

Cabinet

Agenda

Members of the Cabinet:

Cllr J Fuller (Chairman)
Cllr K Mason Billig (Vice Chairman)
Cllr A Dearnley
Cllr R Elliott
Cllr G Minshull
Cllr L Neal
Cllr A Thomas

Leader, External Affairs and Policy
Governance and Efficiency
Finance and Resources
Customer Focus
Clean and Safe Environment
Stronger Economy
Better Lives

Date & Time:

Tuesday 19 April 2022
9.00 am

Place:

To be held in the Council Chamber at South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE

Contact:

Claire White tel (01508) 533669
Email: committee.snc@southnorfolkandbroadland.gov.uk
Website: www.southnorfolkandbroadland.gov.uk

PUBLIC ATTENDANCE:

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

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

If a member of the public would like to observe the meeting in person, or speak on an agenda item, please email your request to committee.snc@southnorfolkandbroadland.gov.uk, no later than 5.00pm on Thursday 14 April 2022.

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.

Public Speaking and Attendance at Meetings

All public wishing to attend to observe, or speak at a meeting, are required to register a request by the date / time stipulated on the relevant agenda. Requests should be sent to: committee.snc@southnorfolkandbroadland.gov.uk

Public speaking can take place:

- Through a written representation
- In person at the Council offices

AGENDA

1. To report apologies for absence;
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency
3. To receive Declarations of interest from Members
(Please see guidance – page 5)
4. To confirm the minutes from the meeting of Cabinet held on Monday 14 March 2022;
(attached – page 7)
5. Wymondham Neighbourhood Plan Submission;
(report attached – page 13)
6. Tivetshalls Neighbourhood Plan Submission;
(report attached – page 72)
7. Addendum to the 2022/24 Delivery Plan and the use of the Earmarked Reserves Created as a Result of the In-Year Budget Options;
(report attached – page 211)
8. Ukraine Update Briefing Report;
(report attached – page 232)
9. Public Sector Equality Duty Annual Report;
(report attached – page 238)
10. Cabinet Core Agenda;
(attached – page 262)
11. Exclusion of the Public and Press;

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

12. Proposed disposal of Council owned land at Millfields Hempnall;

(NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)

(report attached – page 264)

13. Microsoft Enterprise Agreement – Contract Award;

(NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)

(report attached - page 318)

DECLARATIONS OF INTEREST AT MEETINGS

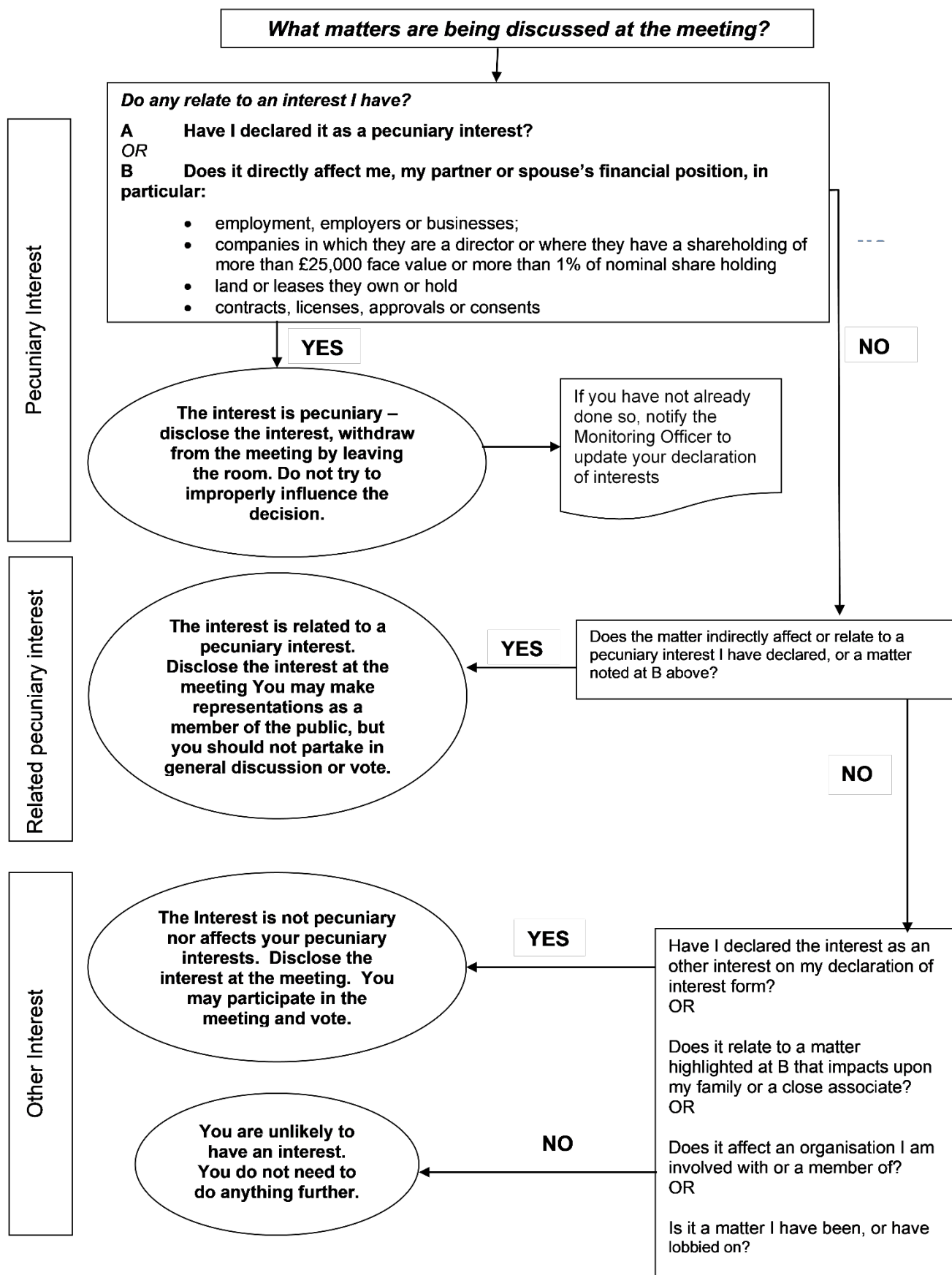
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda 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



Agenda Item: 4

CABINET

Minutes of a meeting of the Cabinet of South Norfolk Council, held on Monday 14 March 2022 at 9.00am.

Committee Members Present:	Councillors: J Fuller (Chairman), A Dearnley, R Elliott, K Mason Billig, G Minshull and L Neal
Apologies:	Councillor: A Thomas
Other Members in Attendance:	Councillor: M Edney and T Laidlaw
Officers in Attendance:	The Managing Director (T Holden), the Director of Place (P Courtier), the Director of People and Communities (J Sutterby), the Director of Resources (D Lorimer), the Assistant Director Chief of Staff (E Hodds), the Assistant Director ICT/Digital and Transformation (C Lawrie), the Assistant Director Finance (R Fincham), the Assistant Director Individuals and Families (M Pursehouse), the Assistant Director Planning (H Mellors), the Internal Consultancy Senior Lead (S Bessey) and the Policy and Partnerships Officer (V Parsons)

2989 URGENT BUSINESS – UKRAINIAN EVACUEES

The Chairman referred to the war in Ukraine, and requested that officers, as a matter of urgency, explored ways in which the Council could assist with the humanitarian crisis, and offer practical help to Ukrainian evacuees. He referred to the possibility of South Norfolk House being used as a reception or triage centre.

The Managing Director agreed that officers would explore the issue as a matter of priority. He explained that the situation was fast moving; he had spoken to the Home Office that morning, and intermediary arrangements were in place to line up evacuees with sponsoring organisations and families. Norfolk County Council was looking to set up an accommodation centre, and the Managing Director suggested that the Council could play an important role in the Norfolk wide agenda.

Members indicated their support for the proposals, and it was

RESOLVED:

That officers consider further how the Council can assist Ukrainian evacuees, including the possibility of offering accommodation at South Norfolk House.

2990 MINUTES

The minutes of the meeting of the Cabinet held on 7 February 2022 were agreed as a correct record.

2991 STRATEGIC PERFORMANCE, RISK AND FINANCE REPORT FOR QUARTER 3 2021/22

Members considered the report of the Senior Finance Business Partner and the Strategy and Programmes Manager, which provided an overview of the performance of the Council against the key outcomes set out in the Delivery Plan for 2020/21.

Cllr K Mason Billig congratulated officers on the strong performance of the last quarter and made particular reference to the improved performance at the Council's leisure centres. She also referred to the Council's risk register and suggested that amendment was required to reflect the current position associated with cyber security and the impact of inflation on operating costs.

Members agreed that provision needed to be made to cover the inflationary impact on costs, and that it would be prudent to keep aside some of the year's underspend (which was only a prediction at this stage), to fund such increases. The Director of People and Communities explained that steps were being taken to improve resilience around fuel supply at Ketteringham Depot, through the purchase of a 30,000 litre tank, and mention was also given to plans to reduce the Council's dependence on fossil fuels with a shift to Hydrotreated Vegetable Oil, as an alternative to diesel.

Cllr A Dearnley explained that the Council was in a good position financially but stressed that the situation could change quickly and that it was important not to be complacent. He drew attention to the progress made in delivering savings through the collaboration with Broadland and was pleased to report that savings were on track.

Discussion turned to borrowing and the Assistant Director Finance advised that an application to the PWLB to borrow £20m, had been submitted, and that the funds would be in the bank the following day. The loan interest rates averaged at 2.4% and was made up of 15-year, 20-year and 25-year loan periods, which provided more options for the future. Members noted that the Council would immediately begin to incur interest costs.

The Assistant Director ICT/Digital and Transformation outlined the current position with regard to performance measures, and the Council's risk register.

Members were informed that two measures, the Number of Working days taken to process new Council Tax and Housing Benefit claims, and the percentage of Planning Decisions made within Statutory Timescales – Majors, were not on track to meet the year-end targets. Members noted that the Benefits Team had faced significant challenges in processing additional payments to support the Covid response, but performance was now improving. With regard to Planning, officers explained that the number of planning applications submitted had increased by 400 for South Norfolk, when compared to the previous year, and there had also been problems with the recruitment of staff. Cabinet noted that nationally, the team was continuing to perform highly, and that the Council had chosen to set challenging targets.

In response to queries, the Director of Place confirmed that the deadline to allocate Covid Support money to local businesses, was 31 March, and he assured members the funds would be distributed to benefit local businesses. Members noted that the Council had recently appointed an officer who would provide support to businesses both on regulatory and economic development matters.

Turning to the Risk Register, the Chairman reiterated the need to make amendments to reflect the current risks of war, and cyber security. The Assistant Director of ICT/Digital and Transformation assured members that the Council was acting on guidance from the National Cyber Security Centre, and the Managing Director added that the Council's Emergency Plan was also being updated to reflect the current issues.

It was

RESOLVED:

1. To note the revenue and capital position (variance detailed at Appendix 1 of the report)
2.
 - a) To note the current position with respect to risks and agree the actions to support risk mitigation (detailed in Appendix 2).
 - b) That the risk register be updated to reflect the current position associated with cyber security, inflationary effects on operating costs and the war in Ukraine.
3. To note the 2021/22 performance for Quarter 3 (detailed in Appendix 3).

The Reason for the Decision

To ensure that processes are in place to improve performance and that budgets are managed effectively.

Other Options Considered

None.

2992 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS REPORT AND FINANCIAL POSITION

Members considered the report of the Director of People and Communities, which provided an update on the Council's Covid-19 Recovery Business Plan and an overview of the Council's financial position with regard to Covid budgets.

The Director of People and Communities outlined the salient points of his report to members. He drew attention to section 5 of the report, which outlined proposals to spend the surplus un-ringfenced Covid funding to improve office facilities for staff.

The Chairman agreed that the Council had made excellent progress with the deployment of Covid resources, and he congratulated all officers, organisations and volunteers that had assisted the process.

Cabinet indicated its support to use the surplus un-ringfenced funds, to improve current staff facilities, including those needed for catering, and suggested that this would be required, should the building be used in future as a triage centre for Ukrainian evacuees (see minute 2989).

It was

RESOLVED:

1. To note the progress made against the COVID recovery plan, endorsed by Cabinet in June 2021.
2. To agree to the deployment of Un-ringfenced COVID grant to fund Options presented in section 5 of the report.

The Reason for the Decision

To ensure that Covid resources are targeted where needed to assist the response and recovery.

Other Options Considered

None.

2993 SOUTH NORFOLK AND BROADLAND ROUGH SLEEPER STRATEGY 2022-2025

Members considered the report of the Policy and Partnerships Officer which presented the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025, for approval.

The Policy and Partnerships Officer introduced her report and explained that the Strategy had been developed in line with central government's own Rough Sleeper Strategy and also following a review of the Council's Rough Sleeper service, which had been in place since August 2019. She explained that the findings of the review indicated that there was a consistent small number of rough sleepers, and those at risk of rough sleeping, throughout South Norfolk.

During discussion, the Chairman reminded members that the issue of rough sleeping was a wider issue in the county, and he referred to support provided by South Norfolk to the YMCA in Norwich. He also referred to a recent decision to refurbish the Council's temporary accommodation, and the need for this work to be carried out as soon as possible.

In response to questions, the Policy and Partnerships Officer explained that rough sleepers were asked whether they were ex military, and although she did not have numbers, she believed them to be low across both South Norfolk and Broadland.

It was

RESOLVED:

To approve adoption of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025.

The Reason for the Decision

To continue to work towards the commitment to eliminate rough sleeping.

Other Options Considered

None

2994 CABINET CORE AGENDA

Members noted the latest version of the Cabinet Core Agenda.

2996 EXCLUSION OF THE PUBLIC AND PRESS

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

2997 SINGLE IT SOLUTION FOR REVENUES & BENEFITS

Members considered the *exempt* report of the Assistant Director for Individuals and Families and the Internal Consultancy Senior Lead, which presented a business case for a joint Revenues and Benefits IT solution.

Cabinet welcomed the proposals, however, did express concerns as to whether a cloud-based system was appropriate, given current circumstances. Officers agreed to consider further whether a cloud based system would offer appropriate security and resilience.

It was

RESOLVED:

To agree the recommendations as outlined at section 6 of the report.

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(The meeting concluded 10.05 am)

Chairman

WYMONDHAM NEIGHBOURHOOD PLAN SUBMISSION

Report Author(s):

Richard Squires
Senior Community Planning Officer
01603 430637
richard.squires@broadland.gov.uk

Portfolio:

External Affairs and Policy; Stronger Economy

Ward(s) Affected:

South Wymondham; North Wymondham; Wymondham
Town (Central)

Purpose of the Report:

Wymondham Town Council has submitted its proposed Neighbourhood Plan, along with necessary supporting information to South Norfolk Council. The purpose of this report is to agree to take the proposed Plan through to the next stages of consultation and independent examination.

Recommendations:

It is proposed that Cabinet agree:

1. That the submitted Wymondham Neighbourhood Plan meets the requirements of Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
2. That the Neighbourhood Plan can therefore proceed to consultation, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, and subsequently to an independent examination.
3. That the proposed South Norfolk Council response, as detailed in Appendix 2, is formally submitted as part of the Regulation 16 consultation.

1 SUMMARY

- 1.1 Wymondham Town Council submitted its proposed Neighbourhood Plan, along with necessary supporting information to South Norfolk Council in late February 2022. The purpose of this report is to agree to take the proposed Plan through to the next stages of consultation and independent examination.

2 BACKGROUND

- 2.1 Wymondham Town Council, as the appropriate Qualifying Body, applied to South Norfolk Council in March 2021 to designate a Neighbourhood Area for the purpose of producing a Neighbourhood Plan.
- 2.2 Since that time, the local planning authority has supported the appointed Neighbourhood Plan steering group in terms of funding and professional advice and guidance from officers. The process of producing the Plan has seen the steering group undertaking consultation with residents and other stakeholder organisations, with a view to developing and drafting Neighbourhood Plan objectives and policies with the help of independent consultants.

3 CURRENT POSITION/FINDINGS

- 3.1 On submission of a Neighbourhood Plan to the local planning authority, the authority must undertake an assessment of the proposed plan against certain criteria. This is required by paragraph 6 of Schedule 4B of the Town and Country Planning Act 1990.
- 3.2 The legislation states that the local planning authority may only refuse to progress a submitted Neighbourhood Plan to the next stages if it considers that any of these specific criteria have not been met or if the Neighbourhood Plan proposal is considered a repeat proposal, as defined in paragraph 5 of the above Act.
- 3.3 The following sets out details of the assessment against each of the prescribed criteria (bold headings);
- 3.4 **Is the parish/town council authorised to act?**
Wymondham Town Council applied to South Norfolk Council to designate its Neighbourhood Area in line with the civil parish boundary. This application was approved in March 2021. It is therefore considered that the Town Council is authorised to act in relation to this neighbourhood area.

3.4 Do the proposals and accompanying documents:

(a) Comply with the rules for submission to the Council?

Regulation 15 of the Neighbourhood Planning Regulations 2012 (as amended) states that the submitted documents should include:

- A map or statement identifying the area to which the plan relates.
- A Consultation Statement, which contains details of those consulted, how they were consulted, summarises the main issues and concerns raised and how these have been considered and, where relevant, addressed in the Neighbourhood Plan.
- The proposed Neighbourhood Plan.
- A Basic Conditions Statement, showing how the Plan meets the basic conditions set out in Schedule 4B of the 1990 Act.
- An SEA screening assessment and, if required as a result of the latter, an SEA.

The Town Council has supplied all of the above documentation.

3.5 Do the proposals and accompanying documents:

(b) Meet the definition of a Neighbourhood Plan?

It is considered that the Wymondham Neighbourhood Plan meets the definition of a Neighbourhood Plan as set out in Section 38A of the Planning and Compulsory Purchase Act 2004, containing (as it does) a series of planning policies that seek to manage development within the parish.

3.6 Do the proposals and accompanying documents:

(c) Meet the scope of Neighbourhood Plan provisions?

The Wymondham Neighbourhood Plan clearly states that it is a development plan for Wymondham, which runs until 2038. The Neighbourhood Plan does not make any provision regarding excluded development. Excluded development is that which is either a 'county matter' (relating to minerals), any operation relating to waste development, or development consisting wholly or partly of a national infrastructure project.

3.7 The Neighbourhood Plan only relates to the Wymondham Neighbourhood Area and it does not repeat an existing planning permission. It is therefore considered that it satisfactorily meets the provisions defined in Section 38B of the Planning and Compulsory Purchase Act 2004.

3.8 Has the parish/town council undertaken the correct procedures in relation to consultation and publicity regarding the Neighbourhood Plan?

Regulation 14 of the Neighbourhood Planning Regulations 2012 states that, before submitting the Neighbourhood Plan to the local planning authority, the Qualifying Body should publicise the Plan and consult the public and stakeholder bodies over a period of six weeks.

- 3.9 The pre-submission (Reg. 14) consultation undertaken by the Town Council in relation to the draft Neighbourhood Plan is summarised in the Consultation Statement. This provides details of the publicity that was undertaken at this (and prior) consultation stages and the bodies that were consulted on the draft Plan. A copy of the draft Neighbourhood Plan was received by South Norfolk Council for comments at this stage (which were duly made).

4 PROPOSED ACTION

- 4.1 It is proposed that, as Wymondham Town Council has met each of the criteria specified above, South Norfolk Council approves the submission of Neighbourhood Plan and that confirmation of this is sent to the Town Council.
- 4.2 Once approved, District Council officers will arrange for the Neighbourhood Plan to be published and will invite comments from the public, stakeholder bodies and previous consultees over a minimum period of six weeks. This requirement is set out in Regulation 16 of the Neighbourhood Planning (General) Regulations 2012.
- 4.3 Officers have considered the content of the submitted Neighbourhood Plan to identify whether there are any significant, outstanding issues on which South Norfolk Council may wish to make its own representations during the Reg. 16 consultation.
- 4.4 Issues have been identified which relate to the two green infrastructure policies (6 and 7) within the proposed plan and Policy 10 – Surface water flood risk, which is a policy that has been added since the pre-submission version of the plan. The proposed responses largely relate to the need for Neighbourhood Plan policies to be clear and unambiguous, in accordance with paragraph 16.d) of the NPPF, and to be distinct and to avoid unnecessary duplication of existing policies.
- 4.5 The Reg. 16 publication period will be followed by an independent examination which will be carried out by a (yet to be appointed) accredited Neighbourhood Plan examiner, in accordance with Regulation 17.
- 4.6 Following the examination (which is normally dealt with via written representations), the examiner will produce a report recommending whether or not the Neighbourhood Plan should proceed to a referendum (with or without certain modifications). South Norfolk Council will then consider this report and decide whether or not to approve the examiner's recommendations.
- 4.7 If it is decided that the Plan should proceed to a referendum, then everyone eligible to vote within the Neighbourhood Area is invited to vote on whether they wish to see the Neighbourhood Plan made. This is a simple 'yes/no' vote and a majority of those voting in favour of the Plan (50%+1) is required before it can be made by South Norfolk Council.

5 OTHER OPTIONS

- 5.1 As set out in paragraph 3.2, the submitted Neighbourhood Plan can only be refused if it is felt that the criteria discussed above have not been met, or if the Plan is a repeat proposal, as defined in legislation.
- 5.2 If the Council decides to refuse the submitted Neighbourhood Plan proposal on either of these grounds, then a written statement would need to be sent to the Town Council, detailing the reasons why the proposal has not been approved. However, it is considered that the above criteria have been met and there appear to be no valid reasons for refusal.
- 5.3 If Cabinet considers that further evidence is needed from the Town Council before it can make a judgement as to whether the proposals address each of the criteria above, then the decision can potentially be deferred pending further information. However, it is worth noting that Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 states that the local planning authority must publish the submitted proposals for consultation 'as soon as possible after receiving a plan proposal'.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – There are no significant resource implications in approving the submitted Plan. There will be a small amount of officer time required to issue notice of the decision to Wymondham Town Council.
- 6.2 The subsequent stages will demand greater officer time (preparing the plan and related documents for consultation, preparing and arranging the examination). This will be resourced from within the Place Shaping team.
- 6.3 There are limited costs involved in undertaking the consultation, as the majority of this will be via electronic means. A copy of the Neighbourhood Plan will be made available in the local library and at the Council offices, for inspection.
- 6.4 Following the consultation period, there will be costs to the Council associated with the examination and referendum. The average cost of an examination is currently approximately £5,000 and the average cost of a referendum is approximately £4,700. It is worth noting that South Norfolk Council has been able to claim £20,000 from DLUHC (Dept. of Levelling-Up Housing & Communities) once the authority approves a Neighbourhood Plan to proceed to a referendum, meaning these costs have been able to be recouped. Although DLUHC has yet to confirm this funding for 2022-23, officers are not aware of any plans for this program to cease.
- 6.5 **Legal Implications** – The steps outlined in this report comply with appropriate legislation within Schedule 4B of the Town & Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012 (as amended).

- 6.6 They also have regard to the Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2010. If successful at referendum, the Neighbourhood Plan will become part of the statutory Development Plan and will therefore be one of the main considerations in the determination of applications for planning permission within the parish.
- 6.7 **Equality Implications** – There are no significant equalities implications associated with the approval of the submitted Wymondham Neighbourhood Plan. A full Equality Assessment has been carried out in relation to the submitted plan (see Appendix 3).
- 6.8 **Environmental Impact** – The Neighbourhood Plan has been subject to a Strategic Environmental Assessment (SEA) screening and a Habitat Regulations Assessment (HRA) screening, as required by legislation. These initial assessments consider whether the proposed policies in the Plan will have any significant impact on identified environmental objectives or on nearby EU designated sites. No significant impacts have been identified.
- 6.9 **Crime and Disorder** – There are no significant risks associated with the matters covered in this report.
- 6.10 **Risks** – There are no significant risks associated with the matters covered in this report.
- 6.11 There are risks associated with the subsequent stages in the process of adopting a Neighbourhood Plan; specifically that the Plan fails the examination, and also that the Plan fails to gain support during the local referendum. It is felt that these risks are relatively low, at present, and measures will be taken where possible, by either the District Council or Wymondham Town Council, to mitigate against their occurrence.

7 CONCLUSION

- 7.1 As discussed above, on submission of a Neighbourhood Plan to the local planning authority, the authority must undertake an assessment of the proposed plan against certain criteria. This is required by Schedule 4B of the Town and Country Planning Act 1990.
- 7.2 As Wymondham Town Council has met each of the assessment criteria set out above, the next step is to accept their submission and to start preparations for the Reg.16 consultation.
- 7.3 Officers are proposing a small number of representations to be submitted on behalf of South Norfolk Council, as part of this consultation.

8 RECOMMENDATIONS

8.1 It is proposed that Cabinet agree:

1. That the submitted Wymondham Neighbourhood Plan meets the requirements of Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
2. That the Neighbourhood Plan can therefore proceed to consultation, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, and subsequently to an independent examination.
3. That the proposed South Norfolk Council response, as detailed in Appendix 2, is formally submitted as part of the Regulation 16 consultation.

Appendix 1: Wymondham Neighbourhood Plan – submission draft

Appendix 2: Proposed South Norfolk Council consultation response (Reg. 16)

Appendix 3: Wymondham Neighbourhood Plan - EQIA

Background Papers

[Wymondham Neighbourhood Plan submission documents](#)

Wymondham Neighbourhood Plan

2022-2038

Submission Draft



Wymondham Neighbourhood Plan 2022-2038

Submission Draft

February 2022

The front cover shows an image of Wymondham Market Cross

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1. Introduction

This document

- 1.1. This is the Submission Draft Wymondham Neighbourhood Plan. The document is the culmination of around 20 months of work by a Team made up of community representatives and Town Councillors and inputs from residents and stakeholders via a programme of consultation.
- 1.2. The Team has worked hard on the plan since it was set up in 2020 undertaking research, holding workshops, site visits and facilitating discussions. It has also undertaken three major pieces of public consultation in winter 2020, summer 2021 and early 2022. The Team have listened to the feedback and incorporated it into every part of this document to ensure that the Neighbourhood Plan reflects local views.

The Neighbourhood Area

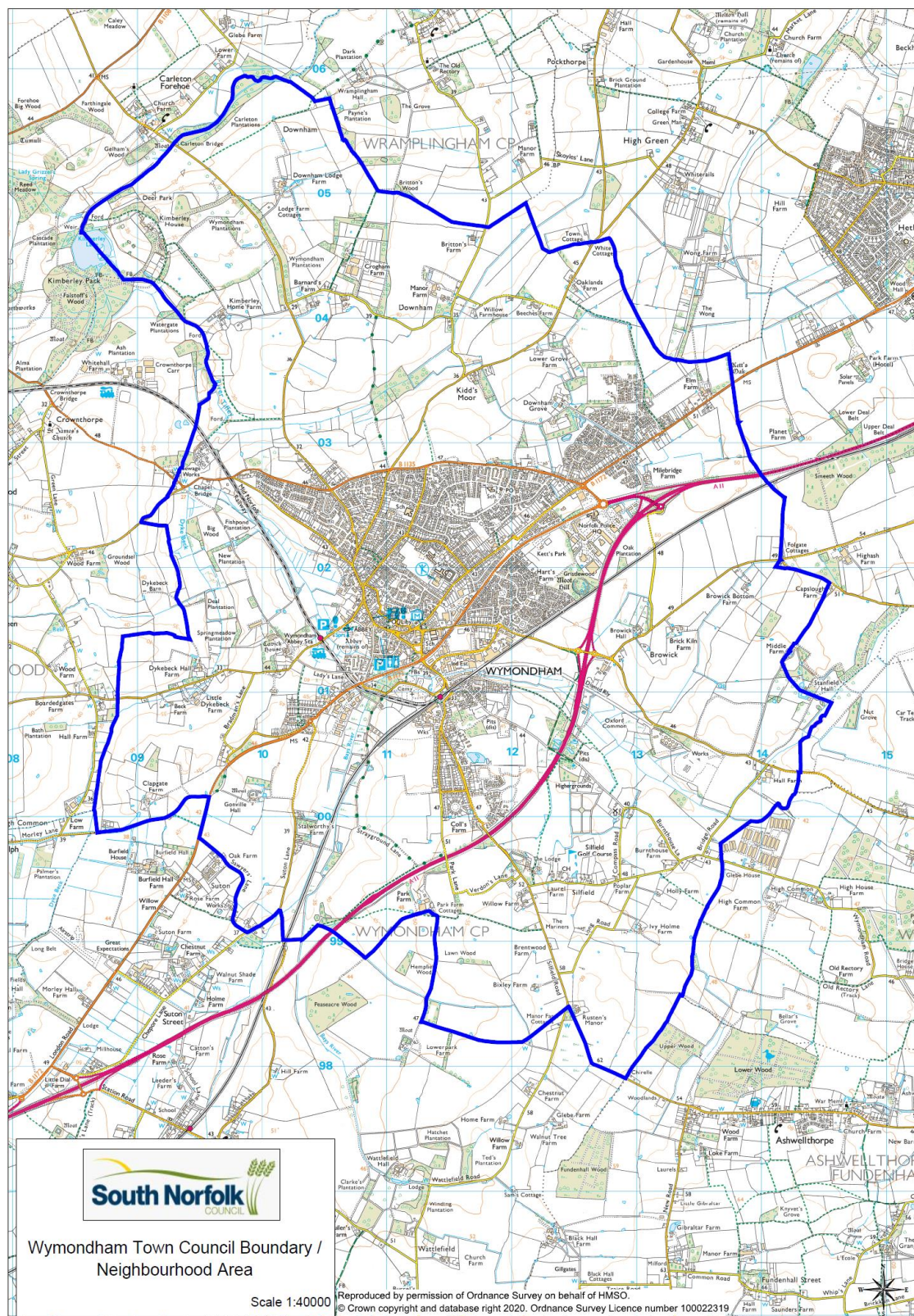
- 1.3. The area to which the Neighbourhood Plan relates is the whole civil parish of Wymondham (see overleaf). This includes the market town of Wymondham itself and its immediate rural hinterland which comprises open agricultural areas, various isolated homes, businesses and small hamlets. The Neighbourhood Area was formally established following a process of consultation in March 2020 in accordance with Regulation 5A of the Neighbourhood Planning (General) Regulations 2012.

Neighbourhood Plans

- 1.4. Neighbourhood Plans such as this generally contain a vision and a series of policies and projects that seek to influence how an area changes over time. They achieve this by, once adopted, being part of the development plan. The development plan is at the heart of the planning system and there is a requirement that planning decisions must be taken in line with the development plan unless material considerations indicate otherwise. This means the Plan will be one of the main considerations that the Local Authority (South Norfolk Council) will take into account when determining planning applications in the Neighbourhood Area.
- 1.5. What makes them different to most other forms of planning policy is that Neighbourhood Plans are prepared by local people for their own area, not by District or County Council officers or officers within central government departments. What is more, Neighbourhood Plans will only come into force if a majority of local people vote for them to do so in a local referendum; in this way they are strongly rooted in the views of local people.
- 1.6. The power for local community-based groups to write Neighbourhood Plans was established by the 2011 Localism Act which decentralised control over various local matters to local communities including the ability to create new planning policy via Neighbourhood Plans. Providing local communities with the ability to create their own formal planning policy means that they have a powerful say in what happens in their neighbourhoods. This is at the core of the idea of “localism” which whilst less frequently referenced these days, remains a significant innovation in planning policy.

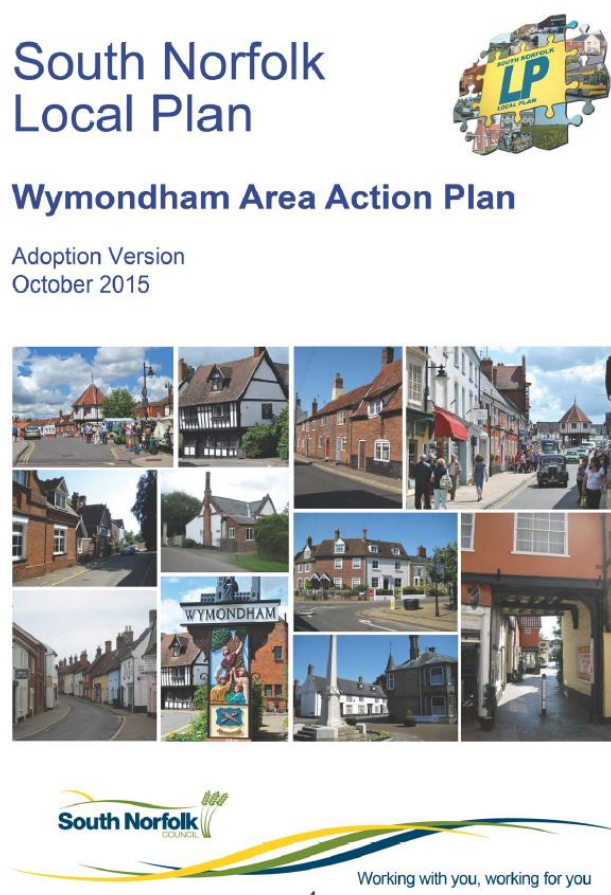
- 1.7. The power to make planning policy comes with a responsibility to ensure that legal requirements and a number of 'basic conditions' are met. These include the need to contribute towards the achievement of sustainable development, the need to ensure that local policies have regard to national policy and are in general conformity with the strategic policy in the local development plan such as the existing Joint Core Strategy (JCS). It is also useful to keep an eye on the strategy and policies in the emerging Greater Norwich Local Plan (GNLP). This means that Neighbourhood Plans cannot generally deviate significantly from the planning trajectory set by national and local strategic policies for example, by seeking to veto housing development that is already allocated. So, whilst Neighbourhood Plans give local communities a great deal of power, there are limits to what these documents can do.

Figure 1: Plan showing the extent of the Neighbourhood Plan area



- 1.8. In addition to the existing JCS and emerging GNLP, Wymondham benefits from another layer of more localised planning policy in the form of an Area Action Plan that was adopted in 2015. The Neighbourhood Plan does not seek to replace the AAP, rather it seeks to supplement it and add a new layer of detail, where relevant.

Figure 2: Image showing the front cover the Wymondham Area Action Plan (2015)



- 1.9. Notwithstanding the constraints noted above, the real value and power of Neighbourhood Plans is their ability to deal with local level or fine-grained issues that planning policies covering much larger areas such as South Norfolk simply cannot accommodate. In this case, for example, they can help to safeguard views of Wymondham Abbey or deal with improvements to specific parts of the town centre such as Back Lane.

Neighbourhood Plan lifespan

- 1.10. The intended lifespan of the Plan is from 2022 to 2038 which reflects the lifespan of the emerging Greater Norwich Local Plan. The GNLP is being produced by the Greater Norwich Development Partnership which comprises South Norfolk Council, Broadland District Council and Norwich City Council and covers an area that includes Wymondham.

2. About Wymondham

Location

- 2.1. The civil parish of Wymondham is located roughly in the centre of Norfolk, around 10 miles to the south-west of the city of Norwich. It is located by the A11 dual carriageway which is a major arterial route linking Norwich with Thetford and other towns and cities to the south.

Figure 3: Map showing the location of Wymondham in the east of England (Wymondham is marked with a red pin)



Source: Google Maps

Local government context

- 2.2. The Wymondham Neighbourhood Plan area is in South Norfolk District (Local Authority) within the County of Norfolk. It adjoins the parishes of Spooner Row to the south, Wicklewood and Kimberley to the west, Wrampingham and Great Melton to the north, Hetherset, Bracon Ash and Wreningham to the east. By geographic size, the civil parish of Wymondham is one of the largest parishes in Norfolk

Historical development

- 2.3. Archaeological investigations suggest that human activity in Wymondham dates back to at least the Iron Age and possibly earlier (Wymondham, A Pleasant Place, 2020). However, the

beginnings of the settlement we recognise today probably began in Saxon times around the site of the Abbey where there was thought to be a Saxon Church in the Abbey Meadows (Conservation Area Character Appraisal and Management Plan/CAAMP, 2012)

- 2.4. Thereafter the early history of the town is dominated by the Priory which was built between 1107 and 1130; by 1150 the market was thriving, a fair charter had been granted, and Wymondham developed into a recognisable market town. The CAAMP notes that the known history of the town at this time was dominated by quarrels between the monks and the parishioners!
- 2.5. With the dissolution of the monasteries under King Henry VIII the Abbey was all but demolished apart from the central tower and the nave. Only a few domestic buildings survive from this period such the Green Dragon pub primarily due to a major fire in 1615 which is thought to have destroyed around 300 buildings. Among the many casualties of the fire was the Market Cross; the present building was finished in 1618 and has since been restored several times (CAAMP, 2012).
- 2.6. The economy of the town at this time was driven by wood turning and a thriving weaving industry which provided the wealth to pay for many of the fine 17th and 18th century buildings we see today. Clues to this can be seen in the intricate carvings on the Market Cross which illustrate tops, spindles, spoons and other items being used or produced locally.
- 2.7. The CAAMP notes that with increasing competition from Yorkshire, the weaving industry, and with it the town, underwent a period of decline in the 19th century that was exacerbated by the agricultural depression in the 1870's. It notes that the town escaped large-scale development during this period which explains why Victorian buildings in the town are therefore relatively hard to find.
- 2.8. The majority of the footprint of Wymondham that we know today dates from the second half of the 20th century with the land between arterial routes being gradually developed for housing on higher land away from the Tiffey valley. The eastern boundary of the town was set by the railway, and then by the old A11 (Harts Farm Road) and now by the new A11 dual carriageway with development hurdling the old boundary and edging closer to the new. Growth has been driven by proximity to Norwich and the enviable transportation links provided by the A11, with access to the A47 and the railway providing rapid access to the regional hubs of Cambridge and Norwich.

Did you know...

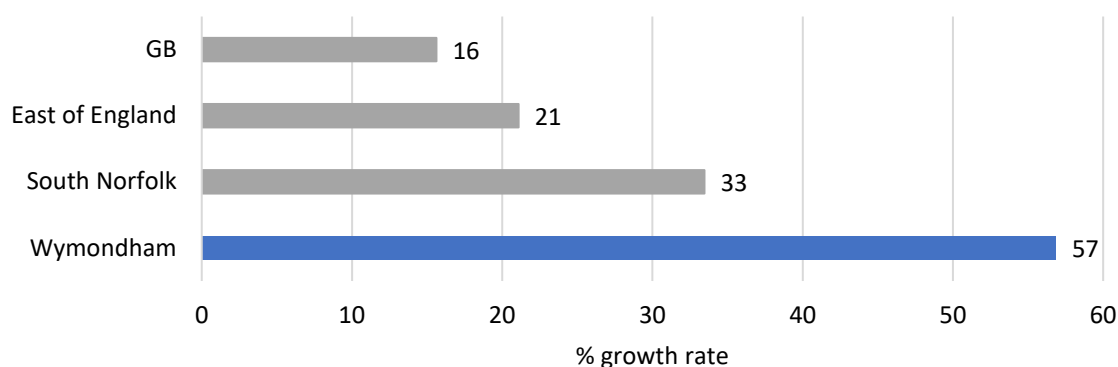
- 2.9. *The name "Wymondham" probably derives from the Old English "ham" (village or homestead) of "Wigmund" (a Saxon name).*

The local community

- 2.10. Wymondham is the largest settlement in South Norfolk. The population (of the parish) is around 17,000 which is around 12% of the total population of the District.
- 2.11. The population of Wymondham has grown significantly over the last few decades as can be seen from the numerous modern housing estates that have been built around the town. To give an indication of the scale of recent growth, in 1991 the population of the town was around 10,000 compared to nearly 17,000 today. The graph below puts this growth into context by

illustrating the percentage growth rate of the population of Wymondham relative to South Norfolk, East of England and Great Britain as a whole over the period 1991-2018; it clearly shows that the rate of growth in Wymondham is far greater than other areas.

Figure 4: Graph showing the percentage change in population from 1991-2018



Source: ONS

- 2.12. Analysis of various sets of demographic data from the 2011 Census combines to suggest that Wymondham is a popular town for families; age breakdown statistics for example illustrate that Wymondham has higher proportions of school age children and people in their 30s and 40s than is the case across the rest of South Norfolk. This is perhaps driven by the cluster of schools and services in the town (and Wymondham College) and accessibility to the major regional centre of Norwich which will doubtless act as a draw for working age families.
- 2.13. The analysis also suggests a relatively well educated and affluent town with limited evidence of deprivation. Levels of economic activity amongst residents are high, people are generally well qualified and working in higher order occupations, in line with trends across South Norfolk.
- 2.14. One of the most interesting statistics drawn out of the research relates to where people live and work. Data relating to the distance that people travel to work suggests that around 18% of working age residents probably live and work in Wymondham but around 45% of people are travelling between 5km and 20km to work, most probably to Norwich and its satellite of employment areas. This data highlights the economic pull factor of Norwich on Wymondham.
- 2.15. Alongside data on commuting distance, despite the fact that nearly 50% of people probably travel to Norwich for work and the presence of a direct rail link, only around 1% of people are travelling to work by train.

Community Infrastructure

- 2.16. Wymondham contains several major community facilities including Wymondham Leisure Centre, Wymondham Library and the Ketts Park Community and Recreation Centre. The town also contains a number of important green spaces such as Tolls Meadow, the Lizard and several smaller formal and informal recreation grounds and informal green spaces.
- 2.17. In terms of education provision Wymondham has a large secondary school (Wymondham High) and several primary and nursery schools such as Robert Kett Primary School. Wymondham College is outside of the Plan area to the south. There are several GP surgeries and dentists.

- 2.18. The town centre contains various independent and national multiple retailers and retail services such as banks and building societies. Away from the town centre Wymondham benefits from a Morrisons supermarket, a Waitrose and Lidl.

The local economy

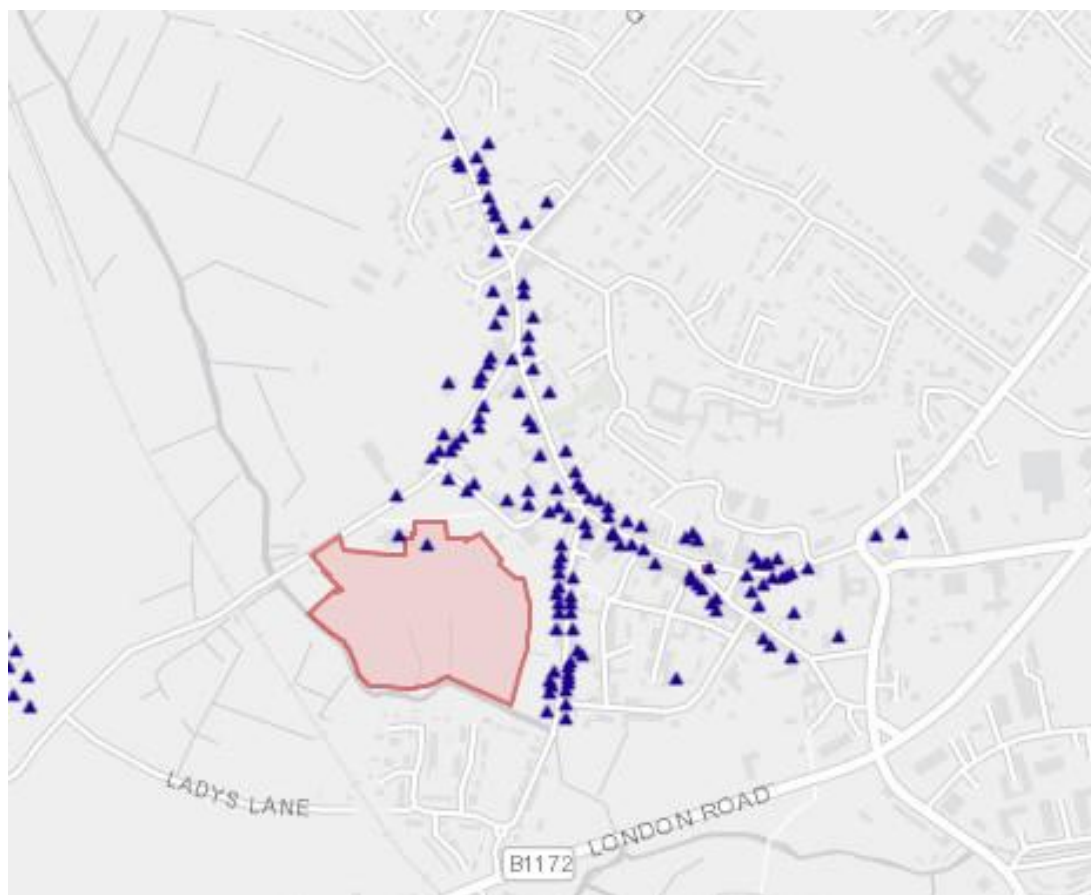
- 2.19. Historically employment was focussed around the town centre and, more recently in the early 20th century at the Ayton Road area which provides an historic traditional mixed industrial estate. Developing partly as a result of its proximity to the rail network, the area today includes a range of general and light industrial uses as well as some retail.
- 2.20. Wymondham is also the location of a number of other more modern business parks. This includes Elm Farm Business Park and the A11 Business Park to the north of the town and Wymondham Business Park to the south of the town centre.
- 2.21. In addition to these traditional employment estates, Wymondham is home to a number of interesting heritage attractions that contribute towards the visitor economy of the town:
- a) Wymondham Abbey
 - b) Becket's Chapel (currently the subject of a live restoration proposal)
 - c) Wymondham Heritage Museum
 - d) Mid Norfolk Railway
- 2.22. These destinations are located along an axis from one end of the town centre to the other with the attractive Market Place in the centre which is home to the unusual Market Cross building which houses a small tourist information centre.

Heritage assets

- 2.23. Wymondham is rich in heritage, most notably of course with the Abbey which is a scheduled monument and Grade I Listed. In total, the Plan area contains around 170 designated heritage assets, most of which are Listed buildings in the town centre¹. In addition to the Abbey and Listed Buildings, Wymondham is also the home of Moot Hill, a large earthwork to the north east of the town centre which is a scheduled monument, Kimberley Hall park which is a registered parkland to designs by Capability Brown and is understood to have a significant buried historic environment. In addition to these designations Wymondham also benefits from two Conservation Areas, one covering a large part of the town centre and another covering the Lizard.

¹ Norfolk County Council's Historic Environment Team are able to offer advice on planning proposals regarding heritage assets when it is needed.

Figure 5: Plan showing the concentration of Listed Buildings in Wymondham town centre. Listed Buildings are indicated by the blue triangles, the red polygon is showing the extent of the Wymondham Abbey scheduled monument.



Source: Historic England

Environmental assets

- 2.24. In contrast to the large number of heritage designations in Wymondham, the town is the location of relatively few environmental designations with Toll's Meadow as the sole Local Nature Reserve, which is a statutory designation.

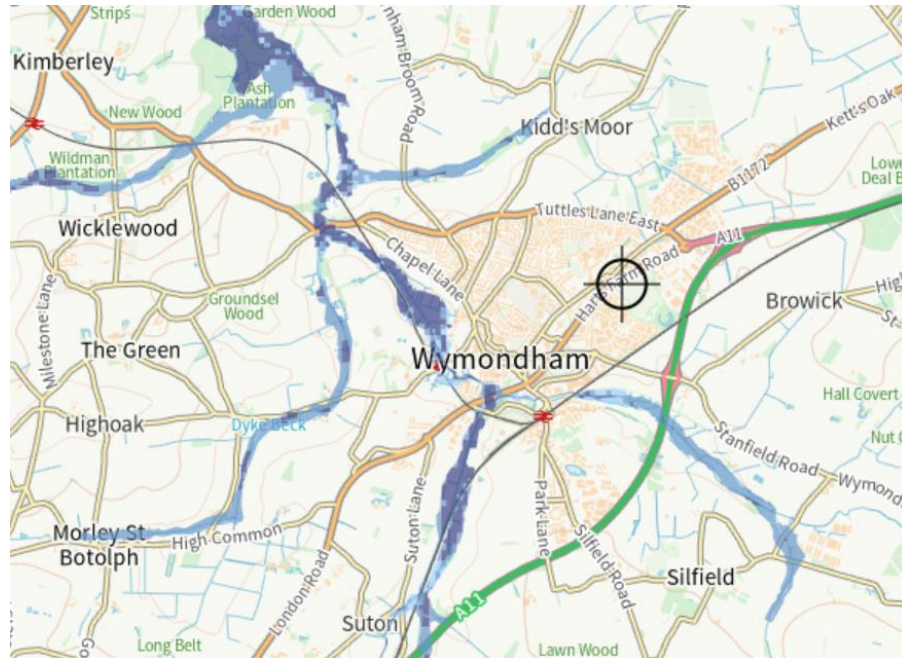
Did you know...

- 2.25. *Local Nature Reserves are for people and wildlife. They are places with wildlife or geological features that are of special interest locally. They offer people opportunities to study or learn about nature or simply to enjoy it. They range from windswept coastal headlands, ancient woodlands and flower-rich meadows to former inner city railways, long abandoned landfill sites and industrial areas now re-colonised by wildlife. They are an impressive natural resource which makes an important contribution to England's biodiversity (Natural England).*
- 2.26. Away from Tolls Meadow, Wymondham is home to a large number of other pieces of green infrastructure including several County Wildlife Sites, Priority Wetland Habitats (Lowland Fens), Priority Grassland Habitats (floodplain, lowland meadows, semi-improved grassland such as the Lizard etc.) and other un-designated areas such as the woodland around Ketts Park.

Flood risk

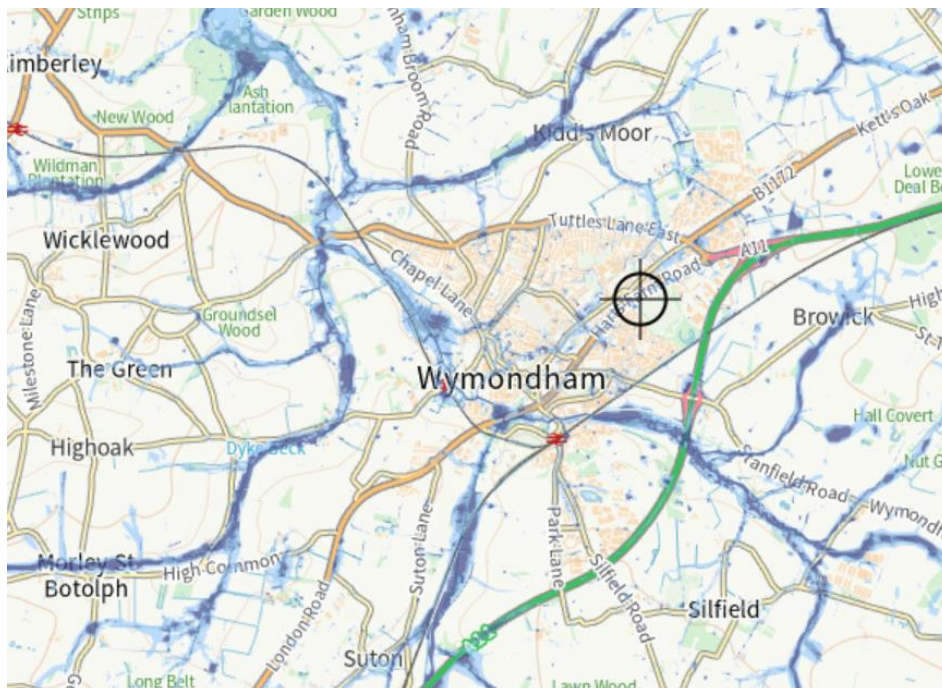
- 2.27. Wymondham has grown around a network of waterways that feed into the River Tiffey. As such there are parts of the Plan area that are susceptible to flooding as shown in the plans below.

Figure 6: Map showing areas of flood risk from rivers or the sea



Source: gov.uk

Figure 7: Map showing areas at risk of surface water flooding



Source: gov.uk

3. A vision and objectives for Wymondham

- 3.1. The Neighbourhood Plan for Wymondham has at its heart a long-term vision for the area and a series of more detailed strategic objectives.
- 3.2. True to the ethos of Neighbourhood Planning the vision set out in this document is based on the views and aspirations of local people. In the winter of 2020/2021, the Neighbourhood Plan Team consulted with local residents and asked them for their ideas on a vision for the area. The local community stepped up to the challenge and responded in great number with over 250 different vision statements submitted.

Figure 8: Illustration showing a ‘word cloud’ of popular words used by local people when asked to write down their vision for Wymondham



- 3.3. Riven through the huge number of suggested visions provided by the community were a series of common themes such as maintaining a traditional character and peoples fondness for Wymondham’s market town identity. Following a process of analysis and testing within the team a draft vision statement for the Plan was prepared as set out below.

WYMONDHAM NEIGHBOURHOOD PLAN VISION STATEMENT

‘ONE WYMONDHAM: A TRADITIONAL AND VIBRANT MARKET TOWN IN THE NORFOLK COUNTRYSIDE, WITH AN INCLUSIVE COMMUNITY THAT VALUES ITS HERITAGE AND GREENSPACES WHILST EMBRACING THE FUTURE.’

