Cabinet

Members of the Cabinet

Mr J Fuller
Chairman
Leader, External Affairs

Mr M Wilby
Vice-Chairman
Deputy Leader, Community Empowerment and Building the Big Society

Portfolio Holders

Mrs Y Bendle
Localism

Mr D Bills
Organisational Efficiency and Shared Services

Mr K Kiddie
Public Protection and Development Control

Mr G Wheatley
Corporate Resources and Governance

Agenda

Date
Monday 30 April 2012

Time
9.00 am

Place
Cavell and Colman Rooms
South Norfolk House
Swan Lane
Long Stratton Norwich
NR15 2XE

Contact
Claire White tel (01508) 533669
South Norfolk District Council
Swan Lane
Long Stratton Norwich
NR15 2XE
Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

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

1. To report apologies for absence;

2. Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (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 form and flow chart attached - page 5)

4. Minutes of the meeting held on Monday 26 March 2012; (attached – page 7)

5. Performance Review Quarter 4;
   This report will be displayed on-line at the meeting via the Corvu Business Management System

6. Financial Review Quarter 4;

7. South Norfolk Council’s Site Specific Policies and Allocations Development Plan Document: Preferred Options (part 2) (report attached – page 15)
   (please see Council’s website to view details of the preferred options: http://www.south-norfolk.gov.uk/democracy/default.aspx)

   The Site Specific Policies and Allocations Development Plan Document is an important part of the Council’s Local Plan as it sets out the areas of land being proposed for development. Having completed two periods of public consultation and having assessed sites, this report recommends publishing the sites that have the best results as the Council’s preferred options for Diss, Harleston, Hingham, Loddon/Chedgrave (outside of the Norwich Policy Area). These allocations will meet the requirements of the Joint Core Strategy, and will be published later this summer for a further period of six weeks consultation.

8. National Planning Policy Framework;
   (report attached – page 8)

   This report provides a synopsis of the recently published National Planning Policy Framework, and highlights the implications for South Norfolk Council. The report recommends the weight to be given to the Saved Policies of the South Norfolk Local Plan in light of the framework.
9. The Procurement Strategy;  

The Council's previous procurement strategy ran from 2008-2011. It set out the Council's overall objectives for procurement, in light of the (then) ongoing activities at the Council and the wider financial climate.

Since the last strategy was approved, the financial and legislative framework for local government has altered significantly. In response to these changes, the Council is implementing a change programme which positions the Council for the future. Effective procurement is key to the future of the council.

This paper seeks to obtain Cabinet approval to the new procurement strategy.

10. Volunteering Policy;  

This report sets out the role volunteering will play in the delivery of “Your Neighbourhood Your Choice”, and sets out a new co-ordinated approach to voluntary activity with a Volunteering Policy. It also sets out the Community Awards scheme, designed to recognise and celebrate significant achievements in the community.

11. Food Waste;  

In February 2012 DCLG launched a £250M challenge fund to support local authorities to deliver better weekly collections of household waste and recycling.

The Council is currently collaborating with four other Norfolk authorities, Norfolk County Council, Norwich City Council, Breckland and Broadland District Councils and on 16 March submitted an expression of interest for funding for weekly food waste collections. In South Norfolk the feasibility of collecting waste food from 17,000 properties is being considered.

The next stage is to submit an outline bid to DCLG by 11 May and officers are currently working hard to design a scheme, plan the logistics and determine the likely costs ahead of the bidding deadline. A full report on the matter will be brought to Cabinet as soon as possible when authority will be sought for progressing to the final bid stage the date for which is 17 August 2012.

Andy Jarvis  
Director of Development and Environment

12. Cabinet Core Agenda;  

(attach ed – page 75)

13. Exclusion of the Public and Press;  

To exclude the public and the press from the meeting under Section 100A of the Local Government Act 1972 for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 6 of Part 1 of Schedule 12A to the Act (as amended)
14. **Land at Chestnut Road, Pulham St Mary;**

   (report attached – page 76)

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

   This report considers options for the sale of land at The Chestnuts, Pulham St Mary and presents a recommendation.

15. **Poringland – Land at Shotesham Road;;**

    (report attached – page 83)

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

    Update report with recommendation regarding landowner co-operation agreement.

16. **14 Middleton Street Wymondham (Wymondham Town Council Offices) - Lease Renewal**

    (report attached – page 90)

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

    This report makes recommendations regarding the renewal of the lease on 14 Middleton Street Wymondham due to expire on 30th September 2012.

17. **Rent Review – Abbey Products, Ayton Road, Wymondham;**

    (report attached – page 93)

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

    The purpose of the report is to seek Cabinet consent for officers to implement the recommended rent review of industrial premises at Ayton Road, Wymondham.

18. **Unit 13 Wymondham Business Park – Proposed Lease;**

    (report to follow)

    (NOT FOR PUBLICATION by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972)
AGENDA ITEM 3

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether the interest is a personal one only or one which is also prejudicial. The declaration should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote. If it is a prejudicial interest, a member has the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. A member can participate fully where the interest is shared with the majority of residents in that particular ward. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Is (or should) the Interest be registered in the Register of Members' Interests?

If not, whose well being or financial position is affected to a greater extent than the majority of other people in the ward?

<table>
<thead>
<tr>
<th>Your own</th>
<th>A family member</th>
<th>A close associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any person or body who has employed or appointed your family member/close associate</td>
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<tr>
<td>Any firm in which your family member/close associate is a partner or company of which they are directors</td>
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<tr>
<td>Any company in which your family member/close associate has shares with a face value more than £25,000</td>
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<td></td>
</tr>
<tr>
<td>Any of the following in which you hold a position of general control or management: outside organisations, other public authorities, charities, pressure groups, political parties or trade unions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the interest:

(a) affect your financial position or the financial position of a person or body described above? *(If Yes the interest may be prejudicial)*

(b) relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described above? *(If Yes the interest may be prejudicial)*

(c) relate to scrutiny by the Overview and Scrutiny committee of a decision you were party to? *(If Yes the interest is prejudicial)*

(d) relate to the functions of the council in respect of housing (except your tenancy), statutory sick pay, an allowance, payment or indemnity given to members, any ceremonial honour given to members, or setting the council tax or a precept under the Local Government Finance Act 1992. *(If Yes the interest is NOT PREJUDICIAL)*

PREJUDICIAL INTEREST

If you answered Yes to (a) or (b) is the interest one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest? **If Yes the interest is PREJUDICIAL**

If you answered Yes to (c) the interest is PREJUDICIAL

If prejudicial do you intend to attend the meeting to make representations, answer questions or give evidence?

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF
DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to my interests?

A  Does it affect my entries in the Register of Interests?

B  Does it affect the well being or financial position of me, my family or close associates; or my family’s or close associates’
   • employment, employers or businesses;
   • companies in which they are a director or where they have a shareholding of more than £25,000 face value;
   • business partnerships; or

C  Does it affect the well being or financial position of the following organisations in which I hold a position of general control or management:
   • other bodies to which I have been appointed or nominated by the council;
   • other public authorities;
   • charitable bodies;
   • bodies whose main purpose is to influence public opinion or policy

More than the majority of other people in the ward?

D  Is Overview and Scrutiny considering a decision I made? If so you have a prejudicial interest.

The interest is prejudicial you can withdraw from the meeting by leaving the room (after making representations, answering questions or giving evidence). Do not try to improperly influence the decision.

This matter relates to
• housing (except your tenancy)
• statutory sick pay from the council
• an allowance, payment or indemnity given to members
• any ceremonial honour given to members
• setting the council tax or a precept

Would a member of the public – if he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

Yes

No

The interest is not prejudicial you can participate in the meeting and vote

Is the interest financial or relating to a regulatory issue e.g. planning permission?

Yes

NO

You may have a prejudicial interest

NO

You have a personal interest in the matter

Disclose the existence & nature of your interest

Personal Interest

Prejudicial Interest
South Norfolk Council’s Site Specific Policies and Allocations Development Plan Document: Preferred Options (part 2)

Planning Policy Manager

The Site Specific Policies and Allocations Development Plan Document is an important part of the Council’s Local Plan as it sets out the areas of land being proposed for development. Having completed two periods of public consultation and having assessed sites, this report recommends publishing the sites that have the best results as the Council’s preferred options for Diss, Harleston, Hingham, Loddon/Chedgrave (outside of the Norwich Policy Area). These allocations will meet the requirements of the Joint Core Strategy, and will be published later this summer for a further period of six weeks consultation.

Cabinet member(s): Ward(s) affected:
John Fuller All
Contact Officer, telephone number, and e-mail: Tim Horspole 01508 533806 thorspole@s-norfolk.gov.uk

1. Background

1.1. This report seeks Cabinet’s agreement to the preferred options for selected categories of settlement, which will form part the next consultation stage of the Council’s site specific policies and allocations development plan document (DPD). This DPD identifies sites and areas that the council considers to be the best options for meeting the objectives of the Joint Core Strategy.

1.2. To have the full weight in determining planning applications, the DPD must be prepared in accordance with the regulations. These regulations require extensive public consultation to be undertaken, and the proposals before Cabinet this morning take account of the two previous public consultation exercises held in 2010 and 2011.

2. Current Position and Issues

2.1. This initial tranche of sites (the preferred options for settlement in the “Service Village”, “Other Village” and “Small Rural Communities” categories of the Joint Core Strategy’s settlement hierarchy for the rural area) were considered by the March 2012 Cabinet meeting. It was intended to bring the remainder of the sites to this meeting. However, the publication of the National Planning Policy Framework required the assessment framework to be reviewed to ensure it is
consistent with the new framework. To ensure the NPPF is fully reflected in the site specific document it is now proposed that the April Cabinet consider the preferred options for the settlements of Diss, Harleston, Loddon/Chedgrave and Hingham.

2.2. This assessment work has led to the recommended sites that are considered to be the best option of the sites proposed, and represent those sites that perform best when judged against the assessment framework. These assessments are based on evidence that has been collected through the two stages of consultation already undertaken, as well as from direct contact with providers of essential services.

2.3. It is proposed to take the preferred options for the remaining settlements (those in the Norwich Policy Area, including the main growth locations of Costessey, Easton and Hethersett) to a special meeting of Cabinet in May. Growth proposed at Long Stratton and Wymondham will be dealt with through Area Action Plans, which will be considered at subsequent Cabinet meetings, while Cringleford Parish Council is preparing a Neighbourhood Development Plan, which will include the housing growth proposed in the Joint Core Strategy.

