.

Members were advised that the Apprenticeship Levy was introduced in May 2017 and was intended to allow employer's greater power and choice over the provision available.

However, this choice came at a cost and it was, therefore, unsurprising that employers took the opportunity to focus on helping their existing employees gain a funded higher or degree level apprenticeship and that this had impacted on the recruitment of 16-18 year old apprentices.

This was clearly demonstrated by a 23 percent reduction in apprenticeship starts across all ages and levels with the exception of recruitment to higher and degree levels which had enjoyed a 95 percent increase since the Levy was introduced.

Similarly, the age group that were least affected was the 25+ group which had reduced by 8.8 percent in contrast to a reduction of 25.8 percent for 16-18 year olds and 34.4 percent for 19-24 year olds.

In response to declining apprenticeship recruitment the Council was working closely with the Apprenticeship Norfolk Network, which was run by the County Council. The network was currently delivering financial incentives for Small and Medium Enterprises (SME) who took on apprentices.

The Council was a member of the Local Enterprise Partnership (LEP) Workforce Work Stream, which saw apprenticeships as a key solution to the economic challenges facing young people and businesses post pandemic. The group, which included the DWP, education providers, the Chamber of Commerce and other local authorities was actively seeking funding opportunities for the provision of apprenticeships.

Broadland was also working with the Greater Norwich Manufacturing Group to deliver an apprenticeship pilot programme designed to develop an accessible engineering apprenticeship route, which it was hoped would begin in September 2021.

Currently there were nine apprentices employed within the One Team, working in areas such as Marketing, HR, Business Support and Ground Maintenance. An Apprenticeship Strategy was also being developed to further invest in staff, with a range of areas that were being looked at.

Members expressed concerns that the Apprenticeship Levy was disadvantaging young people and it was suggested that more work should be done in schools to encourage more vocational learning.

In response, the Skills Development Officer agreed that it was tremendously important to provide good advice to young people at an early age, but that employers also had a duty to work in a coordinated way and make it clear what they wanted from young people. She also emphasised, however, that the Council was in a good position to encourage businesses to view apprenticeships as a good way to plan their workforce.

A member expressed concern that a lot of young people were missing out and being left behind and that the same few employers were utilising employment schemes for young people that had few long-term jobs prospects or opportunities for career progression.

In answer to a query about the dedicated manager employed by the LEP, the Committee was informed that £300m in unused Levy was returned to the treasury last year. The manager's role was to encourage Levy payers to transfer up to 25 percent of their unused Levy pot to support apprenticeships at no cost to SME's, which was of benefit to all concerned.

In response to a query regarding the Kickstart scheme, it was noted that although the salary was £4.15 an hour for the first year an employer could choose to top this up if they wished and after the first year it would increase to the National Minimum Wage.

The Committee was also informed that young people could work with multiple employers through an agency called Trak, which managed learners and provided them with opportunities to learn a trade across a number of employers. There was also a similar agency for adults called Talent Share.

Officers were currently working on a report that set out Broadland's approach to skills and training, which would be brought to members later in the year. The Council would also continue to build on existing partnerships with local stakeholders to develop and deliver initiatives to reduce further slippage in apprenticeship recruitment.

Some members expressed disappointment that T-Levels required the majority of the courses to be spent in the classroom, rather than the workplace and it was also noted that the Council had previously run a very successful apprenticeship scheme from Carrowbreck and it was suggested that this might be reintroduced.

In response, the Skills Development Officer acknowledged the quality of the courses provided at Carrowbreck, but advised members that the decision to close the training facility had been taken against a background of declining funding, increasing costs and the inability to compete with alternative providers. She emphasised that the Council had a duty to consider the funding available, which at its current levels would make it impossible to reinstate Carrowbreck as a training centre.

The Chairman noted the concerns raised by the Committee and proposed the following additional recommendation arising from the report:

That the Council should make representation to the Secretary of State in light of the detrimental effect that the Apprenticeships Levy was having on 16-19 year olds and that officers should draft a report to support this recommendation to Government.

The proposal was duly seconded.

Following a show of hands it was unanimously:

AGREED

1. That the Council should make representation to the Secretary of State in light of the detrimental effect that the Apprenticeships Levy was having on 16-19 year olds and that officers should draft a report to support this recommendation to Government; and
2. To note the findings in the report and support the continued building of existing partnerships with local stakeholders to develop and deliver initiatives to reduce further slippage in apprenticeship recruitment and to ensure this remains an inclusive programme for all.

249 PROVISION OF LEISURE PRINCIPLE

This item was deferred to the 15 June 2021 meeting of the Committee.

The Committee adjourned at 11.24am and reconvened at 11.31am, when all the Committee members listed above were present.

250 OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2020/21

The Senior Governance and Deputy Monitoring Officer presented the Annual Report of the Overview and Scrutiny Committee, which set out the work it had undertaken over the last year and reported to Council its outcomes and achievements.

Members' attention was drawn to the following reviews undertaken since last July:

- Staff Turnover at Broadland District Council – this was still subject to an investigation by a Time and Task Limited Panel.
- Relocation of the One Team Service Areas
- Affordable Housing Delivery
- Early Intervention and Community Safety
- Apprenticeships and New Schemes – details of the discussion from today's meeting would be added to this review before presentation to Council.

The Annual Report noted the work undertaken by the Committee in its scrutiny of Cabinet and provided details of a call-in of the Member Grant Scheme, as well as the Committee's meeting with Cabinet to discuss the budget.

The Report also highlighted the training undertaken by the Committee on 15 March 2021, which had focused on developing effective scrutiny questioning skills.

A record of the recommendations made by the Committee when reviewing the Cabinet agenda was also appended to the report, which highlighted any discrepancies between the recommendations made by the Committee and the decisions made by Cabinet.

The Chairman commended the Senior Governance and Deputy Monitoring Officer for her excellent work in drafting the Annual Report.

Following a show of hands it was unanimously:

AGREED

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2020/21 to be presented to Council;
2. That any revisions made by the Committee will be updated in the report with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee; and

3. That the report will be updated following the consideration of other items at the meeting held on 30 March 2021, with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee.

251 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Senior Governance and Deputy Monitoring Officer took the Committee through their Work Programme.

Members were asked to note that, as referred to in minute 249 above, the item on the Provision of Leisure Principles was to be considered by the Committee at its 15 June 2021 meeting. Also at that meeting the Committee would receive a report on the reserves set aside for the maintenance of bridges. In response to a query about the reserve set aside for Reedham Quay, it was confirmed that the Committee would be emailed a response following the meeting.

The 15 June 2021 meeting was also due to receive a Community Safety Update. It was still to be confirmed if the Head of Community Safety at the Norfolk County Community Safety Partnership would be available to present the update.

At the 24 August 2021 meeting the Committee would consider an item proposed by Sprowston Town Council, which requested the production of a planning guidance document on the allocation of public open spaces. At the same meeting the Committee would consider an item on Engagement in Public Consultation, which had been proposed by Cllr Shaw.

The 2 November 2021 meeting would review the Housing Allocations Policy and also review the Member Grants Scheme to ensure that the Committee could put forward its views before the Cabinet report was drafted.

As noted above, at minute 250, the Staff Turnover Time and Task Panel investigation was ongoing. The Panel's next meeting was scheduled for 22 April 2021. A final report would be presented to the Committee once their work was concluded.

The next addition of *Broadland News* would include an article about the work of the Committee and invite residents to submit topics for future consideration.

The Broadband and Mobile Phone Coverage item had been delayed due to the pandemic. The Portfolio Holder for Economic Development had reported that she hoped that an all-member briefing on Better Broadband for Norfolk could take place during the summer, 2021.

There was no update on water supply, management and climate change at the present time. A report would be brought to the Committee in due course.

The Chairman noted that the additional report requested by the Committee on the Apprenticeship Levy (minute 248 above refers) would be added to the

Work Programme.

A Member suggested that an item on any plans to relocate Broadland staff outside the District and the possible detrimental effect this could have on services for residents be added to Work Programme.

In response, the Assistant Director Governance and Business Support (Monitoring Officer) advised the meeting that the Council was only in the very early stages of assessing how the offices would look post-Covid and there were a lot of benefits and risks that needed consideration before any firm proposals were put in place, so at this stage there would be nothing to bring to the Committee.

Members were also reminded that at the 17 November 2020 meeting of the Committee the Managing Director had made a commitment that in the event that a matter was deemed to be novel or contentious and was not otherwise reported elsewhere, a report would be provided to the Overview and Scrutiny Committee for consideration.

Members confirmed that they were satisfied that this commitment would ensure that they were kept informed of any further staff relocation proposals.

(The meeting concluded at 11.59 am)

Chairman



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a remote meeting of the Overview and Scrutiny Committee of Broadland District Council, held on Tuesday 13 April 2021 at 10.00am.

Committee Members Present: Councillors: S Riley (Chairman), A D Adams (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, C Karimi-Ghovanlou, K S Kelly, D King, M L Murrell, G K Nurden, S M Prutton and N C Shaw.

Cabinet Members in Attendance: Councillors: J Copplestone, J Emsell, L Hemsall, J Leggett, T Mancini-Boyle and S Vincent.

Other Members in Attendance: Councillor: A D Crotch

Officers in Attendance: The Director of Resources, Director of Place, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Finance, Assistant Director Chief of Staff, Assistant Director Planning, Assistant Director Economic Growth, Senior Communities Manager, Senior Enforcement Officer, Senior Economic Development Officer: Funding and Strategy, Senior Governance Officer (SW) and Democratic Services Officers (LA, JO)

252 DECLARATIONS OF INTEREST

Cllr Copplestone declared that she was in receipt of a Covid-19 Business Grant

253 MINUTES

The minutes of the meeting held on 30 March 2021 were agreed as a correct record, save for the following amendment:

Minute No: 248 – Apprenticeships Levy

It was clarified that apprenticeships training had ceased at Carrowbreck, but that the facility itself had not been closed down.

254 MATTERS ARISING

A Member thanked the Assistant Director Governance and Business Support (Monitoring Officer) for sending the Committee the details of long-term staff sickness, as requested and it was suggested that it might be appropriate for the Committee to investigate mental health related absences at a future meeting. Further details relating to long term sickness was also requested. The Assistant Director Governance and Business Support (Monitoring Officer) asked the member to email her with the specific areas that he wished to explore.

255 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised members that as the meeting had a large agenda to review a 30 minute lunch break would be taken at midday.

CABINET REPORTS

256 COVID RECOVERY REPORT

The Director of People and Communities introduced the report, which provided an update on the ongoing impact of Covid-19 on the District and the Council's ongoing response.

Members' attention was drawn to the Council's Recovery Plan (agreed by Council in July 2019) and the progress that had been made and the number of actions completed. These included:

- Supporting businesses to survive and continue to operate where possible
- Delivering an unprecedented programme of Business Support Grants
- Developing the Community Hub to support the vulnerable and communities most in need to manage through the pandemic
- Harnessing and growing the Community Links programme to build capacity in local communities to respond to the pandemic locally

The report also provided an overview of Covid-19 funding sources, allocation, and the spend used to support the pandemic response and recovery. This included an additional £399,000 from the Containing Outbreak Management Fund (COMF) and the report set out how this could be allocated over the coming months.

The Assistant Director Finance advised the meeting that a key element of the report centred on the General Covid-19 funding of £891,000 that the Council had available to support the implementation of the Recovery Plan and further reports would be brought forward with proposals for how this should be spent over the coming months. However, in the interim it was requested that £50,400 be released to provide additional resource for the Council Tax and Recovery Team,

who were under significant pressure due to an increase in workloads generated by the pandemic.

In response to a query, it was confirmed that the Hardship Fund had recently been allocated an additional £25,000 and that it had been agreed that this could be looked at again if it was felt that it was necessary to increase the sum.

In answer to a query about vacancies in the Economic Growth Team, the meeting was informed that four posts had been advertised, but the response had been disappointing. If the posts remained vacant after the interviews had been held, a specialist recruitment agency might be considered. It was added that filling the posts was a priority, as it was proving challenging to maintain projects and carry on with business as usual, whilst managing the Covid-19 recovery, as well.

In respect of homelessness, members were reassured that the Council had in place the resource to manage demand at current levels, although the fluid nature of the Covid-19 environment meant further waves leading to an increase in demand could not be ruled out. The Committee was also advised that the Council worked closely with Registered Providers in order to provide accommodation for homeless people.

In response to a query about the provision of Young Person Mental Health Support Workers, it was confirmed that an allocation of £47,000 was proposed, although this sum had been omitted in error from Appendix E of the report.

It was proposed and duly seconded that an additional recommendation be made to request that the provision of Young Person Mental Health Support Worker funding be maintained.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Options (1, 2, 3, 4 and 5)

1. To note the local impact of Covid-19, together with the activities the Council is taking to mitigate those impacts.
2. To note the progress made towards delivering the actions set out in 'Our Plan for Recovery from the Covid-19 Crisis', and to recommend the update of the Recovery Plan to be considered by Cabinet in June.
3. To release the following sums to further support the Covid recovery (from the Un-Ringfenced Covid money)
 - Council Tax and Recovery Team Resource £50,400.
4. To agree a delegation to the relevant director, in consultation with the relevant portfolio holder and the portfolio holder for finance, to release COMF funds to support activities consistent with the projects listed in this report.
5. *To maintain the provision of the Young Person Mental Health Support Worker Funding.*

257 SOCIAL PRESCRIBING

The Communities Senior Manager introduced the report, which highlighted the impact and opportunities that a Social Prescribing approach could have in the District.

Members were advised that Social Prescribing was a nationwide approach that was being utilised to relieve pressure on the NHS through a Community Connector model that provided support and assistance for non-medical issues through local GP surgeries and NHS partners.

The recruitment of Community Connectors in Broadland would enhance community working, whilst placing the Council in a stronger position to support vulnerable residents through the Covid-19 recovery and preventing increased demand on statutory services.

The report proposed that the Council employ two Community Connectors to cover the whole of the District for 12 months at a cost of £62,530 per annum which would be funded through external Covid-19 recovery funds. The long-term aim was to bid to run Social Prescribing in Broadland and to draw in full salary costs from NHS sources, which would be a nil cost to the Council.

The Committee was advised that in South Norfolk Community Connectors had been in operation for six years, with funding secured through the NHS for a further three years. However, due to the NHS funding cycle it would not be possible to bid for funding in Broadland until 2022, therefore, if the scheme was to be launched sooner than this the Council would need to fund the posts for the first year through the Covid-19 Recovery Fund.

A member noted that the cost/benefits implications of having staff in place to support vulnerable residents and prevent increased demand on the NHS and Council services at an early stage could be enormous.

Members commended the proposal.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

(Options 1 and 2)

1. To use COVID money (specifically the “containing outbreak management fund”) to implement a Community Connector service in Broadland district, to work as part of the Council’s early help offer and alongside the existing social prescribing service;
2. To agree to recruit 2 FTEs on a 12-month contract with intention to review as part of setting the 2022/23 budget.

Vice-Chairman in the Chair.

258 THE DEBT RESPITE SCHEME (BREATHING SPACE AND MENTAL HEALTH CRISIS MORATORIUM) REGULATIONS 2020 & STATUTORY DEBT REPAYMENT PLAN (FINANCIAL SERVICES BILL) – REQUEST FOR ADDITIONAL RESOURCE

The Senior Enforcement Officer introduced the report, which explained the additional level of demand that was anticipated to result from the introduction of Breathing Space Regulations and the Statutory Debt Repayment Plan, and requested a temporary additional resource in the Recovery Team to deal with the resulting workload.

The Debt Respite (Breathing Space) Regulations would come into force on the 4 May 2021 and would provide eligible debtors with legal protections from their creditors, including the halting of additional charges and enforcement action. The Statutory Debt Repayment Plan legislation would come into force shortly after.

As a creditor, when the Council was told that a debt owed was in Breathing Space, all action related to that debt had to be stopped and the mandatory protections provided within the regulations applied. It was considered that the existing resource would not be sufficient to cope with the demands of these regulations without significant detriment to the Team's primary function of debt recovery.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Option (1)

To increase the Recovery Team capacity by 1 x FTE for a period of 18 months to deal with work arising from the impact of the new Breathing Space and Statutory Debt Repayment Plan regulations in Broadland and South Norfolk. The cost to be shared 45/55 between BDC / SNC in line with the One Team agreement.

259 ENDORSEMENT OF THE NORFOLK STRATEGIC PLANNING FRAMEWORK UPDATE

The Assistant Director Planning introduced the report, which sought members' agreement to endorse the third update to the Norfolk Strategic Planning Framework (NSPF).

Members were advised that the Council, as a local planning authority, had a legal duty to engage constructively with other public bodies on strategic cross boundary planning matters and that the NSPF provided a structure for doing so.

The NSPF included 31 formal agreements and was prepared by officers from the constituent Norfolk authorities, under the oversight of the Norfolk Strategic Planning Member Forum, on which the Portfolio Holder for Planning sat.

The Chairman of the Place Shaping Policy Development Panel advised the meeting that the Panel had considered the report at its meeting on 8 April 2021 and endorsed the update and recommended that Cabinet recommend the NSPF to Council.

In response to query about a lack of matters relating to education in the NSPF, the Portfolio Holder for Planning advised the meeting that this was because the Norfolk Strategic Planning Member Forum did not deliver education. Specific education priorities locally were included in other documents such as the Greater Norwich Joint Five Year Infrastructure Investment Plan 2021-2026, which oversaw the allocation of the Community Infrastructure Levy to the projects. This included an allocation of £2m for education 2021/22.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

(Option 1)

It is recommended that Cabinet recommend to Council that it endorses the update to the Norfolk Strategic Planning Framework and agrees to remain a signatory to the document.

Chairman in the Chair

260 MEMBER IT

The Assistant Director Governance and Business Support (Monitoring Officer) introduced the report, which summarised the conclusions drawn from the Members IT Survey and set out the deliberations of the Service Improvement and Efficiency Committee and their recommendation to Cabinet for the provision of Member IT.

The report confirmed that the majority of the issues raised through the IT Survey were in relation to the software and that these would be addressed through the implementation of O365 and the provision of training.

Paragraph 4.3 of the report was the minute from the 17 March 2021 meeting of the Service Improvement and Efficiency Committee, where it had considered Member IT. The Committee had given thorough consideration to the matter and had recommended that the current provision of iPads be retained.

In response to a query about connecting to a non-Wi-Fi printer with an iPad the Assistant Director Governance and Business Support (Monitoring Officer) confirmed that she would investigate the matter and report back to the member concerned after the meeting.

A member noted the value of keeping the iPads for the remaining two years of their life, but recommended against investing in any more, as he considered laptops to be preferable.

The Chairman concurred with this view regarding iPads and noted that a budget had been set aside for laptops for members and that he was disappointed that they had not been recommended by the Service Improvement and Efficiency Committee.

The Chairman of the Service Improvement and Efficiency Committee advised the meeting that the majority of the Committee felt that as the iPads still had two years remaining it would be more appropriate to wait to review the new software provision that was to be rolled out to see if the new integrated software resolved the issues raised by members.

The Assistant Director Governance and Business Support (Monitoring Officer) advised the meeting that the rollout of O365 would commence shortly and would include a programme of training. This would be followed in three or four months by either a survey or drop-in sessions, to assess if the problems raised by members had been addressed and to receive feedback on what members would want to see replace the iPads in 2022/23. This information would in turn be reported to the Service Improvement and Efficiency Committee to develop further. Any recommendations from the Committee would go to Cabinet, so the Overview and Scrutiny Committee would have the opportunity to review any recommendations.

The Chairman noted that the Committee could also review Member IT independently, if it so wished.

The Chairman proposed that a full review into Member IT be held six months before the 2023 District Elections and that Cabinet be asked to agree that the final decision should be made by Council.

Voting was carried out by way of a roll call and by a majority it was:

RECOMMENDED TO CABINET

(Options 1 and 2, *as amended*)

1. That Cabinet approve the recommendation from the Service Improvement and Efficiency Committee to retain the current provision of iPads *for the next two years and to hold a full review of member IT provision by October 2022; and*
2. *That Cabinet agree that the final decision on member IT provision would be made by Council.*

The Committee adjourned at 11.55am and reconvened at 12.25pm, when all the Committee members listed above were present.

261 REVIEW OF POLICIES

The Assistant Director Finance introduced the report, which presented updated versions of the Counter Fraud, Corruption and Bribery Policy, Anti-Money Laundering Policy and Whistleblowing Policy. These policies had been reviewed to ensure they were in line with best practice and had been approved by the Audit Committee at its 11 March 2021 meeting. The reports were presented to Cabinet for review and approval, prior to being presented to Council.

Following a show of hands it was unanimously.

RECOMMENDED TO CABINET

(Option 1)

To recommend to Council the adoption of the:

- Counter Fraud, Corruption and Bribery Policy
- Anti-Money Laundering Policy
- Whistleblowing Policy

262 PLUMSTEAD ROAD: PROPOSED COMPULSORY PURCHASE ORDER (CPO) TO ENABLE A NEW ROUNDABOUT

The Director for Place introduced the report, which sought Council approval for a Compulsory Purchase Order (CPO) for land adjacent to Plumstead Road to enable a new roundabout to be constructed. The junction was a key piece of infrastructure in facilitating the proper planning of the area, but to date the landowners to the south of the junction would not sign the agreement required to enable highway works to be carried out on their land.

The report and the proposed CPO demonstrated the Council's intention to deliver this scheme whilst, in parallel, also seeking to reach an amicable way forward with the respective landowners.

The Committee was also informed that the land that was subject to the proposed CPO would include an attenuation lagoon to the south west corner, which was likely to be considered by the Planning Committee in May 2021.

In response to a query the Committee was informed that legal advice had been taken before and during the drafting of the report and there was no reason to think that a CPO would be unsuccessful.

Following a show of hands it was unanimously.

RECOMMENDED TO CABINET

(Options i and ii)

That Cabinet recommends to Council:

- i. That officers continue to engage with the respective landowners with the intention that they sign the s.278 agreement to enable the construction of the proposed roundabout at Plumstead Road; and
- ii. That, in parallel with the ongoing engagement with the landowners, all appropriate steps as set out in this report are taken to secure the necessary land via a compulsory purchase order to enable the roundabout at Plumstead Road to be delivered. In the event that the s.278 agreement is signed to the satisfaction of Broadland District Council and Norfolk County Council as Highway Authority the action being taken to secure a compulsory purchase order will cease.

263 PUBLIC SECTOR EQUALITY DUTY ANNUAL REPORT

The Senior Governance Officer presented the report, which summarised the progress made by Broadland District Council and South Norfolk Council during 2020 in complying with their duty under the Public Sector Equality Duty, as required by the Equality Act 2010.

This was the second year that the report had been published jointly and during 2020 the responsibility for equalities had passed from the Policy Team to the Governance Team, who now produced the report.

The Equality Act 2010 required the Councils to have due regard to the need to:

- a) *Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.*
- b) *Advance equality of opportunity between people who share a protected characteristic and those who do not.*
- c) *Foster good relations between people who share a protected characteristic and those who do not.*

The duty covered nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnership.

The Senior Governance Officer then took the Committee through the Annual Report, pointing out and highlighting examples under each of the areas that the Councils must have due regard to, as well as looking at activities planned to meet the Public Sector Equality Duty for the coming year.

The Chairman commended the report and noted that it was very useful to see clear examples of how the Councils had complied with the Act.

In response to members' disappointment that the report had been received as a late paper the Democratic Services Officer apologised and confirmed that the paper had been received in good time to be included on the agenda, but had been omitted in error.

Voting was carried out by way of a roll call and by a majority it was:

RECOMMENDED TO CABINET

(Option 1)

Cabinet is asked to approve the joint Public Sector Equality Duty Annual Report, as attached at Appendix A.

264 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

Vice-Chairman in the Chair

265 ST FAITHS COMMON – LEASE

The Director of Place introduced the report, which asked Cabinet to agree, in principle, the signing of a new lease for land at St. Faith's Common to facilitate the ongoing delivery of Broadland Country Park, as set out in the exempt report.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

(Option 1)

To agree, in principle, to sign the lease (at Appendix A) subject to final due diligence checks).

266 MANAGED SERVICE – PAYROLL

The Assistant Director Governance and Business Support (Monitoring Officer) introduced the report, which sought Cabinet approval to continue with the

agreement for the provision of the managed service for payroll for a period of five years from September 2021, as set out in the exempt report.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

(Options 1 and 2)

1. Cabinet to agree to enter into a five-year agreement for the provision of a managed service for Payroll and recruitment; and
2. Cabinet to agree to delegate the detail of the agreement to the Director Resources and the Assistant Director Governance and Business Support, in consultation with the Portfolio Holder for Finance.

267 FOOD INNOVATION CENTRE

The Director for Place introduced the report, which provide an exempt update on the Food Innovation Centre project.

Following discussion, voting was carried out by way of a roll call and by a majority it was:

RECOMMENDED TO CABINET

(Options 1 and 2) as set out in the exempt report.

(The meeting concluded at 13.55pm)

Chairman

Broadland Overview and Scrutiny Annual Report 2020–21



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Committee Chairman Foreword

The Committee's aims are to provide real benefits to the people of Broadland and through its work, bring forward appropriate recommendations to Cabinet and Council.

This year has been exceptional in many ways and, along with the rest of the world, we have needed to change our ways of working due to COVID-19. The Overview and Scrutiny Committee has continued to meet, via Zoom, throughout the pandemic and whilst there has needed to be a shift in the focus of both members and officers, we have still managed to undertake some important work this year. In recognising this, I would like to pay tribute to my fellow members who have shown commitment and devotion in serving the Committee and seeking the best outcomes for our residents and services, whilst recognising the substantial additional strain on the Council's officers and resources.

The topics discussed over the last year have covered various areas of the Council's work such as pre-scrutinising the Council's budgets, reviewing the delivery of affordable housing, and assisting Cabinet in the Council's response to the MHCLG Consultation to ensure this reinforced Broadland's priorities. The Committee also requested, by call-in, that Cabinet reconsider its decision around the underspend of member grant monies which resulted in this money being retained for community use within the District.

Whilst the pandemic has caused a delay in our work programme, the Committee has future plans to review some of the important Council policies to ensure they are achieving their objectives and providing the best in customer service and value for money for our residents, and to ensure that residents are at the heart of what Broadland District Council does. We have reached out to our towns and parishes and look forward to examining some of the issues that face our communities and, where necessary, identifying and recommending solutions to improve our services for residents.

The Overview and Scrutiny function of a local authority is not an end in itself. It should be focused on ensuring better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

I enjoy my time as Chairman of this Committee. I would like to offer my thanks and appreciation to the officers and Members who support the Committee and to the Vice-Chairman, Tony Adams.



Councillor Steve Riley
Overview and Scrutiny Committee Chairman

Introduction

Broadland District Council adopts the Cabinet system to operate its decision-making. The Overview and Scrutiny Committee is politically balanced and is made up of councillors from the political groups that make up the Council. As only non-cabinet members can be on the Committee, this enables those members to have an active role in the Council's decision-making process.

Overview and Scrutiny is central to the Council's decision-making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Overview and Scrutiny Committee looks into areas of local concern and recommends improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committee are:

- **Performance Monitoring** - We have to meet corporate priorities set out in the Broadland Business Plan and report against those indicators. Scrutiny can examine any aspect of our performance, including services that we deliver through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Overview and Scrutiny Committee and challenged.
- **Policy review and development** - Overview and Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting Broadland residents can be scrutinised by the Committee, including services provided by another organisation.

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

Overview and Scrutiny Reviews

An Overview and Scrutiny Committee has responsibility to both scrutinise and monitor on an ongoing basis. To that end, the Committee strives to develop a balanced Work Programme which is published on the Council's website for information. Since the Committee's last annual report, which was commended to Council on 30 July 2020, there have been four meetings to consider items on the Work Programme.

The Reviews undertaken during these meetings were as follows:

Staff Turnover at Broadland District Council

At its meeting on 8 September 2020, the Committee undertook a review of the staff turnover at Broadland District Council. After discussion, it was agreed that a Time and Task Limited Panel be convened to further scrutinise this matter by analysis of local and comparative data in order to identify any potential solutions deemed necessary to aid the Council in its retention of staff. This Time and Task Limited Panel has met on several occasions and a full report detailing its findings will be presented to the Overview and Scrutiny Committee later this year.

Relocation of the One Team Service Areas

On 17 November 2020, the Committee reviewed the recent relocation of service areas across the two officer sites, Thorpe Lodge and South Norfolk House. This important review offered reassurance to members that the locations of officers would not impact upon services to our residents. The Committee will continue to monitor this and will undertake further reviews regarding customer service and the ability for officers to continue to demonstrate good value for money, if this is deemed necessary in the future.

Affordable Housing Delivery

At its meeting on 17 November 2020, the Committee considered a report on the delivery of affordable housing across the District, the impact on projected affordable housing completions due to the pandemic and an update on the activity of registered housing providers. The Committee was satisfied that no further scrutiny would be required at this time.

Early Intervention and Community Safety

On 26 January 2021, the Committee received a presentation from the Head of Community Safety at Norfolk County Community Safety Partnership (NCCSP). This provided an overview of the work of the partnership and clarified how this fitted into the work of the Early Help provision, a review of which would be considered by Cabinet in June 2021. Members learned that the Partnership was dealing with a wide range of important issues, including drug misuse and domestic abuse. The Committee agreed that they would receive a further update at their June 2021 meeting, following the sign-off of the NCCSP Strategy.

Apprenticeships and New Schemes

At its meeting on 26 January 2021, the Committee received an overview of the schemes of work the Council was progressing to support young people in gaining apprenticeships, skills and employment. Members were keen to scrutinise this further and agreed that a full report would be presented to its March meeting. It was decided that this should include an analysis of the Apprenticeship Levy and the effect that Government policy has had on the take up of apprenticeships.

The Committee considered a more detailed report at its meeting on 30 March 2021, during which members expressed concern that 16 to 19-year-olds appeared to be being disadvantaged by the Apprenticeships Levy. After debate, it was agreed that a draft report should be drawn up to enable the Council to make representation, to the Secretary of State, that the Apprenticeships Levy be reviewed.

Overviewing

In addition to the above stand-alone reviews, the Committee continually monitors certain Council activities. In the past year these have included:

- Broadland Economic Updates
- Resilience Updates
- Community Safety Updates and, Police and Crime Panel outcomes
- Public Health, Health and Wellbeing Board outcomes, Norfolk Health Overview and Scrutiny Committee outcomes

Scrutiny of the Cabinet

Broadland District Council conducts a practice of the Overview and Scrutiny Committee appraising Cabinet reports one week before Cabinet meetings. This provides opportunity for Committee to ask officers questions and enables the Committee to be fully briefed before making recommendations to Cabinet. This practice is considered by the Committee to keep call-ins to a minimum and build a good working relationship between Cabinet and officers.

Furthermore, Committee members are able to attend Cabinet meetings when those reports are discussed to make any further comment through the Committee Chairman and to witness how the Cabinet arrives at its decisions. There was only one call-in this year, as detailed below.

Call-in Member Grant Scheme

In November 2020, the Chairman of the Overview and Scrutiny Committee called-in Cabinet's decision that the member-led Ward Grant Scheme would remain unchanged for 2021/22. After debate, it was agreed to request that Cabinet consider introducing a change to the Scheme to ensure no underspend for direct community benefit occurred by permitting any underspend from the fund to be carried over, each February, and made available to all members, via the Ward Grant Scheme. This was also recommended by the officers.

Cabinet therefore reconsidered its decision and whilst members agreed that underspent monies should remain available for community groups, redistributing these monies into a pot available to all members, via the member-led Ward Grant Scheme. The Cabinet's view was that this may be too complicated to administer fairly. It was instead agreed that any underspend would be donated to the Community Group Start-up Grant Scheme so funds could remain available for use by community groups within Broadland in agreement with the principle recommended by the Overview and Scrutiny Committee.

Meeting with Cabinet to discuss the budget

In November 2020, the Committee held a pre-budget workshop to discuss proposed questions for Cabinet on the budget for 2021/22. These were presented at the meeting on 5 January 2021 and Cabinet Members were in attendance to respond.

Committee Training

Due to the pandemic, there was a delay in providing training to the Committee during 2020/21. In consultation with the Chairman of Overview and Scrutiny, officers sourced virtual training and provided members with a training session which was delivered by the Centre for Governance and Scrutiny (CfGS) on 15 March 2021. This sought to act as a refresher for members of the roles, powers and remit of Scrutiny, but focussed mainly on developing effective questioning skills for members of the Committee and their subs. The session was well-attended, and members are looking forward to using these skills during 2021/22.

Communicating Scrutiny

The Overview and Scrutiny Committee recognises that although the scrutiny function is councillor-led, the communities of Broadland can and should influence their Work Programme and involve themselves in scrutiny reviews. Town/Parish Councils have been invited to contact the Chairman to put forward items for the Work Programme. In addition, a similar invitation to residents will be placed in Broadland News.

Membership of the Overview and Scrutiny Committee

Cllr S Riley (Chairman)	Cllr A D Adams (Vice Chairman)	Cllr N J Brennan
Cllr P E Bulman	Cllr S J Catchpole	Cllr N J Harpley
Cllr S I Holland	Cllr C Karimi-Ghovanlou	Cllr K S Kelly
Cllr D King	Cllr M L Murrell	Cllr G K Nurden
Cllr S M Prutton	Cllr C E Ryman-Tubb	Cllr N C Shaw
Substitute members		
Cllr A D Crotch	Cllr S C Beadle	Cllr B Cook
Cllr J F Fisher	Cllr D G Harrison	
Cllr R R Foulger	Cllr K E Lawrence	
Cllr R M Grattan	Cllr D Roper	
Cllr K G Leggett		
Cllr I J Mackie		
Cllr G F Peck		
Cllr J L Thomas		
Cllr K A Vincent		
Cllr J M Ward		

Support for Overview and Scrutiny

The Senior Governance Officer provides advice to both members and officers and supports the Overview and Scrutiny Committee and the various Time and Task Limited Panels that may be set up. Democratic Services Officers produce agendas and clerk the meetings. Senior officers and managers of the Council are expected to attend Overview and Scrutiny Committee meetings and present reports at the request of the Committee. In addition, Cabinet members are often present to aid the Committee's understanding of a particular item, which makes the scrutiny process more effective and constructive.

Have your Say

Members of the public are welcome to attend any of the Overview and Scrutiny Committee meetings. Public speaking is allowed on any matter on the agenda, excluding the Minutes of the previous meeting. Speakers must advise the Senior Governance Officer of their wish to speak two clear working days before the Committee. Members of the public can also make their views known to their local District Councillor or any member of the Overview and Scrutiny Committee.

Members of the public may also write to the Senior Governance Officer at the below address to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee.

The Chairman of Overview & Scrutiny and the Committee Services Team,
Broadland District Council
Democratic Services
Thorpe Lodge
Yarmouth Road, Norwich
NR7 0DU

Email: cllr.steve.riley@broadland.gov.uk and committee.services@broadland.gov.uk

The Overview and Scrutiny Committee does not get involved with individual cases and cannot look at individual planning / licensing applications. These should be addressed through the appropriate service area or the local councillor. It also cannot deal with individual complaints; these should be raised through the Council's Complaints Procedure.

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed of the outcome by the Senior Governance Officer.

Overview and Scrutiny Committee Recommendations to Cabinet 2020/21

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
16 June 2020	Review of 2020/21 budgets	As per report plus 3 amendments: (1) BVR – add “To consider the request (for waiving rent) in light of other competing calls on funding”. (2) Broadband – add “The Council to make a bid to the CIL infrastructure fund to further invest in Broadband as a matter of urgency.” (3) Payments to towns / parishes – add “To consider applications from town / parish councils on a case by case basis and to apply the same criteria used to assess applications from businesses”.	As per report Waive up to September 2020 and staff to assist with re-opening plan To assist residents in rural poverty access full fibre broadband through the Community Infrastructure Fund. Agreed	Partial Partial Yes	Broadband provision to be considered by ESP on 22/07/20 Officers had since confirmed that the use of CIL funds for this purpose was not appropriate.
16 June 2020	Insurance procurement	As per report	As per report	Yes	
16 June 2020	Armed Forces Covenant	As per report plus an additional recommendation: “To review the policy (additional 10 days’ paid leave to Reservists employed by the councils) if the numbers increased to a level where costs were unsustainable”.	As per report plus annual update	Yes	Update via Performance Plan
16 June 2020	Temporary change to housing allocation policies	As per report	As per report	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
21 July 2020	Broadland and South Norfolk - Our Plan For Recovery From The Covid-19 Crisis	Options 1 & 2 recommended to Council as per report	Options 1 & 2 recommended to Council as per report	Yes	
21 July 2020	Council Performance – Broadland Business Plan	Options 1 & 2 noted as per report	Options 1 & 2 noted as per report	Yes	
21 July 2020	Environmental Strategy	Adopt	Adopt	Yes	
21 July 2020	Temporary Pavement Licensing	Options 2 & 3 as per report but amend option 1 - not to charge £75 application fee for first 6 months	Options 1-3 as per report	Partial	Cabinet did not agree O&S recommendation as a charge would ensure that applicants were taking the licence seriously & prevent the Licensing Team from being inundated with applications.
21 July 2020	Review of legal services provision	Option 4 (outsourcing)	Option 1 – NPLaw	No	Cabinet did not agree O&S recommendation as it considered nplaw offered value for money and the council would receive good quality legal advice.
25 August 2020	Covid-19 response – Norfolk Wide Fighting Fund	Recommended to Council as per report with additional words “on condition that greater clarity is obtained on the allocation of the £7.7m”	As per report	Partial	Cabinet did not agree O&S additional wording but accepted the principle and Leader advised he welcomed feedback from Members regarding allocation of funding
25 August 2020	Review of Mandatory licensable Houses in Multiple Occupation fees	Option 2 amended – fee of £593 for a new five year licence (current charge)	Option 2 amended – fee of £593 for a new five year licence (current charge)	Yes	
25 August 2020	Update to Local Development Scheme	Recommended to Council as per report	Recommended to Council as per report	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
25 August 2020	Waste Services Review	Only Option 4 and amended – to agree to commence a procurement exercise	Option 4 – procurement exercise	Yes	
25 August 2020	Food Innovation Centre	Options 1-5 recommended to Council as per report	Option 1 Deferred decision on options 2-5	Partial	Cabinet required further clarification on options 2-5 before making decision
29 Sept 2020	Updated Delivery Plan Post COVID-19	Recommended to Cabinet, as per report	As per report	Yes	
29 Sept 2020	Response to (MHCLG) Consultations	1. Recommended to Cabinet as per report subject to inclusion of the amendments proposed by Place Shaping Panel and inclusion of examples for question 16 in White Paper relating to BDC's priorities for sustainability. 2. Recommended to Cabinet as per report.	As per OSC Recommendation	Yes	Changes suggested by Place Shaping Panel and endorsed by OSC agreed by Cabinet. Change recommended by OSC regarding question 16 agreed by Cabinet
29 Sept 2020	Greater Norwich Homeless Strategy 2020-25, SN and Broadland Rough Sleeper Statement 2020-22	Recommended to Cabinet, as per report.	As per report	Yes	
29 Sept 2020	Loans to Parish Councils	Recommended to Cabinet, as per report.	As per report	Yes	
29 Sept 2020	Council Tax COVID-19 Hardship Fund 2020-21 Emergency Procedure/Policy	Recommended to Cabinet, as per report.	As per report	Yes	
29 Sept 2020	Risk Management Policy & Strategy	1. Recommended to Cabinet, as per report subject to amendment of title to risk impact table in Appendix B to 'Impact on Delivery of Services'	As per OSC Recommendation	Yes	
29 Sept 2020	Food Innovation Centre Update (Exempt)	Recommended to Cabinet, as per report.	As per report	Yes	
3 November 2020	Budget update report	All points recommend that Cabinet recommends to Council	All points approved as per original Cabinet report with additional	Partial	O&S additional recommendation rejected but points taken

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
		as per report with amendment to Point 1: To increase the BDC 20/21 Information Technology Capital Budget by the amount needed to fund the rollout of additional laptops to include the 47 elected members of the Council to better facilitate the New Ways of Working.	recommendation to Council as follows: To increase the BDC 20/21 IT Capital Budget by £35,000 to fund potential changes following a review of members' IT.		on board to increase IT budget to fund potential changes following a review of Members' IT
3 November 2020	Review of Earmarked Reserves	Recommendations as per report.	As per report except removal of point 2; 'The reduction in the Business Rates Reserve by £703,000'.	Yes	
3 November 2020	Treasury Management Quarter 2 Report 2020/21	Recommendations as per report.	As per report	Yes	
3 November 2020	Strategic Performance And Finance Report For Quarters 1 And 2 2020/21	Recommendations as per report.	As per report	Yes	
3 November 2020	Approval Of UK Municipal Bond Agency's Framework Agreement	Recommendations as per report.	As per report	Yes	
3 November 2020	The Vision For A Best In Class Housing Offer And Draft Allocations Scheme	Recommendations as per report.	As per report	Yes	
3 November 2020	Housing Standards Enforcement Policy	Option 1 agreed – To consider/approve the Council's new Housing Standards Enforcement Policy	As per report	Yes	
3 November 2020	Planning Enforcement Plan And Strategy	To agree recommendations and endorse additional recs made by the Place Shaping Panel regarding headings, a flowchart and training to be provided to parish councils	As per report	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
3 November 2020	Future Of Community Grants	All points agreed with amendment: That the Members' Grant be increased to £1K and that a Community Action Fund be implemented in line with the recommendations from the Wellbeing Panel.	1. That the member-led ward grant system would remain unchanged for 2021/22; and 2. To introduce a start-up grant; linked to the new Community at Heart Lottery.	Partial	This was followed by a call-in - recommended to Cabinet that any unspent Member Grant monies be made available to other members via the Scheme. Cabinet agreed that any underspend shall be donated to the Community Group Start-up Grant Scheme
3 November 2020	Temporary Change To Housing Allocations Policy-Update	Recommended as per report.	As per report	Yes	
8 December 2020	Budget Update – 2 nd Wave COVID Funding	Recommended to agree 1-3 Rec 4 Amended: To increase the BDC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber: <i>A. Subject to a review, and a review of governance.</i> <i>B. Subject to other ICT projects not being delayed by this work.</i>	Recommendations 1 & 2 agreed Recommendations 3-4 deferred	Partial	
8 Dec 2020	Business Rate Pooling	Recommended as per report.	As per report		
8 December 2020	Review of Earmarked Reserves	Recommended to agree 1-3 recs to Council Amended: Cabinet to confirm: The AD Ec Growth, in consultation with Portfolio Holder for Ec Development, has authority to agree additional ec growth projects to be funded	As per report	Partial	Item to be added to O&S Work Programme regarding bridge maintenance

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
		from the Economic Success Fund. <i>The Economic Success Panel should be informed of upcoming projects funded.</i>			
12 January 2021	Warm Homes Fund – Contract Award	Recommended as per report subject to receipt of the procurement process details	As per report	Yes	
12 January 2021	Greater Norwich Local Plan – Regulation 19, pre-submission publication	Recommended as per report	As per report	Yes	
12 January 2021	Update to Local Development Scheme	Recommended as per report	As per report	Yes	
9 February 2021	Revenue Budget and Council Tax 21/22	Recommended as per report	Amended in part	Partial	
9 February 2021	Capital Budget Strategy and Capital Programme	Recommended as per report	As per report, subject to a business case being drafted for proposed street lighting budget.	Partial	
9 Feb 2021	Treasury Management Strategy	Recommended as per report	As per report	Yes	
9 Feb 2021	Council Tax Assistance Scheme	Recommended as per report	As per report	Yes	
9 Feb 2021	GNGB 5-year Investment Plan	Recommended as per report	As per report	Yes	
9 Feb 2021	Delivery Plan 21/22	Recommended as per report	As per report	Yes	
9 Feb 2021	Covid-19 Update	Recommended as per report	As per report	Yes	
9 Feb 2021	Mutual Aid Agreement	Recommended as per report	As per report	Yes	
9 Feb 2021	FIC (exempt)	Recommended as per report	As per report	Yes	
9 Feb 2021	ICT Contract (exempt)	Recommended as per report	As per report	Yes	
16 March 2021	Strategic Performance and Finance Report Q3	Recommended as per report	As per report	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
16 March 2021	COVID-19 Hardship Fund Policy 2021/22	Recommended as per report	As per report	Yes	
16 March 2021	Affordable Home Ownership	Recommended as per report	Defer and refer back to Wellbeing PDP	No	
16 March 2021	New Homes Bonus Consultation	Recommendation amended to add clarity	Amended rec accepted	Yes	
20 April 2021	Covid Recovery Report	As per report with an extra recommendation: <i>"To maintain the provision of the Young Person Mental Health Support Worker Funding"</i> .	As per report	Partial – extra rec not included	
20 April 2021	Social Prescribing	Recommended as per report	Amended in part: To agree to recruit 2 FTEs on a 12-month contract with the intention to review in six months from when they commence in post to evaluate the benefits to residents of the Community Connectors, as part of setting the 2022/23 budget.	Partial	
20 April 2021	The Debt Respite Scheme Request for Additional Resource	Recommended as per report	Amended in part: To review the Recovery Team capacity after 12 months, to assess if the increased resource is meeting the anticipated increase in workload.	Partial	
20 April 2021	Endorsement of the Norfolk Strategic Planning Framework Update	Recommended as per report	As per report	Yes	
20 April 2021	Member IT	Recommended amendments: That Cabinet approve the recommendation from the	Amended: To approve the recommendation from the SIEC to retain	No	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
		Service Improvement and Efficiency Committee to retain the current provision of iPads <i>for the next two years and to hold a full review of member IT provision by October 2022; and That Cabinet agree that the final decision on member IT provision would be made by Council</i>	the current provision of iPads; with a review in July covering the O365 rollout and training undertaken by members with another member survey and workshop to enable officers to have information on software improvements to report back to the Oct Cabinet.		
20 April 2021	Review of Policies	Recommended as per report	As per report	Yes	
20 April 2021	Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout	Recommended as per report	As per report	Yes	
20 April 2021	Public Sector Equality Duty Annual Report	Recommended as per report	As per report with minor additions req'd by officer	Yes	
20 April 2021	St Faiths Common – Lease (exempt)	Recommended as per report	As per report	Yes	
20 April 2021	Managed Service – Payroll (exempt)	Recommended as per report	As per report	Yes	
20 April 2021	Food Innovation Centre (exempt)	Recommended as per report	As per report	Yes	



CABINET

Minutes of a remote meeting of the Cabinet of Broadland District Council, held on Tuesday 16 March 2021 at 6.00pm.

