Scrutiny Committee

Wednesday 10 May 2017

9.30 am, Council Chamber *
South Norfolk House, Cygnet Court,
Long Stratton, Norwich, NR15 2XE

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

Large print version can be made available

Contact: Sue Elliott on 01508 533633 or democracy@s-norfolk.gov.uk

* Please note change of room
Members of the Scrutiny Committee:

Cllr L Neal (Chairman)
Cllr T Lewis (Vice-Chairman)
Cllr B Bernard
Cllr B Duffin
Cllr D Fulcher
Cllr C Gould
Cllr K Kiddie
Cllr G Minshull
Cllr J Wilby

This meeting may be filmed, recorded or photographed by the public; however anyone who wishes to do so must inform the chairman and ensure it is done in a non-disruptive and public manner. Please review the Council’s guidance on filming and recording meetings available in the meeting room.
Agenda

1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters 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 attached page 7)

4. To confirm the minutes of the Scrutiny Committee meetings held on Wednesday 25 January 2017 and Wednesday 8 February;

   (attached pages 8 and 14)
5. Local Development Order Greater Norwich Food Enterprise Zone: Broadland District Council;

In line with the Cabinet decision of 6 February 2017(detailed below), officers from Broadland District Council will be in attendance for this item, to provide more details regarding the proposals, in light of their consideration of SNC’s response to the consultation.

<table>
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<tr>
<th>RESOLVED:</th>
<th>To make the following representations to Broadland District Council:</th>
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<td>1. That South Norfolk Council supports the principle of the draft Local Development Order, on the condition that Broadland District Council incorporates all the amendments to the draft order as set out in Section 3 of this report;</td>
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<td>2. Request that Broadland District Council assess the need to undertake a full Environmental Impact Assessment of the proposals and in making the reassessment, take in to account the responses received from the consultation exercise;</td>
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<td>3. Invite officers from Broadland Council to attend a meeting of the Scrutiny Committee, and/or consider a joint Scrutiny Committee meeting, to provide more details regarding the proposals.</td>
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Members are requested to consider the further details requested by Cabinet regarding the LDO and provide feedback to Broadland District Council.

Report to 6 February 2017 Cabinet including Broadland District Council’s responses to South Norfolk Council’s comments (attached – page 20)

Modified Local Development Order (attached – page 33)

Secretary of State’s letter regarding EIA Screening – (attached page 55)

6. Scrutiny Work Programme, Tracker and Cabinet Core Agenda; (attached – page 57)
Working style of the Scrutiny Committee and a protocol for those attending

**Independence**
Members of the Scrutiny Committee will not be subject to whipping arrangements by party groups.

**Member leadership**
Members of the Committee will take the lead in selecting topics for and in questioning witnesses. The Committee will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee's questions about topics, which relate mainly to the Council's activities.

**A constructive atmosphere**
Meetings of the Committee will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committee should not feel under attack.

**Respect and trust**
Meetings will be conducted in a spirit of mutual respect and trust.

**Openness and transparency**
The Committee's business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee's meetings will explain the discussion and debate, so that it could be understood by those who were not present.

**Consensus**
Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.
Impartial and independent officer advice
Officers who advise and support the Committee will give impartial and independent advice, recognising the importance of the Scrutiny Committee in the Council’s arrangements for governance, as set out in the Constitution.

Regular review
There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

Programming and planning
The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

Managing time
The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.
DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. 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 on the matter.
- 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.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.
SCRUTINY COMMITTEE

Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 25 January 2017 at 9.30am.

Committee Members Present: Councillors: L Neal (Chairman), B Bernard, D Fulcher, C Gould, K Kiddie, T Lewis, G Minshull and J Wilby

Apologies: Councillor: B Duffin

Substitute Member: Councillor: C Foulger

Cabinet Member in Attendance: Councillor: M Edney, L Hornby and C Hudson

Other Members in Attendance: Councillors: J Mooney and T Palmer

Officers in Attendance: The Director of Business Development (D Lorimer), the Director of Growth and Localism (T Horspole), the Business Improvement Programme Manager (A Mewes), the Head of Growth and Economic Development (J Munson), the Head of Environmental Services (B Wade), the Head of HR and Finance (P Catchpole), the Head of Business Improvement (M Sage), the Property Manager (R Garfoot), the Community Capacity Manager (K Gallagher) and the Senior Governance Officer (E Goddard)

One member of the Peer Review Team was also in attendance.
1189 MINUTES

The minutes of the meeting of the Scrutiny Committee held on 21 December 2016 were confirmed as a correct record and signed by the Chairman.

1190 REVIEW OF THE 2017-18 BUSINESS PLAN

In the absence of Cllr Fuller, Cllr Edney introduced the annual Business Plan for 2017-18. Members were advised that the Plan had, once again, been developed around the Council’s corporate policies as defined in its Corporate Plan, and had been written through iterations by officers and reviewed at Directorate Management and Strategic Leadership Team meetings, and at two staff workshops. It was noted that, as part of the Plan, staff had been engaged in a ‘10% Challenge’ to identify innovative ways to achieve additional income and efficiency savings for the Council. Cllr Edney was pleased to note that an informal Scrutiny-led member workshop had produced enhancements to the Plan but was disappointed to report that few members had attended the workshop.

The Business Improvement Programme Manager provided the Committee with feedback from the member workshop which had been held on 13 December 2016. He explained that, as a key focus of the Plan for 2017-18 had been the 10% Challenge and the Plan had been developed in parallel with the budget, more emphasis had been put on financial matters. The Committee was advised that suggestions from member and staff workshops had been documented and would be reviewed and fed into the next year’s Business Plan. Members were also advised that, following feedback, the Council’s South Norfolk on Show event would be supplemented by a “South Norfolk presence at other events, akin to a “South Norfolk on Show on Tour” which would take place four times a year in different locations throughout the District.

The Committee was invited to consider the draft Business Plan, page by page, to offer comments and suggestions, and provide its recommendations to Cabinet.
Staffing
Members queried the level of staffing in the Council and were advised that figures contained within the Plan included staff vacancies. It was clarified that staffing levels overall had increased in comparison to the previous year, due to the conversion of some agency posts into permanent posts, and also due to the increased staffing requirements at Wymondham Leisure Centre. In response to a member’s question, it was confirmed that efficiencies identified through the 10% challenge had resulted in a reduction of 8 full time equivalent (FTE) posts. Members were pleased to note that there were no plans for staff redundancies and that these reductions would be implemented through the re-alignment of posts, by digital transformation, and by improving ways in which the Council’s officers worked. The Committee noted that the Council was constantly looking at opportunities to enhance its services and was currently actively progressing a potential procurement consortium, which would follow the model of the existing audit consortium.

Citizens Advice Bureaux funding
The Committee discussed how the Citizens Advice Bureaux (CABx) had been affected by the reductions in funding from the Council. Officers advised that although the Council had reduced it’s funding to the CABx, this was instead being re-directed to Early Help and used to maximise the outcomes for early prevention with FIRST posts. It was agreed that the CABx played a role in helping residents but that in many cases, residents were obtaining further help from the Council resulting in a duplication of work and spending. Due to this, it had, therefore, been agreed with the CABx that its funding would be reduced.

Commercial property investment and development
Members discussed the Council’s commercial property investment and development, and were advised by the Property Manager that officers were currently carrying out viability appraisals on its own sites to ascertain whether to develop them, but that the Council would also be considering further sites. In response to a member’s question, it was clarified that, although there would be some rental properties on the two sites currently being built by Big Sky Developments, these would be rented at market rates and managed by Big Sky Property Management. The Director of Growth and Localism added that the Council was also considering Government-funded schemes to secure funding to accelerate the rate of house building.

Skills requirements
The Committee considered ‘skills requirements’ and the promotion of employment opportunities and apprenticeships for South Norfolk businesses. Officers advised that this was creating a valuable link between the economic development work of the Council with local businesses, and the users of the Help Hub who might be seeking employment or skills training.
Market Towns Initiative and Visitor Economy Initiative
There was a brief discussion regarding the Market Towns’ Initiative. Officers confirmed that although the Initiative would be ceasing at the end of the financial year, this would be replaced by a Visitor Economy Initiative which would still be staffed by one full time officer. Members were pleased to note that, in addition to the market towns, this new Programme would also cover the rest of the District.

Council website
The Committee discussed the Council’s new website and, although a few members expressed some frustration with the search facility of the site, it was accepted that, with practice, the website would become easier to navigate. It was reported that the search function was also being enhanced and would continually improve with use.

Universal Credit
In response to a member’s question regarding what implications Universal Credit might have upon the Council, the Director of Growth and Localism stated that the current impact was small with only 14 claimants in the District receiving the benefit. Members were advised that a review of Revenues and Benefits was taking place to ascertain how the Council’s staffing, systems and connections with the Department of Work and Pensions (DWP) would need to be aligned to take on Universal Credit on a larger scale.

Dog bin services
Members expressed concerns regarding the Council’s proposals to implement an increase in the charge to town and parish councils in the District for dog bin services. Whilst it was accepted that some towns and parishes had not been fully charged for the service in the past and an alignment was necessary to bring them into line with other towns and parishes, it was felt that the timeliness of the increase in charges had been unfair as town and parish councils had already set their precepts for the year before becoming aware of the rise. It was put forward that the service was discretionary and at the request of parishes and towns, and there had been discussion at the Town and Parish Clerks’ Consultations regarding the need to increase charges at both the July and December 2016 meetings. Members generally agreed that the increase in fees for some towns and parishes would significantly affect their finances and it was proposed that the Scrutiny Committee recommend that Cabinet introduce the proposed increases to fees and charges in relation to dog bin services in a phased approached: 50% in 2017/18, increasing to 100% in 2018/19. It was suggested that members encourage town and parish councils to review their dog bin requirements to ensure they were obtaining the best value for money with the numbers and placement of dog bins.
Garden waste
The Committee discussed the increase in fees for garden waste bins. The Head of Environmental Services advised that officers had carried out research on costs of the collection and disposal of garden waste, in comparison with other Councils, and considered that the new fees and charges still offered good value for money. In response to a member’s query as to whether the service could be reduced in the winter months to save on funds, officers stated that this would be difficult to implement as residents had different patterns of gardening and it was not always easy to predict weather trends. However, it was noted that during the winter period the crews operated with one less loader, given reduced demand, which helped to manage the overheads. The Head of Environmental Services advised that the Council was working on expansion plans to generate income from commercial customers. It was suggested by Cllr Lewis that the Scrutiny Committee might want to review this in the future.

Community Transport
Members expressed concerns about funding for community transport in the District. The Community Capacity Manager reassured the Committee that there were currently no plans to reduce the Council’s funding to community transport providers. She advised that much work was being carried out with Norfolk County Council and Breckland District Council to review all types of transport providers in the area and to view these in a more holistic way to ensure residents were easily able to access the transport type appropriate to them. Members noted that, once the work had progressed, a report would be produced for consideration by Cabinet.

Mobile working
The Committee briefly discussed the migration from Good to Office 365 and were advised that plans were underway to enable staff to work away from the building. The Head of Business Improvement advised that more information would be provided to members once this was available.