3. Proposal and Reasons

3.1. The proposed preferred options for Diss, Harleston, Loddon/Chedgrave and Hingham and the reasons for their selection are set out in the appendices to this report. The appendices include a proposed draft of the text for each settlement along with an annotated map. The map shows a development boundary of each settlement and identifies the areas of land proposed to be allocated for development.

3.2. The level of growth in each settlement is consistent with the targets and policies set out in the adopted Joint Core Strategy.

4. Other Options

4.1. Other reasonable alternatives have been explained in the proposed text of the consultation document (appended to this report). These options will be available for comment when the document is published for consultation.

4.2. The options that have not performed well against the assessment criteria and are recommended to be rejected are in the appendices to this report.

4.3. The Council could decide not to progress the DPD to adoption; this would lead to future development being unplanned and uncoordinated and would lessen the Council’s ability to meet its objectives and would deny residents the opportunity to be involved in shaping their communities.

5. Relevant Corporate Priorities

5.1. Enhancing our quality of life and the environment we live in. One of the guiding principles of the Council’s planning policy, as contained in the JCS, is to accommodate future development needs in a way that protects and retains the distinctive character of settlements in South Norfolk. This has been an important consideration in assessing the sites and is reflected in the objectives of this DPD.
5.2. Promoting a thriving local economy. Providing suitable and available land for economic development is one of the future needs identified in the JCS and contained in the objectives for this DPD.

5.3. Supporting communities to realise their potential. The DPD process allows for residents to participate and influence the content of the DPD.

6. Implications and Risks

6.1. Financial – the work associated with the production of the council’s planning policy documents is included within the current budget.

6.2. Legal – there is a legal requirement for local planning authorities to prepare a Local Plan for their area. This DPD will form an important part of the Local Plan and must be prepared in accordance with development plan regulations. Once published, the preferred options will be a material consideration in determining planning applications but will carry very limited weight. The judgement on the legal challenge to the JCS does not impact on this work, and the Council has an adopted JCS that for South Norfolk carries the full weight of a statutory planning policy document.

6.3. Environmental – the DPD will use the sustainability appraisal to ensure the impact on the environment is taken into account.

6.4. Crime Reduction – the DPD will take account of the Council’s duty under Section 17 of the Crime and Disorder Act

6.5. Risks – Not having an adopted DPD will leave the Council vulnerable to speculative and predatory planning applications for development. It will also severely limit the Council’s ability to coordinate development to ensure the necessary infrastructure is provided.

7. Conclusion

7.1. Having assessed the sites that have been submitted for consideration as allocations in the council’s Site Specific Policies and Allocations DPD the preferred options for Diss, Harleston, Loddon/Chedgrave and Hingham, and the reasons for their selection, are contained in the appendices to this report.

8. Recommendations

8.1. It is recommended Cabinet agree the sites shown as preferred options in the appendices to this report as the Council’s preferred options for Diss, Harleston, Loddon/Chedgrave and Hingham. These sites will be included in the preferred options consultation document, which will be published in the summer 2012.
Policy 13 of the Joint Core Strategy (JCS) identifies Main Towns. Subject to resolution of servicing constraints, these towns will accommodate additional housing (numbers indicate a minimum number of dwellings), town centre uses, employment and services:

Main Towns in the Rural Area are shown in the table below:

<table>
<thead>
<tr>
<th>Town</th>
<th>Housing Allocations</th>
<th>Town centre uses</th>
<th>Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diss</td>
<td>300 dwellings</td>
<td>Significant expansion in or adjacent to the town</td>
<td>Employment growth to meet the needs of the town and large rural catchment</td>
</tr>
<tr>
<td>Harleston</td>
<td>200-300 dwellings</td>
<td>Limited expansion in or adjacent to the town centre</td>
<td>Expansion based on existing employment areas</td>
</tr>
</tbody>
</table>

The Main Town in the Norwich Policy Area is **Wymondham** which will have its own Area Action Plan.
DISS

Diss is a market town and employment centre serving a large rural catchment. It is defined by the Joint Core Strategy (JCS) as a Main Town in which the JCS provides for a further 300 dwellings up to 2026. In addition to the commitment to new housing development made since the JCS base date, new allocations are required for some 200 new homes. New school places and a new water supply will be required to serve this growth.

Job growth will be encouraged to serve this growth and the town’s catchment. The JCS provides for the provision of some 15 hectares of available employment land which background evidence suggests should include some 7 hectares of new land allocations. These would be complemented by the allocation of land for commercial uses in the town centre. The town’s general quality of life will also be enhanced by the encouragement of community measures to further its ‘Cittaslow’ status.

Diss has a large number of shops and services. The JCS provides for the major expansion of town centre uses in or adjacent to the town centre and the strengthening of the town centre’s smaller scale non-food and leisure provisions. The 2007 Norwich Sub-Region Retail Study concluded a potential for new comparison goods shopping floor space of some 2600m² net to 2016 and 4500m² net to 2021, of which a small proportion has already been taken up. The study also identified a need for further eating and drinking establishments to support this retailing growth but precluded the need for further convenience goods stores due to their recent expansion.

Form and character
Diss has an attractive historical town centre within a conservation area. This includes parkland and The Mere (a notable lake), adjacent to a core of main shopping streets with a market place that hosts a regular market. There are also two well located employment areas either side of the railway station to the east.

The town benefits from its rich heritage of historic buildings, streets and large enclosed public and private open spaces. The latter include Fair Green, The Park, the banks of The Mere, Parish Fields, Mount Street Gardens associated with the Manor House, Rectory Meadow and nearby school playing fields. Such spaces make a significant contribution to the historic character of the townscape and the conservation area.

The Mere and the park have limited the development of the town centre to its west, while the town’s development has been constrained by the River Waveney to the south, and the valley of the River Frenze to the east and north. The town is also separated by areas of open fields to the west from the village of Roydon, and to the north east from the nearby hamlet of Walcot Green. These valleys, their flood plains and other open areas provide an

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 3 – MAIN TOWNS

attractive landscape setting for the town with implications for the locations of future growth.

Services and community facilities
Diss has a wide range including:
- 140 town centre shops and service premises totalling 15500 m2 net, including two large supermarkets at the southern end of the town centre
- Weekly (Friday) market and auction.
- Some 30 additional services and non-food goods retailers to the east of the town centre along and off Victoria Road
- Nursery, infants, junior and high schools
- The Corn Hall, St Nicholas’ Street, a major town centre meeting venue
- Library, Church Street
- Youth and Community Centre, Shelfanger Road
- Health Centre, Mount Street
- Swimming Pool, Victoria Road and various leisure facilities

Communications
The town located on the A1066 east-west route which links to the A140 Norwich-Ipswich road and the A143 Bury St Edmunds- Great Yarmouth road. Diss is also served by regular rail services to Norwich, Ipswich and London, and has a town centre bus station in Park Road with regular services serving a wide rural catchment.

The lack of a by-pass and location of most of the developed area of the town to the north of the A1066 have resulted in traffic pressures on the town’s relatively narrow roads. Much traffic destined for the north of the town rat-runs through residential roads to the east and north east of the town centre and through the hamlet of Walcot Green to avoid traffic queues on the A1066, the main east-west through route. This issue is a consideration affecting locations for growth.

Development Boundary – 2011 Consultation
The consultation development boundary consolidated the existing form of the settlement, to reduce the further intrusion of development into open countryside and to maintain the separation of the town from Roydon and Walcot Green. The boundary excluded backland development to the south of Park Road by the River Waveney, and prevented extensions to development along the Waveney valley to the east and west, and in the Frenze valley to the north and east. No development boundary was proposed around the hamlet of Walcot Green, to preserve its individual form and character.

Development Boundary - Preferred Option
The development boundary is proposed to maintain the above principles but to be amended to include recent permitted new development, currently committed development sites and proposed development land allocations, while excluding land that is located within flood risk zones 2 and 3.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 3 – MAIN TOWNS

The main changes proposed are the inclusion of the church permitted off Shelfanger Road (north of Farthing Close), the inclusion of proposed housing land allocations to the west of Denmark Lane, north of Frenze Hall Lane, and on a former haulage depot off Victoria Road, plus the inclusion of two new employment land allocations to the east of Sandy Lane to the north of existing employment land.

An exception is the exclusion from the proposed boundary of the scheme for 114 homes under construction between Denmark Lane and High Road. This is to preserve the status of this mainly exceptions housing scheme which includes only a small proportion of open market homes.

Extensive revisions are proposed to the development boundary to the south of the town to exclude land in flood risk Zones 2 and 3 adjacent to the River Waveney.

The proposed development boundary includes important open spaces which contribute to the historic character of Diss, as referred to above under the “Form and Character” heading. Provisions for the control of development that could have an impact on these important areas are to be considered within the Development Management Development Plan Document.

Preferred Development Sites for Allocation
The proposed preferred locations for development take into account
- Drainage and sewerage constraints affecting in particular sites in northern and north eastern Diss including Walcot Green
- Potential traffic impacts on the town and traffic rat-running affecting sites in northern and north eastern Diss and Walcot Green.
- The landscape impacts of potential peripheral sites and the retention of gaps between Diss and Roydon and Diss and Walcot Green.
- The retention of existing employment uses in appropriate locations in accordance with JCS requirements to support the economy.
- The need to provide for appropriate commercial uses to expand and improve the viability and vitality of the town centre.
- Accessibility to services, albeit proposed housing sites closer to services may be favoured over those with access to a similar total number of services.
- Revised potential housing numbers to reflect local densities, re-measured site sizes and requirements for landscape belts within proposed sites where appropriate.