Cabinet Member Present:	Councillors: S Vincent (Leader), T Mancini-Boyle, J Copplestone, J Emsell, L Hemsall, J Leggett and F Whymark.
Other Members in Attendance:	Councillors: M Murrell, S Riley (for part of the meeting)
Officers in Attendance:	The Managing Director, Director of Resources, Director Place, Director People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Planning, Assistant Director Finance, Chief of Staff, Senior Finance Business Partner, Strategy and Programmes Manager, Housing and Wellbeing Senior Manager and Democratic Services Officers (LA, JO)

204 DECLARATIONS OF INTEREST

Cllr J Leggett declared a non-pecuniary interest as a trustee of Leeway Domestic Violence and Abuse Services.

205 MINUTES

The minutes of the meeting of Cabinet held on 9 February 2021 were agreed as a correct record, save for the following amendments:

Minute No: 198 – Delivery Plan 2021/22

The addition of 'Transformation' to the Portfolio Holder for Transformation and Organisational Development in paragraph five.

'Contractor' was amended to 'contract' in paragraph six.

Minute No 200: - Mutual Aid Agreement Norfolk and Waveney Health & Care Partnership

'Moratorium' was changed to 'Memorandum' in paragraph five.

206 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

207 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members that the Committee had agreed with all the report recommendations, when it reviewed the Cabinet Agenda on 9 March 2021.

208 ECONOMIC SUCCESS PANEL

Cabinet received the Minutes of the meeting of the Economic Success Panel held on 1 February 2021.

209 WELLBEING PANEL

Cabinet received the Minutes of the meeting of the Wellbeing Panel held on 3 February 2021

210 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 3

The report provided a summary of the Council's performance and finance positions for Quarter 3 and was aligned to the key outcomes set out in the Delivery Plan for 2020/21.

The Leader noted that the report demonstrated the amazing achievements of the One Team in supporting the delivery of services by both Councils.

The Strategy and Programme Manager advised the meeting that 11 performance measures were on target to meet the year end success criteria; six measures were at risk of not meeting the target and two measures were not on target to meet the year end success criteria. Nine further measures were being baselined to determine their targets.

The following performance measures in the report were drawn to the Committee's attention:

- The percentage of vacant retail space in market towns had remained relatively stable over the last two quarters, however it was likely that the pandemic was having a delayed effect, therefore, the Council was working on a suite of proposals to support the economic recovery of the market town high streets.
- Due to the pandemic the collection of Business Rates was below the performance in Q3 in 2019/20 and it was not expected that the 99 percent collection target by year end would be achieved. The Business

Rates Team had worked proactively with businesses to offer extended and deferred payments where appropriate.

- Performance for the number of working days taken to process new claims for Housing/Council Tax Benefit was an impressive five working days, two days less than the target of seven days.
- Successful interventions to prevent or relieve homelessness stood at 62 percent, which was below the target of 80 percent. This was mainly Covid-19 related, as with each successive lockdown more people were finding themselves homeless. The Team were currently recruiting and providing training to improve performance in the coming weeks and months.
- The number of affordable homes delivered had improved during Quarter 3 with a total of 65 new build homes for rent and affordable home ownership being delivered, almost double that of the previous two quarters. With a cumulative total in Quarter 3 of 101 new affordable homes, Broadland has exceeded the yearly target requirement of 96 new affordable homes in the Strategic Housing Market Assessment for Central Norfolk.
- Staff absence levels for short term sickness was a very positive 2.83 days. The target was no more than 4.5 days.
- The collection rate of Council Tax would be lower this year than in previous years due to the impact of the Covid-19 pandemic. Whilst the collection rate had been impacted, the proactive action taken by the Council to engage and continue to issue notices had helped maintain performance above the national trend.

In respect of the Council's finance revenue position for Quarter 3, the Senior Finance Business Partner advised the meeting that it was currently estimated that the Council would have an underspend this year of £860,000.

The main driver for the underspend was the People and Communities directorate, which was forecasting an underspend of £444,000. This was primarily due to increased income from recycling credits; a favourable variance on Housing Benefit payments; a delay in the full rollout of the clinical waste collection and a saving on money set aside for waste procurement of £68,000.

The Place directorate was forecasting an underspend of £79,000 as a result of salary savings due to vacancies and additional land charges fee income, which had been generated by more people moving to take advantage of the stamp duty fees exemption.

The Capital budget spend was £1.2m against an approved total of £4.5m and an overall total budget of £10.4m.

The Portfolio Holder for Finance advised the meeting that Appendix 1 to the report set out in more detail the explanations for the underspends. She also noted that any Covid-19 funding that was underspend would be brought forward to the 2021/22 budget.

The Portfolio Holder for Finance acknowledged that the figures for Council Tax and Business Rates were below the target, but noted that these were unprecedented times and that the proactive measures being taken by the Council had kept any collection rate reduction to a minimum. She also noted that arrears would be carried over to the next financial year and collected retrospectively.

The Portfolio Holder for Transformation and Organisational Development noted the excellent performance of the Council, given the situation caused by the pandemic. He also commended officers for compiling all the data in a well presented a report and he looked forward to seeing the targets for the measures that were being baselined.

The Portfolio Holder for Economic Development noted that the report incorrectly stated that the Food Enterprise Park was near Eaton; it was in fact near Honingham Thorpe.

The Portfolio Holder for Environmental Excellence advised the meeting that the pilot clinical waste collection was not a doorstep collection, as stated in the report. She also noted that the reduction in recycling in Quarter 2 had been in all recycling, not just dry recycling.

Members were also informed that food waste collection was to be extended to another 1,700 dwellings. Collections would commence from 26 April 2021.

Cabinet were asked to note that the target of no more than 30 missed bins per 100,000 collected was a very high standard and the slight increase over this figure was still a good performance.

The Portfolio Holder for Environmental Excellence question why fly tipping incidents were being baselined when the information had been collected for a number of years. The Director for People and Communities confirmed that he would look into the matter and report back to Cabinet.

The Portfolio Holder for Housing and Wellbeing noted that the data showed good levels of staff wellbeing and that the discretionary measures to support vulnerable residents that the Council was undertaking was to be commended, as was the roll out of Disabled Facilities Grants and the Handy Person Plus scheme. He also noted the pressure that the Housing Benefits Team was working under and that the Housing Allocations Policy, which would be rolled out next month, would help staff meet this demand.

The Leader drew members' attention to Measure 1 (progress towards delivery of the predicted £8.6m savings through collaboration with South Norfolk), which was on track and indicated better than predicted savings. The One

Team was also proving to be more resilient and was delivering faster and more effectively despite the pandemic and well as floods both internal and external. He commended staff for their hard work in delivering services to residents.

Voting was carried out by a show of hands and it was unanimously

RESOLVED:

To

1. Note the revenue and capital position; and
2. Note the 2020/21 performance for Quarter 3.

Reasons for Decision

The report was a factual account.

211 COVID-19 HARDSHIP FUND POLICY 2021/22

The Housing and Wellbeing Senior Manager introduced the report, which recommended that Cabinet approve the adoption of the Covid-19 Hardship Fund Policy for the year 2021/22 to provide short-term stability for residents suffering financial hardship.

The Policy was a continuation of an assistance fund that had been established in 2020 by the Council to help residents who were experiencing severe financial hardship due to the Coronavirus pandemic.

The Council had been allocated a Covid-19 support grant from central Government of £117,302. It was proposed that £25,000 of this be apportioned for the Hardship Fund.

The amount applicants could receive was limited to £500 and would be for daily living essentials such as food and heating. A wide criteria would be used to ensure that all those in need could qualify for the fund.

The Portfolio Holder for Finance Officers advised members that the policy would only be utilised after all other support and welfare systems had been explored and that officers would be using the Joseph Rowntree minimum income standard as guidance when calculating an application for the hardship fund.

It was confirmed that the fund was in addition to the existing Hardship Fund that the Council had in place.

Voting was carried out by way of a roll call and it was unanimously

RESOLVED:

To approve the adoption of the Covid-19 Hardship Policy for the financial year 2021/22 and the apportionment of £25,000 to support the Fund.

Reasons for Decision

To assist residents in hardship, as a result of the pandemic.

212 SOCIAL PRESCRIBING

Prior to the meeting it had been decided that this item be referred to the Service Improvement and Efficiency Committee for consideration before being brought back to Cabinet for determination at a later date.

213 AFFORDABLE HOME OWNERSHIP

The Director of Place introduced the report, which proposed the expansion of the local connection criteria for Affordable Home Ownership to include current residents of South Norfolk and Norwich City, via a reciprocal agreement for a trial period of two years.

The pilot scheme proposed that current residents living in any of the three districts could apply for a new build Shared Equity or Discounted Market Sale product within the district that they wished to live.

The scheme would cover around 15 percent of the annual affordable housing provision in the District.

The Portfolio Holder for Housing and Wellbeing noted that there was a lack of data in the report and proposed that the matter be deferred and referred back to the Wellbeing Policy Development Panel for further investigation. The proposal was duly seconded by the Portfolio Holder for Finance.

Voting was carried out by way of a roll call and it was unanimously

RESOLVED:

To defer a decision on this matter and refer it back to the Wellbeing Policy Development Panel for further consideration.

Reasons for Decision

To undertake further investigation before a decision was made on this matter.

214 NEW HOMES BONUS CONSULTATION

The Director for Resources presented a draft response to the Future of the New Homes Bonus Consultation, which had been tabled as a late paper due to the pressures of the timescales for a response.

Members were advised that the figure for affordable homes delivered since 2011, in the Council's response could now be confirmed as over 4,000.

The Director for Resources gave a brief overview of the 30 questions in the consultation and the areas that they covered. This included:

- The current 80/20 split in New Homes Bonus between the District and the County Council
- The £350 premium per additional affordable home, which had not increased since the scheme started.
- Views were sought on the reward for local authorities bringing long-term empty homes back into use. It was noted that the Council could now increase Council Tax on these properties by up to five times the standard charge to encourage owners to bring them back into use.
- The time period on which payments were based. The Council was proposing using a three year average to reward consistent delivery.

The following questions on seven options were also asked in the Consultation:

- A. *Raising the baseline for growth in housing stock, above which local authorities were rewarded for additional homes.* The Council had requested that the current baseline be retained, as it would be financially detrimental to increase it.
- B. *Rewarding improvement: setting the payment threshold by reference to a local authority's past performance.* The Council did not agree with this proposal, as it would reduce the incentive for local authorities that had delivered significant housing growth in the past.
- C. *A hybrid approach: rewarding improvement and high housing growth.* Some modelling work on this option was still required in order to give a full response.
- D. *Repurposing the Bonus to support infrastructure investment in areas with low land value.* The Council disagreed with the proposal, as it was not considered that Broadland would benefit from this option.
- E. *Introducing a premium for modern methods of construction.* The Council disagreed with this and considered that other approaches should be used to promote modern methods of construction.
- F. *Modern methods of construction as a condition on receipt of funding.* The Council disagreed with this proposal as the market should determine the appropriate method of construction for each site.
- G. *Requiring an up-to-date local plan.* The Council noted that there were many reasons why a local plan might be delayed, which could unfairly penalise a local authority.

It was proposed that as the consultation was still to be finalised that the final sign-off be delegated to the Portfolio Holders for Finance and Planning, in consultation with the Director Resources and the Director Place.

Members commended officers for their hard work in putting the consultation response together in such a short time.

The Leader suggested that the recommendation be amended to clarify exactly what was being delegated.

Voting was carried out for the amended recommendation by way of a roll call

and it was unanimously

RESOLVED:

To delegate the response to the future of the New Homes Bonus Consultation to the Portfolio Holders for Finance and Planning in consultation with the Director Resources and the Director Place.

Reasons for Decision

To respond to a Government consultation.

215 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

216 EXEMPT MINUTES

The exempt minutes for the meeting held on 9 February 2021 were confirmed as a correct record.

217 EXEMPT ECONOMIC SUCCESS PANEL MINUTES

Cabinet received the exempt minutes from the meeting of the Economic Success Panel held on 1 February 2021.

(The meeting concluded at 6.50 pm)

Chairman



CABINET

Minutes of a remote meeting of the Cabinet of Broadland District Council, held on Tuesday 20 April 2021 at 6.00pm.

Cabinet Member Present:	Councillors: S Vincent (Leader), T Mancini-Boyle, J Copplestone, J Emsell, L Hemsall, J Leggett and F Whymark.
Other Members in Attendance:	Councillors: T Adams, N Brennan, M Murrell and S Riley.
Officers in Attendance:	The Managing Director, Director of Resources, Director of Place, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director of Finance, Assistant Director of Individuals and Families, Assistant Director of Planning, Assistant Director Regulatory, Assistant Director Economic Growth, Senior Enforcement Officer, Senior Economic Development Officer: Funding and Strategy, Project Co-ordinator Broadland Country Park, Senior Governance Officer (SW) and Democratic Services Officers (LA, JO)
Public in Attendance	Ms Eleanor Laming

218 MINUTES

The minutes of the meeting of Cabinet held on 16 March 2021 were agreed as a correct record.

219 PUBLIC SPEAKING

Ms Eleanor Laming, a resident of the District, addressed Cabinet in respect of item 13 on the Agenda - Endorsement of the Norfolk Strategic Planning Framework (NSPF) Update.

Ms Laming advised the meeting that although the NSPF had produced some sound guidance to address climate change the Norfolk Planning Authorities were delaying considering the approaches put forward in its Climate Change

Research Paper until the Greater Norwich Local Plan (GNLP) was updated, which was at least five years away (Agreement 19 in the NSPF).

She informed the meeting that respondents to the latest GNLP consultation had raised concerns about the lack of policies in respect of low carbon construction, low energy homes, renewable energy and the quantum and spatial distribution of the proposed housing.

Ms Laming reminded members that there was a legal duty for Local Plans to include climate change mitigation policies and failure to do so could undermine the soundness of the Plan and leave it open to legal challenge. She also asked Cabinet to note that if the approaches put forward in the NSPF were implemented now millions of tons of CO₂ could be saved during the lifetime of the Plan.

In summing up Ms Laming asked Cabinet if they would request the Greater Norwich Development Partnership to review the GNLP against the new NSPF strategic guidance to address climate change issues now.

The Chairman thanks Ms Laming for her contribution to the meeting and it was confirmed that this matter would be discussed during consideration of the Endorsement of the Norfolk Strategic Planning Framework Update later in the meeting.

220 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

221 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Committee held on 30 March 2021.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 13 April 2021, as each item was considered.

222 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet received the Minutes of the meeting of the Committee held on 17 March 2021.

223 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL

Cabinet received the Minutes of the meeting of the Panel held on 25 March 2021.

The Portfolio Holder for Environmental Excellence advised the meeting that an Environmental Co-ordinator had been appointment and should commence in post in mid-May.

224 COVID RECOVERY REPORT

The Director of People and Communities introduced the report, which provided an update on the ongoing impact of Covid-19 on the District and the Council's ongoing response, as well as the funding streams that had been provided to tackle the pandemic. This funding included an additional £399,000 from the Containing Outbreak Management Fund (COMF) and the report set out how this could be allocated over the coming months.

The Assistant Director Finance advised the meeting that a key element of the report centred on the General Covid-19 funding of £891,000 that the Council had available to support the implementation of the Recovery Plan and further reports would be brought forward with proposals for how this should be spent over the coming months. However, in the interim it was requested that £50,400 be released to provide additional resource for the Council Tax and Recovery Team, who were under significant pressure due to an increase in workloads generated by the pandemic.

The Portfolio Holder for Finance advised the meeting that since the report was drafted more funding had been received from Government and that a further report would be coming to Cabinet in June with a wider allocation of funding to support residents and businesses in the District. She also noted the increased volume of work and complexity of cases being faced by the Council Tax Team and supported the increase of resources being proposed.

The Chairman noted that it was beneficial for members to see all the schemes being proposed and the allocation of £466,000 that would be used if all the projects progressed.

Voting was carried out by way of a roll call and it was unanimously:

RESOLVED

1. To note the local impact of Covid-19, together with the activities the Council is taking to mitigate those impacts.

2. To note the progress made towards delivering the actions set out in 'Our Plan for Recovery from the Covid-19 Crisis', and to recommend the update of the Recovery Plan to be considered by Cabinet in June.
3. To release the following sums to further support the Covid recovery (from the Un-Ringfenced Covid money)
 - Council Tax and Recovery Team Resource £50,400.
4. To agree a delegation to the relevant director, in consultation with the relevant portfolio holder and the portfolio holder for finance, to release COMF funds to support activities consistent with the projects listed in this report.

Reasons for Decision

To provide additional resource to enhance the Council's Covid-19 recovery response.

225 SOCIAL PRESCRIBING

The Communities Senior Manager introduced the report, which highlighted the impact and opportunities that a Social Prescribing approach could have in the District.

Members were advised that Social Prescribing was a nationwide approach that was being utilised to relieve pressure on the NHS through a Community Connector model that provided support and assistance for non-medical issues through local GP surgeries and NHS partners. There was a Social Prescribing model in Broadland already that was delivered by a voluntary sector consortium, but this was far less effective than that delivered by Community Connector models elsewhere.

Cabinet were informed that the recruitment of Community Connectors in Broadland would enhance community working, whilst placing the Council in a stronger position to support vulnerable residents through the Covid-19 recovery and prevent increased demand on the Council's statutory services.

The report proposed that the Council employ two Community Connectors to cover the whole of the District for 12 months at a cost of £62,530 per annum, which would be funded through external Covid-19 recovery funds. The long-term aim was to bid to run Social Prescribing in Broadland and to draw in full salary costs from NHS sources, which would be a nil cost to the Council.

Cabinet was advised that in South Norfolk Community Connectors had been in operation for six years, with funding secured through the NHS for a further three years. However, due to the NHS funding cycle it would not be possible to bid for funding in Broadland until 2022, therefore, if the scheme was to be

launched sooner than this the Council would need to fund the posts for the first year through the Covid-19 Recovery Fund.

In response to a query from the Portfolio Holder for Housing and Wellbeing, it was explained that staff who were operating the Community Connector scheme in South Norfolk had been selected as Lead Provider in the NHS Eastern Region for the National Academy of Social Prescribing. As these staff were part of the One Team across both Districts Broadland now had that same status.

It was also explained that a comprehensive communications plan would be used to make best use of staff and target those most in need. The Community Connectors would also use existing volunteers and mutual aid groups who were very knowledgeable about their communities to provide care and support for those who might otherwise slip through the net, such as people using food banks.

Members were also reassured that Community Connectors were monitored and measured against national benchmarks for best practice.

The Portfolio Holder for Housing and Wellbeing proposed that recommendation 2 should be amended to include a review after six months of the Community Connectors being in post to evaluate the benefits to residents being provided by the service.

The proposal was duly seconded and voting was then carried out by way of a roll call and it was unanimously:

RESOLVED

1. To use COVID money (specifically the “containing outbreak management fund”) to implement a Community Connector service in Broadland district, to work as part of the Council’s early help offer and alongside the existing social prescribing service;
2. To agree to recruit 2 FTEs on a 12-month contract with the intention to review in six months from when they commence in post to evaluate the benefits to residents of the Community Connectors, as part of setting the 2022/23 budget.

Reasons for Decision

To further enhance community working in the District, through the Covid-19 recovery and beyond.

226 THE DEBT RESPITE SCHEME (BREATHING SPACE AND MENTAL HEALTH CRISIS MORATORIUM) REGULATIONS 2020 & STATUTORY DEBT REPAYMENT PLAN (FINANCIAL SERVICES BILL) – REQUEST FOR ADDITIONAL RESOURCE

The Senior Enforcement Officer introduced the report, which explained the additional level of demand that was anticipated to result from the introduction of Breathing Space Regulations and the Statutory Debt Repayment Plan, and requested a temporary additional resource in the Recovery Team to deal with the resulting workload.

The Debt Respite (Breathing Space) Regulations would come into force on the 4 May 2021 and would provide eligible debtors with legal protections from their creditors, including the halting of additional charges and enforcement action. The Statutory Debt Repayment Plan legislation would come into force shortly after this.

As a creditor, when the Council was told that a debt owed was in Breathing Space, all action related to that debt had to be stopped and the mandatory protections provided within the regulations applied. It was considered that the existing resource would not be sufficient to cope with the demands of these regulations without significant detriment to the Team's primary function of debt recovery.

The Portfolio Holder for Finance noted that the Council had a statutory duty to comply with the regulations and help give residents the support that they needed.

In response to a query from the Portfolio Holder for Finance, the Assistant Director for Finance confirmed that although the new regulations were not being introduced as a direct result of the pandemic, as the pandemic has increased demand and made it impractical to fund the additional work from within existing resources the post could be funded from the un-ringfenced Covid-19 monies that the Council had available to support services.

The Portfolio Holder for Finance advised the meeting that to ensure this service was being delivered effectively she proposed a second recommendation to review the Recovery Team capacity after 12 months, to assess if the increased resource was meeting the anticipated increase in workload.

The proposal was duly seconded and voting was then carried out by way of a roll call and it was unanimously:

RESOLVED

1. To increase the Recovery Team capacity by 1 x FTE for a period of 18 months to deal with work arising from the impact of the new Breathing

Space and Statutory Debt Repayment Plan regulations in Broadland and South Norfolk. The cost to be shared 45/55 between BDC / SNC in line with the One Team agreement; and

2. To review the Recovery Team capacity after 12 months, to assess if the increased resource is meeting the anticipated increase in workload.

Reasons for Decision

To put in place temporary additional resource in order to meet increased demand on the Council Tax Recovery Team.

227 ENDORSEMENT OF THE NORFOLK STRATEGIC PLANNING FRAMEWORK UPDATE

The Assistant Director Planning introduced the report, which sought members' agreement to endorse the third update to the Norfolk Strategic Planning Framework (NSPF).

Members were advised that the Council, as a local planning authority, had a legal duty to engage constructively with other public bodies on strategic cross boundary planning matters (known as the Duty to Cooperate) and to document the cross boundary issues being addressed (the Statement of Common Ground). The NSPF provided the structure for doing so.

The NSPF included 31 formal agreements and was prepared by officers from the constituent Norfolk authorities, under the oversight of the Norfolk Strategic Planning Member Forum, on which the Portfolio Holder for Planning sat.

A number of changes were proposed in the revised document to ensure that the NSPF remained up-to-date and included changes to reflect the National Planning Policy Framework, the Covid-19 Recovery Plan, the Health Agreement as well as a new section on climate change. These changes were already included in the latest version of the Greater Norwich Local Plan.

In respect of the issues raised by Ms Laming during public speaking earlier in the meeting; it was confirmed that the Local Plan consultation had now closed. However, the Plan included a section that considered if the Duty to Cooperate had been met and if the Plan was compliant on soundness in relation to climate change, so these issues would be tested by the Planning Inspector at the Independent Examination later in the year.

Voting was carried out by way of a roll call and it was unanimously:

RECOMMENDED TO COUNCIL

To endorse the update to the Norfolk Strategic Planning Framework and to agree to remain a signatory to the document.

Reasons for Decision

In order to meet legislative requirements.

228 MEMBER IT

The Assistant Director Governance and Business Support (Monitoring Officer) introduced the report, which summarised the conclusions drawn from the Members IT Survey and set out the deliberations of the Service Improvement and Efficiency Committee and their recommendation to Cabinet for the provision of Member IT.

The report confirmed that the majority of the issues raised through the IT Survey were in relation to the software and that these would be addressed through the implementation of O365 and the provision of training for the new software.

The following three options had been considered by the Service Improvement and Efficiency Committee: to continue with iPads or replace them with laptops or for members to use their own equipment. By a majority vote the Committee recommended retaining iPads, as the devices had two years of life remaining and the O365 rollout should solve many of the issues that had frustrated members with the Blackberry software.

The Portfolio Holder for Planning commended the recommendation in the report and reminded members that they had a duty to protect the public purse and to ensure money was spent as effectively as possible.

The Chairman of the Overview and Scrutiny Committee advised the meeting that many of the survey respondents were dissatisfied with the iPad device, not just the software on it.

He advised the meeting that the Committee had recommended retaining the iPads for the next two years and to hold a full review of member IT provision by October 2022; and that the final decision on member IT provision should be made by Council.

In response, the Chairman advised the meeting that he considered that the issue was not with the iPads, but with the software and that he would not wish to wait 18 months before a review of member IT was conducted. Instead a review should be held within a few months to ensure that members had the right equipment to meet their needs.

The Portfolio Holder for Finance expressed disappointment that the Overview and Scrutiny Committee had spent so much time on the member IT provision, when there were so many items on the agenda that were providing support to the Council's residents during this difficult time. She added that the budget for member IT had only been set in case it was needed and that this was not the time use it, as the focus should be on residents.

The Portfolio Holder for Transformation and Organisational Development noted that member IT should be regularly reviewed to ensure that it was allowing members to serve their residents effectively and he proposed an amendment to the recommendation in the report, to include a review in July of the O365 rollout and training and another member survey and workshop to allow officers to report back on the software improvements to the October Cabinet.

The proposal was duly seconded and voting was then carried out by way of a roll call and it was unanimously:

RESOLVED

To approve the recommendation from the Service Improvement and Efficiency Committee to retain the current provision of iPads; with a review in July covering the O365 rollout and training undertaken by members with another member survey and workshop to enable officers to have information on software improvements to report back to the October Cabinet.

Reasons for Decision

To retain the current provision of member iPads for the next two years and to review the new rollout of software.

229 REVIEW OF POLICIES

The Assistant Director Finance introduced the report, which presented updated versions of the Counter Fraud, Corruption and Bribery Policy, Anti-Money Laundering Policy and Whistleblowing Policy. These policies had been reviewed to ensure they were in line with best practice and had been approved by the Audit Committee at its 11 March 2021 meeting. The reports were presented to Cabinet for review and approval, prior to being presented to Council.

The Portfolio Holder for Finance commended the work of the Audit Committee in reviewing the policies.

In response to a query, the Assistant Director of Governance and Business Support advised that training on the policies would be made available to members and officers in due course.

Voting was carried out by way of a roll call and it was unanimously:

RECOMMENDED TO COUNCIL

The adoption of the:

- Counter Fraud, Corruption and Bribery Policy
- Anti-Money Laundering Policy
- Whistleblowing Policy

Reasons for Decision

To ensure that the Council's policies remain up-to-date and in line with best practice.

230 PLUMSTEAD ROAD: PROPOSED COMPULSORY PURCHASE ORDER (CPO) TO ENABLE A NEW ROUNDABOUT

The Director for Place introduced the report, which sought Council approval for a Compulsory Purchase Order (CPO) for land adjacent to Plumstead Road to enable a new roundabout to be constructed. The junction was a key piece of infrastructure in facilitating the proper planning of the area, but to date the landowners to the south of the junction would not sign the agreement required to enable highway works to be carried out on their land.

The report and the proposed CPO demonstrated the Council's intention to deliver this scheme whilst, in parallel, also seeking to reach an amicable way forward with the respective landowners.

In response to a query it was confirmed that there was the potential to lose £1.3m in external funding for the delivery of the roundabout, if it was not carried out expediently.

The Portfolio Holder for Planning confirmed that the Council would rather deliver the roundabout without resorting to a CPO, but as this was such an important piece of infrastructure it had no choice in the matter.

Voting was carried out by way of a roll call and it was unanimously:

RECOMMENDED TO COUNCIL

- i. That officers continue to engage with the respective landowners with the intention that they sign the s.278 agreement to enable the construction of the proposed roundabout at Plumstead Road; and
- ii. That, in parallel with the ongoing engagement with the landowners, all appropriate steps as set out in this report are taken to secure the necessary land via a compulsory purchase order to enable the roundabout at Plumstead Road to be delivered. In the event that the s.278 agreement is signed to the satisfaction of Broadland District

Council and Norfolk County Council as Highway Authority the action being taken to secure a compulsory purchase order will cease.

Reasons for Decision

To demonstrate the Council's determination to deliver a key piece of infrastructure for the facilitation of proper planning in the District.

231 PUBLIC SECTOR EQUALITY DUTY ANNUAL REPORT

The Senior Governance Officer presented the report, which summarised the progress made by Broadland District Council and South Norfolk Council during 2020 in complying with their duty under the Public Sector Equality Duty, as required by the Equality Act 2010.

This was the second year that the report had been published jointly and during 2020 the responsibility for equalities had passed from the Policy Team to the Governance Team, who now produced the report.

The Equality Act 2010 required the Councils to have due regard to the need to:

- a) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.*
- b) Advance equality of opportunity between people who share a protected characteristic and those who do not.*
- c) Foster good relations between people who share a protected characteristic and those who do not.*

The duty covered nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnership.

The Senior Governance Officer then took Cabinet through the Annual Report, pointing out and highlighting examples under each of the areas that the Councils must have due regard to, as well as looking at activities planned to meet the Public Sector Equality Duty for the coming year.

Members were advised that South Norfolk Council had considered the Annual Report yesterday and had requested that some additional figures be added to underpin the examples set out in the Report. It was, therefore, requested, that if Cabinet were minded to approve the report that final approval being delegated to the Assistant Director of Governance and Business Support (Monitoring Officer), in consultation with the Portfolio Holder for Transformation and Organisational Development.

Voting was carried out by way of a roll call and it was unanimously:

RESOLVED

To approve the joint Public Sector Equality Duty Annual Report for publication, subject to minor amendment, with final approval being delegated to the Assistant Director of Governance and Business Support (Monitoring Officer), in consultation with the Portfolio Holder for Transformation and Organisational Development.

Reasons for Decision

To meet legislative requirements.

**232 EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED**

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

233 ST FAITHS COMMON – LEASE

The Project Co-ordinator Broadland Country Park introduced the report, which asked Cabinet to agree, in principle, the signing of a new lease for land at St. Faith's Common to facilitate the ongoing delivery of Broadland Country Park, as set out in the exempt report.

The Portfolio Holder for Economic Development thanked the Project Co-ordinator for her hard work on the project and commended to proposal to Cabinet.

Voting was carried out by way of a roll call and it was unanimously:

RESOLVED

To agree to sign the lease, subject to final terms being agreed by the Director of Place in consultation with the Portfolio Holder for Economic Development.

Reasons for Decision

To facilitate the ongoing delivery of Broadland Country Park.

234 MANAGED SERVICE – PAYROLL

The Assistant Director Governance and Business Support (Monitoring Officer) introduced the report, which sought Cabinet approval to continue with the agreement for the provision of the managed service for payroll for a period of five years from September 2021, as set out in the exempt report.

Following consideration of all the options, the Portfolio Holder for Finance proposed the recommended option, which was duly seconded. Voting was then carried out by way of a roll call and it was unanimously:

RESOLVED

To

1. Agree to enter into a five-year agreement for the provision of a managed service for payroll and recruitment; and
2. Agree to delegate the detail of the agreement to the Director Resources and the Assistant Director Governance and Business Support (Monitoring Officer), in consultation with the Portfolio Holder for Finance.

Reasons for Decision

To maintain the provision of a managed payroll service.

235 FOOD INNOVATION CENTRE

The Assistant Director for Economic Growth introduced the report, which provide an exempt update on the Food Innovation Centre Project.

Cabinet gave thorough consideration to the proposed changes to the financial model of the Project.

The Portfolio Holder for Economic Development thanked officers for their work on the Project and emphasised the importance that this would have for the agri-food sector across the whole of Norfolk. It was also confirmed that the Project continued to meet its objectives, as set out in the New Anglia Local Enterprise Partnership's Local Industrial Strategy.

The Chairman proposed a minor amendment to recommendation 2, which was duly seconded. Following this voting was carried out by way of a roll call and it was unanimously:

RESOLVED

To

1. Agree to changes to the FIC financial model and funding bid to increase the Project operating costs to offset any potential operating surplus/profit; and
2. Agree to defer any repayment of BDC's initial investment in the FIC for a period of 15 years.

Reasons for Decision

To progress the delivery of the Food Innovation Centre.

(The meeting concluded at 8.03 pm)

Chairman

Norfolk Strategic Planning Framework

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

January 2021



Signatories

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

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

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Summary of Formal Agreements within the Statement of Common Ground

Please Note: 'Norfolk Planning authorities' and 'Norfolk Authorities' refers to the 7 district authorities that make up Norfolk (see section 1.4), the Broads Authority and Norfolk County Council.

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

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

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

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

*Full details of each objective are in section 2 of this document

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

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

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

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

Agreement 8 – Norfolk Authorities will work positively to assist the New Anglia Covid 19 Economic Recovery Restart Plan

Agreement 9 - The list of locations in section 5 are the Tier One Employment sites and should be the focus of investment to drive increasing economic development in key sectors, and protected from loss to other uses.

Agreement 10 - The recently adopted and emerging Local Plans for the area will include appropriate policies and proposals to recognise the importance of the above cross boundary issues and interventions.

Agreement 11 - When determining their respective Local Plan housing targets each Norfolk Authority, working together where desirable, will aim to deliver at least the local housing need as identified in the most up to date evidence (Table 9). Where this would result in unsustainable development, agreement will be sought with other authorities, initially within the same Housing Market Area, to ensure sufficient homes are provided to meet identified needs and demands in the area until at least 2036.

Agreement 12 – The Broads Authority will meet its calculated portion of the wider housing requirement as far as is compatible with the protection of the Broad’s landscape and special qualities.

Agreement 13 – South Norfolk, Norwich City, Broadland, North Norfolk, and Great Yarmouth Councils will seek to include appropriate provision within their Local Plans to address the housing needs arising from the parts of the Broads Authority area overlapping their administrative boundaries if these cannot be met within the Broads Local Plan.

Agreement 14 – Broadland, Norwich City, and South Norfolk Councils will seek to deliver an additional supply of homes within the Greater Norwich Local Plan to ensure the housing needs arising from the City Deal are met in full.

Agreement 15 - The Norfolk Planning Authorities will quantify the need for, and plan to provide for, the specialist accommodation needs of the elderly, students, gypsy and travelling Show People, and those residing in other specialist types of accommodation and working together will ensure that the distribution of provision responds to locally identified needs.

Agreement 16 – All Norfolk Planning authorities will produce their Housing and Economic Land Availability Assessments to the standard Norfolk methodology.

Agreement 17 - To minimise the risk of slow delivery over the next plan period, where it is sustainable to do so, the following will be done:

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

Agreement 18 - Norfolk authorities agree to endorse the Planning in Health: An Engagement Protocol Between Local Planning Authorities, Public Health and Health Sector Organisations in Norfolk and undertake its commitments. Norfolk authorities agree to consider matters relating to healthy environments and encouraging physical activity, and fully integrated these into a potential Norfolk-wide design guide and local design codes (which will inform local plans and neighbourhood plans), drawing on key guidance such as Building for a Healthier Life and Active Design.

Agreement 19 - Norfolk Planning Authorities agree that climate change is an urgent, strategic cross boundary issue which will be addressed at the heart of Local Plans. To do this, the Authorities agree to give consideration to the approaches in the NSPF Climate Change research Paper of this report when the relevant policies are next being reviewed and updated as part of the Local Plan process and their appropriateness considered against local factors including viability of developments. Norfolk Planning Authorities agree to collectively review the latest evidence and advice on a regular basis and to update this research to ensure that the most appropriate actions are being undertaken to support climate change initiatives.

Agreement 20 - Norfolk Planning Authorities agree to work together to investigate the production of a county wide climate change best practice guide/design guide and produce a brief for this work. This work will help facilitate climate change and healthy living initiatives across the county by providing high level principles.

Agreement 21– Norfolk Authorities have agreed to become members of WRE, and to work collaboratively with its other members in the development of the Norfolk Water Strategy to ensure the project delivers the best outcomes for the county. Norfolk Authorities will also work collaboratively as part of WRE to enable the successful co-creation of WRE's wider Regional Plan.

Agreement 22 – Norfolk is identified as an area of serious water stress, the Norfolk Planning Authorities have agreed that when preparing Local Plans to seek to include the optional higher water efficiency standard (110 litres/per person/per day) for residential development.

Agreement 23 – The Norfolk Authorities, Anglian Water and Essex and Suffolk Water have agreed to provide regular and timely updates to each other on the delivery of development sites and proposed utility projects to ensure that development is aligned with water and wastewater infrastructure. LPAs will produce Habitat Regulation Assessments, as required, that will also consider impact of development on sensitive sites.

Agreement 24 - To support the high speed broadband provision in emerging Local Plans Norfolk Planning Authorities will consider the extent to which they could require high-speed broadband to be delivered as part of new developments and consider the promotion of Fibre to the Premises (FTTP) to smaller sites. Norfolk Planning Authorities will consider policies to require all residential developments over 10 dwellings and all employment developments to enable FTTP and strongly encourage FTTP on smaller sites.

Agreement 25 - To maximise the speed of rollout of 5G telecommunications to Norfolk, Norfolk Planning Authorities will continue to engage with Mobile Network Operators and Mobile UK on their 5G rollout plans for Norfolk. When reviewing Local Plans and updating relevant policies, Local Planning Authorities agree to have regard to the shared objectives for extending 4G coverage and the rollout of 5G infrastructure in Norfolk produced by the technical group, taking into account material planning considerations.

Agreement 26: Norfolk Planning authorities will continue to work closely with the County Council and school providers to ensure a sufficient supply of school places and land for school expansion or new schools, and use S106 and / or Community Infrastructure Levy funds to deliver additional school places where appropriate. The authorities agree to continue supporting the implementation of the County Council's Planning Obligations Standards as a means of justifying any S106 payments or bid for CIL funds needed to mitigate the impact of housing growth on County Council infrastructure.

Agreement 27 - Norfolk Planning Authorities and the MMO agree that there are currently no strategic planning issues remaining to be identified and that there is no conflict at a strategic level between the NSPF and adopted Marine Plans. Both parties agree to continue to work together in the preparation of Local Plans being brought forward in Norfolk and any review of the MMOs Marine Plans. Both parties have identified the following areas of common strategic issues:

- Infrastructure
- Governance
- Heritage
- Marine Protected areas
- Marine and coastal employment
- Sustainable port development
- Energy – offshore wind and oil and gas
- Access for tourism and recreation
- Sustainable and aquaculture fisheries in small harbour towns
- AONB and Seascape and landscape (character and natural beauty)
- Biodiversity
- Marine aggregates
- Cabling
- Water quality/water supply and sewerage
- Climate change/ Coastal erosion and coastal change management

Agreement 28: In recognition of:

a) the importance the Brecks, the Broads and the Area of Outstanding National Beauty, together with environmental assets which lie outside of these areas, brings to the county in relation to quality of life, health and wellbeing, economy, tourism and benefits to biodiversity;

b) the pressure that development in Norfolk could place on these assets; and

c) the importance of ecological connections between habitats

Norfolk Planning Authorities will work together to complete and deliver the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy which will aid Local Plans in protecting and where appropriate enhancing the relevant assets.

Agreement 29 :

It is agreed that:

- 1) It is essential that there is a sufficient supply of minerals to provide the infrastructure, buildings, energy and goods that the country needs. The Norfolk Minerals and Waste Local Plan will therefore enable Norfolk to continue to be self-sufficient in the production of sand and gravel, whilst making an important contribution to the national production of silica sand.**
- 2) A steady and adequate supply of minerals to support sustainable economic growth will be planned for through allocating sufficient sites and/or areas in the Norfolk Minerals and Waste Local Plan to meet the forecast need for sand and gravel, carstone, and silica sand.**
- 3) Since minerals are a finite natural resource, and can only be worked where they are found, best use needs to be made of them to secure their long-term conservation. Resources of sand and gravel, carstone and silica sand within defined Mineral Safeguarding Areas will be safeguarded from needless sterilisation by non-mineral development. Infrastructure for the handling, processing and transportation of minerals will also be safeguarded from incompatible development. Defined waste management facilities and water recycling centres will be safeguarded from incompatible development.**
- 4) The Norfolk Minerals and Waste Local Plan policies will enable the re-use, recycling and recovery of waste in Norfolk to increase, thereby reducing the quantity and proportion of waste arising in Norfolk that requires disposal, in accordance with the Waste Hierarchy.**
- 5) The Norfolk Minerals and Waste Local Plan will enable Norfolk to be net self-sufficient in waste management, where practicable and to enable sufficient waste management infrastructure to be provided in order for Norfolk to meet the existing and forecast amount of waste expected to arise over the Plan period.**
- 6) The Norfolk Minerals and Waste Local Plan will direct new waste management facilities to be located in proximity to Norfolk's urban areas and main towns. Priority for the location of new waste management facilities will be given to the re-use of previously-developed land, sites identified for employment uses, and redundant agricultural and forestry buildings and their curtilages.**
- 7) The Norfolk Minerals and Waste Local Plan will contain policies to ensure that minerals development and waste management facilities will be located, designed and operated without unacceptable adverse impacts on the amenity of local communities, the natural, built and historic environment, the landscape and townscape of Norfolk.**

Agreement 30: In recognition of the benefits gained by co-ordinating and co-operating on strategic planning activities the Norfolk Planning Authorities agree to support the activities of the Norfolk Strategic Planning Member Forum and to continue to appropriately resource joint planning activity.

Agreement 31: Norfolk Planning Authorities with support of the signatories of the document agree to maintain this statement of common ground.

Section 1 – Introduction

1.1 Purpose of this Document

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

The aim of producing the framework was to:

- Agree shared objectives and strategic priorities to improve outcomes for Norfolk and inform the preparation of future Local Plans;
- Demonstrate compliance with the duty to co-operate and consistency with the revised National Planning Policy Framework;
- Find efficiencies in the planning system through working towards the establishment of a shared evidence base;
- Influence subsequent high level plans (such as the New Anglia LEP's Economic Strategy, Local Industrial Strategy¹ and Covid 19 Economic Recovery Restart Plan²); and
- Maximise the opportunities to secure external funding to deliver against agreed objectives.

The previous version of the NSPF was endorsed by all Norfolk planning authorities in October 2019 it considered the impact of the revised National Planning Policy Framework (NPPF)³ and the requirement to apply a new standardised methodology to assessing housing need, and produce statements of common ground. It is clear that Norfolk's local planning authorities needed to continue to work closely together to address strategic planning matters and therefore the Norfolk Strategic Planning Member forum agreed to continue to formally cooperate on strategic planning activities and to update the NSPF.