The Committee thanked members and officers for their work in preparing the draft Business Plan and commended staff for their success in identifying additional income and efficiency savings for the Council through the 10% Challenge, and it was then:

RESOLVED: To note the draft Business Plan and commend it to Cabinet, subject to the following recommendation:

- that Cabinet introduces the proposed increases to fees and charges in relation to dog bin services in a phased approach: 50% in 2017/18, increasing to 100% in 2018/19.
1191 SCRUTINY COMMITTEE WORK PROGRAMME AND TRACKER, AND CABINET CORE AGENDA

The Committee noted the Work Programme, Tracker and Cabinet Core Agenda.

(The meeting concluded at 11:13 am)

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Chairman
Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 8 February 2017 at 9.30am.

Committee Members Present: Councillors: L Neal (Chairman), B Bernard, D Fulcher, C Gould, K Kiddie, T Lewis, G Minshull and J Wilby

Apologies: Councillor: B Duffin

Substitute Member: Councillor: C Foulger

Cabinet Member in Attendance: Councillor: L Hornby and C Hudson

Other Members in Attendance: Councillors: J Mooney and T Palmer

Officers in Attendance: The Director of Business Development (D Lorimer), the Director of Growth and Localism (T Horspole), the Director of Commercialisation (D Fergus), the Head of Resources (P Catchpole), the Accountancy Manager (M Fernandez-Graham), the Community Leisure Manager (M Heazle), and the Senior Governance Officer (E Goddard)
Cllr Hudson introduced the report, which sought to provide members with details of usage, income and membership figures, since the refurbishment of the Diss and Wymondham Leisure Centres, to enable them to evaluate the impact of the improvements. The Committee was pleased to note that Wymondham Leisure Centre had achieved its goal of 2000 members as at 1 February 2017, and that membership and footfall had steadily increased at Diss Leisure Centre.

The Director of Business Development provided members with a presentation to detail how the usage, income and memberships of the two leisure centres had changed, using the figures from 2013/14 as a baseline, as this was the last full year before Cabinet had agreed the programme of refurbishments in January 2015. The Committee noted that, since 2013/14, the average number of members had increased, income and footfall had increased by 31%. Officers explained that income figures for Wymondham Leisure Centre showed a decline in 15/16 as the centre had been closed for refurbishments and that, during the closure, some members had found alternative facilities and were now tied into contracts elsewhere, although it was hoped that these customers would return once their contracts ended. It was noted that there had been a noticeable surge in membership after Christmas, which was always expected, and officers agreed that it was important to retain these memberships by keeping users engaged and enthused.

Members noted that although the Council had undertaken some marketing schemes to raise the profile of the leisure centres, an assessment of the varying customer needs in different areas of the District was to be undertaken, so that a more robust and thorough marketing campaign could be planned. In response to a member’s question regarding the target audience for the leisure centres, officers explained that there was ‘something for everyone’ and that an analysis of the demographic of the catchment areas would enable a more targeted marketing approach. It was also noted that the centres offered a ‘Referral Scheme’, which provided customers, who had been referred by their GPs for physical or mental health issues, a 12-week membership at a reduced price. It was hoped that after this period, they would continue with their usage of the facilities, having become more comfortable with visiting the Centre and its associated health benefits.

Members were advised that the spa facilities at Wymondham Leisure Centre had not achieved the income originally anticipated. The Director of Business Development explained that there had been difficulties in finding users for the treatment rooms although a number of options had been investigated, as detailed in the report. The Committee was advised that officers were currently in negotiation with City College Norwich to use the spa as a training facility and to appoint a spa supervisor to run the facility on a profit-share basis. Members noted that although the details had not yet been agreed, this arrangement would allow the Council to benefit from the expertise and branding of an existing provider, to achieve secondary sales from the café and hopefully membership, and would also fit well with the Council’s commitment to provide apprenticeships.
The Committee was assured that, although prices had been increased in the leisure centres, memberships remained competitive with other providers. Some concerns were raised regarding the ‘budget gyms’ in the area but officers reassured members that these establishments offered a different level of service so could not be compared on a like-for-like basis, although it was noted that they could attract some members away from the Council’s leisure centres. Members were pleased to note that Sport England were carrying out a case study on Wymondham Leisure Centre and had stated that South Norfolk Council had ‘raised the bar for in-house leisure provision.’

Members considered the usage of the swimming pool at Diss and questioned the frequency of the Swim School, which took place every weekday between 4pm and 6pm. Some concerns were raised that this schedule meant that children who were not members of the Swim School were unable to use the pool during these hours after school. Officers advised that the Swim School produced a large income for the leisure centre and provided children with a life skill. It was noted that there was already a high demand for Swim School places so it would not be desirable to reduce these sessions. In response to a member’s question regarding the possibility of refurbishing the school swimming pool at Long Stratton High School to be used in conjunction with Long Stratton Leisure Centre, the Director of Business Development advised that the Council had not ruled this out, but that investigations would be made into the likely costs of the project to see if there was a realistic business case to consider, as the Council would not wish to take on further liabilities.

There was a discussion around any potential benefits in setting up a trust or a limited company for the Council’s leisure facilities. The Director of Business Development advised that setting up a limited company would make the leisure centres liable for Corporation Tax. She explained that the Council had previously investigated the possibility of changing the status of the centres into a trust but that, when calculated some years ago, the financial impact of the VAT savings and business rates relief was not significant to justify the loss of control. It was reported that there was also a legal challenge through the European courts as to whether the VAT benefits of becoming a trust would continue. Members were advised that the creation of a trust would result in the loss of the Council’s ability to steer and control the aims and finances of the leisure centres, so this, together with the high costs of setting up a trust, would not be considered an advantageous proposition. However, it was noted that officers were reviewing alternative delivery methods to ensure the case for retaining and operating facilities in-house still remained.

The Committee questioned the cost of the leisure centres to Council Tax payers and was advised that the centres, along with their refurbishment costs, were currently being subsidised by the Council. It was suggested and agreed that a report be brought back to the Scrutiny Committee in June 2018 to review the progress and performance, and also to apprise members of the financial situation and profit and loss accounts.
The Committee thanked officers and it was then:

**RESOLVED:**

1. To note the report and support the proposals outlined in Section 4 of the report;

and

2. That the Scrutiny Committee review the progress, performance and financial position of the Council’s leisure centres in June 2018.

**1193 2017/18 BUDGET; REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX 2017/18**

In the absence of Cllr Edney, Cllr L Hornby introduced the report, which detailed the Revenue Budget from which Council Tax levels would be determined by Full Council, and proposed a capital programme for the financial years 2017/18 to 2020/21.

The Head of Resources advised the Committee that the main change had been the Government’s decision to amend the New Homes Bonus (NHB) scheme with the outcome that the level of New Homes Bonus had reduced more severely than had been anticipated in the Council’s October Medium Term Financial Strategy. Members were advised that SNC had campaigned for transitional relief to cushion the impact of these decisions but that the final financial settlement was not yet known.

In response to a member’s question regarding the Council’s borrowing plans and whether these were secured on fixed or variable interest rates, officers advised that this was dependant on the type of borrowing and determined on a case-by-case basis. The Head of Resources reassured members that the Council worked closely with treasury advisors when deciding on borrowing strategies. The Accountancy Manager added that the Council had limited its variable borrowing levels to £200,000 so the majority of its borrowing would be on fixed rates.

Concerns were raised regarding the Council’s commercial ventures, in particular Big Sky Developments, and how the Council had placed itself in competitive markets. The Director of Business Development provided a brief overview of the plans for Big Sky Developments, stating that the intention was that more development opportunities would be presented to Cabinet as they arose. She added that these developments would also provide secondary benefits to the Council, such as Council Tax income, Community
Infrastructure Levy (CIL), business rates from commercial units, and income from building control work. Members noted that the Government’s White Paper, which had been announced the previous day, had reinforced the need to build more homes and had stressed the significance of small builders, custom builds and housing associations all coming forward to accelerate the housing market. The Director of Growth and Localism added that although the Council was looking, through Big Sky Developments, to build more houses for sale and market rental, the wider plan was to bring forward more land for the building industry to develop. In response to a member’s question, the Director of Business Development agreed to circulate the mission statement for Big Sky Developments to members of the Committee, by email.

The general consensus of the meeting was to endorse the recommendations of Cabinet however; Cllrs Lewis and Bernard reserved their positions on this matter until the meeting of Council on 21 February 2017.

RESOLVED:

To endorse the recommendations of Cabinet for the Revenue Budget, Capital Programme and Council Tax 2017/18.

1194 2017/18 BUDGET;
TREASURY MANAGEMENT STRATEGY 1 APRIL 2017 TO 31 MARCH 2020

The Accountancy Manager summarised the salient points in his report, which sought to outline the proposed Treasury Management Strategy from 1 April 2017 to 31 March 2020, briefly detailing the Council’s borrowing strategies over the four-year period.

In response to a member’s question regarding whether there was a ‘safe zone’ where the Council would feel comfortable with its borrowing levels, officers explained that there was no definitive answer and that it depended on the Council’s circumstances, it’s total reserves, and the level of risk it was prepared to take. Members were reassured that it was not unusual for a Council to borrow funds, especially where investment of these funds would produce a return.

The general consensus of the meeting was to endorse the recommendations of Cabinet however, Cllrs Lewis and Bernard reserved their positions on this matter until the meeting of Council on 21 February 2017. The Chairman commended officers on their work and it was then:

RESOLVED:

To endorse the recommendations of Cabinet for the Treasury Management Strategy 1 April 2017 to 31 March 2020.
The Committee noted the Work Programme, Tracker and Cabinet Core Agenda.

It was noted that, at its meeting on 6 February 2017, Cabinet had requested that the Scrutiny Committee invite officers from Broadland District Council to provide more details on the proposals in the draft Local Development Order for the Greater Norwich Food Enterprise Zone. The Senior Governance Officer advised that she would liaise with Broadland District Council and notify members of whether this could be arranged for the next scheduled meeting of the Scrutiny Committee on 22 February 2017.

The Senior Governance Officer updated members on the outcome of their recommendation to Cabinet made on 25 January 2017, regarding the proposed increases to fees and charges in relation to dog bin services. Members noted that their recommendation for the increase in fees to be phased had been approved, but that instead of fees for those not previously charged being “50% of the increase in 2017/18, increasing to 100% in 2018/19”, this would instead be “£50.00 from 2017/18, increasing to the full charge in 2018/19”.

(The meeting concluded at 11:28 am)

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Chairman
LDO Greater Norwich Food Enterprise Zone: Broadland District Council

Report of the Director of Growth and Localism
Cabinet Member: Lee Hornby

CONTACT
Tim Horspole, 01508 533806
thorspole@s-norfolk.gov.uk
1. Introduction

1.1. The Council has received a consultation on a proposed Local Development Order (LDO) for the Greater Norwich Food Enterprise Zone from Broadland District Council. This report seeks Cabinet’s views and authority to make observations on the proposed LDO.

2. Background

2.1. SNC was instrumental in encouraging and promoting Department for Food, Environment and Rural Affairs (DEFRA) to designate the Greater Norwich Food Cluster (announced in March 2015). This is one of three new Food Enterprise Zones (FEZ) in Norfolk and Suffolk. FEZ’s are a government initiative introduced by DEFRA with the aim to:

   A) Enhance rural development through the growth of food businesses in a particular location, be it producers, processors, retailers and/or manufacturers;

   B) Encourage greater collaboration between food and farming businesses, and even encourage links to research and education institutions, in order to develop the domestic food and farming sector;

   C) Allow local decision making, particularly for planning development; and

   D) Attract inward investment.