- 3.4. This vision was tested through a consultation that took place over summer 2021 and was met with overwhelming support.
- 3.5. The purpose of the vision is to provide an overarching direction for the Neighbourhood Plan. It is not supposed to be detailed or particularly technical but capture how local people see their part of the world and how they want it to be in the future.

- 3.6. Alongside the high-level vision, the Neighbourhood Plan Team has also developed a series of more detailed strategic objectives. In contrast to the vision, the objectives seek to address specific thematic or geographic issues. They provide a starting point for measuring progress and a point of reference for assessing performance and it should follow that, if the objectives are cumulatively met, the vision will be achieved.
- 3.7. The objectives for the Wymondham Neighbourhood Plan have emerged from consultation, research and discussion within the Neighbourhood Plan Team. Just like the vision, the draft objectives were tested with the community in 2021 and met with overwhelming support. They are set out below:

WYMONDHAM NEIGHBOURHOOD PLAN OBJECTIVES

OBJECTIVE 1: INCLUSION: THE PLAN SHOULD PROMOTE IMPROVED PHYSICAL AND SOCIAL INCLUSION OF ALL COMMUNITIES THROUGHOUT THE TOWN

OBJECTIVE 2: TRADITIONAL MARKET TOWN CHARACTER: THE PLAN SHOULD SEEK TO PROTECT AND ENHANCE CHARACTERISTICS THAT CONTRIBUTE TO THE CHARACTER OF WYMONDHAM AS A LIVING, WORKING HISTORIC MARKET TOWN

OBJECTIVE 3: RURAL SETTING: THE PLAN SHOULD SEEK TO MAINTAIN THE SETTING OF WYMONDHAM AS A DISCRETE TOWN SURROUNDED BY HIGH QUALITY COUNTRYSIDE

OBJECTIVE 4: COMMUNITY INFRASTRUCTURE: THE PLAN SHOULD SEEK TO ENSURE THAT THE PROVISION OF COMMUNITY INFRASTRUCTURE KEEPS-UP WITH THE GROWTH OF THE TOWN

OBJECTIVE 5: TOWN CENTRE: THE PLAN MUST CONSERVE THE TRADITIONAL TOWN CENTRE AND HELP IT TO ADJUST TO CHANGING CONSUMER TRENDS AND PREFERENCES FOR SHOPPING, WORKING AND LEISURE

OBJECTIVE 6: SUSTAINABILITY: THE PLAN MUST SEEK TO CONTRIBUTE TO THE ENVIRONMENTAL SUSTAINABILITY OF WYMONDHAM, MITIGATING THE IMPACTS OF A CHANGING CLIMATE AND ADAPTING TO FUTURE CONDITIONS

OBJECTIVE 7: THE PLAN MUST PROMOTE IMPROVING ACCESS AND ACCESSIBILITY FOR ALL, PAYING ATTENTION TO THE ELDERLY AND DISABLED AND PROMOTE IMPROVED PERMEABILITY OF BUILT UP AREAS ACROSS THE TOWN

OBJECTIVE 8: GREEN INFRASTRUCTURE: THE PLAN MUST PROMOTE THE DEVELOPMENT AND ENHANCEMENT OF STRATEGIC AND LOCAL GREEN INFRASTRUCTURE SITES AND NETWORKS

4. Neighbourhood Plan Policies

- 4.1. This section of the Plan sets out the policies that have been developed by the Neighbourhood Plan Team in response to their research and consultation with the local community. The policies are the main focus of the Plan as the tools that will be used by South Norfolk Council when they are considering planning applications that come forward in the Plan area.
- 4.2. There are nine policies in total covering a range of issues. The policies have been arranged under two headings as follows:

Town centre policies

POLICY 1: TOWN CENTRE VIBRANCY
POLICY 2: BACK LANE
POLICY 3: PLANNING PUBLIC REALM

Thematic policies

POLICY 4: EXCELLENCE IN DESIGN
POLICY 5: IMPORTANT VIEWS AND VISTAS
POLICY 6: STRATEGIC GREEN INFRASTRUCTURE NETWORK
POLICY 7: WYMONDHAM GREEN RIBBONS/LOCAL GREEN INFRASTRUCTURE NETWORK
POLICY 8: INTEGRATION AND ACCESSIBILITY FOR ALL
POLICY 9: ACCESS TO THE COUNTRYSIDE
POLICY 10: SURFACE WATER FLOOD RISK

Town Centre Policies: Vibrancy

Background

- 4.3. Our town centres are going through a period of long-term and fundamental change. Shopping and related services such as banking, which for well over a century have formed the focus for our town centres and high streets, are taking place increasingly online and via large footprint out of town stores and supermarkets. This type of activity is happening less and less in our town centres and high streets and as a result we regularly see historic stalwarts closing stores or going out of business altogether and the 'retail footprint' of town centres getting smaller.
- 4.4. This trend shows no sign of abating with the proportion of retail activity undertaken online in particular increasing consistently year after year. In many places, retailers with fixed premises and additional costs such as high-street rents and business rates are struggling to compete and many are closing and/or switching their trading platform to online.
- 4.5. The sudden impact of the coronavirus pandemic on this long-term trend is still being borne out. In some places there is evidence to suggest that smaller, local centres have fared well and people have re-connected with their local shops and their '15 minute neighbourhoods' but in others, the significant loss of trade has simply accelerated their decline.
- 4.6. Wymondham has a large and expansive historic retail centre; it extends from Town Green in the west through to The Fairland in the east with several side streets with shops branching off, in total this extends over a length of nearly 600 metres. Wymondham's retail footprint was established in the late 19th and 20th centuries and in the face of the long-term shift in shopping habits will change and adapt over the coming years.
- 4.7. Whilst we are still very much in this period of transition and it is too soon to confidently predict what town centres will look like in 20 or 30 years, it does appear that there is a trend towards people using them more for leisure and lifestyle and less for everyday retail. So, for example the idea of 'café culture' and the growth in coffee shops is a sign that people are using town centres more to socialise than they did in the past and the occurrence of niche or lifestyle retailers such as antiques, crafts or speciality food and drink or services such as barbers and beauty salons is a sign that people are using town centres as part of a lifestyle rather than for pure convenience.

Objective

- 4.8. The objective of this policy is not to try to second guess the role that town centres will play in the next 10 years but to create a framework to ensure that Wymondham town centre will be able to adapt whilst fundamentally continuing to play its role as the vibrant heart of Wymondham. In promoting vibrancy, the policy is seeking to encourage a varied mixture of uses, high levels of footfall throughout the day and evening, high levels of occupancy, attractive and well maintained buildings and varied patterns of use and activity taking place in the public realm

POLICY 1: TOWN CENTRE VIBRANCY

THE NEIGHBOURHOOD PLAN SUPPORTS DEVELOPMENT AND REDEVELOPMENT PROPOSALS THAT CONTRIBUTE TO, AND HELP TO IMPROVE THE OVERALL VIBRANCY OF THE TOWN CENTRE; THIS INCLUDES THE SENSITIVE REDEVELOPMENT OF POOR QUALITY BUILDINGS AND SITES. THE PLAN SUPPORTS PROPOSALS FOR SENSITIVE RETAIL, LEISURE AND EMPLOYMENT USES IN THE TOWN CENTRE THAT HAVE THE POTENTIAL TO GENERATE HIGH LEVELS OF FOOTFALL THROUGHOUT THE DAY AND EVENING AND HELP INCREASE ACTIVITY. THE PLAN ENCOURAGES PROPOSALS TO INCLUDE THE FOLLOWING CHARACTERISTICS:

- A) ACTIVE FRONTAGES THAT HELP TO MAKE THE TOWN CENTRE ATTRACTIVE TO BOTH RESIDENTS AND VISITORS AND FEEL BUSY
- B) USES THAT UTILISE OR HELP TO INCREASE ACTIVITY IN THE PUBLIC REALM
- C) EMPLOYMENT OR RESIDENTIAL USE AT FIRST FLOOR AND ABOVE
- D) IMPROVEMENTS TO THE PUBLIC REALM SUCH AS LIGHTING, PLANTING, SEATING AND IMPROVED SURFACING
- E) INSERTING NEW USES ALONG THE LENGTH OF ALLEYWAYS AND PEDESTRIAN LINKS
- F) IMPROVEMENTS TO THE SETTING OF LISTED BUILDINGS
- G) RETAINING OR PROVIDING COHERENT OPEN SPACES BETWEEN SEPARATE DEVELOPMENTS.

Did you know...

- 4.9. *The term 'active frontage' means 'ground floors with windows and doors onto the street which create interest and activity' (Bradford City Design Guide).*

Town Centre Policies: Back Lane

Background

- 4.10. The historic nature of Wymondham and its prosperity during periods from the past has left a legacy in the shape and form of the town that we see today. Whether it is the large open medieval Market Place or the street pattern around the Abbey, the shape and appearance of the town is so often driven by the economics and politics of times past.
- 4.11. Back Lane is a good example of this. Historically development in Wymondham ran along main thoroughfares such as Damgate, Bridewell Street, Middleton Street and Market Street, centred around the Market Place. Individual properties or 'burghage plots' comprised narrow strips extending back from the street with most commonly a building at the front and open yards, workshops, barns or gardens to the rear. The front of the properties formed a neat and what is now, highly attractive street frontage filled with shops and businesses and homes. The very rear of the properties was much less defined often just petering out and merging into what was at the time likely to be open fields, lanes or countryside. You can see this quite easily today as you walk along Back Lane and view the rear of properties that front onto the Market Street, with, very often, historic barns and yard areas still visible.

- 4.12. Unlike parts of Brewery Lane on the other side of the Market Place, where the backs of the plots have been developed out to create a second contiguous street, Back Lane still feels very much like an area of back-lands, despite the fact that Wymondham has grown significantly beyond this point. The Lane itself snakes around from Bridewell Street to Pople Street; stretches of pavement are fragmented; the Back Lane Car Park, whilst important, has a confusing layout; in some places the rear of properties on Market Place are open with bin stores and private car parks, in other places there are remnants of historic walls and gateways.

Did you know...

- 4.13. *Burghage plots are a typical form of medieval property which may have originally been owned by the Crown or local Lord of the Manor and rented to a local tenant and being the owner or tenant of a burghage was the basis of the right to vote in many boroughs!*

Objective

- 4.14. The objective of this policy is to improve the function and appearance of Back Lane; to improve safety for pedestrians, cyclists and motorists and improve and enhance the historic setting as well as more modern landmark buildings such as the Library.

POLICY 2: BACK LANE

THE NEIGHBOURHOOD PLAN SUPPORTS PROPOSALS FOR THE MIXED-USE DEVELOPMENT OR REDEVELOPMENT OF BACK-LAND PLOTS ALONG BACK LANE TO HELP IMPROVE THE FUNCTION AND APPEARANCE OF THIS AREA. THIS INCLUDES ANIMATING THE ALLEYS LINKING BACK LANE TO THE TOWN CENTRE BY INTRODUCING NEW USES WITH ACTIVE FRONTAGES AND GENERALLY IMPROVING THEIR ATTRACTIVENESS AND APPEAL.

WHERE RELEVANT, PROPOSALS SHOULD SEEK TO RATIONALISE CAR PARKING PROVISION AND IMPROVE THE QUALITY OF PUBLIC REALM. A PARTICULAR FOCUS SHOULD BE ON IMPROVING ORIENTATION BETWEEN THIS AREA AND THE TOWN CENTRE, IMPROVING ACCESSIBILITY AND INTRODUCING SOFT LANDSCAPING AND PLANTING.

PROPOSALS SHOULD TAKE PARTICULAR CARE TO ENSURE THAT THEIR LAYOUT AND DESIGN, INCLUDING THE SCALE, MASSING AND EXTERNAL TREATMENTS CONTRIBUTE TO ENHANCING THE CHARACTER AND APPEARANCE OF THE TOWN CENTRE AND HELP TO PRESERVE AND ENHANCE THE CONSERVATION AREA AND THE SETTING OF ANY LISTED BUILDINGS WITHOUT REMOVING THE HISTORIC PATTERN OF BURGHAGE PLOTS.

Town Centre Policies: Public realm

Background

- 4.15. The historic nature of Wymondham means that the town centre is full of small areas or pockets of public space or incidental public realm in addition to the more obvious formal example of the Market Place itself. Some of these pockets are well defined with clear boundaries such as The Fairland or the area around the Market Place, others have become established almost accidentally in the spaces between buildings and the highway such as outside Barclays or outside the bakers and chip shop on the corner of Queen Street and Market Place

Did you know...

- 4.16. *The term 'public realm' refers to the space between and within buildings that is publicly accessible, including streets, squares, forecourts, parks and open spaces (The London Plan).*
- 4.17. Alongside this, the scale of some of the roads and junctions in Wymondham dates back to a time before the town centre was bypassed, firstly by Harts Farm Road and more recently by the A11. In these places the highway and junctions are designed to accommodate a volume of traffic that has long since gone; the most obvious example of this is perhaps the junction of Bridewell Street and Avenue Road where there is a huge expanse of highway, dominating the setting of the Wymondham Heritage Museum and making it difficult for pedestrians to cross.
- 4.18. Finally, it is symptomatic of many places that where there are pockets of public space that aren't part of the highway or apparently part of a pedestrian thoroughfare, clutter accumulates. This could be utilities cabinets, general waste bins, recycling bins, planters, street lighting, benches, bike stands, signage, interpretation, public art, railings, bollards and traffic signs. There is doubtless justification for each one of these items in its own right that makes them entirely necessary at a point in time. However, in many cases these things have collected over time without regard to the cumulative impact on the appearance or functionality of their location. In some places they occupy parts of the public realm in such number so as to create an obstruction and render a valuable part of the town centre unusable
- 4.19. The Wymondham Town Centre Strategy (2018) and the South Norfolk Place Making Guide (2021) provide more information and analysis of the above and are a useful reference. The Government's National Design Guide (2021) and LTN 1/20 on Cycle Infrastructure Design plus Historic England's publication Streets for All (2018) should be referred to as best practice.

Objective

- 4.20. The objective of this policy is to put the welfare and amenity of pedestrians and Wymondham town centre first. It is accepted that measures within the policy will not be implemented immediately or in a single phase but the objective is to establish a framework by which parts of the town centre can be improved or reclaimed for the local community over time and to ensure that future installation of infrastructure or street furniture is done in a coherent way that is mindful of cumulative impact.

POLICY 3: PLANNING PUBLIC REALM

DEVELOPMENT PROPOSALS THAT IMPROVE THE PUBLIC REALM ACROSS THE NEIGHBOURHOOD PLAN AREA WILL BE SUPPORTED. FOR EXAMPLE, THE PLAN SUPPORTS A REDUCTION IN WIDTH OF THE ROADS IN THE TOWN CENTRE AND THE WIDENING OF PAVEMENTS, THE CREATION OF MORE PEDESTRIAN PRIORITY AREAS, BETTER STREET SURFACES, NEW PEDESTRIAN CROSSINGS, DE-CLUTTERING, NEW PEDESTRIAN FACILITIES SUCH AS SEATING AND THE CAREFUL INTRODUCTION OF PLANTING AND STREET TREES.

IN PARTICULAR PROPOSALS THAT CONTRIBUTE TOWARDS PLACEMAKING AND THE IMPROVEMENT OF PUBLIC REALM IN LOCATIONS IDENTIFIED BY THE WYMONDHAM TOWN CENTRE STRATEGY (2018) AND VIA CONSULTATION WILL BE SUPPORTED; THESE AREAS ARE AS FOLLOWS:

- A) THE FAIRLAND JUNCTION
- B) BRIDEWELL JUNCTION
- C) TOWN GREEN JUNCTION
- D) MARKET PLACE
- E) MARKET STREET CAR PARK
- F) OLD FIRE STATION ARCH (ENTRANCE TO MARKET STREET CAR PARK) AND WHARTON COURT
- G) BACK LANE CAR PARK
- H) AROUND BECKET'S CHAPEL
- I) PRIORY GARDENS
- J) AROUND THE WAR MEMORIAL
- K) ALLEYWAYS IN THE TOWN CENTRE.

Thematic Policies: Design

Background

- 4.21. Research undertaken in the preparation of the Neighbourhood Plan highlighted how significantly Wymondham has grown over the last few decades. This significant growth has occurred through the building of a large number of new housing estates such as at Harts Farm and more recently at Silfield. The quality of the urban design and architecture of these new estates has improved over time but is not consistently as high as it might be.
- 4.22. In parallel to undertaking this research, community consultation has highlighted that local people feel strongly about Wymondham's history and protecting its own unique appearance identity as a large, historic and important market town in Norfolk. These qualities are part of what attracts people to Wymondham and goes some way to explaining its enduring appeal
- 4.23. The Neighbourhood Plan Team recognise that the regulations around Neighbourhood Planning limit what the document can do in terms of new housing development; indeed there is a strong feeling coming from public consultation that the town does need to continue to evolve and change to remain relevant and attractive. However, the Team is keen that any new development is built to the highest possible standards of urban design and architecture. In this way, new development can enhance the existing character of the town and contribute positively to its identity in a range of ways such as through a sensitive choice of materials, architectural details, density, relationship to greenspaces.

Did you know...

- 4.24. The South Norfolk Place Making Guide identified a series of characteristics that are particular to Wymondham and help to give the look and feel that local people value so much. These important characteristics include:*

- a) A tightly defined 'urban grain'*
- b) Narrow "burgage" plots in the town's historic core*
- c) The Market Place and unusual Market Cross providing a focal point to the town*
- d) Streets that vary in width with changes in level that often open up onto squares and crossing points*
- e) A high quality of craftsmanship and design*

Objective

- 4.25. The objective of this policy is to raise the standard of the design of new homes, employment space, infrastructure and public spaces in Wymondham in the future to a consistently high standard. In doing so, the policy will conserve and enhance the character of the town for future generations and ensure that Wymondham retains its unique identity and appeal
- 4.26. Rather than trying to prescribe what good design is, the policy points people in the direction of a range of guidance that already exists. This includes:
- a) National Design Guide: Planning practice guidance for beautiful, enduring and successful places (2021), prepared by the Department for Levelling Up Housing and Communities

- b) Streets for All: Advice for Highway and Public Realm Works in Historic Places (2018), prepared by Historic England
- c) South Norfolk Place Making Guide (2012), prepared by South Norfolk Council
- d) Wymondham Conservation Area Character Appraisal and Management Plan (2021), prepared by South Norfolk Council.

POLICY 4: EXCELLENCE IN DESIGN

THE NEIGHBOURHOOD PLAN SUPPORTS DEVELOPMENT WHICH DEMONSTRATES THE HIGHEST STANDARDS OF DESIGN AND ARCHITECTURE TO HELP REINFORCE WYMONDHAM'S UNIQUE AND SPECIAL CHARACTER AND SENSE OF PLACE. THIS INCLUDES THE DESIGN OF NEW HOUSING, WORK SPACE, RETAIL SPACE, STREETS AND LANDSCAPE. PROPOSALS FOR NEW HOUSING, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT SHOULD REFER TO THE NATIONAL DESIGN GUIDE AND OTHER DESIGN GUIDANCE AND DEMONSTRATE THROUGH THE SUBMISSION OF AN APPROPRIATE AND PROPORTIONATE DESIGN STATEMENT HOW THEY HAVE RESPONDED TO THEM AND THE FOLLOWING 10 CHARACTERISTICS FOR GOOD DESIGN:

- A) CONTEXT**
- B) IDENTITY**
- C) BUILT FORM**
- D) MOVEMENT**
- E) NATURE**
- F) PUBLIC SPACES**
- G) USES**
- H) HOMES & BUILDINGS**
- I) RESOURCES**
- J) LIFESPAN**

HAVING TAKEN ACCOUNT OF DESIGN GUIDANCE PARTICULAR CONSIDERATION SHOULD BE GIVEN TO ENSURING THAT THE CHARACTER, LAYOUT AND FORM OF NEW DEVELOPMENT BLENDS SEAMLESSLY WITH THE EXISTING TOWN, CREATING A COHERENT PLACE IN TERMS OF DESIGN AND CONNECTIVITY.

NEW DEVELOPMENT MUST BE ACCOMPANIED BY THE PROVISION OF NECESSARY SOCIAL AND OTHER INFRASTRUCTURE AS EARLY AS PRACTICABLY POSSIBLE IN ORDER TO ENSURE THAT DEMANDS ARISING FROM DEVELOPMENT ARE EFFECTIVELY ADDRESSED.

Thematic Policies: Views and vistas

Background

- 4.27. Wymondham is located in an area of landscape characterised by the South Norfolk Place Making Guide (2012), as 'Wymondham Settled Plateau Farmland', the key characteristics of which include:

- a) Large expanses of flat landform with little variation over long distances with strong open horizons

- b) Settled landscape with large edge-of-plateau towns and villages such as Wymondham
 - c) Long views from plateau edge
- 4.28. This plateau is dominated to the west of Wymondham by the much-loved Tiffey river valley, the Tiffey being a tributary of the River Yare. This valley is identified as a unique local landscape in its own right by the 2012 Placemaking work with a number of characteristics including:
- a) Presence of attractive historic bridges over the river, mostly constructed of brick
 - b) Important buildings including Wymondham Abbey and churches and mills forming landmark features
 - c) Important views including the view to Wymondham Abbey across the river valley
- 4.29. What is notable about both landscape characterisations is the frequent reference to the importance of views and how important they are in defining the places.
- 4.30. On a very practical level this characterisation is immediately familiar to anyone who has spent time in Wymondham. Travelling along Chapel Lane along the ridge of the Tiffey valley for example, the Abbey dominates the long-view, rising up above the horizon, or moving through the town centre there are glimpsed views of the tower rising above all of the other buildings such as on Brewery Lane. Venturing out into the countryside there are equally attractive views where the landscape starts to undulate as the river valley and ditch lines cut through farmland to shape long, winding views, highly attractive examples of which can be seen looking away from Wymondham along the Lizard or looking north and east towards Kidd's Moor.
- 4.31. Consultation established that these views and others are highly valued by local people and help to define Wymondham's own unique sense of place. The views of the Abbey are of a high heritage value and might be considered nationally significant, akin to glimpses of Ely Cathedral across the Fen, for example.

Objective

- 4.32. The objective of this policy is to preserve and enhance important views in and around Wymondham so that the features of these views and vistas can be enjoyed by future generations and go on defining Wymondham's unique character.

POLICY 5: IMPORTANT VIEWS AND VISTAS

THE PLAN SEEKS TO PROTECT AND ENHANCE THE VIEWS OF WYMONDHAM ABBEY, THE TIFFEY VALLEY, THE LIZARD AND ACROSS HIGH-QUALITY COUNTRYSIDE TO THE NORTH AND SOUTH OF THE TOWN. ANY DEVELOPMENT OR ALTERATIONS TO AN AREA WITHIN THESE VIEWS MUST ENSURE THAT KEY FEATURES OF THE VIEW CAN CONTINUE TO BE ENJOYED INCLUDING LANDMARK BUILDINGS, OPEN COUNTRYSIDE AND THE TOPOGRAPHY OF THE TOWN AND ITS SURROUNDINGS. DEVELOPMENT WITHIN THE VIEWS THAT IS INTRUSIVE, UNSIGHTLY OR PROMINENT TO THE DETRIMENT OF THE VIEW AS A WHOLE SHOULD BE AVOIDED.

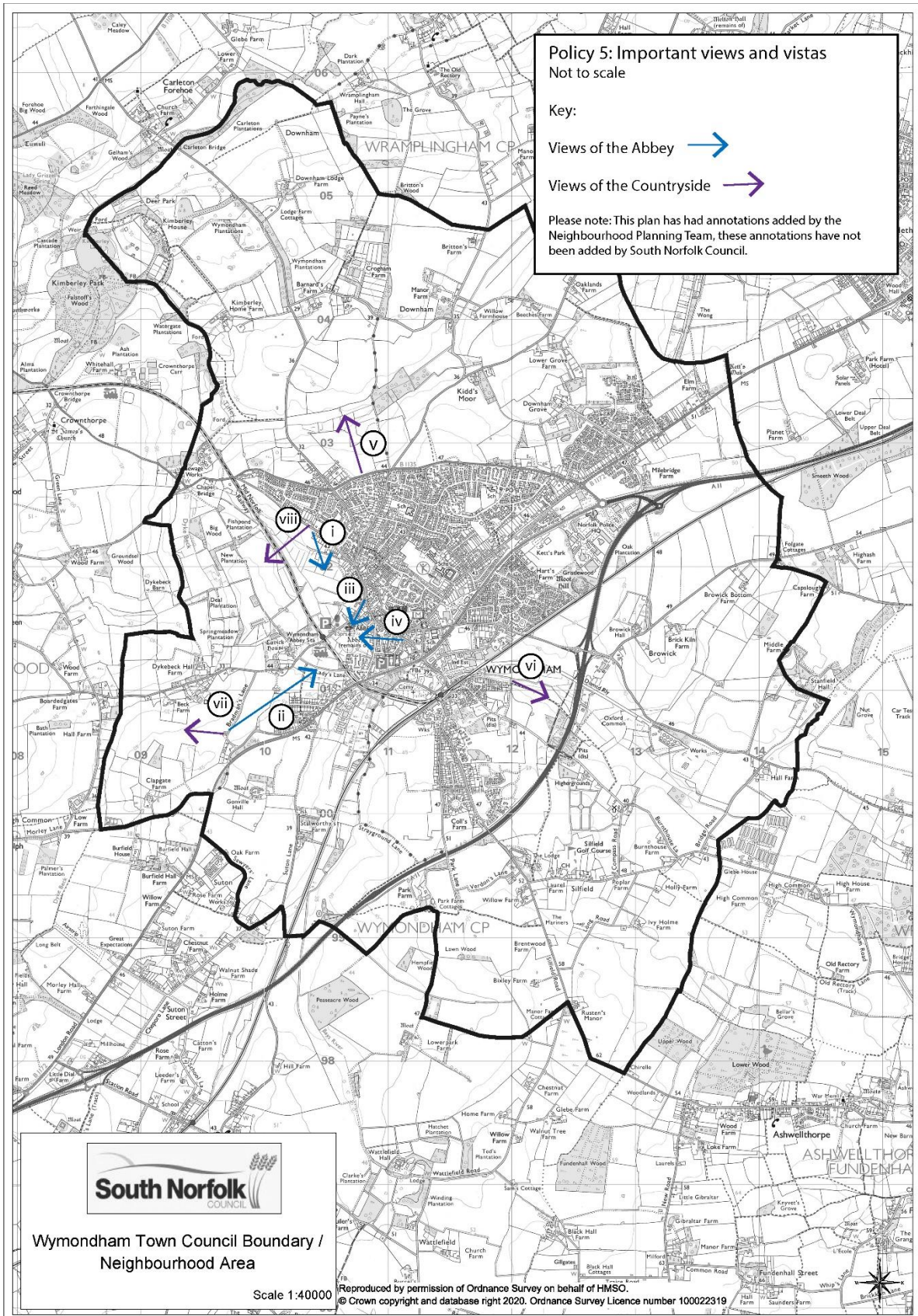
ABBAY VIEWS OF PARTICULAR IMPORTANCE INCLUDE THOSE FROM:

- I. CHAPEL LANE (LONG VIEW OF ABBEY IN DISTANCE ACROSS TIFFEY VALLEY)**
- II. BRADMAN'S LANE (LONG VIEW OF ABBEY IN DISTANCE ACROSS OPEN COUNTRYSIDE)**

- III. VICAR STREET (URBAN VIEW OF ABBEY TOWER FRAMED BY HISTORIC BUILDINGS)
- IV. BREWERY LANE (URBAN VIEW OF ABBEY TOWER FRAMED BY HISTORIC BUILDINGS)

COUNTRYSIDE VIEWS OF PARTICULAR IMPORTANCE INCLUDE THOSE FROM:

- V. TUTTLES LANE WEST LOOKING NORTH TOWARDS KIDD'S MOOR & CARLTON FOREHOE (LONG VIEW ACROSS OPEN COUNTRYSIDE)
- VI. THE LIZARD LOOKING EAST ALONG THE TIFFEY VALLEY (LONG VIEW ALONG TIFFEY VALLEY)
- VII. BRADMAN'S LANE LOOKING WEST (LONG VIEW ACROSS OPEN COUNTRYSIDE)
- VIII. CHAPEL LANE LOOKING WEST ACROSS THE TIFFEY VALLEY (LONG VIEW ACROSS TIFFEY VALLEY)



View i. Wymondham Abbey from Chapel Lane

View i: Wymondham Abbey in the middle distance rising up above the tree line across the Tiffey Valley. An iconic vista from a particularly important and busy road that flanks the west of the town means that it will be experienced by local residents and people travelling through Wymondham.



View II. Wymondham Abbey from Bradman's Lane

View II: Wymondham Abbey in the far distance rising over a seemingly flat agricultural plateau landscape. An important long-distance view from a well-used country lane that links two arterial routes into Wymondham.



View iii. Wymondham Abbey from Vicar Street



View iii: A short-range view of the east tower of Wymondham Abbey on a busy historic route in the town centre. The view is framed by heritage buildings, walls and arches and draws attention to the historic roofscape and the contrasting scale of domestic buildings and the Abbey.

View iv. Wymondham Abbey from Brewery Lane



View iv: A short-range view of both the east and west towers of Wymondham Abbey on a busy historic route just off the Market Place. The topography of the street means that the towers rise above the roofscape of Brewery Lane as it descends from this high vantage point. The framed view of both towers is particularly rare and striking.

View v. Tuttles Lane West



View vi. The Lizard looking east along the Tiffey Valley



View vii. Bradman's Lane looking west



View vii: A long-distance view across open farmed countryside from high ground at the important country lane linking two arterial routes into Wymondham. The view is characterised by an open field pattern divided by lines of trees and hedges as the landscape falls away into Dyke Beck.

View viii. Chapel Lane looking west across the Tiffey Valley



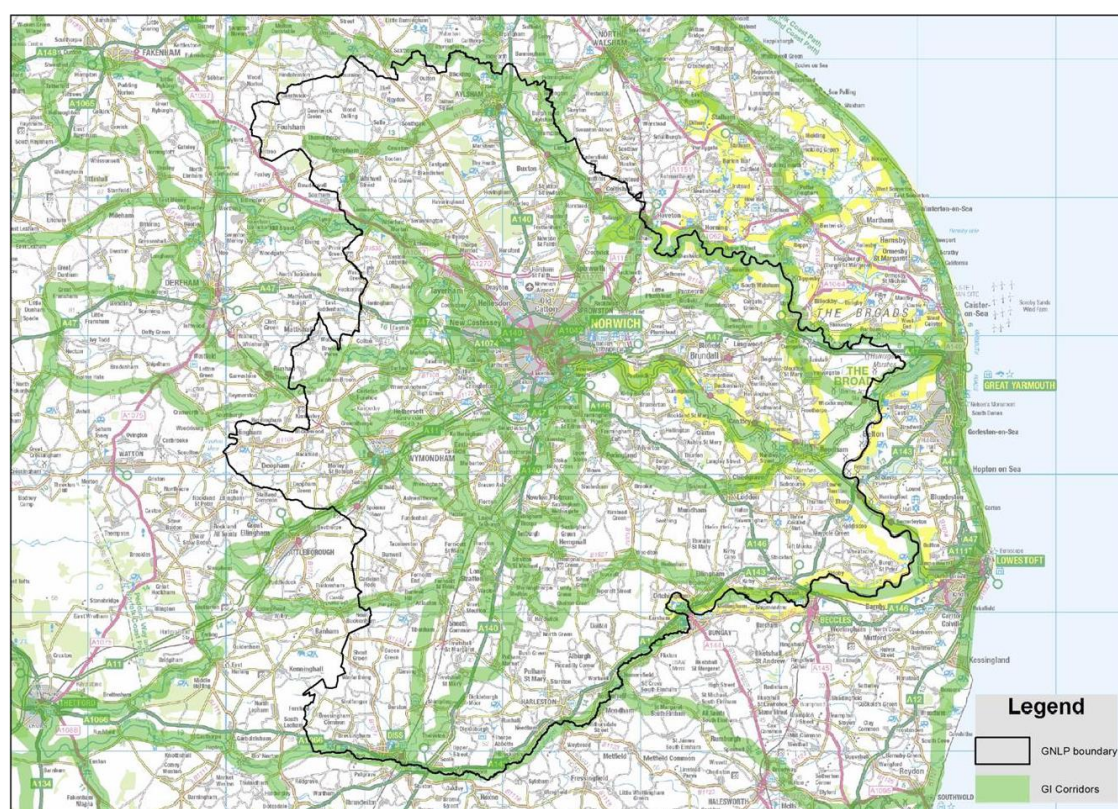
View viii: A long-distance view across the Tiffey Valley. The vista is particularly characterful in that it encompasses the fall and rise of the landscape as it stretches across to the far side of the Tiffey Valley. Other important characteristics include tree belts and hedgerows criss-crossing the landscape and distant glimpses of the Abbey.

Thematic Policies: Green infrastructure

Background

- 4.33. Norfolk as a county is full of incredible green infrastructure including historic parkland, forests, valleys, heaths and much more. There is a good strategy and policy framework that maps existing provision at the County and Local level and this has been enshrined in planning policy since at least 2011 in the previous Local Plan (the Joint Core Strategy). Going forward this pattern looks set to continue with the emerging GNLP continuing to place a high priority on green infrastructure stating that it is ‘essential that the network continues to be protected and developed further into the long term as green infrastructure aims to link fragmented habitats, allowing the movement of species and supporting biodiversity gain. It also has other benefits such as reducing flood risk and promoting active travel’.
- 4.34. In addition to a well-established and comprehensive policy framework, there is good representation from within local communities seeking to conserve and expand local provision. Greening Wymondham, for example, is a long-established and particularly proactive local group who were members of the Neighbourhood Plan Team.

Figure 9: Plan showing the strategic green infrastructure corridors across Norfolk

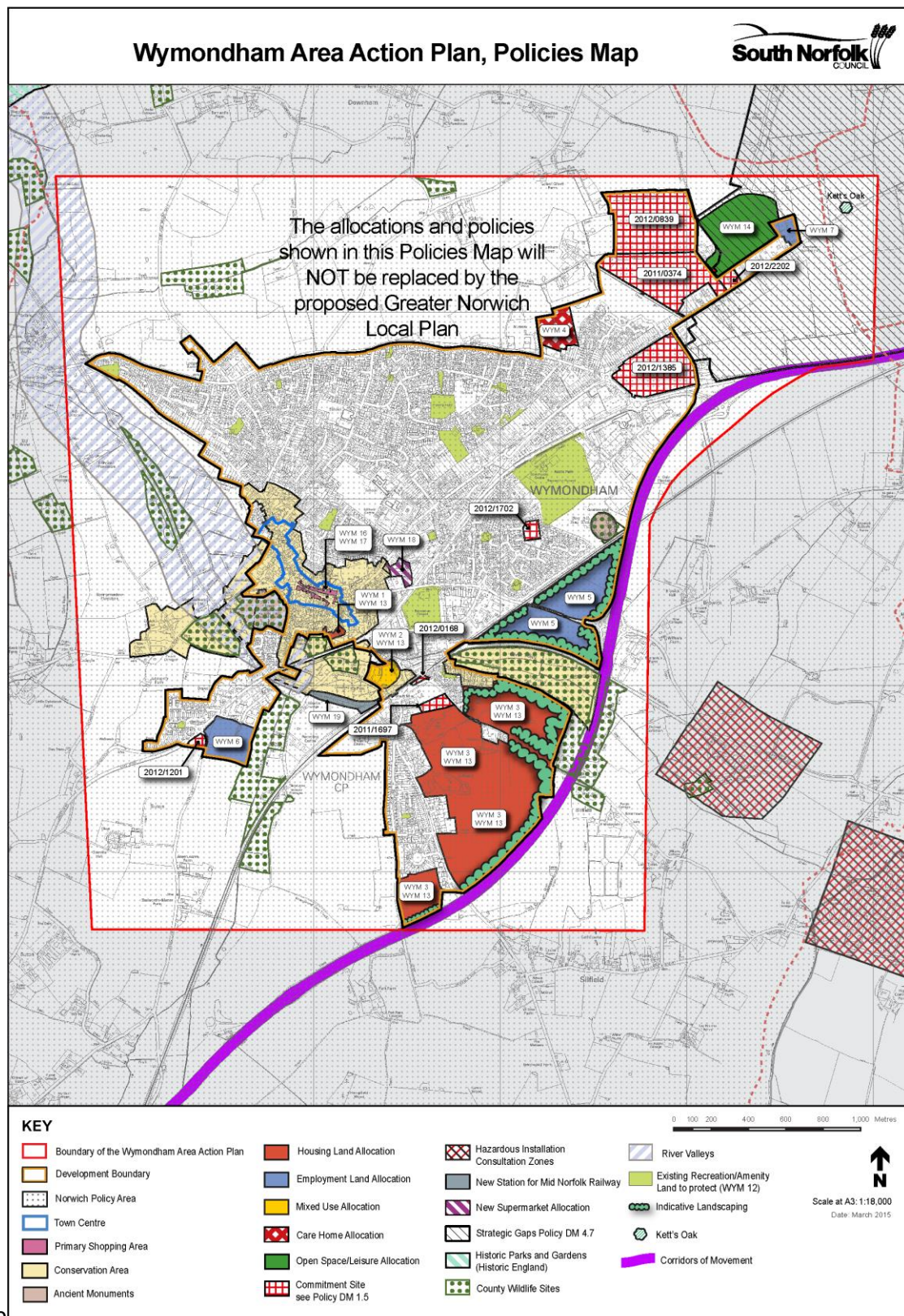


Source: Greater Norwich Local Plan (Regulation 19 draft), 2021

Did you know...

- 4.35. *Green infrastructure is a network of multi-functional green space and other green features, urban and rural, which can deliver quality of life and environmental benefits for communities. Green infrastructure is not simply an alternative description for conventional open space. It includes parks, open spaces, playing fields, woodlands – and also street trees, allotments, private gardens, green roofs and walls, sustainable drainage systems (SuDS) and soils. It includes rivers, streams, canals and other water bodies, sometimes called ‘blue infrastructure’.*
- 4.36. *The key features of green infrastructure are that it is a network of integrated spaces and features, not just individual elements; and that it is ‘multi-functional’ – it provides multiple benefits simultaneously.*
- 4.37. *These can be to:*
- a) Support people’s mental and physical health*
 - b) Encourage active travel*
 - c) Cool urban areas during heat waves*
 - d) Attract investment*
 - e) Reduce water run-off during flash flooding*
 - f) Carbon storage*
 - g) Provide sustainable drainage*
- 4.38. *The extent to which green infrastructure provides these benefits depends on how it is designed and maintained, and the maturity and health of the elements (such as trees) that form it (definition provided by the Town and Country Planning Association).*
- 4.39. Whilst Wymondham may not have many statutory designated pieces of green infrastructure it does benefit from several more informal sites and undesignated assets that are much loved such as walks along the Tiffey Valley and the woodland around Moot Hill. Many of these local assets are situated on or within a number of strategic green infrastructure corridors which traverse the Plan area such as the A11 corridor and the Tiffey Valley corridor.
- 4.40. Much of the local green infrastructure in Wymondham was captured in the 2015 Area Action Plan which catalogues local green spaces and starts to establish enhanced protection for all the main green infrastructure sites in the town. The AAP puts forward an appealing vision of establishing a ‘Kett’s Country’ pastoral landscape of grassland, woodland, farmland, hedgerow and wetland habitats will be protected and enhanced with the aim of strengthening the role of the Tiffey valley, maintaining the open land between Wymondham and Hethersett, conserving the historic landscape setting of the town and abbey and creating connections and linkages between green infrastructure.
- 4.41. South Norfolk Council’s adopted Open Spaces SPD (2018) sets out an approach to determining the appropriate level of contribution towards green infrastructure and should be applied (or its successor document applied), as appropriate.
- 4.42. Additional work is currently ongoing via the Wymondham/A11 Green Infrastructure Strategy that will take this even further. The purpose of the green infrastructure policies in this Plan is to add more weight and more information on local green infrastructure and to establish a more coherent strategy for linking sites in the town.

Figure 10: Plan showing the policies contained in the 2015 Wymondham Area Action Plan



Source: Greater Norwich Local Plan (Regulation 19 draft), 2021

Objective

- 4.43. The objective of this policy is to reinforce and enhance the parts of the Norfolk-wide strategic green infrastructure network that runs through Wymondham and highlight the importance of local green infrastructure sites within this network. The strategic network illustrated on the accompanying plan seeks to broadly reflect the corridors illustrated in the GNLP which are intended to provide a regional framework for more detailed development and planning. A second objective of the policy is to protect and enhance local elements of green infrastructure such as County Wildlife Sites that help to make up this strategic network and are much loved by local people.

POLICY 6: STRATEGIC GREEN INFRASTRUCTURE NETWORK

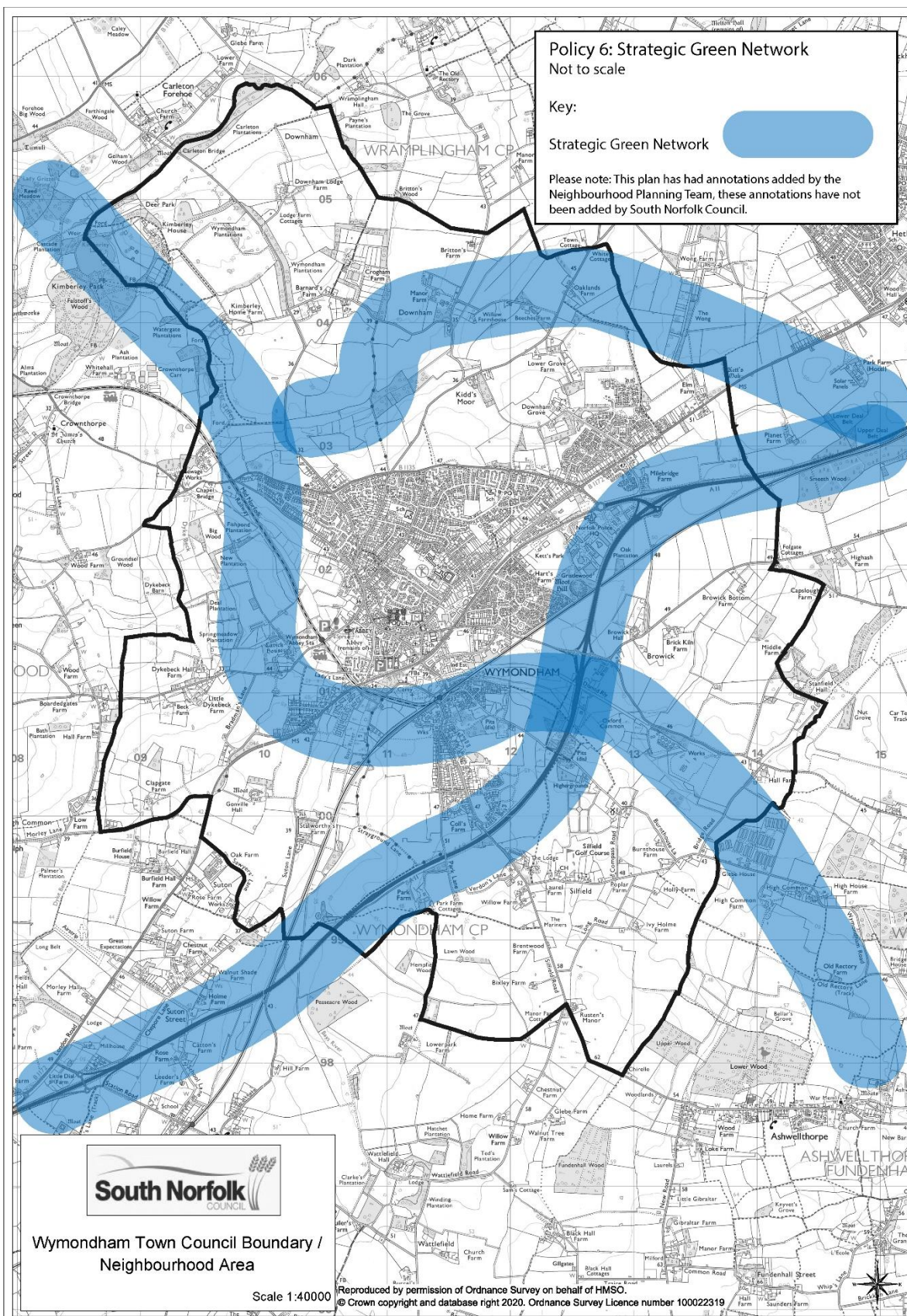
PROPOSALS THAT COMPLY WITH POLICIES WYM 8, 9, 10 AND 11 OF THE 2015 AAP AND MAKE A POSITIVE CONTRIBUTION TOWARDS THE DEVELOPMENT OF THE STRATEGIC GREEN INFRASTRUCTURE NETWORK IN WYMONDHAM WILL BE ENCOURAGED AND SUPPORTED. PARTICULAR CONTRIBUTIONS THAT WOULD BE WELCOMED INCLUDE:

- A) LANDSCAPE MANAGEMENT AND HABITAT CREATION THAT CREATE AND ENHANCE STRATEGIC GREEN INFRASTRUCTURE CORRIDORS**
- B) INTERVENTIONS THAT ENHANCE PARTS OF THE NETWORK THAT RUN THROUGH BUILT-UP AREAS OF WYMONDHAM**

WHERE A CONTRIBUTION TOWARDS THE GREEN INFRASTRUCTURE IS A REQUIREMENT OF A DEVELOPMENT, THE DEVELOPERS WILL BE EXPECTED TO MAKE PROPORTIONAL PROVISION FOR THE LONG-TERM MAINTENANCE IN LINE WITH RELEVANT ADOPTED POLICY SUCH AS THE OPEN SPACES SPD.

DEVELOPMENT THAT SEVERS OR SIGNIFICANTLY INTERRUPTS THE NETWORK INCLUDING LOCAL GREEN INFRASTRUCTURE SUCH AS COUNTY WILDLIFE SITES WILL NOT BE SUPPORTED.

DEVELOPMENT SHOULD HAVE REGARD TO THE OUTCOME OF THE WYMONDHAM/A11 GREEN INFRASTRUCTURE STRATEGY THAT WAS BEING PREPARED AT THE TIME THIS PLAN WAS WRITTEN.



Objective

- 4.44. The objective of this second green infrastructure policy is to seek to bridge the gap between the regional-scale, high level green infrastructure network noted in the previous policy that largely follows main river valleys or movement corridors and the smaller local areas and sites set out in the AAP. It seeks to establish larger contiguous areas of green infrastructure in Wymondham that join up individual local sites to create unbroken corridors or ribbons of habitat and greenspace for people and wildlife. The ribbons identified are based on the results of consultation and research into existing areas of green infrastructure that could potentially be linked or joined up to create larger contiguous pieces of locally strategic green infrastructure and link back into the regional network. They track linear features such as river valleys, major roads, railway lines or public footpaths which form the principal thread that will help to bind the ribbon together.

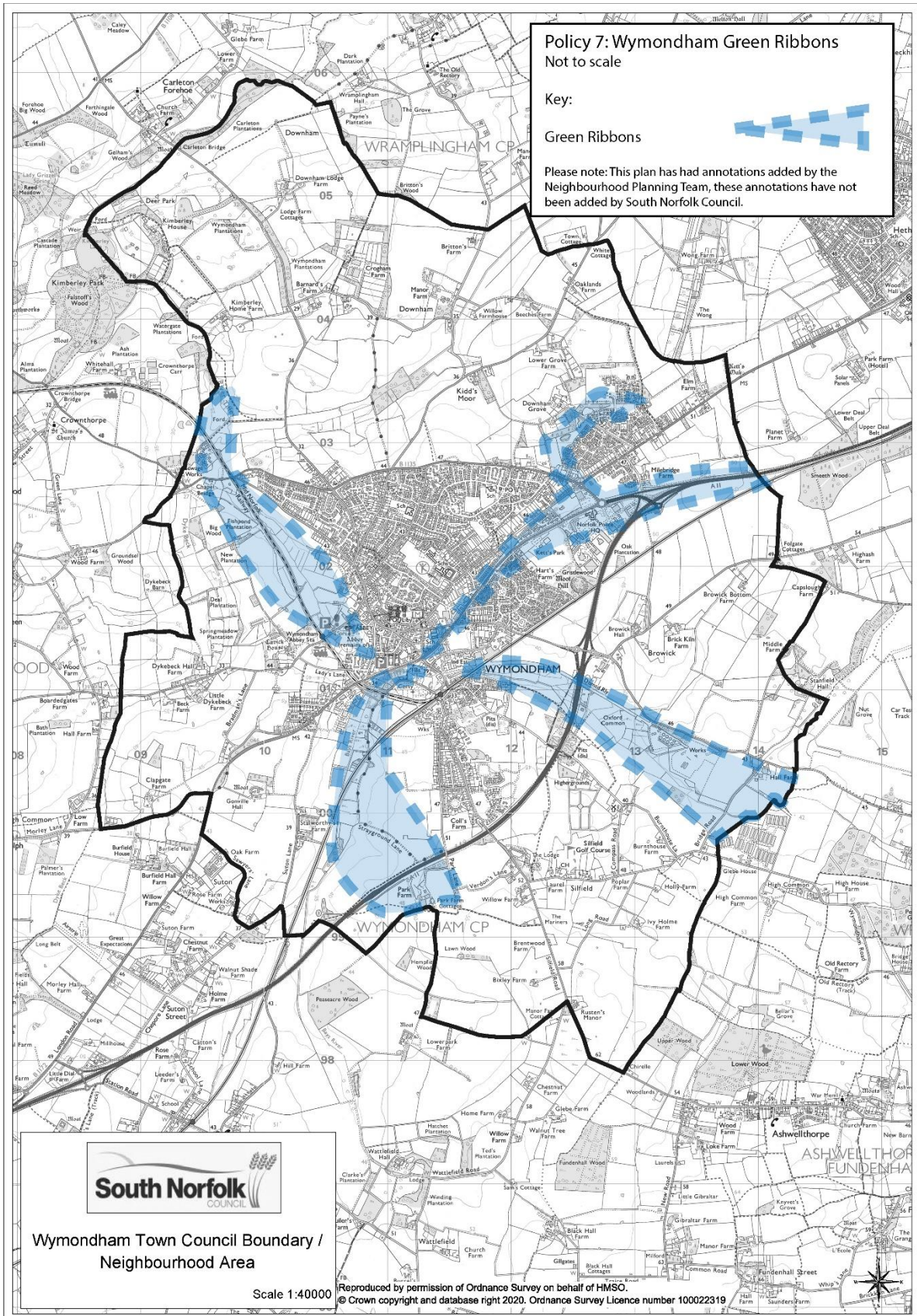
POLICY 7: WYMONDHAM GREEN RIBBONS

PROPOSALS THAT COMPLY WITH POLICIES WYM 8, 9, 10 AND 11 OF THE 2015 AAP AND MAKE A POSITIVE CONTRIBUTION TOWARDS THE DEVELOPMENT OF A NETWORK OF GREEN INFRASTRUCTURE RIBBONS OR WEDGES IN WYMONDHAM WILL BE ENCOURAGED AND SUPPORTED. CONTRIBUTIONS THAT WOULD BE PARTICULARLY WELCOMED INCLUDE THOSE THAT SUPPORT THE DEVELOPMENT OF THE AREAS ILLUSTRATED:

- A) RUNNING EAST WEST ALONG THE HARTS FARM ROAD**
- B) FOLLOWING THE TIFFEY VALLEY EASTWARDS FROM THE LIZARD OUT TO OXFORD COMMON**
- C) RUNNING NORTH-SOUTH ALONG STRAYGROUND LANE AND BAYS RIVER VALLEY FROM THE A11 INTO THE TOWN CEMETERY**
- D) FOLLOWING THE TIFFEY VALLEY AND MID NORFOLK RAILWAY NORTH-WEST FROM THE ABBEY**

THE EXTENT AND ALIGNMENT OF THE WYMONDHAM GREEN RIBBONS SHOWN IN THE ACCOMPANYING PLAN RECOGNISE EXISTING AND BROADLY CONTIGUOUS LANDSCAPE FEATURES SUCH AS RIVER VALLEYS, MAJOR ARTERIAL ROUTES LINED WITH PLANTING, AND HIGHLY USED PUBLIC ROUTES SUCH AS FOOTPATHS. THE ROUTES OF THE RIBBONS FORM AN IMPORTANT LINK BETWEEN THE COUNTRYSIDE AND THE TOWN CENTRE. THE PRESENCE OF ALMOST UNBROKEN LENGTHS OF GREEN INFRASTRUCTURE OF SOME FORM IS A FEATURE TO BE PROTECTED AND ENHANCED AND THE AREAS SHOWN ON THE PLAN ARE INTENDED TO AID THIS AMBITION.

HOUSEHOLD, COMMUNITY GROUP AND OTHER SMALL LANDOWNER INTERVENTIONS THAT MAKE MINOR CONTRIBUTIONS BUT THAT CUMULATIVELY CAN MAKE A BIG DIFFERENCE TO ENHANCE THE NETWORK OF RIBBONS ARE POSITIVELY ENCOURAGED.