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

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

¹ [New Anglia LEP Local Industrial Strategy - https://newanglia.co.uk/local-industrial-strategy/](https://newanglia.co.uk/local-industrial-strategy/)

² See [New Anglia LEP Covid 19 Economic Recovery Restart Plan - https://newanglia.co.uk/wp-content/uploads/2020/06/New-Anglia-LEP-NSU-Recovery-Plan-2020-FINAL.pdf](https://newanglia.co.uk/wp-content/uploads/2020/06/New-Anglia-LEP-NSU-Recovery-Plan-2020-FINAL.pdf)

³ See [National Planning Policy Framework - https://www.gov.uk/government/publications/national-planning-policy-framework--2](https://www.gov.uk/government/publications/national-planning-policy-framework--2)

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

[Norfolk Strategic Planning Member Forum - www.norfolk.gov.uk/nsf](http://www.norfolk.gov.uk/nsf)

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

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

1.2 Governance Arrangements for the creation of this document

Norfolk Strategic Planning Member Forum

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

Norfolk Strategic Planning Officers Group

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

The Steering Groups

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

Technical Sub groups

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

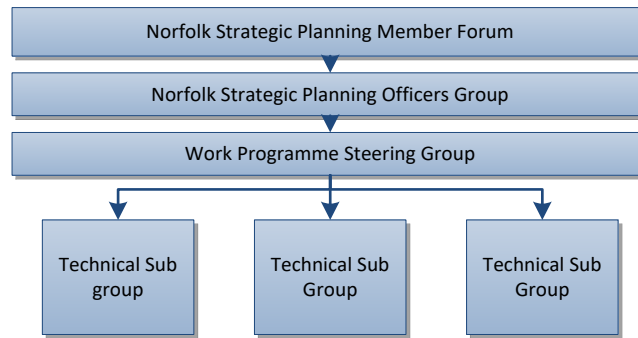


Figure 1: Governance arrangements for the Norfolk Strategic Planning Framework

1.3 Changes to the document

In updating this document Norfolk's local planning authorities sought to ensure the NSPF is up to date with all relevant information and legislation. The document has been updated after the completion of a number of county wide studies looking at:

- Green infrastructure and Recreational avoidance and mitigation and the introduction of a county wide tariff to mitigate against the impact on existing Natura 2000 sites
- The housing needs of the elderly and the types of accommodation required
- Actions that local planning authorities can take to help mitigate and adapt to climate change
- A new health section to highlight the importance of health provision and health living as a strategic cross boundary issue
- Shared Guidance on the role out of 5G and to help improve fibre broadband connectivity
- Updates to remaining sections to take account of new or updated information

Whilst this document was being prepared the government announced a consultation on landmark reforms to the planning system under the Planning for the Future White Paper⁴. The key aims of the changes are to speed up and modernise the planning system and get the country building. One of the proposed changes will be to abolish the Duty to Cooperate. However the government is giving further consideration to the way in which strategic cross-boundary issues, such as major infrastructure or strategic sites, can be adequately planned for, including the scale at which plans are best prepared. Once further clarification is provided by central government through new legislation and a revised National Planning Policy Framework it will become clear if Norfolk Planning Authorities can continue to address strategic planning matters through a revision of this document. In the meantime partner authorities remain committed to cooperative processes and updating this document.

⁴ See [Planning for the Future White Paper - https://www.gov.uk/government/news/launch-of-planning-for-the-future-consultation-to-reform-the-planning-system](https://www.gov.uk/government/news/launch-of-planning-for-the-future-consultation-to-reform-the-planning-system)

1.4 Timescale for and coverage of the Document

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

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

This Statement of Common Ground has been prepared with the understanding that the signatories undertake their statutory duties in accordance with relevant legislation, policy and guidance; and in the context of other relevant Statements of Common Ground, Memoranda of Understanding and Position Statements which they are party to.

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

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

Section 2 – Vision and Objectives

2.1 Introduction

Norfolk is a diverse County. It covers a land area of 5,370 sq. km (2,074 sq. miles) and has a population of 907,760⁵. It is a largely rural county with a relatively low population density, although over half of the population lives in the built up areas of Norwich, Great Yarmouth and King's Lynn and a number of market towns⁶. These built up areas have a very considerable stock of historic assets and can offer a very attractive quality of life to residents.

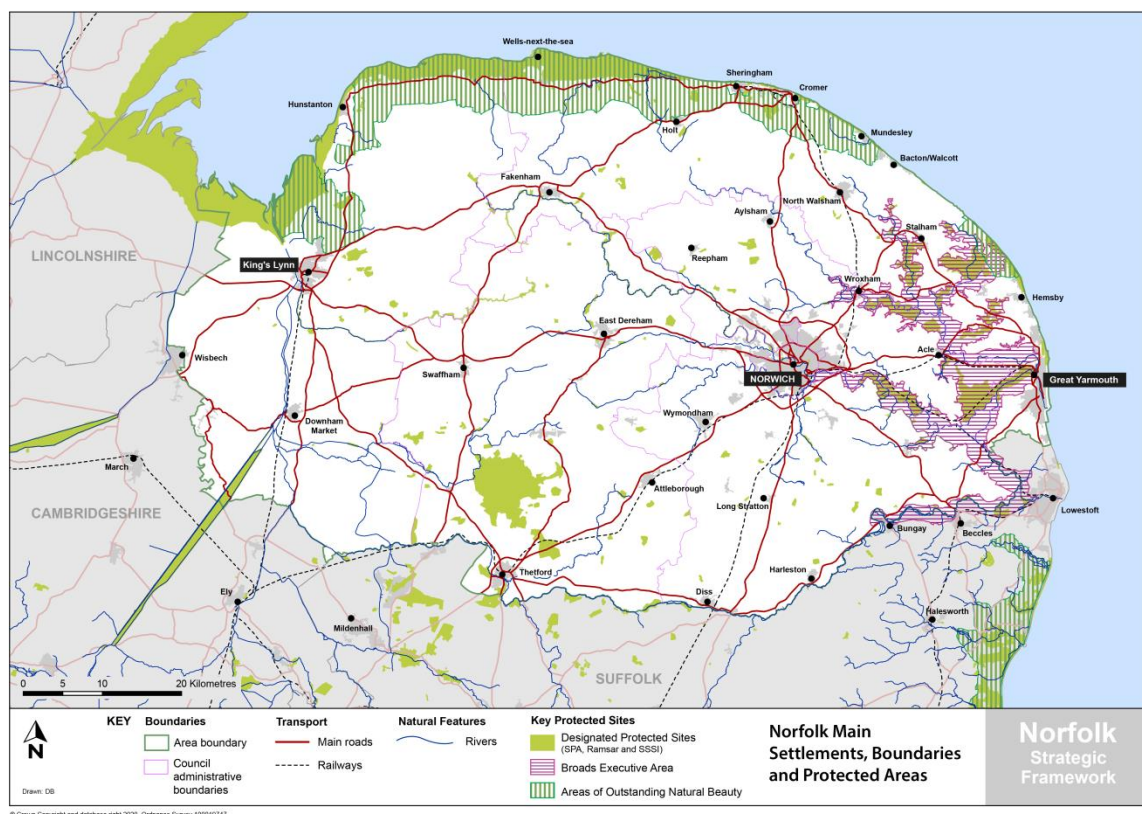


Figure 2: Map of Norfolk's main settlement, Authority boundaries, major transport connections and land-based protected areas. 2021

Norfolk borders Suffolk to the south, Cambridgeshire to the southwest, and Lincolnshire to the west, and has a long coastal boundary stretching from The Wash to the south of Great Yarmouth, this area is covered by the East Inshore Marine Plan⁷. It contains many environments which are highly valued for their landscape and seascape, and for their biodiversity and/or geodiversity interests. In

⁵ Mid year 2019 ONS estimate see [Norfolk Insight web page - http://www.norfolkinsight.org.uk/population](http://www.norfolkinsight.org.uk/population)

⁶ The 21 largest others centres are Attleborough, Aylsham, Cromer, Dereham, Diss, Downham Market, Fakenham, Harleston, Holt, Hunstanton, Loddon, Long Stratton, North Walsham, Sheringham, Stalham, Swaffham, Thetford, Wroxham/Hoveton, Wymondham, Watton, Wells-Next-The-Sea

⁷ See [East Inshore Marine Plan - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/312496/east-plan.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/312496/east-plan.pdf)

particular, the Norfolk Coast Area of Outstanding Natural Beauty, the Brecks and the Broads, which is a unique network of protected rivers and lakes that extends partly into Suffolk and has the equivalent status to a National Park.

Norfolk's economy is also diverse. It is home to a number of world class industries such as on the Norwich Research Park and the offshore energy sector in Great Yarmouth. Employment levels are growing; there is a highly skilled and versatile population with good graduate retention rates and improving links to the thriving markets of Cambridge, London and the wider South East. However, it is not without challenges; gross value added per job in the area remains below the UK average⁸, there are high levels of deprivation especially in urban areas and skill levels in the workforce are relatively low. The Economic Strategy (which was produced by the New Anglia Local Enterprise Partnership in 2017) identifies a number of interventions designed to significantly uplift economic performance in Norfolk.

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

Patchy mobile coverage is a continuing frustration to residents and businesses⁹. However, the picture regarding superfast broadband coverage is rapidly improving; currently 95% of the county's homes and businesses are able to access speeds of 24Mbps+¹⁰, up from 42% in 2012¹¹.

Through working together and with government, businesses and residents Norfolk's Local Authorities hope to successfully address the challenges faced and maximise the potential of the County. As a basis for guiding this shared endeavour, the following shared vision and objectives have been agreed by the Strategic Planning Member Forum. For further information on the background to this material please see the papers previously considered by the Member Forum¹².

⁸ See [NEW Anglia LEP Economic Strategy page 7 - https://newanglia.co.uk/wp-content/uploads/2020/03/New-Anglia-LEP-Economic-Strategy-Annual-Progress-Report-FINAL-WEB-version-medium-res.pdf](https://newanglia.co.uk/wp-content/uploads/2020/03/New-Anglia-LEP-Economic-Strategy-Annual-Progress-Report-FINAL-WEB-version-medium-res.pdf)

⁹ See [County Council Mobile Map page - www.norfolk.gov.uk/mobilemap](http://www.norfolk.gov.uk/mobilemap)

¹⁰ See Better Broadband for Norfolk Website

¹¹ See Better Broadband for Norfolk Information Sheet 26 (26 May 2017)

¹² See [papers for the 13th October 2016 Member Forum at www.norfolk.gov.uk/nsf](http://www.norfolk.gov.uk/nsf)

2.2 Proposed Spatial Vision

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

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

2.3 Proposed Shared Objectives

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

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

- facilitating the development and infrastructure needed to support the region's business sectors and clusters, driving economic growth through the enhancement of productivity, skills and education to provide widening opportunities in line with the New Anglia Local Enterprise Partnership Economic Strategy, Local Industrial Strategy and Covid 19 Economic Recovery Restart Plan;
- fully exploiting the economic opportunities offered by the economic success and global reputation of Cambridge;
- providing for job growth broadly matching increases in housing provision and improving the alignment between the locations of workplaces and homes;
- ensuring effective and sustainable digital connections and transport infrastructure between and within Norfolk's main settlements and across county boundaries to strengthen inward investment;
- strengthening Norfolk's connections to the rest of the UK, Europe and beyond by boosting inward investment and international trade through rail, road, sea, air and digital connectivity infrastructure;
- strengthening Norfolk's competitiveness through the delivery of well-planned balanced new developments providing access to a range of business space as well as high quality residential, well serviced by local amenities and high quality educational facilities;
- recognising the role of our city centre and the need to re-examine and revitalise the role of town centres as a focus for investment and enhancing the quality of life for residents;
- recognising that the long term conservation, investment in and enhancement of Norfolk's natural environment and heritage is a key element of the county's competitiveness and contributor to the Norfolk economy;
- ensuring a healthy workforce through well planned sustainable communities where people can walk and cycle to work or use public transport or work effectively from home;
- recognise that housing underpins economic growth;
- Maximising the opportunity a clean/green economic recovery presents for the region and the new jobs which will be required to achieve the Governments net zero target

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

- locating development so as to reduce the need to travel;
- reducing unnecessary car use and supporting the roll out of new technologies (such as Electric Vehicles and alternative fuels eg hydrogen) and alternative methods of transport including public transport, walking and cycling;
- maximising the energy efficiency of development and promoting the use of renewable and low carbon energy sources; and
- managing and mitigating against the risks of adverse weather events, sea level rise and flooding by reducing the impacts on people, property and wildlife habitats.

Together these measures will help create healthier more sustainable communities.

To address housing needs in Norfolk by:

- providing for the quantity of housing growth which will support the economic prospects of the County and address in full the identified need for new homes in line with the Economic Strategy of the New Anglia LEP, Local Industrial Strategy and Covid 19 Economic Recovery Restart Plan;
- ensuring that new homes built are of the right sort in terms of size, type, and tenure to contribute positively towards addressing identified needs including for affordable homes, homes for the elderly and students, and other groups in society requiring specialist living accommodation;
- Ensuring that new homes are served and supported by adequate social infrastructure, including schools, libraries, fire service provision; play space and green infrastructure provided through developer funding (e.g. through S106 agreements and/or Community Infrastructure Levy)
- contributing towards sustainable patterns of development including improving the relationship between homes, jobs and other key day to day services;
- delivering high quality, energy efficient homes in attractive communities which make a positive contribution to the health and well-being of communities; and
- ensuring that homes are delivered at the right time to address identified needs.

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

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

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

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

Section 3 – Understanding the County

3.1 Administrative Boundaries

Within Norfolk there are seven separate District Council areas¹³ (as shown in Fig.2), each of which is a Local Planning authority. Overlying parts of five of these areas (and also part of East Suffolk District in Suffolk) is the Broads Authority which is the Local Planning Authority for its area rather than the District Councils. The Broads Authority Executive Area (in which the Broads Authority are the planning authority) overlays these administrative areas and is illustrated in the figure below.

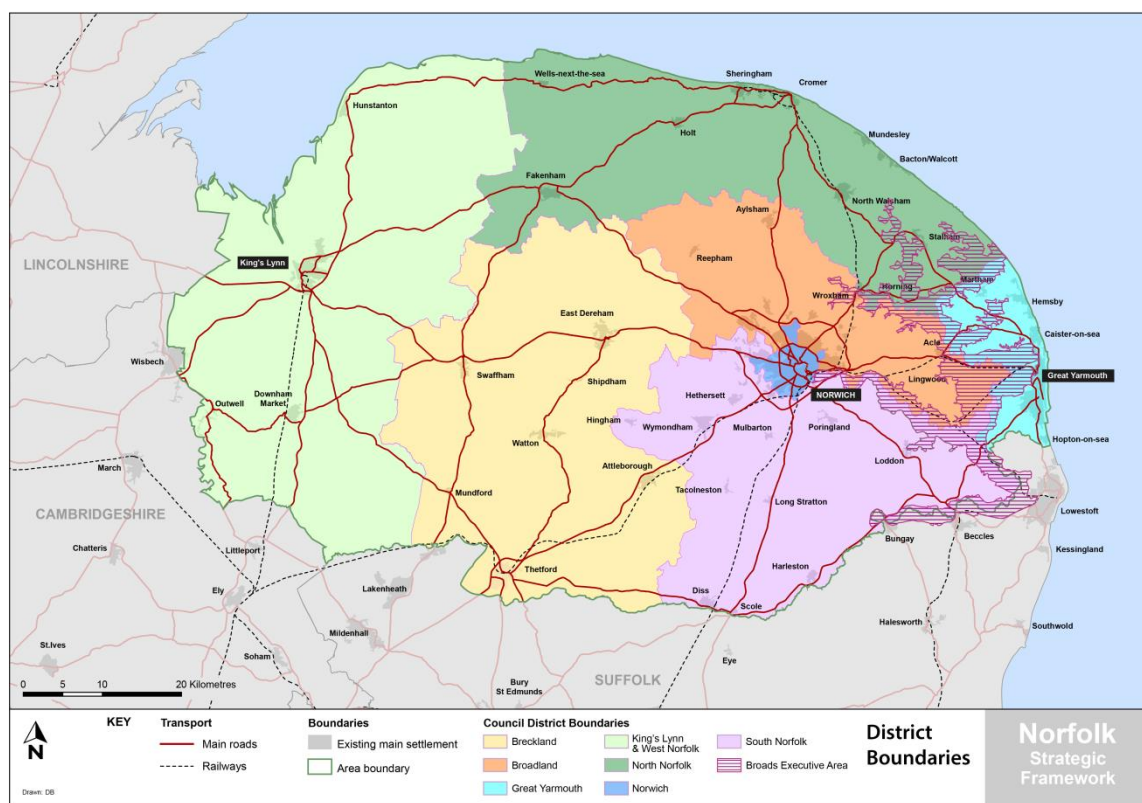


Figure 3: Map of Norfolk District boundaries and the major transport connections. 2021

In addition to the eight Local Planning Authorities the County Council are also a Local Planning Authority responsible for minerals and waste planning as well as certain operational development related to their functions (most notably for educational development).

The 25 Year Environment Plan requires that marine plans are adopted by 2021. The Marine and Coastal Access Act 2009 provides the domestic legislative basis for the marine planning system. The Marine Policy Statement was adopted by all UK Administrations in March 2011, which provides the policy framework for the preparation of all UK marine plans. It contains a range of policy objectives and considerations, which were used to inform decision-making in the absence of a marine plan.

¹³ Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council, North Norfolk District Council, Norwich City Council and South Norfolk Council.

Marine plans translate the Marine Policy Statement into detailed policy and spatial guidance for each marine plan area. Section 58 of the Marine and Coastal Access Act 2009 states that all public bodies making authorisation and enforcement decisions which affect or might affect the UK marine area, must do so in accordance with the adopted marine plan. All other decisions must be made with regard to the Marine Plan, for example, when a public or local authority creates or reviews a local plan.

Under delegation from the Secretary of State for Environment, Food and Rural Affairs (the marine planning authority for England), the Marine Management Organisation (MMO) is responsible for preparing marine plans for English inshore and offshore waters. The East Marine Plans will inform and guide decision-makers on developments which may have an impact on the marine and coastal environment. As the marine planning authority for England, the Marine Management Organisation (MMO) is responsible for preparing marine plans for English inshore and offshore waters. At its landward extent, the East Inshore Marine Plan applies up to the mean high water springs mark, which includes the tidal extent of any rivers. The East Marine Plan will therefore overlap with terrestrial plans which generally extend to the mean low water springs mark. On 2 April 2014 the East Inshore and Offshore Marine Plans were published, becoming a material consideration for public authorities with decision making functions.

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

The economic geography of Norfolk is complex as it reflects a multicentric area and boundaries tend to be fuzzy. Overall the County has a relatively high level of self-containment as the vast majority of the resident workforce stay in Norfolk for work, although there are some strong functional cross county boundary linkages¹⁴.

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

3.2 Housing Markets

Housing Market Areas (HMAs) are defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work. In defining them, regard is given particularly to: house prices and rates of change in house prices; household migration and search patterns; and contextual data (for example travel to work area boundaries, retail and school catchment areas). They tend to represent *"...the geographical area in*

¹⁴ The linkages between Great Yarmouth and Lowestoft; the settlements in the Waveney Valley; and between King's Lynn and the Fens and Cambridge being particularly important.

which a substantial majority of the employed population both live and work and where those moving house without changing employment choose to stay”¹⁵. All areas need to be identified as being within a housing market although housing market areas can overlap. Norfolk HMAs can be seen in Figure 4.

Prior to the introduction of a new housing methodology in the revised National Planning Policy Framework in July 2018, the Norfolk Districts and the Broads Authority had produced Strategic Housing Market Assessments (SHMAs) which covered the entire County¹⁶. Within the Central Norfolk SHMA area (comprising of Broadland District Council, Norwich City Council and South Norfolk Council) a case can also be made for the identification of a core area based around Norwich and its immediate environs including parts of both South Norfolk and Broadland District Councils. Outputs from the Central Norfolk SHMA include separate conclusions in relation to this core area.

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

¹⁵ Local Housing Systems Analysis: Best Practice Guide. Edinburgh: Scottish Homes

¹⁶ See [Central Norfolk SHMA - https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf](https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf)
[KLWN SHMA - https://www.west-norfolk.gov.uk/download/downloads/id/1736/shma_document.pdf](https://www.west-norfolk.gov.uk/download/downloads/id/1736/shma_document.pdf)
[Great Yarmouth SHMA - https://www.great-yarmouth.gov.uk/CHttpHandler.ashx?id=1241](https://www.great-yarmouth.gov.uk/CHttpHandler.ashx?id=1241)

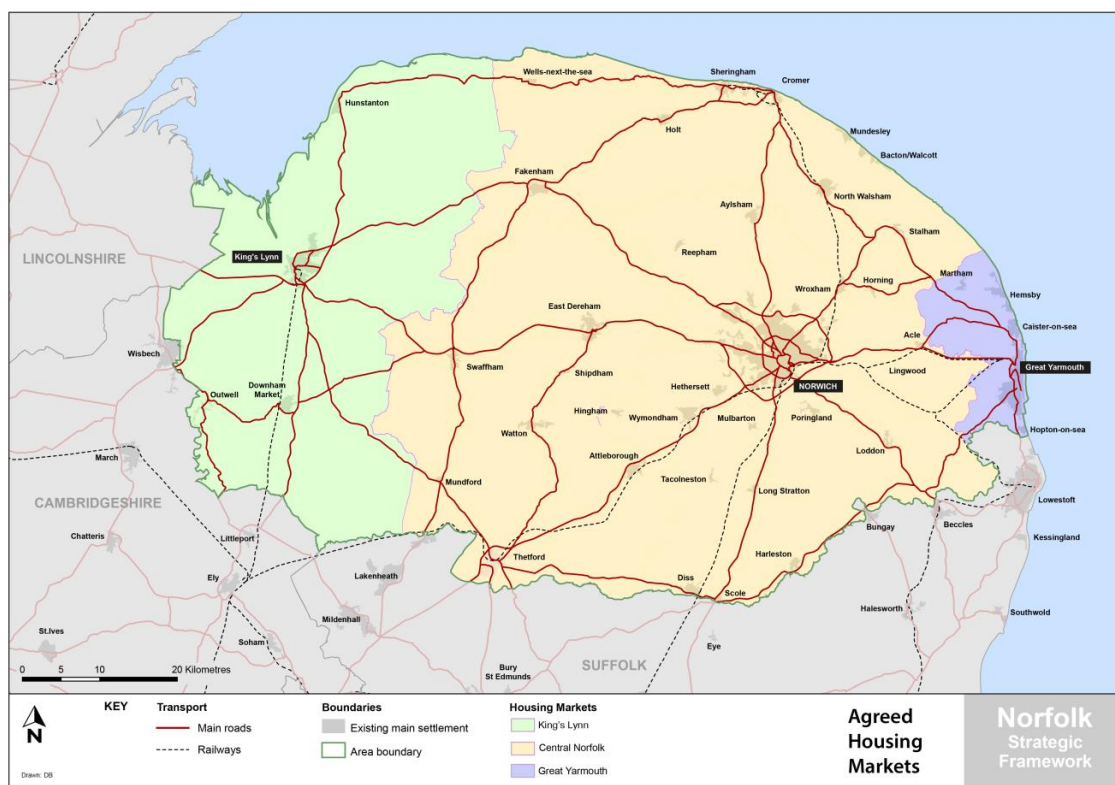


Figure 4: Map of Norfolk Agreed Housing Market Areas. 2021

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

The housing needs of the relevant parts of the Broads Authority Area are included within the SHMAs for Central Norfolk, Great Yarmouth and East Suffolk. The level of need within the Broads Authority area is specified within the Central Norfolk SHMA¹⁷. The new Government methodology cannot be used to calculate the housing requirements within the Broads area, therefore there remains a requirement for the Broads Authority to calculate a separate housing need when it reviews its local plan.

By virtue of the methodological requirements of the definition HMAs, the Central Norfolk Housing Market is very large and includes settlements some considerable distance apart which have little or no functional connection. In response to this the Central Norfolk Strategic Housing Market Assessment¹⁸ defines a core housing market area identifying the settlements with the strongest

¹⁷ See [pages 132-134 of the Central Norfolk SHMA - https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf](https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf)

¹⁸ See [pages 35-36 of the Central Norfolk SHMA - https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf](https://www.norwich.gov.uk/download/downloads/id/3993/shma_-_june_2017.pdf)

connections to the Norwich Urban Area. This supports the decision to prepare separate Local Plans for North Norfolk and Breckland District Councils (see below).

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

To help understand for the right mix of home types and tenures King's Lynn and West Norfolk have commissioned a Housing Needs Assessment in 2020¹⁹, North Norfolk has commissioned a SHMA update in 2019²⁰ and the districts in the rest of the county plan to complete similar exercise in the near future.

3.3 Strategic Functional Economic Market Areas

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

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

Boundaries of Travel to Work Areas (TTWAs) are illustrated over the page in Figure 5. Information on retail matters are captured within the existing evidence base supporting Local Plans²¹. Both these sources suggest that whilst Norwich is a major Regional Centre and draws trade from an extensive catchment across Norfolk and the wider region, both King's Lynn and Great Yarmouth retain a sufficient degree of self-containment to be considered in different functional economic market areas for most purposes.

It should also be noted that there are some very strong and significant cross boundary functional economic relationships. Great Yarmouth has particularly strong links with Lowestoft to the South. Within the Waveney Valley there are strong relationships between settlements on both sides of the County boundary. In the West of the County, King's Lynn in particular has functional economic

¹⁹ See [West Norfolk Housing Needs Assessment - https://www.west-norfolk.gov.uk/download/downloads/id/6252/2020_housing_needs_assessment.pdf](https://www.west-norfolk.gov.uk/download/downloads/id/6252/2020_housing_needs_assessment.pdf)

²⁰ See [North Norfolk Housing Needs Assessment - https://www.north-norfolk.gov.uk/media/5528/shma-local-housing-needs-assessment-2019.pdf](https://www.north-norfolk.gov.uk/media/5528/shma-local-housing-needs-assessment-2019.pdf)

²¹ See [in particular the Employment, Town Centre and Retail Study for the greater Norwich Local Plan - https://gnlp.oc2.uk/document/14/4552#d4552](https://gnlp.oc2.uk/document/14/4552#d4552)

linkages to the Lincolnshire and Cambridgeshire Fens. Settlements such as King's Lynn, Downham Market and Thetford also benefit to some extent by good access to the Cambridge economy.

The position within the Central Norfolk area is again more complicated as for certain economic functions (such as higher order retail and cultural activities) the catchment area extends over the whole of Central Norfolk areas; there are far weaker connections in other areas of economic activity. In outer parts of the Central Norfolk area there is little functional connection for convenience shopping and the proportion of working residents who work in the Norwich urban area is very low²². Both Thetford and Mildenhall and Cromer and Sheringham are still regarded as being distinct Travel to Work Areas. These are illustrated below.

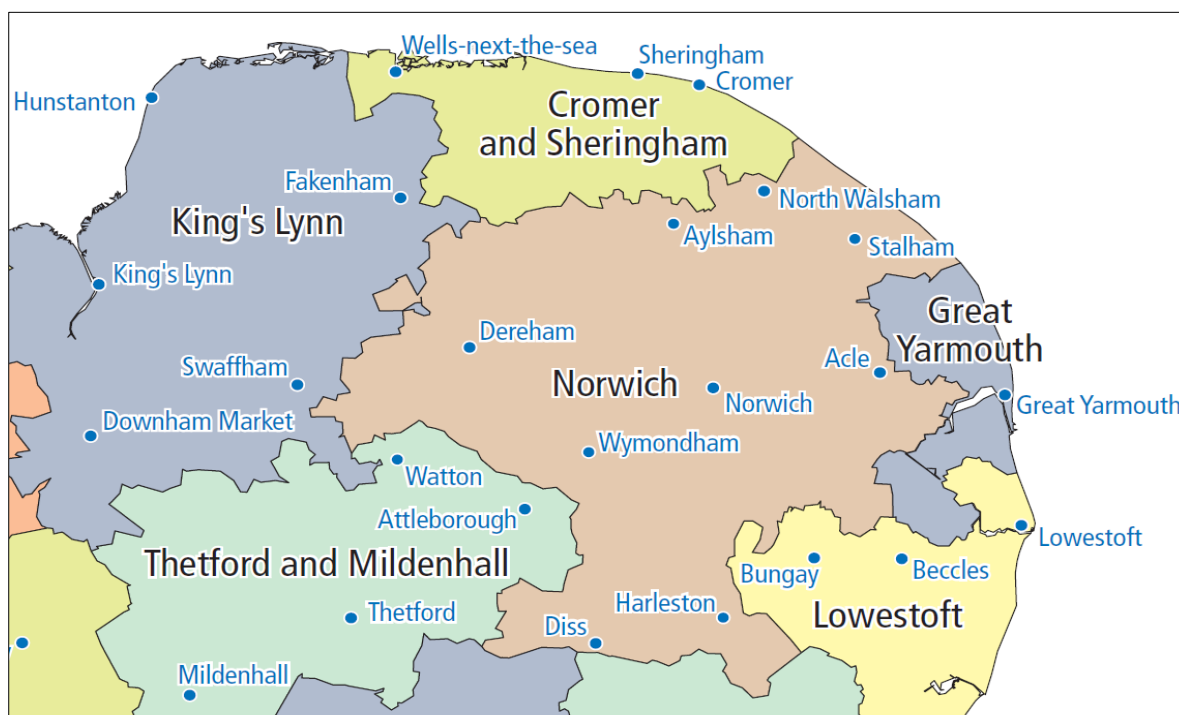


Figure 5: Norfolk's 2011 travel to work areas (TTWAs). Source: ONS 2015

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

²² The Central Norfolk SHMA identified the following settlements within the area of the 5 Central Norfolk Districts as having less than 10% of their resident workforce working in Norwich: Diss, Harleston, Sheringham, Swaffham, Thetford, Watton and Wells.

3.4 Implications of Changing Infrastructure on Market Areas

Norfolk has benefitted from a number of significant improvements to its transport infrastructure. It is arguable that these, and others expected to be built over the next few years will have some effect on the functionality of the housing and economic markets. For example the dualling of the A11 (Fiveways to Thetford) was completed and opened in December 2014, significantly improving the road connectivity between much of the County, Cambridge, the wider South East and the Midlands. The A47/A143 link road, which opened in December 2015, now better connects Great Yarmouth's Enterprise Zone at Beacon Park to further growth areas. The Broadland Northway which completed in Spring 2018 is a key part of the Norwich Area Transportation Strategy which also includes considerable investment in a range of other improvements across Norwich²³. The A17 is an important part of the road network, serving longer-distance trips, and has been included as part of the Major Road Network, a category of the road network comprising the country's busiest and most economically important A class roads in local-authority control.

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

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

Additionally further improvement to the strategic road network of the County will be delivered by the Long Stratton bypass which is expected to be underway by 2022.

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

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

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

²³ See [Norwich Area Transportation Strategy - www.greaternorwichgrowth.org.uk/dmsdocument/554](http://www.greaternorwichgrowth.org.uk/dmsdocument/554) for further information

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

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

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

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

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

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

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

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

producing a single Local Plan covering all of Central Norfolk are considered to be outweighed by the delays this would cause to plan preparation and the difficulty of getting meaningful engagement over such a large area.

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

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

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

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

For further information on the current Local Plans in the County and the timetable for review please see the Norfolk Compendium²⁴.

3.5 Other Joint Initiatives and Neighbouring Strategic Partnerships

Given the high degree of self-containment in relation to the housing market and travel to work areas the framework relates principally to the county of Norfolk although where appropriate cross boundary initiatives are in place. For example planners from all of the Norfolk and Suffolk coastal local planning authorities, including the Broads Authority have also held a series of meetings over the latter part of 2017/early 2018 to share knowledge and experience and identify common interests around the coastal planning process. This has led to the creation of a separate 'Coastal' Statement of Common ground being developed²⁵ and work is underway to produce a coastal adaption Supplementary Planning Document. Other joint working arrangements include a Statement of common ground between Great Yarmouth and East Suffolk and the Cambridge Norwich Tech corridor, further details of cross boundary initiatives are in appendix 2.

²⁴ See [Norfolk Compendium of Local Plans on https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/monitoring-land-use-policies](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/monitoring-land-use-policies)

²⁵ See [Statement of common ground coastal zone planning report - https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/nspmf-statement-of-common-ground-coastal-zone-planning-report-180712.pdf](https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/nspmf-statement-of-common-ground-coastal-zone-planning-report-180712.pdf)

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

Following the formation of the Combined Authority (CA) for Cambridgeshire and Peterborough, the CA produced the Cambridgeshire and Peterborough Strategic Spatial Framework²⁶ in March 2018 which brings together the current growth ambitions of the area, and how the Combined Authority can support local jobs and housing growth ambitions. The Combined Authority are engaging with its partners and other stakeholders to continue to develop the second half of the Strategic Spatial Framework.

In Suffolk, the Suffolk's Inclusive Growth Framework²⁷ has been refreshed and relaunched by the Suffolk Growth Partnership in November 2020. The Framework brings together the shared growth work that is being taken forward across Suffolk into a single, cohesive programme.

The Framework:

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

To the west of Norfolk the South East Lincolnshire Local Plan²⁸ was adopted in March 2019 by the Joint Strategic Planning Committee. The Committee is a partnership of Boston Borough, South Holland District and Lincolnshire County Councils who are working together to plan the future of South Holland District and Boston Borough.

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

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

²⁶ See [Cambridgeshire and Peterborough Strategic Spatial Framework - https://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/NSSF-Phase-1-final.pdf](https://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/NSSF-Phase-1-final.pdf)

²⁷ See [Suffolk's Inclusive Growth Framework - https://27ea8bdd-fa24-451b-baf1-35bcfe30437b.filesusr.com/ugd/43f74e_988022cc644f4ac79d4bf0743468fa32.pdf](https://27ea8bdd-fa24-451b-baf1-35bcfe30437b.filesusr.com/ugd/43f74e_988022cc644f4ac79d4bf0743468fa32.pdf)

²⁸ See [South East Lincolnshire Local Plan - http://www.southeastlincslocalplan.org/adopted-plan/](http://www.southeastlincslocalplan.org/adopted-plan/)

Section 4 – Projections of growth

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

4.1 Population Projections

The most recent set of national population projections were published by the Office for National Statistics (ONS) in March of 2020²⁹. These show an increase in the rate of overall population growth from the 2016 ONS figures, Table 1 shows a growth in population levels of 11% over the 18 year period from 2018-2036. Districts are projected to see a significant variation in levels of population growth of between 4% in King's Lynn and West Norfolk to 23% in South Norfolk.

Table 1: Current and projected population numbers for Norfolk Districts. Source: ONS, 2020

District	2018 (000's)	2036 (000's)	Population growth 2018-2036 (%)
Breckland	139.3	158.6	13
Broadland	129.5	145.8	13
Great Yarmouth	99.4	104.7	5
King's Lynn And West Norfolk	151.8	157.7	4
North Norfolk	104.6	114.9	10
Norwich	141.1	150.3	7
South Norfolk	138	169.2	23
Norfolk	903.7	1001.2	11

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

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

²⁹ Available at [ONS population projections - https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/datasets/localauthoritiesinenglandtable2](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/datasets/localauthoritiesinenglandtable2)

Table 2: Existing population numbers (000s) and % by age quartiles (2018) and projected population numbers and % by age quartiles (2036) of Norfolk Districts. *Source: ONS*

District	2018				2036			
	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)
Breckland	139.3	29.5 (21.2)	75.3 (54.1)	33.5 (24)	158.6	30.6 (19.3)	78.6 (49.6)	49.4 (31.1)
Broadland	129.5	26.4 (20.4)	69.9 (54)	33.2 (25.6)	145.8	27.8 (19.1)	73.4 (50.3)	44.6 (30.6)
Great Yarmouth	99.4	22 (22)	53.4 (53.7)	24 (24.1)	104.7	20.4 (19.5)	51.9 (49.6)	32.4 (30.9)
King's Lynn And West Norfolk	151.8	32.2 (21.2)	80.4 (53)	39.1 (25.8)	157.7	30.4 (19.3)	76.3 (48.4)	51 (32.3)
North Norfolk	104.6	18.1 (17.3)	52.2 (49.9)	34.3 (32.8)	114.9	17.2 (15)	51.7 (45)	45.9 (39.9)
Norwich	141.1	31.7 (22.5)	88.5 (62.7)	21 (14.9)	150.3	30.8 (20.5)	92.7 (61.7)	26.9 (17.9)
South Norfolk	138	30.6 (22.2)	74.3 (53.8)	33.1 (24)	169.2	35 (20.7)	86.4 (51.1)	47.8 (28.3)
Norfolk	903.7	190.5 (21.1)	494 (54.7)	219.3 (24.3)	1001.2	192.2 (19.2)	4511.1 (51)	298 (29.8)

Table 3: Change in 000s between 2018 and 2036. Difference between 'All People' for each district between 2016 and 2036 in %. *Source: ONS*

District	Difference between 2018 and 2036			
	All people (000s)	000s aged 0-19 (%)	000s aged 20-64 (%)	000s aged 65+ (%)
Breckland	19.3	11.1 (-1.9)	3.3 (-4.5)	14.9 (7.1)
Broadland	16.3	1.4 (-1.3)	3.6 (-3.7)	11.4 (5)
Great Yarmouth	5.4	-1.6 (-0.5)	-1.5 (-4.1)	8.4 (6.8)
King's Lynn And West Norfolk	5.9	-1.8 (-1.9)	-4 (-4.6)	11.8 (6.5)
North Norfolk	10.3	-0.8 (-2.3)	-0.5 (-4.9)	11.6 (7.1)
Norwich	9.2	-0.9 (-2)	4.2 (-1)	5.9 (3)
South Norfolk	31.2	4.4 (-1.5)	12.1 (-2.7)	14.7 (4.3)
Norfolk	97.5	1.7 (-1.9)	17.1 (-3.7)	78.2 (5.5)

These tables show that whilst the overall population of the County is projected to grow steadily at a relatively modest rate, the change in the age profile is more significant with over 80% of the total increase between 2018 and 2036 being accounted for by growth in the over 65s³⁰. Between the ages of 20 and 64 population growth is projected to be slow, with only a 3% growth rate over the 18 year period, whilst the numbers of 0-19 years olds are projected to grow very slowly by just 0.9%.

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

The 2019 Health profile for England³¹ suggests:

- Improvements in life expectancy in England are uncertain with provisional data showing that life expectancy at has seen no improvement from 2017 figures.
- The number of years spent in poor health is increasing. This will impact the need for particular housing, transport and service delivery solutions

Deprivation and inequality continue to be key and enduring factors in poor health outcomes and so need addressing. Consequently access to housing and employment and the impact of spatial and economic planning on these factors needs consideration.

³⁰ Total growth in population age 65 plus is 78,200

³¹ <https://publichealthengland.exposure.co/health-profile-for-england-2019>

4.2 Household Projections

The most recent set of household projections were published in June 2020³². For the country these 2018 projections are broadly in line with the 2016 projections, however for Norfolk these show a significant increase in households, by approximately 9000 by 2036, over the 2016 household projections. Similar patterns of growth are shown as for population but it should be noted that these projections do not take into account growth planned in existing Local Plans which may influence the scale and distribution of the growth in households. The new household projections also show greater growth in the more rural districts compared to previous versions of the projections.

Table 4: ONS 2018 household projections. Source: ONS

District	2011	2018	2026	2036	Household growth 2018-2036 (%)
Breckland	54,522	58,612	63,815	69,497	19
Broadland	53,343	55,676	59,997	64,593	16
Great Yarmouth	41,988	43,350	45,460	48,106	11
King's Lynn and West Norfolk	62,928	64,461	66,522	69,539	8
North Norfolk	46,033	48,448	51,374	55,390	14
Norwich	59,587	63,012	64,778	68,088	8
South Norfolk	52,825	60,172	67,140	75,221	25
Norfolk	371,225	391,737	419,086	450,434	15

4.3 Employment Projections

Across the East of England Local Authorities use the East of England Forecasting Model (EEFM) to better understand the development needs of their area. The model provides a set of baseline forecasts designed to facilitate the setting of consistent housing and jobs targets and can also provide a means of generating alternative scenarios. It is prepared by the independent forecasting house Cambridge Economics and further information about the model and details of runs published are available online³³.

Table 5 sets out the headline results for Norfolk Districts produced in the 2017 run of the model. As with any forecast model, these results need to be treated with a degree of caution. They are “policy neutral” and assume that policy context in the future remains broadly as it has in the past. They cannot reflect the impact of any recent or future interventions that may be made through infrastructure investment, Economic Strategies or Local Plans, and the model has yet to be run to take account of the impacts of both the Coronavirus and the UK leaving the European Union. In addition, the reliability of a number of the underlying datasets decreases at smaller scales, and

³² See [ONS household projections - https://www.gov.uk/government/statistical-data-sets/live-tables-on-household-projections](https://www.gov.uk/government/statistical-data-sets/live-tables-on-household-projections)

³³ See [East of England Forecast Model website - http://cambridgeshireinsight.org.uk/EEFM](http://cambridgeshireinsight.org.uk/EEFM)

economic activity is not limited by council boundaries, so individual sector and District forecasts should be treated as being broadly indicative.

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

Table 5: Total employment by district. Source: EEFM 2017 and Central Norfolk SHMA

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

*Broadland, Norwich & South Norfolk

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

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

Section 5 – The Economy

Strategic Economic Objectives

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

- facilitating the development and infrastructure needed to support the region's business sectors and clusters, driving economic growth through the enhancement of productivity, skills and education to provide widening opportunities in line with the New Anglia Local Enterprise Partnership Economic Strategy, Local Industrial Strategy and Covid 19 Economic Recovery Restart Plan;
- fully exploiting the economic opportunities offered by the economic success and global reputation of Cambridge;
- providing for job growth broadly matching increases in housing provision and improving the alignment between the locations of workplaces and homes;
- ensuring effective and sustainable digital connections and transport infrastructure between and within Norfolk's main settlements and across county boundaries to strengthen inward investment;
- strengthening Norfolk's connections to the rest of the UK, Europe and beyond by boosting inward investment and international trade through rail, road, sea, air and digital connectivity infrastructure;
- strengthening Norfolk's competitiveness through the delivery of well-planned balanced new developments providing access to a range of business space as well as high quality residential, well serviced by local amenities and high quality educational facilities;
- recognising the role of our city centre and the need to re-examine and revitalise the role of town centres as a focus for investment and enhancing the quality of life for residents;
- recognising that the long term conservation, investment in and enhancement of Norfolk's natural environment and heritage is a key element of the county's competitiveness and contributor to the Norfolk economy;
- ensuring a healthy workforce through well planned sustainable communities where people can walk and cycle to work or use public transport or work effectively from home;
- recognise that housing underpins economic growth;
- Maximising the opportunity a clean/green economic recovery presents for the region and the new jobs which will be required to achieve the Governments net zero target

5.1 Strategic Principles of Economic Success

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

Supporting future economic growth

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

Education and skills

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

New Anglia has been chosen as 1 of 2 pilots across the greater south east energy hub area to work with the energy systems catapult to develop the institutional and physical infrastructure to support the rapid deployment of high-quality training programmes needed to deliver cutting edge property decarbonisation schemes. This proposal seeks to address the gaps and shortcomings through a global and whole house skills and training approach that integrates technologies and delivers good outcomes for customers, rather than the piecemeal installation of measures.

Connectivity

- enhancing the provision of infrastructure to enable digital connectivity that will facilitate economic growth.
- supporting employment allocations that minimise travel distance and maximise the use of sustainable transport modes;
- ensuring that investment in strategic transport infrastructure demonstrably supports economic growth, and also ensuring that economic strategies and Local Plans support the case for investment in that infrastructure; The new 'Norfolk & Suffolk Innovation Network' Funding will create a Long-Range Wide Area Network (LoRaWAN), for sending and receiving low power signals from digital sensors across the region. This will enable business, public sector, educational organisations and individuals to explore, trial and implement Internet of Things (IoT) technology.

5.2 Context

The recent growth in Norfolk's economy is driven by certain key sectors, mostly concentrated in specific geographic areas, where there are particular strengths and expertise, for example energy, advanced engineering, tech/digital, food and life sciences. Norfolk's overall employment rates have generally remained above national levels over the past 10 years (currently 77.7%, compared to the national level of 75.6%) and unemployment rates are generally below the national level and lower than they were 10 years ago³⁴.

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

Whilst many districts have their own economic development strategies, the importance of working collaboratively across district boundaries is recognised. This Norfolk Strategic Planning Framework provides one of the foundations for cooperation as does the Norfolk and Suffolk Strategic Economic Strategy (NSES), published in 2017.

The Government published its Industrial Strategy White Paper, 'Building a Britain fit for the future' in November 2017⁴. The overarching aim and ambition of the Industrial Strategy is to provide a long term framework to build on our areas of competitive advantage, to close the gap between our best and worst performing areas, and make the UK one of the most competitive places in the world to start or grow a business. The strategy identified 5 foundations of productivity and 4 grand challenges to put the UK at the forefront of the industries of the future.

In response, the New Anglia LEP, in consultation with stakeholders, produced the Norfolk and Suffolk Local Industrial Strategy (LIS) which was submitted to Government in Autumn 2019.