2.2. As part of the FEZ programme, DEFRA has provided nominal financial support to develop and implement Local Development Orders (LDO) for a FEZ.

2.3. An LDO grants planning permission with conditions for specific developments described within the Order, meaning that it is not necessary for investors/occupiers of such developments to submit planning applications for their proposals.

2.4. For the avoidance of doubt, development proposals which do not fall within the prescribed permissions/definitions provided by the LDO will need to secure some other form of planning permission i.e. through a planning application made to
Broadland District Council, for consideration against the adopted Local Plan or as may be granted under the Town and Country Planning (General Permitted Development) Order.

2.5. A consultation process must be undertaken prior to any LDO being granted, and South Norfolk District Council is a consultee given the site covered by the proposed LDO abuts South Norfolk’s administrative boundary adjacent to the Parish of Easton. With this in mind a number of Council officers have assessed the potential impacts of the proposal and their comments are reported in the consultations section of this report.

2.6. It should be noted that Broadland District Council (BDC) have consulted a number of other key stakeholders, for example surrounding Parish Councils, residents of Easton, Marlingford and Colton, Norfolk County Council Highway Authority and Lead Local Flood Authority, and BDC have attended public meetings at Easton and Marlingford and Colton. BDC will give due regard to any comments received.

2.7. Appendix 1 of this report is a copy of part of the Broadland District Council Cabinet Paper from the 25th October 2016 which sets out in more detail what is involved in the LDO process.

3. Current Position / Findings

3.1. The following comments on the LDO are made in the context of relevant SNC policy. The comments consider the impact on South Norfolk under the relevant adopted Development Plan policies.

3.2. The creation of a Food Hub is supported in principle within Policy 5 of the Joint Core Strategy which states that:

“opportunities for innovation, skills and training will be expanded through, inter alia, the development of a flagship food and farming hub serving the needs of Norfolk and supporting the agri-food sector in and around greater Norwich.”
3.3. The proposal as submitted is also broadly consistent with the aims of the adopted supplementary planning document entitled “Guidance for the delivery of a Food and Agriculture Hub for Broadland and South Norfolk. As set out in paragraph 2.1 above, SNC has been supportive of the concept of a Food Hub through the FEZ designation.

3.4. With the above in mind there are no objections from officers to the principle of the proposed LDO, subject to the further comments below.

3.5. There are a number of comments officers wish to make to Broadland. These are based on the views of Planning Officers, the Council’s Landscape Architect, Senior Conservation and Design Officer and Environmental Protection Officers.

3.6. The amendments suggested to the relevant paragraphs in the draft LDO (Appendix 1) are identified below. SEE PARA 2.1 OF AMENDED LDO. The suggested deletion of: “approximately 10%” is considered to make paragraph even more vague. Therefore, it is proposed to retain the 10% figure but delete the word “approximately”.

Paragraph 2.1 The fifth bullet point in the list of development permitted should insert the word “related” for the purpose of clarity as follows: Manufacture of specialist food-related supplies (e.g. food packaging)

Paragraph 2.1 The second paragraph in the list of permitted ancillary elements should remove “approximately 10%” as ‘approximately’ is not sufficient precise and a percentage such as this could lead to a large area of floorspace which has planning impacts that are not ancillary such as retail. It is also suggested ‘Subsidiary’ is potentially unclear rather than using ‘Complementary’. Also it is observed that “timber fencing” is not an agricultural product and so would suggest removal. Finally the manufacture of agricultural equipment, machinery and supplies is unlikely to be ancillary to a main use but instead forming a main use and so suggest it is deleted. Suggest replace paragraph with

‘An element of other uses ancillary and complementary to the above uses will also be acceptable including:
- Offices necessary as part of a primary use.
- Manufacture of non-food agricultural projects
- Education/training related to agriculture and food
- Display, wholesaling and retailing of agricultural and food products
Paragraph 2.2 This paragraph sets out uses that are not permitted, it refers to “Offices” as a use not permitted, but the use class is then not listed in the following list of uses, for purposes of clarity it is suggested that B1 is added after “…within categories…” DONE- SEE PARA 2.2 OF AMENDED LDO

Conditions
Condition 2.15 In this suggested condition it is considered appropriate to add “…(gross external area)…” for clarity as to what area is being referred to. DONE- SEE PARA 2.15 OF AMENDED LDO

Condition 2.16 There is a requirement to comply with the Design Code in this condition. The Design Code (appended to Appendix 1 of this report) is a document which sets out the parameters for the design of the environment on the site by identifying a series of guiding principles that should be taken into account by developers. The Design Code identifies that the document should by following its guiding principles enable developers to cost up proposals with a degree of surety and achieve a high standard of design which is appropriate to the rural location. SNC consider that the Design Code reads as a mix of both a Design Code and planning conditions. As suggested below the matters which relate more to matters to make the development acceptable are suggested to be added to a list of conditions. The section entitled Design Code at the end of this document sets out specific commentary on the Design Code included within the LDO.

Condition 2.18 With regard to this suggested condition, suggest removal of “as perceived by an authorised officer of Broadland District Council”, as this is subjective and could be unreasonable. In the absence of an industry standard there is no way of clarifying what would be acceptable. But the likely impact to South Norfolk is considered to be minimal. The following wording is suggested as appropriate in order to safeguard amenity in relation to odour.

“Emissions from the activities (including those associated with commissioning the plant, waste disposal and treatment of waste water) shall be free from odour….

Response from BDC Senior Environmental Health Officer on this – “The inclusion of waste disposal and treatment of waste water in condition 2.18 is a useful one. Odour is a difficult thing to assess, going down the route of setting an odour unit limit on the boundary would mean that it was an objective level. However there is no such thing as an odour meter – to
assess odour bags of air are collected, and then assessed by a panel of people as to what the odour units are. We have used loss of amenity as perceived by an officer of BDC before in planning conditions (the biomass plant at Felthorpe) and although planning enforcement weren’t that keen, the lack of easily useable objective levels made this the next best thing.”

CHANGES MADE TO THE CONDITION - SEE PARA 2.17 OF AMENDED LDO WHICH STATES:

Emissions from the activities (including those associated with commissioning the plant, waste disposal and treatment of waste water) shall be free from odour at levels likely to cause harm to amenity outside the site, as perceived to constitute a statutory nuisance by an authorised officer of Broadland District Council. The operator shall use appropriate measures to prevent or where that is not practicable, to minimise, odour.

Condition 2.19 This condition is not enforceable as no mechanism is specified to rectify any identified issues. However, given the distance from South Norfolk’s administrative area this is considered unlikely to be an issue.

CHANGES MADE TO THE CONDITION - SEE PARA 2.18 OF AMENDED LDO WHICH STATES:

No airborne dust arising from the site shall be visible at any the boundary with sensitive domestic premises of any residential property, as perceived to constitute a statutory nuisance by an authorised officer of Broadland District Council.

Condition 2.20 This condition on air quality requires a “trigger” to implement screening for the purposes of safeguarding amenity and the inclusion of wording to ensure ongoing compliance. Suggest condition is re-worded to:

Prior to first use of any development hereby permitted on the site, the development shall be screened in accordance with the Institute of Air Quality Management document entitled Land-Use Planning & Development Control: Planning for Air Quality available here….., and any required mitigation measures identified shall be implemented as such prior to the first use and maintained for the duration of the operation of the development.
CHANGES MADE TO THE CONDITION - SEE PARA 2.19 OF AMENDED LDO WHICH STATES:

Prior to the first occupation of any individual building/use hereby permitted, the use shall be screened in accordance with the Institute of Air Quality Management document entitled Land-Use Planning & Development Control: Planning for Air Quality available here [http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf](http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf). In the event that any mitigation measures are identified as being necessary through the screening process, such measures shall be implemented prior to the first occupation of any individual building/use hereby permitted and maintained for the duration of the operation of the development.

Condition 2.23 With regard to this suggested condition, this is a matter for the Highway Authority to comment on, but from the perspective of South Norfolk residents this condition to limit vehicles in excess of 7.5 tonnes would only apply on first use of the development and not to construction traffic. Clarity is sought on this matter from Broadland District Council.

The condition has been removed on the basis it is Ultra Vires, but see para 1.19 of amended LDO which has been amended to make it explicitly clear that it will apply to construction traffic.

SEE PARA 1.19 OF AMENDED LDO WHICH STATES:

Prior to adoption of the LDO there will be a legal agreement accompanying this LDO pertaining to a routing agreement. This will require all vehicles in excess of 7.5 tonnes associated with the construction and operation to access the site via the permitted route only (i.e. that specified in paragraph 1.17 above).

Condition 2.24 With regard to this suggested condition, whilst surface water is a matter for the Lead Local Flood Authority to comment on, to ensure appropriate surface water drainage the principles of Sustainable Drainage Systems should be followed for this scale of development.
Agree this is a matter for the LLFA. NOTWITHSTANDING THIS, SEE CONDITIONS 2.25 AND 2.26 OF AMENDED LDO WHICH STATE:

Prior to the commencement of any development hereby permitted, a strategic surface water disposal scheme shall be submitted and agreed in writing with the local planning authority in consultation with the Lead Local Flood Authority and the Environment Agency. The agreed strategic surface water disposal scheme shall include details of ownership and maintenance and shall be implemented prior to the first occupation of development. In the event that the scheme is reliant upon discharge to the River Tud (or other sensitive receptor), a Water Framework Directive (WFD) assessment will be required. The WFD assessment must adequately demonstrate that there will be no deterioration in status or quality of any sensitive receptor.

Prior to the construction of any individual building/use hereby permitted a scheme for the disposal of surface water arising from the respective development shall be submitted and agreed in writing with the local planning authority in consultation with the Lead Local Flood Authority and the Environment Agency. The agreed scheme for any individual building/use shall be implemented prior to the initial occupation of the respective development.

There is no suggested condition restricting refrigerated vehicles running on site. It is recommended that a condition seeks to address this and also look to be proactive in requesting mains connection points on-site for such vehicles in order to address the issue.

The existing conditions are considered to adequately address this matter. However, it is considered appropriate to include within the Design Code – see para 17.4 which states:

Stationery vehicles with refrigeration units (excluding vehicles being actively loaded or unloaded) should be powered by mains electricity supply and should not use engine powered generators.
Design code

For the avoidance of doubt, the following paragraph numbering refers to that contained within the Design Code.

Paragraph 3.1 Whilst limiting the visual impact of the buildings is welcomed, the ability of many potential end-occupiers to meet the requirement for the maximum ridge height of the building of 10m is questioned. If a taller building height is more likely it is suggested the landscape visual impact assessment is updated to reflect this fact.

If a taller building is proposed/required which cannot be engineered such that the ridge height does not exceed 10m above ground level (i.e. cannot be dug in etc.), then it will need to submit an application for planning permission. NB this is actually now stated as a condition – SEE CONDITION 2.22 OF AMENDED LDO WHICH STATES:

The maximum height of any building, excluding chimneys, should not exceed 10 metres above ground level.

Paragraph 4.2 It is unclear how “proportional” open space to built structure would be achieved without any indication of what this could be. This would present a level of uncertainty to future developers or lead to the requirement not being met as envisaged. If this is essential to mitigate landscape impact it is suggested a building plot footprint to soft landscaped areas is set. This is not a key issue for SNC as this requirement unlikely to have further significant effects on visual impact to those the proposed buildings would already have when viewed from the Council’s administrative area.