<table>
<thead>
<tr>
<th>Site No</th>
<th>Location</th>
<th>Size ha</th>
<th>Suggested Land use</th>
<th>Policy Considerations</th>
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</thead>
<tbody>
<tr>
<td>58/545</td>
<td>Frenze Hall Lane</td>
<td>0.88</td>
<td>Approx. 26 dwellings</td>
<td>(NB: These refer to the undeveloped remainder of Site 58 which coincides with Site 545)</td>
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<td></td>
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<td>• foul sewerage and surface water</td>
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For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
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<table>
<thead>
<tr>
<th>A0015a</th>
<th>Land south of Park Road</th>
<th>1.76</th>
<th>Retailing (non-food goods), leisure uses, offices, residential use</th>
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<tbody>
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<td>• town centre uses in accordance with government guidance</td>
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<td>• retail use restriction in accordance with 2007 retail study conclusions</td>
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<td>• site to be considered for inclusion within revised central business area through Development Management Policies consultation</td>
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<td>• residential uses to be integral part of commercial development</td>
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<td>• offices limited to Class A2</td>
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<td>• water supply and surface water network capacity improvements</td>
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<td>• sewers crossing site</td>
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<td>• landscaping to screen adjacent electricity sub-station</td>
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<td>• impact on TPO trees along Park Road</td>
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<td>• impact on the Conservation Area</td>
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<td>• extraction of underlying minerals</td>
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<td>• potential land contamination</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>845</th>
<th>Land at Park Road Feather Mill</th>
<th>2.21</th>
<th>Retailing (non-food goods), leisure uses, offices, residential use</th>
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</thead>
<tbody>
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<td></td>
<td>• town centre uses in accordance with government guidance</td>
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<td>• offices limited to Class A2</td>
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<td>• surface water network capacity improvements</td>
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<td>• water mains crossing site</td>
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<td>• potential land contamination</td>
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<td></td>
<td>• provision of road access to serve adjacent land to south (Site 331)</td>
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</tbody>
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## SECTION 3 – MAIN TOWNS

<table>
<thead>
<tr>
<th>Site Code</th>
<th>Location</th>
<th>Area (ha)</th>
<th>Use Type</th>
<th>Proposals</th>
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</thead>
</table>
| A0008 including Z1221 | Land at Station Road | 2.5 | Employment uses in Class B1 | - restriction of uses compatible with adjacent housing and outline planning permission for the site  
- to be considered in conjunction with adjacent site 1107a  
- redevelopment of the Station Road coal depot located to the west of the Nelson Road westwards extension to include completion of link road to Diss station from Nelson Road  
- high quality footway/cycleway links to Diss railway station  
- foul sewerage network improvements  
- resolution of possible surface water network constraints  
- water mains and sewers crossing site  
- extraction of underlying minerals  
- archaeological investigations  
- potential land contamination  
- appropriate landscaping on boundaries to adjacent housing |
| 1107a | Land east of Station Road (north) | 0.39 | Employment uses in Class B1 | - restriction of uses compatible with adjacent housing and site A0008  
- to be allocated in conjunction with adjacent site A0008  
- local footpath improvements and safe access, plus high quality footway/cycleway links to Diss railway station to be consistent with A0008  
- surface water network capacity improvements  
- extraction of underlying minerals  
- potential land contamination  
- appropriate landscaping on boundaries to adjacent housing |
| 792 | Land at Sandy lane (north of Diss Business Park) | 4.22 | Employment uses in Classes B2/B8 | - restriction of uses to provide for a choice of sites to complement more suitable sites for Class B1 sites off Station Road and Sawmills Road  
- safe access and improved footpath links to the town centre and rail station  
- water supply and foul sewerage improvements |

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
### SECTION 3 – MAIN TOWNS

| Z1263 | Land off Sandy Lane | 3.70 | Employment uses in Classes B1/B2/B8 | network capacity improvements  
• extraction of underlying minerals  
• appropriate landscaping on northern and western boundaries  
• retention of trees along southern and eastern boundaries  

| 793 | Land at Sawmills Road | 0.12 | Employment uses in Class B1 | uses based on extant planning permission ref: 2001/1434/F  
• protection of land in accordance with Joint Core Strategy Policy 5  
• landscaping to eastern boundary and retention of trees along northern boundary  
• enhanced pedestrian links to town centre  
• water supply, foul sewerage and surface water network improvements to be confirmed with Anglian Water  

Note: Site size as measured on Northgate may differ from that on site database as proposed by landowners.

**Reasonable alternatives considered**

- **Sites 59 and 224** – Site 59 is just beyond most service access thresholds but could be combined with adjacent Site 224 which has better accessibility to provide for a combined 43 dwellings at a housing density complementing nearby development. However the combined sites could be required to provide for access to adjacent reasonable alternative Site 759. The preferred housing sites are considered to be better located in terms of form and character, services access and traffic impact on the town.

- **Site 759** – there are concerns about landscape impact (which could be mitigated by landscape belts) and the provision of two access points required by the Norfolk Residential Design Guide for a reduced potential total of 109 dwellings resulting from allowances for the provision of landscape belts along the northern and eastern boundaries and the modest potential expansion of the adjacent cemetery. The preferred housing sites are considered to be better located in terms of form and character, services accessibility and traffic impact on the town.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
Harleston is a market town and employment centre serving a relatively local catchment. It is defined by the Joint Core Strategy (JCS) as a Main Town in which the JCS provides for a further 200-300 new dwellings to 2026. As little new housing has been committed since the base date of the JCS, new allocations are required to meet this JCS requirement. A new water supply will be required to provide for this level of growth.

The JCS provides for new job opportunities to support the proposed growth which will be encouraged through further provisions for new employment land. The existing provision comprises mainly the Harleston Industrial estate and adjacent employment land allocations accessed off Mendham Lane and the A143. JCS supporting evidence suggests that this should be supplemented by an additional 1 hectare of newly allocated employment land (JCS Topic Paper: Employment and Town centre Uses – 2009).

The town has a good range of speciality shops and services. The 2007 Norwich Sub-Region Retail Study concluded modest potentials for new retail floor space to 2016 and 2021 for convenience goods of 247m² net and 273m² net respectively if taken up by a major operator, and comparison goods of 398m² net and 692m² net. However the convenience goods potential could be some three times higher if taken up by small shops. The study also identified a general need for further eating and drinking establishments to support this retailing growth. Government guidance suggests allocating land for at least the first five years’ potential.

Form and Character
Harleston is a compact town that has largely developed on a plateau between the valleys of Starston Beck to the north and the River Waveney to the south. It developed at the convergence of several main roads including the A143 which has followed a bypass to the south of the town since 1981.

The South Norfolk Landscape Character Assessment classes the town’s surrounding landscape as mainly Waveney Tributary Farmland, characterised by open valleys with distant views sensitive to development and extensions to its compact settlements.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
The town’s centre is based on a triangle of roads comprising The Thoroughfare (the main shopping street), Broad Street, The Old Market Place and Exchange Street, with a focus on The Market Place at the southern end. The town centre includes significant historical buildings such as the clock tower and a series of relatively hidden enclosed courts and yards to the west of The Thoroughfare and to the east of Broad Street and The Old Market Place. These largely developed from old coaching inns and their service buildings. The centre’s historical significance is reflected by the designated conservation area.

The centre is further bounded to the west by a town centre car park and Budgens store and to the south west by the nearby leisure centre and recreation ground. To the east are the extensive grounds surrounding St John The Baptist’s Church, while the main employment area is well located just off the A143 bypass to the south. Most housing is located to the north, east and south east of the centre.

Services and community facilities
Harleston has a wide range including:

- Some 82 town centre shops and services totalling around 5050m2 net including the central anchor store Budgens supermarket
- Weekly (Wednesday) market and monthly farmer’s market
- A limited number of non-food retailers outside the town centre totalling some 1300m2 net
- Primary school (School Lane) and high school (Wilderness Lane)
- Library, Swan Lane
- Community/function halls (King George’s Hall, Broad Street/ Apollo Function Rooms, Mendham Lane)
- Medical centre, Paddock Road and doctors’ surgery, Bullock Fair Close
- Leisure Centre and recreation ground, Wilderness Lane

Communications
The town is located on the main east-west A143 Bury St Edmunds-Great Yarmouth road with links to the A140 Norwich-Ipswich road. However road links to the north including the most direct route to Norwich comprise mainly relatively minor roads, while “B” roads link the town to Suffolk to the south. A variety of local bus services connects the town to Bungay, Diss, Norwich and Great Yarmouth while the locality is also served by a dial-a-ride mini-bus service.

Traffic circulation within the town centre relies on a one-way system and some relatively narrow streets. Pedestrian areas, links and car parking have been improved since the 1990s, but while town centre public car parking remains a concern, there are no proposals to expand town centre parking and no potential sites have been suggested. However proposed locations for housing growth remain within easy walking and cycling distance of the town centre.

Development Boundary - 2011 Consultation
For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 3 – MAIN TOWNS

The consultation development boundary was drawn to retain the existing form and character of the town, to include existing development land allocations, to control expansion into open countryside and to reduce intrusion into the attractive valley of Starston Beck to the north.

Development Boundary – Preferred Option
The development boundary is proposed to maintain the above principles. The main changes proposed are the inclusion of a proposed new land allocation for employment uses to the east of Mendham Lane (sites 230 and part 728), a new amenity open space allocation (Site 202b) related to the proposed retention of an existing South Norfolk Local Plan housing land allocation off Mendham Lane (Sites A0024/202a), a minor amendment to accommodate infill development off Frere Road (Site 228), and the exclusion of land located within flood risk zones 2 and 3 in the north east of the town to the north of Redenhall Road.

The remaining proposed development land allocations are based on existing land allocations or sites which are included within the consultation and preferred option development boundaries.

Preferred Development Sites for Allocation

The preferred development sites for allocation and their policy considerations take into account the following factors.

- Drainage and sewerage capacity issues requiring the implementation of mitigation measures. Much of the town slopes and drains to the north and the valley of Starston Beck, the location of the town’s waste water treatment works. The works has spare capacity to cope with the needs of new development, but surface water and foul water flooding in the town centre has been caused by the surcharging of the surface water sewer in The Thoroughfare and Redenhall Road and the foul sewer and pumping station in Redenhall Road. Excess surface water during storm conditions has caused the backing up foul sewage and water.

- Anglian Water has devised a mitigation scheme but this does not meet Anglian Water’s prioritisation criteria to be carried out within the current Asset Management Plan period to 2015. Anglian Water will require detailed assessments by developers and a condition on new development that a suitable drainage strategy must be in place for a joint scheme to mitigate flood water volumes.

- The potential greater delivery of housing rather than employment development on 2.0ha of the existing 3.6ha uncommitted employment land allocation to the north of Spirketts Lane (site A0025 and suggested sites 665, 666, part of 766, 769), and on the approximately 1.0ha uncommitted employment land allocation adjacent to new housing on the ex-Howard Rotavator site on Mendham Lane (sites A0026 and revised 608).

- This allocated employment land is to be replaced by a new 4.0ha employment land allocation to the south of Spirketts Lane (Site 998)

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
adjacent to the existing industrial estate, within reach of public transport and with good road access from the A143 bypass. This will also provide for the additional 1.0ha land required by JCS supporting evidence.