All of the Districts have formally endorsed working to deliver the NSES and there is a good record of collaboration on specific economic development projects. This Framework provides the opportunity to lay the foundation for developing a Norfolk Economic strategy which builds upon both the NSES and Districts own economic development strategies.

The Norfolk and Suffolk LIS and the Economic Strategy are designed to work in tandem and the targets set out in the NSES are still valid. Some of the key targets are summarised in Table 7.

³⁴ ONS Annual Population survey, (July 2017-June 2018)

Table 6: Summary of Key Economic Strategy targets (New Anglia Area)

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

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

The Norfolk Local Authorities are committed to strengthened collaboration and focus on new initiatives and interventions to help nurture economic growth in higher value, knowledge based sectors across Norfolk. These include multi-site Enterprise Zones led by the New Anglia LEP, the Cambridge-Norwich Tech Corridor, innovation centres at King's Lynn and Hethel, and energy related Enterprise Zone sites across Great Yarmouth and East Suffolk.

5.2.1 Coronavirus Impacts

The impact of the Covid-19 pandemic has been profound with tens of thousands of lives lost, lockdown restrictions which have affected daily lives, and significant damage to the local and national economy. In response to the pandemic the New Anglia LEP, working with partners, has produced the Covid 19 Economic Recovery Restart Plan.

This restart plan sets out the actions and interventions that are being taken by a wide range of partners, including New Anglia LEP, local authorities, business, industry councils and sector groups, VCSE organisations, colleges and universities. It demonstrates the strong local appetite and energy for getting the local economy going again and helping those who have been hit hardest.

The Restart Plan contains an unprecedented package of measures delivered by partners locally and nationally to get businesses up and trading again, restore business, consumer and community confidence, as well as provide support to individuals made redundant and looking for work.

The Key measures include:

- Responding to redundancies to support individuals being made redundant and help businesses looking for workers.
- Advice and support for businesses - every business has access to the finance and support they need.
- Youth pledge to support young people to get into high quality education, employment, training, or an apprenticeship.
- Transforming skills to ensure everyone has access to opportunities to upskill and reskill
- Mental health and wellbeing programme that provides employers and employees with the mental health and wellbeing support they need.
- Reimagining high streets - support in developing a range of measures to help high street businesses reopen and operate safely.
- Visitor economy – launch a proactive campaign to promote the area as a destination to live and work

- Digitisation – launch a major campaign to support businesses to build their online presence and to improve productivity, including flexible working practices for their employees, through better use of technology.
- Supply chain – work with local companies to capitalise on opportunities to sell more goods and services locally
- Infrastructure – supporting the construction sector through continued investment in key infrastructure and make a compelling case to Government to fund priority infrastructure schemes.
- Norfolk & Suffolk Unlimited – develop a campaign to promote Norfolk and Suffolk as a place rich with investment opportunities.
- Safe and sustainable public transport – work to support and promote safe and sustainable public transport use, to continue to improve air quality and reduce congestion

This Restart Plan is the first of a two-stage economic recovery plan for the area. It will support businesses, individuals, communities, anchor institutions and further and higher education providers to start trading and living life with confidence, in an environment dominated by social distancing and economic uncertainty, as quickly and safely as possible. Both the restart and renew recovery plans will look to capitalise on the county's major strengths and new opportunities in clean energy, agri-food, information and communication technology and digital creative, alongside ensuring the foundation sectors get the support needed.

The second stage to the plan is the Renew Plan, this a longer-term plan for jobs and sustainable growth which will also serve to support the Government national recovery plan. The restart plan is also supported by the Visitor Economy Recovery plan and evidence base³⁵.

AGREEMENT 8 - Norfolk Authorities will work positively to assist the New Anglia Covid 19 Economic Recovery Restart Plan

³⁵See [New Anglia LEP Covid 19 Economic Recovery Restart Plan - https://newanglia.co.uk/wp-content/uploads/2020/06/New-Anglia-LEP-NSU-Recovery-Plan-2020-FINAL.pdf](https://newanglia.co.uk/wp-content/uploads/2020/06/New-Anglia-LEP-NSU-Recovery-Plan-2020-FINAL.pdf)

5.2.2 Climate Change

In November 2020 the government set out ambitions for investment in clean energy, transport and energy efficiency, designed to support the country's 2050 net zero emissions target and to support up to 250,000 new jobs. The 10-point plan³⁶ includes commitments on offshore wind, low carbon hydrogen production, electric vehicles and nuclear. Ten Point Plan are:

1. Advancing Offshore Wind
2. Driving the Growth of Low Carbon Hydrogen
3. Delivering New and Advanced Nuclear Power
4. Accelerating the Shift to Zero Emission Vehicles
5. Green Public Transport, Cycling and Walking
6. Jet Zero and Green Ships
7. Greener Buildings
8. Investing in Carbon Capture, Usage and Storage
9. Protecting Our Natural Environment
10. Green Finance and Innovation

The Energy white paper³⁷ expands on the Ten Point Plan and sets out the steps needed to cut emissions from industry, transport and buildings.

In March 2019, the UK Government and offshore wind industry agreed a Sector Deal, securing offshore wind's position at the heart of the future UK energy mix as a large-scale, low-carbon form of electricity.

5.2.3 Norfolk's Key Economic Sectors

There are significant geographic clusters of existing business activity that anchor the Norfolk economy, with a number of these offering significant potential for growth. The Norfolk and Suffolk Economic Strategy identifies nine key sectors:-

- Energy
- Advanced Agriculture, Food & Drink
- Life Sciences and Biotech (including health)
- ICT, Tech and Digital Creative
- Financial Services and Insurance
- Visitor Economy – Tourism and Culture
- Transport, Freight and Logistics
- Construction and Development
- Advanced Manufacturing and Engineering

³⁶ See [The Ten Point Plan for a Green Industrial Revolution -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936567/
10_POINT_PLAN_BOOKLET.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936567/10_POINT_PLAN_BOOKLET.pdf)

³⁷ See [Energy White Paper - Powering our Net Zero Future -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945899/
201216_BEIS_EWP_Command_Paper_Accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945899/201216_BEIS_EWP_Command_Paper_Accessible.pdf)

The new Local Industrial Strategy has further refined priority sectors as:-

- Clean Energy
- Agri-Food
- Information and Communications Technology and Digital Creative

Whilst acknowledging the other underpinning sectors listed in the NSES.

Clean and Renewable Energy

Norfolk is well placed to be a global exemplar for clean, low carbon energy production, exporting services and skills globally, whilst increasing the availability of affordable sustainable energy for local communities and businesses. Norfolk has expertise in many forms of energy generation and sits at the heart of the world's largest market for offshore wind energy. Planned investment in renewable generation will make it a significant supplier of renewable energy to the UK. As well as a key role in the production of energy, Norfolk is also playing a leading role in the transition to a zero-carbon economy working with the Greater South East Energy Hub to deliver local projects at scale that benefit communities, private investors and businesses operating in the low carbon sector is a priority. Transforming the local energy system and new innovations in wider energy resource use will drive productivity gains across all businesses. Bacton Gas Terminal in North Norfolk is a major component of UK energy infrastructure, providing one third of the UK gas supply, making it an essential component in ensuring the future energy security of the UK. The Local Energy East Strategy sets out collective ambitions to 2030 underpinned by a range of activities that the Local Energy East Network and the Greater South East Energy Hub will take forward to ensure that the remains at the forefront of clean growth in the UK and grasps the opportunities ahead.

Life Sciences and biotech

Norfolk's life sciences sector is home to innovative, high-tech businesses and research institutions with close links to the food, health and agriculture sectors. Norwich Research Park (NRP) - comprising UEA, John Innes Centre, Earlham Institute, Quadram Institute, The Sainsbury Laboratory and Norfolk and Norwich University Hospital - is a world-leading research base, at the forefront of global food and health research. It is Europe's largest single site hub of research, training, education, and enterprise in food and health. The £76m Quadram Institute at NRP is helping create a fundamental shift in the way we understand and address the impact of food on health

The New Anglia Local Industrial Strategy sets out a range of actions that will be taken forward to maximise the clean agri-food opportunity including:

- Invest in a Food Innovation Hub based at the Honingham Food Enterprise Zone to deliver business growth through innovation, productivity, processing, exports and supporting new start-ups.
- Develop a world-leading hub for plant and microbial research at the John Innes Centre.

Advanced Agriculture Food and Drink

Home to an advanced and nationally significant farming sector, alongside globally renowned food and drink companies and a world-leading research base centred at Norwich Research Park (NRP). Building on Norfolk's historical agricultural strengths the sector is globally renowned and nationally significant.

Alongside this are a host of nationally and internationally significant food and drink companies, supported by a local supply chain of firms specialising in the manufacture of machinery and equipment to support them. This sector is an important employer in both rural and urban areas

Norfolk is home to the Honingham Food Enterprise Zone and to a world-leading research base centred at NRP, Norfolk is at the forefront of global agri-tech research, whilst innovative and export-intensive firms continue to develop commercially successful feeders, spreaders and pesticides.

Water Resources East³⁸ has been set up to work in partnership to safeguard a sustainable supply of water for the east of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential. Water Resources East is supported by all authorities in Norfolk either through the County Council's board membership or as standard members themselves.

ICT, Tech and Digital Creative

Norwich hosts a growing cluster of digital creative businesses. The New Anglia Local Industrial Strategy highlights plans to create a new digital hub in Norwich for the incubation of start-ups and accommodation of scale-up businesses in the digital and creative cluster. The University of East Anglia plays a key role in Norwich's tech community, supporting and connecting many of the active business groups. Norwich University of the Arts (NUA), with its specialism in arts, design and media, is centre of the dynamic creative community and home to the Ideas Factory incubation centre for digital creative businesses and user experience Lab.

Water Resources East³⁸ has been set up to work in partnership to safeguard a sustainable supply of water for the east of England, resilient to future challenges and enabling the area's communities, environment and economy to reach their full potential. Water Resources East is supported by all authorities in Norfolk either through the County Council's board membership or as standard members themselves.

Visitor Economy - Tourism and Culture

A varied and rich tourist offer, from coast and countryside to postcard market towns, underpinned by a dynamic and pioneering cultural sector boasting internationally celebrated brands. Norfolk is a successful destination, evidenced by a thriving visitor economy. The area has traditional holiday destinations including the North Norfolk Coast and Great Yarmouth, together with unique natural assets such as the Broads National Park, the Brecks, and Areas of Outstanding Natural Beauty. It also has the home of important heritage sites such as Norwich (England's most complete medieval city). Norfolk's vibrant cultural sector boasts award-winning theatres, major international festivals such as Norwich, England's first UNESCO City of Literature. The cultural and heritage sector and natural landscape plays a unique role in creating the 'sense of place' that makes the area a great place to live, work, learn, invest and do business in. The sector is an important employer and attracts significant investment from national and international funding bodies.

Financial services and Insurance

Greater Norwich has been a base for financial industries for over 200 years and is one of the largest general insurance markets in Europe. Recognised as a centre for excellence for financial and professional services, Norwich is home to a significant cluster of global firms. Boasting a financially literate, highly-skilled and stable workforce, and the first National Skills Academy in the UK for financial services.

³⁸ See [Water resources East Website - https://wre.org.uk/](https://wre.org.uk/)

Transport, freight and logistics

Great Yarmouth port has a regional focus relating to the offshore energy sector. The sector is characterised by a strong logistics sector with international firms. Clustered around Norwich, there is also a sizable aviation sector, specialising in maintenance and repair, as well as servicing the offshore industry. The recently opened Aviation Academy, in collaboration with KLM Engineering, is a specialist centre of aircraft, overhaul and maintenance.

Construction and Development

Norfolk has a large and diverse construction and development sector, the UK's largest urban extension in Broadland and emerging specialisation in modern methods of construction and sustainable design. Norfolk's economy and attractive location for housing has driven economic success in the construction and development sector. The Construction Industry Training Board (CITB), a partner in the national Sector Skills Council for the construction industry, is based in Bircham Newton. The area has significant levels of employment across all construction-related industries. The sector also has an emerging specialism in modern construction and sustainable design, with the Fabric First Institute at Easton & Otley College.

Advanced Manufacturing and engineering

The advanced manufacturing and engineering sector in Norfolk reflects the area's diverse economic strengths. The sector links into the supply chain of specialisms such as agriculture and food production, civil aviation, transport and energy. Hethel Engineering Centre is the regional hub for innovation and technology and has the potential to expand to meet the demand for incubation space in this growing sector. Businesses are working together with UEA, through the New Anglia Advanced Manufacturing Engineering sector group, to develop a new Institute for Productivity. This will build on UEA's expertise in business education and engineering. There are several specialist advanced manufacturing and engineering companies in the area at sites including Hethel and Thetford.

Notwithstanding these clusters and our economic strengths, the challenge going forward is the Norfolk economy's high level of dependency on lower wage, lower-skill sectors such as food production, agriculture and tourism, and the related high concentrations of very deprived populations in some parts of the County and 'hidden' rural poverty elsewhere. This is reflected in productivity levels per head which are currently at 25% below the national average³⁹. This, coupled with low levels of investment, relatively poor infrastructure and skills attainment, impacts on potential future economic growth.

The development of this framework has concentrated on; identifying strategic sites, possible further interventions and cross boundary working that will need to be taken forward to deliver the shared objectives that have been agreed.

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

³⁹ See [East of England Forecast Model - https://cambridgeshireinsight.org.uk/eefm/](https://cambridgeshireinsight.org.uk/eefm/)

chains in the manufacturing, engineering and energy sectors will enhance business sustainability and employment growth.

5.2.4 Sector impact of the Coronavirus

The Covid 19 Economic Recovery Restart Plan will support the restart and renew of the local economy and focus activity on stabilising and renewing the foundation industries recognised in the Economic Strategy and Local Industrial Strategy, including the care and VCSE sectors. Economic activity will recover as lockdown is lifted, but the speed and degree is uncertain and will vary by sector, the impact on each sector is considered below:

Agri-food - Unprecedented demand at food retailers has put pressure on the food system in some areas, whereas the closure of the hospitality industry has created surplus in others.

Clean energy - The global pandemic has affected both the supply and demand for energy.

ICT digital - The lockdown has led to homeworking en masse, with people looking for new ways to work, learn, shop and socialise virtually. Home working will help support more rural areas but will require improved access to broadband and other digital connectivity (see section 9.5).

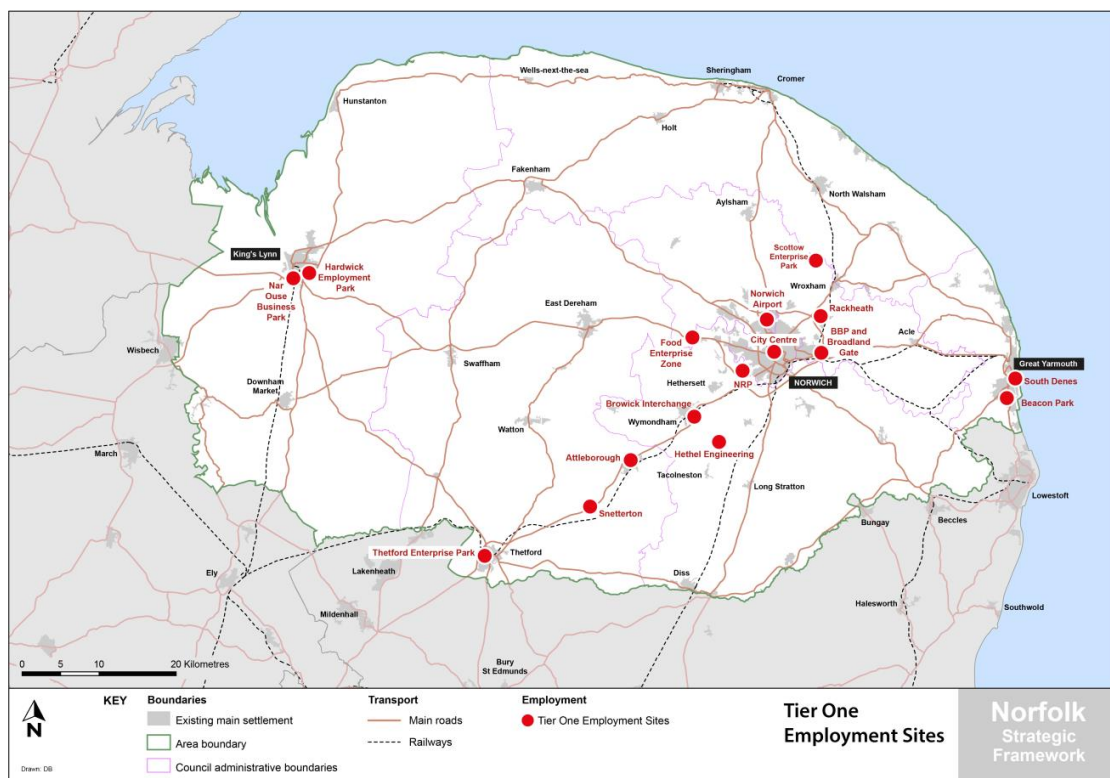
Visitor economy - The sector has been amongst the hardest hit, with businesses forced to stop trading just before the start of the season.

Health and social care - The pandemic has pushed the health and social care sector into the front line of dealing with the crisis. Nationally, care homes have seen high Covid-19 death rates in both residents and frontline staff, reinforcing the need for Personal Protective Equipment, correct training and capital Investment.

Voluntary - The pandemic has negatively affected resources, income and funding of third-sector organisations and impacted their ability to meet objectives in the longer term while demands continue to increase.

5.3 Strategic Employment Sites

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



Together they form a package of sites that provides a comprehensive offer for inward investment and strategic growth, a number of which have Enterprise Zone status. The number and availability of these sites gives Norfolk an economic advantage in attracting certain types of inward investment. In addition, as a result of their scale and type, these sites have additional potential through existing and planned close cross-boundary working. By their nature some of these sites form part of wider functional economic areas which span district/county boundaries, increasing potential for joint collaboration to enhance economic growth.

Agreement 8 recognises that these Tier 1 sites⁴⁰ should be protected from loss to alternative uses such as housing which is consistent with Paragraph 4.18 of the Housing White Paper which proposes that employment sites identified as “strategic” will not be subject to reduced protection from residential development. It is therefore proposed that the Tier 1 employment sites identified in Table 8 are formally recognised as “strategic” employment sites within Agreement 8.

⁴⁰ Tier 1 Employment sites are site identified by local authorities as significant in size (greater than 10 Hectares), Support key strategic sectors and support key growth locations.

Table 7: Tier one employment sites, sector, location and size. 2021

Site	Supports N&S Economic Strategy's Key Sector(s)	N&S Economic Strategy's Growth Location	Land available (approx.)
Attleborough	Advanced Manufacturing and Engineering	Tech Corridor	10 ha
Broadland Business Park area			
- plots on existing BBP			
- BBP Laurel Farm	Financial services	Greater Norwich	55ha
- St Andrews northside,	ICT & Digital Creative		
- Broadland Gate			
Browick Interchange (Wymondham)	Advanced Manufacturing & Engineering. ICT and Digital	Tech Corridor	20 ha
Food Enterprise Zone Honingham/Easton	Food, Drink & Agriculture	Greater Norwich / Tech-corridor	10 ha
Great Yarmouth Enterprise Zone and Energy Park sites:			
- Beacon Park (EZ)	Energy	Great Yarmouth and Lowestoft	13.5ha
- South Denes (EZ & EP)			25ha
Hardwick extension (King's Lynn)	Advanced Manufacturing & Engineering ICT and Digital Creative	King's Lynn and Downham Market (A10)	27 ha
Hethel Engineering Centre and Technology Park	Advanced Manufacturing & Engineering	Greater Norwich Tech Corridor	20ha
Nar Ouse Business Park (King's Lynn) (part EZ)	Advanced Manufacturing & Engineering ICT and Digital Creative	King's Lynn and Downham Market (A10 corridor)	17 ha (EZ)
Norwich City Centre	ICT and Digital Creative Financial Services Tourism and Culture	Greater Norwich	Multiple Sites
Norwich Airport			
- Aeropark			
- Southern area (around Hurricane Way)	Advanced Manufacturing & Engineering	Greater Norwich	75ha+
- Airport business park			
Norwich Research Park (part Enterprise Zone)	Life Sciences Food, Drink & Agriculture	Greater Norwich Tech Corridor	40ha (EZ 25ha)
Rackheath	Advanced Manufacturing and Engineering	Greater Norwich	25 ha
Scottow Enterprise Park	Logistics Energy	Greater Norwich/ North Norfolk	26 ha
Snetterton	Advanced Manufacturing & Engineering	Tech corridor	68ha
Thetford Enterprise Park	Advanced Manufacturing & Engineering Food, Drink & Agriculture	Tech corridor	18ha

Agreement 9 - The above list of locations are the Tier One Employment sites and should be the focus of investment to drive increasing economic development in key sectors, and protected from loss to other uses.

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

5.4 Key Cross-Boundary Economic Issues and Interventions

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

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

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

5.4.1 The role of Greater Norwich

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

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

The Broadland Northway will support the delivery of planned housing and jobs to the north and north-east of Norwich. It will improve strategic access to a wide area of Broadland and North Norfolk. Realising the full range of economic opportunities will benefit from cooperation. The Airport supports the economy of the area including the off shore energy sector. The proposed Western Link will further enhance access to the Norwich Research Park, Food Enterprise Zone and Norwich Airport.

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

The Five Year Infrastructure Investment Plan identifies the projects from the Greater Norwich Infrastructure Plan the delivery of which is considered to be a priority for achieving the economic growth targets, as set out in the Joint Core Strategy and the Greater Norwich City Deal. The Greater

Norwich Growth Programme identifies infrastructure schemes to be prioritised for delivery and development within each financial year, using pooled CIL funding.

The Norwich Area Transportation Strategy (NATS) identifies the transport improvements needed over the next 15+ years. The NATS Implementation Plan (agreed 2010, updated 2013) sets out a range of transport measures with their intended phasing for delivery over the short to medium term. The work is now branded as Transport for Norwich (TfN). The TfN Strategy is being reviewed and a consultation is expected later on in 2020. The Implementation plan is currently being developed through the work on Transforming Cities and a bid has been made to Government to fund a 3 year programme of delivery.

5.4.2 Cambridge to Norwich Technology Corridor

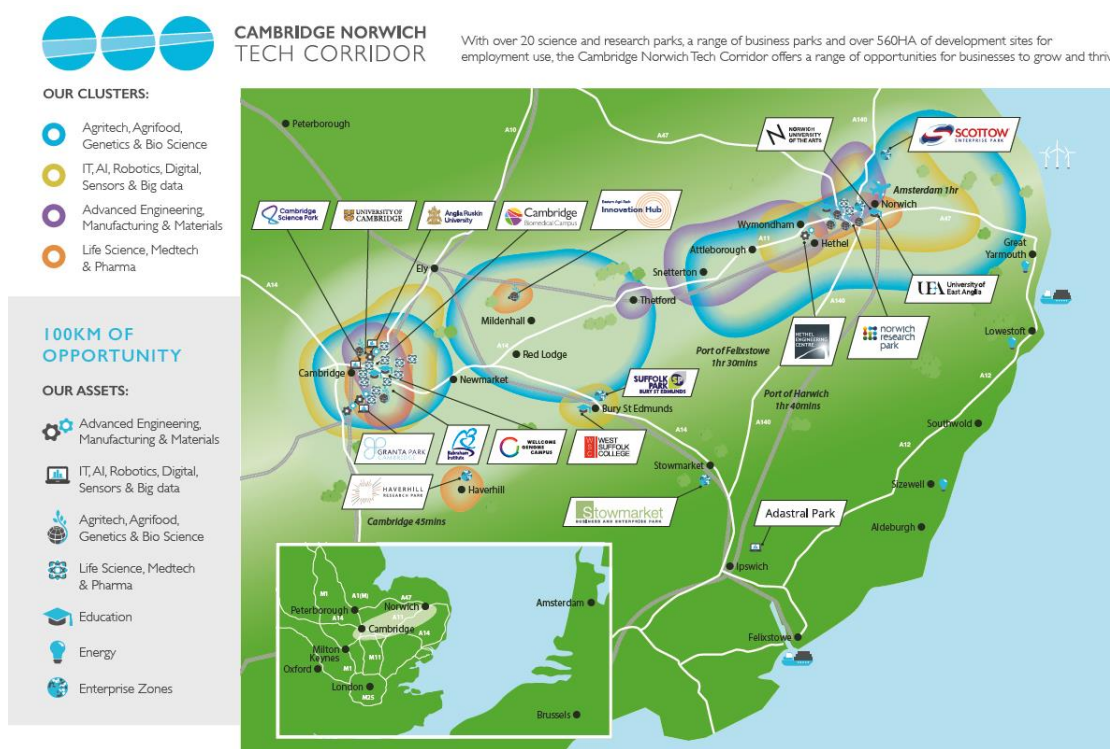
The corridor from Norwich to Cambridge, identified in Fig.7, includes a number of important existing and emerging clusters and strategic employment sites. It provides the potential for significant economic development, particularly as connectivity has improved with full dualling of the A11 between Norwich and Cambridge. The corridor also benefits from the Norwich to Cambridge railway line, direct trains between Norwich to Stansted airport and an increased number of internal and external route from Norwich Airport. These opportunities need to be supported and exploited to maximise economic benefits.

The corridor is identified as a key growth corridor in the New Anglia LEP's Economic Strategy, Local Industrial Strategy and Covid 19 Economic Recovery Restart Plan. The Cambridge Norwich Tech Corridor initiative⁴¹ has been established to maximise the economic benefits of this high quality location with its world class universities, research institutes and business clusters. The partnership will both capitalise on the talent pool, emerging clusters, low cost space, infrastructure networks, in conjunction with securing new investment for the area (e.g. SETI), to deliver innovation-led growth and investment.

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

⁴¹ See [The Norwich Cambridge tech corridor website - http://www.techcorridor.co.uk/](http://www.techcorridor.co.uk/) for further information

Figure 7: The Cambridge Norwich Tech Corridor, 2019



5.4.3 A47 Corridor

The A47 crosses the county and, directly or indirectly, affects all Norfolk's districts, parts of Suffolk and Cambridgeshire. The current limitations of the A47 act as a brake on economic growth, hindering investment, adding business and commuter costs, cause disproportionate accident and safety issues and contribute to the 'peripheral' image of Norfolk. Improvements to the road will unlock jobs, increase GVA and attract additional private investment all along its length. The A47 Alliance comprises of representatives from all Local Authorities, the business community, MPs and stakeholders along the whole of the trunk road route between Peterborough and Lowestoft. The Alliance is working to make the case for improvements and to secure the necessary investment to implement these. Partners will need to consider how best to cooperate to realise the economic potential of improvements.

Further west on the A47, at Wisbech the emerging Garden Town proposal may result in up to 12,000 additional homes (on top of the 3,550 homes already allocated in the Fenland Local Plan) effectively doubling the size of the town. This is linked to a potential new rail connection which would put the town within commuting distance of Cambridge and Peterborough. The existing allocation relating to East Wisbech is incorporated into the emerging plan.

Currently there are four A47 road improvement schemes of direct relevance to Norfolk, committed to by Highways England

- Dualling the A47 North Tuddenham to Easton
- Dualling the A47 Blofield to North Burlingham
- Improving the A47/A11 Thicken junction
- Improving A47 Great Yarmouth junctions including reconstruction of the Vauxhall Roundabout

These A47 road improvements have the potential to support growing the corridor's economy.

5.4.4 Offshore Energy Sector / Ports of Great Yarmouth & Lowestoft

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

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

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

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

Great Yarmouth Borough Council, Norfolk County Council, Highways England and the New Anglia LEP have cooperated closely on developing the road transport infrastructure to support the growth of the offshore energy sector in Great Yarmouth. The third river crossing has now been through public examination as a Nationally Significant Infrastructure Project which will provide direct access to the Port from the trunk road network, rather than through the heart of the town as at present, and improving the A47 link to the rest of the country, construction is due to start in 2021.

Meanwhile Norfolk County Council with Great Yarmouth Borough Council, are looking at a range of new infrastructure projects associated with the port and the Great Yarmouth Energy Park in order to enhance the value of Yarmouth to the offshore renewables sector.

5.4.5 Norfolk Coast, the Broads and the Brecks

The Norfolk Coast, the Broads and the Brecks are the 3 key cross boundary areas of the county where economic benefits include not only their attraction for tourism and recreation, but also their contribution to quality of life, and hence the attractiveness of Norfolk as an area to live, work and to locate a business. The economies of these areas are dependent on businesses, infrastructure and environmental protection in surrounding areas. This is particularly the case for the Broads Authority Executive Area, where the Broads Authority boundary is very tightly drawn.

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

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

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

It is important that all of this care and concern about the natural environment continues to be captured within a Green Infrastructure approach, so that protecting and enhancing nature and natural processes are consciously integrated into spatial planning and area development.

5.4.6 A10 corridor

The A10, and parallel rail line from King's Lynn to Cambridge (passenger and freight), provides a strategic transport corridor. The section from King's Lynn to Downham Market is identified as a growth location in the Norfolk and Suffolk Economic Strategy. To realise the growth potential of the A10 Corridor there is a need to improve journey times, reliability of services and enhancement of operational capacity. Cambridgeshire County Council has commissioned studies of the economic potential and transport options for the route north of Cambridge. The Ely Area Capacity Enhancements Strategic Outline Business case was completed in Spring 2020 and has been approved. Proposals and options are expected to be consulted on in 2021 for the Ely area improvements to enable more frequent rail services to operate in future; while works have been completed to enable longer trains to run from King's Lynn from December 2020. A new Cambridge North railway station has enabled improved access to jobs in the businesses on the north side of Cambridge for Norfolk residents. There is potential for large-scale job growth in the corridor at Downham Market; while the largest housing allocation in the west at West Winch/North Runcton requires the completion of the West Winch Relief Road and Hardwick junction improvements to be fully developed.

Agreement 10 - The recently adopted and emerging Local Plans for the area will include appropriate policies and proposals to recognise the importance of the above cross boundary issues and interventions.

Section 6 – Housing

Strategic Housing Objectives

To address housing needs in Norfolk by:

- providing for the quantity of housing growth which will support the economic prospects of the County and address in full the identified need for new homes in line with the Economic Strategy of the New Anglia LEP and, Local Industrial Strategy and Covid 19 Economic Recovery Restart Plan;
- ensuring that new homes built are of the right sort in terms of size, type, and tenure to contribute positively towards addressing identified needs including for affordable homes, homes for the elderly and students, and other groups in society requiring specialist living accommodation;
- Ensuring that new homes are served and supported by adequate social infrastructure, including schools, libraries, fire service provision; play space and green infrastructure provided through developer funding (e.g. through S106 agreements and/or Community Infrastructure Levy)
- contributing towards sustainable patterns of development including improving the relationship between homes, jobs and other key day to day services;
- delivering high quality, energy efficient homes in attractive communities which make a positive contribution to the health and well-being of communities; and
- ensuring that homes are delivered at the right time to address identified needs.

6.1 Introduction

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

In February 2017 the Government published the Housing White Paper “Fixing our Broken Housing Market”⁴². This document set out a broad range of reforms that Government planned to introduce to help reform the housing market and increase the supply of new homes with the principal aim of increasing housing delivery in England to 300,000 net additional dwellings per year by the mid 2020’s.

Many of these measures were subsequently introduced via the updated National Planning Policy Framework including a new standardised national methodology to be used for calculating the minimum number of new homes which might be required. In December 2020 the government announced a further modification to the standard methodology for the top 20 cities and urban areas, however this hasn’t impacted the county. The government has also introduced a Housing Infrastructure Fund⁴³, published a Garden Communities Prospectus, invited bids for Housing Deals, and has committed to spending an additional £2 billion on affordable homes, all measures targeted at delivering an increased supply of homes. It is clear that increasing the delivery of new homes is likely to remain a major priority for the UK government for the foreseeable future.

Based on the government’s current standard methodology⁴⁴ Norfolk Authorities will need to collectively plan for at least an additional 65,856 (4,116 per annum) homes between 2021 and 2036. Many of these new homes are already included within adopted Local Plans in the County and a significant proportion already have planning permission.

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

⁴² Available at [the housing white paper web page - https://www.gov.uk/government/collections/housing-white-paper](https://www.gov.uk/government/collections/housing-white-paper)

⁴³ Available at [the housing infrastructure fund web page - https://www.gov.uk/government/publications/housing-infrastructure-fund](https://www.gov.uk/government/publications/housing-infrastructure-fund)

⁴⁴ Derived from the ONS 2014 household projections

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

The number of dwellings built in the County since 2007 have generally fallen behind published Local Plan targets due to the impact of the recession. As a consequence, the required annual rate of housebuilding required to meet existing Local Plan targets has been increasing as local authorities seek to address shortfalls. Furthermore to ensure that local targets can be addressed national policy⁴⁵ requires that each authority provides a buffer of deliverable supply thus ensuring that at all times more deliverable supply is available than is required to meet needs alone, with the size of the buffer determined by delivery rates over the preceding three years. This has resulted in some areas having very high annual targets over the next five years which are well above the long term requirements set out in their respective Local Plans or produced by applying the standard methodology.

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

It should also be noted that land supply issues may ease because since the recession and particularly the publication of the National Planning Policy Framework in 2012, the number of unbuilt planning permissions has also been increasing, resulting in a large stockpile of consented sites.

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

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

⁴⁵ National Housing Delivery Test – Results of this test are published by government in November of each year and compare the number of dwellings built over a three year period with the number required.

6.3 Future Housing Demand and Need until 2036.

The National Planning Policy Framework requires that the need for homes in terms of quantity, size, type and tenure within an area is addressed by planning authorities when preparing Local Plans, unless the consequences of doing so would result in unsustainable development. Where planning authorities conclude that it is not desirable to address identified needs within an individual authority area they should reach agreement with others to ensure that needs are met.

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

Table 9: Local Housing Need based on mid 2014 household projections applying standard national methodology using the projected average annual household growth from 2020 to 2030 (correct as at November 2020)

Area	Annualised housing need in SHMAs	Annualised housing need applying standard methodology (2014 base)	Variation
Breckland	584 ⁴⁶	661	+77
Broadland	389	517	+128
Great Yarmouth	420	357	-63
KLWN	670	538	-132
North Norfolk	405	552 ⁴⁷	+147
Norwich	724	598	-126
South Norfolk	763	893	+130
Broads Authority (Norfolk part)	11	n/a ⁴⁸	
Norfolk	3,966	4,116	+150

⁴⁶ Note as the Breckland Local Plan is covering a period of 2011-36 it's annualised OAN is considered to be 612pa rather than 584pa as this reflects under delivery in the period 2011-15

⁴⁷ At this point in time North Norfolk is considering if an alternative approach to establishing OAN is justified

⁴⁸ The Government Consultation said 'where local planning authorities do not align with local authority boundaries, such as National Parks, the Broads Authority and Urban Development Corporations, available data does not allow local housing needs to be calculated using the standard method set out above'. In these cases we propose that authorities should continue to identify a housing need figure locally, but in doing so have regard to the best available information on anticipated changes in households.

The evidence⁴⁹ concludes that Norfolk is covered by all, or parts of, three separate Housing Market Areas and this has led to agreement about producing evidence and appropriate planning areas.

Strategic Housing Market Assessments have been prepared for each of these Housing Market Areas which prior to the publication of the Standard National Housing Needs Methodology identified the objectively assessed needs for new homes within each HMA and for each separate District within them. New evidence, including revised national population and household forecasts, will be published at regular intervals and Authorities will use the latest available information from a range of sources in relation to both demand, and their ability to plan a sustainable supply, when determining final housing targets for inclusion in Local Plans.

To ensure better alignment of Local Plans all Norfolk Authorities have agreed to prepare new Local Plans which address the level of housing need for the period until at least 2036 and have formally commenced the process of plan review. Broadland, Norwich and South Norfolk are producing a single Greater Norwich Local Plan allowing for consideration of how needs might be addressed across the larger plan area.

Agreement 11 - When determining their respective Local Plan housing targets each Norfolk Authority, working together where desirable, will aim to deliver at least the local housing need as identified in the most up to date evidence (Table 9). Where this would result in unsustainable development, agreement will be sought with other authorities, initially within the same Housing Market Area, to ensure sufficient homes are provided to meet identified needs and demands in the area until at least 2036.

The Broads

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

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

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

⁴⁹ **Central Norfolk Strategic Housing Market Assessment 2017** - covering Norwich, Broadland, and South Norfolk authorities, together with substantial parts of North Norfolk, Breckland and the Broads Authority, together with a more marginal interaction with other parts of Norfolk and Suffolk. **King's Lynn and West Norfolk Strategic Housing Market Assessment** - Covering the administrative area of King's Lynn and West Norfolk Borough Council.

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

In view of the special qualities of the Broads there has been a long standing agreement between the BA and their overlapping local councils about the other areas planning to meet any housing needs arising in the BA area⁵⁰. It would clearly not be in the best interests of good planning in Norfolk for planning in the Broads area to be driven by a need to meet statistically derived housing targets where this would be incompatible with the protection of the special qualities of the Broads. Agreements 11 and 12 below addresses this matter although it should be noted that emerging evidence suggests, with the possible exception of the part of the BA area in Great Yarmouth Council area, that the BA will be able to find sufficient sites for housing to meet identified needs within its own area in locations considered to be compatible with the protection of the Broads.

Agreement 12 – The Broads Authority will meet its calculated portion of the wider housing requirement as far as is compatible with the protection of the Broad’s landscape and special qualities.

Agreement 13 – South Norfolk, Norwich City, Broadland, North Norfolk, and Great Yarmouth Councils will seek to include appropriate provision within their Local Plans to address the housing needs arising from the parts of the Broads Authority area overlapping their administrative boundaries if these cannot be met within the Broads Local Plan.

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

Implications of the City Deal for Housing

In December 2013 the Greater Norwich City Deal was signed⁵¹. The City Deal was expected to see 300 new businesses supported and secure an additional £100 million of private investment. The deal was also expected to create more than 19,000 jobs, including 3,000 high value jobs at Norwich Research Park, 2,000 jobs around Norwich Airport, 1,000 jobs based around Norwich University of the Arts and 6,000 construction jobs.

The housing implications of the City Deal were assessed thoroughly as part of the Central Norfolk SHMA. This calculated that an upward adjustment of 9,505 dwellings to the housing requirement was needed to ensure sufficient homes are provided to meet the needs of the additional workers resulting from the City Deal. However, as the OAN for the Central Norfolk Authorities already included a response to market signals, it concludes that additional provision is only needed in the three Greater Norwich districts where the implications of the City Deal exceed the response to market signals already built into the figures. Because of the changes in calculating housing need the additional provision will be reconsidered within the Greater Norwich Local Plan.

Agreement 14 – Broadland, Norwich City, and South Norfolk Councils will seek to deliver an additional supply of homes within the Greater Norwich Local Plan to ensure the housing needs arising from the City Deal are met in full.

⁵⁰ See [Planning for Housing and Employment in and Around the Broads Memorandum of Understanding - http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/432998/Duty-to-Cooperate-Planning-For-Housing-and-Employment-in-and-Around-the-Broads-Proposed-Memorandum-of-Understanding-040113.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/432998/Duty-to-Cooperate-Planning-For-Housing-and-Employment-in-and-Around-the-Broads-Proposed-Memorandum-of-Understanding-040113.pdf)

⁵¹ See [Norwich City Deal - https://www.gov.uk/government/publications/city-deal-greater-norwich](https://www.gov.uk/government/publications/city-deal-greater-norwich)

6.4 Type of Homes

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

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

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

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

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

Inward migration from the rest of the UK, mainly due to retirement to the area, is forecast to be the major driver of population growth in the County over the next 20 years and a rapidly aging population, particularly outside of the three main urban centres will continue to increase the need for homes. By 2036 over 15% (153,372 people) of Norfolk's population is forecast to be over 75 years of age and if current trends continue this will increase the need for specialist forms of accommodation such as care, nursing and assisted living schemes. These specialist accommodation needs are not included within household projections and authorities should carefully consider the latest available evidence and develop strategies to ensure these needs are met. If current trends continue an increasing proportion of elderly people will remain in their homes for longer periods.

Specialist types of accommodation

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

Elderly People

The identified Objectively Assessed Need across Norfolk includes the conventional housing needs of elderly people, but does not include people residing in care and nursing homes. On this basis, all self-contained elderly person housing is counted within the housing supply; but the supply of bed spaces in residential institutions (Use Class C2) is not. If sufficient Class C2 bed spaces are not provided then these people will not vacate existing dwellings and therefore more dwellings may be required.

As section 4 highlights, latest population projections estimate an increase in 65's of over 78,000 between 2018 and 2036 in the county. Local planning authorities were clear that further research was required into their housing needs. As part of the work to update this document a study was commissioned to identify the need and types of accommodation which are required to support the increase in the elderly population going forward.

The study has now been completed and highlights that a range of housing types are required to meet the needs of the elderly. It should be noted the many residents will be able to remain in conventional type of housing for many years but may choose to downsize or move to more suitable types of home like bungalows. Therefore housing types range from conventional housing (either modified or unmodified), age exclusive housing, sheltered housing with low level support to higher level support housing with on-site support or residential/nursing care homes. There are currently 8,612 units of specialist independent retirement housing in Norfolk, 78% of these units are sheltered⁵² housing with low level support and only 22% are extra care with higher level support⁵³. Across the whole of Norfolk in 2020 there is unmet need for 2,826 units of extra care housing and 4,034 units of sheltered housing. By 2041 these figures will have risen to 5,149 and 10,384 respectively. The report also highlights that care homes will also need to accommodate an additional 5,239 people and better provision should also be made for elderly with various levels of dementia with Norfolk likely to see an increase in residents with dementia by nearly 10,000 to 2041. Full details can be found in the report accompanying this study⁵⁴ Norfolk Local Authorities will work with registered providers and housing associations to support the delivery of specialist housing to meet the needs of an increasingly the elderly and retired population.

⁵² Sheltered housing is age restricted housing normally with either an onsite or visiting scheme manager or access to a bespoke helpline. There will normally be communal facilities which may include a café or shop but there is no bespoke site specific care package. Scheme residents are typically 75 or over, but the scheme may include some residents aged 65-74

⁵³ Extra Care housing is age restricted housing with an onsite scheme manager and provide a range of communal facilities. However residents will also have access to a site specific bespoke care package, usually including paying for a specified minimum number of hours of care a week with the option to increase usage if required. The care provider is CQC registered with specific carers allocated to the scheme. Scheme residents are typically 75 or over. Extra care housing can also be known as very sheltered housing, assisted living, enhanced sheltered or as housing with care.

⁵⁴ Link to study once published

Student Housing and the OAN

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

The largest higher education provider in Central Norfolk is the University of East Anglia (UEA). The University has a campus in Norwich and a total of 16,030 full time students (academic year 2018/19). In 2017 the University had 4,300 bed spaces on the campus (and nearby village) and 305 bed spaces in the city. Norwich also contains the Norwich University of the Arts which has 2,250 full-time students, with further students at City College and Easton College. In recent years however, there has been an increase in the provision of privately owned and managed purpose built student accommodation across Norwich City including significant accommodation at Pablo Fanque House, Ber Street and St Stephen's Towers.

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

However, in 2018 Planning Practice Guidance updated the advice on including student housing within housing supply figures⁵⁵. Student accommodation can be included based on the amount of accommodation that new student housing releases to the wider housing market, and the extent to which this allows general market housing to remain in such use. Local authority's calculations should be based upon the average number of student living in student only accommodation using the most recently published census data. On this basis, student accommodation supply in Norwich should be counted at a ratio of 2.85 bedrooms to 1 equivalent dwelling, except for studio apartments which can be counted on a 1 for 1 basis. For delivery purposes, the Housing Delivery Test Rule Book⁵⁶ outlines that student accommodation should be counted at a ratio of 2.5 bedrooms to 1 equivalent dwelling. These ratios will be updated as necessary.

⁵⁵ [Planning Practice Guidance - https://www.gov.uk/guidance/housing-supply-and-delivery](https://www.gov.uk/guidance/housing-supply-and-delivery) Paragraph: 034
Reference ID: 68-034-20190722

⁵⁶ [Housing Delivery test - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728523/HDT_Measurement_Rule_Book.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728523/HDT_Measurement_Rule_Book.pdf)

The City Council also adopted the Purpose Built Student Accommodation (PBSA) Evidence and Best Practice Advice Note⁵⁷ in 2019. This advice note includes an assessment of the need for PBSA from UEA and NUA higher education institutions, guidance on a range of issues relating to the design and management of PBSA and how to encourage a mix of accommodation for a wide range of students. By encouraging good quality and appropriate student accommodation in Norwich, this advice note helps to support the success of the city's higher educational institutions and the city's economic prospects. As part of this Norwich City Council has set up a working group with the two main higher education institutions in Norwich that are likely to generate student housing need, and meets periodically to discuss how to help meet the need for PBSA in terms of student numbers and growth, to better inform planning decision making and the plans of Higher Education Institutions and to provide a forum to explore how high quality and affordable student accommodation can be achieved in Norwich.