SEE CONDITION 2.23 OF AMENDED LDO WHICH STATES:

The ratio of buildings to plot area shall not exceed 40%, unless otherwise agreed in writing with the local planning authority.

The numbering of the Design Code at this point goes back to 3, suggested this should be updated to 5.

Noted.
Paragraph 3.1 Suggest a palette of materials including colour and finish be suggested within the Design Code to make this more meaningful and straightforward for end occupiers to meet this requirement. The requirement otherwise is considered unlikely to be met.

Agreed. SEE PARA 4.6 OF DESIGN CODE WITHIN AMENDED LDO WHICH STATES:


Paragraph 4.4 The paragraph refers to no net loss of vehicle parking, but parking levels are not defined in the LDO. Therefore it is not possible to fully understand what the impacts could be. Whilst a matter for the Highway Authority, SNC agree that the net loss of parking does need to be prevented in order to ensure displacement of parking onto highways for example does not occur given it could have implications for the neighbouring parishes within SNC.

Agreed. SEE PARA 7.2 OF DESIGN CODE WITHIN AMENDED LDO WHICH STATES:

On-site car parking and manoeuvring provision within the LDO should be provided in accordance with the document entitled ‘Broadland District Council Parking Standards Supplementary Planning Document’ which can be found here: https://www.broadland.gov.uk/downloads/file/1161/parking_standards_supplementary_planning_documents_spd

Paragraphs 4.5, 7.1 to 7.4 Given that the landscaping will mitigate the visual impact from South Norfolk’s administrative area it is suggested these paragraphs are made into planning conditions to ensure an appropriate landscaping strategy. Specifically it is suggested that the landscaping referred to in to in Figure 1 on the eastern boundary is put inside the red line of the LDO to ensure its delivery.

Agreed that conditions are required in respect of landscaping and these will be included. However, it is not considered necessary for the landscaping to be located within the red line area. This suggestion would lead to a net loss of developable
area and adversely impact upon the financial viability of the scheme. The land to the east of the site remains within the control of the same land owner and can be the subject of a Grampian condition.

**SEE CONDITION 2.27 OF AMENDED LDO WHICH STATES:**

*Prior to the first occupation of development hereby permitted, the planting identified in the Landscape Strategy for Broadland FEZ site undertaken by sheilsflynn dated October 2016 shall be implemented in accordance with a specification to be submitted and agreed in writing with the local planning authority. If within the lifetime of this LDO any tree or plant or any tree or plant planted in replacement for it, is removed, uprooted or is destroyed or dies, [or becomes in the opinion of the local planning authority, seriously damaged or defective] another tree or plant of the same species and size as that originally planted shall be planted at the same place, unless the local planning authority gives its written consent to any variation.*

A condition is also recommended relating to tree protection as significant landscape features when viewed from South Norfolk’s administrative area as follows:

*Trees on site shall be positively retained and safeguarded in line with the recommendations set out in BS5837 Trees in Relation to Construction, for the duration of the construction period and use of the development hereby permitted. Unless otherwise agreed, all approved tree protection measures are to be installed prior to the commencement of development related to the Local Development Order.*

**Agreed. SEE CONDITION 2.29 OF AMENDED LDO WHICH STATES:**

*Retained trees shall be protected in accordance with the relevant sections of BS5837:2012 - Trees in relation to design, demolition and construction - Recommendations (section 5.5 the Tree Protection Plan).*
Also a condition to ensure replacement landscaping if any should fail within the first five years of planting is also requested:

If within a period of FIVE years from the date of planting, any tree or plant or any tree or plant planted in replacement for it, is removed, uprooted or is destroyed or dies, or becomes in the opinion of the local planning authority, seriously damaged or defective, another tree or plant of the same species and size as that originally planted shall be planted at the same place, unless the local planning authority gives its written consent to any variation.

Agreed. SEE CONDITION 2.28 OF AMENDED LDO WHICH STATES:

The existing planting along the southern boundary of the site, which extends along the length of Church Lane/Red Barn Lane shall be retained and maintained as part of the strategic landscaping requirement. If within the lifetime of this LDO any tree or plant or any tree or plant planted in replacement for it, is removed, uprooted or is destroyed or dies, [or becomes in the opinion of the local planning authority, seriously damaged or defective] another tree or plant of the same species and size as that originally planted shall be planted at the same place, unless the local planning authority gives its written consent to any variation.

3.7. There are a number of subsequent paragraphs that require matters to be provided or agreed with Broadland District Council. It is suggested that these are put as planning conditions to enable future occupiers to see the parameters required to make the development acceptable in terms of the development plan. But these matters do not have a direct impact on South Norfolk’s administrative area, or the matters are covered by other technical consultees such as the Highway Authority and so further comment is deferred to those consultees or Broadland.

Noted.

3.8. It should be noted that a number of common themes of objection arose as part of the public meetings relating to this proposal, including traffic/HGV’s on unsuitable roads, access to the A47, environmental impact (including why is it not EIA development), noise, odour, light pollution, visual impact. This response is mindful of, and takes into account the points raised, within this consultation response.

Noted.
3.9. In considering the proposal, and having regard to the comments raised above, and the fact that the proposal is consistent with the requirements of the JCS and SPD referred to above, it is considered that there are no objections in principle to the proposal subject to the above changes being made to the LDO.

Noted.

4. Proposals

4.1. Officers recommend that South Norfolk Council confirm they support the principle of the LDO subject to the above amendments being made, and emphasise that local residents, adjacent Parish Councils and relevant consultees be consulted and their views and advice fully taken into account.

5. Risks and implications arising

5.1. There are risks of impacts relating to noise, odour, light, dust and landscape impact to land within South Norfolk’s administrative boundary if the above comments are not adequately addressed by Broadland District Council. However, the majority of risks will be with Broadland as future decisions in respect of the LDO will be taken by Broadland District Council.

6. Other options

6.1. The only other option than that proposed is to object to the proposal. If this option is taken, Cabinet would need to confirm on what grounds it wishes to object to the proposal.

7. Recommendation

7.1. Cabinet is recommended to confirm that South Norfolk Council supports the principle of the draft Local Development Order on the condition Broadland District Council incorporates all the amendments to the draft order as set out in Section 3 of this report.
Greater Norwich Food Enterprise Zone
Local Development Order

DRAFT

Supporting sustainable growth of the county’s agri-food sector through the co-location of a range of commercial enterprises.
Consultation Arrangements

Purpose

The purpose of this consultation is to gain views on the Greater Norwich Food Enterprise Zone draft Local Development Order. Responses are sought on the contents of this document.

Consultation Period

The 6-week consultation period will begin at 09.00 on Monday 9 January 2017 and end at 17.00 on Monday 20 February 2017.

Availability of Documents

The draft Local Development Order (LDO) and associated documents available in the following locations and consultation responses are invited via our online Consultation Portal, post or email as detailed below:

- You can view and make comments on the draft LDO using the Council’s Consultation Portal at http://broadland-consult.limehouse.co.uk/portal

- Alternatively you can download the document and an editable copy of a consultation response form from the Broadland District Council website at https://www.broadland.gov.uk/info/200139/future_building_and_development/455/local_development_orders_ldos Responses should be emailed to foodhub@broadland.gov.uk or posted to the address below before the consultation deadline

- A hard copy of the draft LDO and associated documents can be viewed at the Broadland District Council offices, Thorpe Lodge, 1 Yarmouth Rd, Thorpe St. Andrew, Norwich, NR7 0DU (opening hours: Monday-Friday 8:30am to 5pm).
1. **Introduction**

**Background and context**

1.1. Food Enterprise Zones (FEZ) are a government initiative introduced by the Department for Food, Environment and Rural Affairs (DEFRA). The aim is to:

   a) enhance rural development through the growth of food businesses in a particular location, be it producers, processors, retailers and/or manufacturers;

   b) encourage greater collaboration between food and farming businesses, and even encourage links to research and education institutions, in order to develop the domestic food and farming sector;

   c) allow local decision making, particularly for planning a development; and

   d) attract inward investment.

1.2. An initial round of Food Enterprise Zones were designated in February 2015 immediately followed by an invitation by DEFRA for submissions for a second tranche of designations. The Greater Norwich FEZ was designated in March 2015.

1.3. As part of the Food Enterprise Zone programme, the Department for the Environment, Fisheries and Food (DEFRA) has provided nominal financial support to develop and implement Local Development Orders (LDO)s for a FEZ.

1.3.1.4. Unlike the wider national programme of Enterprise Zones, where support for Business Rates relief and potential enhanced Capital Allowances are available, these financial incentives do not apply to a FEZ. Development is also liable under the Community Infrastructure Levy (CIL). Further information in respect of CIL can be found here: [https://www.broadland.gov.uk/info/200153/planning_permission/277/community_infrastructure_levy_cil](https://www.broadland.gov.uk/info/200153/planning_permission/277/community_infrastructure_levy_cil)

1.4.1.5. A Commencement (of development) Notice available at [https://ecab.planningportal.co.uk/uploads/1app/forms/form_5_notice_of_chargeable_development.pdf](https://ecab.planningportal.co.uk/uploads/1app/forms/form_5_notice_of_chargeable_development.pdf) must be received by the local planning authority prior to the commencement of development in order to ensure standard payment terms are available and that surcharges are not made. Please complete the form using block capitals and black ink and send to Broadland District Council.

1.5.1.6. See [https://www.gov.uk/guidance/community-infrastructure-levy](https://www.gov.uk/guidance/community-infrastructure-levy) for guidance on CIL generally. Each individual building/use will be considered to constitute a distinct phase in its own right for the purposes of ‘chargeable development’.

1.6.1.7. The DEFRA engagement and the network of Food Enterprise Zones is looking to learn from the process of developing the potential for an LDO and will continue to monitor activity in the future to determine the wider business and economic benefits which may arise.
1.7.1.8. An LDO grants planning permission (subject to conditions) for specific developments described within the Order; meaning that it is not necessary for investors / occupiers of such developments to submit planning applications for their proposals.

1.8.1.9. Development proposals which do not fall within the prescribed permissions / definitions provided by the LDO will need to secure some other form of planning permission, i.e. through a planning application made to Broadland District Council, for consideration against the adopted Local Plan for the area or as may be granted consent under the current Town and Country Planning General Permitted Development Order.

1.9.1.10. It is important to state that just because development proposals do not fall within the definition of the LDO, it does not mean that they will not be considered acceptable within the area covered by the LDO. Such proposals will however need to be considered by the local planning authority in the context of national and local planning policies.

1.10.1.11. The Greater Norwich FEZ LDO will be operative for an initial period of 15 years from the date of its adoption. The operation of the LDO can however be reviewed and extended for a further period of time, subject to further consultation.

Summary of the overall objective

1.11.1.12. The intention of this LDO is to help facilitate the Greater Norwich FEZ. It will allow greater flexibility for new business-related development within the site. The concept ultimately will be a flagship, centralised, commercial facility comprising co-located food production, food research, education and ancillary businesses. The GNFEZ will also facilitate greater levels of collaborative working within the Norfolk education and research cluster to develop links and knowledge transfer between education, science and industry.

Purpose

1.12.1.13. The purpose of this LDO is to facilitate growth in the agri-food, agri-tech as well as food and drink processing sectors. Additionally, it will contribute towards economic and employment growth in the Greater Norwich area, and in Norfolk more generally, through simplifying the planning permission requirements on the site. This will give businesses and developers confidence by detailing the specific types of development which are permitted and enable development to take place more quickly. It will also support business by making it simpler for businesses to set-up, diversify or expand their existing operations.