- The potential for modest retail floorspace on the most sequentially preferable available site with provisions for mixed uses that could include health facilities (site Z1240).
- Distances to services have been taken into account where alternative housing sites are within easy reach of similar numbers of services. The proposed housing total falls in the middle of the JCS range reflecting the availability of suitable sites and uncertainty regarding the town’s unresolved foul sewerage and surface water drainage issues.

<table>
<thead>
<tr>
<th>Site No</th>
<th>Location</th>
<th>Size (ha)</th>
<th>Suggested Land use</th>
<th>Policy Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>202a/ A0024</td>
<td>Mendham Lane</td>
<td>3.9</td>
<td>Approx. 117 dwellings</td>
<td>• safe road access off Mendham Lane and retention of Mendham Lane access to adjacent farm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>• improved footway and cycleway links to town centre via Howard Close and Mendham Lane, plus Fuller Road industrial estate (and to Spirketts Lane junction if site 202a not already committed under existing policy)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• the resolution of foul sewerage constraints</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• surface water network improvements</td>
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<td></td>
<td></td>
<td>• the provision of a suitable drainage strategy</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• to be developed in combination with and linked to associated amenity open space site 202b</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 10metre landscape belt to the eastern boundary and landscaping to incorporate associated site 202b</td>
</tr>
<tr>
<td>202b</td>
<td>Mendham Lane</td>
<td>1.2</td>
<td>Amenity open space</td>
<td>• amenity open space requirement for site 202a, to be provided in combination with that site and to be incorporated within the landscaping to the eastern boundary of site 202a.</td>
</tr>
<tr>
<td>608/ A0026</td>
<td>Former Howard</td>
<td>0.95</td>
<td>Approx. 29 dwellings</td>
<td>• the resolution of foul sewerage constraints</td>
</tr>
</tbody>
</table>

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.

<table>
<thead>
<tr>
<th>Site Details</th>
<th>for Sites</th>
<th>Approx. No. of Dwellings</th>
<th>Land Use Requirements</th>
</tr>
</thead>
</table>
| Rotavator Works, Mendham Lane | 665/ 766 part/ 769/ A0023 part | 1.3 | Approx. 39 dwellings | • surface water network improvements  
• the provision of a suitable drainage strategy  
• safe road access to Mendham Lane  
• provision of footway/cycleway link along Mendham Lane to the Fuller Road industrial estate and junction with Spirketts Lane |
| Land at Spirketts Lane | 666/ 766 part | 0.91 | Approx. 27 dwellings | • the resolution of foul sewerage constraints  
• surface water network improvements  
• the provision of a suitable drainage strategy  
• road access via Willow Walk and Spirketts Lane  
• pedestrian and cycleway links to the town centre, Fuller Road industrial estate and proposed employment site 998.  
• enhancement of landscape on eastern boundary to adjacent employment land allocation (remainder of site A0025). |
| Land off Spirketts Lane, south of Lime Close | 667/ 766 part/ A0023 part | 0.98 | Approx. 29 dwellings | • the resolution of foul sewerage constraints  
• surface water network improvements  
• the provision of a suitable drainage strategy  
• road access via Site 665 (same owner as sites 667/766) and Willow Walk  
• pedestrian and cycleway links to the town centre, Fuller Road |
### SECTION 3 – MAIN TOWNS

| Z1240 | Land off Station Hill | 1.23 ha | Mixed use: employment uses in Class B1, small scale retailing, health and community facilities | industrial estate and proposed employment site 998.  
- retailing for food and related goods up to some 270m² net if single operator  
- retailing for non-food goods up to some 500m² net  
- restricted employment uses  
- low-profile building designs appropriate to elevated sections of the site overlooking lower ground  
- layout, form and character to relate well to the adjacent housing, listed building setting and ex-railway station buildings  
- surface water network improvements  
- the provision of a suitable drainage strategy  
- landscape screening to elevated area boundaries overlooking adjacent development |
| A0025 (excluding sites 665/666/766 part/769) | Land at Spirkett's Lane | 1.6 | Employment uses in Class B1 | restricted employment uses to reduce impact on adjacent housing  
- enhanced landscape screening on western and northern boundaries  
- pedestrian and cycleway links to Spirkett's Lane and existing and proposed adjacent housing areas to the west  
- the resolution of foul sewerage constraints  
- surface water network improvements  
- the provision of a suitable drainage strategy |
| 998 | Land at Spirketts Lane | 4.0 | Employment uses in Classes B1/ B2/ B8. | road access from Spirketts Lane  
- footway/cycleway links for the length of the Spirketts Lane site frontage to link to new footway/cycleway links from proposed housing sites 608 and 665, 666, 667, 766 and 769  
- enhanced planting along all site boundaries  
- protection of mature tree belt along Spirketts Lane frontage |

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
Reasonable alternative sites

- Site 668 – suggested for housing and employment uses but whole site discounted due to large part of it forming part of adjacent river valley slopes with a distinct and attractive rural nature. Sufficient employment land has been proposed in more appropriate locations. The southern part of this site could have potential for a reduced total of some 50 dwellings with a reduced landscape impact, subject to overcoming access uncertainties. Over 100 dwellings require more than a single point of access, but potential access would be from Maltings Drive, a cul-de-sac to the east which already serves 100 dwellings. A second site access off the narrow Starston Road to the west could create a rat-run through site 668 and Maltings Drive by traffic seeking access to or bypassing the town centre. The preferred housing sites are closer to services.

- Site 741 – suggested for housing, retail and employment uses, and forms a small part of a very large open area between the town and the A143 bypass. The site is situated on a cul-de-sac (Jays Green) which to the west of the site provides a relatively narrow access lacking a footway on one side, thus improvements to footways and the Jays Green/School Road junction would be required. The proposed preferred sites for all three suggested uses are considered to be better located albeit housing would be a potential use for this site.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 4 KEY SERVICE CENTRE

Policy 14 of the Joint Core Strategy (JCS) identifies Key Service Centres where land will be allocated for residential development of the scale indicated below (and subject to detailed assessment including impact on form and character and the resolution of any specific serving constraints). Established retail and service areas will be protected and enhanced where appropriate, and local employment opportunities will be promoted.

PART A Key Service Centres in the Norwich Policy Area are;

Poringland / Framingham Earl

PART B - Key Service Centres in the Rural Area are:

Hingham: approximately 100 dwellings

Loddon/Chedgrave: 100 to 200 dwellings

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
HINGHAM

Hingham is a small town located equidistant from the larger centres of Attleborough, Dereham, Wymondham and Watton and serves a relatively local rural catchment. It is defined by the Joint Core Strategy (JCS) as a Key Service Centre in which land will be allocated for approximately 100 dwellings for development up to 2026. After allowing for the new housing development committed since the JCS base date, new land allocations are required for some 95 new homes.

The JCS provides for the promotion of local employment opportunities to serve this growth. The existing industrial estate at Ironside Way covers some 4.9 hectares and provides for a significant range of employment opportunities in a location with good access. While the JCS supporting evidence does not quantify a specific employment land requirement for Hingham, a previous local plan land allocation for an eastwards extension of some 2.5ha to the industrial estate has remained largely uncommitted but now includes the mature landscape screening previously required. This land is owned by adjacent businesses and thus provides a deliverable opportunity for the further expansion of the industrial estate.

Hingham has a modest range of shops and services. Supporting evidence for the JCS does not conclude a potential for additional shopping floor space, but earlier studies support Hingham’s role as an attractive centre with a basic range of shops and services that should continue to provide for everyday needs. The JCS provides for the protection and enhancement of existing shops and services in the town which will be assisted by the designation of a central business area.

Form and character

Hingham stands on a low ridge separating the Blackwater valley to the north and the low lying area of Hall Moor to the south. It has an attractive centre of significant historic and architectural value based around the open areas of The Fairland and Market Place, both areas based around large greens and overlooked by the church which dominates the skyline from distant views.

The grouping of buildings around both spaces, the wooded grounds of The Rectory, the large open gardens to the rear of properties to the east of Market Place, and the tightly clustered buildings around the narrow streets and lanes north of the major spaces contribute to the attractive character of the town. The historical character of the centre is recognised by its designation as a conservation area which includes an extension to the south east along Hall Moor Road.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 4 KEY SERVICE CENTRE

Significant post-war estate development may be found along the radial routes leaving the town, while ribbons of development occur along Seamere Road and Low Road to the south east and south.

Services and community facilities

Hingham has a good variety of facilities including

- A range of shops and services in the centre providing for everyday needs
- Further limited retailing on the industrial estate
- Library, The Fairland
- The Lincoln Hall (community hall), The Fairland
- Primary school, Hardingham Street
- Doctors’ surgery, Hardingham Street
- Hassingham House Care centre, Hardingham Street
- Pavilion/sports hall with playing field, Watton Road

Communications

Hingham is located on the B1108 which provides links to Norwich and Watton, and links to the B1135 for Wymondham. The local and surrounding road network comprises mainly “C” class roads which also lead to the B1105 and B1077 for Dereham and Attleborough respectively. The town also has regular bus services to Watton and Norwich via Wymondham or the Norfolk and Norwich hospital. The Hingham, Hackford and Deopham area also benefits from a community car scheme assisted by South Norfolk Council.

Development Boundary – 2011 Consultation

The consultation development boundary was drawn around the existing built-up area to consolidate existing development and to reduce its potential extension into surrounding open countryside. This includes land to the north and west defined by the South Norfolk Landscape Character Assessment as ‘Hingham-Mattishall Plateau Farmland’, and valley landscapes to the east and south defined as Tiffey Tributary Farmland.

The boundary excludes the wooded grounds of The Rectory, St Andrews Church and churchyard, and the grounds of St Andrews Lodge. These areas contribute to the enclosure of the significant feature of The Fairlands and together make an important contribution to the character of the town. The boundary also includes land intended as an extension to the industrial estate, but excludes the outlying ribbons of housing development along Seamere Road, Hall Moor Road and Low Road and the school playing fields to the north of Hardingham Street.

Development Boundary – Preferred Option

The development boundary is proposed to maintain the above approach but to be amended to include recent new development and the proposed development land allocations.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
The main changes proposed are the inclusion of the proposed housing land allocation to the south of Norwich Road (part of Site 451), the proposed employment land allocation to extend the industrial estate (site Z1260), and three dwellings recently completed adjacent to the entrance to the allotments to the north of Hardingham Road. Two minor revisions are proposed to remove anomalies on Watton Road and off Springfield Way. No potential has been identified for the addition of potential infill plots due to the form, character and layout of the existing development.