The draft Greater Norwich Local Plan, due to be published for Regulation 19 consultation in February 2021, will contain a policy to support PBSA as part of policy 5(Homes).

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

The accommodation needs of Gypsies and Travellers, including Travelling Show people, and those residing in boats and mobile/park homes are included within the overall assessments of housing need and comprise part of that need rather than an additional requirement. These types of accommodation which are provided can therefore count towards addressing locally set housing targets. Locally authorities have prepared specific evidence to quantify the levels of need for such accommodation and use this evidence to inform Local Plan preparation. Five Norfolk authorities (Broadland, Gt Yarmouth, North Norfolk, Norwich and South Norfolk), plus the Broads Authority, commissioned a Caravans and Houseboats Needs Assessment to 2036, which was completed in October 2017⁵⁸. Breckland DC commissioned its own study⁵⁹ and the Borough Council of King's Lynn and West Norfolk is a partner in a Cambridgeshire-based needs assessment⁶⁰. Greater Norwich are updating their study and this is expected to be completed in spring 2021.

Agreement 15 - The Norfolk Planning Authorities will quantify the need for, and plan to provide for, the specialist accommodation needs of the elderly, students, gypsy and travelling Show People, and those residing in other specialist types of accommodation and working together will ensure that the distribution of provision responds to locally identified needs.

⁵⁷ [Purpose Built Student Accommodation \(PBSA\) Evidence and Best Practice Advice Note -
https://www.norwich.gov.uk/downloads/file/5448/pbsa_best_practice_and_advice_note_-_adopted_november_2019](https://www.norwich.gov.uk/downloads/file/5448/pbsa_best_practice_and_advice_note_-_adopted_november_2019)

⁵⁸ See [Caravans and Houseboats Needs Assessment to 2036 - https://www.north-norfolk.gov.uk/media/4081/norfolk-final-ana-09-10-17.pdf](https://www.north-norfolk.gov.uk/media/4081/norfolk-final-ana-09-10-17.pdf)

⁵⁹ See [Breckland Gypsy and Traveller Accommodation Assessment -
https://www.breckland.gov.uk/media/2662/Breckland-Gypsy-and-Traveller-Accommodation-Assessment/pdf/2016_11_29_Breckland_GTAA_Final_Report.pdf](https://www.breckland.gov.uk/media/2662/Breckland-Gypsy-and-Traveller-Accommodation-Assessment/pdf/2016_11_29_Breckland_GTAA_Final_Report.pdf)

⁶⁰ See [West Norfolk Gypsy and Traveller Assessment - https://www.west-norfolk.gov.uk/download/downloads/id/2579/gypsy_and_traveller_accommodation_assessment_2016.pdf](https://www.west-norfolk.gov.uk/download/downloads/id/2579/gypsy_and_traveller_accommodation_assessment_2016.pdf)

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

6.5 Capacity and Distribution

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

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

Agreement 16 – All Norfolk Planning authorities will produce their Housing and Economic Land Availability Assessments to the standard Norfolk methodology.

6.6 Delivering Housing Growth

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

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

Agreement 17 - To minimise the risk of slow delivery over the next plan period, where it is sustainable to do so, the following will be done:

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

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

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

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

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

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

It should be noted that authorities housing delivery will be measured against the Housing Delivery Test (HDT) and if under 95% - authorities will be required to produce 'Action Plans' to address shortfalls in delivery.

Section 7 – Health

7.1 Introduction

The origins of the planning system are closely associated with wider health improvements and recognise that where people live, work, study and relax play a greater role in health and well-being at a population level than just access to health care. Equally we know that as population size and structure change, for example an aging population, so the demands upon health care facilities increase alongside the ever increasing need to prevent ill health in the first place. These matters are not influenced solely on an individual planning authority basis. Services are arranged and delivered across multiple boundaries. People move between areas to do different things and across their lifetime. Transport routes and methods inevitably impact wide geographic areas.

Health services in Norfolk are provided at geographies which extend beyond district and borough boundaries. The Norfolk and Waveney Clinical Commissioning Group covers the whole of Norfolk and also the former district council area of Waveney (in north-east Suffolk). Public Health provision is provided at the national, regional and local level (subject to recent national changes).

Given that the various healthcare organisations operate across district and borough boundaries it is considered that there is merit in looking at consistent approaches to planning for health and well-being across the Norfolk local planning authorities.

Consequently, the need to co-operate between agencies and across geographies is important.

7.2 Principles

The National Planning Policy Framework (NPPF) requires that ‘planning policies and decisions should aim to achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles’⁶¹. The health and wellbeing of the population, and health infrastructure should be considered in both plan and decision making.

The Planning White Paper (2020 paragraph 1.7) recognises that: “Where we live has a measurable effect on our physical and mental health, on how much we walk, on how many neighbours we know or how tense we feel on the daily journey to work or school. Places affect us from the air that we breathe to our ultimate sense of purpose and wellbeing.”

The TCPA has advocated the impact of good planning decisions through its Reuniting Health with Planning workstream since 2010 and has worked in partnership with NHS England, Public Health England and Sport England.

The review of Health Equity in England by Sir Michael Marmot⁶² highlights the need to build healthy and sustainable communities as one of 6 core recommendations to address the widening health inequalities. It states that ‘since 2010 life expectancy in England has stalled; this has not happened since at least 1900.....health is closely linked to the conditions in which people are born, grow, live, work and age’. There are clear links made to the quality, cost and condition of housing in the report,

⁶¹ NPPF revised Feb 2019, Chapter 8

⁶² See [Health Equity in England - https://www.health.org.uk/funding-and-partnerships/our-partnerships/health-equity-in-england-the-marmot-review-10-years-on](https://www.health.org.uk/funding-and-partnerships/our-partnerships/health-equity-in-england-the-marmot-review-10-years-on)

‘The costs of housing have increased significantly, including social housing, impacting on all the other social determinants of health and pushing many people into poverty, homelessness and ill health.’

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

- Stalling of life and healthy life expectancy rates (in the last decade 2011 onwards)
- Widening health inequalities and likely aggravation of this arising from impacts of Covid-19
- An increasingly ageing population, with impacts on health and social care provision and costs⁶³
- The number of premature deaths increasing, caused by smoking, lack of physical activity, obesity and alcohol misuse.⁶⁴ The UK wide NHS costs attributable to overweight and obesity are projected to be £9.7 billion a year by 2050 with wider costs to society estimated to reach £49.9 billion per year⁶⁵
- Increase in demand for mental health and wellbeing services
- Changing approaches to healthcare delivery.

7.3 Healthy living and Wellbeing – through better design

It is clear that health issues are increasingly important considerations in future planning activities. Therefore, development should facilitate a healthy lifestyle and provide opportunities for a high quality of life through a healthy environment where pollution is controlled and there is adequate access to open spaces and green and blue infrastructure. Availability of suitable and affordable housing and employment opportunities are also critical factors, as is access to active travel opportunities and affordable and practical public transport. It is also likely that, at least in the short to medium term, active consideration will need to be given to increased home working, space standards and overcrowding in homes and internal ventilation.

New developments present an opportunity to build homes, streets and neighbourhoods that support and enable healthy lifestyles through high quality provision of walking, cycling and accessible public transport. Good quality public spaces promote a sense of community and increase the variety of options to interact with the local environment and improve physical and mental health outcomes.

Both new and redesign of existing developments should consider a variety of needs of the Norfolk population. These could include:

- Recognising that greatest health benefits across the population are to be had by encouraging the inactive to be moderately active so build short active journeys in everyday life such as shopping, schooling, catching a bus and work
- Considering the particular needs of an ageing population when designing open space, access to public transport and physically active means of getting about. For example, siting of

⁶³ The King’s Fund: Future Trends, Demography, Ageing Populations

⁶⁴ British Heart Foundation, 2013: Economic costs of physical inactivity.

⁶⁵ Source: Guidance Health Matters: obesity and the food environment March 2017 (Public Health England)

benches and shelters, availability of toilets, safety when sharing pathways, level terrain and the provision of adult outdoor exercise equipment.

- It is important when designing built environments and making blue and green space more widely available that signage, navigation and layout actively consider needs of those, for example, with dementia or learning disabilities who may otherwise find some designs less accessible
- A number of these considerations may also support their use by, for example, adults with younger children, the less mobile across all age groups and those with a sensory disability
- Signage to facilities could be expressed in time taken to walk, for example, instead of distance and routes designed to break up longer journeys into manageable sizes
- Location of housing, employment, education and retail facilities to minimise journeys by non-private vehicle methods
- Where possible cycle lanes and footpaths should be situated away from busy roads, publicised and well sign posted to encourage use. They can provide opportunities for biodiversity enhancement by planting appropriate tree species, hedgerows and pollen and nectar rich flora, facilitating species movement and habitat connectivity.

The RTPI published Enabling Healthy Placemaking⁶⁶ which highlights the barriers to building healthy places⁶⁷ called for 'greater ...collaboration between health, social care, and planning professionals to ensure people's health needs are integrated into the conceptualisation, design and planning stages of new developments in the future'. It highlights 7 ways planners can take the lead:



⁶⁶ [Enabling Healthy Placemaking - https://www.rtpi.org.uk/media/5777/enabling-healthy-placemaking.pdf](https://www.rtpi.org.uk/media/5777/enabling-healthy-placemaking.pdf) published July 2020

⁶⁷ Such as lack of funding; different requirements from developers; conflicting policy priorities.

7.4 Implementing Healthy Design

The NPPF states that local planning authorities should make use of tools and processes for assessing and improving the design of development, specifically recommending assessment frameworks such as Building for Life 12 (recently updated to Building for a Healthier Life⁶⁸).

[Building for a Healthier Life](#) replaced Building for Life 12 in July 2020; published in collaboration with NHS England, NHS Improvement and Homes England. 'Building for a Healthier life' is a Design Code to help people to improve the design of new and growing neighbourhoods and has been created for community, developer and local authority use. The 12 considerations capture areas of design and placemaking that need most attention but are often the most overlooked⁶⁹. It provides visual prompts to good practice rather than the previous 12 question approach.

The [Healthy Streets Approach](#) is a framework that emphasises a street that works for people and is a street that is good for health. It provides an evidence-based approach for creating fairer, sustainable attractive urban spaces. The Department for Transport has funded Healthy Streets Approach training for Local Authorities (including Norfolk) using Local Cycling and Walking Infrastructure Plans. The 10 indicators focus on the experience of people using streets and complements the use of the Building for a Healthier Life design code.

10 Healthy Street Indicators™



Source: Lucy Saunders

⁶⁸ NPPF revised Feb 2019, para 129.

⁶⁹ Building for a Healthier Life, pg 5.

7.5 Health Infrastructure Protocol

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

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

The Protocol should be reviewed by the middle of 2022 to take into account the specific health issues in the county; any changes required in the duty to co-operate and other changes currently drafted within the Planning White Paper.

Agreement 18 - Norfolk authorities agree to endorse the Planning in Health: An Engagement Protocol between Local Planning Authorities, Public Health and Health Sector Organisations in Norfolk and undertake its commitments. Norfolk authorities agree to consider matters relating to healthy environments and encouraging physical activity, and fully integrated these into a potential Norfolk-wide design guide and local design codes (which will inform local plans and neighbourhood plans), drawing on key guidance such as Building for a Healthier Life and Active Design.

Section 8 – Climate Change

8.1 Introduction

In Summer 2019 the Norfolk Strategic Planning Member Forum requested that a Climate Change sub group should be set up as part of the update process to the Norfolk Strategic Planning Framework. The group would review information in relation to Climate Change with a specific focus on the role and impact on Local Plans and the planning system generally. It would also explore some of the emerging policy work around climate change, and looks at best practice where applicable..

8.2 Background

Climate change has been embedded into Land Use Planning for many years, significant emphasis is placed on planners to address climate change through achieving sustainable development. It is recognised that considerable national, international and local research in relation to climate change has been completed in recent years. This includes reports by the Intergovernmental Panel on Climate Change, and there continues to be emerging changes in relation to Government policy on the matter.

In June 2019 the government amended the Climate Change Act 2008 to extend the national carbon reduction target within it with the aim to reduce carbon levels to net zero by 2050. In December 2020 the government also announced a new plan which aims for at least a 68% reduction in greenhouse gas emissions by the end of the decade, compared to 1990 levels⁷⁰. Many local authorities were galvanised to either declare climate emergencies, and/or set their own locally applicable targets, either replicating the governments or extending it further as well as enshrining the concept into corporate objectives and Plans.

Within Planning, Local Plans can play a central role in helping to facilitate this key national environmental objective. Effective strategic plan making can deliver sustainable development and help address the challenges that climate change brings, complementing measures outside of the planning sphere but not resolving climate change challenges on its own. Clearly the County is vulnerable to the impacts of climate change through flooding, drought, storm surges, sea rise etc. The costs of climate change are projected nationally to be high and it is emphasised that not taking action could cost more than taking steps to reducing emissions now to avoid the worst impacts of climate change. Sustainable development through land use policies is regarded as a key means of addressing climate change and as such the planning system has a duty to ensure that action is taken to encourage and deliver more sustainable development.

⁷⁰ See [Press Release - https://www.gov.uk/government/news/uk-sets-ambitious-new-climate-target-ahead-of-un-summit](https://www.gov.uk/government/news/uk-sets-ambitious-new-climate-target-ahead-of-un-summit)

8.3 Climate Change Next Steps

Working collaboratively through the Norfolk Strategic Planning Member Forum, Local Planning Authority planning officers, along with colleagues from the Environment Agency, Local Enterprise Partnership and Norfolk County Council, worked together to develop ideas which could help local plans address climate change through land use policies at a strategic level. The group have produced a Climate Change Research Paper and sub topic reports which set out a number of approaches for local authorities to consider when drafting local plans. In the light of this work the following agreement has been reached.

Agreement 19 - Norfolk Planning Authorities agree that climate change is an urgent, strategic cross boundary issue which will be addressed at the heart of Local Plans. To do this, the Authorities agree to consider to the approaches contained in the NSPF Climate Change research paper when the relevant policies are next being reviewed and updated as part of the Local Plan process and their appropriateness considered against local factors including viability of developments. Norfolk Planning Authorities agree to collectively review the latest evidence and advice on a regular basis and to update this research to ensure that the most appropriate actions are being undertaken to support climate change initiatives.

Furthermore the Planning White Paper strengthens the need for local design initiatives and the work of this climate change group has highlighted that design and best practice climate change guidance could help with both climate change and healthy living initiatives. As such there is a strong case for looking at a Norfolk Design Guide or Charter. It is suggested that the initial steps would be to investigate how this could best be achieved and to what level all authorities are willing to work to a single design guide. It is clear for this to succeed that external and community involvement would be required and we would also need to understand in more detail any proposed changes to the NPPF and legislation, and the existing intentions of each local planning authority with providing further guidance.

A further agreement sets out Local Planning Authorities commitment to investigate the production of a countywide Design Guide:

Agreement 20 – Norfolk Planning Authorities agree to work together to investigate the production of a county wide design guide and produce a brief for this work. This work will help facilitate climate change and healthy living initiatives across the county by providing high level principles

The design guide would meet the requirements of the National Design Guide and look at other country wide initiatives like Building for a healthy life. Mitigating for and adapting to climate change could be a key consideration of this guide. Individual Local Planning Authorities could still produce their own guide or they can be produced as part of neighbourhood plans.

Section 9 – Infrastructure and Environment

Strategic Infrastructure and Environmental Objectives

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

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

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

- locating development so as to reduce the need to travel;
- reducing unnecessary car use and supporting the roll out of new technologies (such as Electric Vehicles and alternative fuels eg hydrogen) and alternative methods of transport including public transport, walking and cycling;
- maximising the energy efficiency of development and promoting the use of renewable and low carbon energy sources; and
- managing and mitigating against the risks of adverse weather events, sea level rise and flooding by reducing the impacts on people, property and wildlife habitats.

Together these measures will help create healthier more sustainable communities.

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

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

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

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

9.1 Introduction

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

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

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

The Norfolk Strategic Infrastructure Delivery Plan⁷¹ (NSIDP) has been produced by the County Council working with all the local planning authorities and utility providers. It identifies strategic infrastructure requirements and provides an update on the delivery of a range of projects. The

⁷¹See [Norfolk Strategic Infrastructure Delivery Plan](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/business-policies) - <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/business-policies>

projects in the NSIDP reflect the key infrastructure needed to deliver the scale of growth ambitions outlined in the NSPF. The NSIDP is a working document that will be regularly updated as information becomes available. A new version of the NSIDP was released in November 2020. The IDP will help co-ordination, implementation, prioritise activity and respond to any funding opportunities. It will also enable Local Authorities to prioritise the release of revenue funding for the development of scheme information to assist the prospects of successful bids being made for capital funding to deliver further projects. As it concentrates on strategic infrastructure it does not identify the full range of infrastructure required for development.

9.2 Utilities

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

Table 11: Priority Utilities Projects for Promotion⁷²

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Attleborough Energy Supply	Not Known	£22m	BRP, NALEP, Private Sector
Broadland Growth Triangle Trunk Sewer	Delivery 2011-2026	TBC	Private sector
Sprowston Primary substation	Not Known	£2.5-10m	Community Infrastructure Levy and private sector
Peachman Way Primary substation	Not Known	£2.5-10m	Community Infrastructure Levy and private sector
Snetterton Heath Energy Supply Long term Requirements	Not Known	TBC	NALEP, Private Sector, BRP
Thetford energy supply (Sustainable Urban Extension)	2021	£6.5m-£9.5m	BRP, NALEP
Thetford energy supply (Thetford Enterprise Park) Phase 1	Not Known	£3m	BRP, NALEP
Thetford energy supply (Thetford Enterprise Park) Phase 2	Not Known	£6.5m	BRP, NALEP
Earlham Substation	Not Known	£2.5-10m	Community Infrastructure Levy and private sector
Cringleford Primary Substation	Not Known	£2.5-10m	Community Infrastructure Levy and private sector

⁷² Anglian Water's Long Term Recycling Plan was published in the summer of 2018. Building on this version work has commenced on the drainage and wastewater managements plans, using a nationally agreed methodology, this will be published in 2022.

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Wymondham water supply connections	Not Known	£22m	Private sector
King's Lynn Sewerage improvements	Not Known	£1.5-1.7m	Community Infrastructure Levy and private sector

The following utilities project have successfully been funded since 2013:

Under construction or part-completed:

- Snetterton Energy Supply - £3.6m
- Thetford Water Supply – £9.8m
- Thetford Sewerage Scheme - £2m
- Easton, Hethersett and Cringleford sewerage upgrade - £11m

Planned, not yet started:

- Increased Surface Water Capacity North Lynn
- Snetterton Energy Supply Short term power needs £6.1m

9.3 Electricity

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

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

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

In developing Local Plans it is clear that Local Authorities will need to work closely with UKPN to ensure that identified locations where housing and employment growth will require strategic

enhancement of the electricity supply networks to support new developments can be delivered without delaying the delivery of development or rendering it unviable. Partners continue to work with UKPN to overcome current constraints and prevent future issues, and to explore mechanisms to ensure the cost of electricity infrastructure is shared proportionately between planned developments. To support this partners are working with UKPN to ensure there is more detailed information available to authorities providing an understanding of potential constraints and where development will require strategic enhancement of the electricity supply networks. Some Norfolk Planning authorities have also completed electricity infrastructure studies to investigate power supply issues and assess local constraints in more detail, these include the Greater Norwich Energy Infrastructure Study⁷³ and the North Norfolk Power Study⁷⁴.

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

9.4 Water

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

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

Anglian Water's Current Water Resources Management Plan (WRMP) was published in 2019 and runs to 2045⁷⁵. This is currently under review in parallel to Water Resources East (WRE's) Regional Strategy. This demonstrates how sufficient water for future growth will be provided via a twin-track approach. Anglian Water will focus on the demand side first and reduce the amount of water used by installing smart meters, reducing leakage and investing in water efficiency. But they will also invest in the supply-side to increase the amount of water available. This includes investing in a series of interconnecting pipes to better join up their network and ensure they make best use of available resources before developing new ones. In the medium- to long-term, Anglian Water are likely to need additional resources. This could include winter storage, recirculation of recycled water, or

⁷³ See [Greater Norwich Energy Infrastructure Study - https://gnlp.oc2.uk/docfiles/46/P3723%20Greater%20Norwich%20Energy%20Infrastructure%20Study%20with%20Appendices.pdf](https://gnlp.oc2.uk/docfiles/46/P3723%20Greater%20Norwich%20Energy%20Infrastructure%20Study%20with%20Appendices.pdf)

⁷⁴ See [North Norfolk Power Study - https://www.north-norfolk.gov.uk/media/5583/north-norfolk-power-study-report-march-2019.pdf](https://www.north-norfolk.gov.uk/media/5583/north-norfolk-power-study-report-march-2019.pdf)

⁷⁵ See [Water Resources Management Plan - https://www.anglianwater.co.uk/siteassets/household/about-us/wrmp-report-2019.pdf](https://www.anglianwater.co.uk/siteassets/household/about-us/wrmp-report-2019.pdf)

desalination. Anglian Water will be working with regional stakeholders and neighbouring water companies through Water Resources East (WRE) over the next two to three years to identify the best options to take forward to WRMP 2024. The measures undertaken by AW mean that water supply should not be a strategic constraint to development. Essex and Suffolk Water also have a WRMP⁷⁶ for the same period covering the areas of Norfolk they supply.

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

In the period through to September 2023, WRE will develop a draft single, multi-sector Regional Plan for Eastern England, working with water companies, Local Authorities and Local Enterprise Partnerships, the energy and agricultural sectors, landowners and key environmental NGOs and through co-creation, engagement and collective decision making, the plan, and its subsequent iterations, will:

- Increase the level of resilience for water resources for all sectors and the environment.
- Deliver wider benefits in terms of flood risk, river flows and water quality.
- Ensure that water (either too much or not enough) is not a barrier to economic development in the region.
- Identify opportunities and delivery mechanisms to restore and enhance the environment, in line with the biodiversity net gain and wider aspirations of the 25 Year Environment Plan.
- Explore innovative funding and delivery models for water management solutions.
- Promote schemes which represent the best value for the region, seeking through collaboration to deliver more efficient solutions.
- Co-deliver the water related elements of other key regional strategies and plans,
- Focus on delivery of water-related climate change mitigation and adaptation strategies including net zero carbon ambition.
- Provide academically rigorous evidence to policy makers.

As part of WRE's work programme, with the support of councils, the Norfolk Strategic Fund have provided a grant to WRE for the development of a Water Management Strategy for the county. This project will develop short term water-related Covid-19 recovery interventions, the detailed Water Management Strategy and Plan and will establish a partnership structure known as a "Water Fund" to facilitate delivery of nature-based solutions for water management in the medium and long term. This project will be supported by a partnership of Norfolk County Council and [Water Resources East](#), the international environmental charity [The Nature Conservancy](#) (TNC) and Anglian Water.

Water Funds are governance and financing mechanisms allowing public and private sectors to work collectively to secure water for their communities. They are used successfully around the world to leverage blended finance streams to ensure coordinated delivery, funding and monitoring of nature-

⁷⁶ See [Essex and Suffolk Water: Water Resources Management Plan - https://www.nwg.co.uk/globalassets/corporate/reports/esw-final-wrmp19.pdf](https://www.nwg.co.uk/globalassets/corporate/reports/esw-final-wrmp19.pdf)

based solutions (NBS) for water security. In 40 locations, across North America, Latin America, Asia and Africa, TNC collaborates with partners to set up Water Funds based on science-based plans and innovative tools for representing water management challenges, strong monitoring and mobilisation of diverse funding streams. This programme will establish TNC's first Water Fund in Europe. Being part of the global Water Fund network will access collective experience, accelerating the project, and enable Norfolk to be featured as a global exemplar for water resource management, thereby facilitating access to further financial and human resources.

The project will create a new multi-stakeholder governance structure which will include representatives from councils, New Anglia LEP, water companies, environmental organisations and the agri-food and energy sectors. This governance structure will be set up in 2 stages:

- a Water Management Board to generate consensus across all local actors for the preparation of a prioritised plan;
- a more permanent structure (a Water Fund) to: supervise and coordinate implementation of the plan, monitor results, enable mobilisation of funding and repayable financing from public and private sources

Progress with the project will be regularly reported to councils across the county.

Agreement 21– Norfolk Authorities have agreed to become members of WRE, and to work collaboratively with its other members in the development of the Norfolk Water Strategy to ensure the project delivers the best outcomes for the county. Norfolk Authorities will also work collaboratively as part of WRE to enable the successful co-creation of WRE's wider Regional Plan.

Other work is also ongoing across the county considering the wider impacts of water and associated infrastructure. Norwich City Council leads the River Wensum Strategy Partnership, working alongside the Environment Agency, Norfolk County Council, the Broads Authority and Norwich Society. The strategy has the overall vision of breathing new life into the river by enhancing it for the benefit of all and increasing access to, and making greater use of, this important asset. It will consider social, environmental and economic factors in achieving this vision. Some of the projects already delivered or planned as part of this strategy look to improve water quality and reduce flood risk on a catchment wide basis. In addition, the CATCH project, (Norfolk County Council along with Norwich City Council, Broadland District Council and Anglian Water) is working to find long-term solutions to the problem of surface water flooding in Norwich. The pilot project offers homes, businesses and schools the chance to have a slow-release water butts or rain water planters installed completely free of charge. The project is funded by Anglian Water and the Interreg European Union CATCH Climate Change and Flood Reduction Project. The EU are currently considering further phases of project work.

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

Agreement 22 – Norfolk is identified as an area of serious water stress, the Norfolk Planning Authorities have agreed that when preparing Local Plans to seek to include the optional higher water efficiency standard (110 litres/per person/per day) for residential development.

Individual authorities may also wish to consider the inclusion of a specific water efficiency BREEAM standard for commercial development within their Local Plans. Improved water efficiency is not limited to measures within dwellings and commercial buildings and a collaborative approach to promote innovation in water efficiency/re-use is required working closely with water companies and site promoters/developers.

Anglian Water's aim is to see residential developers go beyond the optional higher water efficiency standard (110 litres/per person/per day) and in time to move to water neutrality as outlined in their Green Recovery Plan⁷⁷ this could include water re-use measures in new developments including stormwater and rainwater harvesting and grey water recycling forming part of an integrated approach to water management.

The disposal of waste water is addressed by Anglian Water's Water Recycling Long-Term Plan (WRLTP)⁷⁸ which highlights the investment needed over the next 25-years to balance the supply and demand for water recycling. The plan considers risk from growth, climate change, severe drought, and customer behaviours. It promotes sustainable solutions for maintaining reliable and affordable levels of service, and facilitates working in partnership to mitigate flood risk. Developing on the WRLTP Anglian Water are preparing a Drainage and Wastewater Management Plan with Stakeholders to be published in 2022⁷⁹ Anglian Water has also implemented new charging rules setting out a fixed, upfront schedule of fees that they charge for laying mains and pipes that connect new buildings and housing developments to their network⁸⁰. This is a significant step towards ensuring that water companies provide an excellent service to developers of all sizes.

It will be necessary to take a co-ordinated approach to water through water cycle studies to address water supply, quality, waste water treatment and flood risk. Flood risk assessments should be used effectively to ensure development is located appropriately, to help achieve this a Strategic Flood Risk Assessment (SFRA) has been produced jointly by most Norfolk authorities⁸¹.

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

⁷⁷ See [Green Recovery Plan - https://www.anglianwater.co.uk/siteassets/household/about-us/green-recovery-five-point-plan.pdf](https://www.anglianwater.co.uk/siteassets/household/about-us/green-recovery-five-point-plan.pdf)

⁷⁸ See [Water recycling long term plan - https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/water-recycling-long-term-plan/](https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/water-recycling-long-term-plan/)

⁷⁹ See [Drainage and Wastewater Management Plan - https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/drainage-and-wastewater-management-plan/](https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/drainage-and-wastewater-management-plan/)

⁸⁰ See [DS charging arrangements - https://www.anglianwater.co.uk/siteassets/developers/development-services/ds-charging-arrangements-2019-2020.pdf](https://www.anglianwater.co.uk/siteassets/developers/development-services/ds-charging-arrangements-2019-2020.pdf)

⁸¹ See [Strategic flood risk assessment - http://www.broads-authority.gov.uk/planning/planning-policies/sfra/sfra](http://www.broads-authority.gov.uk/planning/planning-policies/sfra/sfra)

Agreement 23 – The Norfolk Authorities, Anglian Water and Essex and Suffolk Water have agreed to provide regular and timely updates to each other on the delivery of development sites and proposed utility projects to ensure that development is aligned with water and wastewater infrastructure. LPAs will produce Habitat Regulation Assessments, as required, that will also consider impact of development on sensitive sites.

In considering the distribution of growth Local Planning Authorities will need to ensure that distribution avoids cumulative detrimental impact on the most sensitive water courses particularly, those in the Broads and on the Wensum which cross a number of Local Planning Authority boundaries. Each public body will have regard to River Basin Management Plan⁸² to ensure that their plans and actions do not risk delivery of the environmental objectives for each water body in the County (not just protected sites).

9.5 Digital Connectivity

Broadband

Having access to high-speed and reliable broadband is now regarded as essential by many residents and businesses. The picture regarding superfast broadband coverage is rapidly improving; 95% of the county's homes and businesses can now access superfast broadband, up from 42% in 2012⁸³.

The Better Broadband for Norfolk (BBfN) project was launched in 2012, with the aim of ensuring that by the end of 2015 more than 80% of Norfolk's premises could access superfast broadband (24 Mbps download, also known as Next Generation Access (NGA)). The BBfN Programme signed a third contract during 2019; as a result a further £13 million will be invested to implement Fibre to the Premises for over 10,000 Norfolk properties that do not have access to Superfast broadband. As a result, by spring 2023, Superfast broadband coverage across Norfolk is expected to increase to 97%.

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

In April 2016, changes to Building Regulations R1⁸⁴ were finalised. For applications made on or after 1 January 2017 new buildings are required to have physical infrastructure to support high-speed broadband (greater than 30Mbps). However, there is no requirement to provide external or site-wide infrastructure beyond the access point.

⁸² See [Anglian district river basin management plan - https://www.gov.uk/government/publications/anglian-district-river-basin-management-plan](https://www.gov.uk/government/publications/anglian-district-river-basin-management-plan)

⁸³ See [Local broadband Information Website - http://labs.thinkbroadband.com/local/index.php?area=E10000020](http://labs.thinkbroadband.com/local/index.php?area=E10000020)

⁸⁴ See [Building Regulations R1 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/517789/BR_PDF_AD_R_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/517789/BR_PDF_AD_R_2016.pdf)

The availability of high-speed broadband is clearly of major strategic significance for Norfolk and Norfolk authorities welcome Openreach's offer to install Fibre to the Premises (FTTP) free of charge to all new housing developments of 20 or more homes and an improved pricing structure all the way down to two homes⁸⁵. However the further rollout of broadband to existing homes cannot be required through any current Local Plan, but the Norfolk authorities are working closely with Better Broadband for Norfolk and other bodies and providers to ensure that high-speed broadband is delivered to more parts of the county as soon as is practicable.

Norfolk County Council in conjunction with all Norfolk districts, boroughs, Norwich city, the chamber of commerce, the LEP and other relevant regional groups has secured circa. £8 million in 2019 via the Government's Local Full Fibre Network programme and a further £2m in 2020 from Ministry of Housing, Communities and Local Government. This will provide Fibre to the Premises for over 400 public sector sites, and importantly also offers potential for nearby homes and businesses to access Full Fibre connectivity via a Government Gigabit Voucher Scheme.

The revised NPPF (para 112) highlights the importance of reliable communications infrastructure in economic growth and social well-being and requires policies to set out how high quality digital infrastructure is expected to be delivered, authorities will engage proactively with broadband and mobile network providers to better encourage the rollout of new infrastructure, particularly Openreach, and will seek to involve Openreach at the pre-application stage of major residential and commercial planning applications, as well as through consultations on the emerging Local Plans.

As part of the work to update this document a specialist group was set up to provide further guidance to local authorities on supporting broadband in local plans. Also, in March 2020 the Government published its response to the consultation⁸⁶ on: New Build Developments: delivering gigabit-capable **connections** which outlined Government's proposals to mandate gigabit-capable connections in all new build developments. Following publication of the response Government will:

- Amend the Building Regulations 2010 to require all new build developments to have the physical infrastructure to support gigabit-capable connections.
- Amend the Building Regulations 2010 to create a requirement on housing developers to work with network operators so that gigabit broadband is installed in new build developments, up to a cost cap.
- Publish supporting statutory guidance (Approved Documents) as soon as possible.
- Continue to work with network operators to ensure they are connecting as many new build developments as possible and at the lowest possible price.
- Work with housing developers and their representative bodies to raise awareness of these new requirements.

⁸⁵ See [Fibre for developers rate card - https://www.openreach.com/content/dam/openreach/openreach-dam-files/images/fibre-broadband/fibre-for-developers/Rate%20card%20website.pdf](https://www.openreach.com/content/dam/openreach/openreach-dam-files/images/fibre-broadband/fibre-for-developers/Rate%20card%20website.pdf)

⁸⁶ [New Build Developments: delivering gigabit-capable connections response - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/872990/New_Build_Developments_HMG_consultation_response.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/872990/New_Build_Developments_HMG_consultation_response.pdf)

There are no further details on the timetable for the amended regulatory changes but in the meantime Local Planning Authorities can opt to encourage and support high speed broadband provision in new developments by incorporating objectives and policies to support Broadband in local plans and core strategies, as well as referencing the issue in pre-application discussions and adding it to planning application validation lists as a consideration. Local Planning authorities can also ensure they are able to support developers with information regarding the connection of Fibre to the Premises (FTTP) and discuss applications with the County Council to understand how their initiatives can help deliver high speed broadband provision to developments. Local planning authorities can implement Wayleave policies that only seek to cover costs and work with landowners to improve connectivity.

Agreement 24 - To support the high speed broadband provision in emerging Local Plans Norfolk Planning Authorities will consider the extent to which they could require high-speed broadband to be delivered as part of new developments and consider the promotion of Fibre to the Premises (FTTP) to smaller sites. Norfolk Planning Authorities will consider policies to require all residential developments over 10 dwellings and all employment developments to enable FTTP and strongly encourage FTTP on smaller sites.

Mobile Connectivity

Mobile telephone connectivity has, like broadband, become increasingly important. Significant change is now underway with the rollout of 5G services now having commenced in the County.

Coverage in Norfolk

Interactive mapping (available from Consumer Group Which⁸⁷) shows the general coverage for 2G, 3G 4G and 5G data across Norfolk. The majority of areas across Norfolk receive a weak 2/3/4G signal, with the strongest signals in Norwich and market towns such as King's Lynn and Great Yarmouth.

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

⁸⁷ [Which mobile phone coverage map - http://www.which.co.uk/reviews/mobile-phone-providers/article/mobile-phone-coverage-map](http://www.which.co.uk/reviews/mobile-phone-providers/article/mobile-phone-coverage-map)

Nevertheless many mobile “not-spots” remain in Norfolk (some rural areas and parts of the coast in particular), particularly for 4G data coverage, the most significant improvements in rural coverage will be delivered through the Shared Rural Network (SRN) programme. This Programme will see the four main mobile operators and government jointly invest £1bn in improving mobile coverage in rural areas. The target is to deliver 4G coverage to 95% of the UK by 2025. The work started in 2020, initially with £500m investment from the four MNOs to share masts in areas where there is coverage already available from one or more MNO, but not all four. The next stage will entail a further £500m investment from government to fund coverage improvements in areas where there is no existing coverage. Through shared and new infrastructure, the Shared Rural Network is planned to increase the parts of the UK that get 4G coverage from all operators from 66% to 84%, improving consumer choice. The mobile operators expect the Shared Rural Network will extend mobile coverage to an additional 280,000 premises and for people in cars on an additional 16,000km of the UK’s roads, boosting productivity and investment in rural areas. Norfolk local authorities will continue to work proactively and collaboratively with the MNOs and their network build partners to improve mobile phone coverage including fast data services availability over 4G & 5G services.

5G

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

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

5G uses higher frequency radio bands which travel less well than 4G, and can be disturbed by buildings, trees, weather etc. Whilst more base stations will be required Mobile Network Operators will use Multi-Input and Multiple-Output (MIMO) technology which will be rolled out on existing infrastructure where possible. Getting high quality 5G infrastructure rolled out across Norfolk will be important to delivering the vision of the NSPF. The main benefit of 5G is that it could, in theory, provide ultra-high speed broadband access to all, without the bandwidth capacity challenges of 4G. This should enable location to be much less of a barrier to receiving broadband than previously, with benefits for homeowners and businesses. It could remove a barrier to location of employment opportunities, particularly home-based and rural-based businesses.

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

On 22 July 2020 the Government published its response to the joint MHCLG and DCMS consultation published last year on proposed planning reforms to support the deployment of 5G and extend mobile coverage. This included the principle of amending permitted development rights for operators with rights under the Electronic Communications Code and the circumstances in which it would be appropriate to do so.

The government response summarises the submissions received and confirms its intention to take forward the in-principle proposals consulted on. This will be subject to a technical consultation with representatives from both the local planning authority and mobile industry sector, on the detail of the proposals, including for appropriate environmental protections and other safeguards to mitigate the impact of new mobile infrastructure.

This will be undertaken prior to amending Part 16 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) to enable:

- the deployment of taller and wider masts;
- building-based masts located nearer to highways; and
- faster deployment of radio equipment housing, such as equipment cabinets.

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

As part of the work to update this document a specialist group was set up to provide further guidance to local authorities on supporting the roll out of 5G. The group have produced a supporting document of Shared Objectives for extending 4G coverage and the rollout of 5G infrastructure in the County of Norfolk.

Agreement 25 - To maximise the speed of rollout of 5G telecommunications to Norfolk, Norfolk Planning Authorities will continue to engage with Mobile Network Operators and Mobile UK on their 5G rollout plans for Norfolk. When reviewing Local Plans and updating relevant policies, Local Planning Authorities agree to have regard to the shared objectives for extending 4G coverage and the rollout of 5G infrastructure in Norfolk produced by the technical group, taking into account material planning considerations.

9.6 Education

Education

Norfolk's School Capacity return to the DfE (SCAP) indicates that Norfolk's school population will begin to stabilise over the next 10 years. The larger cohorts experienced at primary school are now moving through to secondary indicating a rise in secondary numbers over the next 10 years but a drop in primary school numbers. Calculating a 10 year forecast for primary school numbers does come with certain caveats. The calculations are based on the past 3 years of children born, and therefore only produce three years of predicted future data. The 3 years from 2020 are smaller year groups than those from 5 years ago which may explain the predicted drop in primary school numbers.

Primary age population including the influence of housing planned will drop by around 7.2% and secondary will rise by 4.2% (children currently in the school system including the additional 4% covered by growth). The impact of housing included in these figures is based purely on housing with full planning permission and some areas of the County have significant growth planned. Once these new homes come forward the figures are likely to change.

Previously reported increases in the school population at reception age are changing but numbers have been stable over the past 3 years at around 9000 per year group. Secondary school numbers at year 7 are increasing with the higher year groups currently in primary moving through to secondary. The speed of delivering houses is key to the requirements of school places so careful monitoring of housing progress is undertaken between County Council/District/Borough Councils.

Standards in Norfolk schools have risen considerably over the past 5 years with 83% of schools being graded Good or Outstanding in 2020 compared with 68% 7 years ago – data as at September 2020. The Local Authority retains responsibility for ensuring that there is a sufficient supply of school places and works with a range of partners, e.g. Dioceses and Academy Trusts to develop local schemes.

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

Our strategic priorities were agreed by NCC Cabinet in February 2020 to guide the work with local partners and any proposals for investment in the education infrastructure. Norfolk County Council works closely with Local Planning authorities as per agreement 21.

Agreement 26: Norfolk Planning authorities will continue to work closely with the County Council and school providers to ensure a sufficient supply of school places and land for school expansion or new schools, and use S106 and / or Community Infrastructure Levy funds to deliver additional school places where appropriate. The authorities agree to continue supporting the implementation of the County Council's Planning Obligations Standards as a means of justifying any S106 payments or bid for CIL funds needed to mitigate the impact of housing growth on County Council infrastructure.

9.7 Transportation

There will be a need for considerable further investment in transport infrastructure if this is not to constrain growth. A background paper was previously produced summarising the state of the County's transport network, providing much of the evidence base for the production of the first version of the NSPF and subsequent Local Plans⁸⁸. The paper aims to identify: the current state of the transport system; the constraints (current and future); and opportunities and includes a review of transport constraints to identify issues that, without resolution, may prove a barrier to growth. The information is now being updated via the Norfolk Strategic Infrastructure Delivery Plan as mentioned in Section 9.1.

Current Network

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

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

The following projects have successfully been funded since 2013

Completed:

- Broadland Northway (Norwich Northern Distributor Road (inc Postwick)) - £205m
- Norwich Pedal ways - £14m
- Great Yarmouth Beacon Park Link (A47/143 Link) - £6.8m
- A11 dualling Barton Mills to Thetford- £105m
- Great Yarmouth Right Turn at the rail station - £400,000
- Great Yarmouth Rail Station to the Market Place improvement- £2m
- Great Yarmouth sustainable transport package (Part 1) - £2.5m
- Thetford Enterprise Park Roundabout- £1.5m
- King's Lynn Lynnsport Link Road- £3.5m
- A140 Hempsall Roundabout - £4m
- A11/Outer Ring Road Daniels Road junction improvement- £2m
- Great Yarmouth congestion-busting projects- £3.3m
- Norwich (various projects including Dereham Road roundabout- £2m, Cycle link extension to Wymondham- £1.3m, City centre Prince of Wales Road- £2.6m, Dereham Road widening- £3m)

Under construction or part-completed:

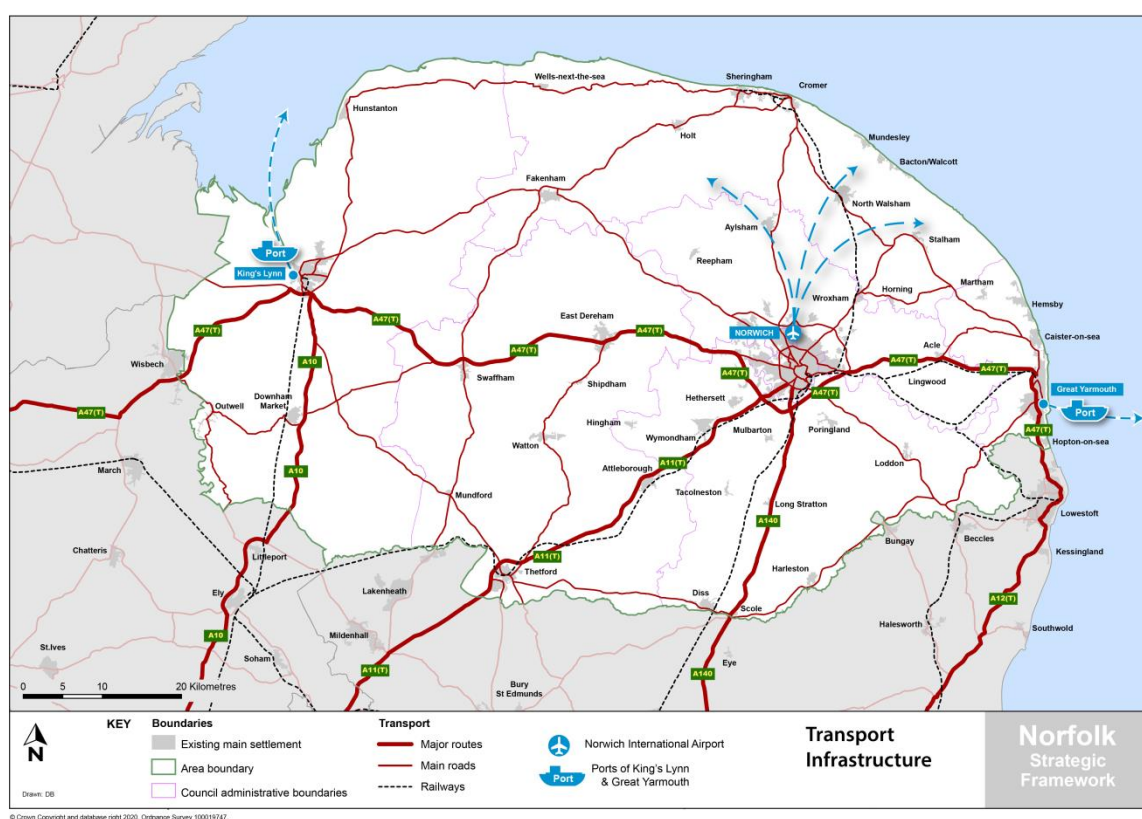
- Attleborough Town Centre Improvements - £4.5m
- Great Yarmouth sustainable transport package (Part 2) - £3.5m

⁸⁸ See [NSPF Supporting Transport Information - https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/supporting_documents/NSFTTransport_OutputV4.docx](https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/supporting_documents/NSFTTransport_OutputV4.docx)

Planned, not yet started:

- Great Yarmouth Third River Crossing- £120m
- A47 improvements £2-300m (incl Thickthorn and Great Yarmouth junction improvements and dualling Blofield to North Burlingham, and Easton to North Tuddenham)

Norfolk County Council, in partnership with Norwich City Council, Broadland District Council and South Norfolk Council, has made an application to the Department for Transport (DfT) as part of the Transforming Cities Fund. The fund aims to make it easier for people to access jobs, training and retail, and also aims to respond to issues around air quality. In September 2018, Greater Norwich was one of 10 city areas shortlisted to apply for a share of the £840m grant. In September 2020 the DfT confirmed that Norfolk County Council will receive £32 million from the Transforming Cities Fund with a further £27m from bus operator First Eastern Counties, local councils and private contributions⁸⁹.