Thematic Policies: Integration and accessibility

Background

- 4.45. Representations from two particular groups during the preparation of the Plan, backed up by the response from community consultation has identified significant issues around the physical integration of parts of Wymondham and the poor accessibility of particular parts of the town.
- 4.46. As well as including residents who have lived in Wymondham all their lives, the Neighbourhood Plan Team included people who have moved to the town more recently and live in some of the newer housing. Representation from this group helped to highlight how in some cases new developments are poorly integrated with the existing fabric of Wymondham and that not only does this create a degree of physical severance but it also makes it more difficult for new residents to socialise and interact with neighbouring residents
- 4.47. At the largest scale some of the most recent developments in Wymondham have occurred to the south of the railway off Silfield Road and the railway line creates a very real physical barrier between these areas and the rest of the town to the north. The fact that there is only a single and narrow underpass creating a pinch-point only serves to exacerbate this. Equally, the old A11 (Harts Farm Road) was and still is a major route through the town the scale of which and speed of traffic creates a degree of severance. At the neighbourhood scale there are examples of poorly integrated housing estates that have been built field-by-field as housing allocations have been made over time.
- 4.48. At best, these issues give rise to day to day inconveniences getting in and out of parts of town; at worst they can start to undermine the sense of community cohesion in Wymondham based on whether or not you live one side of the railway line or the other.
- 4.49. In addition to issues of physical severance, another series of representations made by the Wymondham Access Group highlighted numerous examples of where parts of the town simply do not work for disabled residents such as the visually or physically impaired. Examples included pedestrian routes spilling straight into the highway or poorly placed or unnecessary railings that create a hazard to the visually impaired or poorly placed bollards and railings or narrow/non-existent pavements that simply do not allow wheelchair users to pass.

Objective

- 4.50. The objective of this policy is to promote and enhance the physical and social concept of One Wymondham as a single, integrated and joined-up town that is fully accessible to all. The objective complements the work of Norfolk County Council who are preparing a Local Walking and Cycling Infrastructure Plan for the County and should provide a basis for joint working and consultation in due course.

POLICY 8: INTEGRATION AND ACCESSIBILITY FOR ALL

PROPOSALS THAT MAKE A POSITIVE CONTRIBUTION TO IMPROVING CONNECTIVITY WITHIN THE PLAN AREA FOR PEDESTRIANS AND CYCLISTS WILL BE SUPPORTED. PROPOSALS THAT LINK EXISTING AND NEW PARTS OF THE TOWN CENTRE AND LINK TO PUBLIC TRANSPORT NODES SUCH AS THE RAILWAY STATION IS KEY TO THE PLAN'S AMBITION OF CREATING ONE WYMONDHAM AND ARE PARTICULARLY ENCOURAGED.

OPPORTUNITIES TO CREATE MORE AND BETTER WALKING AND CYCLING ROUTES AROUND THE TOWN WILL BE SUPPORTED; NEW AND IMPROVED ROUTES SHOULD SEEK TO BE MORE ATTRACTIVE AND PLEASANT AND INCORPORATE SOFT LANDSCAPING WHEREVER POSSIBLE. PARTICULAR ATTENTION SHOULD BE GIVEN TO IMPROVING CONNECTIVITY AND FACILITIES FOR DISABLED AND ELDERLY RESIDENTS WHERE EXISTING INFRASTRUCTURE IS EITHER LACKING OR UNFIT FOR PURPOSE.

Thematic Policies: Access to the countryside

Background

- 4.51. Wymondham is a classic historic market town notable in this case for the presence of the huge and impressive Abbey. It is characterised by a dense historic core and a central Market Place and a network of radial routes leading off from this point around which new homes and workspaces have been built over time.
- 4.52. Wymondham is also defined by its setting, in this case within a large plateau or gently rolling arable countryside. The South Norfolk Place Making Guide (2012) notes that beyond the town, the parish comprises a number of hamlets; small church/hall settlements, with dispersed farmsteads and country houses. The key defining characteristics of the countryside around Wymondham includes:
 - a) The Tiffey valley and associated river meadows to the south and west making an important recreation and ecological green corridor
 - b) Outlying hamlets and settlements, landscape dominated and visually separate and distinct
 - c) Presence of large parkland estates with estate dwellings, railings and other features
- 4.53. As noted throughout this Plan, the character of the town and its setting in the countryside contributes significantly to the appeal of Wymondham which is why this characteristic is specifically referenced in the vision for the plan. People naturally therefore want to get out into the countryside and enjoy the area where they live whether they are walking the dog, exercising or simply exploring.
- 4.54. However, with just a few notable exceptions which are much used and much loved, it is relatively difficult to get out into the countryside on foot around Wymondham via formal public footpaths or cycleways. This issue was highlighted by the Neighbourhood Plan Team and during public consultation work and during site visits and highlighted in the Wymondham Network Improvement Strategy (2020).

- 4.55. One of the impacts of the coronavirus pandemic has been a marked increase in people using their local countryside. People are spending more time in the place that they live and have more time to spend locally; people are more mindful of needing to exercise for physical and mental wellbeing and people are less inclined to gravitate towards more obvious outdoor destinations that attract large concentrations of people. Whilst this trend may fade somewhat as the pandemic eventually passes, it is likely that it will have a lasting legacy which places even more of an impetus on finding ways to improve access to the countryside around Wymondham.

Objective

- 4.56. The objective of this policy is to encourage landowners, developers and the public sector to facilitate or deliver new and/or improved footpaths and cycleways in the countryside around Wymondham. The specific elements of the network that this policy seeks to add is based on a review of where there are gaps in the existing network, for example between fragmented lengths of public footpaths. This will directly benefit the physical and mental wellbeing of the community and help to make Wymondham an even more attractive place to live, work and play.

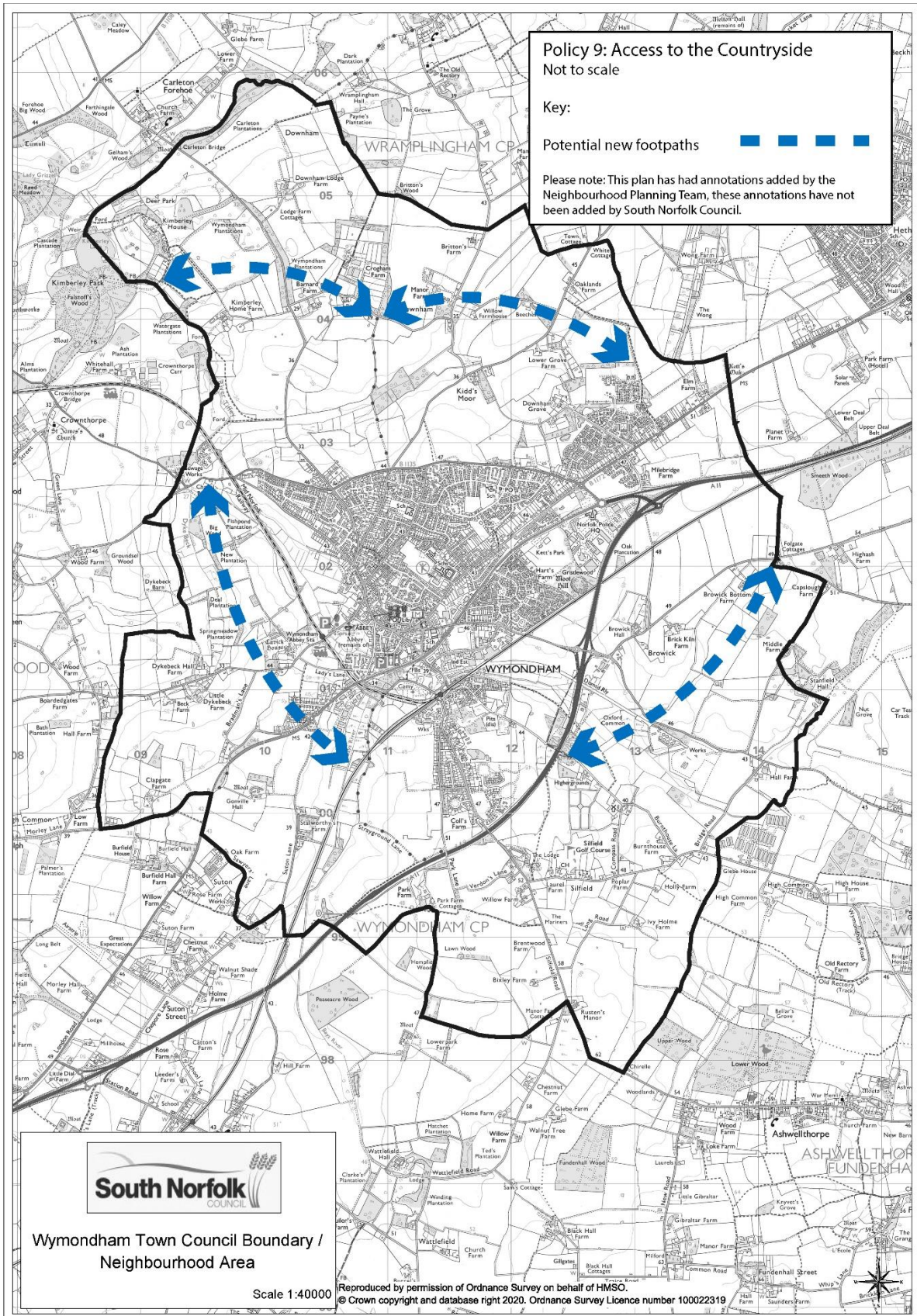
POLICY 9: ACCESS TO THE COUNTRYSIDE

PROPOSALS TO INCREASE AND IMPROVE PUBLIC ACCESSIBILITY TO THE COUNTRYSIDE AROUND WYMONDHAM TO PROMOTE HEALTHY LIFESTYLES AND COMMUNITY WELLBEING ARE ENCOURAGED. IN PARTICULAR, THE NEIGHBOURHOOD PLAN SUPPORTS THE PROVISION OF IMPROVED AND NEW FULLY ACCESSIBLE FOOTPATHS AND CYCLEWAYS BUILDING ON EXISTING ROUTES AND THE LOCAL GREEN RIBBONS IN A NUMBER OF AREAS:

- A) TO THE NORTH OF THE TOWN AND WEST TOWARDS THE TIFFEY VALLEY AND EAST TOWARDS HETHERSETT**
- B) TO THE SOUTH OF THE TOWN AND EAST TOWARDS SILFIELD**
- C) TO THE WEST OF THE TOWN ON A NORTH-SOUTH AXIS.**

FOOTPATHS SHOULD BE DESIGNED TO SUIT THEIR ENVIRONMENT AND BLEND WITH THE LANDSCAPE. THEY SHOULD BE ACCOMPANIED BY APPROPRIATE SIGNAGE AND WAYFINDING. THE PLAN ENCOURAGES THE DESIGN OF FOOTPATHS TO REFLECT THE RURAL SETTING OF WYMONDHAM.

WHERE FOOTPATHS MAKE USE OF EXISTING ROADS APPROPRIATE MEASURES SHOULD BE TAKEN TO MAXIMISE PEDESTRIAN AND CYCLIST SAFETY.



Thematic Policies: Surface water flood risk

Background

- 4.57. During consultation the LLFA commented that according to their datasets (extending from 2011 to the present day) there are 16 records of internal flooding and 19 records of external/anecdotal flooding in the Parish of Wymondham. The LLFA highlighted the importance of considering surface water, ground water and flooding from ordinary water courses within the Plan and recommended that the following policy be included in the Plan. The Plan requires that any future development (or redevelopment) proposals show there is no increased risk of flooding from an existing flood source and mitigation measures are implemented to address surface water arising within the development site.

POLICY 10: SURFACE WATER FLOOD RISK

ANY NEW DEVELOPMENT SHOULD BE ACCOMPANIED BY AN APPROPRIATE ASSESSMENT WHICH GIVES ADEQUATE AND APPROPRIATE CONSIDERATION TO ALL SOURCES OF FLOODING AND PROPOSED SURFACE WATER DRAINAGE. ANY APPLICATION MADE TO A LOCAL PLANNING AUTHORITY WILL BE REQUIRED TO DEMONSTRATE THAT IT WOULD:

- A) NOT INCREASE THE FLOOD RISK TO THE SITE OR WIDER AREA FROM FLUVIAL, SURFACE WATER, GROUNDWATER, SEWERS OR ARTIFICIAL SOURCES.**
- B) HAVE A NEUTRAL OR POSITIVE IMPACT ON SURFACE WATER DRAINAGE.**
- C) PROPOSALS MUST DEMONSTRATE ENGAGEMENT WITH RELEVANT AGENCIES AND SEEK TO INCORPORATE APPROPRIATE MITIGATION MEASURES MANAGE FLOOD RISK AND TO REDUCE SURFACE WATER RUN-OFF TO THE DEVELOPMENT AND WIDER AREA SUCH AS:**
- D) INCLUSION OF APPROPRIATE MEASURES TO ADDRESS ANY IDENTIFIED RISK OF FLOODING (IN THE FOLLOWING ORDER OR PRIORITY: ASSESS, AVOID, MANAGE AND MITIGATE FLOOD RISK).**
- E) WHERE APPROPRIATE UNDERTAKE SEQUENTIAL AND /OR EXCEPTION TESTS.**
- F) LOCATE ONLY COMPATIBLE DEVELOPMENT IN AREAS AT RISK OF FLOODING, CONSIDERING THE PROPOSED VULNERABILITY OF LAND USE.**
- G) INCLUSION OF APPROPRIATE ALLOWANCES FOR CLIMATE CHANGE.**
- H) INCLUSION OF SUSTAINABLE DRAINAGE PROPOSALS (SUDS) WITH AN APPROPRIATE DISCHARGE LOCATION.**
- I) PRIORITY USE OF SOURCE CONTROL SUDS SUCH AS PERMEABLE SURFACES, RAINWATER HARVESTING AND STORAGE OR GREEN ROOFS AND WALLS. OTHER SUDS COMPONENTS WHICH CONVEY OR STORE SURFACE WATER CAN ALSO BE CONSIDERED.**
- J) TO MITIGATE AGAINST THE CREATION OF ADDITIONAL IMPERMEABLE SURFACES, ATTENUATION OF GREENFIELD (OR FOR REDEVELOPMENT SITES AS CLOSE TO GREENFIELD AS POSSIBLE) SURFACE WATER RUNOFF RATES AND RUNOFF VOLUMES WITHIN THE DEVELOPMENT SITE BOUNDARY.**
- K) PROVIDE CLEAR MAINTENANCE AND MANAGEMENT PROPOSALS OF STRUCTURES WITHIN THE DEVELOPMENT, INCLUDING SUDS ELEMENTS, RIPARIAN OWNERSHIP OF ORDINARY WATERCOURSES OR CULVERTS, AND THEIR ASSOCIATED FUNDING MECHANISMS.**

5. Neighbourhood Plan Projects

- 5.1. In addition to the Policies set out in the previous section, a number of local issues have been highlighted during the preparation of the Plan that are best captured as projects. These do not form part of the statutory architecture of the Neighbourhood Plan but seek to highlight how specific local issues might be addressed. These projects are set out below.

PROJECT 1: OLD SALE YARD SITE

THE NEIGHBOURHOOD PLAN SUPPORTS IMPROVEMENTS TO THE APPEARANCE OF THE OLD SALES YARD SITE CLOSE TO WYMONDHAM STATION WHILST THE SITE REMAINS UNDEVELOPED.

PROJECT 2: PEDESTRIAN AND CYCLIST WAYFINDING

THE NEIGHBOURHOOD PLAN SUPPORTS A COMPREHENSIVE REVIEW OF PEDESTRIAN AND CYCLIST WAYFINDING ACROSS THE PARISH AND THE DELIVERY OF A NEW, EFFECTIVE AND CONSISTENT LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN INCLUDING ONLINE MEDIA, PHYSICAL MAPS, SIGNAGE AND WAY-MARKING. THE PROPOSED PLAN SHOULD TAKE INTO ACCOUNT THE FULL RANGE OF TYPES OF FOOTPATHS AND CYCLE WAYS AND SEEK TO HIGHLIGHT AND PROMOTE OPPORTUNITIES THAT IMPROVE ACCESS TO THE SURROUNDING COUNTRYSIDE. THE PLAN SHOULD SEEK TO INCORPORATE NATURAL AND BUILT HERITAGE INTERPRETATION WHEREVER POSSIBLE.

PROJECT 3: DIVERSITY OF GREENSPACES

THE NEIGHBOURHOOD PLAN SUPPORTS A REVIEW OF PARKS, GREEN SPACES AND OTHER GREEN INFRASTRUCTURE IN WYMONDHAM AND THE DEVELOPMENT OF A STRATEGY AND VISION THAT ENSURES THE CONDITION, VOLUME AND CHARACTER OF PROVISION MEETS COMMUNITY NEEDS. PARTICULAR CONSIDERATION SHOULD BE GIVEN TO ENSURING THERE IS A BALANCE BETWEEN AMENITY GREENSPACE AND WILDER GREEN SPACES. WHERE CHANGES ARE PROPOSED STAKEHOLDERS WILL NEED TO IDENTIFY HOW LONG-TERM MANAGEMENT AND MAINTENANCE WILL BE ADDRESSED.

PROJECT 4: DE-CLUTTERING

WHEN PUBLIC AREAS ARE REDEVELOPED OR NEW INFRASTRUCTURE IS ADDED OR UPGRADED, THE OPPORTUNITY SHOULD BE SEIZED TO REMOVE OBSOLETE ITEMS AND CONSOLIDATE INFRASTRUCTURE THAT REMAINS REQUIRED. PARTICULAR ATTENTION SHOULD BE GIVEN TO THE TOWN CENTRE WHERE CLUTTER HAS ACCUMULATED IN PARTICULAR LOCATIONS WITH THE CONSEQUENCE OF REDUCING THE QUANTITY OR UTILITY OF PUBLIC SPACE.

PROJECT 5: WYMONDHAM GATEWAYS

THE NEIGHBOURHOOD PLAN SUPPORTS THE ENHANCEMENT OF GATEWAYS TO THE TOWN TO IMPROVE PEOPLE'S FIRST IMPRESSION OF WYMONDHAM AND IMPROVE OVERALL PERCEPTIONS OF THE AREA. ENHANCEMENTS MIGHT INCLUDE THE INSTALLATION OF HIGH QUALITY TOWN SIGNAGE, PLANTING OR GATEWAY MARKERS. GATEWAYS WOULD INCLUDE JUNCTIONS OFF THE A11 AND ARTERIAL ROADS INTO THE TOWN.

PROJECT 6: TOWN CENTRE SIGNAGE

THE NEIGHBOURHOOD PLAN SUPPORTS A COMPREHENSIVE REVIEW OF SIGNAGE, INTERPRETATION AND MAPS IN THE TOWN CENTRE AND THE DELIVERY OF A NEW, EFFECTIVE AND CONSISTENT STRATEGY FOLLOWED BY THE NEW SIGNAGE ITSELF. NEW MATERIAL SHOULD BE DESIGNED TO HELP VISITORS ORIENTATE THEMSELVES AND IN PARTICULAR RECOGNISE THE 'STRING OF PEARLS' OF HERITAGE ASSETS IN THE TOWN FROM THE WYMONDHAM HERITAGE MUSEUM, MARKET CROSS, BECKET'S CHAPEL AND WYMONDHAM ABBEY.

6. Implementation and Monitoring

Implementation

- 6.1. The policies contained in this Neighbourhood Plan will be applied by South Norfolk Council to future development proposals. The policies and projects will also be used by Wymondham Town Council to shape future strategy and investment.
- 6.2. The implementation of the projects set out in the Neighbourhood Plan will require the co-ordinated input and cooperation of a number of statutory and non-statutory agencies, private sector organisations and the local community. In order to support the implementation of the projects, a separate implementation plan has been prepared. This document is not part of the Neighbourhood Plan but simply includes information on potential actions to progress the delivery of specific projects.

Monitoring

- 6.3. Wymondham Town Council will monitor the implementation of the Neighbourhood Plan and consider whether formal review and updates are required over the period to 2038. During this period it is likely that the planning system will be subject to change and reform, for example a new Planning Bill is expected during 2022. Change such as this means that will be particularly important to monitor impacts on Neighbourhood Planning and respond as necessary.

Wymondham Neighbourhood Plan – Submission Version

Reg. 16 Response from South Norfolk Council

Section of document	Comments
<p>Policy 6 – Strategic Green Infrastructure Network</p> <p>Policy 7 – Wymondham Green Ribbons</p>	<p>Although additions have been made to supporting text (para. 4.43) as a result of South Norfolk Council's comments made during the Regulation 14 consultation stage, the Council still considers that it would be beneficial for the policy maps to identify the particular, local green infrastructure assets that would be covered by the policies. The network may be lifted from the GNLP, but this is a very high level strategic document produced at the sub-regional scale. If such an ambition is articulated at a lower level, through an area-focused plan, then it would be beneficial to specify the particular assets to be covered. This will help to make the policy clearer and less ambiguous, in accordance with paragraph 16.d) of the NPPF.</p> <p>There is a reference to the 'Open Spaces SPD' in the second paragraph of Policy 6, which has been added following a comment from South Norfolk Council at the Reg. 14 consultation stage. However, the SPD is not adopted policy, as suggested, and the full title of the document has not been provided. The Council would suggest amending the second part of the sentence to read '<i>...in line with South Norfolk Council's Open Space SPD or equivalent replacement.</i>'</p> <p>The Council also feels that paragraph 2 of Policy 7 (starting '<i>The extent and alignment of the Wymondham Green Ribbons...</i>') would be better placed as supporting text to the policy rather than as policy wording itself.</p> <p>Again, it is felt that these amendments will help to improve the clarity of the policy.</p>
<p>Policy 10 – Surface water flood risk</p>	<p>The Council notes that this policy has been suggested as an addition by the Lead Local Flood Authority during the Reg. 14 consultation stage. Whilst it is not refuted that policies addressing such issues can be beneficial within Neighbourhood Plans, the Council suggests that the policy could benefit from relating more specifically to particular flooding issues within the neighbourhood area. It is not clear how this policy materially adds to existing policy and guidance at the national and local level. Neighbourhood Plan policies are expected to be '<i>distinct to reflect and respond to the unique characteristics and planning context or the specific neighbourhood area for which it has been prepared.</i>'¹ In addition, plans should avoid '<i>unnecessary duplication of policies that apply to a particular</i></p>

¹ Planning Practice Guidance – Neighbourhood Planning; How should the policies in a neighbourhood plan be drafted?; Paragraph: 041 Reference ID: 41-041-20140306

Section of document	Comments
	<p><i>area</i>². Although the supporting text in paragraph 4.7 refers to records, there is no mention within the policy of specific locations that are prone to surface water flooding.</p> <p>In addition, the Council feels that some consideration should be given to proportionality. The policy currently makes a requirement of an appropriate assessment of '<i>any new development</i>', which does not feel proportionate (for example, to a minor householder application).</p> <p>Notwithstanding these issues, there are two typographical / presentational errors which the Council wishes to point out –</p> <p>Firstly, there is an error in the third sentence of paragraph 4.57, where it states '<i>he Plan requires...</i>'</p> <p>Secondly, it appears that point c) within the policy wording should be a stand-alone paragraph, with points d)-k) making up a separate list of requirements.</p>

² NPPF; para. 16.f)



Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Vicky West

Date of Assessment: 16/03/2021

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

The **Wymondham Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land between 2022 and 2038. It is the first Neighbourhood Plan that has been developed by and for the community of Wymondham. Once the Plan is made (adopted), it will become part of the statutory Development Plan for South Norfolk, and South Norfolk Council will use it (alongside documents making up the Local Plan) to determine planning applications covered by the neighbourhood area. The Parish Council will also use the Plan to respond to planning applications.

The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulations 2012 (as amended), giving communities the right to shape future development at a local level. The Wymondham Neighbourhood Plan will complement existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as through desk-based research.

The Neighbourhood Plan incorporates an overall vision for the parish, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan was developed over a period two years before being submitted to South Norfolk Council in February 2022, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement. South Norfolk Council will shortly be considering the submitted documents to ensure they meet certain criteria, before progressing the Plan to a Regulation 16 consultation. Following this, the Plan will undergo an independent examination, a referendum and (if successful) its final adoption.

The Neighbourhood Plan vision is as follows:

'One Wymondham: A traditional and vibrant market town in the Norfolk countryside, with an inclusive community that values its heritage and greenspaces whilst embracing the future.'

The objectives that seek to achieve this are split amongst the themes of:

- Development and Design
- Environment and Landscape
- Business and Employment

2. Which Protected characteristics under the Equalities Act 2010 does this Policy Impact:
(Indicate whether the impact could be positive, neutral or negative)

Protected Characteristic	Positive Impact	Neutral Impact	Negative Impact
Age	✓		
Disability	✓		
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	

3. Which additional Communities characteristics does this policy impact?

Protected Characteristic	Positive Impact	Neutral Impact	Negative Impact
Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

4. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be positive, neutral, or negative and impact groups differently

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. The latter by access to and movement around the town. The Neighbourhood Plan takes measures to address these issues, primarily through a series of policies; Policy 1 Town Centre Vibrancy, Policy 3 Planning the Public Realm and Policy 8 Integration and Accessibility for All, which seek to support a range of improvements which would provide for the needs of these different groups within the community.

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the Neighbourhood Plan is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

A Neighbourhood Plan Steering Group was formed by the Town Council to lead on the project with the help of external consultants. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan. Stakeholder bodies that were consulted included Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England, Historic England, and South Norfolk Council, amongst others.

Communications methods used during the process included the town council website; the parish magazine; posters; flyers etc. During the plan process, several public and stakeholder engagement methods were utilised, including online surveys, meetings and a face-to-face exhibition. This culminated in a statutory, pre-submission Neighbourhood Plan consultation that took place with the community and stakeholder bodies prior to the Plan being submitted to the Council.

The engagement and consultation process allowed the emerging policies to be discussed, tested and updated with local residents and stakeholders, before the draft Plan was finalised for submission.

Support has been provided by South Norfolk Council, in the form of officer guidance, but also through a grant award. Financial support was also provided by the national support body, Locality.

5. What do you believe are the potential communities' impacts of this policy?

Please include:

- **How the policy can meet agreed priorities**
- **Evidence gathered to inform your decision**
- **Partnership organisations worked with in the development of this policy**
- **Where you have consulted, Who and How this has informed the decision/policy**
- **Any other groups impacted not detailed above**

Note: Impacts could be positive, neutral, or negative and impact groups differently

As explained above, the overall intention of the Neighbourhood Plan (as demonstrated by the Vision) is to encourage sustainable development and seek to benefit the entire community. The Neighbourhood Plan is required to demonstrate its contribution to sustainable development (encompassing economic, environmental and social sustainability). This is addressed in detail within the Basic Conditions Statement, which is one of the additional, supporting documents that the Parish Council is required to submit alongside its Neighbourhood Plan.

The Neighbourhood Plan policies cumulatively contribute towards the achievement of economic, social and environmental sustainability, which is summarised in the Basic Conditions Statement.

The Basic Conditions Statement also assesses the Plan against the National Planning Policy Framework Sustainable Development Objectives. The following illustrates those Neighbourhood Plan objectives and policies that help to address the social sustainability objective within the NPPF.

NPPF 2021:

A social objective: to support strong, vibrant and healthy communities by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being;

Contribution through Wymondham Neighbourhood Plan Objectives and Policies:

Policy 2: Back Lane will help to deliver this objective by promoting improvements to areas of public realm.

Policy 3: Planning Public Realm will support this objective by promoting improvements and enhancements to prominent areas of public realm.

Policy 4 Excellence in design will support the delivery of this objective by promoting high standards of design across the Plan area.

Policy 8: Integration and accessibility for all will help to deliver this objective by promoting changes that will support people's wellbeing.

Policy 9: Access to the countryside will help to deliver this objective by promoting improvements to walking and cycling routes which will help support healthy lifestyles.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Wymondham Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process requires an assessment of the proposed plan's contribution to sustainable development as a matter of course. Neighbourhood Plans are required by law to have undergone appropriate community and stakeholder consultation, and to demonstrate that policies are evidenced, justified, deliverable, and sustainable.

If successful, and once made by South Norfolk Council, the Neighbourhood Plan will primarily be monitored by Wymondham Town Council, but the District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator: Vicky West

Signed by responsible head of department: Helen Mellors

Please send your completed forms to the equalities lead (Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

REVIEW DATE - _____

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)

TIVETSHALLS NEIGHBOURHOOD PLAN SUBMISSION

Report Author(s): Richard Squires
Senior Community Planning Officer
01603 430637
richard.squires@broadland.gov.uk

Portfolio: External Affairs and Policy; Stronger Economy

Ward(s) Affected: Beck Vale, Dickleburgh & Scole

Purpose of the Report:

Tivetshall Parish Council has submitted its proposed Neighbourhood Plan, along with necessary supporting information to South Norfolk Council. The purpose of this report is to agree to take the proposed Plan through to the next stages of consultation and independent examination.

Recommendations:

It is proposed that Cabinet agree:

1. That the submitted Tivetshalls Neighbourhood Plan meets the requirements of Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
2. That the Neighbourhood Plan can therefore proceed to consultation, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, and subsequently to an independent examination.
3. That the proposed South Norfolk Council responses, as detailed in Appendix 2, are formally submitted as part of the Regulation 16 consultation.

1 SUMMARY

- 1.1 Tivetshall Parish Council submitted its proposed Neighbourhood Plan, along with necessary supporting information to South Norfolk Council in February 2022. The purpose of this report is to agree to take the proposed Plan through to the next stages of consultation and independent examination.

2 BACKGROUND

- 2.1 Tivetshall Parish Council, as the appropriate Qualifying Body, applied to South Norfolk Council in July 2020 to designate a Neighbourhood Area for the purpose of producing a Neighbourhood Plan.
- 2.2 Since that time, the local planning authority has supported the appointed Neighbourhood Plan steering group in terms of funding, professional advice and guidance from officers, and other forms of practical support. The process of producing the Plan has seen the steering group undertaking consultation with residents and other stakeholder organisations, with a view to developing and drafting Neighbourhood Plan objectives and policies with the help of an independent consultant.

3 CURRENT POSITION/FINDINGS

- 3.1 On submission of a Neighbourhood Plan to the local planning authority, the authority must undertake an assessment of the proposed plan against certain criteria. This is required by Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
- 3.2 The legislation states that the local planning authority may only refuse to progress a submitted Neighbourhood Plan to the next stages if it considers that any of these specific criteria have not been met or if the Neighbourhood Plan proposal is considered a repeat proposal, as defined in paragraph 5 of the above Act
- 3.3 The following sets out details of the assessment against each of the prescribed criteria (bold headings);
- 3.4 **Is the parish/town council authorised to act?**
Tivetshall Parish Council applied to South Norfolk Council to designate its Neighbourhood Area in line with the civil parish boundary. This application was approved in July 2020. It is therefore considered that the Parish Council is authorised to act in relation to this neighbourhood area.
- 3.4 **Do the proposals and accompanying documents:**
(a) Comply with the rules for submission to the Council?
Regulation 15 of the Neighbourhood Planning Regulations 2012 (as amended) states that the submitted documents should include:
- A map or statement identifying the area to which the plan relates.

- A Consultation Statement, which contains details of those consulted, how they were consulted, summarises the main issues and concerns raised and how these have been considered and, where relevant, addressed in the Neighbourhood Plan.
- The proposed Neighbourhood Plan.
- A Basic Conditions Statement, showing how the Plan meets the basic conditions set out in Schedule 4B of the 1990 Act.
- An SEA screening assessment and, if required as a result of the latter, an SEA.

The Parish Council has supplied all of the above documentation.

3.5 Do the proposals and accompanying documents:

(b) Meet the definition of a Neighbourhood Plan?

It is considered that the Tivetshalls Neighbourhood Plan meets the definition of a Neighbourhood Plan as set out in Section 38A of the Planning and Compulsory Purchase Act 2004, containing (as it does) a series of planning policies that seek to manage development within the parish.

3.6 Do the proposals and accompanying documents:

(c) Meet the scope of Neighbourhood Plan provisions?

The Tivetshalls Neighbourhood Plan clearly states that it is a development plan for Tivetshall, which runs until 2042. The Neighbourhood Plan does not make any provision regarding excluded development. Excluded development is that which is either a 'county matter' (relating to minerals), any operation relating to waste development, or development consisting wholly or partly of a national infrastructure project.

- 3.7** The Neighbourhood Plan only relates to the Tivetshall Neighbourhood Area and it does not repeat an existing planning permission. It is therefore considered that it satisfactorily meets the provisions defined in Section 38B of the Planning and Compulsory Purchase Act 2004.

3.8 Has the parish/town council undertaken the correct procedures in relation to consultation and publicity regarding the Neighbourhood Plan?

Regulation 14 of the Neighbourhood Planning Regulations 2012 states that, before submitting the Neighbourhood Plan to the local planning authority, the Qualifying Body should publicise the Plan and consult the public and stakeholder bodies over a period of six weeks.

- 3.9** The pre-submission (Reg. 14) consultation undertaken by the Parish Council in relation to the draft Neighbourhood Plan is summarised in the Consultation Statement. This provides details of the publicity that was undertaken at this (and prior) consultation stages and the bodies that were consulted on the draft Plan. A copy of the draft Neighbourhood Plan was received by the District Council, for comments, at this stage (which were duly made).

4 PROPOSED ACTION

- 4.1 It is proposed that, as Tivetshall Parish Council has met each of the criteria specified above, South Norfolk Council approves the submission of Neighbourhood Plan and that confirmation of this is sent to the Parish Council.
- 4.2 Once approved, District Council officers will arrange for the Neighbourhood Plan to be published and will invite comments from the public, stakeholder bodies and previous consultees over a minimum period of six weeks. This requirement is set out in Regulation 16 of the Neighbourhood Planning (General) Regulations 2012.
- 4.3 Officers have considered the content of the submitted Neighbourhood Plan to identify whether there are any significant, outstanding issues on which South Norfolk Council may wish to make its own representations during the Reg. 16 consultation.
- 4.4 Several key issues were identified on the submission of the Neighbourhood Plan in February. The majority of these issues were raised previously by the Council during the pre-submission Regulation 14 consultation on the Neighbourhood Plan.
- 4.5 In light of the number of comments proposed by officers, and on the recommendation of the Portfolio Holders, the Neighbourhood Plan was referred back to the Parish Council to provide it with an opportunity to take on board the Council's suggestions before the proposals are considered by Cabinet and proceed to the Regulation 16 consultation stage and subsequent independent examination.
- 4.6 Tivetshall Parish Council has now considered the comments provided by South Norfolk Council officers. It has made certain amendments and has re-submitted its proposed Neighbourhood Plan.
- 4.7 Appendix 2 of this report outlines South Norfolk Council's original comments on the submitted Neighbourhood Plan, the response of the Parish Council to those comments (including whether or not an amendment has been made), and a concluding statement from officers as to whether it is proposed to re-iterate any specific concerns during the Regulation 16 consultation stage.
- 4.8 The rationale for making these representations largely relates to concerns around the conformity of particular policies with the NPPF (for example concerning the need to plan positively; clarity of wording; promoting sustainable development in rural areas etc.) and thus whether the policies can be said to meet the basic conditions for neighbourhood planning.
- 4.9 The Reg. 16 publication period will be followed by an independent examination which will be carried out by a (yet to be appointed) accredited Neighbourhood Plan examiner, in accordance with Regulation 17.
- 4.10 Following the examination (which is normally dealt with via written representations), the examiner will produce a report recommending whether or not the Neighbourhood Plan should proceed to a referendum (with or without certain

modifications). South Norfolk Council will then consider this report and decide whether or not to approve the examiner's recommendations.

- 4.11 If it is decided that the Plan should proceed to a referendum, then everyone eligible to vote within the Neighbourhood Area is invited to vote on whether they wish to see the Neighbourhood Plan made. This is a simple 'yes/no' vote and a majority of those voting in favour of the Plan (50%+1) is required before it can be made by South Norfolk Council.

5 OTHER OPTIONS

- 5.1 As set out in paragraph 3.2, the submitted Neighbourhood Plan can only be refused if it is felt that the criteria discussed above have not been met, or if the Plan is a repeat proposal, as defined in legislation.
- 5.2 If the Council decides to refuse the submitted Neighbourhood Plan proposal on either of these grounds, then a written statement would need to be sent to the Parish Council, detailing the reasons why the proposal has not been approved. However, it is considered that the above criteria have been met and there appear to be no valid reasons for refusal.
- 5.3 If Cabinet considers that further evidence is needed from the Parish Council before it can make a judgement as to whether the proposals address each of the criteria above, then the decision can potentially be deferred pending further information. However, it is worth noting that Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 states that the local planning authority must publish the submitted proposals for consultation 'as soon as possible after receiving a plan proposal'.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – There are no significant resource implications in approving the submitted Plan. There will be a small amount of officer time required to issue notice of the decision to Tivetshall Parish Council.
- 6.2 The subsequent stages will demand greater officer time (preparing the plan and related documents for consultation, preparing and arranging the examination). This will be resourced from within the Place Shaping Team.
- 6.3 There are limited costs involved in undertaking the consultation, as the majority of this will be via electronic means. A copy of the Neighbourhood Plan will be made available in the local library and at the Council offices, for inspection.
- 6.4 Following the consultation period, there will be costs to the Council associated with the examination and referendum. The average cost of an examination is currently approximately £5,000 and the average cost of a referendum is approximately £4,700. It is worth noting that South Norfolk Council has been able to claim £20,000 from DLUHC (Dept. of Levelling-Up Housing & Communities) once the

authority approves a Neighbourhood Plan to proceed to a referendum, meaning these costs have been able to be recouped. Although DLUHC has yet to confirm this funding for 2022-23, officers are not aware of any plans for this program to cease.

- 6.5 **Legal Implications** – The steps outlined in this report comply with appropriate legislation within Schedule 4B of the Town & Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 6.6 They also have regard to the Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2010. If successful at referendum, the Neighbourhood Plan will become part of the statutory Development Plan and will therefore be one of the main considerations in the determination of applications for planning permission within the parish.
- 6.7 **Equality Implications** – There are no significant equalities implications associated with the approval of the submitted Tivetshalls Neighbourhood Plan. A full Equality Assessment has been carried out in relation to the submitted plan (see Appendix 3).
- 6.8 **Environmental Impact** – The Neighbourhood Plan has been subject to a Strategic Environmental Assessment (SEA) screening and a Habitat Regulations Assessment (HRA) screening, as required by legislation. These initial assessments consider whether the proposed policies in the Plan will have any significant impact on identified environmental objectives or on nearby EU designated sites. No significant impacts have been identified.
- 6.9 **Crime and Disorder** – There are no significant risks associated with the matters covered in this report.
- 6.10 **Risks** – There are no significant risks associated with the matters covered in this report.
- 6.11 There are risks associated with the subsequent stages in the process of adopting a Neighbourhood Plan; specifically that the Plan fails the examination, and also that the Plan fails to gain support during the local referendum. It is felt that these risks are relatively low, at present, and measures will be taken where possible, by either the District Council or Tivetshall Parish Council, to mitigate against their occurrence.

7 CONCLUSION

- 7.1 As discussed above, on submission of a Neighbourhood Plan to the local planning authority, the authority must undertake an assessment of the proposed plan against certain criteria. This is required by Schedule 4B of the Town and Country Planning Act 1990.

- 7.2 As Tivetshall Parish Council has met each of the assessment criteria set out above, the next step is to accept their submission and to start preparations for the Reg.16 consultation.
- 7.3 Officers are proposing a number of representations to be submitted on behalf of South Norfolk Council, as part of this consultation and as detailed in Appendix 2.

8 RECOMMENDATIONS

- 8.1 It is proposed that Cabinet agree:
1. That the submitted Tivetshalls Neighbourhood Plan meets the requirements of Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
 2. That the Neighbourhood Plan can therefore proceed to consultation, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, and subsequently to an independent examination.
 3. That the proposed South Norfolk Council responses, as detailed in Appendix 2, are formally submitted as part of the Regulation 16 consultation.

Appendix 1: Tivetshalls Neighbourhood Plan – submission version

Appendix 2: Proposed South Norfolk Council consultation responses (Reg. 16)

Appendix 3: Tivetshalls Neighbourhood Plan - EQIA

Background Papers

[Tivetshall Neighbourhood Plan submission documents](#)



Appendix: 1

The Tivetshalls Neighbourhood Plan 2022-2042

Submission DRAFT
January 2022

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If you would like this document in large print
or in another format please contact
Tivetshalls Parish Council,
Parish.Clerk@Tivetshall.org.uk

1. Introduction

- 1.1 The Tivetshalls Neighbourhood Plan is a community-led document for guiding the future development of the parish. It is about the use and development of land over a 20-year period, 2022-2042. It is the first planning document put together by the Tivetshalls. Once the Neighbourhood Plan is 'made', South Norfolk Council will use it to help to determine planning applications. Tivetshall Parish Council will also use the Neighbourhood Plan to respond to planning applications.
- 1.2 Neighbourhood Planning was initiated in response to a commitment to transfer power to local communities as part of a wider decentralisation agenda.¹ The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulation (2012 as amended), giving communities the right to shape future development at a local level. The Tivetshalls Neighbourhood Plan complements existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as desk research.
- 1.3 Commissioned by Tivetshall Parish Council, the Tivetshalls Neighbourhood Plan has been developed by a Steering Group of local residents (see Appendix A for Steering Group members), made up of Parish Councillors and other interested residents. The group started off with a day-long workshop setting out the process, drafting a set of aims and a vision. Throughout the project, Steering Group members attended some of South Norfolk Council and Broadland Council's training sessions on aspects of community-led planning.

¹Parker, G., Salter, K. and Wargent, M. (2019), 'Concise guides to planning: Neighbourhood Planning in Practice'.



Figure 1: Tivetshalls Neighbourhood Plan Steering Group walk round the village, September 2020 workshop.

1.4 The aims for the Neighbourhood Plan are as follows:

By undertaking a Neighbourhood Plan, the Steering Group aim to:

- Enable residents to influence and shape new development.
- Allow the village to develop sensitively, in terms of design, local linear character, heritage, amenities, and the environment.
- Establish what is special about the Tivetshalls.
- Identify community needs for the use of developer contributions and other possible funds.

1.5 The Tivetshalls Neighbourhood Plan is not a means of stopping development; it is there to ensure that any development takes place in an appropriate way for the area. Once adopted, the Plan will become a statutory planning policy document, sitting alongside the Local Plan (at the time of writing, the Joint Core Strategy, the emerging Greater Norwich Local Plan and the emerging South Norfolk Village Clusters Housing Allocations Plan). The Neighbourhood Plan provides clarity on what will be expected from development proposals, gives prospective investors confidence in how the area will change in the future, and ensures that the impact of any development is anticipated and planned for in the Tivetshalls.

1.6 This is the second draft of the Tivetshalls Neighbourhood Plan, prepared for 'submission (Regulation 16 of the Neighbourhood Planning General Regulation 2012). From 15th September 2021 until 1st November 2021, local residents and statutory agencies had the opportunity to comment on the draft Plan. During Autumn 2021 all comments were collated and considered. The Plan was then amended for submission to South Norfolk Council.

Accompanying supporting documents

- 1.7 The Tivetshalls Neighbourhood Plan was submitted for independent examination, accompanied by the following documents:
- **The Tivetshalls Design Guidance and Codes** – an addendum document, guidance and codes on how to design the physical environment of Tivetshalls.
 - **Basic Conditions Statement** – showing how the Tivetshalls Neighbourhood Plan has been prepared in accordance with the Neighbourhood Planning General Regulations 2012.
 - **Consultation Statement** – showing the consultation process employed in the production of the Tivetshalls Neighbourhood Plan and how the requirements of Regulation 14 and 15 of the Neighbourhood Planning General Regulation 2012 have been satisfied.
 - **Strategic Environmental Assessment Screening Report** – to determine whether the Tivetshalls Neighbourhood Plan requires a full Strategic Environmental Assessment.
 - **Habitat Regulation Screening Report** – to assess whether there are likely to be any significant effects on European Sites as a result of the emerging policies set out in the draft Neighbourhood Plan that would necessitate the production of a full Habitat Regulations Assessment.

Examination and referendum

- 1.8 After submission, South Norfolk Council will undertake a checking process and further consultation (Regulation 16 of the Neighbourhood Planning General Regulation 2012). It will then go through an independent examination. Subject to the Examiner's report, the Neighbourhood Plan should then proceed to local referendum in the Tivetshalls.
- 1.9 At referendum, every resident of the Tivetshalls, who is entitled to vote in South Norfolk Council elections and is 18 years or over, will have the opportunity to vote on whether or not they agree with the Neighbourhood Plan. At referendum, residents will be asked, *'Do you want South Norfolk Council to use the Neighbourhood Plan for Tivetshall parish to help it decide planning applications in the neighbourhood area?'* If the Plan gets at least 50 per cent support from those that vote in the referendum, South Norfolk Council will adopt the Neighbourhood Plan.

2. Tivetshalls parish

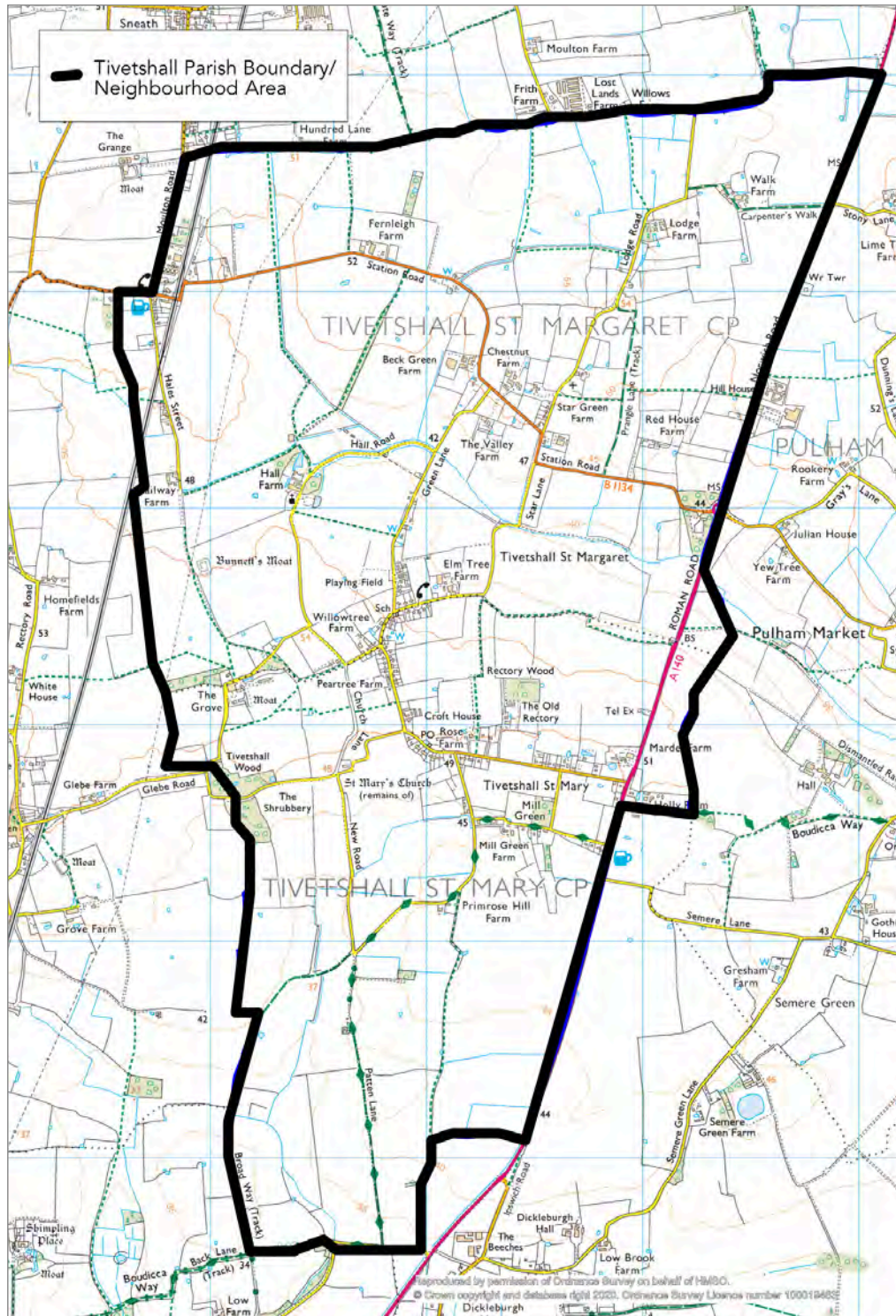


Figure 2: Tivetshalls parish, the Neighbourhood Plan area (source: Parish Online with own annotations). Black line denotes parish boundary.

About the Tivetshalls

- 2.1 The name Tivetshall is believed to have been derived from the old English words for 'Lapwings Nook'. It is still a nook for lapwings and people to live in today. The two parishes of Tivetshall St. Mary and Tivetshall St. Margaret are now known collectively as the Tivetshalls. Throughout the village evidence exists of the Iron Age and early Saxon and Roman settlements including the remains of three Roman villa. The Domesday Book identified two churches and a population of 38 households.
- 2.2 There are many historical features still remaining today. The Domesday book mentions two churches. The Tivetshall churches are of medieval origin. The church of St. Mary's is a delightful and photogenic carefully maintained ruin. It was badly damaged around 1947. Its war memorial is honoured at the annual Remembrance Day service. The church of St. Margaret is picturesque with its crowded graveyard and has important historical features. The chancel arch still retains the Tympanum boards, which are one of the earliest sets in England and the rare Elizabethan rood with inscriptions including God save our Queen Elizabeth.
- 2.3 To the west of Tivetshall St. Margaret is a significant area where Tivetshall railway station once stood and it still remains an area of great activity and employment. In 1849 the station was built linking London to Norwich and later a line linking Tivetshall to Beccles with a level crossing, signal box, goods yard, and three water troughs and water cranes, which allowed the steam trains to pick up water without stopping. The Maltings was established in 1872 producing malt and using the railway for transporting goods. Today it is still a thriving business with five roasting drums. During the Second World War new sidings were constructed for the transportation of ammunition and supplies to the nearby airfields. The Railway Hotel was built about 1851 and included a posting house and station refreshment rooms. The building became the Railway Tavern one of the two historic pubs in Tivetshall. The construction of the railway meant that the Tivetshalls gained the lovely feature of the disused railway line with its four distinct crossing properties running from west to east and the A140 crossing point.
- 2.4 A meeting house and burial ground was founded in Lodge Road Tivetshall St. Margaret in 1674 by George Fox of the Religious Society of Friends (Quakers). This was demolished and replaced with the current Friends Meeting House in 1812 and has a historic burial ground that has connections to many, notable Friends including Anna Sewell author of Black Beauty. Quakers were well known for their philanthropic efforts and pacifism. The

meeting House was a very popular place of worship with Quakers coming from all over the country. It was changed to a private dwelling in 1977 after several years of neglect and abandonment. Like the 2 churches of Tivetshall it stands peacefully in lovely open Norfolk countryside.

The chapel in Mill Road was a Wesleyan Methodist chapel formed in the 18th century from religious societies founded by John Wesley. It did not have a graveyard and closed in the 1970s. Both chapels were popular with local people as well as worshippers coming from many miles away. They are now both private homes.

- 2.5 Other historic features remaining are the medieval woods and Bunnett's Moat. The 19th century Old Ram Coaching Inn on the A140 still thrives serving local people and the passing trade. There were two Post Offices dating back to the 1800s one for each village. Just the one Post Office serves the village now and has been loyally run for many years by the Snelling family in The Beeches, Tivetshall St. Mary – providing very much needed and varied services including the service of the distribution of medical supplies from the local doctor's practice and medical prescriptions for residents.



Figure 3: Original Post Office sign.

- 2.6 The Post Windmill was demolished and used as hardcore to build the runway for Tibenham airfield during WWII. The school board for the united parishes of St. Mary and St. Margaret was formed in 1875 and a school built for 100 pupils. It was enlarged in 1886 at a cost of £100 to accommodate 115 children with average attendance of 90 pupils. At the time of writing there were 29 pupils at Tivetshall School. The school is an important asset for the village.

- 2.7 In December 1950 a church building from the American airbase at East Wretham was purchased with money from the government 'Homecoming Fund' and rebuilt in the middle of The Street as the first Village Hall. This served both villages well until a new purpose-built Village Hall was opened in 1997. The Village Hall is run by a Management Committee. The Trustees are all volunteers. The committee run a twice monthly pop-up café and whole day events which brings people in the parish together. It is also used by various clubs and local families for private parties.
- 2.8 Around 1875 the population was similar to today. The occupations within the parishes included shoemaker, blacksmith, wheelwright, miller, a schoolteacher, a postmaster, a shopkeeper, a carpenter and many agricultural trades. Today there are around 50 registered businesses with occupations including artisan food producers, cabinet maker, crafts, dental services, hairdressers, graphic designers, insurance, therapists, garage services, a Post Office which sells a variety of stationery items. There are still several trades connected to agriculture. A significant number of people work from home, in both employment and self-employment. The village is reliant on volunteers who work within the village, for the provision of services to the village, such as Parish Councillors, Village Hall trustees and church wardens.
- 2.9 Throughout the village there are many Public Rights of Way. Many are derived from the need to walk or ride to neighbours, work, and nearby villages.