The Local Development Order (LDO) area

1.13.1.14. The LDO site area comprises approximately 19 hectares (gross) which is likely to give rise to approximately 16.5 hectares of net developable area of Grade 3 (good to moderate) agricultural land, comprising fields bounded by landscaping/hedgerows.
1.14.1.15. The LDO site exists to the west of Easton village and south of the A47. The western boundary is defined by Blind Lane. The northern boundary is marked by hedgerows and isolated trees. The boundary to the south is defined by Church Lane/Red Barn Lane, recent planting has taken place along this boundary. A plan showing the location of the site is attached at Appendix 1.

1.15.1.16. The LDO site is located approximately 7 miles west of Norwich city centre within the GNFEZ. The GNFEZ extends to a much larger geographical area around Easton College and the Norfolk Showground.

1.16.1.17. Access to the site from the A47 is provided via the Easton roundabout leading to Dereham Road and then Church Lane. Any necessary junction or highway improvements will take into account other development that may take place in the area.

1.17.1.18. The site offers a unique opportunity for Norfolk’s food sector to capitalise on an emerging knowledge base from the Institute of Food Research, John Innes Centre, Genome Analysis Centre, Sainsbury Laboratory and the University of East Anglia to support economic growth through enterprise, collaboration and skills development advancing the agriculture, food and drink sector not only for Norfolk but for UK Plc as a whole. In addition, there is an opportunity to link with Hethel Innovation Centre which is approximately 8 miles south of the site.

Legal Agreement

1.18.1.19. It is envisaged that prior to adoption of the LDO there will be a legal agreement accompanying this LDO pertaining to a routing agreement. This will require all vehicles in excess of 7.5 tonnes associated with the construction and operation to access the site via the permitted route only (i.e. that specified in paragraph 1.17 above).

2. Statement of reasons

Description of development to be permitted

2.1 It is envisaged that the creation of a Greater Norwich Food Enterprise Zone will be a major strategic development to support the agri-food sector both locally and within the wider UK food economy. Within the boundaries of the map attached at Appendix 1, and subject to compliance with the conditions of this LDO, the following uses will be considered acceptable:

- Agri-tech businesses which make use of the local agri-science base.
- Food technology companies
- Processing of agricultural produce
- Manufacture of food products*
- Manufacture of specialist food-related supplies (e.g. food packaging)
- Storage and distribution of agricultural produce
- Storage and distribution of agricultural products (i.e. have undergone processing)
- Storage and distribution of agricultural equipment, machinery and supplies.
- Storage and distribution of livestock (e.g. livestock market)
- Haulage services related to the above storage and distribution
Veterinary services

*For the avoidance of doubt, does not include rendering works*

In addition, subject to the proportion constituting no more than approximately 10% of the area by floorspace, an element of other uses ancillary, complementary and subsidiary to the above uses will also be acceptable, including:

- Offices necessary as part of a primary use.
- Manufacture of non-food agricultural products (e.g., Timber fencing).
- Manufacture of agricultural equipment, machinery and supplies.
- Education/training related to agriculture and food.
- Display, wholesaling and retailing of agricultural and food products.

2.2 The LDO will not permit rendering works, general manufacturing, offices or non-agricultural, storage, and distribution falling within categories B1b, B1c, B2 or B8 of the Use Classes Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking, re-enacting or modifying that Order, or other uses not clearly linked to the uses set out in paragraph 2.1 above. Should any proposals for such development come forward they will have to be considered through the submission of a planning application in the normal way.

2.3 For the avoidance of doubt, the LDO does not exclude applicants from applying for planning permission for developments that are not permitted by the Order. Neither does the LDO supersede the requirements for development to comply with all other relevant legislation, for example, Building Regulations, Environmental Health, Hazardous Substances Consent and licences or permits from other bodies such as the Environment Agency.

2.4 While an LDO allows prescribed developments to be progressed within the site area without the need for planning permission to be obtained from the local planning authority, there are a number of conditions which need to be complied with. These are listed below.

2.5 Developers progressing development permitted within the terms of the LDO will be required to provide details of their proposals to the local planning authority in order that these can be placed on the Council’s public register of planning applications (a template Commencement Notice is attached at Appendix 3).

2.6 All development progressed within the terms of the LDO should comply with the principles detailed within the Greater Norwich Food Enterprise Zone Local Development Order Design Code (attached at Appendix 2).

Justification for the creation of a Greater Norwich Food Enterprise Zone LDO

2.7 The creation of the LDO will reduce the number of planning applications to be submitted, thereby providing the opportunity to speed up the planning process whilst ensuring a suitable measure of quality control. This will be a major benefit to businesses wishing to locate to the area and will provide a degree of certainty as to the type of development which will be acceptable, while saving prospective occupiers time and money.
Statement of policies which the LDO will implement

2.7 Paragraph 19 of the National Planning Policy Framework (NPPF) states that “The Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth. Planning should operate to encourage and not act as an impediment to sustainable growth. Therefore significant weight should be placed on the need to support economic growth through the planning system.”

The NPPF also requires that investment in business should not be over-burdened by the combined requirements of planning policy expectations and that local planning authorities should consider using LDOs to relax planning controls where impacts are acceptable. In particular LDOs should be used where this would promote economic, social or environmental gains for the area, such as boosting enterprise (Paragraph 199).

2.8 Policy 5 of the Joint Core Strategy for Broadland, Norwich and South Norfolk (JCS) states that the rural economy and diversification will be supported by the development of a flagship food and farming hub serving the needs of Norfolk and supporting the agri-food sector in and around Greater Norwich.

2.9 Guidance for the delivery of a Food and Agriculture Hub for Broadland and South Norfolk Supplementary Planning Document (SPD) http://www.broadland.gov.uk/housing_and_planning/5737.asp has been adopted. This identifies approximately 10ha of land being delivered as Phase I of the development.

Timescale

2.10 The LDO will be implemented for a period of 15 years from the date of adoption, but will be reviewed before this date to determine whether an extension to the timescale should be considered, whether the terms should be amended, or whether it should be allowed to lapse.

2.11 Development which was started under the provision of the LDO can be completed in the event that the LDO were to be revoked or revised or expire. Future development after this period would once more require the express consent of the Local Planning Authority.

Monitoring

2.12 Development permitted under the LDO will be subject to continuous monitoring to assess the effectiveness of the LDO. Details of all notifications received through the LDO will be made available on the Council’s public register of planning applications. It will also be the subject of a section in the Council’s Annual Monitoring Report.

2.13 All development progressed within the terms of the LDO should comply with the principles detailed within the Greater Norwich Food Enterprise Zone Local Development Order Design Code, which has been prepared so as to ensure that development is of a good design and standard and assimilates well into the predominantly rural setting and wider landscape.
Conditions

2.14 The total combined floorspace hereby permitted shall not exceed 50,000 square metres (gross external area).

*Reason – In the interests of highway safety and to ensure the satisfactory development of the site, having regard to the rural setting.*

2.15 Development hereby permitted shall accord with the provisions of the Greater Norwich Food Enterprise Zone Design Code attached as Appendix 2.

*Reason – To ensure the satisfactory development of the site, having regard to the rural setting.*

2.16 Noise and sound pressure emanating from the site associated with any building or use permitted by virtue of this LDO shall not exceed the following limits when measured at the southeastwest corner of the site.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>LAEq, 15 mins (dB)</th>
<th>LAFmax, 5min (dB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime - 07:00hrs to 19:00hrs</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td>Evening - 19:00hrs to 23:00hrs</td>
<td>45</td>
<td>-</td>
</tr>
<tr>
<td>Night - 23:00hrs to 07:00hrs</td>
<td>40</td>
<td>61</td>
</tr>
</tbody>
</table>

*Reason – To safeguard residential amenity.*

2.17 Emissions from the activities (including those associated with commissioning the plant, waste disposal and treatment of waste water) shall be free from odour at levels likely to cause harm to amenity outside the site, as perceived to constitute a statutory nuisance by an authorised officer of Broadland District Council. The operator shall use appropriate measures to prevent or where that is not practicable, to minimise, odour.

*Reason – To provide adequate protection to the natural environment and to safeguard residential amenity.*

2.18 No airborne dust arising from the site shall be visible at any the boundary with sensitive domestic premises of any residential property, as perceived to constitute a statutory nuisance by an authorised officer of Broadland District Council.

*Reason – To provide adequate protection to the natural environment and to safeguard residential amenity.*

2.19 Development Prior to the first occupation of any individual building/use hereby permitted, on the site the use shall be screened in accordance with the Institute of Air Quality Management document entitled Land-Use Planning & Development Control: Planning For Air Quality available here [http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf](http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf). In the event that any mitigation measures are identified as being necessary through the screening process, such measures shall be implemented prior to the first occupation of any individual building/use hereby permitted and maintained for the duration of the operation of the development.
Reason – To provide adequate protection to the natural environment and to safeguard residential amenity.

2.20 Prior to the commencement of development, a scheme of works shall be submitted and agreed in writing with the Local Planning Authority in consultation with the Highway Authority and, where appropriate, Highways England. The scheme of works shall likely include the following elements, unless otherwise agreed in writing with the local planning authority, and identify triggers for the implementation of each component:

- Realignment/change of priority at the junction of Dereham Road/Church Lane
- A right turn lane from Dereham Road into Church Lane
- A scheme of widening improvements to Church Lane
- Vehicular access to the LDO site either off Church Lane/Red Barn Lane or directly from the A47.
- Enhanced footway and cycle facilities to connect with Dereham Road
- The closure of Blind Lane to vehicular traffic

Reason – In the interests of highway safety, to safeguard residential amenity, to provide adequate protection to the natural environment and to ensure the satisfactory development of the site, having regard to the rural setting.

2.21 The scheme of works required above shall be implemented in accordance with the triggers agreed in writing with the Local Planning Authority in consultation with the Highway Authority and, where appropriate, Highways England.

Reason – In the interests of highway safety, to safeguard residential amenity, to provide adequate protection to the natural environment and to ensure the satisfactory development of the site, having regard to the rural setting.

2.22 Prior to the initial occupation of development hereby permitted, an s106 agreement shall be entered into securing the provision of a routing agreement applying to vehicles in excess of 7.5 tonnes.

Reason – To safeguard residential amenity.

2.22 The maximum height of any building, excluding chimneys, should not exceed 10 metres above ground level.

Reason – To ensure the satisfactory development of the site

2.23 The ratio of buildings to plot area shall not exceed 40%, unless otherwise agreed in writing with the local planning authority.

Reason – To ensure the satisfactory development of the site, to ensure that gaps between taller buildings which would be visible on the skyline are provided in order to allow views between them.

2.24 In the event that contaminated material is discovered during the construction or operation of development hereby permitted, the local planning authority must be notified immediately. In such circumstances, a method statement shall be submitted and agreed in writing with the local planning authority which (i) assesses the risk(s) and (ii) provides for any necessary mitigation. Any necessary mitigation shall be
completed in accordance with the agreed method statement and upon completion of this, a verification report must be submitted to and approved in writing by the local planning authority.

_Reason – To ensure the satisfactory development of the site and to provide adequate protection to the natural environment._

2.23 Prior to the construction of any individual building/use hereby permitted a scheme for the disposal of foul and surface water arising from the respective development shall be submitted and agreed in writing with the Local Planning Authority. The agreed scheme for any individual building/use shall be implemented prior to the initial occupation of the respective development.