Norwich Airport is situated some 5km north of Norwich city centre. It operates a number of scheduled and charter flights and provides servicing for the offshore energy industries via helicopter flights. The airport terminal has capacity for 700,000 passengers per year. In 2017 the airport published its draft masterplan setting out a vision for the airport's continued growth over the next

⁸⁹See [Councils secure £59 million for sustainable transport - https://www.norfolk.gov.uk/news/2020/09/councils-secure-59-million-for-sustainable-transport](https://www.norfolk.gov.uk/news/2020/09/councils-secure-59-million-for-sustainable-transport)

30 years. The masterplan has been adopted and endorsed by Norwich City Council subject to production of a surface access strategy. Continued endorsement is subject to the surface access strategy being produced however this has been delayed due to covid-19.⁹⁰ The Coronavirus has had a significant impact on air travel however the long term impacts remains unclear, the relevant Local Authorities will work with the airport to support any recovery plans once these are understood.

Great Yarmouth is the largest port in the county. It is a modern, multipurpose facility with 24/7 unrestricted operations, integrating a well-established river port with a fully operational deep water outer harbour with more than 1 km of quayside, accepting vessels up to 220 metres in length and up to 10.5 metres draught at all states of tide.

Levels of both walking and cycling to work are relatively high in Norwich. In South Norfolk and Broadland Districts levels of walking are comparatively lower than elsewhere in the county, probably reflecting that many people from these districts work in Norwich and many parts of these districts are too far from Norwich to walk. A comprehensive cycle network has been identified in Norwich, and the city has also benefited from a large amount of funding that has been used to upgrade parts of the cycle network. There is still however a considerable amount of work required to upgrade the network in its entirety.

Accessibility by public transport to services and facilities is problematic in some more rural and isolated parts of Norfolk. Overall, accessibility tends to be poorest in the more rural districts of Breckland and West Norfolk, where there is a significant number of smaller villages, hamlets and isolated dwellings. Providing bus services within these smaller settlements is often unviable due to low population numbers.

Tables below lists some of the key road projects that the County Council in collaboration with partners is seeking to progress in the next 10 years.

Table 12: Key Infrastructure Road Projects in Local Authority Control

Project Name	Estimated Start date	Estimated Cost	Funding sources
Broadland Growth Triangle Link Road	2023	£38m	Developer funding, CIL, BRP, HIF
A140 Long Stratton Bypass	2023	£37.5m	Developer funding, NALEP, CIL, NPIF, Government Major Road Network
A10 West Winch Housing Access Road	2024	£30-50m	Developer funding, DfT Major Road Network
A148 Fakenham Roundabout Enhancement	2022	£3.5m	NPIF, NALEP
Attleborough Link Road	TBC	£18m	BRP, developer finance, NALEP, Homes England loan, HIF
Norwich Western Link (A47 to NDR)	2023	Indicative £160m	NALEP, Local Major Transport Scheme

⁹⁰ See [Norwich Airport Masterplan - http://www.norwichairport.co.uk/masterplan/](http://www.norwichairport.co.uk/masterplan/)

Table 13: Priority Road Projects for delivery by other organisations

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
A11 Thetford bypass junctions	2020-2025	Not Known	NPIF, Highways England Roads Investment Strategy 3 (2025-2030), Major Road Network Funding
A47 Wisbech Bypass Junctions	2020	Not Known	NPIF, developer funding, Highways England Roads Investment Strategy 2 (2020-2025), CPCA Business Board Growth Deal Funding
A47 Acle Straight dualling	2025-2030	£79m	Highways England Roads Investment Strategy 3 (2025-2030)
A47 Tilney to East Winch Dualling	2025-2030	£130m	Highways England Roads Investment Strategy 3 (2025-2030)

Timely delivery of the above list of commitments will doubtless serve to stimulate the local economy and enhance the prospects of delivery of planned growth. Whilst the growing recognition of the need for further development of Norfolk's infrastructure is very welcome because of its contribution to the delivery of the objectives of the NSPF there remains a considerable need for further infrastructure investment in the County if the vision in this framework is to be realised.

Furthermore, the background paper previously produced identified three key strategic issues affecting the County including: the relatively poor transport connectivity between our main settlements and destinations outside Norfolk resulting in long journey times; the poor connectivity within the County particularly for east-west journeys, exacerbated by congestion and unreliable journey times on parts of the network (especially the A47) adding to business costs; and difficulties in delivering major enhancements to transport networks within our urban areas and market towns which tend to have historical street patterns where the scope for major improvements is limited.

It should also be noted that the area of transport is considered to be an area where new technology may have a particularly significant impact during the duration of this framework and this makes predicting the full range of enhancements to travel networks difficult at this stage.

It is clear that providing suitable transport provision to meet the needs of existing and future populations while reducing travel need and impact will be one of the greatest challenges faced by Norfolk in delivering the level of growth that is anticipated over the coming decades. Given the overall scale of growth that is planned across the County a key matter will be ensuring that transport is a significant consideration in locating this growth and development levels are maximised in areas that are best served by transport networks and have the greatest potential for promoting the use of non-car based modes.

Rail

Norfolk has a limited rail network, meaning that many of its towns are not served by rail. Also, the services offered provide a very limited range of destinations and frequencies. In particular, services to the Midlands and Home Counties are poor. Whilst rail generally provides faster journeys to other major centres compared to road, average rail speeds compare poorly with connections between major centres out of the County.

There are two lines from London: the Great Eastern Main Line from London Liverpool Street via Ipswich to Norwich; and the Fensline / Great Northern Route from London King's Cross via Cambridge to King's Lynn. (King's Lynn also has one train per day to London Liverpool Street). Norwich is directly connected to Cambridge, Great Yarmouth, Lowestoft and Sheringham; and longer distance services to Liverpool via Peterborough.

The tables below set out some key shared priority schemes for rail improvement that the authorities will work together to promote for funding. These include Norwich in 90 which requires track improvements including the Trowse swing bridge, Haughley Junction, loops in Essex and level crossing upgrades. Also a large number of rail services pass through Ely. Major rail infrastructure improvements are required to accommodate all services committed within franchise agreements and for further frequency improvements in the future. Local authorities are working with local enterprise partnerships, government and Network Rail to bring forward the improvements for delivery in the next round of rail spending, between 2019 and 2024, known as Control Period 6.

Table 14: Priority Rail Projects for promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Norwich to London rail (Norwich in 90)	2019-2024	Being evaluated	Network Rail Control Period 6
Great Yarmouth Rail Station	2019-2024	TBC	Network Rail Control Period 6
Ely area enhancements	Mid 2020's	TBC	Network Rail Control Period 6, NALEP
Broadland Business Park station	Mid 2020s	£6.5 million	Growth Deal, Rail Industry
East West Rail (Cambridge to Oxford)	Late 2020s	Not Known	Government via special purpose delivery vehicle

9.8 Coastal and Marine Planning

The Norfolk coast is of recreational, environmental, economic and cultural importance but it is also home to industry (energy, ports and logistics, digital, food and drink and creative sector), agriculture and tourism.

Coastal Partnership East

Officially launched on 10th June 2016, Coastal Partnership East brings together the coastal management expertise from three local authorities (Great Yarmouth Borough Council, North Norfolk District Council, and East Suffolk Council) these face significant, diverse but also common challenges of a dynamic coastline.

Coastal Partnership East is responsible for 92km of the 173km of coastline in Norfolk and Suffolk, from Holkham in North Norfolk to Landguard Point in Felixstowe. There are approximately 352,000 people who live in the direct coastal zone and many more that work on and visit our coast.

Shoreline Management Plans

The East Anglia Coastal Group's role is to influence and support members to manage the coast for the benefit of the Anglian Region, this role includes supporting the Shoreline Management Plans Process. Shoreline Management Plans (SMPs) are non-statutory plans for coastal defence management planning prepared by the Environment Agency. The aim of an SMP is to provide a strategy for managing flood and erosion risk for a particular stretch of coastline, they provide a large-scale assessment of the risks associated with coastal processes and helps reduce these risks to people and the developed, historic and natural environments.

The SMPs provide estimates of how the coast is likely to change over the next 100 years, taking into account the future implementation of coastal policies, geology, likely impacts of climate change and the existing condition of the coast including coastal defences.

Three Shoreline Management Plans are active along the Norfolk coastal frontage:

- SMP4 the Wash Shoreline Management Plan covers approximately 110 km of coast from Gibraltar Point to Old Hunstanton.
- SMP5 which incorporates the coast to the west of Kelling Hard.
- SMP6 which incorporates the coast to the east of Kelling Hard to Lowestoft Ness.

Shoreline Management Plans exist around all of the coastline of England and Wales.

Marine Plans

The East Inshore and East Offshore Marine Plans have been prepared by the Marine Management Organisation (MMO) and were adopted in April 2014. The East Inshore Marine Plan area includes the coastline stretching from Flamborough Head to Felixstowe, extending from mean high water out to 12 nautical miles, including inland areas such as the Broads and other waters subject to tidal influence, and covers an area of 6,000 square kilometres. The East Offshore Marine Plan area covers the marine area from 12 nautical miles out to the maritime borders with the Netherlands, Belgium and France, a total of approximately 49,000 square kilometres of sea.

The aim of marine plans is to help ensure the sustainable development of the marine area. Marine plans will contribute to economic growth in a way that benefits society whilst respecting the needs of local communities and protecting the marine ecosystem. They will help to reduce the net regulatory burden on applicants and users by acting as an enabling mechanism for those seeking to undertake activities or development in the future and providing more certainty about where

activities could best take place. The MMO is responsible for preparing marine plans for the English inshore and offshore waters. At its landward extent the Marine Plan boundaries extend up to the level of the mean high water spring tides mark (which includes the tidal extent of any rivers), there will be an overlap with terrestrial plans which generally extend to the mean low water springs mark. For Norfolk The East Inshore Marine Plan area extends up to Norwich on the River Yare, as well as to Wroxham on the River Bure, and to near Ellingham on the River Waveney and in West Norfolk the River Great Ouse and River Nene are tidal and so the East Inshore Marine Plan area, extends beyond the Borough boundary almost to Peterborough on the Nene and just beyond Earith on the Great Ouse.

The MMO are consulted as part of the local plan process for authorities with coastal borders or where tidal rivers are part of their area. The MMO are also involved with a range of local coastal groups and strategies.

Agreement 27 - Norfolk Planning Authorities and the MMO agree that there are currently no strategic planning issues remaining to be identified and that there is no conflict at a strategic level between the NSPF and adopted Marine Plans. Both parties agree to continue to work together in the preparation of Local Plans being brought forward in Norfolk and any review of the MMOs Marine Plans. Both parties have identified the following areas of common strategic issues:

- Infrastructure
- Governance
- Heritage
- Marine Protected areas
- Marine and coastal employment
- Sustainable port development
- Energy – offshore wind and oil and gas
- Access for tourism and recreation
- Sustainable fisheries and aquaculture in small harbour towns
- AONB and Seascape and landscape (character and natural beauty)
- Biodiversity
- Marine aggregates
- Cabling
- Water quality/water supply and sewerage
- Climate change/ Coastal erosion and coastal change management

9.9 Flood Management and Green Infrastructure

Flood Management

Flood risk is an important issue for Norfolk. Significant parts of the County are vulnerable to tidal, fluvial or surface water flooding from extreme weather events. Such events can pose a significant risk to life as well as property. The three main settlements in the County which all developed in their locations due in part to their access to tidal waters can all be impacted by flooding.

Much of the Norfolk coastline is reliant on flood defences to reduce flood risk to existing development. Considerable further information on the planned interventions that are necessary in order to protect our communities from coastal flooding are set out in the NSIDP. In addition to that an interactive Environment Agency Map can be accessed at [the EA web page - https://environment.data.gov.uk/asset-management/index.html](https://environment.data.gov.uk/asset-management/index.html) which details managed flood risk assets and planned capital schemes. UK Government studies have concluded that climate change over the next 100 years is likely to result in hotter, drier summers and warmer, wetter winters, with more extreme weather events including droughts, floods and sea level rise increasing the level of risk from flooding that is faced by communities in Norfolk.

To address these strategic issues it will be necessary to take a co-ordinated and proportionate approach to managing flood risk including the opportunities not only for mitigation but also adaptation. Flood risk assessments are to be used effectively to ensure development is located appropriately and away from areas of flood risk wherever possible. Developers will need to work closely with the relevant risk management authorities in minimising flood risk from all sources through a combination of high quality urban design, natural flood risk management including green infrastructure, as well as use of Sustainable Drainage Systems (SUDs) which can provide multi-functional benefits not limited to flood risk and can form part of an integrated approach to water management with water re-use measures forming part of the overall design of developments. Early engagement with the relevant risk management authorities is required prior to the submission of some planning applications. Anglian Water's Water Smart Communities⁹¹ combine different elements of water management together with town planning and design to deliver multiple benefits for communities and the environment. They use a more holistic and integrated approach to urban water management, with the aim to:

- Enhance liveability by contributing to green streetscapes and high quality open space
- Promote sustainable use of water resources and infrastructure to enable growth
- Build resilience against the potential impacts of climate change and extreme weather events
- Contribute to natural capital and biodiversity through multi-functional water features
- Deliver water efficient homes to reduce household bills and support affordability

Anglian Water together with the LLFAs (including Norfolk County Council) have also created a Water Management Checklist⁹² for Local Plan policies.

⁹¹ See [Water smart Communities - https://prod-swd.anglianwater.co.uk/siteassets/household/about-us/aws-water-smart-communities---flyer.pdf](https://prod-swd.anglianwater.co.uk/siteassets/household/about-us/aws-water-smart-communities---flyer.pdf)

⁹² See [AW water management checklist - https://www.anglianwater.co.uk/siteassets/household/about-us/water-management-checklist-for-local-policies.pdf](https://www.anglianwater.co.uk/siteassets/household/about-us/water-management-checklist-for-local-policies.pdf)

Further guidance on how this will be done is available on the County Council website in its role as the Lead Local Flood Authority for the County⁹³. The Government has also set out the National Flood and Coastal Erosion Risk Management Strategy for England⁹⁴. This strategy's long-term vision is for a nation ready for, and resilient to, flooding and coastal change – today, tomorrow and to the year 2100. It has 3 long-term ambitions, underpinned by evidence about future risk and investment needs. They are:

- climate resilient places: working with partners to bolster resilience to flooding and coastal change across the nation, both now and in the face of climate change
- today's growth and infrastructure resilient in tomorrow's climate: making the right investment and planning decisions to secure sustainable growth and environmental improvements, as well as infrastructure resilient to flooding and coastal change
- a nation ready to respond and adapt to flooding and coastal change: ensuring local people understand their risk to flooding and coastal change, and know their responsibilities and how to take action

The Local Flood Risk Management Strategy (LFRMS) for Norfolk must be consistent with the National FCERM Strategy. The LFRMS is in the process of being updated to include policies for zero emissions and environmental net gain in local flood risk activities and supporting communities to be more flood resilient.

⁹³ See in particular [Lead Local Flood Authority Information - https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/flood-and-water-management/guidance-on-norfolk-county-councils-lead-local-flood-authority-role-as-statutory-consultee-to-planning.pdf](https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/flood-and-water-management/guidance-on-norfolk-county-councils-lead-local-flood-authority-role-as-statutory-consultee-to-planning.pdf)

⁹⁴ See [National Flood and Coastal Erosion Risk Management Strategy for England - https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england--2](https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england--2)

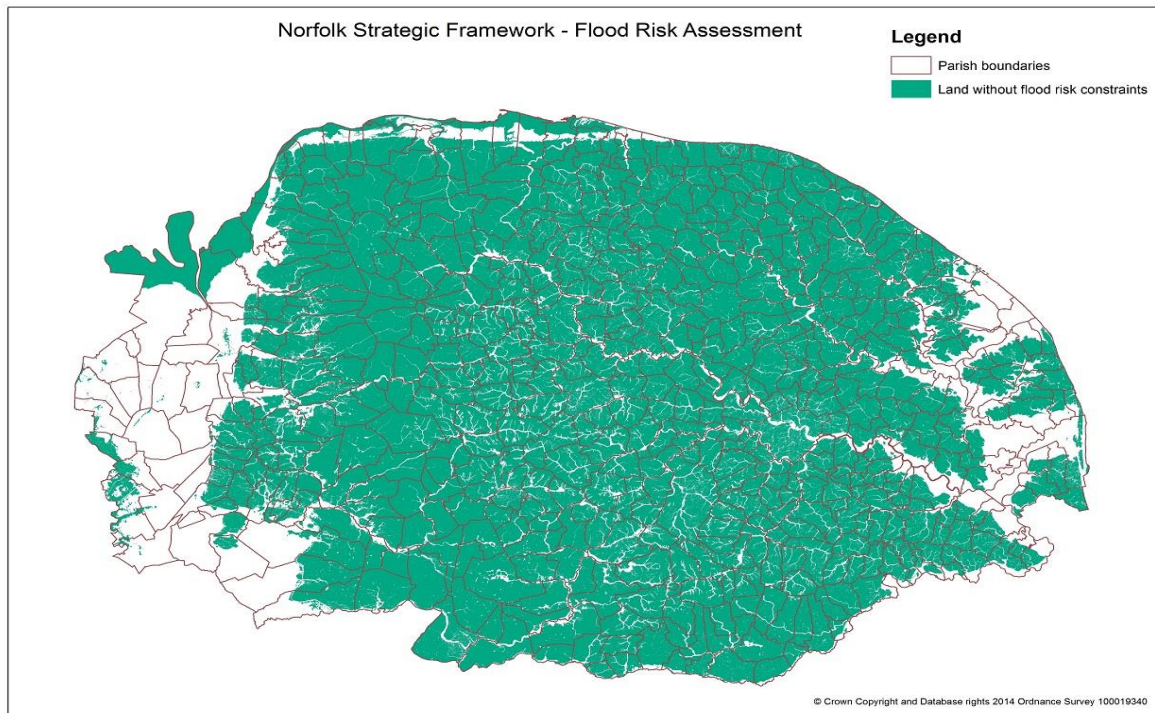


Figure 10: Norfolk Flood Risk Map. 2016

Figure 10 provides an illustration, at a broad scale, of the extent of land with and without flood risk constraints from rivers and the sea in Norfolk. Whilst it is clear that significant areas of the County are free from flood risk constraint it should be noted that many of the currently developed urban areas are at some risk of flooding. It will be important to ensure that a pragmatic approach is taken to new development and consideration of on-site and off-site flood risk. If planned correctly and measures for betterment are agreed and implemented, new development can significantly reduce the flood risk faced by existing communities in these areas.

As flood waters do not respect administrative boundaries there will be a need for the Norfolk Planning Authorities to continue to work closely together on assessing and minimising flood risk as well as on responding to emergencies when they do occur. For example, the Broadland Futures Initiative is a strategic project to explore how best to manage flood risk in the inter-related areas of the Norfolk and Suffolk Broads, the coast between Eccles and Winterton (which protects the Northern Broads) and the entrance to the Broads system through Great Yarmouth. The project will guide decision making over the short, medium and long term.

A number of significant investments have recently been made or are planned in the near future to help alleviate flood risk, this includes the completion on the £19.3m Bacton Walcott Sandscaping scheme. Further projects are detailed in Local Plans, coastal management plans and strategic flood risk assessments and included in the county wide NSIDP.

Table 15: Priority Strategic Flood Defence Projects for Promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
Great Yarmouth Tidal Defences (Epoch 2)	Commenced Oct 2019	£40.3 million	NALEP, Local Authorities and Private Sector
Great Yarmouth Tidal Defences (Epoch 3)	mid 2023	£29.5 million	NALEP, Local Authorities and Private Sector
Future Fens – Flood Risk Management	2030	Phase 2 £10-15m	Central Government, Local Government, Internal Drainage Boards and other funding sources from beneficiaries.

Green Infrastructure and the Environment

Green infrastructure (GI)⁹⁵ is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of economic, environmental and quality of life benefits for local communities. The provision of green infrastructure in and around urban areas helps create high quality places where people want to live and work. New GI can also mitigate impacts on existing sensitive sites and support heritage and conserve the historic environment. Access is an integral part of GI and PROW and 'Norfolk Trails' are an important asset.

The area has a wealth of environmental assets ranging from international and national status, to those of local importance. These must be safeguarded and enhanced for the benefit of current and future generations. Many of Norfolk's natural habitats have been lost and fragmented with once extensive areas of habitats reduced to small remnants isolated from each other and surrounded by relatively inhospitable land uses, reducing biodiversity and increasing vulnerability.

⁹⁵ [The definition of GI is set out in the Natural England document GI Guidance - http://publications.naturalengland.org.uk/file/94026](http://publications.naturalengland.org.uk/file/94026) , in terms of the NSPF it includes 'blue infrastructure' ie water environments - rivers, lakes, ponds etc.

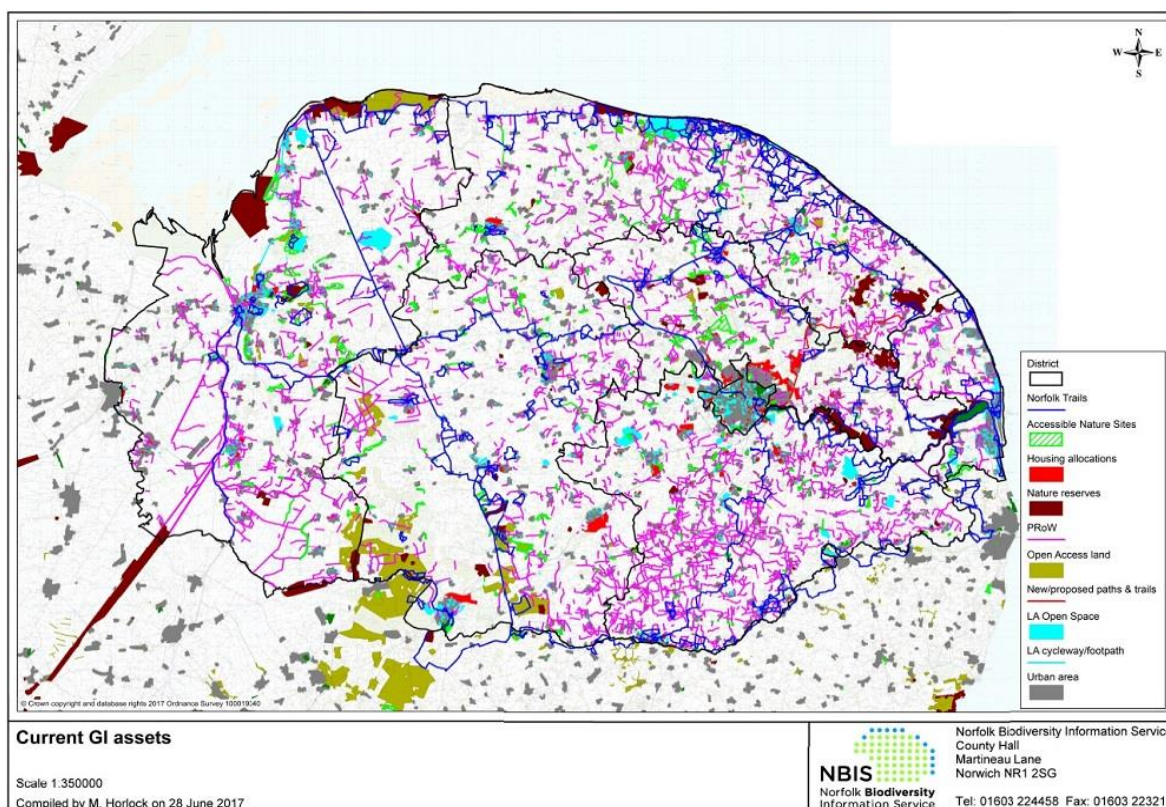


Figure 11: Norfolk's current GI assets. 2017

Current GI assets are set out in Figure 11⁹⁶. Green infrastructure should be provided as an integral part of all new development, where appropriate, alongside other infrastructure such as utilities and transport networks.

Planning for green infrastructure should occur at the evidence gathering (survey and analysis) stage of the planning process, so that green infrastructure responds to character and place, and that standards are set for green infrastructure accessibility, quantity and quality. Early integration of green infrastructure can also ensure that it is properly planned in advance of development or delivered alongside development on a phased basis. In this way green infrastructure can be planned as an integral part of the community. (Natural England Green infrastructure guidance, P43)

With the anticipated introduction of the Environment Bill in January 2021, legally binding targets for Biodiversity Net Gain and Local Nature Recovery Networks will support the vision of the 25 year Environment Plan and the GI Network work will form an important foundation for this.

⁹⁶ Further more detailed maps are available from the NBIS website see <http://www.nbis.org.uk/sites/default/files/documents/Maps.zip>

As Norfolk grows and changes in terms of its demographic profile considerable investment in the provision and maintenance of a GI network will be needed in order to facilitate and support growth whilst also:

- Minimising the contributions to climate change and addressing their impact;
- Protecting, managing and enhancing the natural, built and historical environment, including landscapes, natural resources and areas of natural habitat or nature conservation value;
- Creating more or restoring lost wildlife rich habitat outside protected site networks to reverse the loss of biodiversity
- Ensuring existing and new residents many of whom may be elderly receive the health and quality of life benefits of good green infrastructure and are able to access appropriate recreational opportunities;
- Maintaining the economic benefits of a high quality environment for tourism; and
- Protecting and maintaining the Wensum, Coast, Brecks and the Broads.

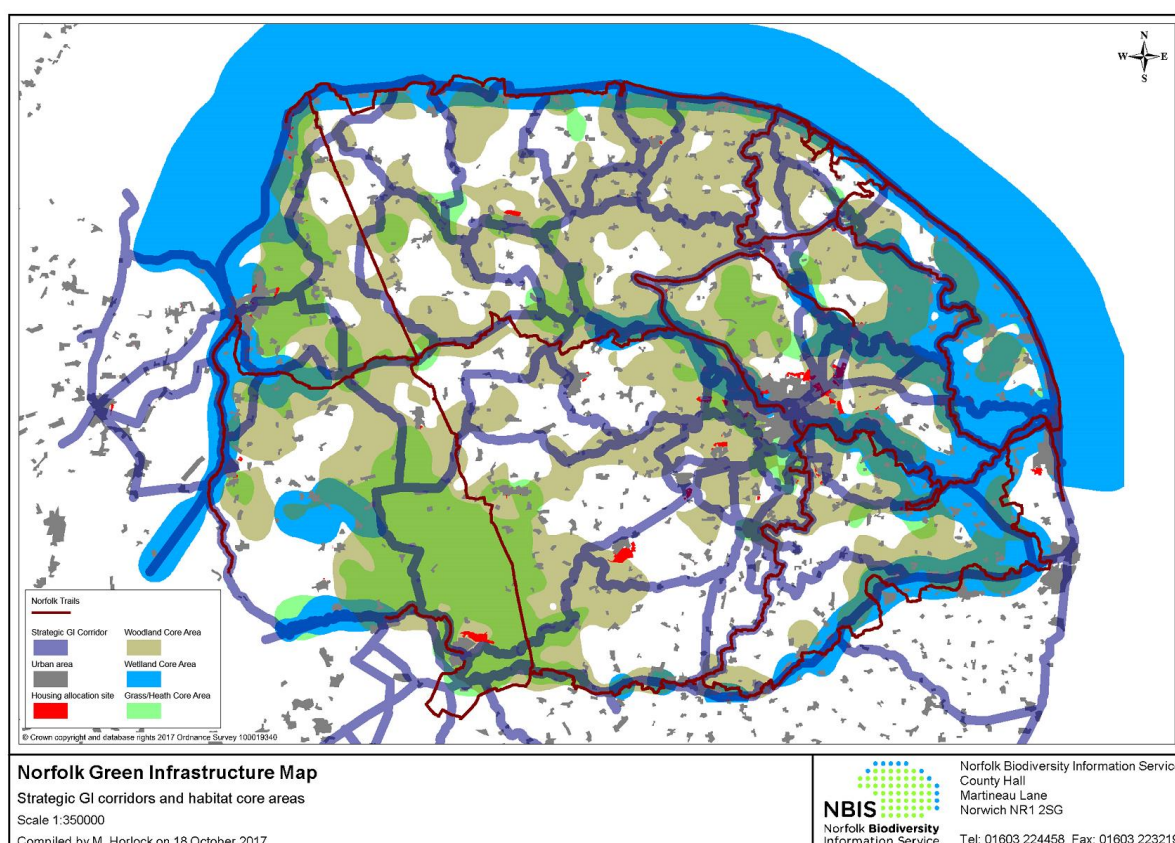


Figure 12: Norfolk's GI corridors. 2017

Figure 12 shows the identified potential Green Infrastructure Corridors. The intention is for this map to inform Local Plans, and also local GI Strategies. It should be noted that depending on the nature of corridor they may not constrain development, indeed in some circumstances promoting growth in these corridors may enhance their GI value.

One of the strategic aims for the Environment section is to not only 'protect, maintain and enhance biodiversity' but also to restore and create habitats which support biodiversity. New growth in

Norfolk must respect this aim, but the use of green infrastructure either existing or new can greatly aid the assimilation of new development.

A commissioned report by Footprint Ecology on the impact of recreational pressures on Natura 2000 protected sites e.g. North Norfolk Coast, The Broads and the Brecks, likely to arise from new housing growth gave insights into the scale and location of that pressure. This is a complex area, many of the Natura 2000 sites attract large numbers of visitors, acting as green infrastructure, but are sensitive environments with specific legislative requirements.

As part of producing this Framework the authorities are working to produce, in collaboration with the Environment Agency, Natural England, Wild Anglia, Forestry Commission and other local partners, the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy. This is an action plan which looks to address the recreational pressures on Natura 2000 protected sites in a coordinated way and therefore helps address requirements arising from Habitat Regulations Assessments from respective Local Plans. The Strategy includes:

- A Recreational Impact Avoidance and Mitigation Strategy (RAMs) - a County Wide programme of mitigation measures to avoid adverse effects on protected habitat sites from the in-combination recreational impacts from new residential development. The cost of measures is proposed to be funded by a tariff on new residential development.
- Identification of GI opportunities which aims to divert visitors from sensitive habitat sites

Agreement 28: In recognition of:

a) the importance the Brecks, the Broads and the Area of Outstanding National Beauty, together with environmental assets which lie outside of these areas, brings to the county in relation to quality of life, health and wellbeing, economy, tourism and benefits to biodiversity;

b) the pressure that development in Norfolk could place on these assets; and

c) the importance of ecological connections between habitats

Norfolk Planning Authorities will work together to complete and deliver the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy which will aid Local Plans in protecting and where appropriate enhancing the relevant assets.

With regard to the emerging priority projects for short term effort to bring forward, the following feature within the SNIDP.

Table 16: Priority Green Infrastructure Projects for Promotion

Project Name	Estimated Start date	Estimated Cost	Likely funding sources
The Green Loop (Walking/cycling route linking Norwich – Aylsham – Hoveton –NE Growth Triangle)	Not Known	£5.7m	S106, CIL, DfT, NALEP, Interreg Experience-secured
Weavers Way	2023	£3.1m	RDPE,HLF,NALEP
North West Woodlands Country Park	Ongoing	£2m	BDC, CIL, BRP
Burlingham Country Park	2021	TBC	CIL, BRP, NCC, Developer Funding

9.10 Minerals and Waste

Minerals

Carstone is a type of sandstone that is quarried in west Norfolk. It has traditionally been used as a vernacular building material, although it is no longer used to any significant degree. Although it is classed as a 'hard rock' it is not used as a hard rock (e.g. road dressing), instead it is used primarily as fill (to raise the levels of land prior to construction) or in the formation of embankments. Therefore it is often used in the construction of roads.

Carstone deposits are located in very limited areas of west Norfolk. In 2019 there were two carstone extraction sites in Norfolk, located at Middleton and Snettisham.

Carstone production in Norfolk was 39,878 tonnes in 2019. The 10 year rolling average of carstone sales was 75,380 tonnes in the period 2010-2019. The 3 year rolling average of carstone sales was 81,245 tonnes in the period 2017-2019. The permitted reserves for carstone extraction sites in Norfolk were 1.72 million tonnes at the end of 2019. Based on the 10 year sales average, at the end of 2019 there was a carstone landbank of permitted reserves of over 22 years.

Silica sand deposits are located in very limited areas of west Norfolk, a relatively narrow band which runs north to south just to the east of King's Lynn. The northern extent of the silica sand resource is at Heacham, and the southern extent around Hilgay. In Norfolk the silica sand resource is split into two broad categories, the Mintlyn Beds and the Leziate Beds; historically the Leziate Beds have been used principally for glass sand and the Mintlyn Beds for the production of foundry sand. Processing of sand for foundry use has stopped at Leziate and those parts of the process plant dedicated to their production have been removed. This reflects a general decline in the demand for foundry sand in England.

The deposit which is being worked at Leziate is one of two in England where silica sand of sufficient purity and grade for the manufacture of colourless flint (container) and float (window) glass is extracted. The other extraction site of silica sand of comparable quality is in Surrey.

Silica sand which is to be used for glass manufacture requires a significant amount of processing prior to being suitable for onward shipment to the glass manufacturers. This processing requires large and capital intensive plant such as the one operated by Sibelco UK Ltd which is located at Leziate. Consistency of material is an important consideration and this requires blending of sand from different areas of the working. The processing plant site includes a rail head to export the processed mineral for use by glass manufactures elsewhere. Norfolk is one of the most important sources of silica sand in Great Britain, accounting for approximately 16 per cent of total silica sand production and 58 per cent of glass sand production in Great Britain in 2018.

Due to the cost and largely fixed nature of the processing plant and railhead, silica sand working has historically taken place in close proximity to the Leziate processing plant. However, this now means that the most accessible areas have either been worked or are in the process of being worked.

The 10 year rolling average of silica sand sales in Norfolk was 780,700 tonnes in the period 2010-2019. The 3 year rolling average of silica sand sales was 854,100 tonnes in the period 2017-2019. The permitted reserves for silica sand extraction sites in Norfolk were 3.181 million tonnes at the end of 2019. Based on the 10 year sales average, at the end of 2019 there was a silica sand landbank of permitted reserves of over 4 years.

Sand and gravel resources are located throughout the County (with the exception of the Fens area in the far west and south-west of Norfolk). Sand and gravel is used in the construction of roads and buildings and it is a key ingredient in the production of concrete and mortar, asphalt coating for roads, as a drainage medium and in the construction of embankments and foundations. The distribution of sand and gravel sites throughout Norfolk is widespread with a relatively large number of small operators. In 2019 there were 25 permitted sand and gravel extraction sites in Norfolk operated by 14 different companies. There are, however, particular clusters of sand and gravel workings near to King's Lynn, in the north of Breckland District and around Norwich.

Sand and gravel production in Norfolk was 1.329 million tonnes in 2019. The 10 year rolling average of sand and gravel sales was 1.356 million tonnes in the period 2010-2019. The 3 year rolling average of sand and gravel sales was 1.48 million tonnes in the period 2017-2019. The permitted reserves for sand and gravel extraction sites in Norfolk were 13.52 million tonnes at the end of 2019. Based on the 10 year sales average, at the end of 2019 there was a sand and gravel landbank of permitted reserves of over 9 years.

Secondary and recycled aggregates are also sourced within Norfolk. The annual average quantity of inert and construction/demolition waste recovered at waste management facilities over the ten years from 2009-2018 was 412,100 tonnes, however, some parts of this waste stream are unsuitable for use as a recycled aggregate (such as soil or timber). The data is not comprehensive because many operations, such as on-site recovery, are not recorded.

Marine aggregate dredging is carried out by companies on behalf of the Crown Estate and the sites are licensed by The Crown Estate and the MMO. Aggregates from marine dredging are not currently received at any ports or wharves in Norfolk. A total of less than 500 tonnes of marine sourced aggregates was consumed in Norfolk in 2014 (the most recently available date), this represents such a small percentage of the total aggregates used in Norfolk that no adjustments have been made to the mineral requirement figures in the Norfolk Minerals and Waste Local Plan based on marine sourced aggregates. Norfolk County Council does not determine planning applications for marine aggregates and they do not form part of the Minerals and Waste Local Plan.

Clay and chalk are also extracted in Norfolk. Clay is primarily used in the engineering of landfill sites and in flood protection schemes. Chalk is primarily used as a liming agent for farmland. In 2019 there was one active clay working at Middleton, and three active chalk workings located at Castle Acre, Caister St Edmund and Hillington. However, the resource for these minerals is considered to be abundant in Norfolk relative to the demand.

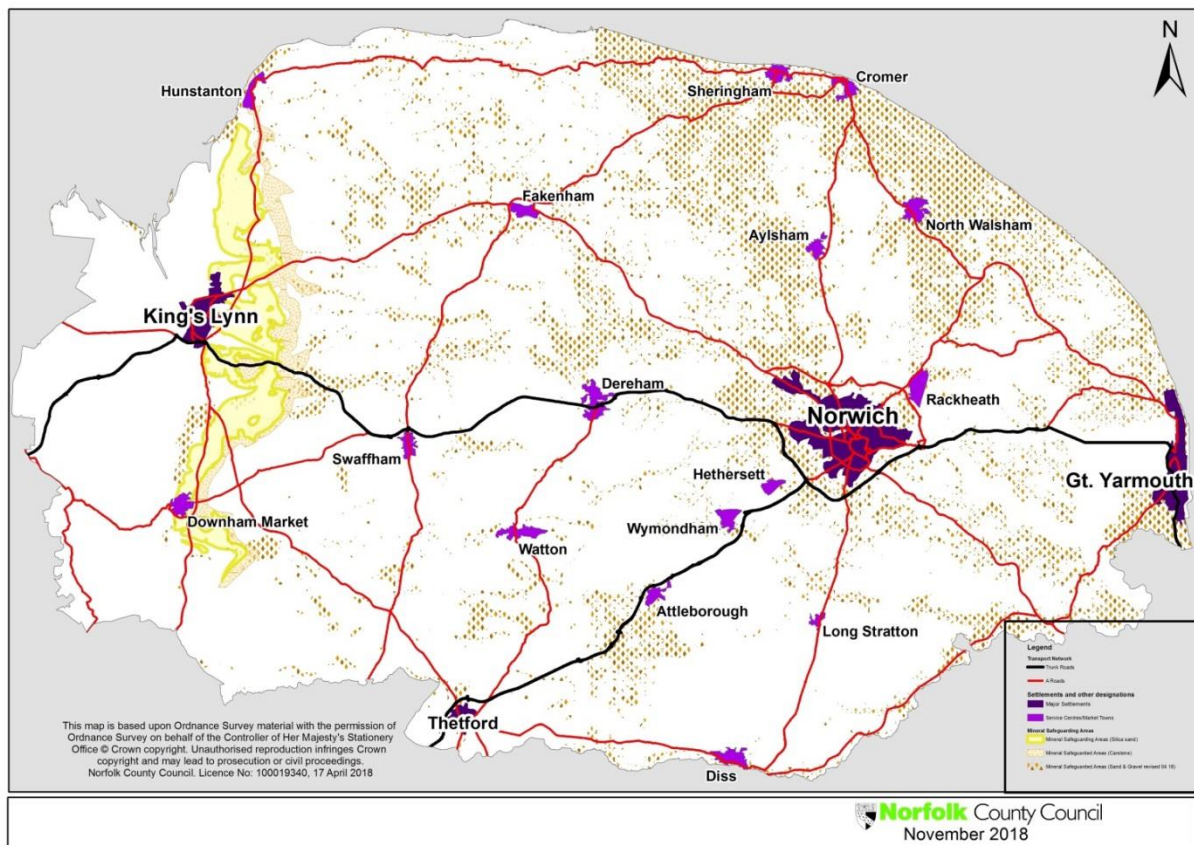


Figure 13: Mineral Resources within Norfolk

Waste

There are a number of waste management facilities within Norfolk. They include:

20 Household Waste Recycling Centres, provided by Norfolk County Council, which accepted nearly 67,000 tonnes of waste in 2018/19.

7 commercial composting facilities which received nearly over 107,000 tonnes of waste in 2018/19, as well as a few small community composting facilities;

There are two metal recycling facilities at Lenwade and Great Yarmouth, one metal recycling facility at King's Lynn docks and a large number of small sites accepting scrap metal or end-of life vehicles. The metal recycling facilities received nearly 192,000 tonnes of waste in 2018/19;

58 operational sites for the treatment and/or transfer of waste (including municipal, commercial and industrial, hazardous, clinical, construction and demolition), which received over 1,746,000 tonnes of waste in 2018/19 and 24 sites for the treatment and transfer of inert waste (including construction and demolition waste) only, which received over 260,000 tonnes of waste in 2018/19;

There are two non-hazardous landfill sites (Blackborough End and Feltwell) in Norfolk. Feltwell landfill site has not received any waste since 2012; it is required to be restored by 2041. Blackborough End landfill site did not receive any waste for disposal for nearly four years, during 2016 to 2019, but it started receiving waste again in 2020. Blackborough End landfill site is required to be restored by the end of 2026. These two sites have a permitted void capacity (remaining landfill space) for non-hazardous waste estimated to be 1.534 million cubic metres, plus capacity for 3.5

million tonnes of inert waste disposal. In 2018/19 over 260,000 tonnes of inert waste was received at inert landfill sites or used in the restoration of mineral workings.

There is a renewable energy plant operated by EPR at Thetford which received over 666,600 tonnes of waste in 2018/19. The waste received at this facility is poultry litter which is burned to produce energy.

Agreement 29 :

It is agreed that:

- 1) It is essential that there is a sufficient supply of minerals to provide the infrastructure, buildings, energy and goods that the country needs. The Norfolk Minerals and Waste Local Plan will therefore enable Norfolk to continue to be self-sufficient in the production of sand and gravel, whilst making an important contribution to the national production of silica sand.**
- 2) A steady and adequate supply of minerals to support sustainable economic growth will be planned for through allocating sufficient sites and/or areas in the Norfolk Minerals and Waste Local Plan to meet the forecast need for sand and gravel, carstone, and silica sand.**
- 3) Since minerals are a finite natural resource, and can only be worked where they are found, best use needs to be made of them to secure their long-term conservation. Resources of sand and gravel, carstone and silica sand within defined Mineral Safeguarding Areas will be safeguarded from needless sterilisation by non-mineral development. Infrastructure for the handling, processing and transportation of minerals will also be safeguarded from incompatible development. Defined waste management facilities and water recycling centres will be safeguarded from incompatible development.**
- 4) The Norfolk Minerals and Waste Local Plan policies will enable the re-use, recycling and recovery of waste in Norfolk to increase, thereby reducing the quantity and proportion of waste arising in Norfolk that requires disposal, in accordance with the Waste Hierarchy.**
- 5) The Norfolk Minerals and Waste Local Plan will enable Norfolk to be net self-sufficient in waste management, where practicable and to enable sufficient waste management infrastructure to be provided in order for Norfolk to meet the existing and forecast amount of waste expected to arise over the Plan period.**
- 6) The Norfolk Minerals and Waste Local Plan will direct new waste management facilities to be located in proximity to Norfolk's urban areas and main towns. Priority for the location of new waste management facilities will be given to the re-use of previously-developed land, sites identified for employment uses, and redundant agricultural and forestry buildings and their curtilages.**
- 7) The Norfolk Minerals and Waste Local Plan will contain policies to ensure that minerals development and waste management facilities will be located, designed and operated without unacceptable adverse impacts on the amenity of local communities, the natural, built and historic environment, the landscape and townscape of Norfolk.**

Section 10 – Conclusions and Next Steps

This Framework documents how the Norfolk Planning Authorities maintain effective cooperation between themselves, with the neighbouring district and county planning authorities, and with other key relevant agencies and utilities. In doing so it meets the relevant requirements of Section 3 of the 2019 National Planning Policy Framework (NPPF).