Spatial and strategic policy context

- 2.10 Every local planning authority in England has to prepare a Local Plan, which includes all of the local planning policies for that area and identifies how land is currently used and determines what will be built where. The Neighbourhood Plan is an opportunity for Tivetshalls to add detail specific to the area. The Local Plan and the Neighbourhood Plan must be consistent with the National Planning Policy Framework (NPPF).
- 2.11 The NPPF was published in March 2012 and revised in July 2021. It sets out the Government's planning policies for England and how these should be applied. The Tivetshalls Neighbourhood Plan is believed to be in conformity with the revised NPPF, in particular, taking a positive approach that reflects the presumption in favour of sustainable development.

- 2.12 The 'Joint Core Strategy for Broadland, Norwich and South Norfolk' (JCS) is the current key planning policy document for the sub-regional Greater Norwich area. It forms part of the Local Plan for the districts of Broadland, Norwich and South Norfolk, setting out the broad vision for the growth of the area and containing strategic policies for the period up to 2026. The Tivetshalls Neighbourhood Plan is also believed to be in conformity with the JCS.
- 2.13 JCS Policy 16 identifies Tivetshall parish as an 'Other Village'. It has a defined development boundary within which very limited infill development can occur without affecting the form and character of the village.²
- 2.14 The Greater Norwich Local Plan (GNLP) will supersede the JCS, which at the time of writing is being prepared and due to be adopted in 2022. The Tivetshalls Neighbourhood Plan goes beyond the plan period for the JCS and the emerging GNLP (which will go to 2038). Like the JCS, the GNLP will include strategic planning policies to guide future development and plans to protect the environment. It will look to ensure that delivery of development is done in a way that promotes sustainability and the effective functioning of the whole area. Tivetshalls will also be covered by the 'South Norfolk Village Clusters Housing Allocations Plan'.

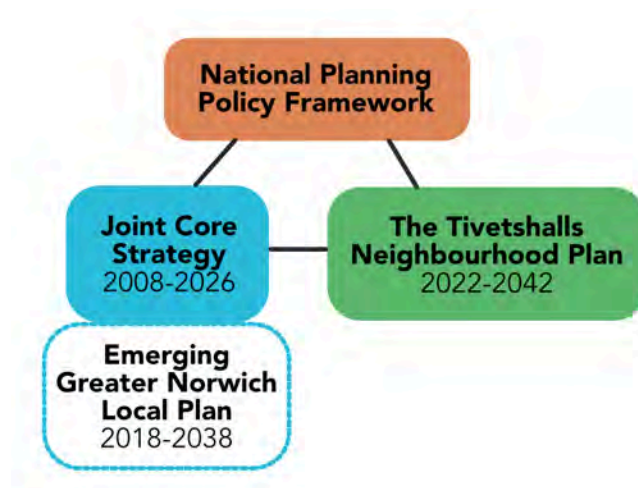


Figure 4: Spatial and strategic policy context: relationship between the NPPF, JCS, emerging GNLP, and the Tivetshalls Neighbourhood Plan. Own diagram.

² Joint Core Strategy for Broadland, Norwich and South Norfolk.

South Norfolk Village Clusters Housing Allocations Plan

2.15 The South Norfolk Village Clusters Housing Allocations will form part of the South Norfolk Local Plan, identifying land for some 1,200 new homes in the villages of South Norfolk district. Tivetshall St. Mary and Tivetshall St. Margaret are a cluster together for housing allocations. Following public consultation and an examination, the village cluster policy is expected to be finalised in 2022, following closely behind the GNLP. At the time of writing, the draft policy for Tivetshalls has the following description:

- **Services and Community Facilities** – There is a limited range of facilities shared by the Tivetshalls; a primary school and Village Hall which are located along the parish boundary between the two settlements. A public house is located away from the built-up areas on the A140 Norwich-Ipswich Road. There are some opportunities for recreation and there is a limited bus service.
- **Settlement Limit and Constraints** – The Settlement Limit has been drawn around the existing built-up area where the two parishes meet. It maintains the physical separation between the two built up areas to the south of The Street to prevent further extension of development into the surrounding countryside whilst allowing for limited infill development within it. Outlying areas, further from facilities have been excluded from the defined Settlement Limit. No alterations are proposed to the existing Settlement Limit.³

³ South Norfolk Village Clusters Housing Allocations Plan (Reg. 18 Draft), <https://south-norfolk.oc2.uk/document/1/612#d612>. Accessed 07.07.2021.

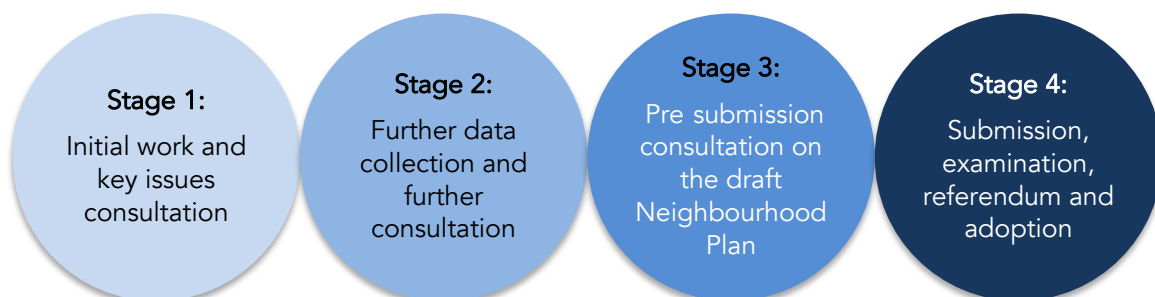


3. How the Plan was prepared

- 3.1 The Neighbourhood Plan Steering Group has prepared the Plan with support from a team of independent consultants. The process started in July 2020 when the Neighbourhood Area was designated.
- 3.2 The Plan has been commissioned by the Tivetshall Parish Council. Most of the funding has come from a central government Locality grant and a South Norfolk Council grant for Neighbourhood Plans.

Community engagement and consultation

- 3.3 The Tivetshalls Neighbourhood Plan has been undertaken with community engagement and consultation. Due to COVID-19 restrictions, the Steering Group had to be innovative in their approach, using an online mapping application, Zoom meetings with stakeholders, a business survey, a household survey, and a display stand at a well-attended Tivetshall Food and Craft Market event to test policy ideas where Steering Group members responded to questions and sought opinions on the policies under development. A face-to-face exhibition launched the pre-submission consultation on the draft Neighbourhood Plan. More details of all the consultation will be outlined in the Consultation Statement, accompanying the submission of the Neighbourhood Plan to South Norfolk Council.
- 3.4 Below is a summary of each of the four community engagement and consultation stages.



Stage 1: Initial work and key issues consultation (Autumn/Winter 2020/21)

- **Steering Group workshop** (September 2020): Neighbourhood Plan aims and vision were drafted based on local knowledge of the Steering Group.
- **Display panels** (Autumn 2020): laminated A1 display boards were moved around the parish every few days, to introduce the concept of Neighbourhood Planning as people went about their daily walks during COVID-19 restrictions.
- **Placecheck** (Autumn/Winter 2020): an online application where the community were invited to put a pin on the map of the parish stating 'things I like', 'things I don't like' and 'things we need to work on' and write a comment. 103 comments were made between October 2020 and March 2021. These were used to inform the objectives of the Plan and themes for the household survey (see below).
- **Stakeholder engagement** (Autumn/Winter 2020): Steering Group meetings on Zoom or on the telephone with local organisations and individuals in the area – Friends of Tivetshall School, Tivetshall Village Hall committee, Tivetshall Parish Council, and attendees of the Tivetshall Tea Junction (pop up café). Themes from the meetings were used to form questions for the household survey and also fed into policy writing.
- **Business survey** (Autumn/Winter 2020): hand delivered survey to businesses in the parish and online. 6 businesses responded. Used to inform policy writing.
- **Data profile for the Tivetshalls** (October 2020): document containing key data for the parish, to inform policy writing.
- **Character appraisal** (Autumn 2020): Steering Group split the built area of the parish into district character areas and described them in detail. The work fed into the Tivetshalls Design Guidance and Code.



Figure 5: Display panels, used around the parish to introduce the concept of Neighbourhood planning.



Figure 6: Poster/flyer for Placecheck, used around the parish, in the Cock Crow magazine and on Facebook (left). Data Profile (right).

Stage 2: Further data collection and further consultation (Spring 2021)

- **Housing Needs Assessment** (completed March 2021): an independent assessment of housing needs for the parish, undertaken by AECOM. The report proposed smaller properties and some larger family-sized options. Used to inform policy writing.
- **Household survey delivered** (February/March 2021): 8-page paper survey hand delivered to every household in the parish and available online throughout February and March 2021. There were 106 responses to the survey, which equated to approximately 43 per cent response rate. Key findings:
 - Tivetshall considered a small, quiet, friendly, rural village. Respondents valued the quiet, peace, rural, open nature, school and walks in the parish.
 - The majority of respondents were not in housing need, but some were. The majority are looking to buy on the open market, or self-build/custom build. Most are looking for 2- and 3-bedroom properties, starter homes, larger homes and bungalows.
 - There were a lot of comments about respecting the current character of the parish and building houses that are sympathetic in design, keeping the linear layout, low density and with views. Building no higher than 2 storeys, having trees and shrubs, low carbon/energy efficient design, good sized garden and a variety of housing types, were deemed important. The majority of respondents did not want street lighting, but some did as long as it is sympathetically designed to minimise light pollution.
 - A number of buildings and historic features were identified. As were important local green spaces, views and areas of localised surface water drainage issues. All respondents wanted the playing field to be

- protected.
- There was a lot of support for a village shop, to retain the Post Office and the school, and improve public transport provision. The majority of respondents were not interested in renting an allotment.
- Some businesses have considered moving. Respondents identified the need for better broadband and advertising services locally. Homeworking was to be encouraged, agricultural small holdings, small business units/workshops and tourist accommodation.
- The majority of respondents had 1 or 2 cars. Ideas for slowing down
- **The Tivetshalls Design Guidance and Code** (May 2021): undertaken by AECOM, to support the Neighbourhood Plan policies, a document that outlines (1) preservation of the historic and rural character, the architectural diversity and linear settlement pattern; (2) provides a range of tenure types and housing forms; (3) promotes sustainable development and conversions; (4) improves parking; and (4) preserves green and open spaces and the parish's rural setting.
- **Testing policy ideas** (May 2021): a set of policy ideas were tested with the community on 22nd May 2021 at the Village Craft and Food Fayre, Tivetshall Village Hall. Further ideas were gathered and agreement on the way forward. This was the first in-person consultation possible after Covid-19 restrictions.

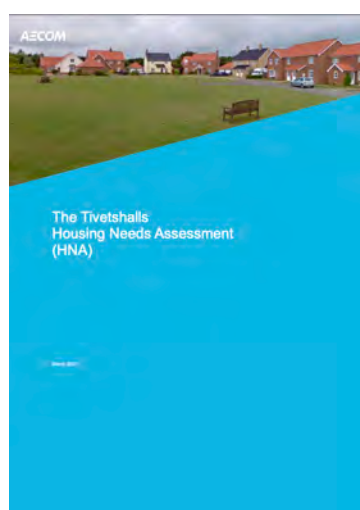


Figure 7: The Tivetshalls Housing Needs Assessment (left) and The Tivetshalls Design Guidance and Codes (right).



Figure 8: Survey poster (left) and survey front cover (right).



Figure 9: Photographs of the display material at the Village Craft and Food Fayre, to test policy ideas.

Stage 3: Pre submission consultation on the draft Neighbourhood Plan (regulation 14) (Summer 2021)

- **Draft Neighbourhood Plan** out for pre-submission consultation (from 15th September 2021 until 1st November 2021). Sent to statutory agencies and available for residents to comment.
- **Consultation launched with an exhibition** on 15th and 16th September 2021 at the Tivetshall Village Hall. Residents can also read a copy at the Village Hall (when open to the public, during TTJ Cafes and on the Village Fun Day), St. Margaret's Church, The Old Ram, Julie's egg stall at 1 Moulton Road or outside Friends Meeting House at Lodge Road. The Neighbourhood Plan is also available online www.tivpc.co.uk/neighbourhood-plan. A copy was available for anyone housebound or isolating.



Figure10: Front and back of poster/flyer for pre-submission consultation on the draft Neighbourhood Plan.



Figure 11: Photographs of the pre-submission consultation exhibition, 15th and 16th September 2021.

Stage 4: Submission, examination, referendum and adoption (Autumn 2021 to Winter 2021/22)

- **Modifications** following pre-submission consultation.
- **Submission** of the Neighbourhood Plan to South Norfolk Council with supporting documents.
- **Examination**, Early 2022.
- **Referendum and adoption**, Spring 2022.

Communication

- 3.5 Communicating with residents and businesses through the development of the Neighbourhood Plan was particularly important during the initial stages of forming an evidence base, as no face-to-face engagement could take place due to COVID-19.
- 3.6 The Parish Council web page www.tivpc.co.uk/neighbourhood-plan was set up to contain information about the developing Plan.
- 3.7 The Cock Crow magazine, which is delivered bi-monthly to every house in the Tivetshalls, has featured regular articles about the Neighbourhood Plan, made requests for feedback and comments at various stages, and has advertised the consultation event and the locations of the venues where a printed copy of the Neighbourhood Plan may be viewed.
- 3.8 Facebook, posters, flyers and A1 laminated posters were used to promote the work of the Neighbourhood Plan. An update for the Parish Council on the Neighbourhood Plan progress was presented at monthly meetings. The household survey was publicised on the local radio station Park Radio.
- 3.9 A summary of the results of the Household survey were made available on the Parish Council website.



4. Vision and objectives

- 4.1 The Neighbourhood Plan vision is an overarching statement describing what the Tivetshalls should be like at the end of the Plan period, 2042.
- 4.2 The vision sets out what Tivetshalls residents wish their parish to be like in 20 years' time. It was drafted in response to early consultations and then finalised through further liaison with residents. The vision attempts to capture what is unique about Tivetshalls parish now, whilst looking ahead 20 years to what it will be.

VISION

Tivetshall parish will continue to be a rural community with a range of housing types and tenures to suit all ages and incomes, supported by village amenities. Development will be appropriately located, well designed and fit within the linear character of the parish, whilst ensuring the protection of green spaces, the natural environment and local heritage. Tivetshall will remain a peaceful, quiet and friendly place to live, work and visit for current and future generations.

- 4.3 Under the vision sits a series of objectives regarding: Housing and Design; Business and Employment; Access; Environment and Landscape; Community Infrastructure. Each relates back to the vision. Under each objective there is a policy or set of policies, including the Tivetshalls Design Guidance and Codes.

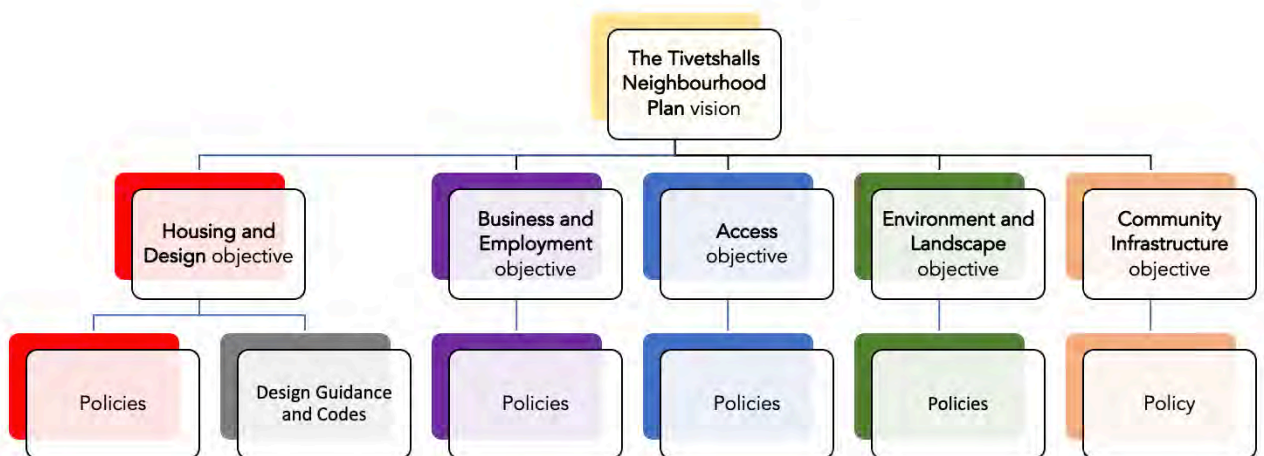


Figure 12: Structure of the Tivetshalls Neighbourhood Plan.

Objectives of the Neighbourhood Plan

- 4.4 The objectives of the Neighbourhood Plan are broad statements of intent, there to help deliver the vision and address key issues in Tivetshalls. The objectives were drafted early on in the process and checked with the community through each of the consultation stages and are as follows:

Housing and Design

Objective 1: To support a range of development that is well-designed and suitably located, which complements the rural character of the Tivetshalls.

Business and Employment

Objective 2: To support new and existing businesses and employment.

Access

Objective 3: To encourage safe and integrated routes throughout the parish, and appropriately designed parking.

Environment and Landscape

Objective 4: To protect and enhance the green and open character of the parish and improve surface water drainage issues.

Community Infrastructure

Objective 5: To enable a range of suitable amenities to benefit all ages in the community.

5. Policies

- 5.1 The vision and objectives provide the framework to develop the policies in the Neighbourhood Plan. Each policy relates back to a particular objective under the following three broad themes: Development and Design; Environment and Landscape; Business and Employment.
- 5.2 The Neighbourhood Plan is first and foremost a land use document for planning purposes. All policies in the Plan have been derived from a series of consultation events, stakeholder engagement and desk research, which provide the justification and evidence base for them.
- 5.3 The Neighbourhood Plan policies follow the government's guidance. They exist to:
- Set out requirements in advance for new development in the area.
 - Inform and guide decisions on planning applications.
 - Ensure that the multitude of individual decisions add up to something coherent for the area as a whole⁴.
- 5.4 To aid interpretation for decision makers and planning applicants, each policy is accompanied by supporting text, which includes context for the theme, the views of residents, guidance and reference to strategic plans. This is set out before each of the policies.

Policies in the Neighbourhood Plan

Housing and Design

- Policy TIV1: Pattern and quantity of development
- Policy TIV2: Housing size, type and tenure
- Policy TIV3: Design guideline and codes
- Policy TIV4: Non-designated Heritage Assets

Business and Employment

- Policy TIV5: Employment
- Policy TIV6: Potential employment sites

Access

- Policy TIV7: Walking, cycling and horse riding

⁴ Tony Burton, Writing Planning Policies, Locality.

- Policy TIV8: Traffic and road safety
- Policy TIV9: Parking

Environment and Landscape

- Policy TIV10: Landscape setting and views of community importance
- Policy TIV11: Natural assets
- Policy TIV12: Local Green Space
- Policy TIV13: Dark skies
- Policy TIV14: Surface water drainage

Community Infrastructure

- Policy TIV15: Community infrastructure

Tivetshalls Design Guidance and Codes

- 5.5 The Tivetshalls Design Guidance and Codes report is part of the Tivetshalls Neighbourhood Plan, a key feature of the Development and Design policies. The piece of work was undertaken by AECOM, commissioned by Locality. The document advises on how to design the physical environment to create distinct and lively places integrated within the parish.

Community action projects

- 5.6 As expected, during consultation the local community identified a number of projects that fall outside the remit of planning policy. These are projects that are unlikely to be addressed through development alone but support the aims of this Neighbourhood Plan. These are called 'community action projects' and are found in chapter 7. Community action projects will be taken forward outside the Neighbourhood Plan process. It is not an exhaustive list.



5.1 Housing and Design

Objective 1: To support a range of development that is well-designed and suitably located, which complements the rural character of the Tivetshalls.

5.1.1 Residents of the Tivetshalls were asked in the household survey 'What do you value most about living in the Tivetshalls?'. The wordle below shows that, in particular, respondents valued the quiet, peace, rural, open nature, school and walks.

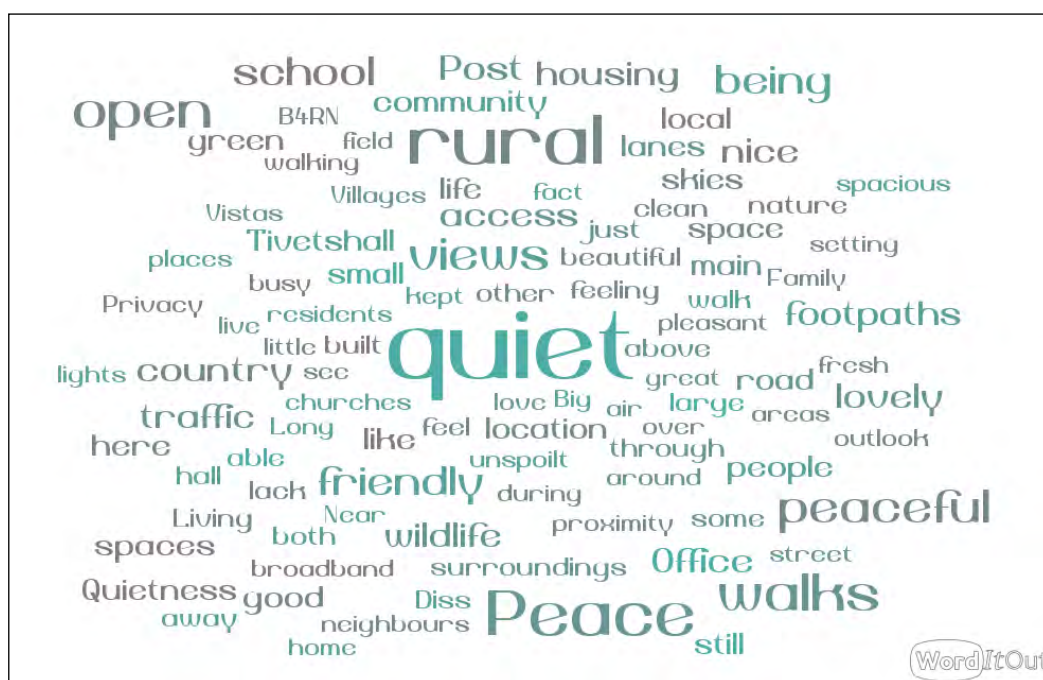


Figure 13: Wordle showing the words used to describe what residents of the Tivetshalls value most about living in the area.

New housing for the Tivetshalls

- 5.1.2 Government guidance advises that Neighbourhood Plans must be in general conformity with the strategic policies contained in any development plan that covers their area, including Neighbourhood Plans. In addition, they should support the delivery of strategic policies contained in Local Plans and should shape and direct development that is outside of these strategic policies. Neighbourhood Plans should not promote less development than is set out in the strategic policies for the area or undermine those strategic policies.
- 5.1.3 In terms of rural housing, paragraph 79 of the NPPF states that, 'To promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities. Planning policies should identify opportunities for villages to grow and thrive, especially where this will support local services. Where there are groups of smaller settlements, development in one village may support services in a village nearby.' Paragraph 70 also states, 'Neighbourhood planning groups should also give particular consideration to the opportunities for allocating small and medium-sized sites (of a size consistent with paragraph 69a) suitable for housing in their area'.
- 5.1.4 The issue of new housing has been a key determinant in the decision by Tivetshall Parish Council to embark on the production of a Neighbourhood Plan. Local people want some say over the quality, quantity and location of new housing within Tivetshall St. Mary and Tivetshall St. Margaret.
- 5.1.5 The existing adopted strategic policies for the Tivetshalls can be found in the Greater Norwich Joint Core Strategy (JCS), adopted in 2011, the South Norfolk Development Management Policies, adopted in 2015, and the Site-Specific Allocations and Policies Document, adopted in 2015. As referred to above, South Norfolk Council is in the process of replacing these documents with the new Local Plan, the Greater Norwich Local Plan (GNLP).
- 5.1.6 In the JCS, Tivetshall St. Margaret and Tivetshall St. Mary are identified in the settlement hierarchy as 'other villages', with 'defined development boundaries to accommodate infill or small groups of dwellings and small-scale businesses or services, subject to form and character considerations'⁵.

⁵ Joint Core Strategy for Broadland, Norwich and South Norfolk. Adopted March 2011, amendments adopted January 2014. <https://www.gnlp.org.uk/sites/gnlp/files/2021-01/JCS-adopted-doc-2014.pdf>. Accessed 21.07.21

- 5.1.7 At the time of writing, South Norfolk Council is preparing a housing allocations document called the 'South Norfolk Village Clusters Housing Allocations Plan' that will shape development within the district's villages, identifying land for a minimum of 1200 new houses. There are 48 Village Clusters in South Norfolk. Some contain a single parish, whilst others contain multiple parishes. In line with the approach set out in the GNLP, each cluster is centred around a local primary school and should take approximately 25 new houses. The sites within the Village Clusters are split into two categories, (i) new Allocations, these are sites typically proposed for between 12 to 50 dwellings, which will go to meeting the 1,200-dwelling requirement in the GNLP, and (ii) Settlement Limit Extensions, for sites smaller than 12 dwellings, these will not count towards the 1,200 dwelling requirement, but will help ensure that the 'windfall allowance' in the GNLP is achieved.
- 5.1.8 Tivetshall St. Mary and Tivetshall St. Margaret have been included in the emerging Village Clusters Housing Allocations Plan as one cluster. 10 sites were promoted for consideration, of which 2 were identified as preferred allocation sites and 2 were short listed. At the time of writing, based on the assessment undertaken by the South Norfolk Council, the following sites have been identified as one preferred new Allocation and one Settlement Limit Extension. Please note, these are subject to change.
- **Site SN0319, Pear Tree Farm, West of The Street, Tivetshall St. Margaret** – an allocation, preferred for up to 25 dwellings on a site of 1 hectare.
 - **Site SN3002SL, Land south of Green Pastures, west of The Street, Tivetshall St. Margaret** – preferred for a Settlement Limit Extension on a site of 0.18 hectares.
- 5.1.9 On the basis of the assessment undertaken the following sites have also been shortlisted in the emerging policy. Please note, these are also subject to change.
- **Site SN03198, Pear Tree Farm, west of The Street, Tivetshall St. Margaret** – shortlisted for up to 10 dwellings on a site of 0.6 hectares.
 - **Site SN2103, Land north of School Road** – shortlisted for up to 15 dwellings on a site of 0.9 hectares.

Existing development pattern

- 5.1.10 The dividing line between Tivetshall St. Mary and Tivetshall St. Margaret runs along the centre of Mill Road, The Street and School Road. The emerging

Village Clusters Housing Allocations Plan recognises the form and character of the two villages that make up the Tivetshalls parish:

- **Tivetshall St. Mary:** *Development in the parish is concentrated along The Street/Rectory Road in a linear form comprising mainly single plot development. Development is also concentrated around School Road which is [one of the] the dividing lines between the parishes of Tivetshall St. Mary and Tivetshall St. Margaret. Isolated clusters of development are located at Rectory Road, but these are away from the facilities that the Tivetshalls share. Development in the remainder of the parish comprises individual dwellings and farmsteads. The village has an open rural character derived from the tree and hedge planting and views of the surrounding open countryside.*
- **Tivetshall St. Margaret:** *Development is concentrated along Green Lane, School Road and The Street in a linear form characterised by single plot development. This area is contiguous with development lying within the parish of Tivetshall St. Mary and forms a single area of settlement joining both parishes.*

5.1.11 The linear form of both villages (ribbon development) and single plot depth development (mostly detached dwellings), gives the parish its distinct character. The vast majority of dwellings having open aspect views from the rear and are built at low density in a linear form (see figures 14, 15 and 16 below). It is the wish of the parish to respect and retain the open nature of the parish, and plan for housing that is arranged to have open views or views of significant green space.



Figure 14: Aerial photograph showing linear arrangement of houses arranged with open views to the rear of the properties. Source: Steve Lansdell.

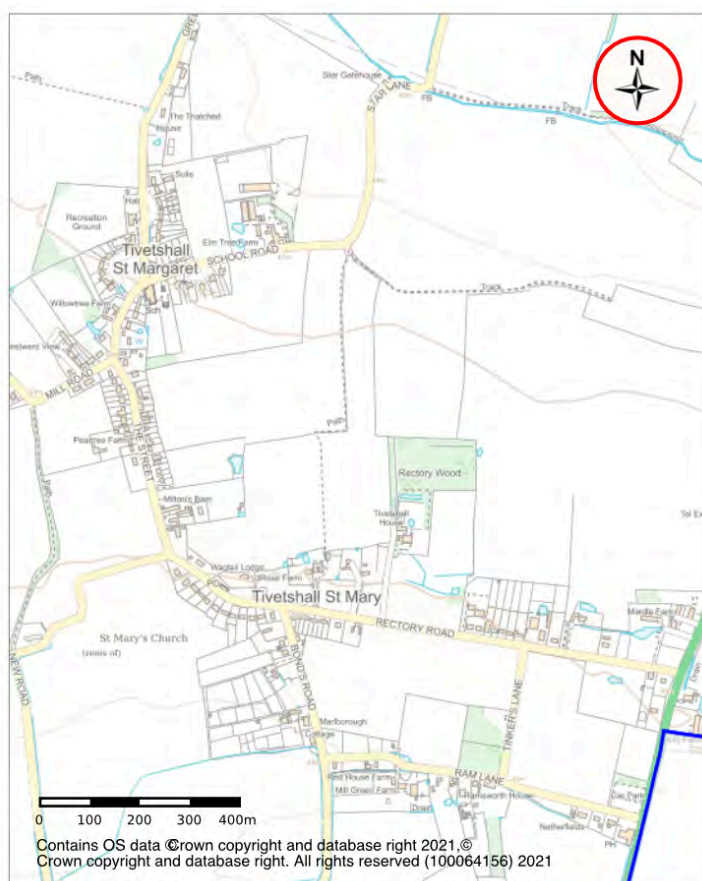


Figure 15: Linear arrangement of dwellings in Tivetshall St. Margaret and Tivetshall St. Mary along the roads (source: Parish Online, with own annotations). Blue line denotes parish boundary.



Figure 16: Diagram showing the linear settlement pattern and the green haps between developed areas. Source: Figure 34 of the Tivetshalls Design Guidance and Codes.

5.1.12 More recent developments in the village, Thwaites Oak Close and Pear Tree Farm estate on The Street, have both been of 16 dwellings. Thwaites Oak Close has created an attractive village green for the parish which is well regarded locally (or which, 6 are mixed tenure/Affordable Housing). Both developments have been considered appropriate in size, scale and pattern of development for the parish. The preferred new allocation in the emerging Village Cluster Housing Allocation Plan is for single site of 25 dwellings. This

proposed allocation is not considered to be consistent with the pattern and quantity of recently permitted developments, or the established form, character and setting of the parish. Community preference is for the housing requirement (of 25 dwellings) to be delivered over a number of smaller sites that better reflects the overall scale, pattern and character of existing development in the area.

5.1.13 The parish recognises the need for Affordable Housing and therefore developments that trigger Affordable Housing (i.e., 10 dwellings or more, or 0.5ha) are welcomed. See Appendix D for definition of Affordable Housing.

5.1.14 Safe pedestrian access from new development to existing facilities (village hall and school) is a community concern given there are few connecting pavements. Sites that are located in close proximity to the village hall and the school, and that offer easy and safe access to facilities, will supported.

POLICY

TIV1: Pattern and quantity of development

Development within the parish will be accommodated, consistent with the Local Plan settlement hierarchy classification for the Tivetshalls. It will meet the total allocation of housing identified in the Local Plan, including for Affordable Housing.

In determining proposals, the primary consideration will be for new development to maintain and enhance form, character and setting of the parish, in particular, retaining the open nature, linear arrangements and style of adjacent housing (see Character Appraisal in the Design Guidance and Codes). Housing should be arranged to have open views or views of significant green space, in accordance with the established pattern of development.

There is a strong preference for the delivery of the housing requirement in the Local Plan, to comprise a number of smaller sites that reflect the overall scale, pattern and character of existing development in the area, as required in the above paragraph. Small sites that are located in close proximity to the village hall and the school, and that offer easy and safe access to facilities, will be supported.

In addition, proposals for a limited amount of new windfall development will be supported in locations where there is a current cluster of housing, in or outside of the settlement boundary, and is in line with other Neighbourhood Plan policies.

5.1.15 As well as pattern and quantity of housing, the size, type and tenure of any new housing is a key issue for the Tivetshalls. The Neighbourhood Plan vision starts by stating ‘Tivetshall parish will continue to be a rural community with a range of housing types and tenures to suit all ages and incomes’. The specific mix of new housing will have an impact on the demographic mix of people that can move into the parish, in particular age and income. Delivering a wide of range of high-quality homes is essential to support a sustainable, vibrant and mixed community.

5.1.16 Housing in The Tivetshalls is primarily owned, though there are slightly higher rates of social rent and shared ownership than the average for South Norfolk, and less private renting. Since 2011, new development has been predominantly market housing (for purchase and/or rent), and the number of renting households increased by a third between 2001 and 2011. Though less pronounced than the national trend, this is a clear signal of the declining affordability of home ownership, which is confirmed in the house price data. The average home value in The Tivetshalls was 70 per cent higher in 2020 than it was in 2011. The median value currently sits at £245,000. Broadly speaking, anyone earning between £26,000 and £61,200 can probably afford to rent but not to buy. These households may benefit from affordable home ownership options such as shared ownership, discounted market housing (including the Government’s new First Homes product) and rent to buy.⁶

5.1.17 The Neighbourhood Plan household survey (February/March 2021) showed that 16.5 per cent of respondents identified themselves to likely be in ‘housing need’ within the next 5-10 years. The majority of those who self-identified were looking to buy on the open market (63 per cent), and/or followed by self-build/custom-build (59.3 per cent). And most respondents were looking for 2- and 3-bedroom properties, mostly starter homes, larger homes and bungalows.

5.1.18 In March 2021 an independent Housing Needs Assessment (HNA) was completed by AECOM (commissioned by Locality) for the Neighbourhood Plan. It made several recommendations for the types of housing that would best meet local needs, whether this comes forward on a larger allocated sites meeting the majority of the parish requirement, or a continuation of the gradual ‘windfall’ development of smaller infill sites. The key findings have been used to form policy **TIV2**.

5.1.19 Evidence from the HNA suggests that most Affordable Housing delivered in the parish should take the form of products providing an affordable route to

⁶ The Tivetshalls Housing Needs Assessment, March 2021.

home ownership, rather than social or affordable rent, which is consistent with the Neighbourhood Plan household survey. The HNA recommended a headline split of 75 per cent routes to ownership and 25 per cent affordable rented tenures. This is justified by the expectation of growing demand for affordable ownership products from the large cohort of local households who can afford to rent but cannot afford to buy, and of minimal current or future need for affordable rented housing.

5.1.20 The major affordable ownership options appear able to bring ownership within reach of average and some below average earners. If all these products (First Homes, shared ownership and rent to buy) are available locally, there would be value to seeking equal proportions of them in the mix. The remaining Affordable Housing would provide affordable or social rented homes for those on the lowest incomes with no other options. While this group certainly exists in the parish and has more acute needs, it is not expected to expand in the immediate future.

5.1.21 The HNA sets out a hypothetical example as follows: if a single site of 25 new homes came forward in The Tivetshalls, the tenure mix of housing would be as follows:

- 17 units of market housing.
- 8 units of Affordable Housing (33 per cent of 25 units, rounded), of which,
 - units of affordable/social rent and
 - 6 units of affordable routes to home ownership, of which:
 - 2 units of First Homes
 - 2 units of shared ownership (ideally at 40% equity share or below, in order to reach a lower-earning group than the First Homes).
- units of rent to buy.

5.1.22 Policy **TIV2** is not as prescriptive as the above breakdown specifying the exact promotion of each tenure project. The headlines split between affordable renting and ownership were deemed sufficient by the HNA and have therefore been included in policy **TIV2**.

5.1.23 The HNA also puts forward a target size mix of new housing (in terms of the number of bedrooms) to meet the needs of the parish's changing demographics. This mix can be adjusted in light of other findings, namely: the clear affordability challenge (warranting more smaller homes) and the relative lack of larger options for families (corroborating the perceptions of the Steering Group). Considering those factors, a recommended mix is put

forward as: 10 per cent 1-bedroom; 30 per cent 2-bedroom; 25 per cent 3-bedroom; and 35 per cent 4+ bedroom properties.

POLICY

TIV2: Housing size, type and tenure

New residential development should be of a size, type and tenure that meets local housing needs, with a view to enabling a mixed community of ages and incomes.

In line with the findings of the Tivetshall Housing Needs Assessment, new development should be well-balanced, with a similar number of 2-, 3- and 4-bedroom homes, some 1-bedroom homes, and a smaller proportion of larger homes.

The following housing mix is particularly supported:

- Affordable housing mix of 75 per cent routes to ownership and 25 per cent rented housing, with the routes to ownership roughly divided between first homes, shared ownership and rent to buy.
- Smaller properties, such as 2-bedroom terraced homes, maisonettes⁷, and bungalows.
- Homes for downsizing, particularly bungalows (fewer bedrooms, still with equivalent living space and smaller gardens).
- Easily accessible and adaptable dwellings.
- Some larger family sized housing.

In addition to the list above, the following housing would also be welcomed: self-build properties, community-led housing and carbon neutral homes.

5.1.24 One of the determinants of whether any new development is deemed successful, is how well it is considered to sit within its surroundings. Design, local character, layout, and scale of development are community concerns. The NPPF makes clear that local planning authorities should ensure that visual tools such as design codes and guides are used to inform development proposals to provide maximum clarity about design expectations at an early stage and reflect local character and preferences. They should provide a framework for creating high-quality places, with a consistent and high-quality standard of design to inform development proposals.⁸

⁷ A set of rooms for living in, typically on two storeys of a larger building and having a separate entrance. Source: google dictionary.

⁸ National Design Code, Ministry of Housing, Communities and Local Government 2021.

5.1.25 Residents were asked ‘When building new houses, what do you think is the most important aspect of the Tivetshalls’ local character that should be considered?’. There were a significant number of comments about respecting the current character of the parish and building houses that are sympathetic in design, keeping the linear layout, low density and with views. Residents were also asked from a list, ‘Which features would you like to see included in any new housing development?’. In order of priority, the following were the top 5: built no higher than 2 storeys (86.3 per cent); trees and shrubs (76.5 per cent); low carbon/energy efficient design (74.5 per cent); good size gardens (59.8 per cent); variety of housing types (52 per cent). Given the majority of Tivetshall homes use oil for heating, the best current environmental standards are encouraged for new developments, particularly where there is a move away from the use of fossil fuels.

5.2.26 The Neighbourhood Plan steering group commissioned AECOM to undertake a ‘Design Guideline and Codes’ report for the Tivetshalls as an opportunity to influence design at a very local level. Views of residents were taken on board.

5.2.27 The Tivetshall Design Guideline and Codes draws on detailed work undertaken by the Neighbourhood Plan Steering Group to describe character areas within the parish. The addendum document sets out four principles that are particularly relevant to the Tivetshalls, these are:

1. **Site layout and open space** – context; patterns and layouts of buildings; and open spaces.
2. **Built form** – housing mix and typology; building scale and massing; building height and roofline; enclosure; building extensions, modifications and plot infills; building line and boundary treatment; architectural details and materials.
3. **Access and movement** – connectivity; and car and cycle parking.
4. **Sustainability** – carbon-neutral homes; sustainable drainage; biodiversity and tree preservation; and servicing.

POLICY

TIV3: Design guideline and codes

Development proposals that respond positively to creating an attractive parish and enhance each of the settlement's aesthetic qualities will be encouraged.

All new development within the parish must demonstrate high quality design, reinforcing local character and pattern of development, and not adversely impacting the rural character and appearance of the Tivetshalls, as defined in the Design Guidance and Codes. Design that fails to have regard to local context or does not preserve or enhance the character and quality of the Tivetshalls will not be supported.

Development must use the **Tivetshall Design Guidance and Codes** (addendum document).

The best current environmental standards are encouraged, particularly where there is a move away from the use of fossil fuels.

5.2.28 Historic England lists 34 records for the Tivetshall parish. 16 records are in Tivetshall St. Mary and 18 records are in Tivetshall St. Margaret. The Church of St. Margaret is a Grade I listed building and the remains of the Church of St. Mary is a Grade II* listed building. Below is a list of Listed Buildings in the parish.

- Tivetshall St. Mary War Memorial, Grade II
- Remains of Church of St. Mary, Grade II
- The Laurels, Grade II
- Barn immediately north-east of Mardel Farmhouse, Grade II
- The Cottage, Grade II
- Croft House, Grade II
- Mardel Farm Cottages, Grade II
- Croft Cottage, Grade II
- Hill Farmhouse, Grade II
- Woodlands, Grade II
- Century House, Grade II
- Mill Green Farmhouse, Grade II
- Mardel Farmhouse, Grade II
- Meadow Cottage, Grade II
- Rose Farmhouse, Grade II
- Ram Inn, Grade II, known as The Old Ram
- Tivetshall St. Margaret War Memorial, Grade II

- Church of St. Margaret, Grade I
- Schmetterling House, Grade II (also known as The Thatched Cottage)
- Prangle Farmhouse, Grade II
- Barn Cottage, Grade II
- Beck Green Farmhouse, Grade II
- The Valley Farmhouse, Grade II
- Barn immediately north of Willow Tree Farmhouse, Grade II
- Star Green Farmhouse, Grade II
- Railway Farmhouse, Grade II
- Chestnut Farmhouse, Grade II
- Friends' Meeting House, Grade II
- Aylmer's Hall Walk Farmhouse, Grade II
- Hall Farmhouse, Grade II
- Willow Tree Farmhouse, Grade II
- Barn immediately south-east of Elm Tree Farmhouse, Grade II
- Elm Tree Farmhouse, Grade II
- The Lodge, Grade II

5.1.29 There are no buildings in Tivetshall parish on Historic England's Heritage at Risk Register.⁹

⁹ www.historicengland.co.uk. Accessed 25.09.2020.

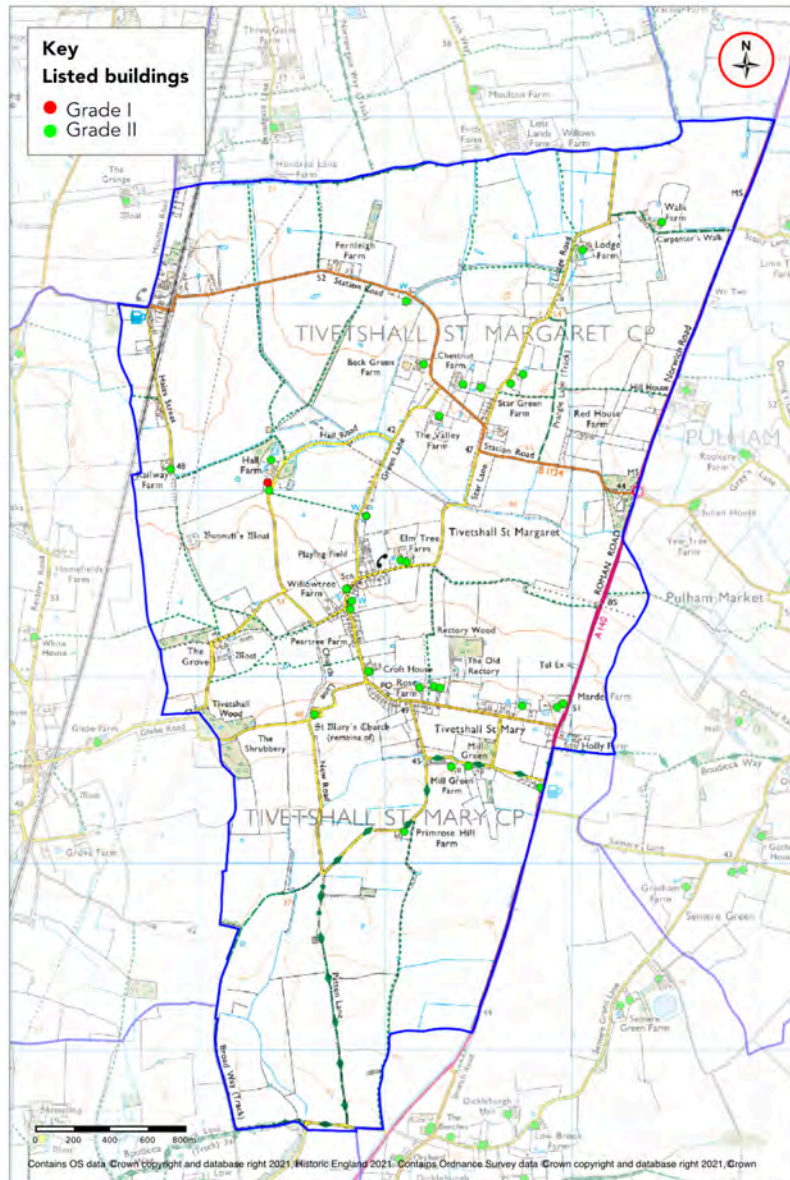


Figure 17: Listed buildings in the parish (source: Parish Online, with own annotations). Blue line denotes parish boundary.

5.1.30 The Government's Planning Practice Guidance (PPG) recognises that there are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions, but which are not formally designated heritage assets. In some areas, local authorities identify some non-designated heritage assets as 'locally listed'. The PPG goes on to explain that these can be identified through Local Plans (and now most commonly through Neighbourhood Plans) and are a positive way for the local planning authority to identify Non-designated Heritage Assets against consistent criteria so as to improve the predictability of the potential for sustainable development. Further information can be found in Historic England's guidance on Neighbourhood Plans.

5.2.31 Paragraph 203 of the NPPF indicates that the effects of an application on the significance of a Non-designated Heritage Assets should be considered when determining applications. Figure 18 shows those that have been identified for the Tivetshalls. Justification for their inclusion in the Neighbourhood Plan is in Appendix B.

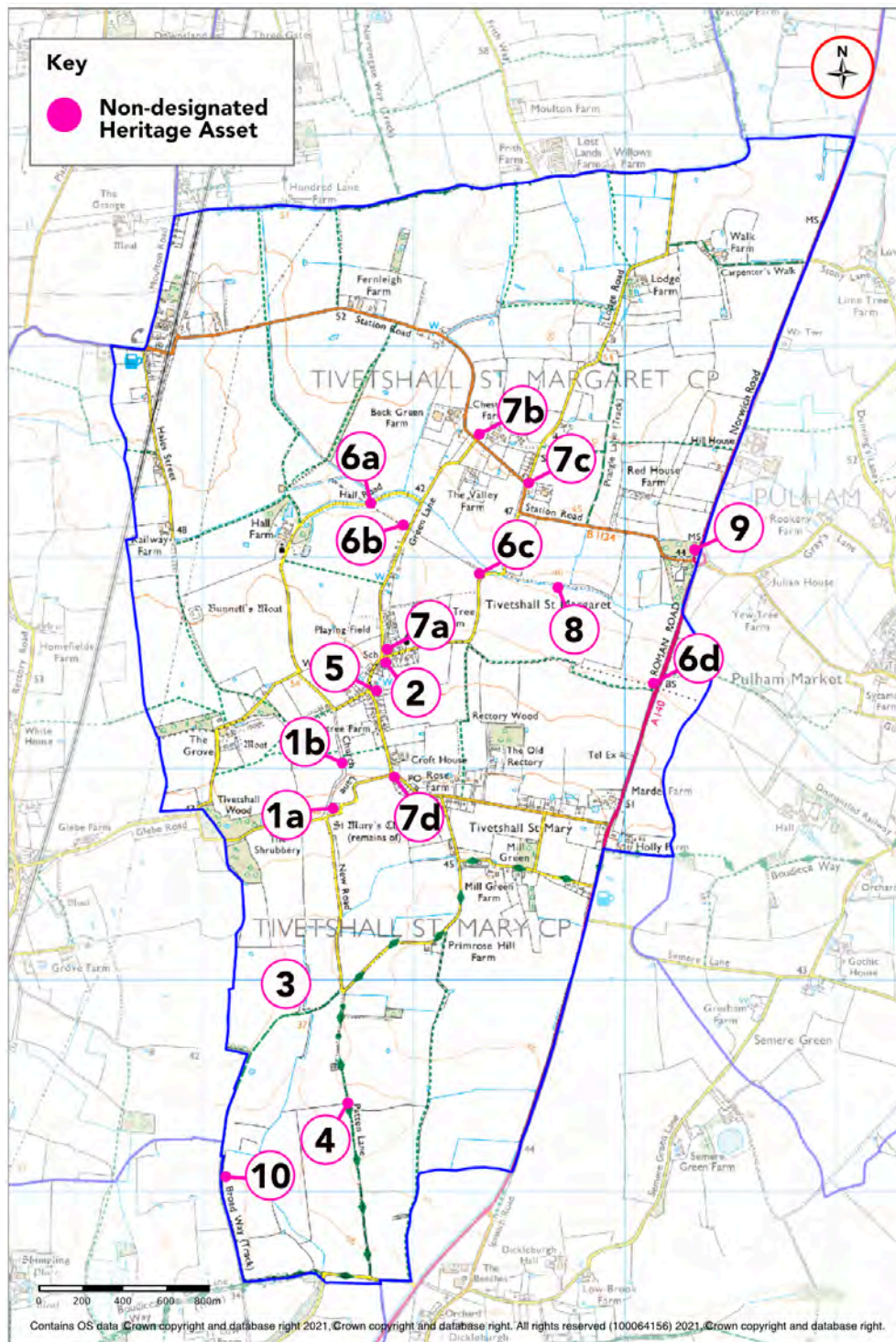


Figure 18: Non-designated Heritage Assets (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV4: Non-designated Heritage Assets

In addition to Listed Buildings and designated heritage assets, the following buildings or structures (figure 18) are identified as Non-designated Heritage Assets due to their locally important character and historic features:

1. St. Mary's churchyard and Church Lane.
2. Tivetshall Primary School and adjoining schoolhouse.
3. Roman villa (farm).
4. Boudicca Way.
5. Old Forge.
6. Railway crossing properties.
7. Old style signposts.
8. Historic railway line.
9. Old milestone, Norwich Road.
10. The Broad Way, Tivetshall St. Mary.

Development proposals should avoid harm to these heritage assets having regard to their character, important features, setting and relationship with surrounding buildings or uses. Proposals should demonstrate that consideration has been given to:

- The important asset or historic feature itself
- Its most distinctive and important features
- The positive elements of its setting and its relationship to its immediate surroundings; and
- The contribution that the building or historic feature and its setting makes to the character of the local area.



5.2 Business and Employment

Objective 2: To support new and existing businesses and employment.

- 5.2.1 Data from the 2011 Census shows that 76 per cent of all usual residents aged 16 to 74 in Tivetshall St. Margaret and 68 per cent of residents in Tivetshall St. Mary are economically active.
- 5.2.2 At the time of writing there were a number of businesses in the parish, including drainage consultants, farmers, public houses, equipment hire, graphic design and printing, builders etc. The list of businesses, shows the diversity of firms operating in the parish. However, most are not significant employers, and so most residents travel outside the parish for work.
- 5.2.4 When asked what residents thought would help current businesses to thrive in the Tivetshalls (household survey), respondents stated better broadband, advertising services and other further amenities. Whilst some of the responses were beyond the scope of the Neighbourhood Plan, a general support for local employment is felt within the Tivetshalls. Respondents to the household survey gave greatest support for the encouragement of home-working (73 per cent), then agricultural small holders (60.9 per cent), small business units/workshops (55 per cent), tourist accommodation (46 per cent).
- 5.2.5 Over the lifetime of the Plan it is expected that businesses will change, and homeworking may increase. In order to continue to be a vibrant rural parish where people of all ages chose to live, it is important that new businesses and employment opportunities are supported. Policy **TIV6** sets out support that can be given through the planning system.

POLICY

TIV5: Employment

Opportunities for business and employment development will be supported where their size, design and nature of employment respect the immediate rural surroundings in which they are located. Development should use the Tivetshall Design Guidance and Codes (addendum to the Plan).

Where possible, the potential for home working should be designed into new dwellings, with high-speed digital connectivity. Insofar as planning permission is required, proposals for home working or the incorporation of home office space is also encouraged for existing dwellings.

5.2.6 The NPPF states that planning policies and decisions should help create the conditions in which businesses can expand and invest and adapt. Weight should be given to the need to support economic growth and productivity taking into account local business needs. In rural areas planning policies should enable the sustainable growth of all types of business both through the conversion of existing buildings and well-designed new buildings. The use of previously developed land and sites that are well related physically to existing settlement should be encouraged.