Preferred development Sites for Allocation

The proposed development land allocations take into account
- Proximity to the main services and facilities
- Capacity issues affecting the foul and surface water drainage facilities to the south of the town, and the impact of the surcharging that has affected the foul sewer and pumping station in Seamere Road.

<table>
<thead>
<tr>
<th>Site No</th>
<th>Location</th>
<th>Size (ha)</th>
<th>Suggested Land use</th>
<th>Policy Considerations</th>
</tr>
</thead>
</table>
| 451 (part) | Land south of Norwich Road (shown in the consultation as Seamere Road) | 3.85 | Approx. 95 dwellings | • Water supply network improvements  
• Resolution of foul sewerage network constraints  
• Surface water network improvements required  
• No additional surface water drainage into the existing surface water drainage or land drainage network without mitigation. Requires mitigation through the provision of improvements to the downstream land drainage network to include a new direct pipe under Seamere Road to connect to the existing land drainage ditch.  
• 10m landscape belts to the eastern and southern boundaries |
| Z 1260 | Land adjacent to the industrial estate, Norwich Road | 2.24 | Employment uses in Classes B1/ B2/ B8 | • Resolution of foul sewerage network constraints  
• off-site sewerage connections required  
• no additional surface water drainage into the existing surface water network  
• drainage into land drainage network requires mitigation  
• road access from the industrial estate |

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 4 KEY SERVICE CENTRE

<table>
<thead>
<tr>
<th></th>
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<th>estate, i.e. Ironside Way.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• retention of existing tree belts along northern, eastern and southern boundaries</td>
</tr>
</tbody>
</table>

Reasonable alternatives considered

Site 085 – This is a potential housing site on Watton Road able to accommodate some 98 dwellings that would also require foul sewerage and surface water network capacity improvements. Compared to the preferred option Site 451, the site is an undefined part of a much larger field that would relate less well to the form and character of the settlement and is further overall from most of the town’s services.

No alternative employment sites were suggested or sought in locations other than the land adjacent to the industrial estate.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
SECTION 4 KEY SERVICE CENTRE

DRAFT SITE SPECIFIC POLICIES AND ALLOCATIONS DPD PREFERRED OPTIONS

LODDON AND CHERDGRAVE

Loddon and Chedgrave are an adjoining small town and large village. They are some 16km from Norwich and 10km from Beccles and serve a small local catchment. The Joint Core Strategy (JCS) defines the combined settlements as a Key Service Centre in which land will be allocated for the development of 100-200 dwellings up to 2026. Negligible new housing has been built or permitted since the JCS base date so new land allocations are required to provide for the JCS range.

The JCS provides for the promotion of local employment opportunities to serve this growth. The existing industrial estate at Little Money Road covers some 6.0 hectares and provides for a range of employment opportunities in a location with good access. While the JCS supporting evidence does not quantify a specific employment land requirement for Loddon and Chedgrave, land is available in close proximity to the industrial estate which provides for potential employment related development.

Loddon has a range of shops and services dispersed throughout an attractive linear centre which lacks an obvious shopping core. The centre is supplemented by a parade of shops and services in Langley Road in Chedgrave. Supporting evidence for the JCS does not conclude a potential for additional shopping floor space, but earlier studies support Loddon’s role as an attractive centre with a basic range of shops and services that should continue to provide for everyday needs. The JCS provides for the protection and enhancement of existing shops and services in the settlement which will be assisted by the continued designation of a central business area in Loddon.

Form and Character
Loddon and Chedgrave are separated by the River Chet and located in its attractive valley landscape defined as Chet Tributary Farmland by the South Norfolk Landscape Character Assessment. The valley to the east is grazing marsh typical of the Broads, whilst to the west it is more enclosed with abundant an significant wooded area. A small tributary valley largely open in character runs southwards out of Loddon, while the land to the northwest of Chedgrave is wooded, contrasting with the more open land to the north east with distant views towards Langley and Hardley marshes.

The landscape character assessment considered this landscape to be mainly sensitive to the impacts of development on the views to and from the Broads, the local hedges and woodland and the settings of local churches.

Bridge Street/High Street forms the core of the historical centre Loddon which is characterised by closely built-up streets. These also allow occasional

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
glimpses of the countryside through gaps between buildings. Particularly important are the open spaces of Church Plain, Farthing Green and The Staithe. The historical centre of the town, its open setting to the east and part of Chedgrave adjacent to the River Chet are included within an extensive conservation area. Loddon includes significant post-war estate scale development to the south west bounded by the bypass, a ribbon of development to the east along Mill Road and Norton Road, and significant industrial development off Beccles Road to the south east. The overall scale of recent development has significantly altered the town’s historic linear form.

The historic centre of Chedgrave is concentrated around the junction of Norwich Road and Bridge Street which falls within the Loddon conservation area. A further conservation area encloses the attractive setting to the Church of All Saints on the eastern edge of the village. Substantial post-war development has taken place to the north either side of Langley Road.

Services and community facilities
Loddon and Chedgrave have a variety of facilities including
- a good range of shops and services
- fortnightly farmers market
- community and sports halls, Loddon
- library, Loddon
- medical centre, Loddon
- dental practice, Loddon
- nursery, infants, junior and high schools, Loddon
- small businesses centre, Loddon
- community cinema, Loddon

Communications
The A146 bypasses Loddon and Chedgrave and provides good direct access to Norwich, Beccles and Lowestoft. Bungay Road (C395) provides a relatively direct link to Ellingham and the A143 to the south with the remainder of the internal road network comprising a mixture of ‘C’ class and unclassified roads. The settlement is well served by public transport with services to Norwich, Beccles, Great Yarmouth and Lowestoft.

Development Boundary – 2011 Consultation
The development boundary was drawn to consolidate the existing built-up areas to prevent further development intruding into the surrounding countryside and in particular the Chet Valley.

The following important open areas contribute significantly to the form and character of the settlement and are excluded from the development boundaries for Loddon and Chedgrave:
- Church Plain and grounds to Holy Trinity Church (Loddon)
- Farthing Green (Beccles Road, Loddon)
- The grounds of All Saints Church and adjacent playground (Chedgrave).

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
Development Boundary – Preferred Option
The development boundary excludes the areas referred to above and has been amended to include recent new development and the proposed development land allocations, while excluding areas that fall within flood zones 2 and 3.

The main changes proposed are
- The inclusion of a proposed new allocation off George Lane, Loddon for 200 dwellings and amenity open space (part of site 530)
- The deletion of ex-employment land allocation to the east of Low Bungay Road due to lack of local demand for industrial development land and the availability of alternative undeveloped land within the development boundary adjacent to the Little Money Road Industrial estate and on proposed allocation site A0019.
- The addition of a new employment land allocation adjacent to the west of the Little Money Road industrial estate excluding land within flood zones 2 and 3.

The removal of land from within the development boundary within flood zones 2 and 3 in
- Loddon: land to the east of Low Bungay Road and to the south of Foxes Loke; land to the north of Beccles Road (Nos 15/17b/Pump House and adjoining building); land to the west of Little Money Road industrial estate; to the north of numbers 35 and 38 Bridge Street; to the north of Garden Court (including part of site 1112); to the north of Beck Way.
- Chedgrave: land to the south of 2 Langley Road, to the south of Kingfisher Cottage, Norwich Road and to the south of 11/13 Norwich Road.

Preferred development Sites for Allocation

The proposed development land allocations take into account
- Proximity to the main services and facilities
- Capacity issues affecting foul and surface water drainage

<table>
<thead>
<tr>
<th>Site No</th>
<th>Location</th>
<th>Size (ha)</th>
<th>Suggested Land use</th>
<th>Policy Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>530</td>
<td>Land north of George lane</td>
<td>9.8</td>
<td>200 dwellings on 8.3ha plus 1.5ha amenity open space (plus the medical)</td>
<td>resolution of foul sewerage network capacity constraints</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10m landscaping belt along western boundary within the site</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>road access off George Lane</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A146/ George Lane junction improvements</td>
</tr>
</tbody>
</table>

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
### SECTION 4 KEY SERVICE CENTRE

<table>
<thead>
<tr>
<th>Site</th>
<th>Location</th>
<th>Employment in Use Classes</th>
<th>Details</th>
</tr>
</thead>
</table>
| A0019 | Land at Beccles Road/A146 junction | B1/B2 | - prominent elevated gateway site to Loddon requiring high quality design to minimise its visual impact  
- safe access from Beccles Road close to site boundary with adjacent industrial estate.  
- no road access from adjacent industrial estate.  
- foul sewerage and surface water network improvements required  
- boundary landscape enhancements |
| Z1262 | Land adjacent to industrial estate | B1/B2/B8 | - road access from Little Money Road  
- landscape enhancements to western and southern boundaries  
- resolution of surface water network constraints  
- 15m exclusion zone around pumping station at northern end of site |

Reasonable alternatives considered
- Site 733 (part) – the complete site would be unsuitable for development due to its prominent elevated location overlooking the town and adjacent housing. However the site has good access to shops, schools and local employment opportunities. The lower slopes of the site facing Beccles Road could be suitable for a reduced total development of some 50 dwellings as an internally accessed scheme with enhanced landscape boundaries to the adjacent housing and the industrial estate opposite.

For sites that have been assessed and rejected and therefore not considered as reasonable alternatives please see the site assessment tables and sustainability appraisal for the assessment findings.
MAP 025 Sites suggested by Landowners and Developers for the Local Development Framework

CABINET 30th APRIL 2012

SOUTH NORFOLK LDF:
SITE SPECIFIC POLICIES
AND ALLOCATIONS

PREFERRED OPTIONS

KEY
DEVELOPMENT BOUNDARY
DELETED DEVELOPMENT BSY.

Chedgrave

PROPOSED
DELETION OF
DEVELOPMENT
BOUNDARY

New/Revised (R) Sites 2011

Residential

Unpaid
Central Business Area
TO BE RECONSIDERED AS PART OF
DEVELOPMENT MANAGEMENT POLICIES.