_Reason – To ensure the satisfactory development of the site and to provide adequate protection to the natural environment._

2.25 Prior to the commencement of any development hereby permitted, a strategic surface water disposal scheme shall be submitted and agreed in writing with the local planning authority in consultation with the Lead Local Flood Authority and the Environment Agency. The agreed strategic surface water disposal scheme shall include details of ownership and maintenance and shall be implemented prior to the first occupation of development. In the event that the scheme is reliant upon discharge to the River Tud (or other sensitive receptor), a Water Framework Directive (WFD) assessment will be required. The WFD assessment must adequately demonstrate that there will be no deterioration in status or quality of any sensitive receptor.

_Reason – To ensure the satisfactory development of the site and to provide adequate protection to sensitive receptors nearby, notably the River Tud._

2.26 Prior to the construction of any individual building/use hereby permitted a scheme for the disposal of surface water arising from the respective development shall be submitted and agreed in writing with the local planning authority in consultation with the Lead Local Flood Authority and the Environment Agency. The agreed scheme for any individual building/use shall be implemented prior to the initial occupation of the respective development.

_Reason – To ensure the satisfactory development of the site and to provide adequate protection to the natural environment._

2.27 Prior to the first occupation of development hereby permitted, details of the planting identified in the Landscape Strategy for Broadland FEZ site undertaken by Sheils Flynn dated October 2016 (to include a timetable and specification) shall be submitted and agreed in writing with the local planning authority. The scheme shall then be implemented in accordance with the agreed details. If within the lifetime of this LDO any tree or plant or any tree or plant planted in replacement for it, is removed, uprooted or is destroyed or dies, [or becomes in the opinion of the local planning authority, seriously damaged or defective] another tree or plant of the same species and size as that originally planted shall be planted at the same place, unless the local planning authority gives its written consent to any variation.
Reason – To ensure the satisfactory development of the site, having regard to the rural setting.

2.28 The existing planting along the southern boundary of the site, which extends along the length of Church Lane/Red Barn Lane shall be retained and maintained as part of the strategic landscaping requirement. If within the lifetime of this LDO any tree or plant or any tree or plant planted in replacement for it, is removed, uprooted or is destroyed or dies, [or becomes in the opinion of the local planning authority, seriously damaged or defective] another tree or plant of the same species and size as that originally planted shall be planted at the same place, unless the local planning authority gives its written consent to any variation.

Reason – To ensure the satisfactory development of the site, having regard to the rural setting.

2.29 Retained trees shall be protected in accordance with the relevant sections of BS5837:2012 - Trees in relation to design, demolition and construction - Recommendations (section 5.5 the Tree Protection Plan).

Reason – To ensure the satisfactory development of the site, having regard to the rural setting.

2.30 Any sand or gravel deposits that are discovered should be re-used on site in association with the construction of the development hereby permitted.

Reason – To ensure that mineral resources are not needlessly sterilised.

2.31 Further archaeological investigation shall take place in accordance with the written brief attached at Appendix 4.

Reason – To ensure that heritage assets are adequately safeguarded.

2.242.32 The development hereby permitted shall secure at least 10% of the development's energy from decentralised and renewable or low-carbon sources.

Reason – To provide adequate protection to the natural environment and to ensure the satisfactory development of the site, having regard to the rural setting.

2.252.33 Uses approved under the terms of this LDO should seek to maximise water efficiency. More information regarding design that can incorporate water saving measures can be found at https://www.breeam.com/BREEAM2011SchemeDocument/Content/08_Water/wat01.htm

Reason – To provide adequate protection to the natural environment and to ensure the satisfactory development of the site, having regard to the rural setting.
Appendix 1 – Location Plan
Appendix 2 - Greater Norwich Food Enterprise Zone Local Development Order
Design Code

1. Introduction

1.1 This Design Code should be read in conjunction with the Greater Norwich Food Enterprise Zone Local Development Order.

1.2 The document sets out the parameters for the design of development on the site by identifying a series of guiding principles that should be taken into account by developers.

1.3 Following the guiding principles set out within this document will enable developers to cost up proposals with a degree of surety and achieve a high standard of design which is appropriate to the rural location.

1.4 The Local Planning Authority will be happy to provide advice as to whether proposals meet with the requirements of this design code.

2. Scale & Height

2.1 Refer to Figure 1 (Indicative Development principles) which shows that there is potential for larger building footprints to the north and west of the site and smaller building footprints to the southeast. The building layout should be arranged such that buildings with larger footprints are situated within the northern and western areas of the site while buildings which occupy smaller footprints can be located within the southern and eastern areas of the site.

3. Built Form

3.1

3.2 The form of any new development must be designed and planned to ensure that it responds to the existing landscape setting. Therefore, buildings should be designed so as to minimise visual impact. In particular, eaves height should be kept to a minimum. The use of as lean to roofs should be employed where appropriate to provide visual breaks in the form and mass of buildings.

3.3

3.4 Within any given site area the ratio of built structure to open space and green space should be proportional, so that buildings are seen within a landscape context.

3.5

3.6 Buildings should be designed to maximise sustainability principles such as air quality, energy efficiency, water conservation, orientation and the maximum use of daylight and sunlight.

3.7 Innovative use of modern materials and technologies will be positively encouraged.
4. Materials & Colours

4.1. The visual impact of buildings in the landscape will be a major factor. The colours and finishes of walls and roofing, including any cladding should be carefully considered in the context of external and internal views of the site and impact upon the skyline or specific appearance of the building concerned.

4.2. Generally, more subdued and non-reflective finishes will reduce the impact of any buildings or structures. Recessive colours for all external facing materials will be required. Matt finishes that are recessive within the landscape context will be required.

4.3. Given the elevated position of the site area within its wider context, roof materials should be carefully selected so that they are not dominant in the wider landscape. Ideally, these should consist of green (sedum) roofs or recessive matt finishes.

4.4. Varied and appropriate use of building materials - brick, timber and corrugated iron materials, designed as simple blocks, will reduce the perceived mass of large buildings and reinforce the rural character of the landscape.

4.5.4.6. The use of roof-mounted photovoltaic panels is encouraged so long as issues of glare and reflection that may affect long range views are minimised. The use of photovoltaic panels is encouraged in order to help meet the energy requirements of the development.


5. Ancillary Structures

5.1. Ancillary structures should be integrated into the design of buildings and operative spaces. Siting and appropriate landscaping should ensure that these elements do not dominate the finished scheme.

5.2. Ancillary structures should not be sited forward of any wall of the existing building which fronts a highway.

5.3. Any plant, equipment, machinery, works or structure should not exceed a height of 4 metres above ground level or the height of anything replaced, whichever is the greater unless otherwise agreed in writing by the Local Planning Authority prior to its installation or erection.

5.4.5.2. The development of ancillary structures should not result in the net loss of vehicle parking, turning or manoeuvring space or landscaped areas unless otherwise agreed in writing by the Local Planning Authority prior to its installation or erection.

5.5. The development should not occur on land which forms part of a landscaping scheme previously approved by the Local Planning Authority unless otherwise agreed in writing by the Local Planning Authority.
6. Fire Hydrants

6.1. Fire hydrants should be provided in accordance with Building Regulations Approved Document B Volume 2 Sections 15 & 16 (Fire Hydrants/Water Supplies and Vehicle Access) at 0.75 fire hydrants per hectare (served by a 150 – 180mm main water supply depending on the mix and type of commercial uses) for the benefit of the commercial development.

6.7. Highways New means of access

7.1. Development must have ensure safe vehicular, and (where appropriate), pedestrian, and cycle (where appropriate), equestrian links to a public highway in accordance with the document entitled Safe, Sustainable Development which can be found here: https://www.norfolk.gov.uk/rubbish-recycling-and-planning/planning-applications/design-of-developments/publications

6.1.7.2. On-site car parking and manoeuvring provision within the LDO should be provided in accordance with the document entitled ‘Broadland District Council Parking Standards Supplementary Planning Document’ which can be found here: https://www.broadland.gov.uk/downloads/file/1161/parking_standards_supplementary_planning_documents_spd.

6.2. Visibility at accesses and junctions onto highways with the characteristic of a ‘street’ shall accord with the standards set out in the CLG and DfT document “Manual for Streets”.

6.3. Visibility at accesses and junctions onto highways with the characteristic of a ‘Road’ shall accord with the standards set out in the DfT document “Design Manual for Roads and Bridges”.

6.4. The width of an access/junction needs to be sufficient to cater for the level and type of traffic reasonably expected to use it.

6.5. The maximum access gradient should be 8% (1 in 12.5) over a distance sufficient to accommodate at least the length of a standing vehicle immediately adjoining the highway.

6.6. Private streets will only be adopted by the Local Highway Authority if they comply with guidance standards.

6.7. Development with vehicular access onto a public highway with the characteristic of a ‘Road’ (see G2.3) shall provide a turning space within the curtilage of the site of sufficient size to enable vehicles to leave and re-enter the public highway in a forward gear after no more than two gear changes.

6.8. Development shall be designed such that no obstruction is placed on/across a public highway including Public Rights of Way.

6.9. Any new or replacement gates, security barriers or any other obstacle to free access into development sites must be set back sufficient distance to allow the longest vehicle or vehicle combination, that would regularly be expected to visit the site, to
stand clear of the carriageway whilst the gate, security barrier or other obstacle is operated.

7.4. Hard Surfacing

7.4.1. On site car parking and manoeuvring provision within the LDO should reflect the use and location of the site as well as accessibility by non-car modes and thereby comply with Policy TS4 of the adopted Broadland District Council Development Management DPD 2015.

7.4.2. Parking provision needs to meet the operational needs of the development and overcome the need for inappropriate on-street parking, whilst at the same time avoiding providing large amounts of parking for non-essential users that would encourage car use.

7.4.3. New development needs to be provided with parking that avoids hazardous manoeuvring on the highway to obtain access to and from the site. No part of a vehicle parked within the development may project onto or over the highway. The vehicle access crossing may not be used as a parking area and no part of it is exempted for the purpose of footway parking.

7.4.4. All parking/servicing areas to be available for use at all times and in all weather conditions.

7.5. Surface treatments should incorporate permeable solutions where practicable and avoid extensive use of asphalt.

7.6. Boundary treatments should be suitable for the landscape setting. Details of all boundary fencing and enclosures in excess of 2 metres will be submitted to the LPA for approval prior to installation.

7.7. Development within the designated area consisting of new or replacement hard surfacing shall be made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the building in accordance with a drainage scheme which has been submitted to and approved by the Local Planning Authority.

7.8. New areas of hard surfacing should not be provided on land which forms part of a landscaping scheme previously approved by the Local Planning Authority unless otherwise agreed in writing by the Local Planning Authority.

8. Soft Landscaping

8.1. Within the areas of land to be developed a high quality of soft landscape proposals will be required. The layout should include sufficient space between buildings to allow for planted areas that are proportionate to the whole scheme.

8.2. Planting areas should be integral to the SUDS solutions for the site and designed to absorb surface-water run-off.

8.3. The use of native species is appropriate within this rural setting. Further advice on appropriate plant species, grouping and densities should be sought from the Council’s Landscape Officer.
8.4. Mixed native hedge planting should be used to soften boundary features such as security fencing. This should be planted in a double staggered row at a ratio of 5 plants per metre.