5.2.7 In the past, the old waste site off the A140 has been identified as a potential development site. It has been deemed not suitable for residential development through the Local Plan but has been identified through the Neighbourhood Plan process as having potential for future employment use, particularly for small businesses. The Neighbourhood Plan is not formally allocating the site but recognising its potential.



Figure 19: Location of old waste site (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV6: Potential employment sites

Proposals that would results in a positive visual or environmental enhancement to a potential employment site will be supported provided that, they are of a suitable scale and design and do not detract from the overall character of the area.

For example, the old waste site off the A140 (figure 19) has the potential for non-residential use, supporting small businesses and/or environmental enhancement. Proposals for residential use will not be supported due to the distance away from the centre of Tivetshall St. Mary and Tivetshall St. Margaret.



5.3 Access

Objective 3: To encourage safe and integrated routes throughout the parish, and appropriately designed parking.

Public transport and car ownership

- 5.3.1 At the time of writing, the Konnectbus/Simonds serves the parish. There are four buses a day to Norwich and five buses a day from Norwich, with a much-reduced service on Saturdays. There is a separate Simonds service that services Tivetshall St. Mary, which stops on A140, four buses a day to Norwich and five buses from Norwich a day, and a reduced service on a Saturday. As these bus stops are not close to the main settlement areas a car is needed to get people to the bus stops and pick them up again. The buses are not at convenient times for people who work part-time. Private cars are also needed by residents wishing to use the train service to Norwich or London. The Diss to Norwich railway line passes through the western side of the parish, but the nearest station is in Diss, some 15km from the Tivetshalls.
- 5.3.2 The Tivetshalls has a had community car scheme that operated for residents needing to get to medical appointments who are unable to drive or do not have access to a car. It has been run by volunteers in the parish and needs more to continue running. The Borderhoppa is a minibus dial-a-ride service in the area, available to people who have no access to other forms of transport. Users of the service include young people, the elderly, community groups, the rurally isolated and those with impaired mobility.
- 5.3.3 The 2011 Census shows that car ownership levels in the Tivetshalls is high, with only 4.8 per cent of households in Tivetshall St. Margaret and 5 per cent of households in Tivetshall St. Mary having no car or van. This compares to

11.7 per cent of households across South Norfolk district, and 18.8 per cent of households in Norfolk having no car or van availability.

- 5.3.4 The main mode of travel to work by residents of the parish is by car, with the 17.9 per cent travelling between 10km and 20km to work, and a further 11.1 per cent travelling between 20km and 30km to work.

Public Rights of Way

- 5.3.5 The Tivetshalls are relatively well served by Public Rights of Way (namely footpaths and bridleways), including Boudica's Way running in the south of the parish. Boudica's Way is a waymarked long-distance footpath running from Norwich to Diss and follows close to Roman roads. The route commemorates the warrior queen of the Iceni, Boudica, who rebelled against the early Roman government and military control in the region of what is now South Norfolk. The path is parallel to the old Roman Pye Road, now the A140.
- 5.3.6 In 2006, Tivetshall Parish Council installed village walks boards which detail a circular walk and provide information about the history of the area and the flora and fauna. In addition, Church Lane runs along the west of St. Mary's ruin to Mill Road, and although this is not on the definitive map, it has been used as a public footpath and bridleway for many years. It is believed this lane once joined up with Broad Way and formed part of an ancient droving route. It is currently one of the most used lanes for walking in the village and joins with two footpaths which provide circular walks of the village.
- 5.3.7 Government guidance encourages development proposals to provide for high quality walking and cycling networks, and supporting facilities, such as cycle parking. Such networks should be comprehensive and provide not only for recreation routes but also for meaningful routes that can realistically be used for commuting to work and school. In addition, where possible, new routes should connect to the existing network and be suitable for use by people with physical disabilities and reduced mobility. New cycling and pedestrian routes should be safe, secure and attractive, and respond to the character of the area reflecting the Tivetshall Design Guidance and Code.



TIV7: Walking, cycling and horse riding

Where appropriate, new development should contribute to an enhanced and joined up network of safe high-quality footpaths, cycle ways and bridleways to improve access to village amenities, the countryside and between Tivetshall St. Margaret and Tivetshall St. Mary. New provision should encourage safe alternatives to using private cars where possible.

New development should protect and enhance existing Public Rights of Way in the form of:

- New routes through new developments.
- New connections between parts of the parish. These should be visible and separate from roads where possible.
- Improved surfaces, and/or signage which increases access to the countryside and connectivity across the parish.

Where Public Rights of Way may be unavoidably impacted, appropriate diversions or new routes should be provided that are safe and convenient for users.

5.3.8 The Tivetshalls is mainly made up of small rural roads, some of which are single track. Whilst this is an important part of the rural character of the parish, it can result in road safety issues, particularly when large agricultural vehicles are moving about throughout the year. There are also very few pavements and pavements that join up within the villages. Many of the roads in the parish are designated as Quiet Lanes and used by residents for walking and cycling – Gissing Road, Hall Road, New Road, Primrose Hill, Star Lane and Stoney Road (all are identified by a post with a sign on it). There is concern amongst residents, that the building of more homes will add extra cars to the roads through the villages, and that this could be reduced through the following measures:

- Smaller developments – for a site of 25 new dwellings, this would equate to some 50 new cars coming and going from a single site (assuming an average of 2 cars per household). If smaller sites are developed, this would mean less cars coming and going from one location within the parish and a disbursement of traffic at busier times of the day.
- Pavements – there are very few pavements within the parish and where they do exist, there is not good linkages between them. There is an

opportunity through new development to add more. This is particularly important for children's routes to the school.

- Linking footpaths – the Tivetshalls has a good network of footpaths, but not all are linked together. Where a development provides opportunities to link existing footpaths or create new ones, this should be taken.
- Speed reduction – as there is a direct correlation between higher speeds and road safety, there is an opportunity to design new developments which signal to car users that they should be slowing down.

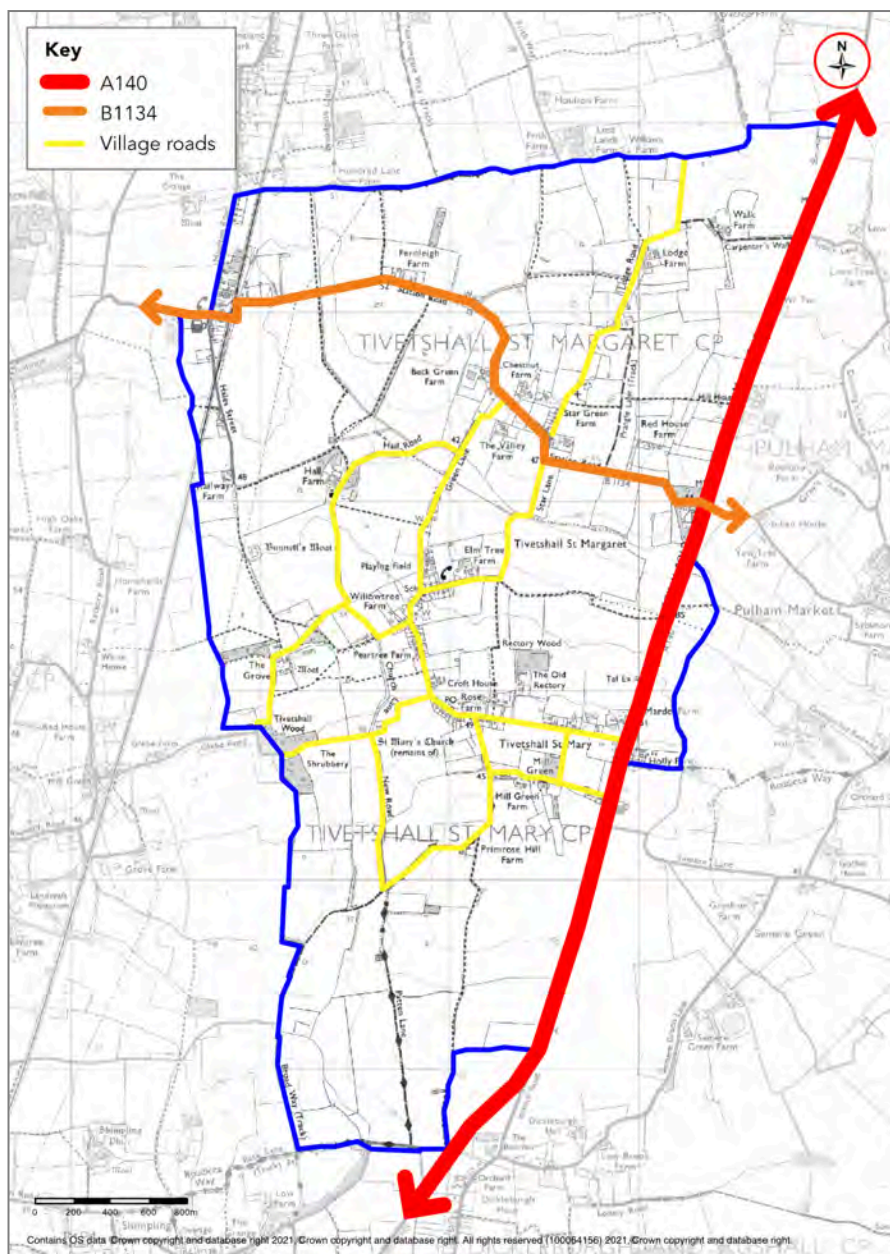


Figure 21: Roads in the parish (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV8: Traffic and road safety

Planning applications for multiple dwellings or commercial units should identify the level of additional traffic that is likely to be generated, and the impact this traffic will have on the safety of road users and pedestrians.

Measures to reduce any impacts should be proposed, for example, smaller developments, pavements, linking footpaths, and speed reduction.

- 5.3.9 Government guidance recognises that there continues to be a demand for parking in both residential and non-residential developments. The NPPF makes it clear that parking standards for residential and non-residential development should only be set where there are clear and compelling reasons for doing so that are necessary to manage the local road network. Parking provision for developments in South Norfolk will be made in order to satisfy the relevant adopted standards of South Norfolk Council as local planning authority.
- 5.3.10 Adequate parking provision is an important element of any new development, whether it is for a single dwelling, business premises, or a larger residential development. The Neighbourhood Plan encourages sustainable transport options; however, it is also a reality that private cars will be used to access services and employment either within or beyond the parish. The distance to a bus stop on the A140 from the centre of the parish is prohibitive for most residents. Bus stops are at the Pulham roundabout, the Old Ram and Moulton Road.
- 5.3.11 Given the narrowness of the rural lanes, it is critical that on-street parking is minimised, and allocated parking on new residential sites should discourage indiscriminate and on-kerb parking. This has been identified on the newest development in the village, Thwaites Oak Close, where there has been parking on the grass verge, particularly by visitors and deliveries. Where parking is to be provided, it should be an integral part of the design and layout of the site. More detail is found in the Tivetshall Design Guidance and Code.
- 5.3.12 As demand for electric vehicles is expected to increase over the Plan period, opportunities should be taken to encourage the installation of electric charging points, both in residential and non-residential developments.

POLICY

TIV9: Parking

Any planning applications should be designed to minimise on-street parking. New development should provide off-road parking through parking bays, drives and garages (large enough for modern cars), and incorporate electric car charging points.

Given the rural location of the Tivetshalls and distance to a bus service, Norfolk County Council's Parking Standards should be adhered to as a minimum. Parking spaces for visitors and deliveries should be designed into new developments where appropriate.

Development must use the Tivetshall Design Guidance and Codes (see addendum document).



5.4 Environment and Landscape

Objective 4: To protect and enhance the green and open character of the parish and improve surface water drainage issues.

5.4.1 South Norfolk Councils Landscape Character Assessment identifies Tivetshall parish as Great Moulton Plateau Farmland and Waveney Tributary Farmland.

5.4.2 Key characteristics of the Great Moulton Plateau Farmlands are:

- Flat, elevated plateau landform above the 50m contour with little topographic variation.
- Extensive arable farmland with large-scale fields and notable absence of boundaries.
- A large-scale landscape of openness and exposure.
- Isolated and infrequent blocks of mixed woodland, otherwise woodland is confined to tiny farm copses.
- A number of greens and commons, some with associated pond habitats.
- Expansive skies are a defining feature with distant views and farm buildings visible in the open landscape.
- Hedgerows are sparse with fuller enclosure along roadsides.
- Hedgerow trees are an important feature, marking the lines of former boundaries.
- A140 cuts north-south through the centre of the character area. Otherwise straight rural roads cut through the area.
- Grass verges and occasionally ditches occur along road sides.
- Timber framed houses and moats.
- Large scale farm buildings, water towers, telegraph poles exposed in this open landscape and distinct absence of churches.
- Sparsely settled with scattered farmhouses, some linear settlement with absence of centre/ core.

- Disused airfields are a feature of the plateau at Shelton and Pristow Green.¹⁰

5.4.3 Key characteristics of the Waveney Tributary Farmland are:

- Transitional landscape occupying the mid ground between the upland plateau (Great Moulton Plateau Farmland) and the main river valley (Waveney Valley).
- Undulating landform to the south of the area where it is dissected by tributaries. Land is higher and flatter towards the north of the character area adjoining the Great Moulton Plateau Farmland.
- A large-scale open landscape on the higher ground with some distant views. Pockets of enclosure and intimacy associated with the tributaries.
- Narrow streams, drainage channels (within grass verges) ponds and moats are characteristic. Ditches occur along roadsides and in places divide fields.
- Predominantly arable farmland with a varied field pattern. Fields are small to the south of the character area, larger on the higher plateau areas.
- Mature hedgerow trees are very distinctive especially large mature oaks.
- Hawthorn/ blackthorn hedges divide fields.
- Scattered blocks of woodland with some larger blocks having SSSI designations.
- Pockets of parkland and remnant parkland occur.
- Diversity of ecological assemblages including grassland, wet habitats, woodland, some of which are SSSI.
- Round tower and isolated churches are distinctive landmarks. Moats and earthworks are a feature.
- Settlement occurs throughout the character area. Villages are frequently linear along roads with some villages set around greens.¹¹

5.4.4 More details of the Great Moulton Plateau Farmland and Waveney Tributary Farmland can be found in the South Norfolk Councils Landscape Character Assessment. The Neighbourhood plan recognises the intrinsic value and special qualities of the two landscape types.

5.4.5 Through the household survey, opinions were sought on important views across the parish through a specific question in the household survey. This

¹⁰ South Norfolk Landscape Character Assessment: Great Moulton Plateau Farmland, <https://www.southnorfolkandbroadland.gov.uk/downloads/file/1332/land-use-consultants-2001-rpa-e2-great-moulton-plateau>. Accessed 21.07.21.

¹¹ South Norfolk Landscape Character Assessment: Waveney Tribute Farmland, <https://www.southnorfolkandbroadland.gov.uk/downloads/file/1326/land-use-consultants-2001-rpa-b4-waveney-tributary>. Accessed 21.07.21.

resulted in the list found in policy TIV11.

5.4.6 The following gives further descriptions of each of the views chosen:

1. **From St. Mary's ruin towards Primrose Hill:** This view is from St Mary's churchyard across open agricultural fields, with Primrose Hill Farm in the distance and Sheckford Lane footpath running behind it. To the distance on the right of the view are the mature oaks along New Road and then the trees along The Broadway. Residents can enjoy the panoramic view down into the valley and then the rising land to Primrose Hill and beyond towards Dickleburgh. This view of open farmland and 'big skies' is typical of the parish. It also incorporates a section of the National Trail Boudicca Way and land where Roman artefacts have been found.
2. **From Primrose Hill towards St. Mary's ruin:** This view is from a section of Boudicca Way between Primrose Hill Farm and the junction of Primrose Hill with Patten Lane, looking towards St Mary's ruin and the residential area of Tivetshall St Mary. There are uninterrupted views across open farmland to the group of trees around St Mary's church ruin, the ruin is clearly visible when the trees are not in leaf. The panoramic view also incorporates glimpses of dwellings on The Street and Rectory Road which are close to the junction with Gissing Road. The view is framed by The Shrubbery and Tivetshall Wood to the west, the trees surrounding St Mary's ruin and other mature trees. Again the 'big skies' can be appreciated from this viewpoint, in particular spectacular sunsets.
3. **From Star Lane towards the Pulhams:** A wide valley with far reaching views across to Pulham Market Hall with its smaller sized wind turbines, the Turnpike cottage on the A140 where the gatekeeper lived who opened the gates onto the A140 to allow the steam trains to cross the road and south to the attractive silhouette of Rectory woods. The tributary of the river Waveney and the old railway track run east to west through the valley and footpaths cross in each direction north, south, east and west over this large expanse of farmland giving access to Pulham Market to the east, Lodge Road to the north, Rectory Road to the south, as well as into the centre of the Tivetshalls.
4. **From Stony Road to St. Margaret's Church and Hales Street:** A wide vista of farmland with Public Rights of Way connecting Hale street, Hall Road, Grove Road and Stony Road. The view reaches across to Bennett's Moat, Railway Farm, the automatic railway crossing in Hale Street for the Norwich to Diss trains and to the church of Tivetshall St. Margaret and it's burial ground to the north.
5. **From south side of Station Road towards the Waveney Valley:** This

view from Station Road takes you past the Valley Farmhouse amongst the trees, and down the valley to the clusters of houses, some historic, some new, that leads you into the centre of the Tivetshalls and the Village Hall. To the left your eye is drawn to the lower valley and the Ford in Star Lane.

6. **Between the railway crossing properties:** These open panoramic views interspersed with the old crossing properties are of significant historical importance to the parish, enjoyed by residents whilst out walking.
 - a. Shows the view to the West across open arable farmland from the crossing property on Green Lane towards the property on Hall Road and beyond the electricity lines follow the approximate route of the old railway line to Hales Street. To the left are farm buildings and trees surrounding Hall Farm, where a footpath leads to Hales Street.
 - b. Shows the view to the East across open arable farmland from the crossing property on Green Lane towards the property on Star Lane. Although the property on Star Lane is behind a tall conifer hedge the view demonstrates the open nature of the land and how these properties form landmarks within the parish. This view also shows the tributary to the River Waveney running through the field towards The Ford on Star Lane, adjacent to the crossing property. The land gently dips and then rises to the section of Star Lane between The Ford and the junction with the B1134.
 - c. Shows the view to the west from the crossing properties on Star Lane towards the property on Green Lane, the land dips down to the beck which crosses the field between the two properties and is a tributary of the River Waveney. Beyond the property on Green Lane part of the property on Hall Road is visible as the land gently rises. Again this view shows how the old crossing properties form landmarks in the line of vision and form visible links to the heritage of the old railway line to the parish. From this viewpoint all four crossing properties can be seen, by turning 180 degrees from East to West.
 - d. Shows the view to the east from the crossing property on Star Lane toward the Turnpike Cottage on the A140, the roofline of the Turnpike Cottage can be seen through the trees surrounding it. The rural open arable farmland rises gently towards the parish boundary on the A140. In the foreground of this view the beck flows from The Ford eastwards towards the A140.

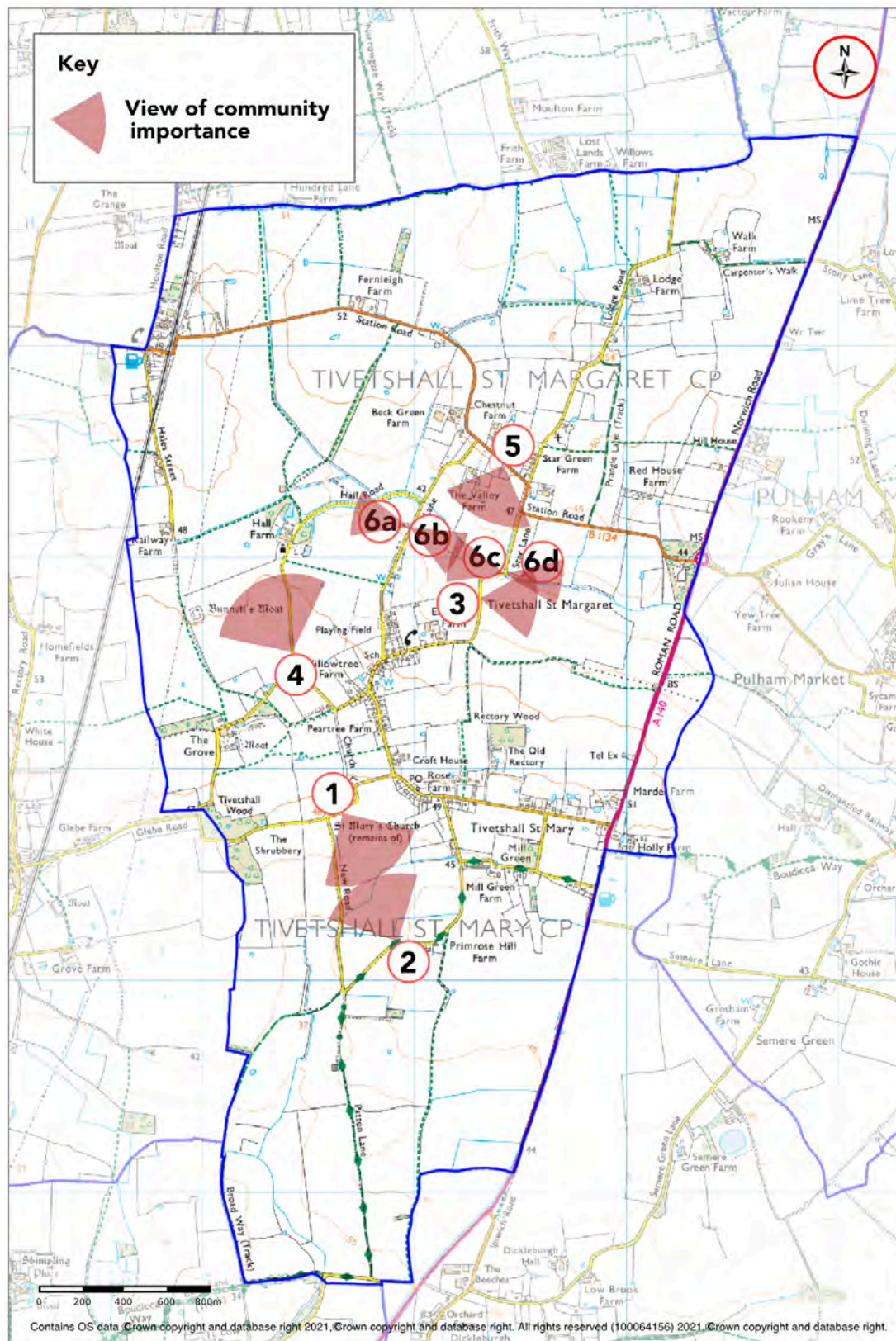


Figure 22: Views of community importance (source: Parish Online, with own annotations). Blue line denotes parish boundary.



Figure 23: Views of community importance.

POLICY

TIV10: Landscape setting and views of community importance

Development should be positioned appropriately within the landscape, having regard to the visual impact of the character of the area.

The uninterrupted views of St. Mary's Church and St. Margaret's Church are a significant part of the character of the parish. In addition the following views are identified as important public views (figure 22 and 23):

1. From St. Mary's ruin towards Primrose Hill.
2. From Primrose Hill towards St. Mary's ruin.
3. From Star Lane towards the Pulhams.
4. From Stony Road to St. Margaret's Church and Hales Street.
5. From south side of Station Road towards the Waveney Valley.
6. Between the railway crossing properties.

Development proposals within or which would affect an important public local view should take account of the view concerned. Development which would have an unacceptable adverse impact on the landscape or character of the view concerned, will not be supported.

5.4.6 A search by the Norfolk Biodiversity Information Service in October 2020, found protected species in Tivetshall parish and the surrounding 5km. Since the establishment of Dickleburgh Moor Nature Reserve to the south of the village there has been an anecdotal increase in the bird species and numbers seen in the south of the village, in particular buzzards, red kites, golden plover and lapwing.

5.4.7 There are two County Wildlife Sites in Tivetshalls. County Wildlife Sites are non-statutory designations but recognise the high value of a site for wildlife. These are:

- **CWS40 The Shrubbery:** an area of ancient coppice-with-standards woodland, separated from CWS41 by a narrow lane.
- **CWS41 Brickln Wood:** an area of ancient woodland with a well-developed coppice layer. The wood contains at least five shallow ponds.



Figure 24: Ancient Woodland/County Wildlife Sites (source: Parish Online, with own annotations). Blue line denotes parish boundary.

- 5.4.8 Through consultation with the community the following natural assets have been recognised due to their landscape and biodiversity value in policy **TIV11** and should be retained.
- 5.4.9 Biodiversity net gain is an approach to development that leaves biodiversity in a better state than before. This is calculated using the difference between the pre-development and post development habitat data.

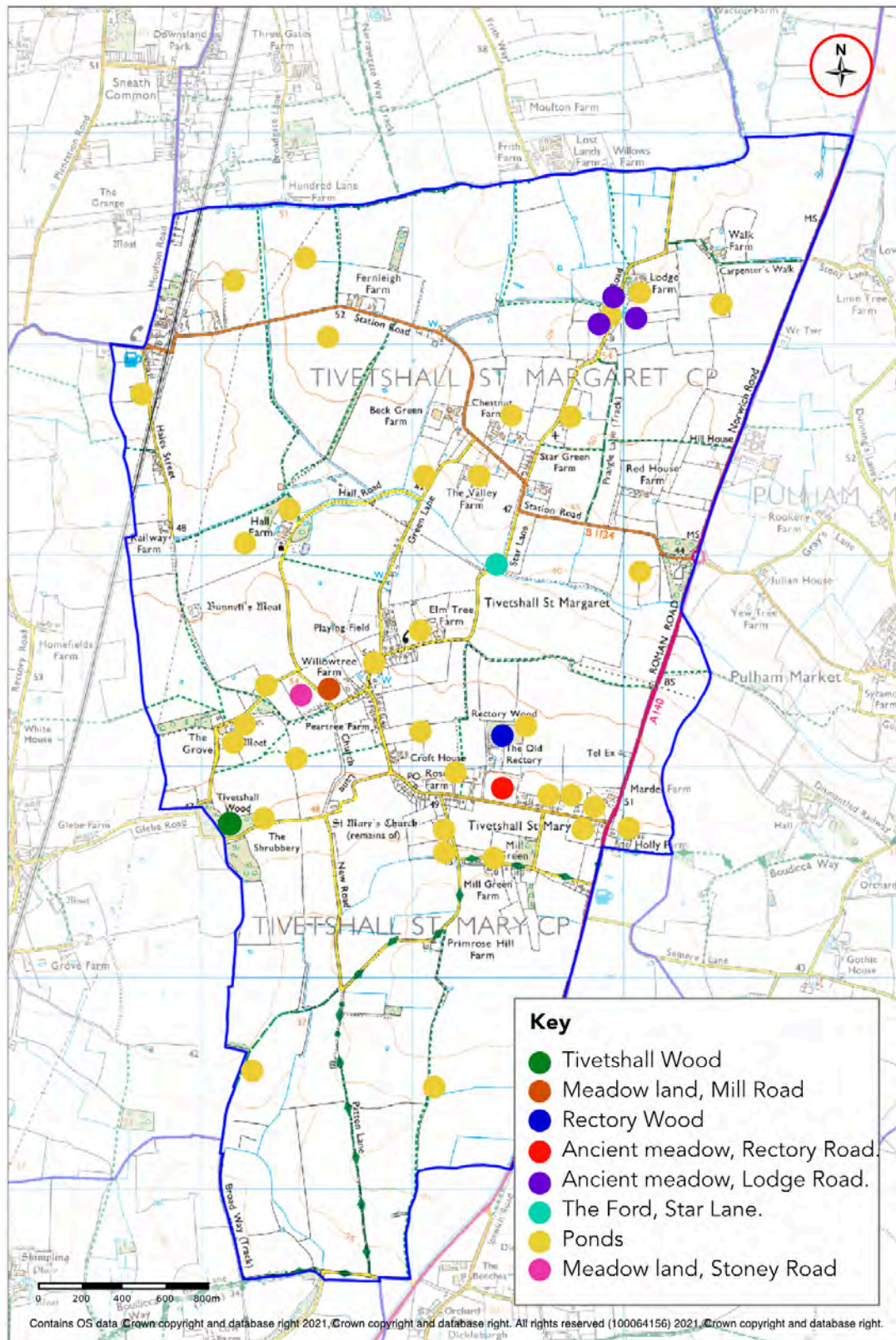


Figure 25: Natural assets of the Tivetshalls (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV11: Natural assets

The following are recognised as important natural assets of the parish due to their landscape and biodiversity value (see figure 25). All avenues should be explored to promote positive conservation of the assets, where possible:

1. Tivetshall Wood.
2. Meadow land, Mill Road.
3. Rectory Wood.
4. Ancient meadow, Rectory Road.
5. Ancient meadow, Lodge Road.
6. The Ford, Star Lane.
7. Ponds.
8. Ancient hedgerows and trees.

For large developments (10 or more dwellings, or commercial sites), biodiversity net gain should be achieved (in line with the Environment Bill) through one or more of the following and have a method statement for the ongoing care and maintenance:

- the creation of new natural habitats, in particular through native species
- the creation of a community woodland
- natural buffers between new and existing development
- the planting of additional trees and hedgerows
- restoring and repairing fragmented biodiversity networks.

Development must use the Tivetshall Design Guidance and Codes (addendum document).

5.4.10 Paragraph 101 of the NPPF states that ‘The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated and be capable of enduring beyond the end of the plan period’.

5.4.11 Paragraph 102 goes on to outline the criteria for designation of Local Green Spaces. Those that have been identified in policy **TIV12** meet the criteria, as follows, ‘The Local Green Space designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves;
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- c) local in character and is not an extensive tract of land’.

5.4.12 Paragraph 103 states, ‘Policies for managing development within a Local Green Space should be consistent with those for Green Belts’ and therefore affords them a very high level of protection. The designation of Local Green Spaces should not be used a mechanism for resisting development. Each Local Green Space varies in terms of size, shape, location, ownership and use, but each are valuable to the community. A justification for each Local Green Space can be found in Appendix C.

5.4.13 The playing field is used daily by different groups – school children before and after school, adults for daily exercise, individual football, and golf practice and for gathering. The household survey asked ‘Through the Neighbourhood Plan we can protect green areas of particular community importance. These need to be close to the community, special and not an extensive area of land. What green spaces should we try to protect?’. The list in policy **TIV13** has been derived from the answers given. There was a subsequent question ‘Do you think we should try to protect the playing field (at the Village Hall)?’. Of the 101 respondents to the question, 100 per cent replied ‘yes’.

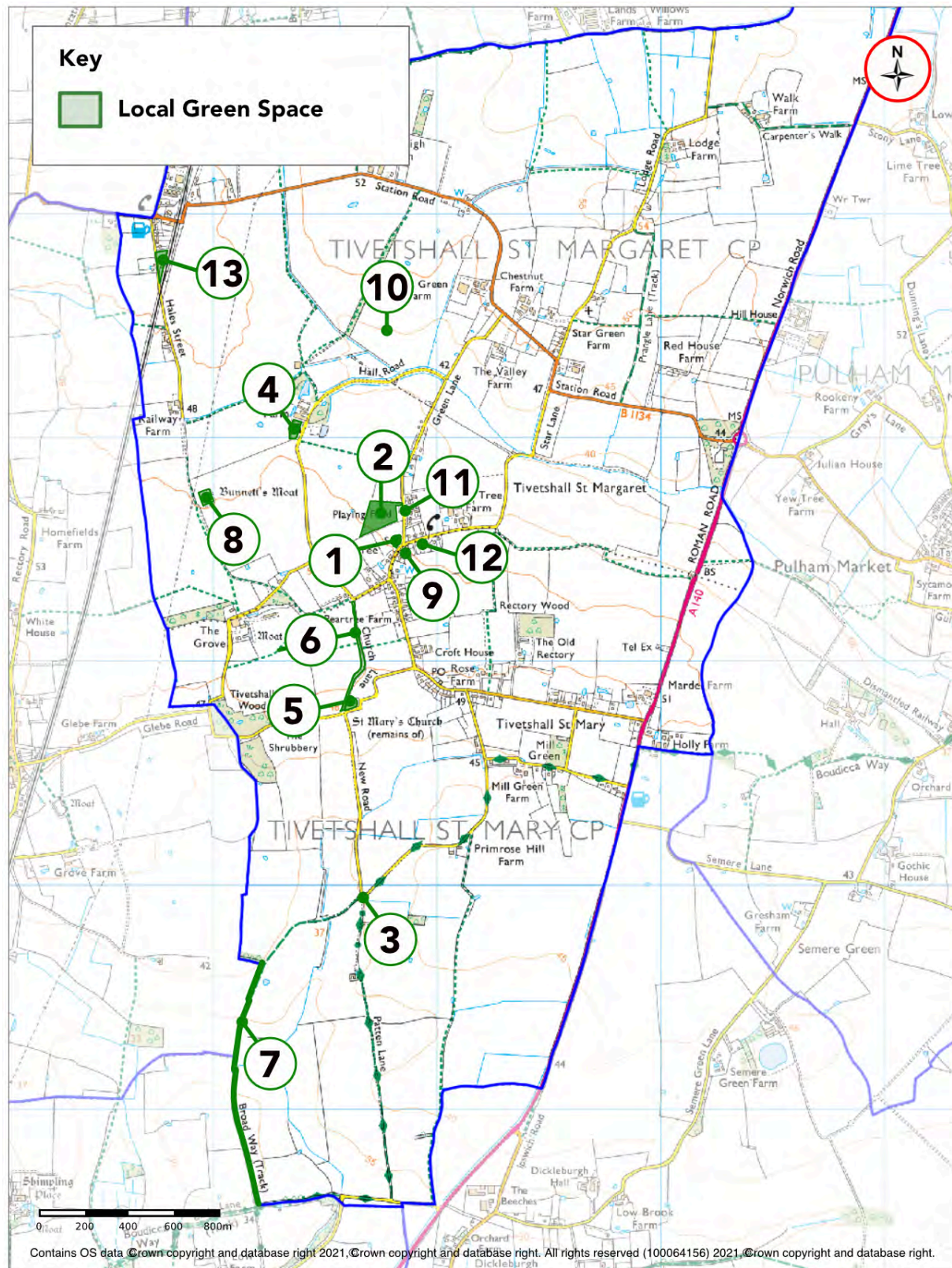


Figure 26: Local Green Spaces (source: Parish Online, with own annotations). Blue line denotes parish boundary.

POLICY

TIV12: Local Green Space

The following areas are designated as Local Green Space for special protection (figure 26):

1. Village green and pond.
2. Parish playing field and adjacent land.
3. Junction of Primrose Hill and Patten Lane ('the triangle').
4. Setting of St. Margaret's Church.
5. Setting of St. Mary's Church.
6. Church Lane (By-way).
7. The Broad Way.
8. Bunnett's Moat.
9. School playing field and adjacent land.
10. Location of Thwaite's Oak.
11. Green verge on Green Lane opposite Village Hall.
12. Green verge at Crescent on School Road.
13. Hales Street nature reserve UK Power Networks Tivetshall Primary substation.

Development on designated Local Green Space will only be supported in exceptional circumstances, for example, for community benefit.

5.4.14 The Neighbourhood Plan steering group were keen to explore the issue of street lighting with the community, given the Tivetshall's rural setting and dark skies at night. The household survey asked 'Should new housing have streetlights?'. Of the 106 responses to the question, 73.6 per cent ticked 'no, to preserve dark skies', 24 per cent ticked 'yes, but sympathetically designed to minimise light pollution', and only 1.9 per cent ticked 'yes'.

5.4.15 There are only two streetlights in the parish at the time of writing. Paragraph 185(c) of the NPPF states that planning policies and decisions should 'limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation'. Dark skies are valued within the Tivetshalls and residents are used to not having street lighting, however it is recognised that there may be a case on security or safety grounds to have the exceptional new light on a development, but this should be done in a sensitive way.

POLICY

TIV13: Dark skies

All development and renewal of lighting should limit impact on dark skies. Street lighting for new development is discouraged, in particular where near a settlement edge or natural asset.

Where lighting is necessary for security or safety, developers are strongly encouraged to ensure that all external light is designed to minimise the impact on dark skies, for example, minimal light spillage, downlighting and restricted hours.

Proposals including external lighting in prominent locations likely to be visible from the surrounding landscape will not normally be supported except where a requirement can be demonstrated in the interest of safety and security. Where lighting is likely to cause disturbance or risk to wildlife, proposals will be sought for mitigation.

5.4.16 Figure 27 shows the area at risk of flooding from rivers within the parish and figure 28 shows the extent of flooding from surface water in the Tivetshalls.

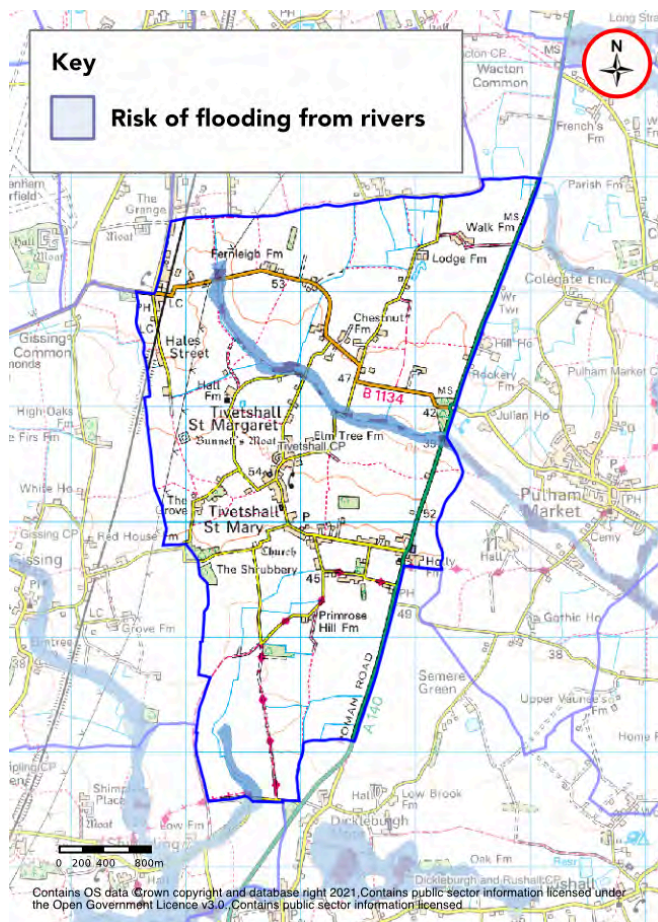


Figure 27: Risk of flooding from rivers (source: Parish Online, with own annotations). Blue line denotes parish boundary.



Figure 28: Extent of flooding from surface water (source: Flood risk service GOV.UK¹²)

5.4.17 The period of the Tivetshalls Neighbourhood Plan looks ahead to 2042 and should therefore consider Climate Changes and the likely increase in localised flooding. During the preparation of the Neighbourhood Plan, there were areas of the parish that experienced significant flooding and surface water drainage issues, where private properties were damaged. Residents were

¹² <https://check-long-term-flood-risk.service.gov.uk/map?easting=617591&northing=285816&map=SurfaceWater>. Accessed 09.12.21.

asked in the household survey 'What areas of localised flooding should the Neighbourhood Plan identify?'. 75 households responded which generated a list for the Steering Group to review and have since been shortlisted to appear in policy TIV14.

5.4.18 It is important to ensure that the occurrence of new development does not exacerbate existing surface water drainage problems or lead to new ones either through surface water run off or displacement.

5.4.19 The use of Sustainable Urban Drainage Systems (SUDs) is now commonly promoted by Norfolk County Council as the Local Lead Flood Authority, believed to be of benefit, not only to flood relief, but also in preventing pollution and their potential benefits to wildlife.

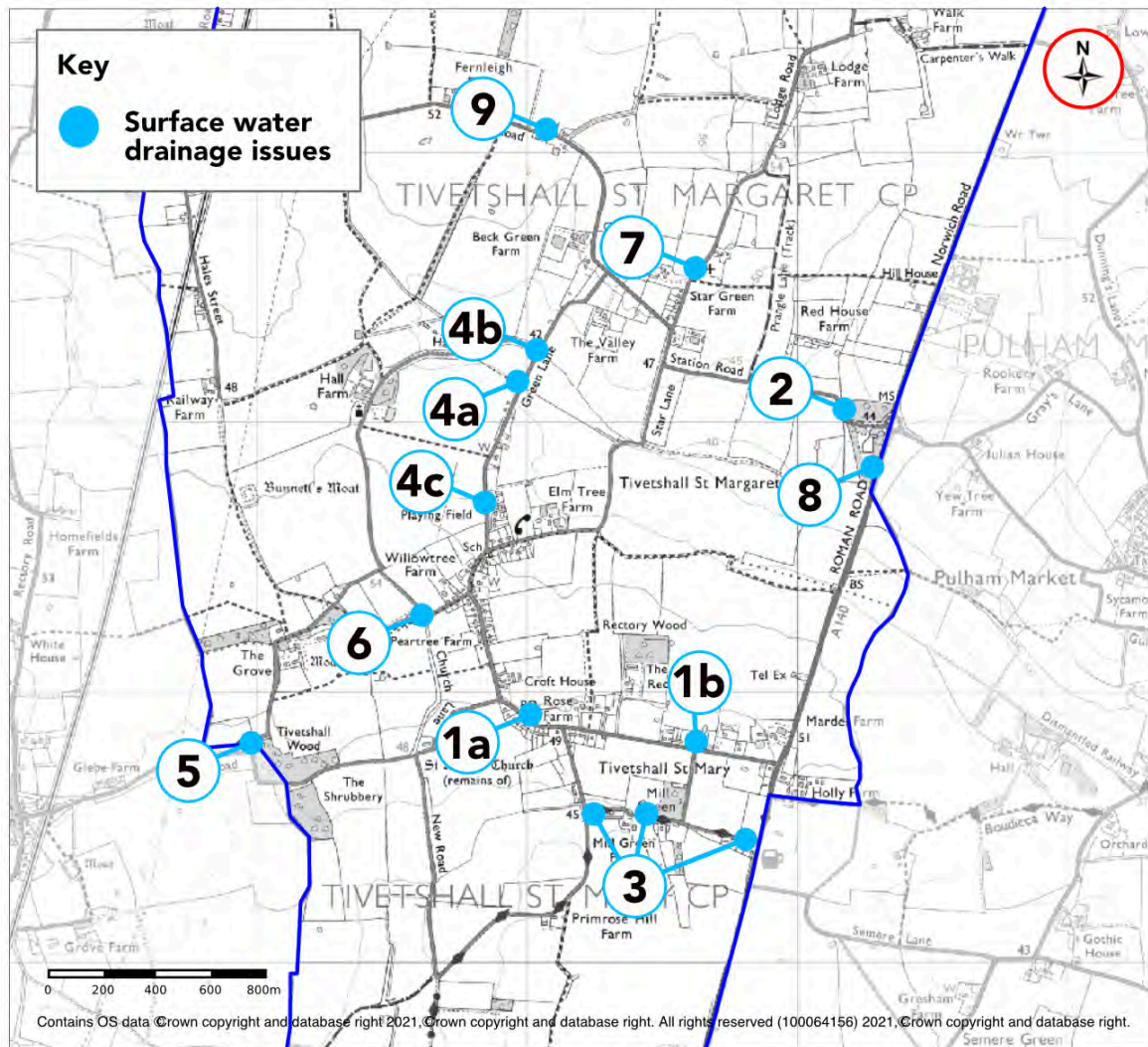


Figure 29: Surface water drainage issues (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV14: Surface water drainage

Development proposals within the immediate locality of any of the surface water drainage areas should use drainage methods to prevent, and where appropriate, alleviate them. Future development must not cause or contribute to new drainage issues, exacerbate existing issues, or cause water pollution, and should mitigate its own drainage impacts.

There are a number of locations that have surface water drainage issues. The following locations within the parish (figure 29) are identified:

1. Rectory Road.
 - a. By Post Office.
 - b. Tinker's Lane end.
2. Station Road bend near A140 roundabout.
3. Ram Lane (3 locations).
4. Green Lane.
 - a. Crossing House.
 - b. Junction of Hall Road.
 - c. Opposite Village Hall.
5. Junction of Grove Road and Glebe Road.
6. Corner of Mill Road and Stoney Road.
7. Lodge Road.
8. Dip on A140.
9. Station Road.



5.5 Community Infrastructure

Objective 5: To enable a range of suitable amenities to benefit all ages in the community.

Current community infrastructure

- 5.5.1 Within the parish of Tivetshall there is a Post Office and two public houses, which are The Old Ram in Tivetshall St. Mary and The Railway Tavern in Tivetshall St. Margaret. The Railway Tavern was registered as an Asset of Community Value in 2018 but is currently not trading. Tivetshall Primary School takes children aged 4 – 11 years and is on School Road in Tivetshall St. Mary. The primary school had 14 pupils on roll in January 2020 with 7 planned admissions in 2020/2021 and 7 planned admissions 2021/22.¹³ Tivetshall Primary School feeds to Diss High School. The primary school is part of Sapientia Trust.
- 5.5.2 There is no medical practice in the Tivetshalls. The nearest Doctors surgery is in Pulham Market which includes a dispensary. The surgery will deliver prescriptions direct to patients in the Tivetshalls where there is a need. There are also surgeries in Long Stratton and Diss.
- 5.5.3 The parish has a modern Village Hall in Tivetshall St. Margaret with a playing field, play equipment for children and football goals. The capacity of the Village Hall is 150 seated and 200 standing. At the time of writing, there are four weekly bookings, which are pilates, indoor bowls, art group and line dancing. The Area Scouts committee hold quarterly meetings at the Village Hall and other bookings include adult and children's celebration parties, psychic evenings, the annual school play, craft fairs, a twice monthly pop-up cafe, village fetes and funeral wakes. There is availability for further group bookings.

¹³ www.norfolk.gov.uk/schoolfinder data obtained 05.10.2020.

- 5.5.4 The Village Hall committee have recently altered the stage to create much more storage as requested by groups wanting to book the hall. The committee asked via Facebook what improvements residents would like and have successfully applied for grants. Combined with funds raised from the pop-up café, the committee have reconfigured and installed a new kitchen and bar area, and a large screen and projector. The Village Hall benefits from free internet (1,000Mbps) through B4RN. There are longer term intentions for a garden room extension overlooking the playing field. The playing field and play equipment is very well used. Parents use the Village Hall car park for a safe alternative to street parking for school drop off and collection of children.
- 5.5.5 St. Margaret's Church holds church services and flower festivals, and remembrance service and wreath laying by village groups. The St. Marys Church ruins holds a service and wreath laying on 11 November or nearest school day, which the school children are involved in. It is still used for the internment of ashes and also for photo shoots including wedding pictures.
- 5.5.6 Land owned by the Parish Council includes the Village Hall, car park and the surrounding land from the boundary with Green Lane to the football goal posts on the playing field. The Parish Council owns the village green between Green Lane and Thwaites Oak Close, which was a S106 purchase from development of Thwaites Oak Close.
- 5.5.7 Suitable broadband provision has been a long-standing problem in Tivetshall parish. B4RN is a professionally designed fibre optic broadband network, registered as a non-profit community benefit society, and run by a dedicated local team with the support of landowners and volunteers. B4RN offers hyper fast (1,000Mbps) Fibre To The Home broadband to every property in the coverage areas, costing households £30 per month. Every customer gets a router with a 1000M connection to the internet – both upload and download. Tivetshall was one of the first communities in East Anglia to decide to get good broadband and start work.¹⁴ The team have now connected most homes, and the rest should be connected this year. There is broadband provision near the potential GNLP site allocations, so any new development can be connected to the B4RN network.

¹⁴ www.b4sn.co.uk. Accessed 08.10.2020.

Improvements and new community infrastructure

- 5.5.8 As the community of the Tivetshalls grows, the need for better or more community infrastructure is needed. Residents were asked in the household survey 'What services do we need as the village grows?' There were a range of answers, some of which fall outside of the planning system. There was significant support for a village shop, to retain the Post Office and the school, and to improve public transport provision.
- 5.5.9 The social objective on the NPPF is 'to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being'. The Steering Group have therefore reflected this in listing community infrastructure provision where there is potential for improvements and where their removal would be resisted.
- 5.5.10 The Parish Council discussed a formal application in September 2020 from a group of residents for provision of a site for allotments. The Village Hall was built on the site of the former allotments 23 years ago. A site near the Village Hall would be ideal but the Parish Council do not own any suitable land. The idea of the Parish Council providing an allotment site was explored through the household survey. Of the 103 responses to the question 'Are you interested in renting an allotment?', only 10 households said they were interested. Whilst this could be explored further in the future, the Steering Group decided it did not warrant finding land and a policy within the Neighbourhood Plan.
- 5.5.11 The provision of a village shop, convenience shop, local shop, corner shop, community shop came up multiple times through the household survey. Through the COVID-19 lockdown, residents have been acutely aware that to get daily essentials, a car journey out of the village or a delivery into the village is needed. This desire for a village shop has been recognised in policy **TIV15**, but would require a business to want to locate in the village, or a group of community volunteers to establish a service.

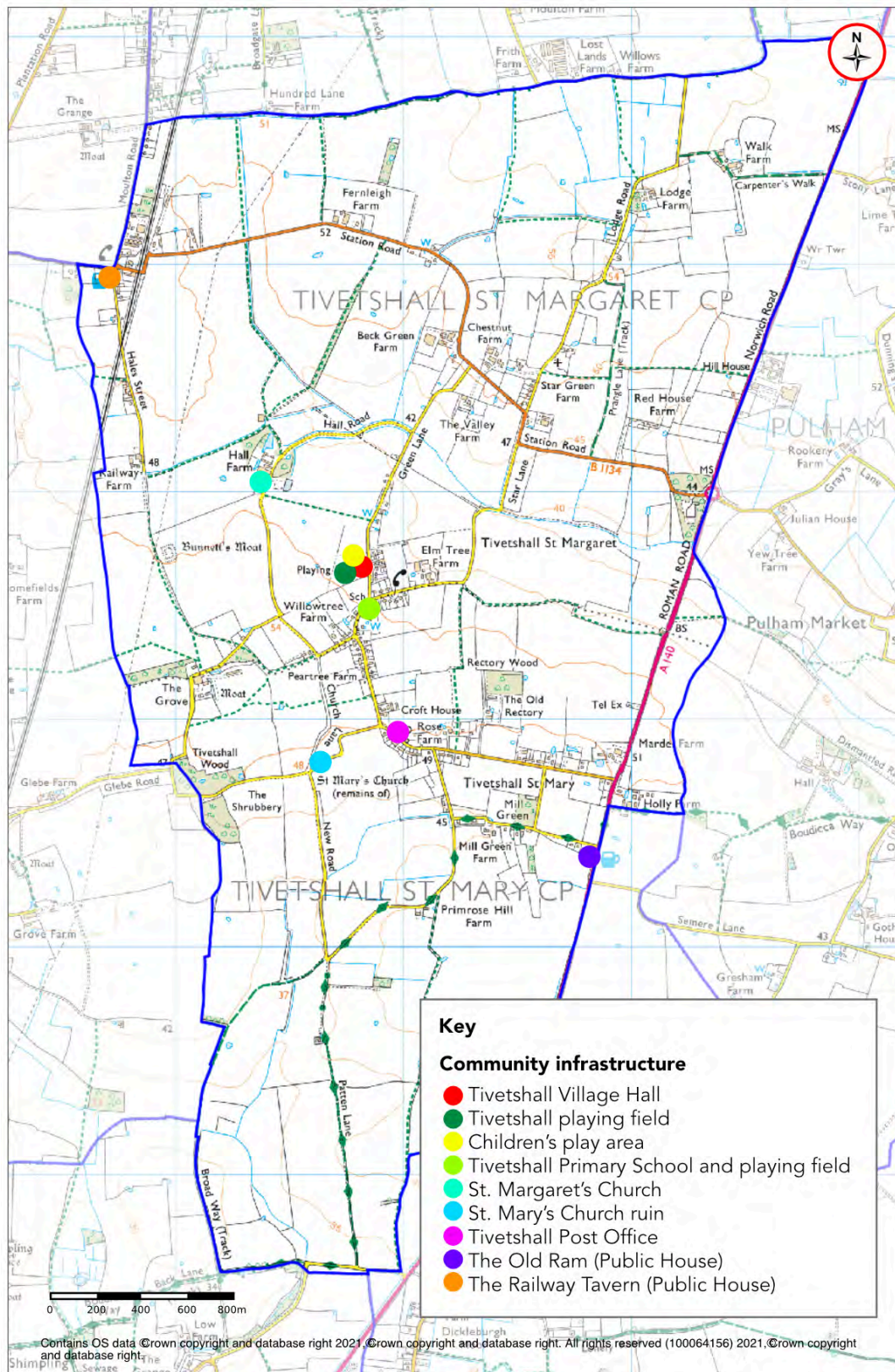


Figure 30: Current community infrastructure in the parish (source: Parish Online, with own annotations). Blue line denotes parish boundary.