Conservation Area

Potential Development Boundary

Scale at A3: 1:4,500

Date: May 2011

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Hingham
Sites suggested by Landowners and Developers for the Local Development Framework

CABINET 30th APRIL 2012
SOUTH NORFOLK LDF: SITE SPECIFIC POLICIES AND ALLOCATIONS

MAP
047

South Norfolk Council

Key to Site numbers
- Residential
- Mixed Use
- Conservation Area
- Central Business Area
- To be reconsidered as part of development management policies

Now/Revised (R) Sites 2011

Preferred Options

KEY
- Development Boundary
- Deleted Development Boundary
- Housing Land Allocation
- Employment Land Allocation

Scale at A3: 1:7,500
Date: May 2011

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National Planning Policy Framework

Planning Policy Manager

This report provides a synopsis of the recently published National Planning Policy Framework, and highlights the implications for South Norfolk Council. The report recommends the weight to be given to the Saved Policies of the South Norfolk Local Plan in light of the framework.

Cabinet member(s): Cllr J Fuller
Ward(s) affected: All

Contact Officer, telephone number, and e-mail: Tim Horspole 01508 533806 thorspole@s-norfolk.gov.uk

1. Background

1.1. This report gives a synopsis of the National Planning Policy Framework, together with officer comment on the major implications,

1.2. The National Planning Policy Framework was published on the 27 March 2012 and came into force immediately; it replaces the previous national planning policy that was found in planning policy guidance notes and planning policy statements (PPGs and PPSs).

1.3. The Council’s decision on planning matters (determining planning applications and preparing development plans) must have regard to the National Planning Policy Framework.

2. Current Position and Issues

2.1. The National Planning Policy Framework came in force on the day of publication. This means all planning decisions taken by the Council on or after the 27 March 2012 have to be in conformity with the national framework. At the heart of the National Planning Policy Framework is the presumption in favour of sustainable development, which is referred to as the golden thread that the Council must ensure is central in its plan making and decision taking.

2.2. Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. The National Planning Policy Framework is a material consideration in planning decisions.
2.3. Where policy in the local plan is silent, absent or policies are out of date, the National Planning Policy Framework requires the Council to grant permission on planning applications for development that is sustainable (the term Local Development Framework has been replaced by Local Plan).

2.4. The Council’s emerging local plan documents must also be in conformity with the National Planning Policy Framework. The local plan documents that are currently in preparation are all at stages where it will be possible to incorporate the national policy without too much delay.

2.5. Paragraphs 214 and 215 of the National Planning Policy Framework are of particular importance to the Council’s decision making. For 12 months from 28 March 2012 the Council may continue to give full weight to the Joint Core Strategy (JCS), as it was adopted after 2004, even where there is ‘a limited degree of conflict’ with the National Planning Policy Framework.

2.6. The saved policies of the South Norfolk Plan were adopted before 2004, and do not enjoy the same status as the JCS. The weight of the saved policies in the Council’s planning decisions varies according to their degree of consistency with the framework (the closer the policies in the plan are to the policies in the Framework, the greater the weight that may be given).

3. **Synopsis of the National Planning Policy Framework**

3.1. **Definition of Sustainable Development.** In a change from the draft version, the NPPF definition of sustainable development now refers to an internationally recognised definition. It retains the three strands: economic, social, environmental; these three should not be seen in isolation.

3.2. **Core Principles.** There are 12 Core Principles to the planning system in the National Planning Policy Framework, the planning system should:

- Be plan led
- Be a creative exercise
- Positively drive and support sustainable economic development
- Seek and secure high quality design
- Take account of the different roles and character of different areas
- Support a transition to a low carbon future
- Contribute to the conserving and enhancing of the natural environment
- Encourage the reuse of previously developed land
- Promote mixed use development
- Conserve heritage assets
- Actively manage patterns of growth to make the fullest use of public transport, walking and cycling
- Take account of local strategies to improve the health, social and cultural wellbeing of all

3.3. **Building a strong, competitive economy.** The planning system must ensure it does everything it can to support sustainable economic growth. In our local plan documents we must positively and proactively encourage sustainable economic growth. One concern for the Council’s objective of promoting a thriving economy is the statement in the National Planning Policy Framework that says planning
policy should avoid long term protection of sites allocated for employment. Strategic employment allocations can take many years to commence, for example the Norwich Research Park. It is essential that the Council has robust evidence to justify the retention of these important employment proposals, and is an area that will need to be addressed in the Council’s plan making.

3.4. **Ensuring the vitality of town centres.** Local planning authorities should promote competitive town centres and promote competition. The National Planning Policy Framework also refers to the importance of retaining and enhancing market towns.

3.5. In preparing local plans the Council should consider the need to make allocations for a range of suitable uses. These uses include indoor leisure, sports, arts, cultural and tourism uses. In determining planning applications for town centre uses the council must apply a sequential approach, only permitting out of centre in the absence of suitable sites in the centre. The sequential test is something that has been applied in the past, so the new framework doesn’t require a change in the Council’s practice.

3.6. **Supporting a prosperous rural economy.** The National Planning Policy Framework looks to the planning system to promote economic growth and to create a strong rural economy. This can be done through the conversion of existing buildings, tourism and the retention and development of local centres. Again, this supports the Council’s aims and objectives in promoting a thriving economy.

3.7. **Promoting sustainable transport.** The planning system should reduce the need to travel, giving people the real choice about how they travel, prioritising walking, cycling and public transport wherever possible. However, the National Planning Policy Framework does recognise that different policies and measures will be required in different communities. For example, there will be different solutions in rural and urban areas, including the need for car parking/setting of parking standards. This is part of the framework acknowledges what the Council has been aware of, that in rural areas there is a higher reliance of the use of the car.

3.8. **Support high quality communication infrastructure.** The National Planning Policy Framework expects local plans to support the expansion of electronic communication networks, including telecommunications and high speed broadband.

3.9. **Delivery of a wide choice of high quality homes.** The National Planning Policy Framework highlights the need for the Council to significantly boost the supply of housing and to provide a range and choice of housing. Local plans should use the evidence, such as the Strategic Housing Market Assessment, to ensure policies and proposals meet the need for market and affordable housing.

3.10. The National Planning Policy Framework retains the requirement for the Council to demonstrate it has a readily available supply of housing land, the assessment of deliverability also now explicitly refers to the viability of schemes. The minimum requirement is five years plus 5% supply (to ensure choice and competition). For authorities that have “persistently under-delivered”, this goes up to five years plus 20%. In the Norwich Policy Area of the district we do not even have four years’ supply, so we fail to meet either scenario.
3.11. This means when the Council determines planning applications for housing development it must do so giving a presumption in favour of sustainable development. The Council will be able to take account of other planning policies, such as environmental designations, with the degree of weight dependent on the degree of conformity of the policy with the NPPF.

3.12. The Council’s current practice of regular updates on its evidence of housing need is consistent with the national framework. This includes information to help identify the size, type, tenure and range of housing required. The National Planning Policy Framework supports the Council’s current approach of meeting affordable housing requirements on-site, unless alternatives can be robustly justified.

3.13. Local planning authorities should normally approve applications for the change of use of commercial (B use class) to residential, provided there are not strong economic reasons why this would be inappropriate. This is a matter for our Development Management Policies to give criteria for assessing such proposals.

3.14. In rural areas, housing should be located where it will enhance or maintain vitality of rural communities. This is consistent with the Council’s settlement hierarchy set out in the Joint Core Strategy.

3.15. **Requiring good design.** This section of the National Planning Policy Framework looks to councils to have robust and comprehensive policies to set out the quality of development expected; “good design … is indivisible from good planning” (para 56). However, design policies should not be overly prescriptive or attempt to impose architectural styles or tastes. This section is fully complementary to the Council’s Place Making Guide, and reinforces the Council’s ability to apply the standards it sets out.

3.16. **Promoting healthy communities.** The National Planning Policy Framework looks to local plans to deliver social, recreational and cultural facilities to serve the needs of the community. In doing this, it requires councils to involve all sections of the community in the preparation of development plans and in planning decisions.

3.17. Local planning authorities should aim to protect local facilities and services which help communities meet their day-to-day needs. A positive approach should be taken to proposals which help deliver a sufficient choice of school places. Existing open space, including playing fields, should not be built on unless there is a surplus of provision or there is replacement by equivalent or better provision. Local Plans and Neighbourhood Development Plans should identify and protect green spaces of particular importance to the community (Local Green Space). These should not be extensive tracts of land, and so we could not argue the gap between settlements are Local Green Spaces under the National Planning Policy Framework.

3.18. **Protecting Green Belt land.** This section of the National Planning Policy Framework is not relevant to South Norfolk as there is no designated Green Belt land in the district.

3.19. **Meeting the challenge of climate change, flooding and coastal change.** The National Planning Policy Framework recognises that planning plays a key role in
securing reductions in greenhouse gas emissions, providing resilience to climate change and supporting renewable and low carbon energy infrastructure.

3.20. This should be done through planning new development in locations and ways that reduce greenhouse gas emissions, for example requiring decentralised energy supplies, such as required by the Joint Core Strategy.

3.21. Local Plans should include positive policies to ensure the increase use and supply of renewable energy. In determining planning applications for such renewable energy proposals the Council should approve if its impacts are (or can be made) acceptable.

3.22. Factors such as flood risk should also be taken into account in plan making and in planning decisions. The National Planning Policy Framework retains the sequential test, which was dropped from the draft version, which the Council is applying through the Site Specific process.

3.23. **Conserving and enhancing the natural environment.** The National Planning Policy Framework expects the planning system to protect and enhance valued landscapes, geological conservation and soils. It should also minimise the impacts on biodiversity, and where possible provide an increase in biodiversity. New development should not be at unacceptable risk from levels of soil, air, noise, or water pollution.

3.24. There would appear to be a requirement to reintroduce local plan policies to protect nationally and internationally designated sites, something that was not required under the previous national planning policy.

3.25. Planning policies and decisions should encourage the reuse of previously developed land, and we can consider setting a local target for the use of brownfield sites.

3.26. **Conserving and enhancing the historic environment.** The National Planning Policy Framework requires the Council to set out in its local plan “a positive strategy for the conservation and enjoyment of the historic environment”. We will have to review the planning policy documents under preparation to ensure this requirement is reflected in the submitted versions.

3.27. In determining planning applications the Council will require applicants to describe the significance of any heritage assets affected. Where the proposal would lead to substantial harm or total loss of the heritage asset the application should be refused, unless strict criteria are satisfied.