9. **Landscape Maintenance**

9.1.8.5 Appropriate establishment measures for all planted areas and a programme of regular management during the period of the LDO will be an essential component of any proposal.

10. **Drainage**

9.1. Sustainable drainage solutions should be integral to the site design and comply with current SUDS requirements. Components should address the treatment of on-site attenuation and include multi-functional features such as swales, permeable paving and appropriate planting.

9.2. Where any SuDS are proposed it is important to demonstrate that the SuDS hierarchy has been followed both in terms of:
   - surface water disposal location, prioritised in the following order: disposal of water to shallow infiltration, to a watercourse, to a surface water sewer, combined sewer / deep infiltration (generally greater than 2m below ground level),
   - the SuDS components used within the management train (source (e.g. rainfall harvesting / permeable paving), site (e.g. conveyance swales and attenuation ponds) and regional control (e.g. wider offsite regional management).

9.3. If it is necessary to consider deep infiltration (greater than 2m), this may constitute a groundwater activity, and may therefore require a permit from the Environment Agency under the Environmental Permitting Regulations (2010). Given the site overlays a principal aquifer, early contact with the Environment Agency in this respect is recommended.


10. **Water Resources**

10.1. Highly consumptive uses (i.e. those that rely upon the use of more than 20 cubic metres per day) will require an abstraction licence from the Environment Agency. Given the pressures on water resources in the area early contact with the Environment Agency in this respect is recommended. Further guidance can be viewed here: https://www.gov.uk/guidance/water-management-apply-for-a-water-abstraction-or-impoundment-licence

10.2. Foul drainage from the site should connect to the public sewer system, subject to approval of an application under Section 106 of the Water Industry Act to Anglian Water. It is advisable that early contact is established with Anglian Water in this
regard in order that this detail can be agreed prior to the first occupation of any development. The adoption standards are contained in the Sewers for Adoption and the Anglian Water additions and deletions document for pumping stations. http://www.anglianwater.co.uk/developers/adoption-of-a-new-or-existing-sewer.aspx http://www.anglianwater.co.uk/_assets/media/Addendum_for_pumping_stations.pdf

10.3. The foul network offsite may require reinforcement to receive foul water arising from the development. It is advisable that early contact with Anglian Water is established in this regard in order that this detail can be agreed prior to the first occupation of any development.

10.4. Anglian Water offers a pre planning service which includes a capacity check to determine the impact of sewerage from a proposed development. Anglian Water will also work with the developer or landowner during the process to develop drainage solutions which will not cause a detriment to our existing customers or future customers. Details regarding this service can be found at: http://www.anglianwater.co.uk/developers/pre-planning-service-.aspx

11. Waste Management


11.2. In the event that any activity on the site produces waste, it may require consent from the Environment Agency. Further information can be viewed here: https://www.gov.uk/topic/environmental-management/waste

11.4. Lighting

11.4.1. Directed lighting, use of PIR, low level lighting, avoidance of lighting reflective surfaces and timers are all appropriate features and should be designed to minimise light pollution and avoid natural linear features used by commuting nocturnal wildlife.

11.2.4.1. Any high level lighting should be designed so as to avoid any significant adverse impact upon residential amenity and highway safety.

12. Noise, odour and emissions

12.1.4.1. Developers should seek to minimise the potential for noise pollution from the intended activities and to incorporate appropriate noise attenuation measures into the building design.

12.2.4.1. Particular attention should be given to the attenuation of noise where 24 hour operations are expected.

12.3.4.1. Consideration should be given to the potential impact of audible hazard warnings on reversing vehicles, alarms and other mechanical equipment.

13. Signs & Advertisements
13.1. Entrance signs and notices should be suitably designed to respect the rural nature of the location and should not exceed the parameters contained with the appropriate regulations.

13.2. Signs that do not require consent should be designed to have limited local impact.

13.3. Planning permission will be required for any illuminated signage.

12. Hard Surfacing

12.1. On-site car parking and manoeuvring provision within the LDO should reflect the use and location of the site as well as accessibility by non-car modes and thereby comply with Policy TS4 of the adopted Broadland District Council Development Management DPD 2015.

12.2. Parking provision needs to meet the operational needs of the development and overcome the need for inappropriate on-street parking, whilst at the same time avoiding providing large amounts of parking for non-essential users that would encourage car use.

12.3. New development needs to be provided with parking that avoids hazardous manoeuvring on the highway to obtain access to and from the site. No part of a vehicle parked within the development may project onto or over the highway. The vehicle access crossing may not be used as a parking area and no part of it is exempted for the purpose of footway parking.

12.4. All parking/servicing areas to be available for use at all times and in all weather conditions.

12.5. Surface treatments should incorporate permeable solutions where practicable and avoid extensive use of asphalt.

12.6. Boundary treatments should be suitable for the landscape setting. Details of all boundary fencing and enclosures in excess of 2 metres will be submitted to the LPA for approval prior to installation.

12.7. Development within the designated area consisting of new or replacement hard surfacing shall be made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the building in accordance with a drainage scheme which has been submitted to and approved by the Local Planning Authority.

12.8. New areas of hard surfacing should not be provided on land which forms part of a landscaping scheme previously approved by the Local Planning Authority unless otherwise agreed in writing by the Local Planning Authority.

13. Boundary Treatments

13.1. Boundary treatments should be suitable for the landscape setting. Details of all boundary fencing and enclosures in excess of 2 metres will be submitted to the LPA for approval prior to installation.
14. Lighting

14.1. Directed lighting, use of PIR, low level lighting, avoidance of lighting reflective surfaces and timers are all appropriate features and should be designed to minimise light pollution and avoid natural linear features used by commuting nocturnal wildlife.

14.2. Any high level lighting should be designed so as to avoid any significant adverse impact upon residential amenity and highway safety.

15. Noise, odour and emissions

15.1. Developers should seek to minimise the potential for noise pollution from the intended activities and to incorporate appropriate noise attenuation measures into the building design.

15.2. Particular attention should be given to the attenuation of noise where 24 hour operations are expected.

15.3. Consideration should be given to the potential impact of audible hazard warnings on reversing vehicles, alarms and other mechanical equipment.

15.4. Stationary vehicles with refrigeration units (excluding vehicles being actively loaded or unloaded) should be powered by mains electricity supply and should not use engine powered generators.

16. Signs & Advertisements

16.1. Entrance signs and notices should be suitably designed to respect the rural nature of the location and may require advertisement consent.

16.2. Signs that do not require consent should be designed to have limited local impact.

16.3. Advertisement consent will be required for any illuminated signage.

Review of LDO

The LDO and the Design Code will be reviewed at periods of no longer than 15 years apart.
Figure 1 - Indicative Development principles
Appendix 3 - LDO Commencement Notice

Notice to Broadland District Council re Commencement of Development within the Greater Norwich Food Enterprise Zone LDO area

<table>
<thead>
<tr>
<th>Development Site:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Brief Description of Development: (please include copies of a elevations and floor plan(s) and working drawings)</td>
<td></td>
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<tr>
<td>Notice is hereby given that works to implement the above LDO Compliant Scheme will commence on:</td>
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<tr>
<td>Signed:</td>
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<tr>
<td>For and on behalf of: (name and address of developer)</td>
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<tr>
<td>Date:</td>
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<td>Contact Name:</td>
<td></td>
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<td>Telephone Number:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>

Please send this completed form by email to: planning.administration@broadland.gov.uk

Or by post to: Mr Phil Courtier
Head of Planning
Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Norwich
Norfolk
NR7 0DU

Appendix 4 – Brief for further archaeological investigation
Dear Mr Scowen

Request for Screening Direction  
Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended  
Proposal for Greater Norwich Food Enterprise Zone Local Development Order

I refer to your letter of 27 February to the National Planning Casework Unit, requesting that the Secretary of State issues a screening direction for proposals at the above location.

As you will be aware the Secretary of State for Communities and Local Government has discretionary powers under regulation 4(8) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended (“the Regulations”) to make a screening direction if requested to do so in writing by any person. All such requests are considered on a case by case basis by the Secretary of State.

It is noted that the information submitted requests a screening direction from the Secretary of State following the issuing of a negative screening opinion by Broadland District Council. I understand that this request is made because Broadland District Council is proposing the draft LDO.

I have considered the points you raise in your letter and the content of the details included from Natural England, the Environment Agency, Clare Parry Cornerstone Barristers and those in the Broadland District Council screening opinion. I also note your concerns that the Council are the proposer for the order. However, it is relatively common for local authorities to be the proposer for development and it is for your Council to determine the appropriate processes in these circumstances.
Therefore, having considered the request made, it is also our understanding that the Regulations do not prevent the authority from issuing a revised screening opinion for this order. The Secretary of State does not consider that there are any issues to indicate a need for the Secretary of State to exercise his power under regulation 4(8), and therefore the Secretary of State declines to issue a screening direction in response to your request.

Yours sincerely

Karen Rose

Karen Rose
Planning Casework Manager
(With the authority of the Secretary of State)
Scrutiny Committee – Work Programme

In setting future Scrutiny TOPICS, the Committee is asked to consider the following:

T  Is this the right time to review this issue and is there sufficient Officer time and resource to conduct the review? What is the timescale?

O  What is the reason for review; do officers have a clear objective?

P  Can performance in this area be improved by input from Scrutiny?

I  Is there sufficient interest (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

C  Will the review assist the Council to achieve its Corporate Priorities?