TIV15: Community infrastructure

The Tivetshalls have the following community infrastructure (figure 30):

1. Tivetshall Village Hall.
2. Tivetshall playing field.
3. Children's play area.
4. Tivetshall Primary School and playing field.
5. St. Margaret's Church.
6. St. Mary's Church ruin.
7. Tivetshall Post Office.
8. The Old Ram (Public House).
9. The Railway Tavern (Public House).

Improvements to existing community infrastructure will be supported. Proposals for change of use, involving a potential loss of existing community infrastructure, will only be supported where an improved or equivalent facility can be located elsewhere in the parish, or where there is no reasonable prospect of continued viable use.

Village shop

An application for the development of a convenience/small shop will be encouraged, to meet the day to day needs of the parish, and to reduce additional journeys out of the parish. This could be as a stand-alone building or an extension to an existing community asset (as above). A new convenience/small shop should be located within walking distance of most homes in the parish.

6. Community action projects

- 6.1 Through the community engagement activities undertaken as part of the Tivetshalls Neighbourhood Plan, the local community identified a number of projects that fall outside the remit of planning policy. These have been listed as 'community action projects'.
- 6.2 Community action projects will be addressed outside the Neighbourhood Plan process. Projects are only included here for topics that are relevant to the Neighbourhood Plan and should not be considered an exhaustive list. Over the lifetime of the Neighbourhood Plan, Tivetshalls Parish Council may also develop a range of projects as a result of, and independent of, new development.

Community action projects

Investigate the potential for the following:

- A community woodland, within easy reach of the village centre.
- Accessible children's play equipment.
- An extension to the Village Hall.
- Safer improved design of the pond at the village green.
- Secure long-term use of the playing field.
- Traffic calming measures.
- More community activities within the parish.
- Improve public transport through the parish.

7. Implementation

Delivery of policies and projects

- 7.1 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008, to ensure that when land is developed, it comes with the necessary infrastructure to support it, such as schools, public transport and leisure facilities. CIL allows South Norfolk Council to raise funds from developers and individuals who are undertaking building projects to support growth in the area.
- 7.2 Within South Norfolk district the following types of development are liable for CIL:
- All development of 100sqm or more of new build, or extensions to existing buildings.
 - All development regardless of size that results in the creation of a new dwelling.
 - Agricultural buildings and storage warehouses that people enter into.
 - The conversion of a building that is no longer in lawful use.¹⁵
- 7.3 15 per cent of CIL contributions are passed directly to the Parish Council to be spent on local priorities. Once the Neighbourhood Plan is in place, Tivetshalls Parish Council will benefit from 25 per cent of the levy revenues arising from development that takes place in Tivetshalls.
- 7.4 Where appropriate and possible, Tivetshalls Parish Council will use CIL as well as working with agencies and neighbouring Parish Councils to deliver local priorities.

Monitoring the use of the Neighbourhood Plan

- 7.5 It is important to note that further development is likely to take place during the Neighbourhood Plan period 2022-2042. Each development will differ and will need to consider the Neighbourhood Plan policies as they stand. It will be the role of the South Norfolk Council and Tivetshalls Parish Council to

¹⁵ <https://www.south-norfolk.gov.uk/residents/planning-and-building/community-infrastructure-levy>, 08.07.19

promote and monitor the use of the Neighbourhood Plan for all planning applications.

Updates to the Neighbourhood Plan

- 7.6 The Neighbourhood Plan spans a period of 20 years. It is likely to need reviewing within that timeframe. It will be the role of the Parish Council to update the Neighbourhood Plan at an appropriate time. At the time of writing, many of the first Neighbourhood Plans in the country are starting to be revisited.

Producing the Plan

Initial consultation to establish key themes

- Boards around the parish
- Stakeholder meetings
- Data profile of the Tivetshalls
- Housing Needs Assessment

Further consultation to establish policy ideas

- Household survey
- Business survey
- Character appraisal
- Develop Tivetshall Design Code

Drafting the Neighbourhood Plan

We are here

- Checking ideas with the community
- Steering group develop a draft Neighbourhood Plan

Statutory consultation on the Tivetshalls draft Neighbourhood Plan (6 weeks)

Modifications

Submission to South Norfolk Council

Independent examination

Modifications

Local referendum

Bring the Neighbourhood Plan into force

We can't stop development, but we can shape it

Appendix

Appendix A: Neighbourhood Plan Steering Group members

The Tivetshalls Neighbourhood Plan Steering Group has included the following members:

- **Rob Alleguen-Porter** – Chair of Parish Council and resident.
- **Julie Brown** – Parish Councillor and resident.
- **Suzanne Clark** – resident.
- **Ros Hill** – resident.
- **Rita Land** – former Chair of Parish Council and resident.
- **John Powell** – former resident.
- **Alyson Read** – Chair of the Neighbourhood Plan Steering Group, parish councillor and resident.
- **John Tully** – resident.

Supported by

- **Alan Arber** – Parish Clerk.
- **Rosie Riches** – former Parish Clerk.

Rachel Leggett & associates

- **Rachel Leggett** – Project Manager, principal independent consultant for the Neighbourhood Plan.
- **Andrea Long** – independent consultant, policy advise.
- **Emma Harrison** – Independent consultant, data profile and environmental screenings.

Appendix B: Justification for Non-designated Heritage Assets

The table below outlined the justification for the inclusion of important character buildings and historic features. The criteria is based on the 'Local Heritage Listing: Historic England Advice Note 7', page 9.

1. St. Mary's churchyard (1a) and Church Lane (1b)

Age	12th/13th Century
Rarity	The setting of St. Mary's churchyard and Church Lane provides a tranquil link to the heritage of Tivetshall St. Mary.
Aesthetic interest	Year-round interest from mature trees and flora and fauna in the churchyard. The adjacent Church Lane is flanked by mature trees and hedgerow, a lovely lane to walk through. A habitat for wildlife, including barn owls regularly using the owl box and hedgehog feeding station.
Group value	The War memorial and St. Mary's Church Ruins combined with St. Mary's churchyard and Church Lane are a key historic feature of Tivetshall St. Mary.
Archaeological interest	Burial site of residents and Rectors past, various styles of gravestones. Evidence of past inhabitants.
Archival interest	N/A
Historical association	Many residents have ancestors or family members buried in the churchyard. The visitors book in the churchyard demonstrates that many visitors come in search of ancestors. Church Lane is an historic lane which would have connected St. Mary's and St. Margaret's churches and been used by parishioners to get from one parish to another.
Designed landscape interest	N/A
Landmark status	The churchyard along with St. Mary's ruin are a key landmark, clearly visible from the south-east edge of the parish on the A140, Patten Lane and The Street.
Social and communal value	High. Annual Remembrance Service takes place in the churchyard, this is attended by members of The Royal British Legion, children from Tivetshall Primary School, Tivetshall Parish Council and parishioners. The churchyard and Church Lane are well maintained by volunteers. This site is used by artists and photographers due to its unique position, uninterrupted views towards the Waveney Valley and

peaceful ambience. Residents use the site for quiet contemplation. Church Lane is flanked by mature trees and hedgerows and is used daily by walkers and links Mill Road to Gissing Road, providing safe off-road walking. The visitor book in the old porch provides evidence of visitors from far and wide.



Figure 31, all: St. Mary's churchyard.



Figure 32: Church Lane.

2. Tivetshall Primary School and adjoining schoolhouse

Age	Established 1876.
Rarity	Very few remaining Victorian schools with the adjoining schoolhouse still exist in Norfolk.
Aesthetic interest	Fine example of a Victorian school and schoolhouse, occupying a central location in the village.
Group value	Very few remaining Victorian schools with the adjoining schoolhouse still exist in Norfolk.
Archaeological interest	Demonstrates the history of schooling within the village over the past 150 years.
Archival interest	N/A

Historical association	High, plus connection to Burston School Strike 1914-39 through partnership. There has been a school on this site since Victorian times and many residents have attended the school as children. The main building and outbuildings show how the school has evolved over time.
Designed landscape interest	N/A
Landmark status	The school occupies a central location in the village on the border between St. Mary and St. Margaret, at the junction of The Street, Green Lane and School Road.
Social and communal value	High. The school is a valuable asset to the residents of The Tivetshalls and surrounding villages.



Figure 33: Tivetshall Primary School.

3. Roman villa (farm)

Age	AD 43-409.
Rarity	There are very few sites with evidence of Roman remains.
Aesthetic interest	The Roman remains are not visible as these are under arable fields adjacent to Patten Lane.
Group value	The Roman Villa is in the vicinity of Boudicca Way part of a minor Roman Road from the Roman settlement in Scole and the settlement at Caister St. Edmund. Finds have indicated the possibility of another two Roman villas and settlement.
Archaeological interest	Numerous Roman objects have been recovered including large numbers of coins, personal adornments and toilet articles as well as evidence of a hypocaust and mosaic surface. Several finds from the Iron Age to the Middle Saxon period have also been retrieved along with evidence of Roman or Early Saxon pits and ditches.

Archival interest	N/A
Historical association	Site discovered by ploughing; was not granted designated status in 2011 as did not meet criteria. The site is of valuable local and national historic importance and should be preserved for future generations.
Designed landscape interest	N/A
Landmark status	High – as part of Boudicca Way.
Social and communal value	Boudicca Way is a historical walking route linking Norwich to Diss. Older residents can recall the discovery of artefacts during the 1950s and 60s.

4. Boudicca Way

Age	Roman
Rarity	Follows the path of a minor Roman Road between the Roman settlement in Scole and Caister St. Edmund.
Aesthetic interest	N/A
Group value	Roman Villa, Broadway. Designated as a National Trail and Long-Distance Walk
Archaeological interest	It's age and connection with the Roman Villa and artefacts discovered in the area.
Archival interest	
Historical association	Boudicca Way follows the path of a minor Roman Road through Tivetshall along Patten Lane and as such has direct links to the history of the parish, in particular the Roman era. It runs parallel to the site of the Roman Villa and follows Ram Lane where it crosses the A140 and goes to Pulham Market . It also forms part of an old drovers route. Formally made a national trail in 2000'
Designed landscape interest	N/A
Landmark status	Boudicca Way is a key landmark in many villages in south Norfolk, well signed along the length of the trail.
Social and	Frequently used by walking groups and parishioners. It is

communal value	one of very few bridleways in Tivetshall. It provides safe off-road walking and riding between Tivetshall St. Mary and Dickleburgh.
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Figure 34: Boudicca Way.

5. Old Forge

The Street, Tivetshall St. Mary (part of Century House-Listed Building)

Age	17th century.
Rarity	Whilst forges and blacksmiths were once a common sight in villages, very few examples of old forges still remain.
Aesthetic interest	A single storey building with pantile roof, which is situated end on to the road in the centre of the village.
Group value	The old Forge is part of the 17th century listed property called Century House and is nestled among other historical buildings in the village.
Archaeological interest	A fine example of an old single storey building.
Archival interest	N/A
Historical association	Links to the recent past of the village when the building would have been used to shoe the local farmers' horses, playing a crucial role in the agricultural history of the parish.
Designed landscape interest	N/A
Landmark status	The building is an interesting landmark within the centre of the village, on the border between St. Mary and St. Margaret.
Social and communal value	The Old Forge was also used as the Village Post Office and stores during the late 1950s and 1960s and therefore it has significant links to the community's recent and more distant social history.



Figure 35: Old Forge.

6. Railway crossing properties on Hall Road (6a), Green Lane (6b), Star Lane (6c), A140 (6d)

Age	<i>Circa 1850s</i>
Rarity	N/A
Aesthetic interest	The four cottages all have a distinct style and each cottage can be seen from at least one of the other cottages.
Group value	Tivetshall Railway Crossing,
Archaeological interest	N/A
Archival interest	N/A
Historical association	<p>Links to the historic importance of Tivetshall Junction as the starting point of the Waveney Valley Railway Line, as shown on the 1883 Ordnance Survey map. The cottages are the remaining evidence of the railway which once connected Tivetshall to Harleston and Beccles and the importance of the railways to the heritage of the village.</p> <p>The cottages still retain some features from the railway, for example the cottage on Hall Road (6a) still has the original railings from the railway beside the cottage and the Crossing House on Green Lane (6b) still has the original red post box in one of the walls and a level crossing sign on the wall.</p>
Designed landscape interest	The railway crossing properties form a visual link across arable farmland, clearly indicating where the Waveney Line once was.
Landmark status	Each cottage identifies where the Waveney Valley Line crossed roadways in the village.
Social and communal	The crossing properties are an important aspect of the social history of the village.

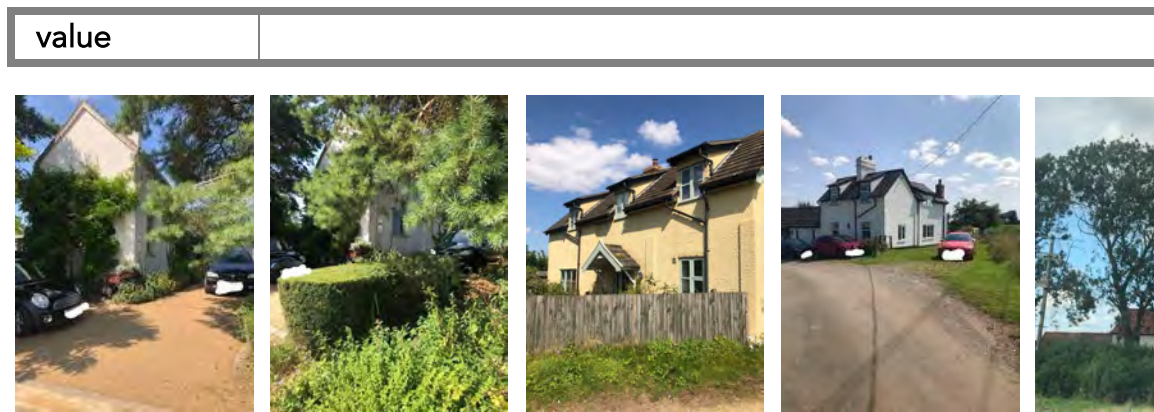


Figure 36: Railway crossing properties.

7. Old style signposts (School Road (7a), Green Lane (7b), Lodge Road (7c), Rectory Road (7d))

Age	Circa 1940s.
Rarity	Once common place there are now very few of the old-style signposts remaining.
Aesthetic interest	The visual impact of the black and white signposts with their distinctive finger arms and circular top gives character to the village.
Group value	The signposts are integral to the setting within which they are situated and as a group they are of importance.
Archaeological interest	N/A
Archival interest	N/A
Historical association	The signposts are typical of those seen in all villages during the 1940s and 1950s and form a historical link to the post war era.
Designed landscape interest	N/A
Landmark status	The signposts are located at key junctions in the village and are easily recognisable.
Social and communal value	N/A



Figure 37: Old style signposts.

8. Historic Railway Line

Age	1865-1965. Can be seen on OS map of 1883.
Rarity	N/A
Aesthetic interest	The railway line identifies the route of the Waveney Valley Line through the village.
Group value	The four railway crossing properties are an integral part of the disused railway line.
Archaeological interest	N/A
Archival interest	N/A
Historical association	Links to the historic importance of Tivetshall Junction as the starting point of the Waveney Valley Railway Line, as shown on the 1883 Ordnance Survey map. The railway line once connected Tivetshall to Harleston and Beccles. The importance of the railways to the heritage of the village.
Designed landscape interest	N/A
Landmark status	N/A
Social and communal value	Parts of the disused railway line are used by walkers, either as a designated footpath or permissive use. The railway line is an important aspect of the social history of the village.



Figure 38 left: Tivetshall former platform.

Figure 39 right: OS map of 1883 showing position of the line. Source: Francis Frith.



Figure 40 left: View from crossing cottage towards Tivetshall crossing (line roughly where electricity lines are).

Figure 41 right: How the road crowns just before crossing cottage which would have been where the crossing was located.

9. Old Milestone, Norwich Road (A140), Tivetshall St. Margaret

Age	Unknown.
Rarity	Only a few now remain as many were lost as roads were improved.
Aesthetic interest	The stretch of road from Scole to Norwich was punctuated with old milestones, a few still remain and are an interesting feature.
Group value	N/A
Archaeological interest	N/A
Archival interest	N/A
Historical association	The toll road that ran from St Stevens gate in Norwich to Scole Bridge had many turnpikes along its length

	with milestones marking the distances. The turnpikes were erected by the Norwich to Scole Trust in 1768 and disturnpiked in 1874. The Pike originally being the stick that blocked passage along the road until the toll was paid. The toll charges went to the repair and maintenance of the road. There were once three milestones along the stretch of the A140 through Tivetshall but only one remains.
Designed landscape interest	The milestones are an interesting feature in the landscape and form a link with the past.
Landmark status	N/A
Social and communal value	The milestone was rediscovered in 2009 when the Pulham roundabout was built and marks 14 miles to Norwich, 29 miles to Ipswich



Figure 42 left and right: Old milestone, Norwich Road.

10. Broad Way, Tivetshall St. Mary

Age	Dates back to Anglo Saxon and Roman times.
Rarity	Unique to this area.
Aesthetic interest	A quiet rural lane edged with historic hedgerows and mature native trees.
Group value	Link to Roman villas
Archaeological interest	Area of archaeological interest due to finds of Roman and Anglo-Saxon artifacts, as yet un-excavated.
Archival interest	N/A
Historical association	Old Roman road. Saxon drovers way and Roman route. Across land in vicinity of roman settlement from Moor

	Road on the southern border of Tivetshall St. Mary to New Road. One of only two Bridlepaths in Tivetshall St. Mary.
Designed landscape interest	N/A
Landmark status	Features on historic maps and is today marked by footpath and bridle path signs.
Social and communal value	Used by residents for walking and horse riding as well as walking groups visiting the area. It has important links to the heritage of the village.

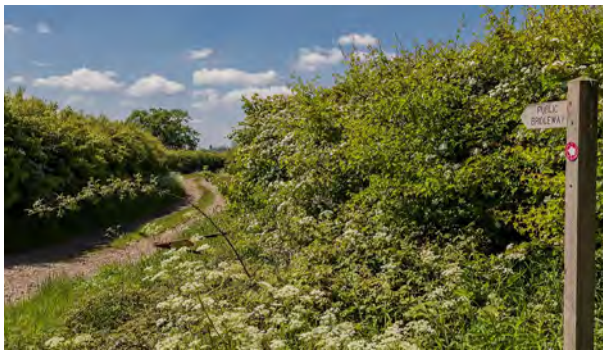


Figure 43: The Broad Way.

Appendix C: Justification for Local Green Spaces

The tables and maps below outline the justification for the inclusion of each Local Green Space identified. The criteria area based on paragraphs 99, 100 and 101 of the National Planning Policy Framework.

1. Village green and pond

In reasonably close proximity to the community it serves	<ul style="list-style-type: none"> • Central to the main part of the Village. • Wildflowers including Bee orchids are beautiful and are known to flower on The Green. They are protected as are all wildflowers. • The Pond is the only space created for residents in the village centre which focuses on wildlife. • The photograph shows the proximity of the area to the Primary School.
Demonstrably special to a local community and holds a particular local significance	<ul style="list-style-type: none"> • The Green is the siting of the village sign. Its design is indicative of the major aspects of our village's history – a railway and agriculture. In addition there is an oak tree planted surrounded by a circular bench. • A bench seat, a village walks diagram board and a fir tree. • The Pond itself has newts, fish, frogs. With surrounding hedging it provides a feeding location for many birds and other wildlife.
Local in character and is not an extensive tract of land	Yes



Figure 44 left: Village Pond.

Figure 45 right: Village green.



Figure 46: Village green and pond (source: Parish Online, with own annotations).

2. Parish playing field and adjacent land

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	Being central to the village with the Village Hall also on site, the field and its play equipment is the main focus point for all activities within the village. Sufficiently large enough for a Fete or Village Fun Day, Craft/Food Fayre, football or golf practice, a safe area for children riding bicycles, playing on the swings, climbing frames etc. or just a kick about with friends and family. It is used daily.
Local in character and is not an extensive tract of land	Yes



Figure 47 left and right: Parish playing field and adjacent land.



Figure 48: Parish playing field and adjacent land (source: Parish Online, with own annotations).

3. Junction of Primrose Hill and Patten Lane ('the triangle')

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular	The junction of the Primrose Hill; Patten Lane (both forming part of Boudicca Way; the Broad Way and New Road (a former drovers way). A triangle of grassland approx. 4m x 4m x 4m signposted. Patten Lane and The Broad Way are farm tracks

local significance	and foot/bridle paths. Of historic relevance. On a regular walking route for residents.
Local in character and is not an extensive tract of land	Yes



Figure 49 left and right: Junction of Primrose Hill and Patten Lane ('the triangle').



Figure 50: Junction of Primrose Hill and Patten Lane (source: Parish Online, with own annotations).

4. Setting of St. Margaret's Church

In reasonably close proximity to the community it serves	Yes
Demonstrably	<ul style="list-style-type: none"> Burial ground of medieval church. Annual Armistice service

special to a local community and holds a particular local significance	<p>held at the WW1 memorial. Graveyard is still open to new graves. Regular visitors bring flowers to family graves. Trees and hedging encompass the area from the neighbouring open arable fields.</p> <ul style="list-style-type: none"> Creates an environment of seclusion and solitude, peacefulness and thought. Most often with only the sight and sounds of nature – pheasants, rabbits, deer, buzzards, hares. A wide tract of land with a pond, old and younger trees. The early 14th c church and Listed Hall Farm complete an environment from the past.
Local in character and is not an extensive tract of land	Yes



Figure 51 all above: Setting of St. Margaret's Church.

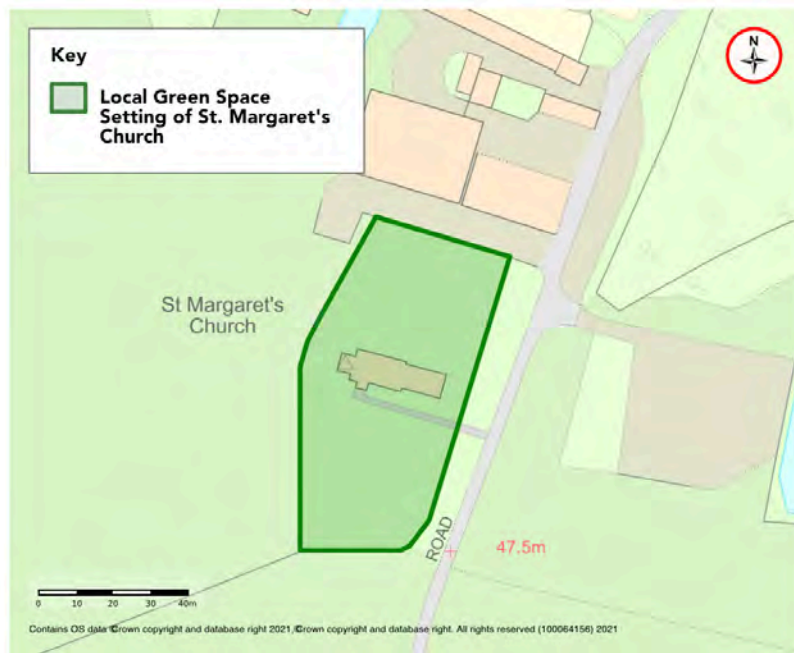


Figure 52: Setting on St. Margaret's Church (source: Parish Online, with own annotations).

5. Setting of St. Mary's Church

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	<ul style="list-style-type: none"> 12th century Church. Contains 123 graves of 176 persons. The grounds are tidied by volunteers from the village. During spring the northern side is a carpet of snowdrops. There is a well-used wooden seat and a village walks noticeboard. A war memorial is located on south side. An Armistice service attended by the school children and villagers takes place each year on 11th November. Many large, aged trees form the boundary of the churchyard. There is also an owl box which is often used by nesting barn owls.
Local in character and is not an extensive tract of land	Yes



Figure 53 all: Setting of St. Mary's Church.



Figure 54: Setting on St. Mary's Church (source: Parish Online, with own annotations).

6. Church Lane (By-way)

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	A former byway from 12th century. A very popular route for residents of the village and ramblers. Connects New Road across Gissing Road to Mill Lane. Formerly a drovers way. Part way adjacent to the St. Mary's church ruin and graveyard. Village children set up a wildlife feeding/watering station 2 years ago in hot summer which has continued.
Local in character and is not an extensive tract of land	Yes



Figure 55 left and right: Church Lane (By-way).

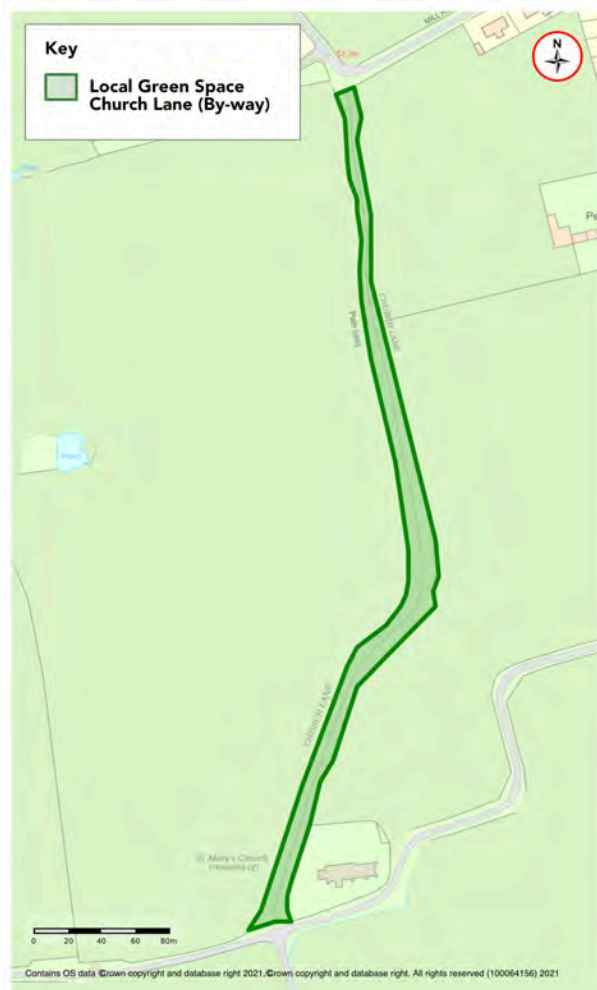


Figure 56: Church Lane (By-way) (source: Parish Online, with own annotations).

7. The Broad Way

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	Old Saxon drovers way and Roman road. According to metal detectorists Roman artefacts have been located on 3 areas indicating more than one villa previously existed. One of two Bridlepaths in Tivetshall St. Mary. Home to many wildlife species including fallow deer and many large birds.
Local in character and is not an extensive tract of land	Yes



Figure 57 left and right: The Broad Way.



Figure 58: The Broad Way (source: Parish Online, with own annotations).

8. Bunnett's Moat

In reasonably
close proximity to

Yes

the community it serves	
Demonstrably special to a local community and holds a particular local significance	Medieval moated site. Measures approximately 60m north to south and 52m east to west and is 2m deep. Masked by thick scrub and mature trees and surround by trimmed hedge.
Local in character and is not an extensive tract of land	Yes

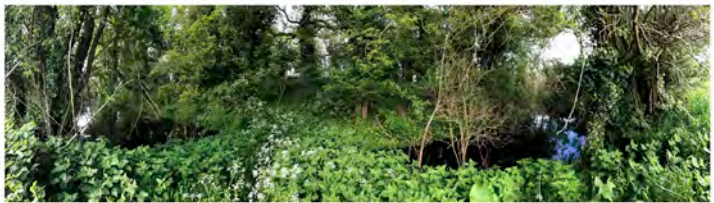
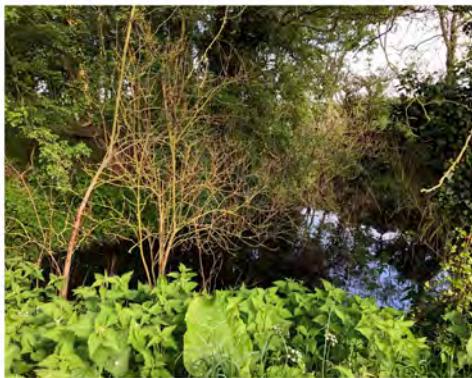


Figure 59 all: Bunnett's Moat.

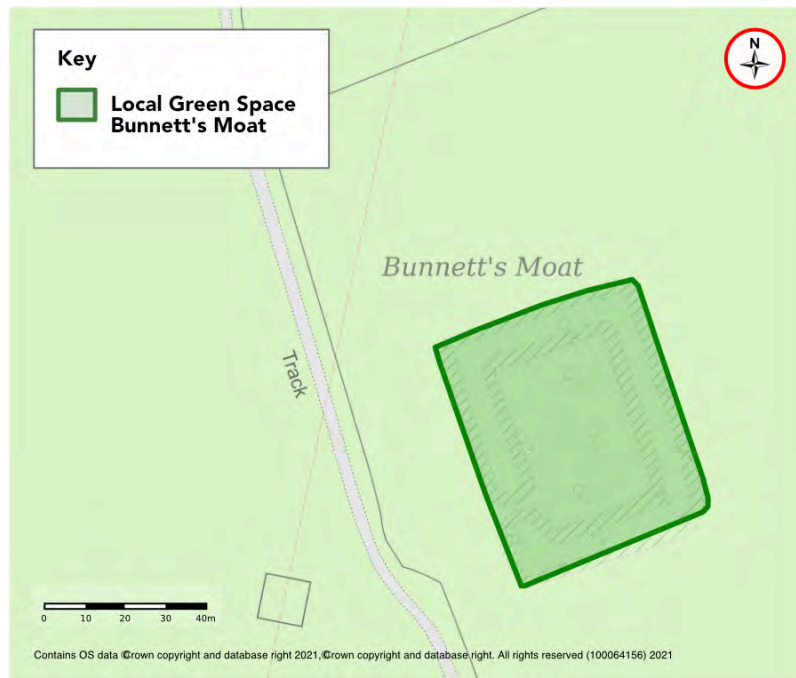


Figure 60: Bunnett's Moat (source: Parish Online, with own annotations).

9. School playing field and adjacent land

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	Adjoining the school playground and buildings, it is used for general exercise and play during drier months and the school sports. The field forms part of curricular nature learning and for extracurricular activities.
Local in character and is not an extensive tract of land	Yes



Figure 61: Towards the school playing field from the gates of the school playground

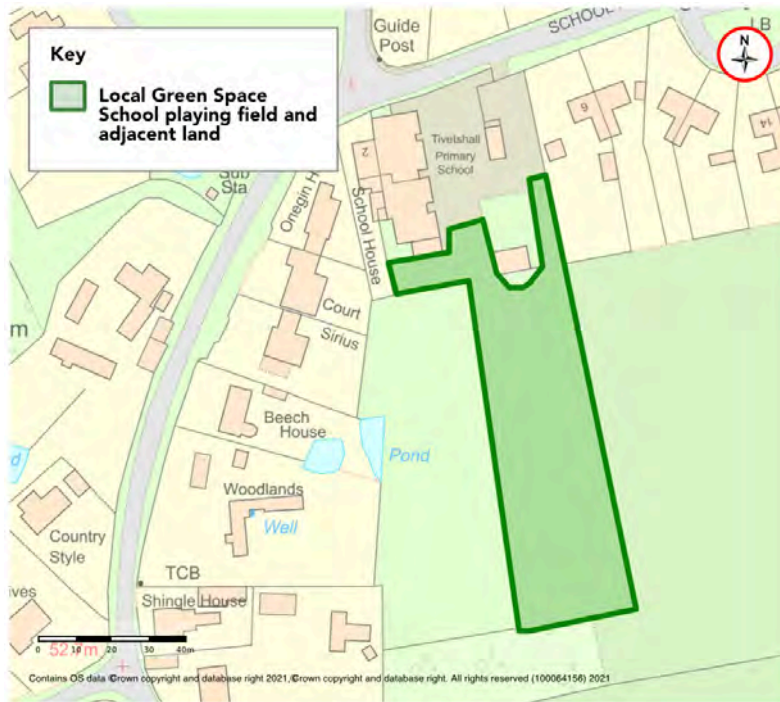


Figure 62: School playing field and adjacent land (source: Parish Online, with own annotations).

10. Location of Thwaite's Oak

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	<ul style="list-style-type: none"> The site of one of the largest Oak trees in the village before being taken down in the 1900s. Site of a named tree, recorded as Big Oak, known locally as Thwaite's Oak. Believed to have been at least 500 years old (modern research may suggest a much greater age) when felled in 1901 on the orders of Jonathon Boyce, a local man who had made his fortune in the American goldfields and returned to buy up most of the parish. Legend suggests that he had been driven out of the village and used this as a way of getting his revenge. Fragments were made into furniture as curios throughout the area. As late as the 1990s it was reported that the land on which the tree had once stood still contained 18 inches of leaf mould. A replacement tree was planted in 2006 and is registered as a heritage tree.
Local in character and is not an extensive tract of land	Yes



Figure 63: Location on Thwaite's Oak.



Figure 64: Location of Thwaite's Oak (source: Parish Online, with own annotations).

11. Green verge on Green Lane opposite Village Hall

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular	Creates a natural division between Green Lane roadway and the service road for the former local authority bungalows. Edged by several large trees, and the ditching provides for surface water holding and drainage.

local significance	
Local in character and is not an extensive tract of land	Yes



Figure 65: Green verge on Green Lane opposite Village Hall.

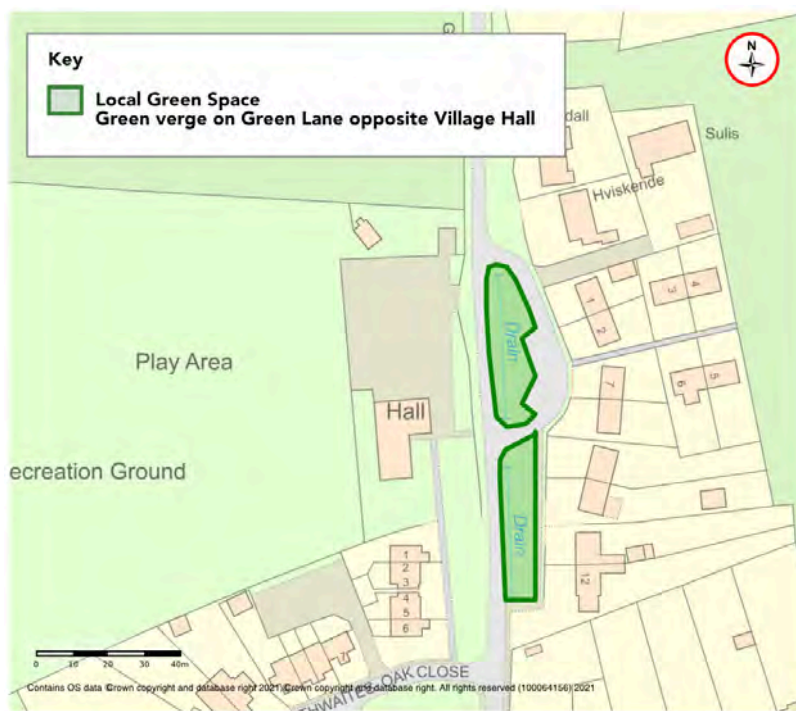


Figure 66: Green verge on Green Lane opposite Village Hall (source: Parish Online, with own annotations).

12. Green verge at Crescent on School Road

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	Prevents through traffic of School Road passing directly in front of family sized former and current social housing. Children play on the grass in full view of their homes. Contains trees and during springtime many primroses. Location of post-box.
Local in character and is not an extensive tract of land	Yes



Figure 67: Green verge at Crescent on School Road.

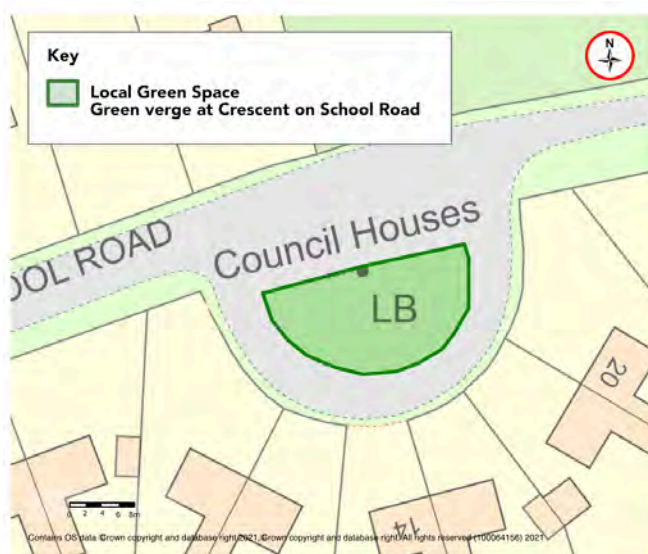


Figure 68: Green verge at Crescent on School Road (source: Parish Online, with own annotations).

13. Hales Street nature reserve UK Power Networks Tivetshall Primary substation

In reasonably close proximity to the community it serves	Yes
Demonstrably special to a local community and holds a particular local significance	<ul style="list-style-type: none"> In 2019 UK Power Networks introduced its Green Action Plan (GAP); one element of which is to enhance the biodiversity potential of 100 sites by up to 30 per cent. Tivetshall Primary substation was selected having previously been part of a smaller scale project in the 1990s when the substation was operated by Eastern Electricity. For Tivetshall the recommendations include limiting the spread of scrub and coppicing some woody shrubs to prevent these overwhelming the natural grassland. Changes will be implemented in a phased way across all sites using a variety of delivery methods including changes to routine grounds maintenance and one-off projects which can be done by staff working parties.
Local in character and is not an extensive tract of land	Yes



Figure 69 all: Hales Street nature reserve UK Power Networks Tivetshall Primary substation.



Figure 70: Hales Street nature reserve UK Power Networks Tivetshall Primary substation (source: Parish Online, with own annotations).

Appendix D: Glossary

Glossary of terms used and/or relevant to the Tivetshalls Neighbourhood Plan and supporting submission documents. Definitions are taken directly from the glossary of the National Planning Policy Framework July 2018, page 64, unless where stated.

Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

- a) **Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20per cent below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).
- b) **Starter homes:** is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of Plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.
- c) **Discounted market sales housing:** is that sold at a discount of at least 20per cent below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.
- d) **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20per cent below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

Archaeological interest: There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.

Building for a Healthy Life: the latest edition of – and new name for – Building for Life 12. Building for a Healthy Life (BHL) updates England’s most widely known and most widely used design tool for creating places that are better for people and nature. The original 12-point structure and underlying principles within Building for Life 12 are at the heart of BHL.¹⁶

Build to Rent: Purpose built housing that is typically 100 per cent rented out. It can form part of a wider multi-tenure development comprising either flats or houses, but should be on the same site and/or contiguous with the main development. Schemes will usually offer longer tenancy agreements of three years or more, and will typically be professionally managed stock in single ownership and management control.

Climate change adaptation: Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Climate change mitigation: Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Conservation: The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Dark skies: denoting or located in a place where the darkness of the night sky is relatively free of interference from artificial light (Oxford English Dictionary).

Deliverable: To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years.

¹⁶ <https://www.designforhomes.org/project/building-for-life/>

Designated heritage asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published, spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Environmental impact assessment: A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Habitats site: Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

International, national and locally designated sites of importance for biodiversity: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

Lifetime homes: The concept of Lifetime Homes was developed to ensure that homes are accessible and inclusive. It was developed in the early 1990s by the Helen Hamlyn Foundation, Habinteg Housing Association and the Joseph Rowntree Foundation. The Lifetime Homes standard incorporates 16 design criteria that can be universally applied to new homes and had the flexibility to be adapted to meet the changing needs of individuals and families at different stages of life (Paragraph 6 of 'Raising accessibility standards for new homes - A consultation paper', September 2020).

Local housing need: the number of homes identified as being needed through the application of the standard method set out in national planning guidance, or a justified alternative approach.

Local planning authority: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include the district council, London borough council, county council, Broads Authority, National Park Authority, the Mayor of London and a development corporation, to the extent appropriate to their responsibilities.

Local plan: A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Major development: For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floor space of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Neighbourhood plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Planning condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation: A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Priority habitats and species: Species and Habitats of Principal Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

Self-build and custom-build housing: Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.

Setting of a heritage asset: The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

Strategic environmental assessment: A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

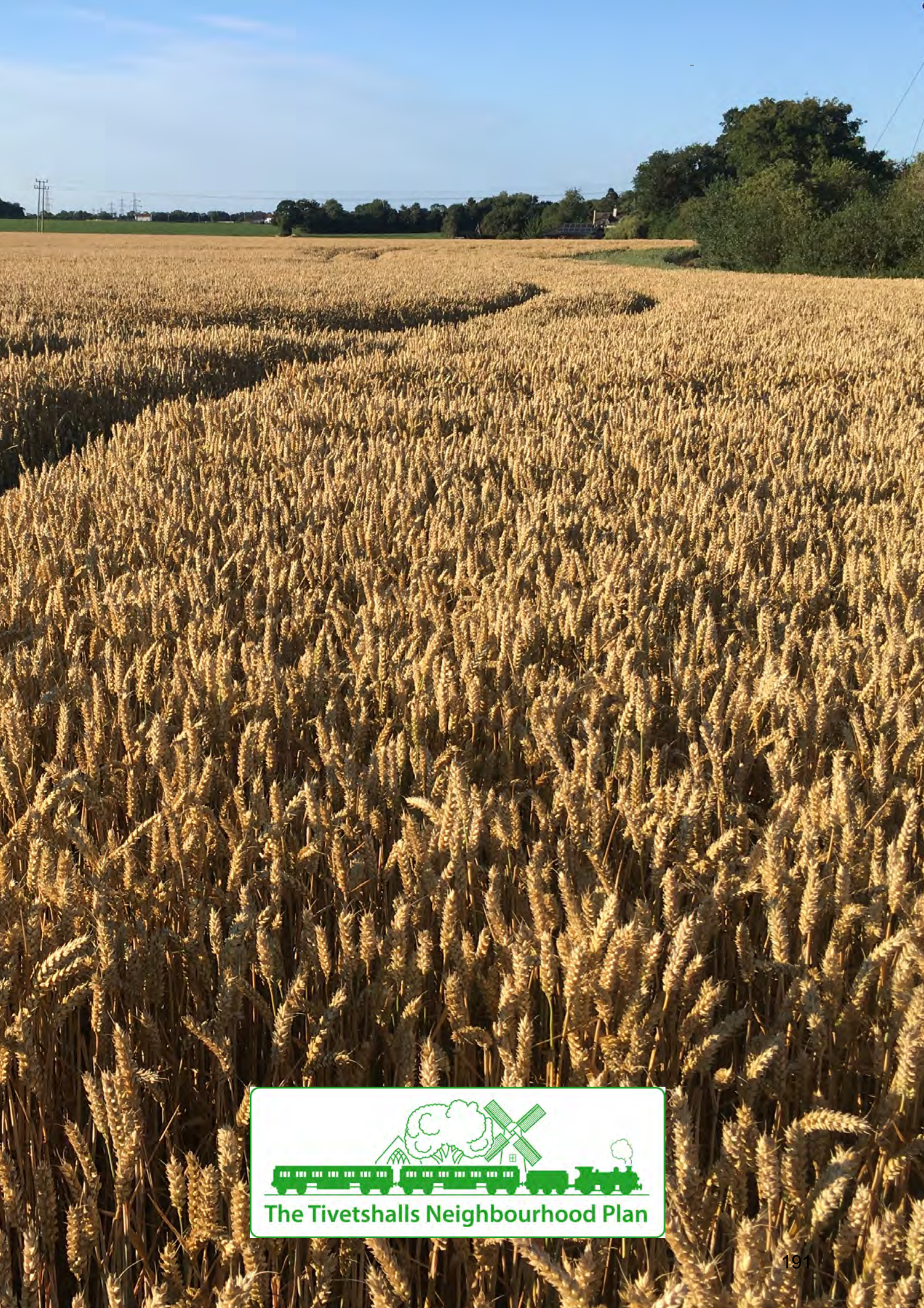
Strategic policies: Policies and site allocations, which address strategic priorities in line with the requirements of Section 19 (1B-E) of the Planning and Compulsory Purchase Act 2004.

Strategic policy-making authorities: Those authorities responsible for producing strategic policies (local planning authorities, and elected Mayors or combined authorities, where this power has been conferred). This definition applies whether the authority is in the process of producing strategic policies or not.

Supplementary planning documents: Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable development: can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs (Paragraph 9, National Planning Policy Framework).

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.



Tivetshalls Neighbourhood Plan – Submission Version

Proposed Reg. 16 Response from South Norfolk Council

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
5.1 Housing & Design; Para 5.1.8	At the Regulation 14 consultation stage, South Norfolk Council commented that the following sentence is factually incorrect: 'At the time of writing, based on the assessment undertaken by the GNLP...'. The assessment of sites was undertaken by South Norfolk Council and no amendment has been made to the wording. Therefore the Council wishes to reiterate this comment.	AMENDED	This has now been addressed and so it is not proposed to raise at Reg. 16 consultation.
5.1 Housing & Design; Para 5.1.12; 5.1.13	<p>South Norfolk Council commented at the Reg. 14 stage and whilst the wording has been changed, this paragraph is in direct conflict with what South Norfolk Council is proposing within the Village Clusters Housing Allocations Plan (VCHAP). The current preferred site within Tivetshall is for 25 dwellings (Site: SN0319).</p> <p>The Council recognises that the development of the preferred site would represent a departure from the historic linear pattern of development, however for the reasons set out in its site assessment for its preferred option, it does not considered that a contained development of 25 dwellings would have a significant detrimental impact on the character and appearance of the area.</p> <p>The Council recognises the community preference for smaller sites. However, if the Council is to keep to the 25 homes overall that it is seeking to achieve within the cluster then it would be necessary to develop one or both identified sites</p>	It is acknowledged there is a potential partial conflict. However the Basic Conditions for Neighbourhood Plans require them to be considered within the context of the Adopted Policies. Whilst the Planning practice guidance indicates that regard should be had to emerging policy it is not part of the formal requirement of the Basic Conditions. The degree of weight to be afforded to emerging policy is guided by the point in the formal process that it has reached. The Village Clusters document is still in relatively early stages – it has not reached Regulation 19 or Examination and therefore can only be afforded limited weight. The Village Cluster policies are predicated on assessments of viability that are yet to be tested at examination and therefore may not be taken forward to the modified plan. It should not be assumed that a plan at examination will necessarily be examined	<p>The Basic Conditions also require Neighbourhood Plans to be in accordance with national policy, and officers consider that the approach expressed here is not in accordance with the NPPF, in particular paragraph 16.b) which states that plans should be prepared positively. This is because the constraints being placed on development locally, within the proposed Neighbourhood Plan, have a realistic possibility of undermining the delivery of the housing requirement.</p> <p>The original concern therefore remains, and so officers propose</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	<p>below their potential capacity. Given that both have recognised constraints and below capacity development may not be possible. In addition, the suitability of site 2103 is linked in the site assessment to finding a solution that would not result in an unacceptable loss of frontage trees and hedgerows. The net result is that it is far from clear that Tivetshalls cluster would be able to achieve its interim housing requirement if the available sites are delivered in line with the aspirations set out in the Neighbourhood Plan.</p>	<p>without significant amendment – e.g. the recent experience of the Babergh and Mid Suffolk Joint Local Plan.</p> <p>The Basic Conditions Statement assesses Policy TIV1 against the adopted and emerging strategic policies. The policy is in conformity with the adopted policies and with the emerging GNLP. It is also in conformity with the basic premise of the Village Clusters document and does not seek to undermine the figure of 25 dwellings for the parish. It just seeks to deliver them in a different way with an emphasis on the form character and setting of the built-up area of the settlement. Paragraph 5.1.12 makes it clear that the preference of the community is to deliver the 25 dwellings but over smaller sites. It is therefore clear that the interim housing requirement can be delivered (and possibly more) as set out by the Neighbourhood Plan.</p> <p>Concerns about the Pear Tree Farm site include the following:</p> <ul style="list-style-type: none"> • Access onto Mill Road (a Quiet Lane) from the Pear Tree Farm site has been a reason for refusal before on the grounds of Highway safety. • SNC encourages through routes for new developments to facilitate traffic dispersal, which is not available on the Pear Tree Farm site due to the above point. 	<p>re-iterating this response during the Reg. 16 consultation. This will be considered by the independent examiner.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	<p>Paragraph 5.1.13 refers to the Neighbourhood Plan's support for developments that trigger Affordable Housing '(i.e. 10 dwellings or more)'. The Council previously commented that it would also be useful to include reference to a minimum size threshold in order to prevent artificially low density development seeking to avoid an affordable housing obligation. It was previously suggested that this could be sites of 0.5ha or more, in line with the NPPF definition of major development. In the absence of any amendments being made to this paragraph, the Council wishes to re-iterate this comment.</p>	<ul style="list-style-type: none"> To accommodate 25 dwellings on the site the layout would require some 2 storey family housing, in close proximity to the existing bungalows. This would result in 2 storey dwellings overlooking bungalows, and would impact on residential amenity and a difference in character and style from adjacent housing (TIV1 and character appraisal in the Design Code). <p>AMENDED paragraph 5.1.13 to say 'or 0.5ha'.</p>	<p>This comment has now been addressed and so it is not proposed to raise at Reg. 16 consultation.</p>
TIV1: Pattern and quantity of development	<p>South Norfolk Council notes that amendments have been made to this policy following its comments at the Reg. 14 consultation stage. The Council welcomes the explicit reference to the plan's commitment to meeting the total allocation of housing identified in the Local Plan, including for Affordable Housing.</p>	<p>Noted</p>	

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	<p>The second paragraph of the policy sets out primary considerations for the location, design and layout of development, by reference to the Design Guidance and Codes produced to support the plan. South Norfolk Council cannot be certain that the Neighbourhood Plan has established (other than by simplistic reference to shortlisted sites and without consideration of their constraints and challenges) whether the requirements of this element of the policy could be achieved, whilst also fulfilling the policy's commitment to meeting the Local Plan housing requirements. In this way the Council does not see how the plan is consistent with NPPF, in particular but not limited to paragraphs 16(b), 60, 68 and 79.</p> <p>The Council has similar concerns with the practical effects of the preference expressed for smaller sites in the third paragraph, where it is slightly unclear how the strong preference for smaller sites which reflect the overall scale, pattern and character of existing development can be realised in practical terms.</p>	<p>Paragraph 16b requires plans to be prepared positively in a way that is aspirational but deliverable. The Neighbourhood Plan is accepting of the 25-dwelling requirement – it seeks to deliver it across smaller sites, linked to criteria around form, character and setting. Paragraph 5.1.12 refers to two previous developments in the village which are of 16 dwellings and have been successfully assimilated into the village.</p> <p>Paragraph 60 refers to the need for a sufficient amount and variety of land to come forward. The Neighbourhood Plan is seeking to deliver its housing requirement across more than one site.</p> <p>Paragraph 68 of the NPPF refers to strategic policy making authorities . This is not applicable to the Neighbourhood Plan.</p> <p>Paragraph 79 of the NPPF promotes sustainable development in rural areas and indicates that housing should be located where it will enhance or maintain the vitality of rural communities. Policy TIV1 is entirely consistent with this paragraph.</p> <p>AMENDED paragraph 5.1.12:</p> <ul style="list-style-type: none"> • After regarded locally, add '(of which 6 are mixed tenure/Affordable Housing)'. • after... housing requirement, add '(of 25 dwellings)'. 	<p>As explained above, the Basic Conditions require Neighbourhood Plans to be in accordance with national policy, and officers consider that the approach expressed here is not in accordance with the NPPF, in particular paragraph 16.b) which states that plans should be prepared positively. This is because the constraints being placed on development locally, within the proposed Neighbourhood Plan, have a realistic possibility of undermining the delivery of the housing requirement.</p> <p>The original concern remains, and so officers propose re-iterating this response during the Reg. 16 consultation. This will be considered by the independent examiner.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	<p>In respect of the element of the policy that reads ‘Housing should be arranged to have open views or views of significant green space.’ South Norfolk Council identified previously that it is not always going to be practicable, viable or necessary to require all new dwellings to have an open view of the countryside or a view of significant green space, as set out in this policy. Moreover, a more concentrated form of development may have benefits in terms of other elements of the Design Guidance and Codes, e.g. Section 3 that seeks the promotion of walking and cycling. It is considered that a balanced reference within the policy that refers applicants and decision makers to consider the Design Guidance and Codes, taken as a whole, would be more appropriate and reflective of wider policy consideration.</p> <p>In this vein, the Council is also unclear how establishing a primary consideration of design is consistent with the requirement of paragraph 8 to pursue the three objectives of sustainable development in mutually supportive ways as opposed to explicitly favouring one aspect above another. The Council would recommend that this is reworded to read that “In determining planning applications, significant weight should be given to the desirability of maintaining and enhancing form, character ... Codes) there otherwise consistent with meeting the overall need for development including the need for new home s and affordable housing”.</p>	<p>The policy does already do this to a degree. The policy as written already says that the primary consideration is form and character and then refers to the character appraisal and the Design Guidance. It then goes on to talk about the open views. It is implicit rather than explicit.</p> <p>The Neighbourhood Plan takes a design led approach which has been strongly supported through consultation with residents.</p>	<p>Although the policy does refer to the Design Guidance and Codes, officers still consider that the policy wording (particularly the second sentence, beginning ‘<i>Housing should be arranged..</i>’) takes an explicit stance in relation to the design requirements of new development, focusing on particular elements of the Design Guidance, rather than making a more balanced reference to the requirements of this Guide.</p> <p>Officers also wish to re-iterate the suggestion for amending the wording of paragraph two, to reflect the requirement of para. 8 of the NPPF to pursue the three objectives of sustainable development in mutually supportive ways.</p> <p>Officers propose re-iterating these concerns during the Reg. 16 consultation. These will be considered by the independent examiner.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	<p>In order to ensure it is clear how a decision maker should react to development proposals, the Council also considers it necessary for the Neighbourhood Plan to clarify how it defines “small scale” in a manner that would allow for the needs for housing to be met. In its current form it appears, that small scale is defined by reference to the Character Appraisal and Design Guidance and Codes. Whilst, in principle, establishing a scale of development can be left to the decision maker by reference to a set of considerations, in this instance it is unclear how the policy as worded allows for development needs to be met.</p> <p>The Council previously enquired how the final paragraph of the policy interacts with GNLP Policy 7.5. In particular, is it the intention of the Neighbourhood Plan to enable a more permissive approach in terms of number of windfall dwellings allowed? There does not appear to be any further explanation or reference to the GNLP policy within the policy or supporting text. Again, we would recommend the addition of further criteria that define when development will be acceptable (e.g. reference to the settlement boundary). The term ‘limited’ clearly seeks to impose a quantitative constraint, but this does not seem to be defined. If it is intended that this is less than the emerging GNLP policy, then the Neighbourhood Plan risks not meeting the Basic Conditions.</p> <p>In addition, the phrase ‘will be considered’ would be unclear to a decision maker. The Council feels this paragraph should be re-phrased to plan more positively – for example, as a minimum, it is felt that ‘considered’ should be replaced with ‘supported’. Therefore, as currently written, it is felt that this</p>	<p>Paragraph 69 of the NPPF defines refers to small and medium sized sites as no more than 1 hectare. Small scale could be defined as 10 dwellings or 0.5ha as mentioned above.</p> <p>The NP is promoting a design led approach to site development e.g the numbers on a site to be determined by the site factors e.g. setting, features, topography, character of adjacent development etc.</p> <p>AMEND: add to last sentence, ‘in or outside of the settlement boundary’.</p> <p>Change to ‘supported’ and add sentence at the end, ‘and is in line with other Neighbourhood Plan policies’.</p>	<p>Officers remain concerned that the Neighbourhood Plan is not explicit in clarifying what is meant by smaller sites. Although a design-led approach may have been adopted, the policy states an explicit preference for this scale of development and so it is considered that further clarity is required.</p> <p>Officers are still unclear as to what a ‘limited amount of new windfall development’ means. Is the policy allowing more than would be allowed by GNLP Policy 7.5? There is still no reference within the Neighbourhood Plan to the GNLP policy and how the two are intended to relate to one another. Officers therefore propose to re-iterate this response during the Reg. 16 consultation.</p> <p>This point has now been addressed.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	paragraph is ambiguous and therefore not in accord with the NPPF.		
TIV 2: Housing size, type and tenure	Despite the definition of 'maisonettes' having been added as a footnote, the Council still considers that the term is inappropriate in the context of Tivetshall. The Design Code states that no residential development should have more than two storeys. A 'maisonette' would be a semi-detached house, or (conceivably) a block of four homes back-to-back, which is a very urban concept. The Council suggests that 'maisonette' is replaced by 'apartment' or 'flat' if the Neighbourhood Plan is supporting homes other than houses and bungalows. The Council wishes to note once again that two bedroom flats tend not to be desirable for rent or sale in rural Norfolk.	There are maisonettes in the Thwaites Oak Close development and it is therefore not inappropriate for the context.	In light of this context, and as the typology is presented as an option within a wider officers propose not to re-iterate this comment during the Reg. 16 consultation.
TIV3: Design guideline and codes	The Council previously commented that this policy could usefully summarise the aesthetic qualities from within the Design Guidance document, to help improve clarity, in accordance with the NPPF and therefore helping to meet the Basic Conditions. It is felt that these changes would still enhance this policy.	AMEND, after the first sentence: Add in 'All new development within the parish must demonstrate high quality design, reinforcing local character and pattern of development, and not adversely impacting the rural character and appearance of the Tivetshalls, as defined in the Design Guidance and Codes. Design that fails to have regard to local context or does not preserve or enhance the character and quality of the Tivetshalls will not be supported'.	This has now been addressed and so it is not proposed to raise this at Reg. 16 consultation.