3.28. **Facilitating the sustainable use of minerals.** South Norfolk Council is not the mineral planning authority (this is Norfolk County Council), however the National Planning Policy Framework does contain policy that needs to be reflected in our local plan. This includes safeguarding specific mineral resources from development.

3.29. **Plan-making.** The National Planning Policy Framework places great importance to local plans (as pointed out earlier, the term local plans replaces local development framework), seeing them as the key to delivering sustainable development. Local plans should seek net gains across the three areas of sustainable development, the economic, social and environmental. Local plans
should set out “the opportunities for development and clear policies on what will or will not be permitted and where.”

3.30. Local plans must be based on up-to-date evidence and integrate other council strategies, such as the economic strategy and the housing strategy. Much of the evidence the National Planning Policy Framework recommends collecting has already been gathered by the GNDP authorities through the Joint Core Strategy process, but will need to be kept up-to-date. Collecting evidence on a cross-authority basis is recommended to reflect the wider housing and economic markets and environmental catchments, as well as the need for strategic infrastructure.

3.31. One new key test of local plans is that, to ensure deliverability, the proposals are viable and the combined cost of requirements should ‘provide competitive returns to a willing landowner and willing developer’.

3.32. We will be required to demonstrate how we have worked in co-operation with the neighbouring authorities in the preparation of our plans.

3.33. **Decision-taking.** The National Planning Policy Framework requires the Council, as a local planning authority, to approach planning decisions in a positive way and apply the presumption in favour of sustainable development. Local planning authorities should look for solutions rather than problems and work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area.

3.34. The Council is urged to encourage developers to engage in pre-application discussions, including encouraging engagement with the local community (even when not required to do so by law).

4. **Proposal and Reasons**

4.1. As the South Norfolk Local Plan (saved policies) were adopted before 2004, the Council has to consider the extent to which the policies conform with the National Planning Policy Framework immediately. The schedule appended to this report sets out the level of conformity of the saved policies, placing the policies into one of three categories; consistent policies, partially consistent policies and non-consistent policies. It is recommended that the Cabinet endorses this schedule. This schedule will be of assistance to members of the Planning Committee in their determination of planning applications. Similarly the schedule will assist Parish and Town Councils in making comments on planning applications in their parishes. It will also assist residents and business in preparing planning applications

4.2. The National Planning Policy Framework also allows decision-takers to give weight to emerging plans. The more advanced the preparation the greater weight that can be given. Where there are unresolved objections to the plan, less weight can be given. This means the Council will be able to place weight on the emerging site specific documents when determining planning applications. The degree of weight will be dependent on what representations are made to the proposed site allocations and development boundaries.
5. Other Options

5.1. The Council has to have regard to the National Planning Policy Framework in its planning decisions, and in many respects there are no other options available.

5.2. Cabinet could decide not to agree the appended schedule, which lists the degree of consistency of the South Norfolk Plan saved policies. This could mean the benefits outlined in paragraph 3.1 would not be realised.

6. Relevant Corporate Priorities

6.1. Enhancing our quality of life and the environment we live in. This is one of the central themes of the National Planning Policy Framework. It is also one of the guiding principles of the Council’s planning policy, as contained in the Joint Core Strategy, This has been an important consideration in assessing the sites and is reflected in the objectives of the emerging local plan documents

6.2. Promoting a thriving local economy. Again, this is an important theme in the National Planning Policy Framework, and is already reflected in the Council’s Joint Core Strategy and its emerging local plan documents.

6.3. Supporting communities to realise their potential. The National Planning Policy Framework requires the Council to engage with residents and businesses in the preparation of its local plan. This is something the Council already practices. The DPD process allows for residents to participate and influence the content of planning policy documents.

7. Implications and Risks

7.1. Legal – the National Planning Policy Framework is a material consideration that the Council must have regard to in its planning decisions.

7.2. Risks – there is a risk that if the Council does not ensure its local plan policies are extensive enough to meet its aims and objectives the National Planning Policy Framework will be the primary consideration in determining planning applications. This may result in having to make decisions that do not fully accord with the Council’s aims and objectives

8. Conclusion

8.1. The National Planning Policy Framework replaces previous national planning policy. At its heart is the presumption in favour of sustainable development, which the Council must reflect in its local plan policies (including sites specific work and in determining planning applications).

8.2. The provisions of paragraph 215 of the National Planning Policy Framework means the Council will have to consider the degree of conformity of the saved South Norfolk Plan policies to the National Planning Policy Framework when determining planning applications. To assist decision makers a schedule of the saved policies is appended to this report, together with an assessment of the degree of conformity with the national framework. This schedule will allow decisions to place appropriate weight to policies in decisions.
9. **Recommendations**

9.1. Cabinet is recommended to endorse the Schedule appended to this report as the Council’s statement of the degree of consistency of the saved policies of the South Norfolk Local Plan to the National Planning Policy Framework.
Update on South Norfolk Local Plan Policies

The publication of the National Planning Policy Framework (NPPF) has significant implications for the remaining “Saved” policies of the South Norfolk Local Plan. Annex 1 of the NPPF states that policies adopted prior to 2004 should be given due weight according to their degree of consistency with the Framework (para 215, p48). The South Norfolk Local Plan was adopted in 2003 and therefore its policies can only be given weight depending on their consistency with the NPPF.

The purpose of this document is to provide guidance to decision makers on planning applications by advising on the weight they should give to the remaining “Saved” policies. The following table provides an assessment of the consistency of all the remaining policies with the NPPF with an explanation as to why each policy is consistent, partly consistent or not consistent with the NPPF below.

<table>
<thead>
<tr>
<th>Consistent policies</th>
<th>Part consistent policies</th>
<th>Non-consistent policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV3, ENV10, ENV14, ENV15, ENV19, ENV21, ENV22</td>
<td>ENV2, ENV5, ENV6, ENV8, ENV9, ENV13, ENV17, ENV20</td>
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<td>IMP2, IMP5, IMP8, IMP9, IMP10, IMP11, IMP12, IMP14, IMP15, IMP16, IMP18, IMP25</td>
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<tr>
<td>TRA1, TRA2, TRA3, TRA5, TRA6, TRA7,</td>
<td></td>
<td>BAW1</td>
</tr>
<tr>
<td>ENVR2 – Areas of open land which maintain a physical separation between settlements within the Norwich area</td>
<td>NPPF’s Core Planning Principles refers to the “different roles” for protecting the countryside (para 17, p5). Part consistent</td>
<td></td>
</tr>
<tr>
<td>ENV3 – River Valleys</td>
<td>In considering the natural environment, the NPPF states that the planning system should protect and enhance “valued landscapes” (Para 109, P25) and that authorities should set criteria based policies for any development in landscape areas (Para 113, P26). Consistent</td>
<td></td>
</tr>
<tr>
<td>ENV5 – Historic Parklands</td>
<td>ENV5 does not make a distinction between parklands with national protection (listed parks, which are covered in para 132 (p31) and those which are locally designated. Part consistent</td>
<td></td>
</tr>
</tbody>
</table>
ENV6 – Areas which contribute to maintaining the landscape setting of the Southern Bypass of the City
NPPF’s Core Planning Principles refers to the “different roles” for protecting the countryside (para 17, p5).

Part consistent

ENV8 – Development in the open countryside
References in core planning principles to protecting the countryside for its “intrinsic character and beauty”, and promoting the vitality of urban areas and rural communities (para 17, p5) and also by avoiding isolated homes in the countryside other than a series of listed exceptions (para 55, p14). However, whilst the NPPF is consistent with ENV8 on residential development in para 55, it less consistent on other forms of development, particularly economic and tourism development as there is nothing to restrict such development away from existing settlements providing it can be considered sustainable (paras 21 and 28, p7 and 9).

Part consistent

ENV9 – Nationally and locally important archaeological remains
First paragraph of ENV9 which refers to presumption against development that would have a significant impact on nationally important archaeological remains appears to accord with NPPF para 139 (p32). NPPF appears to be silent unless they are archaeological remains that are “demonstrably of equivalent significance to scheduled monuments”. Para 141 (p32) also refers to the recording of heritage assets to be lost, also noting that “the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.”

Part consistent

ENV10 – Historic hedgerow pattern – Dickleburgh
Para 135 (p31) of the NPPF refers to consideration of applications which affect non-designated heritage assets, requiring that a “balanced judgement” should be arrived at. Policy ENV10 is worded as to “seek to retain” which allows for some subjectivity.

Consistent

ENV13 – Sites of regional and local nature conservation interest and geological / geomorphological value
Policy defines the level of protection required for locally and regionally designated sites (nationally and internationally designated sites not covered by any saved policy in the SNLP) which is consistent with para 113 (p26) of the NPPF.

Part consistent

ENV14 – Habitat protection
Conforms with Section 11.

Consistent
**ENV15 – Species protection**
Reference to “protected wildlife” in NPPF Para 113 (and possibly 117) and “minimising impacts on biodiversity” (para 109, p25)
Consistent

**ENV17 – Public access to sites of nature conservation value**
No reference to public access directly relating to conservation, but consistent with thrust of Section 11 of NPPF to conserve biodiversity.
Part consistent

**ENV19 – Tree Preservation Orders**
No specific reference to TPOs in text of NPPF, but broadly consistent with sections of NPPF relating to valued landscapes and minimising impacts on biodiversity.
Consistent

**ENV20 – Village greens and commons**
References to Local Green Space (paras 76 & 77, p18) – but is this only appears to areas subject to a new designation. Failing that, protection for open spaces is provided in para 74 but this allows for loss of such spaces in certain circumstances where as ENV20 does not allow for any exceptions.
Part consistent

**ENV21 – Protection of land for agriculture**
Complies with para 112 (p26)
Consistent

**ENV22 – Countryside projects**
Consistent with sections on landscape, biodiversity and promoting tourism
Consistent

**IMP2 – Landscaping**
NPPF requires that new development contains “appropriate landscaping” (para 58, p15)
Consistent

**IMP3 – Protection of important spaces**
Designed to protect spaces within development boundaries which is partly consistent to para 53 (p14) which refers to resisting inappropriate development of residential gardens
Part consistent

**IMP4 – Important frontages**
Para 135 (p31) refers to non-designated heritage assets, refers to the need for a “balanced judgement” when assessing applications that affect such assets rather than the more restrictive “proposals will be resisted” in IMP4. Para 58 (p15) also refers to an understanding of the defining characteristics of the area.
Part consistent
IMP5 – Streetscape
Para 57 (p15) refers to the important of planning positively in the design of public spaces
Consistent