As referred to in section one of this document the government has announced a consultation on landmark reforms to the planning system under the Planning for the Future White Paper⁹⁷ which includes the proposed change to abolish the Duty to Cooperate. Once further clarification is provided by central government through new legislation and a revised National Planning Policy Framework it will become clear if Norfolk Planning Authorities can continue to address strategic planning matters through a revision of this document.

However Norfolk Planning Authorities recognise the benefits of joint working beyond the Duty to Cooperate and will maintain the following agreement:

Agreement 30 In recognition of the benefits gained by co-ordinating and co-operating on strategic planning activities the Norfolk Planning Authorities agree to support the activities of the Norfolk Strategic Planning Member Forum and to continue to appropriately resource joint planning activity.

There remains significant value in continuing with a work programme into the next financial year to address strategic cross boundary issues going forward.

As part of the proposed joint planning activity Norfolk Planning Authorities have agreed to undertake the following programme of work:

- **Investigate the production of a Norfolk Design Guide/Charter** - The white paper strengthens the need for local design initiatives and the work of the NSPF completed this year has highlighted that design guidance could help with both climate change and healthy living initiatives. The initial steps would be to investigate how this could best be achieved and to what level all authorities are willing to work to a single design guide.
- **Develop an implementation programme for a county wide RAMS tariff** and Enhanced Green Infrastructure Study - Subject to the approval of all Norfolk authorities to the Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy there will be a requirement to implement and start collection of the new RAMS Tariff. The report and Natural England also recommend that further work is also carried out to undertake an enhanced Green Infrastructure audit and this should highlight appropriate measure in areas of deficiency.
- **Review of the Norfolk HELAA Methodology** - The County wide Housing and Economic Land Availability Assessment Methodology is now nearly 5 years old and based on the 2012 version of the NPPF. Norfolk Local Planning authorities have agreed to review this in light of any new requirements from a revised NPPF.

⁹⁷ See [the planning for the future consultation - https://www.gov.uk/government/news/launch-of-planning-for-the-future-consultation-to-reform-the-planning-system](https://www.gov.uk/government/news/launch-of-planning-for-the-future-consultation-to-reform-the-planning-system)

- **Review of the health protocol** – as highlighted in section 7
- **Review of new evidence requirements to support the production of future local plans** - whilst the White paper lacks much detail, it is likely that evidence in a number of areas will need to be created or updated to support the production of local plans.
- **Possible Requirements to update this document** - Once further clarification is provided by central government through new legislation and a revised NPPF it will become clearer if Norfolk Local Planning Authorities can continue to address strategic planning matters through a revision to the NSPF.

There also remains other significant benefits to continue with the current strategic planning activities completed under this remit, these included:

- Maintaining links to other neighbouring counties and their strategic planning work.
- Maintain links to public bodies and Utilities involved in the preparation of local plans eg Natural England, Environment Agency, Anglian Water, MMO, and UKPN.
- Maintain links to other key initiatives in the county eg Water Resources East, Hydrogen East, Greater South East Energy Hub
- Support the county in the production of a county wide Infrastructure Delivery Plan and any potential economic or growth strategies
- Support of Local Plan processes across the county
- Maintain links to NHS estates and the CCG with regular meetings to share updates on key developments and progress of Local Plans
- Scope to continue to commission joint studies across the county to reduce costs

The current NPPF also sets out the requirement for local authorities to prepare and maintain one or more statements of common ground. This document is intended to meet this requirement in a single document for all matters relevant to all Norfolk Local Authorities. Additionally individual local authorities may seek to enter into further statements of common ground with neighbouring or other authorities to address further strategic planning issues as part of the local plan preparation process.

Agreement 31: Norfolk Planning Authorities with support of the signatories of the document agree to maintain this statement of common ground.

Appendix 1 – NSPF Contacts:

Please direct all representations relating to the NSPF to the NSPF Project Manager as detailed below. Use the Local Planning Authority contact details only if you have enquiries concerning a specific authority area.

NSPF Programme Manager	
Trevor Wiggett City Hall St Peter's Street Norwich NR2 1NH Email: trevorwiggett@norwich.gov.uk	
Breckland Council	Broadland and South Norfolk Councils
Andrew Darcey Planning Policy Manager Breckland Council and South Holland Council Elizabeth House, Walpole Loke Dereham NR19 1EE Tel 07901873599 Email : Andrew.Darcey@breckland.gov.uk	Paul Harris Place Shaping Manager Broadland District Council Thorpe Lodge 1 Yarmouth Road Norwich NR70DU Tel 01603 430444 Email : paul.harris@broadland.gov.uk
The Broads Authority	Great Yarmouth Borough Council
Natalie Beal Planning Policy Officer Broads Authority Yare House 62-64 Thorpe Road Norwich NR1 1RY Tel 01603 756050 Email : Natalie.Beal@broads-authority.gov.uk	Sam Hubbard Strategic Planning Manager Great Yarmouth Borough Council Town Hall, Hall Plain Great Yarmouth Norfolk NR30 2QF Tel 01493 846624 Email: sam.hubbard@great-yarmouth.gov.uk
Borough Council of King's Lynn and West Norfolk	Norfolk County Council
Alan Gomm Planning Policy Manager Borough Council of King's Lynn and West Norfolk Kings Court, Chapel Street King's Lynn PE30 1EX Tel 01553 616237 Email : alan.gomm@west-norfolk.gov.uk	Stephen Faulkner Principal Planner Norfolk County Council Martineau Ln Norwich NR1 2UA Tel 01603 222752 Email : stephen.faulker@norfolk.gov.uk
North Norfolk District Council	Norwich City Council
Mark Ashwell Planning Policy Manager North Norfolk District Council Council Offices, Holt Road Cromer NR27 9EN Mail : mark.ashwell@north-norfolk.gov.uk Tel 01263 516325	Judith Davison Planning Policy Team Leader City Hall St Peter's Street Norwich NR2 1NH Mail : judithdavison@norwich.gov.uk Tel 01603 989314

Appendix 2 – Cross Border Cooperation Initiatives

Cooperation mechanism	Authorities involved	Brief details	Date	Other Comments	Website link (if relevant)
Coastal Partnership East	North Norfolk, Great Yarmouth, East Suffolk	Shared Coastal Management Team for the four authorities.	Ongoing	Coastal Zone Planning Statement of Common Ground (2018), setting out an agreed approach to coastal planning (<u>note</u> additional signatories to Statement: Broads Authority, BC King's Lynn & West Norfolk; and endorsed by Environment Agency).	<u>Coastal Partnership East Website - https://www.coasteast.org.uk/</u>
Membership of Broads Authority	Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk, East Suffolk, Norfolk and Suffolk.	Each provides members to govern the Broads Authority.	Ongoing		<u>Membership of Broads Authority - http://www.broads-authority.gov.uk/about-us/who-we-are/members/meet-our-members</u>
East Suffolk/Great Yarmouth sub regional meetings	East Suffolk, Great Yarmouth, Broads Authority.	Quarterly Periodic meetings between these three eastern authorities to discuss strategic cross boundary issues pertinent to the area.	Ongoing	East Suffolk Local Plan Duty to Cooperate Statement of Common Ground (2018) on Housing Market Area, Functional Economic Area and Objectively Assessed Need, between East Suffolk, Great Yarmouth, Broads Authority, South Norfolk, Suffolk Coastal, and Mid-Suffolk.	n/a
Norfolk Coast (AONB) Partnership	Great Yarmouth, North Norfolk, King's Lynn & West Norfolk, Norfolk, Broads Authority, Natural England	Management of the Norfolk Coast Area of Outstanding Natural Beauty.	Ongoing	The Partnership also includes 2 community representatives.	<u>Norfolk Coast (AONB) Partnership website - http://www.norfolkcoastaonb.org.uk/partnership/core-management-group/169</u>
Memorandum of Understanding – Treatment of Housing and Employment Needs	Broads Authority, Broadland, South Norfolk, Norwich, Great Yarmouth, East	Agreed mechanism for distribution of housing (and employment) development in relation to targets for	2014 (and previously)	Further Statement of Common Ground (2017) between Broads Authority and Great Yarmouth Borough Council updating and	n/a

Cooperation mechanism	Authorities involved	Brief details	Date	Other Comments	Website link (if relevant)
and Delivery in the Broads Authority Area	Suffolk, Norfolk, Suffolk.	overlapping district and Broads areas.		specifying this in relation to housing in Proposed Broads Local Plan	
New Anglia Local Enterprise Partnership	All Norfolk and Suffolk District and County Councils	To lead economic growth and job creation across Norfolk and Suffolk.	Ongoing	Partnership also includes private sector and education representatives.	New Anglia Local Enterprise Partnership website - https://newanglia.co.uk/
Wherry Line Community Rail Partnership	Norfolk, Suffolk, Norwich, Broadland, Great Yarmouth, East Suffolk.	To promote the railway and the surrounding area to develop economic and environmental benefits for residents, visitors and tourists.	Ongoing	Partnership also includes Abellio Greater Anglia, Network Rail, Railfuture, Norfolk Association of Local Councils, rail users, station adopters, RSPB, and local businesses.	Greater Anglia Community partnerships - https://www.greateranglia.co.uk/about-us/community-rail-partnerships
Great Yarmouth Transport and Infrastructure Steering Group	Great Yarmouth, Norfolk, Environment Agency, Highways England	To promote and coordinate infrastructure improvements in, around and benefitting Great Yarmouth Borough	Ongoing		Great Yarmouth Transport and Infrastructure Steering Group - https://great-yarmouth.cmis.uk.com/great-yarmouth/Committees/CommitteeSystemfromMay2016/tabid/142/ctl/ViewCMIS_CommitteeDetails/mid/562/id/170/Default.aspx
A47 Alliance	Norfolk, Great Yarmouth, Broadland, Norwich, Breckland, King's Lynn & West Norfolk, Broads Authority	Seeks to promote the dualling of the A47.		Alliance also includes Peterborough & Cambridgeshire local authorities, MPs, business groups, LEs, etc.	A47 Alliance website - http://www.a47alliance.co.uk/
Greater Norwich Development Partnership	Norwich, Broadland, South Norfolk, Norfolk County Council and the Broads Authority	Partnership to produce Local Plan for Greater Norwich Area and address related planning policy issues such as housing land supply and monitoring. This involves a member level group and joint officer team.	Ongoing		Greater Norwich website - http://www.greaternorwichgrowth.org.uk/
Greater Norwich Growth Board	Norwich, Broadland, South Norfolk, Norfolk County Council and the Broads Authority	Member level Board and joint officer team for strategic investment planning and delivery across the Greater Norwich area. This includes pooling of CIL receipts and a joint CIL process.	Ongoing		Greater Norwich website - http://www.greaternorwichgrowth.org.uk/

Cooperation mechanism	Authorities involved	Brief details	Date	Other Comments	Website link (if relevant)
Norfolk Strategic Planning Officers Group	All Norfolk Local Planning Authorities	Monthly meeting of Heads of Planning Policy teams to discuss cross boundary issues.	Ongoing		Norfolk Strategic Planning Member Forum web page - www.norfolk.gov.uk/nsf
Norfolk Member Forum	All Norfolk Local Planning Authorities	Over sees Duty to Cooperate requirements at a member level, in particular the production of the NSPF.	Ongoing		Norfolk Strategic Planning Member Forum web page - www.norfolk.gov.uk/nsf
Norfolk Strategic Planning Framework	All Norfolk Local Planning Authorities	Shows how the Authorities work together and forms the Statement of Common Ground for the area. Addresses cross boundary issues.	Reviewed for 2021.		Norfolk Strategic Planning Member Forum web page - www.norfolk.gov.uk/nsf
The Wash and North Norfolk Marine Partnership	East Linsey, Boston, Fenland, South Holland, Kings Lynn & West Norfolk, North Norfolk, Lincolnshire County Council and Norfolk County Council	Local Communities and Management Groups working together to protect marine heritage	On-going	Many other Agencies and local groups involved	The Wash and North Norfolk Marine Partnership website - https://wnnmp.co.uk/home/partnerships/
Norfolk/Suffolk Cross border Meeting	Babergh and Mid Suffolk, South Norfolk, Great Yarmouth, Broads Authority, Ipswich Borough, Suffolk County, West Suffolk, Breckland, Kings Lynn & West Norfolk, East Suffolk	Quarterly meetings of Planning Policy teams to discuss cross boundary issues.	Ongoing		
Wisbech Access Strategy Steering Group	Kings Lynn & West Norfolk, Norfolk County Council, Cambridgeshire County Council,		Ongoing		

Cooperation mechanism	Authorities involved	Brief details	Date	Other Comments	Website link (if relevant)
	Fenland DC, Wisbech Town Council				
Norfolk Rail Group	Norfolk & Suffolk County Councils, all districts		Ongoing		
Joint SFRA Update	Kings Lynn & West Norfolk, North Norfolk DC, Greater Norwich, Broads Authority, Great Yarmouth	Team over was the production of a Joint SFRA across most of Norfolk	Completed		
East of England Aggregates Working Party	Norfolk, Suffolk, Essex, Hertfordshire and Cambridgeshire County Councils. Peterborough, Thurrock, Southend-on-Sea, Luton, Bedford, Central Bedfordshire Councils	Quarterly meetings. Collect data relating to the supply and demand of aggregates, publish an annual monitoring report, provides technical advice to Mineral Planning Authorities on their Local Aggregate Assessments. Line of communication between MPAs and MHCLG.	Ongoing	The EoEAWP also includes representatives from the minerals industry, Marine Management Organisation, and MHCLG. Includes feedback and liaison with London AWP and South East AWP.	East of England Aggregates Working Party web page - http://www.centralbedfordshire.gov.uk/planning/minerals-waste/aggregate/overview.aspx
East of England Waste Technical Advisory Body	Norfolk, Suffolk, Essex, Hertfordshire and Cambridgeshire County Councils. Peterborough, Thurrock, Southend-on-Sea, Luton, Bedford, Central Bedfordshire Councils	Quarterly meetings. Forum for discussion relating to waste planning including waste data, capacities and forecasting.	Ongoing	The EoEWTAB is also attended by the Environment Agency. Includes feedback and liaison with London WTAB and South East WTAB.	

**BROADLAND DISTRICT COUNCIL
COUNTER FRAUD, CORRUPTION AND BRIBERY POLICY**

1. Introduction

- 1.1 The Council wishes to promote a culture of openness and honesty consistent with the principles for conduct identified by the Committee for Standards in Public Life and expects all those who work for and with the Council to adopt the highest standards of propriety and accountability.
- 1.2 The Council recognises the need for a policy to prevent wrongdoing and to have in place a clear network of systems and procedures to assist in the prevention and investigation of fraud, bribery and corruption. The Council is committed to ensuring that these arrangements keep pace with developments, in both preventative and detection techniques, regarding fraudulent or corrupt activity that may affect its operation or related responsibilities.
- 1.3 The Council has an important role in ensuring that public services are provided efficiently, effectively and economically. In doing so, corporate governance arrangements need to address the risks posed by fraud and corruption to ensure that the Council is able to achieve its objectives.
- 1.4 Council staff and elected members are an important element in its stance on fraud and corruption. They are positively encouraged to raise any concerns surrounding activities associated with the Council's responsibilities. They can do this in the knowledge that such concerns will be treated in confidence, properly investigated and fairly dealt with.

2. Who This Policy Applies To

- 2.1 This Policy applies to all employees (including temporary and agency workers), elected members, contractors, suppliers, voluntary organisations and members of the public.

3. Definitions and Examples

- 3.1 The Chartered Institute of Public Finance & Accountancy (CIPFA) define fraud as "the intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for gain."
- 3.2 With reference to corruption, CIPFA describes this as "the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person". We might usually term this as bribery – for example, if someone was to try to offer an incentive to ensure that a planning application was approved, or, conversely someone accepted or asked for something of material value from contractors, suppliers or persons in return approval to provide services / goods to the Council.

- 3.3 The legal framework for fraud and corruption is defined by a number of acts. Primarily, the Fraud Act 2006 which establishes a criminal liability for fraud through either false representation, failing to disclose information or abuse of position. Section 17 of the Theft Act 1968 creates an offence of destroying, defacing, concealing or falsifying any account, record or document made, or required, for any accounting purposes. The Bribery Act 2010 makes it an offence to attempt to bribe someone, or receive a bribe where that may result in improper discharge of a public function.
- 3.4 While not an exhaustive list, below are some examples of fraud, bribery and corruption:
- Theft of Council property or services
 - Evading liability for payment
 - False accountancy, including the destruction, concealment or falsification of any account or record, or giving misleading, false or deceptive information
 - Obtaining property by false pretences
 - Misuse of office
 - Bribery
 - Working while on sick leave
 - Falsifying time or mileage sheets
 - Selling Council equipment inappropriately
 - Failure to declare an interest
 - Fraudulent tendering process
 - Fraudulent property letting
 - Accepting any gift or consideration as an inducement for doing or refraining from doing anything in relation to Council business

4. Responsible Officers

- 4.1 The Senior Fraud and Inspections Officer is responsible for reviewing and updating the Counter Fraud, Corruption and Bribery Policy, along with making staff aware of the Policies requirements through training and publicising initiatives.
- 4.2 The Managing Director has overall responsibility for the Council's counter fraud, corruption and bribery arrangements. Directors, Assistant Directors and Service Managers support the Managing Director in this role; they are responsible for the prevention and detection of theft, fraud, corruption and other irregularities within their area of responsibility. They are expected to:
- Identify and assess the types of risks and fraud or corruption that might occur within their area.
 - Promote the Strategy through publicity and relevant training of staff and bodies they do business with.
 - Be alert for any indication of fraud or corruption.
 - Be ready to take appropriate action in a timely way should there be a suspicion of theft, fraud or corruption.

- 4.3 The Section 151 Officer has a statutory duty to report where a decision has been made that would involve expenditure, or a loss, which is unlawful. This officer will also ensure the Council has adequate resources in place for the provision of an Internal Audit Service that is able to provide an annual opinion on the quality of systems of internal control which inform the Council's Annual Governance Statement.

5. Review of Policy

- 5.1 This policy is to be reviewed at least every 3 years and the following parties will be consulted prior to approval:
- CMLT
 - Audit Committee

6. How to Raise Concerns

- 6.1 Concerns can be raised in confidence and with the knowledge that they will be properly addressed.
- 6.2 Concerns should normally be raised with an employee's line manager, however if necessary a route other than a line manager may be used, as follows:

Managing Director	Trevor Holden mdtobdcandsnc@s-norfolk.gov.uk 01508 533601
Monitoring Officer & Head of Internal Audit	Emma Hodds ehodds@s-norfolk.gov.uk 01508 533791
Senior Fraud and Inspections Officer	Ian Kerrison ian.kerrison@broadland.gov.uk 01603 430406
Internal Audit Manager	Faye Haywood fhaywood@s-norfolk.gov.uk 01508 533873

- 6.3 All concerns raised and the outcomes will be reported to the Audit Committee annually in a form that does not endanger confidentiality. However, if no concerns are raised no report will be provided.

7. Members

- 7.1 All Councillors are expected to maintain high standards of Conduct when performing their public duties, and in particular to ensure compliance with the Nolan Principles of Standards in Public Life. The Monitoring Officer works with the Standards Committee to monitor standards of conduct and provide advice, guidance and training with both the legal requirements, and the Council's own expectations.
- 7.2 Members are provided a copy of the Code of Conduct, advice and guidance on the declaration of interests, gifts and hospitality, and protocols on Member

/ Staff behaviour and involvement in planning and other judicial matters.

8. Employees

- 8.1 The Council has put in place a number of policies, procedures and other actions to promote an anti-fraud culture to the Council's Officers.
- 8.2 All Officers must abide by the Council's Standards of Work/Code of Conduct, which sets out the requirements on personal conduct. Professionally qualified officers of the Council are also expected to follow any Code of Conduct or Ethics as required by their Professional Bodies.
- 8.3 The Senior Fraud and Inspections Officer is responsible for Benefit and Corporate Fraud.
- 8.4 Any breach of conduct will be dealt with under the disciplinary procedures and may result in dismissal.
- 8.5 Officers must comply with the Standards of Work/Code of Conduct in respect of the declarations of interests, and in particular declaring any financial or non-financial interests that could conflict with the Council's interests, or could cause conduct to be questioned.

9. Partners, Suppliers, Contractors and Other Organisations that the Council interacts with

- 9.1 The Council expects the highest standards from all organisations that have dealings with them. Any partners, suppliers, contractors and other third parties funded by or in receipt of payments from the Council are required to adopt or abide by Council policies, procedures, protocols, and codes of practice, where appropriate, in order to prevent and detect fraud.
- 9.2 All transactions with suppliers and other organisations will be entered into in line with the Council's Contract Procedure Rules. These make appropriate provisions for declaring interests and the circumstances where such regulations may not apply, and rules regarding entering into contracts and verifying contract conditions. In addition, prior to entering into significant, ongoing transactions, Procurement procedures require that appropriate due diligence checks are undertaken to ensure that suppliers have an appropriate financial and risk profile before transactions are entered into.

10. Members of the Public

- 10.1 Members of the public have an important role to alert the Council to any concerns about the potential for fraud, corruption or bribery that they may become aware of. They are encouraged to report their concerns, either through the Council's complaint procedure or by contacting the relevant officers.

11. Internal Control environment

- 11.1 The Council's internal control environment plays a key role in ensuring that fraud can be prevented. Soundly designed systems, with adequate checks built in, minimises the opportunities for untoward activities. This could be through automated controls, or through management oversight of transaction activity.
- 11.2 Management retains responsibility for the oversight of the internal control environment within their specific service areas. Internal and external inspections additionally play an important role in ensuring that operational arrangements are functioning effectively.
- 11.3 In the course of completing audit assignments; Internal Audit will separately identify fraud risks and determine what management control mechanisms have been put in place to address those risks and review their adequacy and effectiveness. Recommendations will be put forward aimed at strengthening systems of internal control which are designed to remove potential opportunities for fraud, corruption and error in the future. This also ensures that any concerns External Audit may have with regards to the risk of misstatement due to fraud and error is both sufficiently addressed and appropriate recommendations made and actioned where necessary.
- 11.4 The Council also recognises that a key preventative measure against the possibility of fraud or corruption is to take effective steps at the recruitment stage to establish, as far as possible, the propriety and integrity of potential employees. This includes temporary and contract staff. Agencies providing temporary staff will be required to confirm references have been obtained and validated.
- 11.5 Once recruited, employees are subject to an induction process. Similarly, upon election, members are also required to complete an induction. As part of this induction, members and officers are required to review the relevant Codes of Conduct.

12. Working with others

- 12.1 External Audit are charged with ensuring that the Council is correctly reporting its arrangements in relation to counter fraud, corruption and bribery. In the event that External Audit suspects a fraud, they will pass this over to Internal Audit for investigation, or in exceptional circumstances reserve the right to retain control over a fraud investigation.
- 12.2 Annually the Head of Internal Audit provides a response to the External Auditors. This provides information to assist the External Auditors in assessing the Council in relation to:
- Knowledge of any actual, suspected or alleged fraud affecting the Authority;
 - Views about the risks of fraud at the Authority;
 - Areas within the Council at greater risk of fraud;
 - Procedures used by Internal Audit to detect fraud; and
 - Management's response to any findings as a result of these procedures.

- 12.3 The Council participates, wherever possible, with exercises specifically developed to ensure that opportunities to identify instances and risks of fraud are maximised. In this regard, the Council takes part in activities such as the National Fraud Initiative (NFI).
- 12.4 The Council participates in Single Person Discount reviews. In addition, the Council seeks to work with partners and other stakeholders to make the best use of resources and exchange information (subject to provisions of the General Data Protection Regulations and Human Rights Act) to minimise losses. Other partners include but are not limited to The Police, the Department for Work and Pension, Trading Standards, the National Health Service and other Local Authorities.

13. DETECTING AND INVESTIGATING

- 13.1 The Council expects its Senior Managers to be vigilant regarding the possibility of fraud or corruption occurring within their spheres of control. However, it is often the alertness of other employees, Councillors or members of the public that enables detection to occur and appropriate action to take place.
- 13.2 Despite best efforts some fraudulent activity or corrupt acts will be discovered by a chance “tip off” or via a “whistleblowing” incident. The Council has developed appropriate arrangements to enable such matters to be dealt with in a timely and appropriate manner.
- 13.3 Employees are required by the Rules for Financial Governance to report any suspicion they have that fraud or corruption has or may be about to take place. The Standards of Work/Employee code of conduct also advises them to report any aspect of the provision of service or behaviour of a colleague which might, if more widely known, bring the Council into disrepute.
- 13.4 Participating in activities such as NFI more readily helps the Council to identify where fraud has potentially occurred. The work of The Corporate Fraud Team, Internal Audit, and the Council’s External Auditors may also lead to the detection of fraud.
- 13.5 The primary means of investigating fraudulent activity is through the Senior Fraud and Investigations Officer who is trained in Professionalism in Security (PINS) and has the necessary expertise to undertake investigations, and apply appropriate sanctions.
- 13.6 It is recognised in unusual situations that it may not be appropriate for the Corporate Fraud team to undertake an investigation. In these circumstances there are provisions in the Internal Audit Service contract to engage trained auditors. The Head of Internal Audit can be involved in such special investigations.
- 13.7 The Monitoring Officer is responsible for monitoring and ensuring the investigation of “Whistleblowing” concerns received. Where such cases involve an instance of fraud and corruption, these will need to be jointly

overseen by the Monitoring Officer /Head of Internal Audit.

- 13.8 The Head of Internal Audit shall be responsible for the reporting of the outcomes of non-housing and council tax support fraud cases to Council members, through providing updates in response to any cases that arise.
- 13.9 All reported cases will be handled in a fair and consistent manner. The Council will remain mindful of the legal framework governing the investigation of concerns, in particular:
- Freedom of Information Act 2000
 - GDPR – General Data Protection Regulations 2018
 - Human Rights Act 1998
 - Criminal Procedures and Investigations Act 1996
 - Police and Criminal Evidence Act 1984.

14. SANCTIONS AND REDRESS

- 14.1 Where it has been identified that fraud, corruption or bribery has occurred, the Council is committed to ensuring that all appropriate sanctions and courses of redress are undertaken.
- 14.2 Although the Council's primary means of sanction and redress of employees is through the Disciplinary Procedure, and members may be investigated through the Standards Committee; this does not preclude the Council taking additional action.
- 14.3 The Council will seek to work with other parties, in particular the Police, wherever necessary or appropriate. The Council has a PINS trained Officer who may seek to pursue cases through to conviction where appropriate. The Council has a public duty to seek financial redress, wherever feasible.

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Author:	Ian Kerrison

**BROADLAND DISTRICT COUNCIL
ANTI-MONEY LAUNDERING POLICY**

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Effective Date – tbc

ANTI-MONEY LAUNDERING POLICY

INTRODUCTION

1. Purpose and Rationale

- 1.1 The risks to the Council of contravening money laundering legislation are relatively low and some aspects of the legal and regulatory requirements do not apply to public authorities. However, it is recognised that Councils are not completely immune from the risks surrounding money laundering. For this reason, the purpose of the Anti-Money Laundering Policy is to clearly demonstrate that the Council embraces the underlying principles of money laundering legislation and is taking reasonable steps to minimise the likelihood of such activities occurring, by developing a suitable framework of arrangements to safeguard itself against action of this nature, whilst making satisfactory provisions to achieve compliance with legal and regulatory requirements, where appropriate.

2. Who does this policy apply to?

- 2.1 This Policy applies to all employees and members of the Council; also to third parties who have suspicions of money laundering activities. **It is extremely important that all employees are familiar with their legal responsibilities and are vigilant at all times: serious criminal sanctions may be imposed for breaches of the legislation. The key requirement is to promptly report any suspected money laundering activity to the Money Laundering Reporting Officer (MLRO).**
- 2.2 Failure by any employee to comply with the procedures set out in this Policy may lead to disciplinary action being taken against them.

3 What is Money Laundering?

- 3.1 Money laundering is a term designed to cover a number of offences. These offences may relate to the improper handling of funds that are the proceeds of criminal acts, or terrorist acts, so that they appear to come from a legitimate source.

There are six main offences that may be committed under money laundering legislation, as established by The Proceeds of Crime Act 2002 (as amended by The Crime and Courts Act 2013, Serious Crime Act 2015 and the Criminal Finances Act 2017)

- Concealing, disguising, converting, transferring or removing criminal property from anywhere within Great Britain and Northern Ireland;
- Being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person;
- Acquiring, using or possessing criminal property;

- Doing something that might prejudice an investigation – for example, falsifying a document;
- Failing to disclose information relating to any of the above money laundering offences; and,
- “Tipping off” – informing someone who is, or is suspected of being involved in money laundering activities, in such a way as to reduce the likelihood of their being investigated.

These money laundering offences may be committed by an organisation or by individuals working for an organisation.

- 3.2 ‘Criminal property’ has a relatively broad definition in money laundering legislation and no financial ceiling has been specified above which organisations are obliged to take action when money laundering activities are suspected. Benefiting from ‘criminal property’ can work on two levels, an individual benefiting financially from the proceeds of a crime they have committed themselves, or an individual benefiting from the proceeds of a crime/dishonest activities perpetrated by someone else. No matter how large or small the sum of money involved in these dishonest activities, the full weight of the money laundering legislation and regulations will apply regardless of the financial sums identified.

4. The Legal and Regulatory Framework and the Obligations that it places on the Council

- 4.1 The main laws and regulations which set out the money laundering regulations:
- The Proceeds of Crime Act 2002 (as amended by The Crime and Courts act 2013, Serious Crime Act 2015 and the Criminal Finances Act 2017)
 - The Terrorism Act 2000 (as amended by the Criminal Finances Act 2017)
 - The Money Laundering and Terrorist Financing (Amendment) (EU Exit) Regulations 2020
- 4.2 Under the Terrorism Act 2000, all individuals and businesses in the UK have an obligation to report knowledge, reasonable grounds for belief or suspicion about the proceeds from, or finance likely to be used for terrorism or its laundering, where it relates to information that comes to them in the course of their business or employment.
- 4.3 The Money Laundering and Terrorist Financing (Amendment) (EU Exit) Regulations 2020 establish that as long as businesses are not operating within the “regulated sector”, then the offences of failing to disclose suspicions of money laundering, and tipping off, do not apply. The list of businesses within the regulated sector does not include local authorities, and as such these offences do not apply to the Council.
- 4.4 The Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on how legal and regulatory provisions impact on public authorities. CIPFA has confirmed that local authorities are not a “relevant business” in terms of Money Laundering Regulations, and thus not required to

have systems in place to identify, record and report money laundering. However, CIPFA has also advised that 'it is prudent and responsible practice for public service organisations, including those outside the scope of the regulations, to put in place appropriate and proportionate anti-money laundering safeguards and reporting arrangements, designed to enable them to detect and avoid involvement in the crimes described in the legislation and regulations.' CIPFA guidance further emphasises that there could be a "substantial reputational risk for an authority which does not have such procedures in place".

- 4.6 This Policy and the working practices aligned to it have thus been designed to address the risk the Council may face if it does not properly address the potential for money laundering. As a responsible authority, we need to be mindful that a money laundering offence could be committed by an employee, or the Council could be a victim of such an offence.

THE COUNCIL'S RESPONSE

5 The Money Laundering Reporting Officer

- 5.1 The Council has nominated the Senior Fraud and Inspections Officer as the Money Laundering Reporting Officer (MLRO). Their contact details are as follows:

Ian Kerrison
Senior Fraud and Inspections Officer
Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Norwich
NR7 0DU
Telephone: 01603 430406
E-mail: ian.kerrison@broadland.gov.uk

In the absence of the MLRO, the Monitoring Officer is authorised to deputise for him and can be contacted as follows:

Emma Hodds
Monitoring Officer
ehodds@s-norfolk.gov.uk
01508 533791

6 Reporting to the Money Laundering Reporting Officer (MLRO)

- 6.1 The primary duty of any employee, member or third party under this Policy is to ensure that any suspicions or concerns that money laundering has occurred, or is likely to occur, should be reported to the MLRO as soon as the suspicion arises. It is essential that an employee comes forward as soon as practical to the MLRO. The disclosure should be within 'hours' of a suspicious activity coming to an individual officer's attention, rather than several days or weeks later. **Should this not be done, the employee may be liable to prosecution.** To support the above process, **Appendix 1** provides information on the types of activities where the Council may be subject to

money laundering offences and guidance on situations where money laundering activities could occur.

- 6.2 Suspicion can be raised through direct contact with the MLRO, however it is preferable to use the reporting form which has been developed at **Appendix 2**, and e-mail the completed form to the MLRO.
- 6.3 The employee, member or third party should not make any further enquiries into the matter themselves, and any further action must be with the approval of the MLRO. Those who have raised a concern should ensure that they do not then voice their suspicions to the suspect and in so doing, tip them off to the concern.
- 6.4 The MLRO is required to promptly evaluate any concerns/disclosures raised and determine whether they require further investigation and hence referral to the National Crime Agency (NCA), using the reporting forms included at **Appendix 2**. The MLRO should not undertake investigation of any concerns themselves. Where legal professional privilege may apply, the MLRO must seek legal advice to determine the further action to be taken.
- 6.5 In some cases, it may be necessary to seek approval from NCA before the Council can undertake any further activity in respect of the transaction. Where the MLRO has made such a referral to NCA, they will notify the person raising the concern, and again inform the individual when NCA has provided permission for the transaction to proceed.
- 6.6 If a request for consent has been made to NCA, no action should occur for a period of 7 days or until NCA gives consent. If this results in a transaction having to be deferred or delayed, it should be carefully handled to ensure that the customer is not tipped off as to the money laundering concern.
- 6.7 After 7 days, if NCA does not notify otherwise, they are deemed to have given consent to the transaction. If NCA instead notifies they refuse to give consent, a moratorium period of 31 days starts on the day the Council receives the refusal notice. During this period, the Council cannot proceed with the matter for which the consent was applied. At the expiry of the moratorium period, NCA is deemed to have consented to the request and the Council can proceed.
- 6.8 The MLRO should retain the details of any referrals made, including correspondence with the necessary bodies, using the forms included in **Appendix 2**. All information should be retained for a minimum of 6 years.
- 6.9 To ensure the Council minimises the risk of tipping off, and to minimise any reputational damage should the suspicion be unfounded, the confidentiality of the matter will be respected at all times; the MLRO will only inform anyone of the suspicion where there is a genuine business need.

7. Customer Due Diligence

- 7.1 The Council undertakes activities that may be considered, under the Money Laundering Regulations, to be regulated, however it does not undertake these activities by way of business, and therefore would not normally be expected to undertake due diligence in respect of any clients to whom it provides these

services. The types of activities that are regulated are, for example, tax services, treasury services, financial and accounting services, audit services, estate functions, assisting the formation, operation or arrangement of a company or trust, and dealing in goods with a cash payment of more than €15,000.

- 7.2 However, it is good practice that wherever the Council enter into such activities with a third party then due diligence checks should be actioned before the establishment of a relationship/transaction.
- 7.3 Undertaking customer due diligence checks can take a number of forms. HM Revenues and Customs has issued “core guidance” in this area. Consideration should be given to taking one or more of the following, where applicable:
- Confirming the identity of the client via documentation, data or information obtained from a reliable and independent source, e.g. passport, and/or position within an organisation, where appropriate.
 - Obtaining confirmation from Companies House as to the registration details of the Company and details of the Company business.
 - Seeking electronic verification, e.g. performing credit checks.
 - Obtaining confirmation to regulated industries bodies (e.g. in the case of accountants, checking to CCAB certified bodies).
 - Requesting copies of financial statements.
 - Requesting details of interests and beneficial ownerships – with reference to the latter this is any individual who holds more than 25% of the shares, voting rights or interest in a company, partnership or trust.
 - Obtaining information on the purpose and intended nature of the business relationship.
- 7.4 Any checks undertaken should remain proportionate to the risks of the individual business and the relationship. Additional checking may need to be performed if the person is not physically present to be identified, or they are politically exposed, by virtue of holding a prominent public function. Details of such checks should be recorded on the reporting forms in **Appendix 2** and retained for a minimum of 6 years, with an electronic copy of every customer due diligence record being retained by the MLRO to meet the requirements of the regulations and in case of inspection by the relevant supervising body.
- 7.5 There is also an ongoing legal obligation to check the identity of existing clients and the nature and purpose of the business relationship with them at appropriate times. One option to review these matters might be to do so as part of the ongoing monitoring of the business arrangements, as is usually provided for in the Terms of Business Letter, Service Level Agreement or other written record, as well as scrutinising transactions as they occur, paying particular attention to complex or unusually large transactions, unusual patterns of transactions and/or unexpected transactions, etc.

8 Training

- 8.1 The Council will take appropriate measures to ensure that all employees are made aware of the law relating to money laundering and will arrange targeted, ongoing training to key individuals most likely to be affected by the legislation.

9. Further Information

9.1 Further information can be obtained from the MLRO and the following sources:

- www.NCA.gov.uk – website of the National Crime Agency;
- Combating Financial Crime – Further Guidance on Anti-Money Laundering for Public Service Organisations, published by CIPFA in 2009;
- Anti Money Laundering (Proceeds of Crime and Terrorism) – Second Interim Guidance for Accountants, published by CCAB (www.ccab.org.uk)
- Gov.uk Money Laundering Regulations
<https://www.gov.uk/topic/business-tax/money-laundering-regulations>

10. Review of the Policy

- 10.1 The Policy will be reviewed at least every 3 years by the Senior Fraud and Inspections Officer with the Monitoring Officer (or more frequently if required by changes to statutory legislation), and the following parties will be consulted prior to approval;
- CMLT
 - Audit Committee

How the Council may be exposed to Money Laundering

1. Guidelines to staff and members on concerns or suspicions

- 1.1 If you do have any suspicions or concerns about an individual or transaction then it is always better to raise those concerns appropriately. If necessary, you may wish to use the Council's Whistleblowing Policy for further support and guidance on how to raise a concern. Conversely, if in doubt, seek advice from the MLRO.
- 1.2 Although some offences and suspicions may be fairly apparent, some can be more difficult to identify. The simple guidance is to be vigilant, and not be afraid to question something if you don't think it looks right. If you think something looks suspicious, then the probability is someone else may also think the same. It is better for the Council to be safe when handling public money – it would not reflect well on the Council's reputation if it was found monies had been taken that were obtained through theft, drug trafficking, terrorism, etc.
- 1.3 It is recognised that a lot of the Council's activities are sensitive in nature, and in cases what, to some people, may be suspicious or concerning behaviour, from a money laundering perspective may not necessarily be in line with the activity occurring. However, people should always be mindful of genuine concern and suspicion.

2. The types of activities that may be affected

- 2.1 The following table sets out the types of activities that might be suspicious, and how the Council may come across those activities. It is not intended to be exhaustive, and just because something you are suspicious about is not on the list, it doesn't mean you shouldn't report it.

Activity	The types of activity that may be affected
New customers with high value transactions	<ul style="list-style-type: none"> Selling property to individuals or businesses Renting out property to individuals or businesses Entering into other lease agreements Undertaking services for other organisations
Secretive clients	<ul style="list-style-type: none"> Housing benefit claimants who have sums of money entering into / out of their bank account (even if we do not award them benefit, we should still consider money laundering implications) People buying or renting property from the Council who may not want to say what it is for People receiving grant funding who refuse to demonstrate what funding was used for
Customers who we think are acting dishonestly or illegally	<ul style="list-style-type: none"> People paying for Council services who do not provide details about themselves People making odd or unusual requests for payment arrangements.
Illogical transactions	<ul style="list-style-type: none"> People paying in cash then requesting refunds in the event of sizeable overpayments made

Appendix B

Activity	The types of activity that may be affected
	<ul style="list-style-type: none"> • Requests for the Council to pay seemingly unconnected third parties in respect of goods / services provided to the Council • Requests for the Council to pay in foreign currencies for no apparent reason
Payments of substantial sums by cash	<ul style="list-style-type: none"> • Large debt arrears paid in cash • Refunding overpayments • Deposits / payments for property
Movement of funds overseas	<ul style="list-style-type: none"> • Requests to pay monies overseas, potentially for “tax purposes”
Cancellation of earlier transactions	<ul style="list-style-type: none"> • Third party “refunds” grant payment as no longer needed / used • No payment demanded even though good / service has been provided • Sudden and unexpected termination of lease agreements
Requests for client account details outside normal course of business	<ul style="list-style-type: none"> • Queries from other companies regarding legitimacy of customers • Council receiving correspondence / information on behalf of other companies
Extensive and over-complicated client business structures / arrangements	<ul style="list-style-type: none"> • Requests to pay third parties in respect of goods / services • Receipt of business payments (rent, business rates) in settlement from seemingly unconnected third parties
Poor accounting records and internal financial control	<ul style="list-style-type: none"> • Requests for grant funding / business support indicates third party not supported by financial information • Companies tendering for contracts unable to provide proper financial information / information provided raises concerns
Unusual property investments or transactions	<ul style="list-style-type: none"> • Requests to purchase Council assets / land with no apparent purpose • Requests to rent Council property with no apparent business motive
Overcomplicated legal arrangements / multiple solicitors	<ul style="list-style-type: none"> • Property transactions where the Council is dealing with several different parties • Property transactions where funds are received for deposits or prior completion from an unexpected source or where instructions for settlement of funds to be paid to unexpected destination.

CONFIDENTIAL

MONEY LAUNDERING REPORT FORM

Employee Details

Name _____

Team _____

Date Reported _____

Contact details _____

Details

Give full details of the name (s) and address (es) of person(s) / company (s) / public body (s) / Directorship (s) involved.

Nature, value and timing of the activity involved – please include full details of what has happened, is on-going or imminently due to happen, where and how it has arisen and the amount of money/assets involved. Why exactly are you suspicious? Please continue on another sheet if necessary.

Investigations – has any investigation already occurred, as far as you are aware? If so, please detail below

Discussions – have you discussed your suspicions with anyone – including any advisory bodies? Please identify who you have contacted and why such discussions were necessary.

Disclosure – is there any reason why you believe this should not be disclosed to the National Crime Agency (NCA).

Further Information – if there is any further information you believe to be relevant, please include here:

Signed _____

Date _____

Please do not discuss the content of this report with anyone you believe to be involved in the suspected money laundering activity described.

This form, upon completion, should be forwarded to the MLRO

**MONEY LAUNDERING DISCLOSURE FORM – TO BE COMPLETED BY THE
MONEY LAUNDERING REPORTING OFFICER**

Date of Money Laundering Report Form being received _____

Date when acknowledged receipt of Money Laundering Report Form _____

Report Form related to:

Report Form completed by: _____

Officer contact details: _____

Action taken to review Report Form

--

Findings of review

--

Are there reasonable grounds for suspecting money laundering activity? If yes,
please give details.

--

If there are reasonable grounds for suspicion, will a report be made to NCA?
If no, please explain reasons for non-disclosure.

If yes, please complete the following details

Date or report to NCA:

Details of liaison with NCA regarding the report:

Notice period:

Moratorium period:

Is consent required from NCA? Has consent been received?

Date consent given by MLRO to employee for Council to proceed with the transaction

Date consent given by MLRO to employee for any prohibited act transactions to proceed:

Other relevant information

--

Signed _____

Name _____

Date _____

**CUSTOMER DUE DILIGENCE FORM – PRIVATE INDIVIDUAL (TO BE
COMPLETED BY MONEY LAUNDERING REPORTING OFFICER)**

Officer referring customer _____

Contact details for officer _____

Name of individual _____

Address

Date of Birth _____

Telephone number _____

E-mail address _____

Summary of Transactions and role of the individual

--

Evidence of Identity obtained: (photocopies of all evidence should be attached to this form)

--

Face to Face Contact? Yes / No

Is the Client Politically Exposed? Yes / No

Is the transaction by nature high risk? Yes / No

Is further enhanced verification required (if yes to any of the above three questions, enhanced verification is required): Yes / No

If enhanced verification required, please detail all checks performed:

Signed _____

Date _____

BROADLAND DISTRICT COUNCIL

WHISTLEBLOWING POLICY AND PROCEDURE

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EFFECTIVE DATE – tbc following sign off

This policy will be subject to regular review with any significant variations leading to re-presentation of the Policy.

THE WHISTLEBLOWING POLICY

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE COUNCIL'S DISCIPLINARY POLICY AND PROCEDURES, STAFF AND MEMBER CODES OF CONDUCT.