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Topic</th>
<th>Organisation / Officer / Responsible member</th>
<th>Objectives</th>
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</thead>
<tbody>
<tr>
<td>25 May 2017 (Thurs)</td>
<td>Review of the Council’s Compliance and Enforcement Policy</td>
<td>Development Manager &amp; Cllr L Hornby</td>
<td>For Scrutiny Committee to evaluate the effectiveness of the Council’s Compliance and Enforcement Policy in relation to planning and make any recommendations. Members to receive a brief overview of enforcement and information relating to how enforcement is undertaken in this area. The Committee to receive data in relation to the number of complaints received, where enforcement action has been successful and difficulties faced when managing situations through enforcement.</td>
</tr>
<tr>
<td>28 June 2017</td>
<td>Update from the Council’s representative on Norfolk Health and Overview Scrutiny Committee (NHOSC)</td>
<td>Cllr N Legg &amp; Cllr Y Bendle</td>
<td>For members to consider an update from the Council’s representative on the NHOSC to assess the impact of issues discussed on South Norfolk residents and the Council. The Committee to consider if any further scrutiny into the issues is required.</td>
</tr>
<tr>
<td>28 June 2017</td>
<td>Waste Collection Round Remodelling – review</td>
<td>Head of Environmental Services &amp; Cllr K Billig</td>
<td>The Committee to review the Council’s waste collection round remodelling introduced in June 2016. Members to assess whether the remodelling has realised the objectives sought and achieved the financial savings anticipated. The committee to also receive data relating to the Council’s contamination statistics and recycling targets in order to assess performance in this area. Members have also requested details relating to marketing campaigns and the impact of these. Members to make any relevant recommendations as required.</td>
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<tr>
<td>2 Aug 2017</td>
<td>To be held in the event of a call-in only</td>
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<tr>
<td>27 Sept 2017</td>
<td>No items scheduled</td>
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<tr>
<td>15 Nov 2017</td>
<td>Update from the Council’s representative on Norfolk Health and Overview Scrutiny Committee (NHOSC)</td>
<td>Cllr N Legg &amp; Cllr Y Bendle</td>
<td>For members to consider an update from the Council’s representative on the NHOSC to assess the impact of issues discussed on South Norfolk residents and the Council. The Committee to consider if any further scrutiny into the issues is required.</td>
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<tr>
<td>20 Dec 2017</td>
<td>No items scheduled</td>
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AGENDA ITEM 6
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<tr>
<th>Date of meeting</th>
<th>Topic</th>
<th>Organisation / Officer / Responsible member</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>Feb 2018</td>
<td>2018/19 Budget</td>
<td>Director of Business Development &amp; Cllr M Edney</td>
<td>Scrutiny Committee to consider the Council’s 2018/19 budget and the recommendations of Cabinet. The Committee should formulate a recommendation to Council regarding the budget for consideration at its meeting at the end of February 2018.</td>
</tr>
<tr>
<td>June 2018</td>
<td>Review of the Leisure Centre Refurbishments / Enhancements</td>
<td>Head of Leisure &amp; Cllr C Hudson</td>
<td>For members to receive details of usage, income and membership figures since the refurbishments and improvements of the Council’s Leisure Centres. The Committee to evaluate the impact of the enhancements and whether the outcomes have met targets set and delivered an increase in membership numbers and usage in comparison to previous figures. Members to make recommendations as appropriate. Members to also receive details of Council expenditure in relation to the Leisure Centres.</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Responsible Officer</td>
<td>Resolution and Recommendations</td>
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<tr>
<td>28 June 2016</td>
<td>NORFOLK AND SUFFOLK DEVOLUTION PROPOSAL</td>
<td>Chief Executive</td>
<td>1. To note the progress made in relation to addressing the issues raised by Full Council in October 2015.</td>
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<td>2. TO RECOMMEND THAT CABINET</td>
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<td>a. Agrees that the Leader of the Council should sign the Norfolk and Suffolk Devolution Agreement and supports the publication of a Scheme of Governance for public consultation. Consultation literature should be uniform across Norfolk and Suffolk and present a consistent message, focusing on no more than five key benefits for residents.</td>
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<td>b. Notes the concerns of the Scrutiny Committee in relation to governance arrangements, and address these concerns to the governance team working on the Deal.</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Responsible Officer</td>
<td>Resolution and Recommendations</td>
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<tr>
<td>28 Sept 2016</td>
<td>REVIEW OF ROUTE OPTIMISATION DELIVERY</td>
<td>Head of Environmental Services</td>
<td>To note the content of the Route Optimisation Delivery Review report, and to commend the Head of Environmental Services and his team for their hard work and dedication in ensuring the success of the implementation a four-day collection service. (The Committee agreed that when undertaking its further review of the Route Optimisation Delivery in July 2017, they would also review the Council’s contamination statistics, recycling targets and marketing campaigns.)</td>
</tr>
<tr>
<td>10 Nov 2016</td>
<td>DISS HERITAGE TRIANGLE</td>
<td>Governance and Business Manager</td>
<td>To note the current progress in the delivery of the Diss Heritage Triangle Project and to commend the work of the Project Team, its volunteers, and the Council’s members and officers for their dedication and commitment to the ongoing work.</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Responsible Officer</td>
<td>Resolution and Recommendations</td>
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| 10 Nov 2016 | REVIEW OF THE FIVE-YEAR LAND SUPPLY METHODOLOGY | Director of Growth and Localism          | 1. To recommend that officers:  
a. explore whether student accommodation figures could be counted towards the delivery of the Five Year Housing Land Supply figure and, if so, seek the agreement of Broadland District and Norwich City Councils to use this when calculating the Five-Year Land Supply;  
b. explore whether different types of care homes could be counted towards the delivery of the Five Year Housing Land Supply figure and, if so, seek the agreement of Broadland District and Norwich City Councils to use this when calculating the Five-Year Land Supply;  
c. continue to use Council rates records to ascertain when new properties became occupied and explore how best to use this information;  
d. add a condition that building should commence within a set time, i.e. two years, where development is granted | This is currently being undertaken by the GNLP team.  
This is currently being undertaken by the GNLP team  
Officers have confirmed that extensive use is already being made of Council Tax records to ensure that starts/completions are being recorded as soon as possible.  
This has been implemented by Development | Members thoroughly debated all of the issues related to the methodology used to calculate the five-year land supply. A number of specific recommendations were made, which if agreed should improve the five-year land supply figure and reduce the pressure to approve development throughout the District. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Responsible Officer</th>
<th>Resolution and Recommendations</th>
<th>Progress</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Dec 2016</td>
<td>UPDATE FROM THE COUNCIL’S REPRESENTATIVE ON NORFOLK HEALTH AND OVERVIEW SCRUTINY COMMITTEE(NHOSC)</td>
<td>Cllr Nigel Legg</td>
<td>Members thanked Cllr Legg for his update and noted that he would report again to the Scrutiny Committee in June 2017</td>
<td>No action required</td>
<td>Members were pleased to note the work that had been carried out by the NHOSC, which assists members to identify any areas that they may wish to be highlighted at future meetings of NHOSC. No issues were highlighted to be raised by the NHOSC member representative</td>
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<tr>
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<tr>
<td>21 Dec 2016</td>
<td>COLLABORATIVE WORKING WITH SOUTH NORFOLK CLINICAL COMMISSIONING GROUP (SNCCG)</td>
<td>Chief Executive &amp; the Independent Living Team Leader</td>
<td>The Committee noted and commended the work of members and officers for their ongoing commitment to working collaboratively with the SNCCG. Officers also agreed to look into how they could strengthen the relationship with members and Community Capacity Builders in order to provide relevant and regular feedback</td>
<td>No action required</td>
<td>The Committee was pleased to learn of the work carried out by the Council and SNCCG to secure outcomes for residents. Members were reassured that SNC and SNCCG were working well together, further assisted by the work ongoing in the Help Hub. The Committee does not consider that any further scrutiny of this topic is required.</td>
</tr>
</tbody>
</table>
| 25 Jan 2017 | REVIEW OF THE 2017-18 BUSINESS PLAN                                    | Business Improvement Programme Manager                                               | To note the draft Business Plan and commend it to Cabinet, subject to the following recommendation:  
• that Cabinet introduces the proposed increases to fees and charges in relation to dog bin services in a phased approached: 50% in 2017/18, increasing to 100% in 2018/19.  
the recommendation for the increase in fees to be phased was approved, but fees for those not previously charged were to be “£50.00 from 2017/18, increasing to the full charge in 2018/19”, instead of 50% of the increase in 2017/18, increasing to 100% in 2018/19” as recommended | Officers are currently looking into issue. | Members reviewed the Business Plans and were happy with the planned direction of the Council in 2017/18. The Committee was pleased to commend the Plans to Cabinet. |
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</table>
| 8 Feb 2017 | REVIEW OF THE LEISURE CENTRE REFURBISHMENTS                           | Head of Leisure     | 1. To note the report and support the proposals outlined in Section 4 of the report; and 2. That the Scrutiny Committee review the progress, performance and financial position of the Council’s leisure centres in June 2018.                                                                                                                                                                                      | No action required        | Members were in a position to scrutinise the Council’s substantial investment in the Leisure Centres and assess the impact of the refurbishments on membership numbers and income.  
The Committee was generally pleased with the outcome of the investments and the reaction of the public. However did note some issues that they have requested be reported on in 2018. |
<p>| 8 Feb 2017 | 2017/18 BUDGET; 1. REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX 2017/18 AND 2. TREASURY MANAGEMENT STRATEGY 1 APRIL 2017 TO 31 MARCH 2020 | Accountancy Manager | To endorse the recommendations of Cabinet for the Revenue Budget, Capital Programme and Council Tax 2017/18. To endorse the recommendations of Cabinet for the Treasury Management Strategy 1 April 2017 to 31 March 2020.                                                                                                                                                           | No action required        | Members were satisfied with the budget that was recommended to Council by Cabinet.                                                                                                                   |</p>
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</thead>
<tbody>
<tr>
<td>11 May 2017</td>
<td>GREATER NORWICH FOOD ENTERPRISE ZONE</td>
<td>Director of Growth and Localism</td>
<td>To be reported as appropriate</td>
<td>To be reported as appropriate</td>
<td>To be reported as appropriate</td>
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</table>
# CABINET CORE AGENDA 2017

<table>
<thead>
<tr>
<th>Decisions: Key, Policy, Operational</th>
<th>Key Decision/Item</th>
<th>Lead Officer</th>
<th>Cabinet Member</th>
<th>Exempt Y/N</th>
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<tbody>
<tr>
<td><strong>Council AGM 15 May</strong></td>
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<tr>
<td>12 June</td>
<td>0</td>
<td>Performance Risks and Finance Budget Position Q4</td>
<td>E Goddard, A Mewes, M Fernandez -Graham</td>
<td>M Edney</td>
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<tr>
<td></td>
<td>0</td>
<td>Charges to Developers</td>
<td>S Pontin/H Mellors/B Wade</td>
<td>L Hornby / K Mason Billig</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Future Management and Maintenance of Pre-Existing Street Lights and Play Areas</td>
<td>Bob Wade</td>
<td>C Hudson</td>
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<tr>
<td></td>
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<td>Supplementary Planning Document on Open Space</td>
<td>Adam Nicholls</td>
<td>J Fuller</td>
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<tr>
<td></td>
<td>0</td>
<td>Treasury Management Annual Report 2016/17</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
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<tr>
<td></td>
<td>0</td>
<td>Asset Management Plan</td>
<td>D Lorimer</td>
<td>M Edney</td>
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<tr>
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<td>0</td>
<td>Commercialisation Strategy</td>
<td>D Lorimer</td>
<td>M Edney</td>
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<td>0</td>
<td>Strategic and Annual Internal Audit Plans</td>
<td>E Hodds</td>
<td>M Edney</td>
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<tr>
<td><strong>Council 10 July 2017</strong></td>
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<tr>
<td>17 July</td>
<td>0</td>
<td>Performance Risks and Finance Budget Position Q1</td>
<td>E Goddard, A Mewes, M Fernandez – Graham</td>
<td>M Edney</td>
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<td></td>
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<td>Housing Renewal Grants and Loans Policy</td>
<td>T Cooke</td>
<td>Y Bendle</td>
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<td></td>
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<td>Procurement Strategy</td>
<td>I Purdom</td>
<td>M Edney</td>
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<tr>
<td></td>
<td>0</td>
<td>Draft Norfolk Strategic Framework</td>
<td>A Nicholls</td>
<td>J Fuller</td>
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<tr>
<td><strong>Council 18 September 2017</strong></td>
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### 30 Oct

<table>
<thead>
<tr>
<th>Date</th>
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<th>Topic</th>
<th>Responsible Party</th>
<th>Notes</th>
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<tbody>
<tr>
<td>30 Oct</td>
<td>O</td>
<td>Performance Risks and Finance Budget Position Q2</td>
<td>E Goddard, A Mewes, M Fernandez – Graham</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Treasury Management Half Yearly report</td>
<td>M Fernandez-Graham</td>
<td>N</td>
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### 4 Dec

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>4 Dec</td>
<td>O</td>
<td>Conservation Area Appraisals Review – Bawburgh, Dickleburgh, Hempnall, Mulbarton, Scole and Tacolneston</td>
<td>C Bennett</td>
<td>N</td>
</tr>
</tbody>
</table>

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