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
TIV 4: Non-designated Heritage Assets	<p>South Norfolk Council previously commented at Reg.14 that the wording implies that all development proposals (irrespective of their proximity to any of the listed heritage assets) would need to demonstrate that consideration has been given to these factors, even where there is not likely to be any harm. No changes were made following this comment. The Council still feels that the wording should be amended to ensure the requirement is proportionate and that the policy is deliverable, as per the NPPF.</p> <p>The Council also commented previously that the Boudicca Way is not a heritage asset, but a relatively modern path. However, this is still listed as a Non-designated Heritage Asset. A heritage asset is defined in the NPPF as “A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.” The Council suggests that in order to be a heritage asset it does need to have some heritage value/age. Having only been created in 2000 the Council would not classify the trail as part of the county’s “heritage”. The PPG states “Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration” and that “it is important that the decisions to identify them as non-designated heritage assets are based on sound evidence.” The Council therefore considers that this specific listing is not in accord with the NPPF or relevant PPG</p>	<p>Taverham NP which is a made plan uses similar wording. As does Harleston which has recently been agreed by SNDC for REG16 consultation.</p> <p>The assessment in the Appendix supports the designation.</p> <p>AMENDED appendix: under Historic association, add sentence to say ‘Formally made a national trail in 2000’.</p>	<p>Whilst previous Neighbourhood Plans may have used similar language, this doesn’t remove the concern that has been raised here. It is felt that this issue could be very simply addressed by inserting the words ‘Proposals that are within the vicinity of any of the identified assets should demonstrate that....’ (or similar) within the second paragraph of the policy.</p> <p>Officers remain concerned that this is a relatively modern path and not a heritage asset, as set out in the original comment.</p> <p>These original concerns remain, and so officers propose re-iterating these responses during the Reg. 16 consultation.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	definitions, and therefore does not meet the Basic Conditions.		
TIV5: Employment	South Norfolk Council commented at Reg.14 with regards to proposals for home working / incorporation of home office space (final sentence) and whether this purely relates to enabling home-office working, or whether it also incorporates live-work style development, which might require a building extension or out-building relating to a particular type of employment. This has not been clarified and the Council feels this clarity would help to bring the policy in line with the requirements of the NPPF para. 16(d).	This has been expanded on since the pre-submission version.	<p>Although the words ‘insofar as planning permission is required’ are within the policy wording, it still does not provide clarity on whether live-work style development is being encouraged.</p> <p>The original concern remains, and so officers propose re-iterating this response during the Reg. 16 consultation.</p>
TIV6: Potential employment sites	As the Council has stated previously, it is felt that the sentiment of TIV6 is already adequately covered in TIV5. TIV 6 is therefore duplicating TIV5 meaning there is no need to include this policy. NPPF para. 16 (f) states that plans and policies should serve a clear purpose and avoid unnecessary duplication of policies.	This policy adds a site-specific dimension that is not in TIV5.	<p>The site referred to in Policy 6 is included as an example, following the first paragraph which sets out the main policy requirement. Officers feel that there is nothing to prevent this example being referred to in Policy 5.</p> <p>Officers propose re-iterating the original comment during the Reg. 16 consultation.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
TIV7: Walking and cycling and horse riding	<p>The Council notes that the wording of the second paragraph of this policy has been amended to address concerns that it previously read more as a list of projects than as a list of potential considerations for new development.</p> <p>However, it is felt that (in a similar fashion to paragraph one of the policy) the words 'Where appropriate,' should be added to the start of the second paragraph, to ensure that these requirements are proportionate.</p>	<p>No change.</p> <p>No change.</p>	The original concern remains, and so officers propose re-iterating this response during the Reg. 16 consultation.
TIV9: Parking	<p>South Norfolk Council would like to reiterate its comment made at the Reg.14 stage which relates to the provision of parking spaces for visitors and deliveries.</p> <p>Whilst the final sentence of the second paragraph has been amended to state '<i>...should be designed into new developments of multiple dwellings</i>', it is felt this still doesn't provide the necessary clarity, in accord with the NPPF, for applicants and decision makers. Multiple dwellings could mean two dwellings or more – is the Neighbourhood Plan suggesting that two dwellings should include the provision of visitor and delivery parking and, if so, is this viable?</p>	AMENDED: 'multiple dwellings' to 'where appropriate'.	This has now been addressed and so it is not proposed to raise this at Reg. 16 consultation.
TIV10: Landscape setting and views of community importance	<p>South Norfolk Council previously stated at Reg.14 that many of the photos illustrate views that have seen the loss of hedgerows and trees, and so it could be argued that adding such features (as expressed elsewhere within this chapter) would not conserve the view, indeed could block it. This would mean there is potential conflict with what is said elsewhere in the Neighbourhood Plan. We would suggest that a statement is added, explaining that whilst</p>	No change.	The original concern remains, and so officers propose re-iterating this response during the Reg. 16 consultation.

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	restored/new vegetation is encouraged, it should not interrupt identified views.		
TIV12: Local Green Space	<p>As the Council stated previously, there is a factual error within the supporting text. Paragraphs 5.4.11 and 5.4.13 refer to Policy TIV13 as the Local Green Space policy. However, it is actually Policy TIV12.</p> <p>With reference to Site 9, and despite the inclusion of the final paragraph in the policy, the Council would raise again that school playing fields are not considered to be suitable for listing as proposed Local Green Space. The site's inclusion would be inconsistent with the NPPF and the related requirements of section 8(2)(a) of Schedule 4B of the Town & Country Planning Act 1990.</p> <p>As stated previously, in his report of April 2020 into the proposed Taverham Neighbourhood Plan (adopted May 2021), the independent examiner appointed made the following comments regarding school playing fields that were proposed as Local Green Spaces:</p> <p>'(...) Site Nos. 14, 26, 30 and 32 are all school playing fields (...). Paragraph 94 (now Para. 95) of the NPPF states that local planning authorities should give great weight to the need to create, expand or alter schools through the preparation of plans, and the designation of the respective playing fields as Local Green Spaces could place limitations on the possible future expansion of the schools concerned (...). I therefore recommend modification PM7(a) to delete (these) proposed Local Green Spaces (...) from the Policy and accompanying material in the draft Plan.'</p>	<p>AMEND numbering.</p> <p>The school playing field is included because it is an academy school, not in Norfolk County Council ownership.</p> <p>An extension to the school would be covered by 'community benefit'.</p>	<p>This has now been addressed and so it is not proposed to raise at Reg. 16 consultation.</p> <p>The fact of school ownership does not change the position outlined in the NPPF, which is that 'great weight' should be given to the need to create, expand or alter schools (para.95a).</p> <p>Also, it is not apparent within the policy that 'community benefit' would by definition necessarily incorporate (for example) a school classroom.</p> <p>Officers propose to raise this concern once again during the Reg. 16 consultation.</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
	For the same reasons, we would recommend that this site is removed from the list.		
TIV13: Dark skies	Following on from South Norfolk Council comments regarding strengthening this policy at Reg.14, linked to the CPRE guidance notes, changes have been made regarding this element of the policy. However, the last sentence does not make sense and requires further clarification.	AMENDED to say: 'Where lighting is likely... then proposals will be sought...'	This has now been addressed and so it is not intended to raise during the Reg. 16 consultation.
5.4 Environment and Landscape Para 5.4.17	This paragraph references TIV15. This would appear to be factually incorrect and should be TIV 14.	AMENDED numbering.	This has now been addressed and so it is not intended to raise during the Reg. 16 consultation.
TIV14: Surface water drainage	<p>At Reg 14. the Council made comments regarding the enhancement of this policy. Whilst the policy content has been swapped around, in line with the Council's previous suggestion, it is still felt that a statement should be added to the first part of the policy, explaining that such measures should take account of all relevant evidence of flooding.</p> <p>It would also be useful to have some clarity within supporting text over how the main policy text adds to existing South Norfolk Development Management Policies and is therefore in conformity with NPPF Para 16(f), which states that when plan making, a policy should serve a clear purpose, avoiding unnecessary duplication of policies that apply to a particular area.</p>	No change. Policy is about 'surface water drainage' issues not flooding.	<p>The policy lists specific locations which experience surface water drainage issues. Officers assume this means that these locations experience surface water flooding.</p> <p>If the policy is not seeking to address flooding concerns, then it is felt that some further clarity is required concerning the policy ambition.</p> <p>Officers still consider that clarity is required regarding how the policy relates to South Norfolk Council's Development Management Policy</p>

Section of document	SNC NP submission comments	Parish Council response	SNC proposal
			DM4.2 on sustainable drainage and water management.
5.5 Community Infrastructure Para 5.5.11	This paragraph references TIV16, we believe this is factually incorrect and should be TIV 15	AMENDED numbering.	This has now been addressed and so it is not intended to raise during the Reg. 16 consultation.
Design Guidance & Code	<p>Design Guidance and Code</p> <p>The Council welcomes and acknowledges such a detailed and informative design guide and code for the area. However, there are some points that it is feel need further clarification.</p> <p>The photo in the bottom right corner of page 40 is not a sash window as suggested in the text and gives the incorrect message in a document seeking good design. It is suggested that this image is removed.</p> <p>In the first bullet point on page 43 and within the sentence, "For small pockets of housing a front or rear court is acceptable.", it is suggested adding ", if secure and overlooked." in order to maintain good design.</p> <p>In the fourth bullet point on page 44, reference is made to electric charging points. It is understood that within the coming year, it will be a legal requirement to install these in all new homes. It is suggested that this sentence is actually a separate bullet point as the charging point might be attached to the house and not necessarily a garage.</p>	<p>AMENDMENTS</p> <p>Amended to mock sash windows.</p> <p>Amended</p> <p>Amended</p>	These points have now been addressed and so it is not intended to raise these again during the Reg. 16 consultation.

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Vicky West

Date of Assessment: 15/02/2022

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

The **Tivetshalls Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land between 2022 and 2042. It is the first Neighbourhood Plan that has been developed by and for the communities of Tivetshall. Once the Plan is made (adopted), it will become part of the statutory Development Plan for South Norfolk, and South Norfolk Council will use it (alongside documents making up the Local Plan) to determine planning applications covered by the neighbourhood area. The Parish Council will also use the Plan to respond to planning applications.

The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulations 2012 (as amended), giving communities the right to shape future development at a local level. The Tivetshall Neighbourhood Plan will complement existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as through desk-based research.

The Neighbourhood Plan incorporates an overall vision for the parish, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan was developed over a period of two years before being submitted to South Norfolk Council in February 2022, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement. South Norfolk Council will shortly be considering the submitted documents to ensure they meet certain criteria, before progressing the Plan to a Regulation 16 consultation. Following this, the Plan will undergo an independent examination, a referendum and (if successful) its final adoption.

The Neighbourhood Plan vision is as follows:

'Tivetshall parish will continue to be a rural community with a range of housing types and tenures to suit all ages and incomes, supported by village amenities. Development will be appropriately located, well designed and fit within the linear character of the parish, whilst ensuring the protection of green spaces, the natural environment and local heritage. Tivetshall will remain a peaceful, quiet and friendly place to live, work and visit for current and future generations.'

The objectives that seek to achieve this are split amongst the themes of:

- Housing and design
- Business and Employment
- Access
- Environment and Landscape
- Community Infrastructure

The Neighbourhood Plan also incorporates a Design Guide and Code.

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact:
(indicate whether the impact could be positive, neutral, or negative)

Protected Characteristic	Positive Impact	Neutral Impact	Negative Impact
Age	✓		
Disability	✓		
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	

3. Which additional Communities characteristics does this policy impact?

Protected Characteristic	Positive Impact	Neutral Impact	Negative Impact
Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

4. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be positive, neutral, or negative and impact groups differently

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. Elderly people face issues such as being able to down-size to smaller, more suitable homes and being able to access community facilities. The Neighbourhood Plan takes measures to address these issues, primarily through Policy TIV2 (Housing size, type and tenure), which supports a range of housing which would provide for the needs of these different groups within the community. In addition, Policy TIV15 seeks to improve and protect existing community infrastructure as well as encourage new facilities.

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the Neighbourhood Plan is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

A Neighbourhood Plan Steering Group was formed by the Parish Council to lead on the project with the help of external consultants. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan. Stakeholder bodies that were consulted

included Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England, Historic England, and South Norfolk Council, amongst others.

Communications methods used during the process included a local Neighbourhood Plan website; the parish magazine; Facebook; posters; flyers; A-boards; local radio etc. During the plan process, several public and stakeholder engagement methods were utilised, including online mapping, Zoom meetings, a business survey, a household survey and a face-to-face exhibition. This culminated in a statutory, pre-submission Neighbourhood Plan consultation that took place with the community and stakeholder bodies prior to the Plan being submitted to the Council.

The engagement and consultation process allowed the emerging policies to be discussed, tested and updated with local residents and stakeholders, before the draft Plan was finalised for submission.

Support has been provided by South Norfolk Council, in the form of officer guidance, but also through a grant award. Financial support was also provided by the national support body, Locality.

5. What do you believe are the potential communities' impacts of this policy?

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be positive, neutral, or negative and impact groups differently

As explained above, the overall intention of the Neighbourhood Plan (as demonstrated by the Vision) is to encourage sustainable development and seek to benefit the entire community. The Neighbourhood Plan is required to demonstrate its contribution to sustainable development (encompassing economic, environmental and social sustainability). This is addressed in detail within the Basic Conditions Statement, which is one of the additional, supporting documents that the Parish Council is required to submit alongside its Neighbourhood Plan.

The following summary of how the Neighbourhood Plan contributes to sustainability is an excerpt from the Basic Conditions Statement:

'The plan has been formulated with Sustainable Development at its heart. The embedded theme of sustainability is reflected in the overarching vision for the plan, which reflects the three distinct strands of sustainability – economic, environmental, and social.'

The Basic Conditions Statement also assesses the Plan against the National Planning Policy Framework Sustainable Development Objectives. The following illustrates those Neighbourhood Plan objectives and policies that help to address the social sustainability objective within the NPPF:

NPPF 2021:

A social objective: to support strong, vibrant and healthy communities by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being;

Contribution through Tivetshall Neighbourhood Plan Objectives and Policies:

Objective 1: To support a range of development that is well designed and suitably located, which complements the rural character of the Tivetshalls.

Objective 2: To support new and existing businesses and employment.

Objective 3: To encourage safe and integrated routes throughout the parish, and appropriately designed parking.

Objective 4: To protect and enhance the green and open character of the parish and improve surface water drainage issues.

Objective 5: To enable a range of suitable amenities to benefit all ages in the community.

TIV1: Pattern and quantity of development

This policy looks to enhance form, character and setting of development within the parish.

TIV2: Housing size, type and tenure

This policy sets out the preferred mix of housing to be provided in new developments.

TIV3: Design guideline and codes

This policy looks to ensure that all development use the design guide to create an attractive parish in keeping with the current character.

TIV4: Non-designated Heritage Assets

This policy looks to identify and protect non-designated heritage assets.

TIV5: Employment

This policy seeks to support employment opportunities that fit with the immediate rural surroundings.

TIV6: Potential employment sites

This policy looks to support employment site proposals that have a positive visual or environmental enhancement.

TIV7: Walking. Cycling and horse riding

This policy looks to contribute and enhance the network between Tivetshall St Mary and Margaret.

TIV8: Traffic and road safety

The policy looks to ensure that planning applications identify and mitigate potential increased traffic as a result of any development.

TIV9: Parking

This policy looks to implement parking standards and minimise on street parking.

TIV10: Landscape setting and views of community importance

This policy looks to protect important views by ensuring development is positioned appropriately.

TIV11: Natural Assets

The policy looks to promote the positive conservation of the natural assets listed, with larger sites contributing to biodiversity net gain.

TIV12: Local Green Space

This policy identifies a number of Local Green Spaces within the Neighbourhood Plan area which are to be protected in accordance with the NPPF.

TIV13: Dark Skies

This policy looks to discourage the use of excessive street lighting.

TIV14: Surface Water Drainage

This policy looks to ensure that appropriate drainage methods are used to prevent/alleviate flooding issues in identified locations.

TIV15: Community infrastructure

This policy looks to improve and enhance existing community infrastructure.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Tivetshall Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process requires an assessment of the proposed plan's contribution to sustainable development as a matter of course. Neighbourhood Plans are required by law to have undergone appropriate community and stakeholder consultation, and to demonstrate that policies are evidenced, justified, deliverable, and sustainable.

If successful, and once made by South Norfolk Council, the Neighbourhood Plan will primarily be monitored by Tivetshall Parish Council, but the District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator: Vicky West

Signed by responsible head of department: Helen Mellors

Please send your completed forms to the equalities lead (Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

REVIEW DATE - _____

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)

Addendum to the 2022-24 Delivery Plan and the use of the Earmarked Reserves created as a result of the In-Year Budget Options.

Report Author(s): Debbie.Lorimer@southnorfolkandbroadland.gov.uk
Director Resources

Jamie.Sutterby@southnorfolkandbroadland.gov.uk
Director People and Communities

Phil.Courtier@southnorfolkandbroadland.gov.uk
Director Place

Portfolio: All

Ward(s) Affected: All Wards

Purpose of the Report:

This report provides members with proposed projects and initiatives relating to the use of the Earmarked Reserves that have been created as a result of the In-Year Budget Options. Where the proposed projects/initiative are not covered within the existing agreed 2022/24 Delivery Plan, an addendum to that plan is also recommended.

Recommendations:

That Cabinet recommends to Council:

1. To approve the transfer between the earmarked reserves to enable the funding of the 17 initiatives as shown in the table in section 5.

2. To approve that the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their Portfolio Holder.
3. The addendum to the 2022/24 Delivery Plan as shown in Appendix B.

Subject to Council approval of recommendations 1, 2 & 3

Cabinet agrees to:

1. To progress the 17 initiatives detailed in section 3 utilising the £2.5m earmarked reserves (Appendix A). Where business cases are required, as indicated in the tables in section 3, the release of funds is subject to the business cases being agreed by Cabinet in due course.

1. Summary

- 1.1 Following a Cabinet report on 7 February 2022 of In-year Budget Options, it was agreed by Council on the 22 February to create new Earmarked Reserves to support the initiatives previously identified.
- 1.2 This report provides further details on those initiatives which support the following, for Cabinet to consider:
 - Progress towards carbon net zero
 - Accelerating our Growth Agenda
 - Our Environment
 - Supporting our Communities
 - Investing in our talent and pipeline for One Team
- 1.3 Some of these initiatives are already reflected within the agreed 2022/24 Delivery Plan. Where these would be additional initiatives then an addendum to the agreed Delivery Plan is proposed.

2. Background

- 2.1 The financial performance for 2021/22 has been strong.
- 2.2 Additional one-off income has been received, and the One Team have identified significant revenue savings and efficiencies.
- 2.3 In February, officers made recommendations to utilise the in-year surplus of income over expenditure to give the Council a one-off opportunity to: invest in carbon reduction initiatives; invest in our staff; bring forward future service enhancements; and put aside money to support future initiatives in earmarked reserves.

- 2.4 The thematic suggestions are therefore put forward for consideration at this stage over and above existing program levels.

1. Positive Planning for a post-carbon Economy	£1.5m
2. Accelerating the Economic Growth & Prosperity	£0.5m
3. Supporting our Communities	£0.2m
4. Investment in our Staff, Systems & Apprenticeships	£0.3m

3. Opportunities / Initiatives

- 3.1 The following tables provide a summary of the initiatives proposed and Appendix A provides additional detail on these initiatives.

Earmarked Reserve 1 - Positive Planning for a post-carbon Economy £1.5m

Description of initiative	Subject to a Business Case?	Estimated SNC Cost £000	Delivery Plan ref
1 – Increase the volume of Electric Vehicle Charging Points in existing South Norfolk sites	Yes	£400	GE 3
2 - Solar Panels on Diss, Long Stratton and Wymondham Leisure Centres	Yes	£438	PE 3
3 - Solar panel carports in car parks at Wymondham / Diss / Long Stratton Leisure Centres	Yes	£288	PE 3
4 One off budget for development and delivery of marketing strategy and campaign to improve recycling behaviours (Joint cost split 55/45)	No	£27.5	L1
Total		£ 1153.5	

Earmarked Reserve 2 - Accelerating the Economic Growth & Prosperity £0.5m

Description of initiative	Subject to a Business Case?	Estimated SNC Cost £000	Delivery Plan
5 - New post • Clean Growth and sustainability manager (Joint post split 55/45)	No	£71,5	GE8, GE9, O4, O6, O12
6 - New posts			

<ul style="list-style-type: none"> Community Infrastructure Officer Growth Delivery Officer Economic Growth Finance Officer (Joint posts split 55/45)	No	£220 for all 3 posts	GE8, GE9, O4, O6, O12
7 - Loddon Staithe Bridge Repairs	No	£75	New GE 12
8 - Increase Development Management Capacity (Joint cost split 55/45))	Yes	£55	P 1
TOTAL		£421.5	

Earmarked Reserve 3 - Supporting our Communities £0.2m

Description of initiative	Subject to a Business Case?	Estimated SNC Cost £000	Delivery Plan
9 - Develop a Hardship Support offer	No	£200	New SI 9
10 – Improving our Temporary Accommodation	No	£100	New SI 10
11 – Supporting our Community Groups (increase in CAF funding)	No	£100	A5/A7
TOTAL		£400	

Earmarked Reserve 4 - Investment in our Staff, Systems & Apprenticeships £0.3m

Description of initiative	Subject to a Business Case?	Estimated SNC Cost £000	Delivery Plan
12 CRM (Customer Relationship Management System) Implementation (Joint cost split 55/45)	Yes	£61	MT 3
13 The Single Image Build (Joint cost split 55/45)	No	£33	G 4
14 Domain Migration Project (Joint cost split 55/45)	No	£17	MT 7
15 Invest in increasing our Apprentice opportunities in the One Team (Joint cost split 55/45)	No	£275	New MT 21
16 Ketteringham Depot: Improved Facilities	No	£43	L 6
17 Ketteringham Depot Workshop Vehicle Lifting Equipment	No	£34	L 6
TOTAL		£463	

4. Recommendations from Policy Committees

4.1 The following policy committees have received the initiative under their remit

- Economy and Environment Policy Committee
- Regulation and Planning Policy Committee
- People and Communities Policy Committee
- Commercial Trading and Customer Focus Policy Committee

The Economy and Environment Policy Committee agreed all of the initiatives received with the exception of the Wymondham Traffic Flow Improvement project where they asked officers to provide a report to a future policy committee outlining how the improvements could be progressed outside of the earmarked reserves.

In all other Policy Committees, all the recommendations were agreed and are recommended to Cabinet

5. Movement of Reserves

The initiatives shown within section 3 require the movement between earmarked reserves as shown below:

Earmarked Reserve	Original Amount Earmarked £000	Proposals going to Cabinet £000	Movement required £000
Positive Planning for a post-carbon Economy	1,500	1153.5	-284.50
Accelerating the Economic Growth & Prosperity	500	421.5	-78.5
Supporting our Communities	200	400	+200
Investment in our Staff, Systems & Apprenticeships	300	463	+163
Total	2,500	2,438	0

The balance of £62,000 remains within the Positive Planning for a post carbon Economy reserve.

6. Authority to use reserves

Council agreed to the establishment of the individual opportunities reserves on 22 February, in order to draw down upon these adjusted reserves a delegation needs to be in place.

It is proposed that Members may wish to agree the delegations as below:

The spend within the earmarked reserves be delegated to the appropriate Assistant Director, as outlined in the table below, in consultation with their Portfolio Holder.

Initiatives - Carbon Net Zero	Assistant Director Economic Growth in consultation with the Portfolio Holder for Stronger Economy Assistant Director Community Service in consultation with the Portfolio Holder for Clean and Safe Environment.
Initiatives - Growth	Assistant Director Economic Growth, in consultation with the Portfolio Holder for Stronger Economy Assistant Director Planning - in consultation with the Portfolio Holder for Stronger Economy
Initiatives – Supporting our Communities	Assistant Director Individuals and Families, in consultation with the Portfolio Holder for Better Lives
Initiatives - One Team	Assistant Director Transformation and ICT/Digital in consultation with the Portfolio Holder for Governance and Efficiency Assistant Director Individuals and Families, in consultation with the Portfolio Holder for Better Lives

7. Delivery Plan Addendum

The tables for the proposed initiatives above in section 3 identify if they are already referenced within the existing agreed Delivery Plan. For those initiatives which are additional, an addendum to the Delivery Plan is recommended in Appendix B

8. Other options

- 8.1 Cabinet may decide not to progress with all or some of these initiatives at this time, and to retain the funds within the earmarked reserves for future use.

9. Issues and risks

- 9.1 **Risks** – These are shown against each initiative being proposed in Appendix A. There are clear plans in place to ensure that the money is spent on time and withing budget to ensure there is no slippage to spend.
- 9.2 **Resource Implications** – There will be resource implications across all in-year initiatives presented. The majority will be managed through the Resource Coordination Group and allocated accordingly with other projects included in the delivery plan.

- 9.3 **Legal Implications** – the individual initiatives will have their own legal implications.
- 9.4 **Equality Implications** – as additional items of expenditure are being proposed (as opposed to reductions) it is very unlikely that there will be any significant negative impact on those who share protected characteristics as defined in the Equality Act 2010.
- 9.5 **Environmental Impact** – depending on the items agreed this report gives the Council the opportunity to improve the environment.
- 9.6 **Crime and Disorder** – none

10. Conclusion

- 10.1 The use of the Earmarked Reserves provides an opportunity to accelerate the delivery of the Council's ambition.

11. Recommendations

- 11.1 That Cabinet recommends to Council:

1. To approve the transfer between the earmarked reserves to enable the funding of the 17 initiatives as shown in the table in section 5
2. To approve that the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their Portfolio Holder.
3. The addendum to the 2022/24 Delivery Plan as shown in Appendix B.

Subject to Council approval of recommendations 1, 2 & 3

Cabinet agrees to:

1. To progress the 17 initiatives detailed in section 3 utilising the £2.5m earmarked reserves (Appendix A). Where business cases are required, as indicated in the tables in section 3, the release of funds is subject to the business cases being agreed by Cabinet in due course.

Background papers None

Appendix A

1 Electric Vehicle Charging Points (EVCP)

Building on the electric vehicle infrastructure already delivered by the Council – currently 16 Charging points in council car parks – this project looks to double/triple the number of EVCPs at existing sites (including the Council's leisure centres) as well as supporting our towns and parishes with the installation of EVCPs at community assets and supporting the provision of a 'minimum viable network' as part of the Broads Electrification Project.

Improving the provision of electric charging points in Council owned car parks would be a visible commitment to improving infrastructure and could help the tourism economy. The transition to Electric Personal Vehicles is inevitable and this would be a further step towards supporting that change.

The existing electric vehicle charging stations installed at South Norfolk managed car parks are 22kw chargers. All charger options will be considered and installations based on the most appropriate for each location.

Costs : £400k

Timeline	12 months
Risks:	The level of need for EVCP across the district is not known and would be subject to a mapping exercise to provide the evidence needed to support the business case.

2 Installation of Solar Panel (PV) arrays at Diss, Long Stratton and Wymondham Leisure Centre

The Council's recent Green House Gas report by Groundwork identified there was the potential to save up to 30% of the current electricity used at Diss and Wymondham leisure centres as they are both high consumers with the swimming pools. These two centres currently consume circa 555,000 kWh of electricity at a cost of £93,250 in 20/21. With energy prices rising rapidly, it is increasingly important to minimise the impact of this on Council spending. Reducing the usage by 30% would also save an estimated 52t CO₂e. Wymondham leisure centre has a combined heat and power unit that uses gas to generate electricity and heat at a cost of £94,500 per annum in 20/21; reducing the requirement on this unit would also reduce gas consumption.

While Long Stratton leisure centre does not have a pool and has an air source heat pump installed, additional supplementary electric heating (as there is no gas on site) has had to be recently installed to maintain the hot water temperature. The proposed solar PV array would result in a 30% reduction in energy demand and estimated saving of c£10,000 pa in electricity costs at current levels.

Costs	£438k
Timeline	<p>Phase 1: Full survey and options appraisal of all the sites to establish the most effective number of panels and kWp generation that can be installed and appropriate type.</p> <p>Phase 2: Presentation to E&EP and Cabinet in July 2022 of fully costed business case with clearly defined payback periods for each individual site</p> <p>Phase 3: Procurement of contractor – 3 months</p> <p>Phase 4: Installation of panels commencing December 2022 - 2 months</p>

Risks:	<p>No on-site investigations have taken place to identify the structural integrity of the individual roofs or current electrical infrastructure. There are currently availability issues around being able to obtain PVs.</p> <p>Consideration will need to be given to the long-term operational future of Diss swimming pool and whether there would be sufficient time for the pay-back period to be achieved</p>
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3 Solar panel carports in car parks at Wymondham / Diss / Long Stratton Leisure Centres

<p>Installation of up to 20 Solar Car Ports including some with EV car charging points at Diss, Long Stratton and Wymondham Leisure Centres. The electricity produced 13 would be used to charge electric cars, for which a charge could be made and used in the Centres, with any surplus potentially being sold back into the Grid.</p>	
<p>An indicative budget of £288,000 has been allocated toward the installation of solar panels,</p> <p>Initial discussions with consultants, have estimated that the costs of installation would be in the order of:</p> <p>Diss - £96,000 Long Stratton - £96,000 Wymondham - £96,000</p>	
Timeline	<p>Phase 1: Full survey and options appraisal of all the sites to establish the most effective number, lay out and location of car ports, kWp generation that can be achieved and number of car charging points required.</p> <p>Phase 2: Presentation to E&EP and Cabinet in July 2022 of fully costed business case with clearly defined payback periods for each individual site</p> <p>Phase 3: Procurement of contractor – 3 months, Securing planning permission</p> <p>Phase 4: Installation of car ports commencing December 2022 - 2 months</p>
Risks:	<p>No on-site investigations have taken place to consider the current layout of the car parks to ensure current Centre users would not be compromised i.e. school buses. 2.27. Access to the current electrical infrastructure would also need to be considered with regard to the location of the car ports. 2.28. Consideration would also need to be given to the risk of vandalism as the car parks are not secured at night</p>

4 Improving Recycling Behaviours

<p>The engagement of consultants to assist with the development of a targeted communication strategy and infographics to influence and nudge resident behaviour to reduce contamination and increase levels of recycling to assist in meeting the Council's 60% target by 2025. The Council's current recycling rate is at 54.6%.</p> <p>The initiative would also seek to build upon the previous Behavioural Change project undertaken by Jump on an estate in Sprowston in Broadland, which unfortunately wasn't fully completed due to Covid 19.</p> <p>Evidence from WRAP (the Government's advisers on waste strategy) of the results achieved from initiatives undertaken in other local authorities clearly demonstrates that continual communications is the most effective means of reducing contamination and increasing</p>	
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recycling rates, where the introduction of major changes such as introducing smaller sized bins or moving to three weekly collections is not an option.	
Costs £27,500 Total costs £50,000 split 55/45 with South Norfolk	
Timeline	Phase 1: Develop a consultant's brief working with WRAP and drawing on best practice from other authorities, with report back to EEP June 2022. Phase 2: Procurement of consultants – 2 months Phase 3: Targeted communications/ behavioural change campaign in two specific locations and development of collection of marketing materials for on-going use. Phase 4: Evaluation and analysis of impact of initiative.
Risks:	Resident apathy and changes in Government legislation

5 Clean Growth and Sustainability Manager	
<p>This new fixed term post will play a vital role in delivering on the Councils' ambitions to reduce carbon emissions, driving forward the Councils' green agenda and the district as an exemplar as we proactively prepare for the post-carbon economy.</p> <p>Will lead and manage the delivery of the strategic environmental agenda across the Council, working across services to generate, support and deliver climate change measures and to monitor progress and achievements. Will encourage and facilitate carbon reduction across all aspects of the Councils' land and buildings, and support and advise on clean energy alternatives.</p> <p>Investigate options for investing in low carbon energy generation as well as develop funding bids and fully engage with the 'levelling up' agenda to maximise the external funding opportunities available to support the Councils' net zero ambitions.</p>	
Costs £71,500 A £130,000 cost for this two-year fixed term post will be divided on a 55/45 basis.	
Timeline	3 months
Risks:	None.

6 – Three New posts in Economic Growth to support and accelerate growth.
<p>Economic Growth is resource hungry on the wider organisation, as many of the opportunities explored require a quick reaction to circumstance. There has also been an increase in complexity, both financially and practically, as officers explore and implement opportunities for growth.</p> <p>The following additional posts will allow for greater support, and ultimately faster growth, across the district.</p> <p>Community Infrastructure Officer</p>

This post will proactively engage with Parish and Town Councils to facilitate the delivery of infrastructure spending. There are significant economic, community and place benefits in accelerating infrastructure delivery in line with growth opportunities. Acting as the Local Planning Authority, Council officers can understand and forecast future CIL receipts of parish and town Councils, based on knowledge of the expected delivery of growth in the area.

Growth Delivery Officer

This post will support and accelerate the ambitious capital programme and aid the delivery of the Council's One Public Estate projects. As the capital programme continues to grow additional resource is required to meet that ambition, ensuring due diligence, cost management and the flexibility to move faster still.

Economic Growth Finance Officer

This post will provide in house finance resource for the intensive and complex work undertaken by Economic Growth. Reduced demand on finance team could be beneficial to the wider organisation. Internal ownership of complicated financial projects and reporting.

Costs £220k for all 3 posts

A £400,000 cost for the first two years of these additional permanent posts will be divided on a 55/45 basis.

Timeline	6 months
Risks:	After the initial two-year contracts the funding for these posts will be drawn from project programmes, or will conclude, but will not be an increase to the base revenue budget.

7 Loddon Staithe Bridge Repairs

This project will see delivery of a lasting memorial for the Queen's Jubilee year with the repair of the Staithe Bridge in Loddon as a jubilee legacy project, joining up existing / planned walking routes in the area to improve the 'place' to include; Pyes Mill and the Wherryman's Way. 3.11. The project will allow for the reopening of a pedestrian link across the river at Loddon Staithe, connecting the public realm on either side of the river and creating a lasting memorial for the Queen's Jubilee

Costs £75k

Risks:	None
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8 Temporary Increase in Development Management capacity

The Planning team has experienced high volumes of work evidenced by the combined, increased planning fee and CIL income which is in excess of £750k above budget for BDC/SNC in 21/22.

Furthermore, the Planning team currently faces an unprecedented level of work with a significant year on year increase in the number of planning applications received since 2019/20, including applications for the largest urban extensions the LPA has ever received. For the 11 month period to end of Feb 2022 4241 applications were received across the OneTeam, an increase of 193 (5%) over the same period the previous year. SNC alone has seen a 7% increase in numbers of applications received and a 20% increase in numbers of determinations this year. Therefore, to help manage this increased level of work and provide a high-quality service to our customers it is proposed to increase the capacity of the Development Management Team. This will enable the team to:

<ul style="list-style-type: none"> Efficiently and effectively manage an overall increase in application numbers, including forthcoming major strategic planning applications. Manage applications following adoption of the GNLP (site allocations) Progress work on a new settlement(s) Development Consent Orders Prepare for biodiversity net gain and ecology impacts (including new Nutrients Neutrality impacts) and changes arising from the Environment Act <p>Given the recent advice received from Natural England on the need to assess impacts on nutrients loading on protected sites (known as Nutrients Neutrality) the immediate focus and resource will be given to addressing these impacts. Resolving this will as quickly as possible will ensure decisions are made expediently.</p>	
Costs £55k £100,000 cost will be divided on a 55/45 basis.	
Timeline	6 – 9 months
Risks:	There is a big risk that there are no suitable planners available to fill the resource gap as there is national shortage of planners at present. There is a risk that applications will be delayed and take longer to determine.

9 Develop a Hardship Support Offer – Supporting householders to cope with increased costs of living

The consequences of cost-of-living rise and hardship is having a current and will have a longer term effect on our residents, and consequently on our core benefits and homelessness services and duties. Our focus will be for those who are in hardship which will be defined as those who are unable to:

- meet new fuel bills
- pay rent
- buy food
- run a vehicle to access work / essential services and medical appointments.

The approach, building on the councils existing prevention offer, will seek to use of the funding to;

Crisis Minimisation will involve providing an immediate response to emerging hardship through services like direct funding, fuel relief, temporary accommodation.

Recovery will involve providing advice and support to address presenting need and will be delivered by our debt and welfare advisors, community connectors and housing advice and standards teams. This could involve support for budgeting, wellbeing and mental health, and energy efficiency.

Crisis prevention will take the form of two work strands, reducing cost and increasing income. We can support families to reduce costs through improving energy efficiency of the home, providing proactive budgeting advice, reducing food waste and supporting residents to access services online.

This approach will use existing resources and funding streams where possible but will be supplemented as necessary by £200K additional funding, with the ability to carry any underspend forwards into new financial year/s.

During this period, the One Team will also seek to identify additional external funding streams to support our approach.

Costs £200k Hardship Support

Risks:	Minimal risk to underspend
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10 Improving our Temporary Accommodation

Our temporary accommodation will be upgraded in the following work strands:

- Reducing carbon footprint - window/heating/solar panels
- Security and safety – CCTV, fire prevention etc.
- Furniture and fittings

The scoping and agreement of all these strands has already been completed and agreed. Except for reducing carbon footprint activity, all strands can be completed without delay once agreement has been obtained from Cabinet.

Windows and heating systems have been quoted for and will only need installing, suggesting approximately an 8–12-week lead in time. Solar panels need to source, and planning permission investigated.

Costs This approach will cost **£95k**

Reducing carbon footprint	£55k
Security and safety	£15k
Furniture and fittings	£25k

Timeline	<p>We have sourced quotes for windows, heating and will have a lead in time of approx. five months after approval and so will be installed no later than September 2022.</p> <p>Solar panels -we are working on quotes, and we may require planning permission. Aim to have installed by December 2022</p> <p>Furniture and fittings. All quotes agreed and will be installed no later than September 2022.</p>
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Risks:	Minimal risk to underspend
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11 Supporting our community groups - Increase CAF funding

We have a successful track record in delivering our community action fund. This annual fund is led by members who complete application for a summer panel each year. The panel consists of five members who recommend to the Assistant Director of Individuals and Families applications for approval. The normal £50,000 fund has been consistently over subscribed for the last three years.

Costs This approach will cost **£100k**, bring the total fund to £0.15 million. Projects range from £1,000 to £15,000.

Timeline	The panel will ring in the first week in July where all money will be allocated
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Risks:	Minimal risk to underspend
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12 Customer Relationship Management System

In July 2021, South Norfolk Council and Broadland District Council approved the ICT and Digital Strategy setting out four key principles to achieving our digital vision:

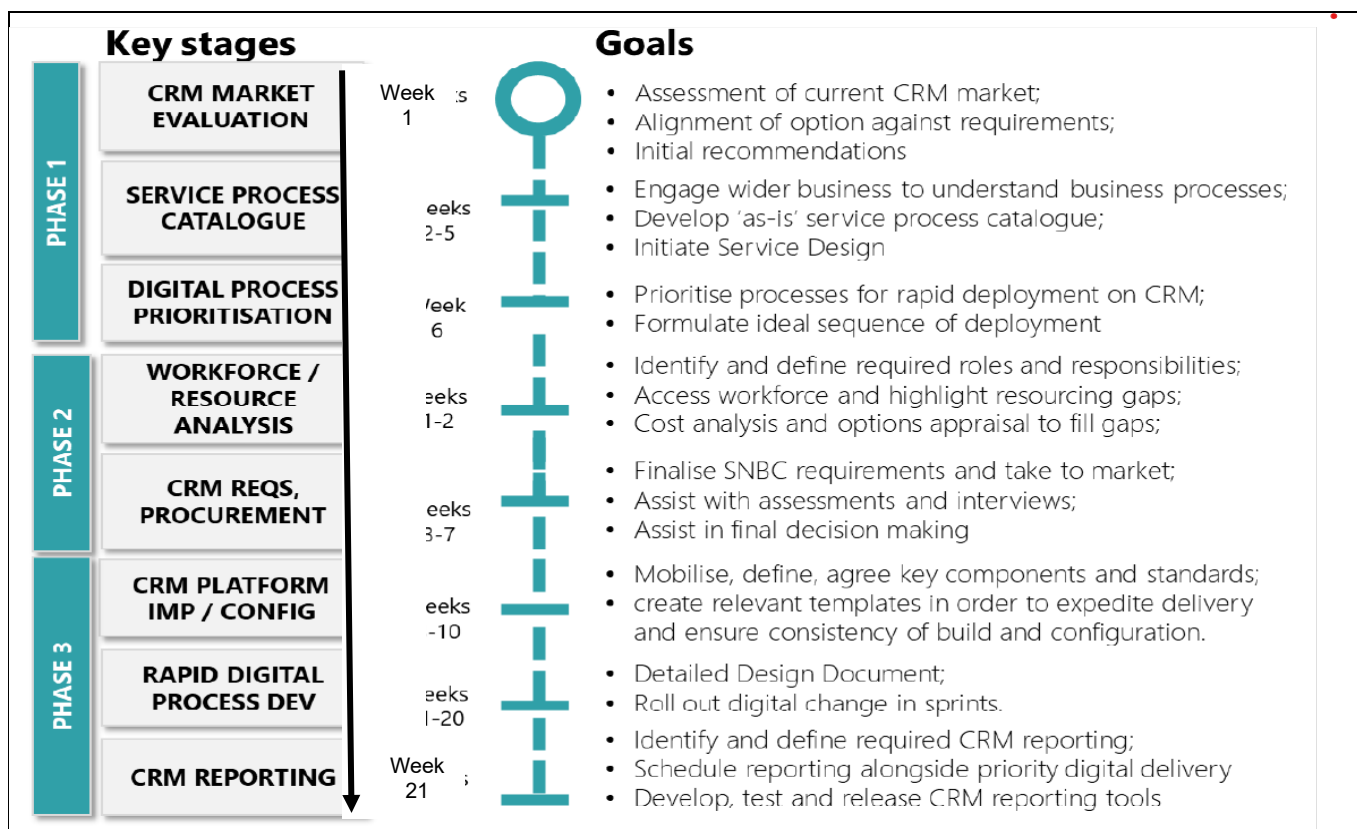
- Digital First - true end-to-end digital services that make the lives of our customers easier, improve customer services and enable customers to interact with us in a modern and efficient way,
- Digital Working - use digital services to allow more flexible, collaborative ways of working
- Data-driven Digital - secure and resilient ways to collect, collate and use data to create business intelligence and drive efficiencies
- Digital Capabilities - the right tools and technologies to deliver real value.

The Strategy recommended the implementation of a Customer Relationship Management (CRM) system to support our 'Digital First' and 'Digital Working' principles.

It's widely known that a CRM can deliver the following benefits:

- Better knowledge of customers using a single customer account
- Efficient communication through customisable and varied communication methods
- Improved customer experience and satisfaction through effective and timely communication on updates and reminders on transactional services
- Efficient working practices and processes through the introduction of workflows and automation of processes
- Reduction in the use of multiple and duplicate software applications as multiple functions can be performed within the CRM.

We are currently working with Methods to produce a full-detailed business case to assess the viability of a CRM and the quantifiable benefits it could bring the One Team. The CRM implementation would take a phased and agile approach to delivery. The deliverables of each phase are set out in image 1.0. below.



Costs A breakdown of estimated total costs for full CRM implementation can be seen in Table 1.0 below with the majority of spend in Year 1.

Activity	Year 1 est. cost	Year 2 est. cost
Phase 1	£50,000 - £60,000	
Phase 2	£20,000 - £30,000	
Configuration ONLY	£15,000 - £20,000	
Rapid Digital Process Development	£400,000 *50 digital processes (£35,000 – £40,000 per sprint *5-10 processes per sprint)	
CRM Reporting	£40,000 - £50,000	
Resourcing	£122,000 *based on a partnership delivery	The ongoing resourcing model is dependent on the support model that we choose to pursue. Detailed options to this will be outlined in the next business case and therefore, the total cost is likely to be higher
Licensing costs	£105,600.00	£105,600.00/year
Estimated Total Cost	£787,600.00	£105,600.00

Cabinet is asked to consider using only some of the in-year surplus to support phase 1, phase 2 and the configuration phase of this project as outlined below:

Total cost: £110,000

SNC@55%: £60,500

BDC@45%: £49,500

Subject to business case: Yes

Timeline	Timescales for Business Case	
	Business case sign-off - CMLT	May '22
	Business case sign-off - CTCF	June '22
	Business case sign-off - SIEC	June '22
	Business case sign-off - Overview and Scrutiny	July '22
	Business case sign-off - South Norfolk Cabinet	July '22
	Business case sign-off – Broadland District Council	July '22
Risks	The business case is likely to outline costs that are higher than the indicative costs outlined here due to further decisions that will need to be made around delivery and ongoing support and maintenance.	

13 The Single Image Build

Laptop imaging is an overview of the software and settings in an installation file that when consistent, allows for effective and efficient deployment and setup of new and replacement laptops.

The current laptop imagery process is inconsistent with two sets of builds, based on different policies, different systems, two different deployment software programs, high-levels of manual intervention and applied across two locations: Thorpe Lodge & South Norfolk House.

Undertaking a single image build will allow for a consistent build process that will increase the customer experience as the time to prepare and replace laptops will reduce, the amount of manual intervention lessens. We also anticipated a small saving from the consolidation of two separate software programs to one.

Most importantly, the use of a single image will allow for shared knowledge across the IT and Digital Team supporting the One Team ethos.

Total cost: £60,000

SNC@55%: £33,000

BDC@45%: £27,000

Subject to business case: No

Timeline	The cost is estimated on a 6-month completion timescale with a 2-person effort
Risks:	The delivery of this project is dependent on the delivery timescale of O365 phase 2.

14 Domain Migration

Following the successful completion of the new joint website (southnorfolkandbroadland.gov.uk), Government Digital Services require the two old domains; Southnorfolk.gov.uk and Broadland.gov.uk to be decommissioned within 12 months of the new domain being live; this takes us to December 2022.

As the two old domain names have been vital to marketing material and a key identifier of the two Councils it is anticipated that a vast amount of printed marketing and communications materials and system templates will need replacing.

An audit to understand the volumes of material that will need replacing and associated costs is underway and expected to be completed by April 2022 to further inform costs.

The benefits sought from undertaking this Domain Migration project are: support and promote our collaboration giving us a consistent digital presence, build trust in the collaboration by having a single point of reference in our digital space, improve customer journeys through more effective search engine results as old domains become decommissioned and the reduction of technical support to administer separate domains.

Costs

There is no existing project budget to draw on for the completion of this project.

Total cost: £30,000

SNC@55%: £16,500

BDC@45%: £13,500

Subject to business case: No

Timeline	Audit complete	April 2022
	Domain extension where required	May 2022
	Domains decommissioned – project complete	December 2022*subject to Audit results
Risks:	Government Digital Services may require us to decommission our domains earlier than December 2022.	

15 Apprenticeships – Further Investment in the One Team Talent Pipeline

Following a successful relaunch of our apprenticeship scheme in 2021, the One Team now has approximately 21 apprentices in situ. This has meant a full and extended utilisation of our apprenticeship levy. Critically, the relaunch allowed the One Team to ensure that existing and enhanced investment in apprentices are in the areas of our One Team in which we have an ongoing requirement for core skills or difficulty to recruit. 16 2.31 This scheme therefore represents an opportunity for additional investment in the future of our talent, as well as providing career opportunities for our younger residents as part of our wider skills programme.

Costs £275k

16 Ketteringham Depot : Improved Facilities

The Council's waste service operation has been based at the Ketteringham Depot for the past 50 plus years, with very little investment, with both equipment and staff facilities being poor and outdated.