INTRODUCTION TO THE POLICY

1. What is Whistleblowing?

- 1.1 Whistleblowing is the raising of a significant concern. Concerns may cover issues of fraud, misconduct, or illegality, and this policy is designed to ensure that people know how to raise a genuine concern and can do so in the knowledge that they will not face reprisal for their action.
- 1.2 Public Concern at Work (a charity which provides independent advice and information on whistleblowing) draws the following distinction between whistleblowing and pursuing a complaint:

“When someone blows the whistle they are raising a concern about danger or illegality that affects others (e.g. customers, members of the public, or their employer). The person blowing the whistle is usually not directly, personally affected by the danger or illegality. Consequently, the whistleblower rarely has a personal interest in the outcome of any investigation into their concern - they are simply trying to alert others. For this reason, the whistleblower should not be expected to prove the malpractice. He or she is a messenger raising a concern so that others can address it.”

2. What is the purpose of the Whistleblowing Policy

- 2.1 Employees, councillors and others who deal with the Council may be the first to spot things that may be wrong or inappropriate within the Council. However, they might not say anything because they think this would be disloyal, or they might be concerned that their suspicions are unjustified or might turn out to be so after enquiry. They may also be worried that they or someone else might be victimized, or are unclear with whom to raise their concern. However, if the Council has the chance to deal with a potentially serious problem at the earliest opportunity this can minimize the risks before serious damage can be caused to persons, property or reputation. Allegations made under the whistleblowing policy should relate to a matter within the public interest and not in relation to a personal or employment matter.
- 2.2 Members of the public may also have concerns, but be unsure how and when to express them.
- 2.3 Broadland District Council has produced this Whistleblowing Policy to help:
 - Councillors
 - Employees (including temporary and agency staff)
 - Others with whom the Council has dealings (e.g. contractors, partners, suppliers and voluntary organisations), and

- Helping members of the public understand how and when to contact the Council with their concerns.
- 2.4 It is also expected that contractors will be required to have their own whistleblowing policies and arrangements established in accordance with thresholds set in the Council's contract conditions through the tendering process. Where a contractor does not have its own policy, it is expected that the principles and arrangements of the Council's policy and associated procedures will apply.
- 2.5 The Council is committed to maintaining an open culture with the highest standards of honesty and accountability. It takes all inappropriate behaviour very seriously and is committed to investigating any genuine concerns raised.
- 2.6 This policy aims to ensure that any concerns can be raised with confidence and without any worry on the part of the whistleblower about being victimized, discriminated against or disadvantaged in any way as a result.

AIMS AND SCOPE OF THE POLICY

3. What types of concern are covered by the policy?

- 3.1 The Policy aims to:
- encourage you to feel confident in raising serious or sensitive concerns about inappropriate behaviour and to question and act upon concerns;
 - provide avenues for you to raise those concerns and receive feedback on any action taken;
 - ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied; and
 - Reassure you that you will be protected from possible reprisals or victimization if you have a reasonable belief that you have raised any concern in good faith.
- 3.2 Safeguarding is everyone's responsibility and Broadland District Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We take our responsibilities seriously and expect all staff to share this commitment. Anyone who has concerns regarding compliance with the safeguarding policy should use the Council's whistle-blowing procedures in order to ensure matters are addressed.
- 3.2 This policy is intended to deal with serious or sensitive concerns about inappropriate behaviour. The Public Interest Disclosure Act 1998, as amended by the Enterprise and Regulatory Reform Act 2013, sections 17-20, outlines that a "protected" disclosure of a concern is one which demonstrates one or more of the following:
- A criminal offence has been committed, or is likely to be committed
 - Disclosures related to a miscarriage of justice
 - A failure to comply with a legal obligation including safeguarding responsibilities
 - The endangering of an individual's health and safety
 - Unnecessary damage to the environment (for example, by pollution)
 - Deliberate concealment of information relating to any of the above.

- 3.3 Beyond the legal context above, the Council would encourage employees, members of the public, and any other interested parties to raise any significant concerns that they may have, as soon as they are reasonably aware of them. These concerns could be about any aspects of the Council's activities, e.g. with reference to Council employees, Members, or suppliers acting on behalf of the Council, and relate to issues that are either occurring now or likely to happen in the future.

4. What is not covered by the Policy?

- 4.1 The Council has a number of policies and procedures to address other matters, for example:
- Employees' complaints about their terms and conditions of employment. These matters are dealt with through the Grievance Procedure.
 - Instances of bullying and harassment of Council's employees are dealt with through the Bullying and Harassment Policy.
 - Complaints from members of the public about the Council's services. These are dealt with through the Council's Complaints Procedure.
 - Concerns with reference to members should be referred to the Monitoring Officer.
- 4.2 It should be emphasized that this Policy is intended to assist individuals who have discovered malpractice or serious wrong doing, provided they make the disclosure in accordance with the Policy. Individuals who make disclosures outside the arrangements set out here will not be protected under this Policy and may not be protected under the Act.
- 4.3 The Policy is not designed to question financial or business decisions taken by the Council nor may it be used to reconsider any matters that have already been addressed under the harassment, grievance, disciplinary or complaints procedures.

SAFEGUARDS

5. Protecting the Whistleblower and Preserving Confidentiality

- 5.1 In accordance with the Public Interest Disclosure Act 1998, Broadland District Council undertakes to protect, as best it can, an employee who blows the whistle from personal claims, victimisation, harassment or bullying as a result of his or her disclosure. This assurance is not extended to someone who maliciously raises a matter they know are untrue; such instances may be subject to the Council's disciplinary procedures.
- 5.2 The Council recognizes that the decision to report a concern can be a difficult one to make. If you raise your concern based on a reasonable belief and in good faith, you should have nothing to fear because you will be doing your duty to your employer and the public. The Public Interest Disclosure Act 1998 will protect you from dismissal or other detriment.

- 5.3 The Council will, at the request of the whistleblower, keep the nature of concerns confidential. It will not reveal names or positions without permission, unless it has to by law, or an enquiry results in a criminal investigation in which the whistleblower might be required as a witness. Whistleblowers should be aware, however, that the fact that enquiries are being made might, result in their identity becoming known. Where possible, the Council will make you aware if your identity is likely to be compromised through investigation.
- 5.4 All these matters will be explained at the time a concern is raised so the whistleblower can decide whether or not to proceed. The Council will also keep the whistleblower informed if the situation significantly changes.
- 5.5 Any investigations into allegations arising from your whistleblowing will not influence or be influenced by any other personnel procedures to which you may be subject.

6. Anonymous Allegations

- 6.1 The Council encourages whistleblowers to give their name when making an allegation. It will do all it can to protect the whistleblower. Concerns raised anonymously tend to be far less effective and if, for example, the Council does not have enough information, it may not be able to investigate the matter at all.
- 6.2 Also, from a practical point of view, it is impossible to provide protection to a person whose identity is unknown and more difficult to judge whether the concern is made in good faith or maliciously.
- 6.3 If whistleblowers feel that they cannot give their name, the Council will make a judgment on whether or not to consider the matter depending upon such things as:
- The seriousness of the issue;
 - The quality of any documentary evidence submitted with the allegation;
 - Whether the concern is believable; and
 - Whether the Council can carry out a robust investigation based on the information provided to confirm the validity of the original allegation made.

7 Assurances to Third Parties

- 7.1 The assurances provided to employees raising concerns set out in section 5 above cannot be given in the same way to third parties. For example, the Council cannot guarantee protection to employees of third party (contractor) organizations. However, we expect that all contractors are aware of the Council's whistleblowing procedures, and act in accordance with these.
- 7.2 Further, with regard to members of the Public, whilst they are not afforded statutory protection in the same way as employees, the Council is committed to treating all citizens fairly. Raising a concern under this policy will not affect the rights of any council citizens as set out within Part 1 of the Council's Constitution.

8. Untrue Allegations

- 8.1 If a whistleblower makes an allegation which they believe is true, but it is not confirmed by an investigation, the Council will not take any action against them.
- 8.2 However, if a whistleblower makes a deliberately false or malicious allegation which they know is untrue, the Council will take appropriate disciplinary or legal action against them. Allegations of this nature are not protected by the Public Interest Disclosure Act 1998.

RESPONSIBILITY FOR WHISTLEBLOWING

9. Responsible Officer for Whistleblowing

- 9.1 The Council's Monitoring Officer is the Senior Officer in the Council who can take an independent view of any concerns raised. A record of concerns raised will be maintained and the outcomes will be reported as necessary, see 10.1 below (in a format to protect your confidentiality). Other Senior Officers in the Council support the Monitoring Officer in this role, as set out at **Appendix 1**.
- 9.2 All concerns raised will be handled in line with the Whistleblowing Procedural Guidance, as attached to this policy.

10. Responsibility for the Whistleblowing Policy

- 10.1 All concerns raised and the outcomes will be reported to the Audit Committee, by the Head of Internal Audit, annually in a form that does not endanger confidentiality. However, if no concerns are raised no report will be provided.
- 10.2 This policy is to be reviewed at least every 3 years by the Head of Internal Audit (or more frequently if required by changes to statutory legislation) and the following parties will be consulted prior to finalising and submitting the Policy to Cabinet for subsequent approval:
- Senior Council Officers responsible for receiving whistleblowing concerns
 - The Corporate Management Leadership Team
 - The Audit Committee
- 10.3 On an annual basis, **Appendix 1** of the policy, which provides details of the key parties responsible for whistleblowing, shall be reviewed by the Head of Internal Audit to ensure that details remain relevant and up-to-date. This review will not require re-endorsement of the policy.
- 10.4 The Head of Internal Audit is also responsible for making staff aware of the Policy's requirements through training and publicising initiatives.

THE WHISTLEBLOWING PROCEDURE

HOW TO RAISE A CONCERN

11. Guidance for Members of the Public, Contractors, Councillors and Partners

11.1 Members of the Public, Contractors, Councillors and those involved with partner organization who suspect a Council Employee, another Councillor, Organisational Partners or other Contractors (in their dealings with the Council) of impropriety or illegality should contact one of the following:

- The Managing Director
- The Monitoring Officer
- The Deputy Monitoring Officer
- The Head of Internal Audit
- The Senior Fraud and Inspections Officer

11.2 If your concern relates to the Managing Director, this should be raised with the Leader of the Council (or the Deputy Leader of the Council if the Leader is unavailable) or Ernst and Young, as the Council's External Auditor. Conversely, if your concern relates to the Monitoring Officer, the Deputy Monitoring Officer or the Head of Internal Audit, this should be referred to the Managing Director.

All contact details are included within **Appendix 1** of the whistleblowing policy.

12. Guidance for Employees

12.1 Whistleblowers should not attempt to investigate any concern themselves, but raise their concern using one of the avenues shown below.

12.2 A Council employee should first raise a concern with their manager or Director. Guidance to employees on how to proceed is contained in the document "**Checklist for employees - How to react to concerns of inappropriate behaviour**" – see **Appendix 3**.

12.3 Guidance to managers on how to deal with a concern is contained in the document "**Checklist for Managers – How to react to concerns of inappropriate behaviour**" – see **Appendix 4**.

12.4 If the employee feels that it is inappropriate to raise a concern with their manager or Director given the person involved and/or the seriousness or sensitivity of the matter, contact should be made with one of the following officers

- The Managing Director
- The Monitoring Officer
- The Deputy Monitoring Officer
- The Head of Internal Audit
- The Senior Fraud and Inspections Officer

These officers can also provide advice and guidance on how concerns may be pursued.

- 12.5 If your concern relates to the Managing Director, then this matter can be raised with the Leader of the Council (or the Deputy Leader of the Council if the Leader is unavailable) or Ernst and Young, as the Council's External Auditors. Conversely, if your concern relates to the Monitoring Officer, the Deputy Monitoring Officer, the Head of Internal Audit, or the Senior Fraud and Inspections Officer, this should be referred to the Managing Director .
- 12.6 Whistleblowers are encouraged to raise concerns promptly and where possible in writing, giving as much information as possible, such as relevant background, names, dates, places and the reason for their concern. In addition, any evidence to support the concern / suspicions should also be attached... **Appendix 5** to these procedures provides a form that can be utilised as a starting point. However, concerns can be raised by telephone or by meeting the appropriate officer. The earlier you express the concern the greater the likelihood that an appropriate intervention may be made, to minimize the risk, impact or continuation of the concern in question.
- 12.7 Although it will not be necessary to prove beyond doubt that an allegation is true, a whistleblower will be expected to demonstrate that there are reasonable grounds for voicing their concern.
- 12.8 Any whistleblower will be asked to declare any personal interest they may have in the concern being raised.
- 12.9 In matters concerning the health, safety and welfare of those on our premises (whether members of staff, contractors or visitors) anyone, including an elected safety representative, who becomes aware of a hazard (actual or potential) or dangerous occurrence should immediately notify the Corporate Health and Safety Advisor, before contacting any outside body, to ensure that immediate action can be taken if necessary to deal with the hazard. Contact can be made by telephone, email or the sending of a written report as appropriate to the situation.

13. Sources of Support for the Whistleblower

- 13.1 You may wish to discuss your concerns with a friend or colleague first. You may then find it easier to raise a concern if others share the same experiences or concerns.
- 13.2 For employees, trade union representatives can give general support and advice, or act on their behalf if this would help. This could be useful, particularly if the employee wishes to remain anonymous, to the extent that is possible.
- 13.3 The Council will encourage the trade unions to support any member of staff who raises a concern with them.
- 13.4 The Council further welcomes any member of staff to consult with Public Concern at Work if they are not sure about whistleblowing. Public Concern at Work is an independent charity which provides confidential support and advice to whistleblowers through a telephone helpline and the internet. Further details for Public Concern at Work are included in **Appendix 1**. In addition, a summary regarding the remit of Public Concern at Work is included at **Appendix 2**.

14. How the Council will respond

- 14.1 Whoever you raise your concerns with, and whether the concern is made by an employee, member of the public, contractor, Councillor or partner, an impartial person will be appointed to investigate your concern and you will be informed of who this is. Confidentiality will be maintained in accordance with section 5 of this policy.
- 14.2 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate, and, if so, what form it should take. The overriding principle which the Council will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, harassment or discrimination issues) will normally be referred for consideration under those procedures.
- 14.3 Following these initial enquiries the Council will respond to your concerns as appropriate and establish whether or not:
- your concerns should be considered under this policy;
 - your concerns can be allayed satisfactorily without invoking a formal investigation;
 - no further investigation is necessary;
 - your concerns may be resolved by other mechanisms or action e.g. mediation, training or review; or
 - there is sufficient substance behind your concerns to trigger an investigation.
- 14.4 Where there is sufficient evidence behind the concerns to trigger an investigation the concern will:
- be investigated by management or internal audit; or
 - be referred to the police; or
 - be referred to the external auditor; or
 - form the subject of an independent inquiry.
- 14.5 Some concerns may be resolved by action agreed with you without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.
- 14.6 Within 10 working days of a concern being raised, the person appointed to investigate your concern will contact you (in a way which does not arouse suspicions in your workplace):
- acknowledging that the concern has been received;
 - indicating how we propose to deal with the matter;
 - giving an estimate of how long it will take to provide a final response;
 - telling you whether any initial enquiries have been made;
 - supplying you with information on staff support mechanisms;
 - advising you of your entitlement to seek advice and representation from your trade union representative;
 - telling you whether further investigations will take place and if not, why not; and
 - to agree with you how to proceed if you have chosen to remain anonymous.

- 14.7 The Council will do what it can to minimise any difficulties, which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Council will arrange for you to receive advice about the procedure and other appropriate support.
- 14.8 Once the person appointed to investigate your concern has completed their investigations, they will produce a written report that sets out:
- the background to the whistleblowing concern;
 - the findings of fact and associated evidence;
 - the decision and reasons for the decision; and
 - the recommendations and associated action plan.
- 14.9 The Council accepts that you need to be assured that the matter has been properly addressed. Subject to legal constraints and any confidentiality or other issues, we will inform you of the outcome of any investigation.

15 Withdrawing your allegation

- 15.1 You have the right to withdraw any allegation previously made under this policy and procedure. You should think very carefully before taking this course of action, bearing in mind an investigation may have started and you may need to explain this change of decision.
- 15.2 If it is considered appropriate, despite the complainant withdrawing the allegation, the investigation of the allegation may continue if it is deemed necessary.

16 Raising issues with an External Party

- 16.1 This Policy seeks to encourage you to raise concerns directly with the Council. However, there may be situations where you feel it is inappropriate to raise the concern internally, or unable to do so. Alternatively, you may have already raised a concern and are dissatisfied with the outcome. In these situations, there are a number of other parties to whom you may turn:
- The National Audit Office
 - Relevant Regulatory Organizations (e.g. the Environment Agency, Health and Safety Executive or Local Government Ombudsman)
 - The Police (where a criminal matter is involved)
 - Public Concern at Work

Contact details for all parties are included within **Appendix 1**.

- 16.2 Before consulting an external party, the Council recommends that the whistleblower seeks independent legal advice (disclosure to a legal advisor is protected by law). The law most readily protects disclosures that are seen to be “reasonable”, i.e. disclosures that are made within the Council or to an appropriate regulator at an early stage. If the matter is taken outside of the Council, the whistleblower should ensure they do not disclose information about a third party that may be covered by a duty of confidentiality (e.g. commercially sensitive information or personal, private data). It is recognised that potentially the Public Interest Disclosure Act and the Data Protection Act could have

some bearing on disclosures, however one statute does not overrule the other and both must be complied with, and thus each case would need to be considered on its individual merits.

- 16.3 If you do take the matter outside the Council, you should ensure that you do not disclose confidential information. If you do this then you may need to check whether the information is confidential. Depending on the nature of the information, it may be confidential to Broadland District Council, commercially sensitive to a third party or personal and private to an individual.

Contacts for Whistleblowing**Raising concerns internally**

<u>Managing Director</u>	Trevor Holden mdtobdcandsnc@s-norfolk.gov.uk 01508 533601
<u>Monitoring Officer</u>	Emma Hodds emma.hodds@broadland.gov.uk 01508 533791
<u>Deputy (s)</u>	Linda Mockford Linda.mockford@broadland.gov.uk 01603 430424 Emma Goddard egoddard@s-norfolk.gov.uk 01508 533943 Sue White swhite@broadland.gov.uk 01508 533800
<u>Head of Internal Audit</u>	Faye Haywood fhaywood@s-norfolk.gov.uk 01508 533873
<u>Senior Fraud and Inspections Officer</u>	Ian Kerrison ian.kerrison@broadland.gov.uk 01603 430406
<u>Leader of the Council</u>	Shaun Vincent 07763 690815 Cllr.shawn.vincent@broadland.gov.uk

Raising Concerns Externally

Public Concern at Work - www.pcaw.org.uk For support with how to raise concerns, and action to take in relation to all matters of malpractice and/or wrong doing.	3 rd Floor, Bank Chambers 6 – 10 Borough High Street London SE1 9QQ 020 7404 6609 whistle@pcaw.org.uk
Ernst and Young – External Auditors For issues relating to financial probity and governance	One Cambridge Business Park Cambridge CB4 0WZ 01223 394400
The Local Government Ombudsman –	PO Box 4771

<p>www.lgo.org.uk The Commission for Local Administration in England</p> <p>For Complaints against Councils – will cover all complaints</p>	<p>Coventry CV4 0EH</p> <p>0300 061 0614</p>
<p>Norfolk Constabulary – www.norfolk.police.uk</p> <p>For all breaches of the law (except as noted below)</p>	<p>Operations and Communications Centre Jubilee House Falconers Chase Wymondham Norfolk NR18 OWW</p> <p>0845 456 4567</p>
<p>Serious Fraud Office – www.sfo.gov.uk</p> <p>Fraud and Corruption issues</p>	<p>2 -4 Cockspur Street London SW1Y 5BS</p> <p>confidential@sfo.gsi.gov.uk</p>
<p>National Crime Agency www.nationalcrimeagency.gov.uk For Money Laundering Issues</p>	<p>Units 1 - 6 Citadel Place, Tinworth Street, London SE11 5EF 0370 496 7622</p>
<p>The Health and Safety Executive – www.hse.gov.uk</p> <p>For Health and Safety contraventions</p>	<p>Rosebury Court 2nd Floor St Andrews Business Park Norwich Norfolk NR7 0HS</p>
<p>The Environment Agency – www.environment-agency.gov.uk</p> <p>For environmental crimes</p>	<p>National Customer Contact Centre PO Box 544 Rotherham S60 1BY</p> <p>03708 506 506</p>
<p>National Benefit Fraud Hotline</p>	<p>0800 854 440</p>
<p>National Audit Office</p>	<p>Investigation-team@nao.gsi.gov.uk 020 7798 7000 (main switchboard)</p>

PUBLIC CONCERN AT WORK

Public Concern at Work (PCaW) is the independent authority on public interest whistleblowing. Established as a charity in 1993 following a series of scandals and disasters, PCaW has played a leading role in putting whistleblowing on the governance agenda and in developing legislation in the UK and abroad. All their work is informed by the free advice they offer to people with whistleblowing dilemmas and the professional support they provide to enlightened organisations.

They have four activities. They:

- offer free, confidential advice to people concerned about crime, danger or wrongdoing at work;
- help organisations to deliver and demonstrate good governance;
- inform public policy; and
- Promote individual responsibility, organisational accountability and the public interest.

They do:

- ✓ advise how to raise concerns
- ✓ explain the public interest
- ✓ separate message from messenger
- ✓ provide an impartial, objective view

They don't

- ✗ duck difficult questions
- ✗ claim we have all the answers
- ✗ litigate or investigate
- ✗ encourage anonymous informing

Whistleblowing dos and don'ts as publicised by Public Concern at Work

Do:

- Keep calm;
- Think about the risks and outcomes before you act
- Remember you are a witness, not a complainant
- Phone us for advice - 020 7404 6609!

Don't:

- Forget there may be an innocent or good explanation
- Become a private detective
- Use a whistleblowing procedure to pursue a personal grievance
- Expect thanks

CHECKLIST FOR EMPLOYEES

HOW TO REACT TO CONCERNS OF INAPPROPRIATE BEHAVIOUR

The action you take when you suspect inappropriate behaviour may have happened, or be about to happen, can be crucial. Inappropriate behaviour is described in the Council's Whistleblowing Policy as:

- Any criminal offence, particularly fraud or corruption
- Disclosures related to a miscarriage of justice
- A failure to comply with a legal obligation
- The endangering of an individual's health and safety
- Unnecessary damage to the environment (for example, by pollution)
- Deliberate concealment of information relation to any of the above

Following these simple rules should help the Council in carrying out enquiries into any concerns you have.

DO

- ✓ **Make an immediate note of your concerns.**
Note all relevant details, such as what was said in telephone or other conversations, the date, time and the names of any parties involved.
- ✓ **Convey your suspicions to someone with the appropriate authority and experience in accordance with the Council's Whistleblowing Policy.**
- ✓ **Deal with the matter promptly if you feel your concerns are warranted.**
Delay may cause the Council to suffer further financial loss or make further enquiry more difficult.

DON'T

- ✗ **Do nothing.**
- ✗ **Be afraid of raising your concerns.**
You will not suffer any recrimination from the Council as a result of voicing a reasonably held suspicion. The Council will treat the matter sensitively and confidentially, and will take reasonable steps to protect anyone who raises a well-intentioned concern.
- ✗ **Approach or accuse any individuals directly.**
- ✗ **Try to investigate the matter yourself.**
There are special rules surrounding the gathering of evidence. Any attempt to gather evidence by people who are unfamiliar with these rules may weaken or destroy any future prosecution should that be thought appropriate.
- ✗ **Convey your suspicions to anyone other than those indicated in the Council's Whistleblowing Policy.**

The Public Interest Disclosure Act 1998 - will protect you from any reprisals as long as you meet the rules set out in the Act. The rules are:

- **You must disclose the information in good faith**
- **You must reasonably believe it to be substantially true**
- **You must not seek any personal gain**

GUIDANCE FOR MANAGERS

HOW TO REACT TO CONCERNS OF INAPPROPRIATE BEHAVIOUR

The action you take when you identify, or are made aware of, suspected inappropriate behaviour can be crucial in determining the success of any subsequent enquiries. Inappropriate behaviour is described in the Council's Whistleblowing Policy as:

- Any criminal offence, particularly fraud or corruption
- disclosures related to a miscarriage of justice
- A failure to comply with a legal obligation
- The endangering of an individual's health and safety
- Unnecessary damage to the environment (for example, by pollution)
- Deliberate concealment of information relating to any of the above

Following these simple rules will help to ensure that matters are properly handled. As a manager you should familiarise yourself with both the Council's Strategy to help fight Fraud and Corruption and its Whistleblowing Policy

DO

- ✓ **Be responsive to employees' concerns.**
As part of the Council's anti-fraud and corruption culture, you should encourage employees to voice any reasonably held suspicion. As a manager you should treat all employees' concerns seriously and sensitively.
- ✓ **Note details.**
Get as much information as possible from the employee reporting the suspicion and encourage them to record this in writing. If the employee has made any notes, request access to these
Note any documentary evidence which may exist to support the allegations made, but do not interfere with this evidence in any way.
- ✓ **Evaluate the allegation objectively**
Before you take the matter further determine whether any suspicions appear to be justified.
Be objective when evaluating the issue. Consider the facts as they appear based on information you have to hand.

If in doubt, report your suspicions anyway.
If you consider that no further action is necessary, you should still record your decision and also inform the Head of Internal Audit of the original notification details.
- ✓ **Advise the appropriate person**
If you feel that a suspicion is justified advise an appropriate officer in accordance with the Council's Whistleblowing Policy
- ✓ **Deal with the matter promptly if you feel your concerns are warranted.**

Delay may cause the Council to suffer further financial loss or make further enquiry more difficult.

DON'T

✗ Ridicule suspicions raised by employees

The Council cannot operate an effective anti-fraud and corruption culture or Whistleblowing Policy if employees are reluctant to pass on their concerns to management due to fear of ridicule or recrimination.

You need to ensure that all employee concerns are given a fair hearing. You should reassure employees that they will not suffer recrimination by raising any reasonably held suspicion.

✗ Approach or accuse any individuals directly

✗ Convey your suspicions to anyone other than those indicated in the Council's Whistleblowing Policy

✗ Try to investigate the matter yourself

Investigations by employees who are unfamiliar with the requirements of evidence are highly likely to jeopardise a successful outcome. They may also alert the suspect and result in the destruction of evidence.

Your primary responsibility is to report the issue and all associated facts to the appropriate officer, wherever possible.

WHISTLEBLOWING FORM

Please complete this form and email it to:

Emma.hodds@broadland.gov.uk

Alternatively this can be sent to:

Monitoring Officer

Strictly Private and Confidential

Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Norwich NR7 0DU

Name:
Address or contact details:
Telephone:
Best time to contact you:

Person assisting you (e.g. relative, friend, union official (if appropriate):
Address or contact details:
Telephone:

Details of your concern (please continue on a separate sheet if necessary and attach any evidence supporting your concern):

Signature: _____

Date: _____



AUDIT COMMITTEE

Minutes of a remote meeting of the Audit Committee of Broadland District Council, held on Thursday 11 March 2021 at 10.00am.

Committee Members Present: Councillors: G Nurden (Chairman), P Bulman, A Crotch, S Holland and K Vincent

Other Members in Attendance: Councillors: D King and M Murrell

Officers in Attendance: The Assistant Director of Finance (R Fincham), the Assistant Director of Governance and Business Support (E Hodds), the Internal Audit Manager (F Haywood) and the Corporate Fraud Officer (I Kerrison)

Also in Attendance: Mr M Hodgson, from Ernst & Young (EY)

67 MINUTES

The minutes of the meeting of the Audit Committee held on 26 November 2020 were agreed as a correct record.

68 MATTERS ARISING

Minute No: 54 – Matters Arising

Members noted that the Cybercrime training was now available online for members to complete, through the Skillsgate platform.

Officers advised that the Risk Management training was still in development and that it would include a session exclusively for members of the Audit Committee, and a separate session for staff.

69 ANNUAL REPORT OF THE AUDIT COMMITTEE

The Internal Audit Manager presented her report, which outlined the work the Committee had undertaken throughout the year, which included:

- Risk Management Policy
- Annual Governance Statement 2019/20
- Statement of Accounts 2019/20
- External Audit
- Internal Audit
- Strategic Risk Register

The Chairman thanked the Internal Audit Manager for her report.

Following a vote, it was unanimously,

RESOLVED

To recommend that Council approves the content of the Annual Report of the Audit Committee.

70 AUDIT COMMITTEE SELF-ASSESSMENT

The Internal Audit Manager introduced the report, which detailed the self-assessment undertaken for the Audit Committee. She advised members that she had completed the self-assessment in consultation with the Chairman, following the exercises carried out by the Committee last year, and that members were requested to review the checklist at Appendix 1, to ensure that it was an accurate reflection of the operations of the Committee.

During the review of Appendix 1, the Committee noted that:

- Members had received the CIPFA Skills and Knowledge Matrix, so question 15 (Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?) could be amended to a 'yes'
- Members felt that question 18 (Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?) could be changed to 'yes' as they felt feedback was already provided by other members when the Audit Committee minutes and Annual Audit report were presented at Council.

Members agreed that the question "Supporting the establishment of arrangements for the governance of risk and for effective arrangements to manage risks" should remain at a grade 3 until the Committee had received Risk Management training, at which point the score could be moved to a grade 4.

RESOLVED

To note the checklist at Appendix 1 of the report.

71 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY

The Internal Audit Manager presented her report which advised members on the progress made towards the delivery of the Annual Internal Audit Plan and summarised the work undertaken during this period, as well as the number of days that programmed work had been completed.

In response to a query on the cause of contract delays, the Internal Audit Manager advised that there were numerous reasons which included:

- Quality assurance processes (e.g. delays when obtaining manager approval)
- Resources and Audit completion delays (could be due to sickness or information provided late)

In response to a request for clarification on how officers verified changes to the bank details of suppliers, the Internal Audit Manager explained that officers contacted suppliers by telephone using numbers either already held on the Council's system or those provided on the supplier's website. She noted that whilst cyber fraud was an increasing risk, members could be reassured that officers received training which was regularly updated.

In response to a query about an outstanding recommendation relating to purchase orders, the Assistant Director of Finance informed members that this work had been completed as far as was possible, and that the number of payments made without a purchase order had now significantly reduced. The Internal Audit Manager agreed to update members on the status of this recommendation at its next meeting.

Concern was raised by members that assurance mapping responses were not received by all departments. The Assistant Director of Finance assured members that responses were received from all the key service areas, and that Internal Audit felt that this response was sufficient given the pressure of the pandemic on the Council.

RESOLVED

To note the progress in completing the Internal Audit Plan of work and the outcomes of the completed audits for the 2020/21 financial year.

72 FRAUD POLICIES REVIEW

The Corporate Fraud Officer outlined his report which presented the new Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy, and the Whistleblowing Policy for members to review and recommend to full Council. He informed members that these policies had been re-drafted to take into account current best practice.

The Assistant Director of Governance and Business Support advised members that the new Whistleblowing Policy put more opportunities in place for staff, contractors, auditors, etc to raise any concerns.

In response to a question about removing references to the Euro from the Anti-Money Laundering Policy, the Corporate Fraud Officer explained that this was not possible as the UK was still adhering to EU legislation regarding money laundering at the current time.

In response to queries regarding member access to these policies, the Assistant Director of Governance and Business Support advised that once these policies had been approved by Council, they would be available on the Council's website and on members' iPads; she further advised that training on these policies would be made available to members and officers via Skillsgate.

RESOLVED

To recommend to Council the adoption of the following amended policies:

- Counter Fraud, Corruption and Bribery Policy.
- Anti-Money Laundering Policy
- Whistleblowing Policy.

73 ANNUAL AUDIT LETTER

Mr M Hodgson from EY, presented the Annual Audit Letter and informed the Committee that no risks had been identified in the report.

In response to a number of questions regarding the increased audit fees and the increased amount of work undertaken, Mr Hodgson informed the Committee that the increase of £18,215 to the scale fee had not been finalised as it was still with the PSAA for determination. The fees for the additional work provided had been discussed between EY and the Assistant Director of Finance and reflected the one-off work that needed to be undertaken as a result of the pandemic.

The Chairman thanked Mr Hodgson for presenting his report to the Committee.

RESOLVED

To note the Annual Audit Letter for the year ended 31 March 2020

74 WORK PROGRAMME

The Committee noted the Work Programme.

The Chairman felt that the July 2021 Meeting had a full agenda and requested if an additional meeting could be scheduled and some of the items brought forward.

The Internal Audit Manager agreed to review the Work Programme and discuss future meeting dates with Democratic Services.

(The meeting concluded at 11.04 am)

Chairman

ANNUAL REPORT OF THE AUDIT COMMITTEE

Report Author: Faye Haywood
Internal Audit Manager
01508 533873
fhaywood@s-norfolk.gov.uk

Portfolio: Finance

Wards Affected: All

Purpose of the Report:

This report summarises the work of the Audit Committee during 2020/21, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.

Recommendations:

1. To recommend that Council approves the content of the Annual Report of the Audit Committee.

1 SUMMARY

- 1.1 The Terms of Reference of the Audit Committee require 'A formal Annual Report of the Committee's work and performance during the year to Council.'
- 1.2 The purpose of this report is, therefore, to summarise the work of the Audit Committee during 2020/21, confirm that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.
- 1.3 Thus, this report looks back over 2020/21 and examines the range of reports which have been brought to the attention of the Committee by various parties, Senior Management, Internal Audit and External Audit.

2 BACKGROUND

- 2.1 Broadland District Council's Audit Committee has been meeting on a regular basis since its inaugural meeting on the 23 August 2012, following approval of the Terms of Reference by Council.
- 2.2 The Committee was established to play a pivotal role in the delivery of corporate governance at the authority, improve standards of internal control, review financial information including such items as the Annual Statement of Accounts, and to allow for more specialist consideration to be given to Internal and External Audit related matters, and Risk Management provisions. This wide-ranging remit ensures that the Committee is meeting best practice.
- 2.3 This is the ninth year that an Annual Report has been produced, which sets out to analyse the work of the Audit Committee and in doing so fulfil the requirements within the Terms of Reference of the Committee and to demonstrate compliance with best practice.

3 CURRENT POSITION

- 3.1 The Committee will have met on four occasions for 2020/21, meetings have already taken place in (July 2020, October 2020, and November 2020). A further meeting is scheduled for March 2021. A review of the minutes from meetings highlights that attendance by Members is high, with apologies provided where needed and substitutes attending as appropriate. There has also been a consistently strong level of officer support throughout the year, with regular representation from Finance, Internal Audit, the Council's External Auditors and officers attending to present reports as required.
- 3.2 The work programme of the Committee has been impacted in by the Covid-19 pandemic, with these meetings being temporarily paused whilst the Council focused its efforts on the initial response to the Covid-19 pandemic. Once the Council had found a good solution for remote meetings, the Committee began meeting again with its first remote meeting being held in July 2020.

- 3.3 The Terms of Reference of the Audit Committee are established in the Constitution and emphasise how the Committee is to champion governance arrangements at the authority and follow best practice.
- 3.4 The Committee also ensures that it operates to the highest standards, and with this in mind, a self-assessment exercise is undertaken. The assessment ensures that the Committee continues to meet best practice and identifies where improvements would be beneficial.
- 3.5 The Committee is due to carry out its annual self-assessment exercise again at the March 2021 meeting.
- 3.6 Finally, a rolling work programme is in place which is reviewed and discussed at each meeting, to ensure reports are considered and received by the Committee at appropriate times over the course of the year.

Overview of key items considered and reviewed

3.7 Risk Management Policy

At the July meeting of the Audit Committee, the Committee considered a new Risk Management Policy, to be used to guide officers, managers and members, regarding the risk appetite of the Council and the approach to be taken in relation to the assessment of risk, the management of risk and the associated actions being taken by the Council. The Policy was initially reviewed in July 2020 with some points of clarification being sought by the Committee which were actioned by The Internal Audit Manager. The new Policy was endorsed by Cabinet on 29 September 2020 and approved by Council on 19 November 2020.

3.8 Annual Governance Statement 2019/20

The Annual Governance Statement was considered at the July 2020 meeting where Members considered the current governance arrangements of the Council. Some amendments were requested by the Committee. These were actioned and the statement approved at the October 2020 meeting.

3.9 Statement of Accounts 2019/20

The draft Statement of Accounts were reviewed by the Committee at its July 2020 meeting before they were brought back to the Committee for final approval and publication in November 2020. The timetable for review and sign off of the accounts were heavily impacted on by the Covid-19 pandemic.

3.10 External Audit

The reports received by External Audit this year, and the timing of these have been impacted on by the Covid-19 pandemic.

Ernst & Young (EY) has experienced significant resource challenges resulting in delays to external audit work. The accounts were published as required by Broadland but not signed off by EY within the deadline. The Committee met in November 2020 to finalise the 2019/20 Statement of Accounts, and to consider the Audit Results Report.

3.11 Internal Audit

On an annual basis the Committee reviews and approves the Strategic and Annual Internal Audit Plan for the forthcoming year. The Committee then regularly receives updates on the progress of the completion of the plan of work and the position with the action taken by management to progress audit recommendations. Finally, at the end of the financial year, the Annual Report and Opinion of the Head of Internal Audit is considered by the Committee in terms of the conclusions made in relation to the adequacy and effectiveness of the Council's framework of governance, risk management and control.

The Audit Plan was revised in July 2020, in response to the unprecedented circumstances relating to the Covid-19 pandemic, with the majority of audits moving to quarters 3 and 4 for the period 2020/21, and a reduction in coverage also being agreed by the Committee.

The Committee have also been supportive of the Internal Audit Manager in the review and encouragement for completion of the internal audit recommendations. At the meeting in October 2020 the Managing Director was requested to attend and explain to the Committee the reason for delays on the implementation of the historic internal audit recommendations. Each recommendation was reviewed in turn and it was encouraging to see further action that had been taken. The Committee will continue to keep a close eye on the progress by management in implementing audit recommendations.

3.12 Strategic Risk Register

Following adoption of the Risk Management Policy the Committee received a first version of the Strategic Risk Register at its meeting in October 2020. There was a good level of discussion regarding the risks and robust challenge was provided, with officer requested to take on board the comments and provide a more balanced risk register to their next meeting.

The revised Strategic Risk Register was presented at the meeting in November 2020 and the Committee noted the amendments to the register.

4 PROPOSED ACTION

- 4.1 To note the work of the Audit Committee during 2020/21 and approve the contents of the Annual Report.

5 OTHER OPTIONS

- 5.1 Not applicable to this report.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** –not applicable to this report.
- 6.2 **Legal Implications** – not applicable to this report.
- 6.3 **Equality Implications** – not applicable this report.

6.4 **Environmental Impact** – not applicable to this report.

6.5 **Crime and Disorder** – not applicable to this report.

6.6 **Risks** - not applicable to this report.

7 CONCLUSION

7.1 This report highlights that the Committee continues to operate in accordance with best practice. It plays an important part in the Council's governance framework, remaining an active Committee and ensuring that it delivers its remit and reviews a wide range of items, providing an appropriate level of support.

8 RECOMMENDATION

8.1 To recommend that Council approves the content of the Annual Report of the Audit Committee.

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Planning Committee

DECISIONS ON APPLICATIONS – 24 FEBRUARY 2021

App'n No	Location	Description of Development	Decision
20200202	Land at Green Lane East, Little Plumstead	Development of up to 130 market and affordable dwellings, a 92 bed extra care independent living facility (use class C3) and a medical centre (use class D1) with all matters reserved except access (Outline)	Authority delegated to the Assistant Director Planning to APPROVE subject to the satisfactory completion of a Section 106 Agreement, further agreement of terms in relation to triggers for the delivery of the extra care housing and subject to conditions
20200640	Land at Manor Park, Drayton	Erection of 267 Dwellings with associated vehicular access, landscaping, open space, car parking and pedestrian links	Authority delegated to the Assistant Director Planning to APPROVE subject to the completion of a Section 106 agreement and conditions.
20202268	Dairy Farm, Wroxham Road, Coltishall	Demolition of existing barn and replacement with two dwellings and associated garages plus private drive	APPROVED subject to conditions
20202317	Woodview, 81 Fakenham Road, Great Witchingham	Sub-division of plot and erection of 2 detached dwellings with garaging and new vehicular access	APPROVED subject to conditions

Planning Committee

DECISIONS ON APPLICATIONS – 24 MARCH 2021

App'n No	Location	Description of Development	Decision
20201679	Royal Norwich Golf Club, Drayton High Road, Hellesdon	Reserved matters application for appearance, scale, landscaping and layout following outline planning permission 20151770 (as amended by S73 Permission 20171514 (for up to 1000 dwellings)), for Phase 2 comprising 157 dwellings and associated works including open space, sustainable urban drainage systems, landscaping, infrastructure and earthworks	APPROVED subject to conditions
20201275	Fengate Farm, Marsham	Erection of 5 new dwellings in lieu of conversion of agricultural buildings to 5 dwellings granted under prior notification application 20181827	Authority delegated to the Assistant Director Planning to APPROVE subject to conditions and completion of a Section 106 Agreement with Heads of Term
20210135	12 Grange Close, Old Catton	Proposed rear orangery/garden room and associated internal alterations	APPROVED subject to conditions

Planning Committee

DECISIONS ON APPLICATIONS – 21 APRIL 2021

App'n No	Location	Description of Development	Decision
20201776	Land north of The Street, Cawston	Ground mounted solar farm including associated infrastructure	REFUSED
20191920	East of Manor Road and South of Newton Street, Newton St Faith	Outline Application for Residential Development for 19 Dwellings (Amended Description)	Authority delegated to the Assistant Director Planning to APPROVE subject to completion of a Section 106 Agreement and conditions.
20202295	Hall Farm, Whitetop Lane, Blicking	Development of new glamping site with 10 accommodation structures on land currently used as horse paddocks (previously arable land)	Authority delegated to the Assistant Director Planning to APPROVE subject to a flood risk assessment and conditions
20202182	White House Farm, Salhouse Road, Sprowston	Proposed siting of 2 portable cabins within courtyard to accommodate new small businesses	APPROVED subject to conditions

OUTSIDE ORGANISATIONS - FEEDBACK FROM REPRESENTATIVES

Report Author: Emma Hodds
Assistant Director Governance and Business Support,
Monitoring Officer for BDC
01508 533791
ehodds@s-norfolk.gov.uk

Portfolio: Leader (Policy)

Wards Affected: All

Purpose of the Report:

The purpose of this report is to receive feedback from members on their representation on outside bodies.

Recommendation:

To note the report

Cllr J Ward - Report from the Norfolk Arts Forum Executive Meeting 18.2.21

The meeting was chaired by County Councillor Margaret Dewsbury. There were a number of presentations as follows:-

“Look Sideways East” by Jonathan Goodacre

This Cultural Tourism Project explored the impact of Lockdown and emphasised the importance of Culture in Tourism post lockdown.

“Celebrating Culture 2021” by Caroline Mayers

This is a 12 month PR and digital marketing campaign led by New Anglia Culture Board covering both Norfolk and Suffolk, looking at the potential for cultural events later in 2021.

“Norfolk Employment Incentive Scheme” by Kerry Dunham & Louisa Kiddell of Norfolk County Council.

They explained the Delegated Grant Scheme and Employer Training Incentive Programme which supports SMEs looking to diversify and grow with grants of up to £1500. Details from ETIP@Norfolk.gov.uk

“New Anglia Culture Board & Arts Council East Update by Stephen Crocker (CEO Norwich Theatre)

The Arts Council is under pressure from the large number of grant requests and the 10 Year Delivery Plan will be delayed.

“Cause 4” by Director David Johnson

Cause 4 runs a Trustee Leadership Programme and a Creative Enterprise Programme and gives advice on fundraising.

Details at www.cause4.co.uk

Cllr S Pruttom – Norfolk Health Overview and Scrutiny Committee - Report from the Meeting on 18 March 2021

Much of the meeting was devoted to a series of updates from representatives of the Queen Elizabeth Hospital NHS Foundation Trust, King’s Lynn.

Staff members continue to provide admirable services to all patients from paediatrics through to ICU in a building that is in a woeful state of dis-repair. For example, they are working round 131 ceiling props in 41 areas and technical checks have to be carried out on a daily basis. In the support of the QEH, NHOSC agreed to:-

- (1) Write to Norfolk MPs and the Secretary of State for Health and Social Care about the condition of the QEH building and the need for funding for a new hospital. Details of the risks to the local population and the cost of mitigation measures to be included.
- (2) Recommend that Norfolk and Suffolk NHS Foundation Trust liaises with the QEH to provide joined up community mental health services to support staff.