<p>Currently, the Depot utilise a maintenance area located within the large bin storage shed. The area is unheated and when both doors at either end of the shed are open it funnels the wind through this area reducing the temperature profile. This is especially problematic during the colder months of the year. This initiative would provide a partition wall for segregation of the maintenance area which could then have a heating system installed as this maintenance area is currently at ambient temperature, this in turn would improve the efficiency of the building reducing the carbon footprint.</p> <p>Minor Improvements would also be carried out to staff welfare facilities which are also located within the building</p>	
Costs : Approximately £43,000 .	
Timeline	The works would take approximately 3 months to complete.
Risks	The future operational life of the current depot is limited; these works would therefore have a limited life as the building would need to be demolished as part of any potential redevelopment of the site

17 Ketteringham Depot Workshop Vehicle Lifting Equipment	
<p>This initiative involves the purchase and installation of modern HGV lifting equipment to allow the servicing of all vehicles to be carried out onsite, as the current equipment is unreliable. The inspection, repair and maintenance requirements of the vehicles is also increasing in scope and complexity requiring access to more modern lifting equipment. The improved maintenance of vehicles will also lead to improved efficiency and reduced CO2 emissions.</p>	
Costs The cost would be circa £34,000 with an anticipated payback period of approximately 12 months. This is based upon the downtime when the current equipment is unavailable as this effectively closes down one of the two truck vehicle inspection / maintenance lanes meaning vehicle repairs have to be outsourced.	
Timeline	The equipment could be purchased and installed within 3 months
Risks	The operational life of the current depot is limited, however, this equipment could be moved and reinstalled in any new facility.

Delivery Programme - Projects for 2022 – 2024 (SNC Addendum)



Growing the economy

Our long term ambitions:

- Promote our areas as a place that businesses want to invest in and grow, attracting investment for our areas
- Build a productive, high performing and dynamic economy for the future
- Create an inclusive economy which promotes skills and job opportunities for all

Projects for 2022-24 which will help us get there:

Ref	Programme/Project	Priority Project?	Delivery Timescales	Lead Member	Lead Officer
GE 12	Loddon Staithe Bridge Repairs			Cabinet Member for Stronger Economy (SNC)	AD Economic Growth & Programme Manager - Economic Growth



Supporting individuals and empowering communities

Our long term ambitions:

- Ensure that the most vulnerable feel safe and well
- Empower people to succeed and achieve their aspirations
- Create and support communities which are connected and are able to thrive

Projects for 2022-24 which will help us get there:

Ref	Programme/Project	Priority Project?	Delivery Timescales	Lead Member	Lead Officer
SI 9	(Both) Develop a Hardship Support Fund			Cabinet Member for Housing and Wellbeing (BDC) Cabinet Member for Better Lives (SNC)	AD Individuals and Families & AD Community Services
SI 10	(Both) Improving our Temporary Accommodation			Cabinet Member for Housing and Wellbeing (BDC) Cabinet Member for Better Lives (SNC)	AD Individuals and Families



Our long term ambitions:

- Promote an area which has a clear and ambitious offer
- Provide truly commercial, entrepreneurial and collaborative public services
- Use the best of technology, customer insight and the right resources to deliver value for money services for our customers

Projects for 2022-24 which will help us get there:

Ref	Programme/Project	Priority Project?	Delivery Timescales	Lead Member	Lead Officer
MT 21	(Both) Invest in increasing our Apprentice opportunities			Cabinet Member for Finance and Resources (SNC) Cabinet Member for Transformation and Organisational Development (BDC)	AD Chief of Staff

Ukraine Update Briefing Report

Report Author(s): Jamie Sutterby
Director of People and Communities
01508 533703
Jamie.sutterby@southnorfolkandbroadland.gov.uk

Abigail Langley
National Management Trainee
01508508712
Abigail.langley@southnorfolkandbroadland.gov.uk

Portfolio: Better Lives

Ward(s) Affected: All

Purpose of the Report:

The paper is intended to achieve the following:

- Outline the context of the ongoing work to support Ukrainians
- Explain the government schemes
- Explain South Norfolk's offer
- Present key statistics so far
- Funding and requests
- Identify significant risks

Recommendations:

1. To acknowledge arrangements put in place.
2. To agree delegation to Director of People and Communities, in consultation with the portfolio holder for Better Lives to utilise any devolved funding to support Ukrainians.

1. SUMMARY

- 1.1 This paper is intended to provide an overview of the ongoing work to prepare for the arrival of Ukrainian refugees. It offers an explanation of government schemes, the key statistics so far, the One Team's offer, the known costs and requests, and identified risks so far.

2. CONTEXT

- 2.1 On 24th February 2022 Russia launched an attack on Ukraine. There are now an estimated 4.2 million refugees that have left Ukraine for neighbouring countries. A further 6.5 million are thought to be displaced within Ukraine (as of 07/04/22)¹.
- 2.2 29,200 Visas have been issued through the family visa scheme and the Homes for Ukraine scheme by 31st March 2022 out of 65,000 applications².
- 2.3 The situation for supporting Ukrainian families is fast moving and will likely change over the next few weeks as this situation develops.
- 2.4 The One Team are working with all other local government agencies to put in place the right offer and leading on elements which are close to our communities.

3. GOVERNMENT SCHEMES

3.1 The Ukraine Family Scheme

- On Friday 4th March 2022, the UK launched this scheme.
- It allows applicants to join family members or extend their stay in the UK.
- Those granted under the scheme will be granted a visa that lasts three years.

¹ BBC, 07/04/22. Available at: <https://www.bbc.co.uk/news/world-60555472>.

² BBC, 07/04/22. Available at: <https://www.bbc.co.uk/news/world-60555472>.

3.2 Homes for Ukraine Scheme

- This scheme will allow Ukrainians without family links to the UK to come to the country.
- British individuals, charities, groups and businesses sponsoring Ukrainian refugees under this scheme will be able to nominate a named individual or a family to stay with them rent-free, or in another property, for at least six months.
- This is a two phased scheme as detailed below, however there are currently no details of phase two at the time of writing.

- **PHASE 1:** Named person- individual sponsor.

Those who know or have links to the beneficiary they are offering a home to (live from 18th March). There will not be a single route to matching and both the sponsor and beneficiary could use a number of channels to find a match.

- **PHASE 2:** Named persons- group sponsor.

Will allow for larger organisations and community groups to sponsor multiple beneficiaries. It does require a lead sponsor, however confirmation of accommodation being available will be required before beneficiaries are admitted to the UK.

4. SOUTH NORFOLK'S OFFER

4.1 South Norfolk's two main roles have been identified as:

- Ensuring people living in our districts are living in safe and secure accommodation.
- To reduce the risk of housing placement failure for the family and to prevent demand on our already overloaded housing system.

4.2 The following table details the specific workstreams South Norfolk are carrying out:

Housing checks	The Housing Standards team has put together an evolving questionnaire for property inspections and established a procedure for passes and failures. The results are then uploaded onto the Norfolk Vulnerability Hub. Two visits to the sponsor's house are being undertaken:
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	<ul style="list-style-type: none"> • 1st visit: initial housing checks are being carried out before the Ukrainian family arrives to ensure the property is safe and to advise on any issues around concerns with the sponsor family, spatial location, and any other concerns. • 2nd visit: a welfare check once the family is in situ to ensure the family have arrived and check any welfare issues out. • After these visits the £350 payment will be triggered, this will likely be paid by Norfolk County Council.
Accommodation	The housing team are undertaking ongoing work as part of Norfolk to secure accommodation units to provide space for families who need immediate accommodation.
Council Tax	On 1 st April 2022 it was confirmed that the Government is taking steps to protect the council tax status of sponsors under the 'Homes for Ukraine' scheme. There will be no loss of exemption where a household hosts a person who has secured a visa under the Homes for Ukraine scheme.
SN Reception Centre and Welcome centres	<p>The One Team Emergency Planning team undertook a reception centre test exercise at South Norfolk House. It was concluded the location is well equipped and prepared for use as a day reception centre for Ukrainians. The test used volunteer staff and a real-life family to walk through the processes and prepare for any eventualities. The Red Cross and translators were among those present. It was also concluded that it would be a significant challenge to operate the facility as an accommodation unit, however in emergency situations it is a possibility if required.</p> <p>Welcome Centres are being set up in each district to support the integration of Ukrainians. Wymondham Library and Diss Corn Hall are being used as these are where the families will be situated. These will run weekly, and more will be put in place if necessary. This is a multi-agency approach, and the Help Hub will be supporting these events.</p> <p>The core library offer:</p> <ul style="list-style-type: none"> • Laptop pick up and digital support • ESOL signposting and interpretation support • Safeguarding posters- in Ukrainian • Childcare and Schools sign up • Story sacks • Free Wi-Fi and public PC access • Toiletry and cleaning products to go

	<ul style="list-style-type: none"> • Covid testing packs • Vaccination bus • Family/wellbeing activity (mindfulness colouring) • Cup of tea • Ukrainian speaking volunteer
Employment offer	Investigations around what the employment offer will be are underway. Choices and Work4All programmes will be utilised to help support working age Ukrainians into work. Childcare provision is also being investigated as the vast majority of Ukrainians expected are mothers with children.

5. KEY STATISTICS SO FAR

- 5.1 An overview of key statistics will be presented during the meeting as the fast nature of this work means that anything written in this report would be out of date.

6. FUNDING

- 6.1 Funding has been allocated by government at £10,500 per refugee that arrives. Areas where funding is required are Temporary Accommodation costs, Housing Officer resource, Community support resource, costs of supporting successful hosting, and seed funding. County Council have proposed funding allocations based on an estimated amount of refugees where cost is set aside for:
- An additional housing officer at each Council
 - A community support officer at each Council
 - Grant pot per Council to support successful and sustainable hosting
 - Funding to support successful and local VCSE
 - Central funding held for draw down of temporary housing costs.
- 6.2 Once this funding arrives, delegation to director of People and Communities, in consultation for the portfolio holder for Housing and Wellbeing would enable it to be utilised quickly and efficiently to support Ukrainians.

7. IDENTIFIED RISKS

7.1 Placement breakdown

Placement breakdowns once the Ukrainian family are in situ would firstly have hugely negative impacts on the family, but also risks putting pressure on an already pressured housing system. To avoid this, visits are being undertaken

before the family arrive with a housing officer and a welfare officer to be clear on expectations, answer concerns, and check suitability. Furthermore, temporary accommodation options are being made available.

7.2 Safeguarding

The safeguarding of the Ukrainian families presents a significant risk, this could be in a number of ways, including where host families intentionally or unintentionally abuse their power where they are permitted to ask for a reasonable sum of money towards food and other costs. To mitigate against this, Norfolk County Council will undertake DBS checks, and visits by South Norfolk Housing officers and Welfare officers will ensure the hosts and houses are suitable.

7.3 Placement refusal

In the case of a very small minority of properties that have failed initial housing checks, the sponsors are worked with to see if the problems can be solved to avoid the Ukrainians having to find a new sponsor household.

7.4 Resource Implications – Outlined in section 6 titled Funding.

7.5 Legal Implications – no implications.

7.6 Equality Implications – The Ukrainians arriving will be new members of the community, and work is being done to allow them to integrate effectively and quickly. They will also be entitled to the same health care and education and support getting into these will be offered.

7.7 Environmental Impact – no implications.

7.8 Crime and Disorder – Officers are working closely with constabulary colleagues to prevent adverse behaviours towards Ukrainians in the community and vice versa. Any community disorder will be closely monitored and effectively managed.

7.9 Risks – Significant risks outlined above.

8. RECOMMENDATIONS

1. To acknowledge arrangements put in place.
2. To agree delegation to Director of People and Communities, in consultation for the portfolio holder for Better Lives to utilise any devolved funding to support Ukrainians.

Public Sector Equality Duty Annual Report

Report Author(s): Linda Mockford
Governance Manager
01603 430424
Linda.mockford@southnorfolkandbroadland.gov.uk

Sue White
Senior Governance and Deputy Monitoring Officer
01508 533800
Sue.white@southnorfolkandbroadland.gov.uk

Portfolio: Governance and Efficiency

Ward(s) Affected: All

Purpose of the Report:

To summarise the progress made by Broadland District Council and South Norfolk Council during 2021-22 in complying with their duty under the Public Sector Equality Duty, as required by the Equality Act 2010.

Recommendation:

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

1. Summary

- 1.1 The Equality Act 2010 requires public bodies to publish an annual report demonstrating how they have complied with the Public Sector Equality Duty. It is proposed that the report at Appendix A be published in order to fulfil that duty and enable service users, staff, the Equality and Human Rights Commission, regulators, and other interested parties to assess the equality performance of Broadland and South Norfolk Councils.

2. Background

- 2.1 The Equality Act 2010 introduced a Public Sector Equality Duty (PSED). This Duty requires Broadland and South Norfolk Councils in addition to other public sector organisations, 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.
- 2.2 This duty covers nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage, and civil partnership.

3. Current position/findings

- 3.1 Since 2019, Broadland and South Norfolk Councils have reported jointly on their shared equality work.
- 3.2 The report at Appendix A highlights just some of the activities and work which has been undertaken by the Councils during 2021-22, detailing how this meets our requirement to comply with the Public Sector Equality Duty.
- 3.3 In 2021, Cabinet requested that some statistics and figures for services such as disabled facilities grants, home visits, help hub contacts, postal/proxy voters etc be added to the future reports to provide some context. Where available, these have been included within the Report.
- 3.4 Members will note that much of this work would have been undertaken even if the Councils were not required to comply with the Duty, which demonstrates how the importance of diversity, inclusivity and equalities are at the heart of all we do as Local Authorities.

4. Proposed action

- 4.1 It is proposed that Cabinet approves the appended report for publication, in order to meet the statutory duties placed on the Councils by the Equality Act 2010.

5. Other options

- 5.1 Cabinet may wish to take another course of action, keeping in mind the requirements of the Public Sector Equality Duty as detailed in paragraph 1.1.

6. Issues and risks

- 6.1 **Resource Implications** – There are no resource implications associated with the publication of this report.
- 6.2 **Legal Implications** – If the appended report is not published, the Council will be in breach of its statutory duties under the Equality Act 2010.
- 6.3 **Equality Implications** – The publication of this annual report is a key mechanism through which the Council can fulfil its accountability to its residents, demonstrating that equality issues are taken seriously and evidencing the progress that has been made. Should this report not be published, as well as not meeting statutory duties, it could have the effect of undermining the importance of equalities to the community.
- 6.4 **Environmental Impact** – There are no environmental impacts associated with the publication of this report.
- 6.5 **Crime and Disorder** – There are no impacts to crime and disorder associated with the publication of this report.
- 6.6 **Risks** – If statutory duties are not met, action could be taken against the Council by the Equality and Human Rights Commission with legal, financial and reputational risks for the Council.

7. Conclusion

- 7.1 The report details the Council's successful work in demonstrating compliance with our Public Sector Equality Duty.
- 7.2 Publication of the appended report will not only fulfil our duty but also celebrate the examples of good work undertaken by the Councils.

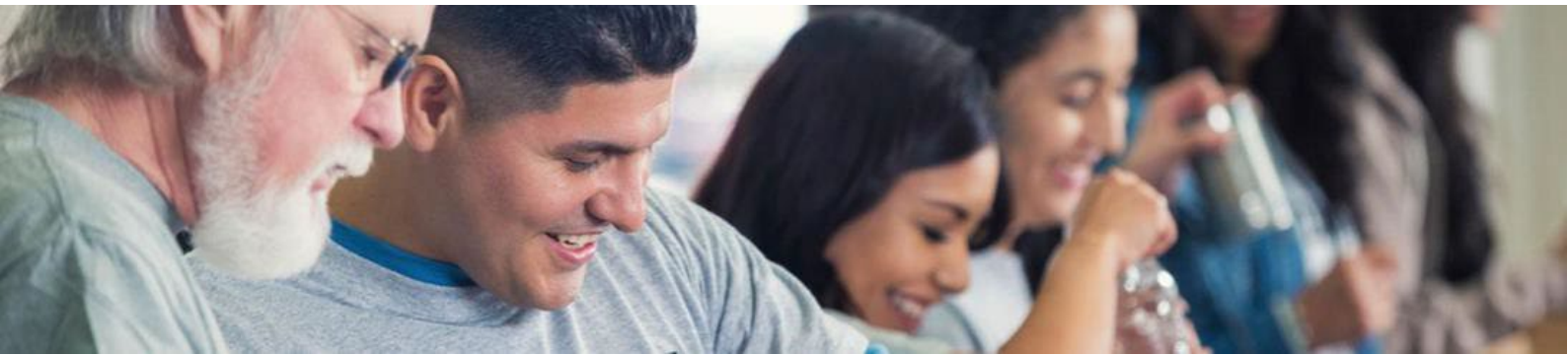
8. Recommendation

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

Background papers

None

Equalities at Broadland District Council and South Norfolk Council



Public Sector Equality Duty Annual Report 2021/22

The Public Sector Equality Duty

The Equality Act 2010 gave a formal requirement to all Local Authorities to comply with the Public Sector Equality Duty (PSED). That is, in the exercising of our functions, Broadland District Council and South Norfolk Council must have due regard to the need to:

- 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;**
- 2. Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and**
- 3. Foster good relations between people who share a relevant protected characteristic and those who do not share it.**

There are **nine** protected characteristics contained within the Act;

- **age**
- **disability**
- **gender reassignment**
- **pregnancy & maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**
- **marriage & civil partnership** (only relevant to Aim 1 - eliminating discrimination)

To ensure transparency of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 requires public authorities to publish information to demonstrate their compliance with the general equality duty. This report should pay particular reference to employees and people affected by the policies and practices of the Councils, who share one or more of the above protected characteristics. In addition to treating people fairly, justly and with respect, our duty is to find ways to support those who are disadvantaged or excluded, promote inclusion and celebrate diversity.

The Act requires local authorities to provide a service which is equally accessible to all their customers and a workforce which promotes diversity and equality. The benefits of a diverse workforce go beyond political correctness. Bringing in people with different backgrounds and perspectives can lead to better decision-making, greater innovation, higher engagement in the workplace, and can bring fresh ideas. It may also improve an organisation's reputation and make it easier to attract top talent. Companies that embrace diversity and inclusion report higher engagement, lower turnover, and increased income.

Equality considerations should be at the centre of policy formation and not merely a tick box exercise. Decision-makers should be aware of their obligations in order to comply with the Act, ensuring that mechanisms are in place so that relevant equality impacts can be taken into consideration along with other factors when they come to make their decision. There is a requirement for due regard to be given to removing or minimising disadvantages suffered by people due to their protected characteristics and sometimes this might entail treating a disadvantaged group more favourably than others. However, there will be times that, after consideration, decisions may be made which do not meet all equality issues and, in these cases, there should be a well-documented trail to demonstrate that issues have been raised and given due regard to ensure that compliance with the Act has been achieved.

This report demonstrates just some of the ways in which Broadland District Council and South Norfolk Council have complied with their Public Sector Equality Duty during 2021/22.

How we complied with the Act during 2021/22

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

For our residents:

Help Hubs

During the last year, the Councils, via the Help Hubs have worked hard to maintain effective collaboration between partners to ensure that those who are most vulnerable, and likely to be victimised, have the benefit of a multiagency partnership to share information and support.

Examples of where we have made a difference:

- *A resident living in one of our Districts is gay and a recovering drug addict. They have physical and mental health issues. The resident is very vulnerable and isolated. This resident came to our attention as they telephoned the Hub threatening suicide. The resident has been cuckooed numerous times and has been targeted by a group of drug dealers. Since contacting the Hub, they have received continuous support from our Connectors which has included the sourcing of support for mental health issues, and ensuring they are clothed and have food. The Connector also worked with the housing team to secure some alternative accommodation to ensure the safety of this resident.*
- *Via our Connector service, support is being offered to an Asian resident in our area. There were concerns raised that they were experiencing domestic abuse from their partner. The Connector is exploring support services for both the resident and their child. They are also working with the Housing team to secure alternative living arrangements.*
- *An elderly resident in our area, contacted the Help Hub and stated that she was experiencing issues with her adult son and that she wanted help with moving house. One of our Community Connectors ascertained that the resident was experiencing financial abuse from her son who was controlling her finances and being very intimidating. The Connector worked with the Operational Partnership Team (OPT) and carried out several joint visits. The Help Hub funded lock changes and replaced windows to secure the property, and also provided funding for CCTV. The Connector referred to the Norfolk Assistance Scheme (NAS) and obtained funding for carpets.*
- *A young, single mother was suffering from anxiety and depression that did not seem to be responding to medication. She stated that her life was full of problems that she could not resolve and was worried she may lose her home. The Connector was able to identify that she was a victim of domestic abuse (physical and financial) from a non-resident ex- partner. She was referred to the Haven Project for support. The Connector arranged, through the Council's Benefits Team, to clear her rent arrears, arising from financial exploitation by the ex- partner. They also arranged, through the Council's Housing Team, for her to be rehoused in a location unknown to the ex- partner and linked her with a local peer support group to increase her confidence and chance for socialisation in her new location.*

These examples demonstrate that isolation, abuse, and lack of confidence can affect people with protected characteristics and can often be barriers to fulfilling potential and seeking assistance to overcome discrimination and harassment. The help hub's strength is helping people to help themselves, as well as working closely with partners to ensure information and support is shared and coordinated.

Equality Impact Assessments

The Councils provide many different services for Broadland and South Norfolk residents – from housing to planning and from community work to the care of people using the services of the help hubs. Indirect discrimination can occur when a policy or procedure is put in place which applies to everybody but puts those who have a protected characteristic at a disadvantage. Therefore, when we plan and develop policies and services, or propose changes to services, we consider it essential that due regard is given to whether there are any potential negative impacts upon individuals and/or groups of people with protected characteristics. Risk and Equality Impact Assessments are undertaken by officers and their findings are documented and reported to enable decision-makers to take any issues into account as part of the decision-making process.

During 2021, the Councils reviewed their new Council Tax Allowance Schemes. A consultant assessed the Schemes and, after officers had undertaken a full Equality Impact Assessment for each of the Councils, it was agreed that there were no impact or adjustments needed for Broadland. The South Norfolk Scheme included differing levels of maximum Council Tax Allowance so officers considered how they could resolve the issue of parity within the Scheme. Several options were considered but ruled out as they would be costly, resulting in a negative impact upon other services provided by the Authorities.

The other option considered was for the Councils to lower the maximum level of Council Tax Allowance from 100% to 84% for lone parents with children under 5, but this would result in their average award decreasing by 16.5% compared to the current scheme in 2022/23. It was calculated that this would adversely affect approximately 650 lone parent households and it was noted that most lone parents, with children under five, were female. However, in order to mitigate this negative impact, it was proposed to disregard child maintenance payments for all claims and, to utilise the discretionary pot for those affected customers who did not receive any child maintenance but were experiencing financial hardship.

This example demonstrates that, when developing and changing their policies, the Councils are dedicated to giving due regard to removing or minimising disadvantages suffered by people, due to their protected characteristics.

Safeguarding

The Councils, through their members and staff, are the eyes and ears within our communities, at all times. We are aware that the impact of Covid-19 has been felt most by our more vulnerable residents. We are trained to spot signs and raise any concerns about any safeguarding issues where an individual may be at risk. Any concerns raised are dealt with by our Safeguarding Officers who make the appropriate investigations, involving our partner organisations, as necessary. One example of where our Officers have taken action where an elderly resident was suffering financial abuse is as follows:

At her son's request, Mrs R, an older woman, sold her property, gave her son the profits and moved in with him. Eight months later, the son said the house was too crowded and converted a shed next to the house and moved his mum into the 'granny annex'. After a year, the son said they could no longer afford the house and moved to a smaller one with no space for his mother. Mrs R consequently contacted the Council for advice. As a result, the Council worked with partners through a legal process where the son was forced to give his mother a lump sum, which enabled her to move out of his home and into sheltered housing.

Leisure Centres

In late 2021, South Norfolk Council was contacted by a group regarding problems experienced by some of their members who had learning difficulties. This was due to the decision by the Council that, like many other retail and hospitality businesses through the pandemic, to only accept contactless payments. The reasons for this decision were to protect the public and staff, restrict the spread of the virus, and to give leisure centre users every confidence that they would be using COVID-safe facilities. This guidance had been endorsed by leisure sector specialists in health and safety, and widely used by the leisure sector.

However, the Council had been aware that this practice created issues for some of its users who, due to a protected characteristic such as disability due to mental capacity, might be unable to access a bank account. After assessing and balancing the risks, it was decided that the leisure centres would revert to accepting cash payments but would still take every opportunity to encourage users to use cashless payment methods where possible.

This example demonstrates that the Council takes its obligations under the Equality Act very seriously when balancing the diverse needs of its residents and strives to ensure that discrimination is eliminated.

For our staff:

Bullying and Harassment

The Councils are committed to creating a work environment free from bullying and harassment, where everyone is treated with dignity and respect. In this vein the Councils do not tolerate discrimination, harassment or victimisation within its premises, by anyone associated or employed by the Councils, or by anyone pursuing prospective employment of the Councils.

Grievance

The Councils' grievance policy allows for all employees to have the right to raise a problem, complaint, or concern in relation to any workplace matter. The Councils will investigate and provide a fair, timely and transparent outcome for any instances of discrimination, harassment or victimisation, and these types of complaints are taken extremely seriously. The policy ensures clarity and equality for both employees and managers and requires that any special measures, along with reasonable adjustments, will be considered to ensure equality of access to the process for staff who possess one or more of the protected characteristics, as detailed in the Act.

Conduct

The Councils are committed to promoting equality and fairness amongst members of staff. In addition, employees must treat all members of the local community, councillors, suppliers, customers and residents with due regard to fairness, trust and integrity, creating a positive working environment in which to operate. The Councils ensure that understanding is promoted, with education on key areas a priority in preventing prejudice and forming positive relations between individuals and groups.

Staff and Member Training

The Councils have sourced and provided online, mandatory training courses via Skill Gate to ensure all staff and elected members have a good understanding of equality, diversity and inclusion, and are made aware of their duty under the Equalities Act. These modules are: 'The Importance of Equality, Diversity and Inclusion', 'Modern Day Slavery', and 'Unconscious Bias'.

Transgender Policy

We are strongly committed to equal opportunity, eliminating discrimination, promoting good relations, and valuing diversity through fair treatment in all aspects of the Councils' activities. The Transgender Policy aims to ensure that everyone is treated with equal dignity, fairness and respect, regardless of their gender identity. Our aim is to ensure the safety, comfort and integration of transgender or gender non-conforming employees whilst promoting equal opportunities. As part of the Councils' overall commitment to equality of opportunity, we are fully committed to promoting a supportive and harmonious working and service provision environment where every employee and member of the community is treated with respect and dignity. Our aim is to create an environment in which all employees and members of the public feel equally valued and welcome in accordance with the Gender Recognition act (2004).

New and expectant mothers

In order to ensure the health and wellbeing of new and expectant mothers, the Councils ensure that risk assessments are undertaken, in partnership with the pregnant employee, to assess and manage risks and identify suitable modifications and alterations to work activities and patterns. Since 2020, these have included the consideration of COVID-19 and the risks associated with this disease. Government guidance is followed, and risks are assessed appropriately, in line with this guidance.

Disability Confident Scheme

South Norfolk and Broadland District Councils have been awarded the Disability Confident standard. The Councils committed to working with the Job Centre and the Department of Work and Pensions to support and promote people who identify as disabled in the workplace. This commitment includes:

- ensuring our recruitment processes are free from discrimination and available through a range of channels;
- making job advertisements accessible which includes providing information in accessible formats, if required;
- offering interviews to those candidates who have a disability and meet the essential criteria for the role, as detailed in the job description; and
- making reasonable adjustments as required.

To read more about our aims under the scheme, please view the following link:

[Disability Confident scheme.](#)

Domestic Abuse Champions

South Norfolk and Broadland District Councils have several Domestic Abuse Champions across the One Team. These staff are available for anyone who needs to discuss any issues in confidence and/or access the help they may need. Staff can also, of course, access assistance through the Help Hub if they do not wish to speak to a Champion.

Staff Consultation Forum and UNISON Representation

The Councils operate a Staff Consultation Forum where employees can bring their views to the attention of management. The Staff Negotiation Forum is comprised of staff with representatives from UNISON and the management team. Membership of the group is diverse, and its representation encompasses staff who possess a variety of the nine protected characteristics, which ensures all staff are represented.

2. Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.

For our residents:

Help Hubs

The Help Hub is a service which is accessible to all through a variety of channels, meeting a diversity of needs appropriate to each individual. The aims of the Hub are to improve wellbeing, reduce and prevent crises and empower people to help themselves and their communities. It consists of a network of local resources that work together to support an individual or family. Organisations, including domestic abuse services, the Police, the NHS, Children's Services, the voluntary sector, and the Councils' teams are able to share information and work together to avoid duplication and provide holistic support. The diagram below demonstrates the many different needs of our customers and how the Hub can provide a joined-up solution to individuals who may require help from several services. This takes away the pressure on residents to attempt to navigate through the various providers, which can be difficult for anyone but, in particular, our more vulnerable residents who may be older or who have a disability.



During the year, we commissioned 'New Routes', a local charity supporting immigrant populations, to undertake a year's work in spreading the message around the support the Hub can offer amongst hard-to-reach ethnic groups. This has been successful and has resulted in referrals from these groups that we have not previously seen.

During the period covered by this report, there have been 3000 referrals to our Community Connectors. Our data shows that 25% of these referrals have been for people over the age of 65, 65% have been for women, and 72% have been for people who have a long-term illness or disability.

Housing Standards

The Councils' Housing Standards Team provides services which particularly benefit those who are elderly or disabled and to a lesser extent, residents who possess other characteristics as the elderly and disabled are more likely to need physical adaptations, and the BAME community in general are more likely to be in lower income roles, renting and in poorer quality accommodation, and more likely to be discriminated against.

The Councils continue to undertake proactive work around Houses in Multiple Occupation (HMOs). Throughout COVID-19 a number of unlicensed HMOs were identified which were proactively targeted. A proactive HMO project is currently in progress to identify HMOs and licence those which are required to be licensed and take enforcement action against unlicensed properties, where necessary. By requiring licences, we are ensuring that properties meet the standards required by law and we can ensure that people from poorer communities receive the same level of protection and support as those from wealthier communities.

Warm Homes

The Councils also have a comprehensive Warm Homes procedure. This assists residents with advice and financial packages to upgrade the thermal capacity of their properties, reducing bills and increasing internal temperatures. A large part of delivery affects vulnerable residents often elderly with associated health conditions.

As an example of the work undertaken: Mr X, who was in his late 70s, lived in a rural location. His house had solid walls and outdated electric room heaters. The property had an EPC of G and therefore was extremely expensive to run and beyond his income. The low temperature inside his property resulted in regular colds and respiratory issues. Upon a warm homes review, it was established that he was eligible for a fully funded central heating system and external wall insulation. As a result, his EPC was raised to a D, his property is now warm, and he has savings of over £1000 on his heating bills. His quality and longevity of life has improved enormously as a result of the intervention.

Disabled Facilities Grants Scheme

Another role of the Housing Standards Team is administering disabled facilities grants and other discretionary grant assistance which focus predominantly on helping residents, who are older and have physical or mental disabilities, to remain independent in their own homes. We proactively seek out those who are in need and work with partner organisations. Since 1 April 2021, the Councils have supported 745 residents, providing 203 Disabled Facilities Grants, 322 handy person scheme visits, 113 low level grants and 82 additional grants. A total of 359 grants have also been approved.

One example this year is as follows: We became aware of a man with a long-term neurological condition, which affected his mobility, vision, balance, and a mental health condition. He was unable to move around his home and bathe safely. There was also a high level of clutter and combustibles throughout the kitchen, living room and bedroom and the fire alarm failed to work. A Disabled Facilities Grant was awarded to provide a bathroom adaptation and safety equipment, including a shower chair, toilet frame, raised toilet seat, perching stool and armchair. A Mental Health Grant was used to clear, clean, and remove items from the property to enable contractors to safely access and undertake adaptation work and enable the resident to move safely around his home. Additional storage facilities were provided to encourage ongoing clearance and decluttering. The handyperson scheme was used to replace the faulty fire alarm.

Elections

It is essential that all residents are able to exercise their democratic right to vote in elections and the Councils make every effort to ensure people with difficulties and/or protected characteristics are able to do so. There are currently 111,278 voters in South Norfolk and 103,345 in Broadland. Postal and proxy votes enable people to have their say without attending a polling station on voting day. The 2021 elections took place during the pandemic and the Councils promoted the use of postal votes to enable people to vote without needing to put themselves at risk. This was particularly important for older residents and those who were more vulnerable. There are currently 20,951 people in South Norfolk who have a postal vote and 137 who vote by proxy. In Broadland, there are 19,732 people who have a postal vote and 44 who vote by proxy. We do, however, recognise that many people have other reasons for choosing to vote in this manner rather than because of age or disability.

The Returning Officer has provided alternative formats for some election documents on request. These have included large-scale forms, letters and electronic poll cards to meet the specific needs of the individual. Elections staff have made special arrangements with care homes to ensure residents are registered and are given the option of a postal vote, if desired. During election time, polling station staff have received training on how to assist people with disabilities and any other person who requires help. Staff have also made adjustments for candidate briefings to make sure they are accessible to people who are unable to attend in the usual manner, due to their protected characteristics.

At polling stations, Returning Officers are required to provide a 'tactile voting device' which can be attached to a ballot paper in order to assist blind or partially sighted voters to mark their ballot paper. Whilst these devices are helpful, some voters feel that it does not allow them to vote unaided and the Government has been legally challenged to implement changes. We note that measures in the forthcoming Elections Bill will include a requirement that a wider range of support for voters with disabilities be considered and we look forward to seeing what measures will be put in place to ensure polling stations are accessible for people with a wider range of disabilities and other protected characteristics.

In 2021, the PCC/NCC and Parish Elections took place, and the Councils were given the opportunity to work with the Cabinet Office and the RNIB in an exercise to test some equipment, in a small number of polling stations, to aid the blind and partially sighted to vote independently. This involved saving an audio file of ballot papers to a memory stick which could then be played and listened to by the voter via a sonic device and used in conjunction with the TVD. Feedback showed that, although the audio equipment was welcomed by some voters it did not allow for complete independence as the assistance of staff was still required to change the memory stick for each ballot paper. Feedback from the exercise was given to the RNIB and Department for Levelling Up, to help inform future changes.

The Returning Officer and his staff will continue to work with others including the Cabinet Office, Electoral Commission and RNIB to endeavour to offer solutions that work for all to advance equality of opportunity for people with disabilities.

Covid-19

The pandemic has affected everyone but, in particular, has had a huge impact on our elderly and disabled residents. The Councils' Covid Support Advisers have undertaken 22,500 doorstep visits to support residents required to self-isolate. The Help Hub has organised more than 40 voluntary groups undertaking over 4000 shopping trips and home visits during the pandemic, many of which are still in operation.

Accessibility of Website

Since 23 September 2018 it has been a legal requirement for public sector bodies to provide accessible digital content to both internal and external customers and employees. Statistics show that around 20% of people have some form of disability, such as vision or hearing problems, cognitive difficulties, dyslexia, ADHD, motor difficulties etc, and a further 20% are older people. In addition, customers may have temporary illnesses or disabilities, such as a broken arm which could make typing or scrolling through a website more difficult.

The Councils work hard to ensure that content on their websites meet with this requirement to remove disadvantages impacting on people with a disability. Bespoke training has been developed and delivered to staff. This included a demonstration of how a screen reader interpreted our own website, to make staff aware of the challenges faced by customers who need to use technical aids to navigate and read digital content. There are dedicated officers within the Councils who provide technical assistance to staff who send communications and update the website, and we have ensured that all staff complete a digital accessibility training course, via Skill Gate, to help ensure that our services are equally accessible to all our residents and customers.

Community Connectors

Our Community Connectors work hard to ensure that residents with any of the protected characteristics can enjoy the same quality of life as those who do not. They work with other partners to ensure that residents receive the support and assistance most suitable for their needs. This decreases the stress for the resident as they do not need to go back and forth between different organisations in order to deal with their separate issues. One example of the many times that Community Connectors have made a difference during 2021/22 is:

- *Through the Connector service, a South African resident, who had no access to public funds, has been supported in finding suitable housing after it was discovered they were living in unsuitable conditions. They had been left with long-term disabilities after being seriously ill in hospital for several months, and they needed equipment. The Connectors worked with Adult Social Services to provide support in sourcing this equipment so that the resident was able to enjoy a better quality of life.*
- *A lady in her late 70s had been feeling increasingly low since her husband's death last year. She suffered from arthritis which impaired her mobility, she had difficulty in socialising, and she struggled financially. The Connector was able to link her with a local voluntary befriending scheme to visit her at home and provide telephone support. They also made a referral to the Integrated Housing Adaptions Team who were able to install aids and assistive technology in her home making self-care easier and ensured that she had access to a pendant alarm through Contact Care, increasing her confidence at home. In addition, they identified that she was entitled to Attendance Allowance and successfully made a claim, ensuring that she was £70.00 a week better off. She can now afford a taxi three times a week to visit an old friend who lives at the other end of the town.*

For our staff:

Equal Opportunities

The Councils are committed to ensure equal opportunities exist on properties owned by the Councils or by anyone associated or under employ of the Councils, or by anyone pursuing prospective employ of the Councils.

The Councils have various employee-based schemes, aimed at instilling a culture of equality and equal opportunities for individuals who share, or do not share, a protected characteristic. These include:

- Dementia Friends. The Councils are registered with Dementia Friends which provides external resources and support for employees wishing to have more information, or who have friends or family affected by dementia. Many of the Councils' staff have undertaken training to become Dementia Friends;
- Kickstart youth employment scheme. The Kickstart scheme provides funding for job placements specifically aimed at individuals aged 16- 24 on Universal Credit, who are at risk of long-term unemployment. This helps to ensure that job and employability support is available to help the individuals find work going forwards;
- Flexible working policy. The Councils' flexible working policy is aimed at helping staff find the right balance between their professional and personal lives. This policy promotes equality and wellbeing amongst our employees, preventing personal circumstances from obstructing their professional careers;
- Maternity and paternity policies. The Councils' Maternity/Paternity Policies provide an opportunity for parents to take time away from work and return to their roles at the end of the period of leave;
- HEAR domestic abuse campaign. The Councils have signed up to the HEARpledge which helps victims of domestic abuse. The Councils have employees who are registered as domestic abuse champions and are able to provide confidential support and advice to employees seeking help;
- Mental Health and Wellbeing Policy to support employees and a Wellbeing and Mental Health Strategy and Action Plan. The Councils have also developed a policy to refer employees who are absent due to mental health to occupational health for support from day one and have created a discussion form to promote conversations on mental health and wellbeing as part of the formal 'return to work', discussion; and
- Menopause Policy and Menopause Champions. Many useful resources are available for managers and staff to upskill and learn more about menopause to ensure that women are able to continue to enjoy the same opportunities when they are dealing with the many symptoms which can occur when in menopause.

Mental Health Awareness and Support

A person is considered to have a disability under the Equality Act 2010 if they have a physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out normal day-to-day activities and can include depressive and anxiety-related impairments. One in four people will experience a mental health problem of some kind each year in England, whilst one in six people report experiencing a common mental health problem (like anxiety and depression) in any given week in England.

The workplace is no exception to this, the Councils employ over 750 staff in the One Team. Based on the above statistics, 188 of our members of staff will experience a mental health problem of some kind this year, whilst 125 members of our staff will experience a common mental health problem (like anxiety or depression) each week. The Councils are committed to helping our members of staff to live a happier healthier life both professionally and personally.

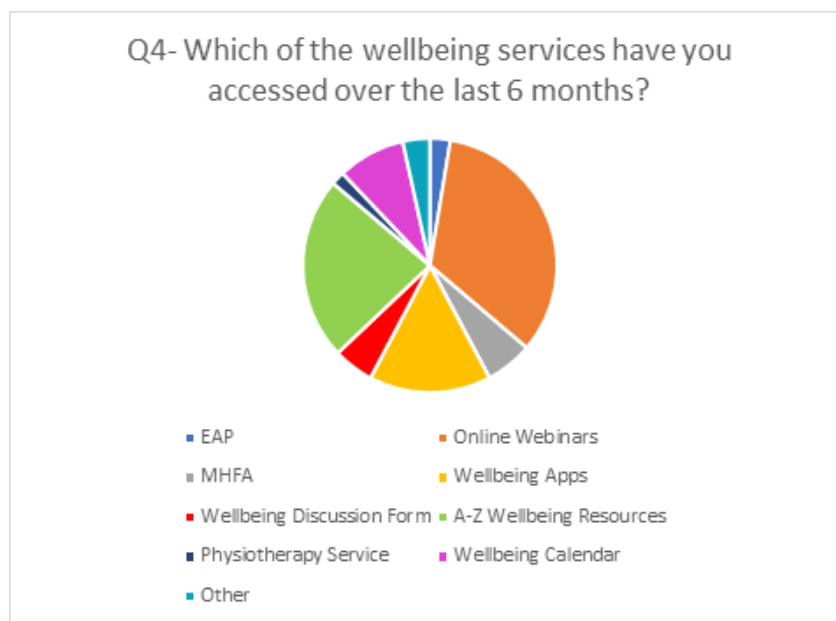
During 2021, with the continued practise of working from home, the Councils looked into the staff rate of sickness absence for the One Team and found some worrying statistics. During 2020, mental health related absence accounted for 45% of all sickness absence amongst staff and this figure was continuing to rise throughout 2021. In response, the Councils decided that an Organisation-wide campaign should be initiated to set up support groups, engage with employees, reduce stigma, provide resources, and work alongside partnered organisations all aimed to help our employees thrive. Many resources were made available to staff, including online webinars with professionals, one-one wellbeing discussions, drop-in sessions, and private discussions with trained mental health first aiders, the Employee Assistance Programme (detailed later in this report), a wellbeing app, an A-Z of wellbeing resources on Connect, a calendar of wellbeing events and regular wellbeing discussions during all-staff briefings.

The impact of campaign has been very positive. Throughout the year, the Councils have undertaken wellbeing surveys for all staff in order to gauge how the initiatives have worked and where improvements have been needed.

At the start of the pandemic, the One Team had only been in place for a short time and managers were just beginning to get to know their staff. The initiatives included ongoing wellbeing training for managers in order for them to be able to engage and support their new staff who were experiencing many issues with needing to work from home. The Councils developed one-to-one discussion forms to assist managers in bringing up sensitive issues and giving them the necessary skills to offer wellbeing support and/or signposting their staff to where further help could be accessed.

In July 2021, the staff wellbeing survey analysed 352 responses from staff and concluded that *90% of individuals felt thoroughly / moderately supported by their line manager*. This was an increase of 22% on the results gathered at the end of 2020. It was further concluded that *80% of individuals felt their manager encouraged them to look after their health and wellbeing* and *57% of individuals felt that senior management encouraged them to look after their health and wellbeing*. This averaged 69% of *individuals who felt that their manger and senior management encourage them to look after their health and wellbeing*, demonstrating an increase of 8% on the data attained at the end of 2020.

Analysis of the data, received from the 352 responders, showed that there was a good split in the types of support being sought by staff in the One Team:



*EAP – Employee Assistance Programme

*MHFA – Mental Health First Aider

Employee Assistance Programme (EAP)

The Councils have an active partnership with Care First, who provide an employee assistance programme and wellbeing app for all staff. Employee Assistance Programme (EAP) offers advice and support for employees for many of life's challenges. It supports our employees' total wellbeing and battles the stigma around mental health in the workplace by giving employees safe spaces to talk, and resources for reducing stress. When it comes to wellbeing, it's all-too-easy to focus on the physical side – the coughs, colds, and broken arms that we can see in others. However, mental health should be also a major cause of concern as over 13 million working days are lost every year to stress. Stress, depression, and anxiety are believed to trigger 70% of doctor visits and 85% of serious illnesses. The EAP gives people the support they need, and helps to create a culture that cares, providing support, guidance and advice.

During 2021/22, there has been an increase in the number of staff reaching out for help via the employee assistance programme. Over 70 contacts have been made by staff this year compared to less than 25 during 2020/21. We attribute this sharp uptake in figures to the promotions of the service throughout broadcast messages and all-staff briefings, and a decrease in the stigma of mental health together with the regular reinforcement of a strong message from management to reassure people that 'it is okay to ask for help'.

3. Foster good relations between people who share a relevant protected characteristic and those who do not share it.

For our residents:

Help Hub

The Help Hub continues to assist and support people with protected characteristics who have difficulties in integrating with others. One example where the Help Hub provided such support is as follows:

- *We received a request to support a transgender woman who had recently re-identified her gender. She was having difficulties at work and was struggling with maintaining integration into the local community. Our Connector Team supported her with confidence-building, provided her with practical advice and introduced her to a support network through Norfolk LGBT+. The resident now feels more confident and is building her social networks.*

Support for Community Groups

Over the past year, the Councils have supported over 287 community groups including six different community transport schemes. All of the community groups, to which we provide funding, commit themselves to be inclusive but don't necessarily draw specific attention to this to avoid alienating groups or individuals. There are 38 Mutual Aid Groups set up across the two Districts. They formed a vital lifeline during the pandemic to ensure those who needed food, medication etc. were supported to remain at home. This has had the knock-on effect of providing a vital support service to disabled residents and those who struggle to travel with ease.

New Community Groups

Since the conclusion of lock down at least 26 new community groups have been set up across the Districts. These include:

- *A community kitchen set up by Hethersett Hearts for isolated older residents. Participants are collected by volunteer drivers and are provided with a hot meal and social activity;*
- *Dopeamine Shred – a initiative to promote good mental health and help address social anxiety through snowboarding; and*
- *An Autistic Spectrum Disorder/Attention Deficit Hyperactivity Disorder Support group in Diss that offers support and advice to parents alongside a place for their children to socialise.*

Mental Health Support Groups

The Councils continue to support the three mental health peer support groups set up in the previous year, while working actively to expand this network in two more market towns. The community connectors are working closely with both the community mental health teams and the wellbeing service to ensure that those whose mental health difficulties can be addressed through societal interventions are readily availed of the social prescribing service.

Norwich Pride 2021

The Councils continued their active support of Pride during 2021. In addition to several events for staff, as detailed later in this report, in July 2021, an LGBT+ Awareness presentation was provided by the Norfolk LGBT+ Project: norfolklgbtproject.org.uk

The aim of the presentation was to make staff more aware of LGBT+ issues, which helps us to provide improved services, foster good relationships between people, and appreciate, understand, and embrace the diverse needs of our customers.

The Impact of COVID-19

It is disappointing that many of the usual planned community activities and events, which would have celebrated diversity and fostered good relationships within the community during 2021 and 2022, had to be cancelled due to COVID-19. We remain optimistic that these events and more will be able to take place during this next year now that restrictions have been lifted.

For our staff:

Staff Supporting Staff - In-house Mental Health First Aiders

In our 2020/21 report, we documented the need for employees to speak directly to friends and colleagues who understood each other's issues and could offer support. It is felt that providing help in-house, fosters good relationships between people who share the protected characteristic of mental health disability and those who do not and also raises the awareness of mental health throughout the organisations, without stigma.

During 2021 and into 2022, our consort of trained mental health first aiders has grown, and we now have a team of 60. This team is diverse, spanning all levels throughout the organisation and includes HR and Trade Union representatives to ensure we are actively engaging with all facets of the Organisation. The group meets monthly and new ideas are discussed, resources and best practices are shared, and guest speakers attend to deliver and inform on key messages and services. During 2021-2022, guest speakers have included the Partnership Coordinator and a councillor from Norfolk and Waveney Mind, the Project Lead on the Broadland County Park Green Spaces Project, and a volunteer from the Samaritans Mental Health Service.

Staff are able to identify Mental Health First Aider from their lanyards, from posters around the buildings and also from information documented on the staff intranet. The Mental Health First Aider Team also delivered frequent, regular support drop-in sessions for members of staff during May-December 2021 for staff who were working at home. Employees could log in virtually and receive help, advice, or just have a non-work chat which proved invaluable to some staff who were struggling to cope or who lived alone during lockdown. The Team has received very positive feedback, especially from individuals returning to the office after a long period of absence.

Promotion of Equalities Events

The Councils have advertised and promoted many varied events to the One Team, via broadcast messages, emails and on Connect, encouraging staff to get involved with activities which promote and raise the awareness of equalities issues. During 2021/22, these have included:

- Norfolk and Waveney Mind- Walk the Districts Challenge 2021 – Walking to Prevent Suicide Relay;
- Stress Awareness Month seminars - May 2021 – Managing Pain and Improving your Posture When Working from Home, Building Resilience Introduction, Health and Wellbeing for Women, and Health and Wellbeing for Men;
- Global Accessibility Awareness Day webinars;
- World Menopause Day seminar and resources; and
- World Mental Health Day – October 2021.

Norwich Pride 2021

The Councils continued their annual support of Norwich Pride Week with a number of activities, before the Virtual Pride event took place on 31 July 2021. Several events, both online and in person, were arranged and all staff were strongly encouraged to get involved.

- On 26 July 2021, the Pride flags at both South Norfolk House and Thorpe Lodge were raised. This was followed by a 'bring your own picnic' at each location in the grounds as a mark of support for the event and to raise awareness and discussion amongst staff;
- A virtual 'rainbow cake-bake' allowed staff working remotely to take part in a fun activity to raise the profile of Pride Week, with pictures of the cakes being showcased on Connect;
- On 27 July 2021, the LGBT+ Representative for the Yare Valley Branch of UNISON hosted a remote UNISON Open House drop-in session which allowed staff to join him for a chat in a friendly and safe environment; and
- On 29 July 2021, an LGBT+ Awareness presentation was provided by the Norfolk LGBT+ Project <https://norfolklgbtproject.org.uk>. The aim of the presentation was to make staff more aware of LGBT+ issues, and, as detailed earlier in this report, helps us to grow our understanding of the diverse needs of our customers.

CABINET CORE AGENDA 2022/23

Date	Key	Title of Report	Responsible Officer	Portfolio Holder	Exempt
19 Apr		Ukraine Update Briefing Report	Jamie Sutterby	John Fuller	
	Key	Submission of Wymondham Neighbourhood Plan	Richard Squires	John Fuller/Lisa Neal	
	Key	Submission of Tivetshall Neighbourhood Plan	Richard Squires	John Fuller / Lisa Neal	
	Key	Microsoft Enterprise Agreement	Corinne Lawrie	Kay Mason Billig	Exempt
	Key	Millfields Hempnall – Land Options and Asset Disposal	Emily Larter	Lisa Neal	Exempt
		Equality Annual Report	Sue White	Kay Mason Billig	
	Key	Addendum to the 2022/24 Delivery Plan and the Use of Earmarked Reserves Created as a Result of the In-Year Budget Options	Debbie Lorimer	John Fuller	
16 May	Key	Outcome of the Accommodation Review	Debbie Lorimer	Kay Mason Billig	Part Exempt
13 June	Key	Food Safety Commercialisation Options	Nick Howard	Richard Elliott	
	Key	Licensing Services Commercialisation Options	Nick Howard	Richard Elliott	
		Compulsive Purchase Order Report	Mike Pursehouse	Alison Thomas	Exempt
	Key	City Deal Borrowing and the Establishment of the Greater Norwich Strategic Investment Fund	Phil Courtier	John Fuller	
		Starston Neighbourhood Plan – Consideration of Examiner's Report	Richard Squires	John Fuller/Lisa Neal	
	Key	Investment Opportunity on the NRP Enterprise Zone	Nina Cunningham	Lisa Neal	Exempt
		Harleston Neighbourhood Plan – Consideration of Examiner's Report	Richard Squires	John Fuller/Lisa Neal	
		£150 Energy Rebate Briefing Paper	Mike Pursehouse	Alison Thomas	
		Quarter 4 Performance Risk and Finance report	Sinead Carey	Kay Mason Billig / Adrian Deanley	
18 Jul	Key	Submission of Diss and District Neighbourhood Plan	Richard Squires	John Fuller/Lisa Neal	
	Key	Regulatory Enforcement Policy	Nick Howard		

Date	Key	Title of Report	Responsible Officer	Portfolio Holder	Exempt
22 Aug					
26 Sept	Key	Draft Local Development Order FEP	Nina Cunningham/ Glen Beaumont	Lisa Neal	Tbc
	Key	Draft Local Development Order Browick Interchange	Nina Cunningham/ Glen Beaumont	Lisa Neal	Tbc
	Key	Housing Development Strategy	Helen Skoyles	Lisa Neal	

A key decision is an executive decision which will:

- (a) result in the Council spending, or saving a **significant** amount compared with the Budget for the service or function the decision relates to; or*
- (b) to be **significant** in terms of its effects on communities living or working in an area, comprising two or more wards in the area of the Council, in that it will:*
 - (i) Have a long-term, lasting impact on that community; or*
 - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or*
 - (iii) Removes the provision of a service or facility for that community; or*
 - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or*
 - (v) Have the potential to create significant local controversy or reputational damage to the Council; or*
 - (vi) Is a matter that the decision maker considers to be a key decision.*

When assessing whether or not a decision is a key decision the decision maker must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision if:

- (a) the amount spent is £200,000 or more of revenue expenditure; or*
- (b) savings of £75,000 or more per annum, or*
- (c) capital expenditure of £200,000 or more (where a decision makes a commitment for spending over a period of time, it is the total commitment that must be considered to see if it is a key decision).*