IMP6 – Visual impact of parked cars
Reference to “character and quality of an area and the way it functions” (para 64, p16) which this policy is partly consistent with.
Part Consistent

IMP8 – Safe and free flow of traffic
Reference to “safe and suitable access to the site” in para 32
Consistent

IMP9 – Residential amenity
Reference in core planning principles to development always seeking “a good standard of amenity for all existing and future occupants of land and buildings.” (para 17, p5)
Consistent

IMP10 – Noise
Consistent with protection against noise in para 123 (p29) of the NPPF.
Consistent

IMP11 – Demolition of Listed Buildings
Both policies refer to demolition of listed buildings only in “exceptional circumstances” (NPPF para 132, p31)
Consistent

IMP12 – Redevelopment following demolition of Listed Buildings
NPPF less prescriptive on what will be required before redevelopment of LB will be permitted but still refers to “all reasonable steps” being taken (para 136, p32).
Consistent

IMP13 – Alteration of Listed Buildings
IMP13 largely consistent with paras 132 and 134 (p31) of the NPPF, however unlike IMP13 the NPPF does allow an exception where there is “public benefit”
Part consistent

IMP14 – Buildings at Risk
Consistent with para 126 (p30) which refers to heritage assets at risk
Consistent
**IMP15** – Setting of Listed Buildings
Complies with the wording “great weight should be given to the asset’s conservation” (para 132, p31)
**Consistent**

**IMP16** – Demolition in Conservation Areas
Consistent for the same reasons as IMP12
**Consistent**

**IMP17** – Alterations and extensions in Conservation Areas
Part consistent for the same reasons as IMP13
**Part consistent**

**IMP18** – Development in Conservation Areas
NPPF states that planning authorities should take into account “the desirability of new development making a positive contribution to local character and distinctiveness” (para 131, p31) which the wording of IMP18 conforms with.
**Consistent**

**IMP19** – Advertisements
Advertisement policies need to be “efficient, effective and simple in concept and operation” (para 67, p16) which this policy accords with. However, the NPPF states that only advertisements that “have an appreciable impact on the building or on their surroundings” should be subject to a detailed assessment which IMP19 does not specify.
**Part consistent**

**IMP20** – Shopfronts
Policy is effective and simple in concept and operation (para 67, p16) in that it clearly defines what is required. However, the NPPF states that only advertisements that “have an appreciable impact on the building or on their surroundings” should be subject to a detailed assessment which IMP20 does not specify.
**Part consistent**

**IMP21** – Illuminated advertisements
Part consistent for the reasons identified for policies IMP19 and IMP20. No specific reference to illumination in NPPF.
**Part consistent**

**IMP22** – Corporate signs
Part consistent for the reasons identified for policy IMP20.
**Part consistent**

**IMP23** – Control of advertisements in the open countryside
**IMP24** – Illuminated advertisements in the open countryside
Both policies can be seen as part consistent with para 67 where it refers to advertisements only being subject to control where “in the interests of amenity and public safety, taking account of cumulative impacts”. Para 68 refers to
Areas of Special Control which most of the open countryside in South Norfolk is subject to.

**Part consistent**

**IMP25 – Outdoor lighting**
Para 125 (p29) refers to limiting the impact of light pollution

**Consistent**

**EMP1 – Employment land allocations**
Para 21 (p6/7) requires plans to “identify strategic sites”.

**Consistent**

**EMP2 – Distribution, nature and scale of employment development on unidentified sites**
Overly restrictive, particularly in comments about development boundaries and restrictions on the types of employment within the policy. NPPF states that authorities should set policies that “proactively encourages sustainable economic growth” (para 21, p6)

**Non consistent**

**EMP3 – Adaptation and re-use of rural buildings for employment purposes**
NPPF states that plans should “support the sustainable growth … through conversion of existing buildings” (para 28, p9). However, the list of specific restrictions in EMP3 (such as being suitable for re-use without extensive alteration, etc) are not consistent.

**Part consistent**

**EMP4 – Employment development outside the Development Limits and Village Boundaries of identified towns and villages**
Overly restrictive, particularly in comments about development boundaries and restrictions on the types of employment within the policy. NPPF states that authorities should set policies that “proactively encourages sustainable economic growth” (para 21, p6)

**Non consistent**

**EMP5 – Agricultural development**
Para 28 (p9) promotes the development of agricultural businesses

**Consistent**

**EMP6 – Alterations and extensions to existing business premises**
EMP6 is positively worded to allow for the expansion of business premises and contains no reference to development boundaries or location. Consistent with paras 21 (p6/7) and 28 (p9).

**Consistent**

**EMP7 – The retention of rural employment and services**
Broadly consistent as NPPF states that plans should “promote the retention and development of local services and community facilities” (para 28, p9) and “guard against the unnecessary loss of valued facilities and services” (para 70, p17). However, para 70 makes no distinction between rural and urban areas as included in the supporting text to EMP7.

**Part consistent**

**EMP8 – Farm diversification schemes**
Diversification schemes supported in para 28, p9, however criteria in EMP8 may be overly restrictive, particularly in relationship to accessibility by means other than a private car given the references to transport solutions in rural areas (para 29, p9, and para 34, p10).
**Part consistent**

**SHO2 – Retail development – impact test**
Para 26 (p8) wording requires impact tests, some wording supersedes SHO2. There is a difference in the minimum threshold.
**Part consistent**

**SHO3 – Retail development at the Longwater retail park**
Consistent as reference to SHO2 requires impact tests
**Consistent**

**SHO4 – Town centres**
SHO4 defines extent of town centres and primary shopping areas as required in para 23 (p7)
**Consistent**

**SHO5 – Mix of uses within Central Business Areas**
SHO5 defines the mix of uses that will be acceptable as required in para 23 (p7)
**Consistent**

**SHO6 – Secondary Shopping Areas**
Only reference in NPPF is to “secondary shopping frontage” in para 23 (p7) which requires identification of primary shopping area although Secondary Shopping Areas is broadly consistent with the definition in the Glossary of Primary and Secondary Shopping Frontages.
**Consistent**

**SHO7 – Conversion of floorspace on upper floors**
Helps define the mix of uses that will be acceptable as required in para 23 (p7)
**Consistent**

**SHO8 – Local and rural shops and services**
NPPF promotes development of village shops and services (para 28, p9)
**Consistent**
SHO9 – Shop sites in major residential development
Reference to the provision of local shops in larger scale residential
developments in para 38 (p10) where practical
Consistent

SHO10 – Class A3 uses outside the defined Central Business Areas
SHO11 – Class A3 uses – control over hours of operation
No specific reference to Class A3 uses, but broadly consistent with Para 70
(p17)
Consistent

TOU2 – Tourism development – sequential test
NPPF does not require a sequential test for tourism development
Non consistent

TOU3 – Tourism development – impact test
Para 28 (p9) refers to consideration of impact of tourism development in
reference to “appropriate location”
Part consistent

TOU4 – Hotel development
Policy TOU4 specifically restricts development to within development
boundaries or as part of an existing established recreational, leisure or
tourism complex. Para 28 refers to “appropriate locations” which allows
potentially for other locations.
Non consistent

TOU5 – Conversion of large houses to hotel uses
Consistent with broad thrust of para 28.
Consistent

TOU6 – Self-catering holiday accommodation
Policy TOU6, as with TOU4, specifically restricts development to within
development boundaries or as part of an existing established recreational,
leisure or tourism complex. Para 28 refers to “appropriate locations” which
allows potentially for other locations.
Non consistent

TOU7 – Conversion of buildings in the open countryside to self-catering
holiday accommodation
Para 28 of the NPPF supports the conversion of existing buildings, however
the criteria of TOU7 are not consistent due to their restrictive nature
Part consistent

TOU8 – Caravan sites
No support in NPPF for policy on static caravan sites.
Non consistent

LEI1 – Extension and noisy leisure uses
Elements of LEI1 are consistent with sections of NPPF on noise, lighting, transport and environment. No reference linking acceptability of proposal to Council’s leisure strategy in NPPF.

Part consistent

LEI2 – Village halls and small scale leisure facilities
Consistent with Para 70 (p17)
Consistent

LEI4 – Indoor leisure facilities – sequential test
LEI5 – Indoor leisure facilities – impact test
Part consistent with Para 26
Part consistent

LEI6 – Smaller scale leisure facilities
Consistent with principles of sustainable development, but reference to “appropriate locations” in Para 28 allows for wider definition of where such development will be permitted
Part consistent

LEI7 – Open space provision in new development
Consistent with Para 58 (p15)
Consistent

LEI8 – Loss of recreational or amenity land
Para 74 (p18) reflects much of what is stated in LEI8
Consistent

LEI9 – Joint provision and dual use of recreation facilities
Consistent with reference to planning positively for use of shared space and community facilities in Para 70 (p17)
Consistent

LEI10 – Public access though countryside projects
Complies with the NPPF’s support in para 75 (p18) for policies to “protect and enhance public rights of way and access”
Consistent

LEI11 – Water based recreational facilities
Elements of LEI11 are consistent with sections of NPPF on noise, lighting, transport and environment.
Part consistent

LEI12 – Costessey Pits
Consistent with NPPF requirement to plan positively for development of such facilities
Consistent

LEI13 – Royal Norfolk Showground
Elements of LEI13 are consistent with sections of NPPF on noise, lighting, transport and environment.

Part consistent

LEI14 – Keeping of horses for recreational purposes
Elements of the policy are consistent with sections of NPPF, however wording of policy may be overly restrictive.

Part consistent

HOU2 – Overall distribution of site specific housing land allocations
HOU3 – Strategic Land Reserve
Identifies land, although now largely superseded by events

Part consistent

HOU4 – Residential development within the defined Development Limits of the Norwich Policy Area settlements, and at selected locations along strategic routes
Consistent with positive planning for new development

Consistent

HOU5 – Residential development within the defined Development Limits of specified towns
Largely consistent with positive planning for new development, although reference to balance between employment provision and housing is not specifically referenced in NPPF.

Part consistent

HOU6 – Development within defined Development Limits of specified large villages
HOU7 – Development within defined boundaries of small villages
Restriction on size of development not consistent with NPPF. Also appear incongruous with JCS in terms of service villages.

Non consistent

HOU8 – Agricultural and forestry dwellings
HOU9 – Dwellings for other rural enterprises
Para 55 (p14) allows for exceptions to normal settlement policy where there is an “essential need for a rural worker to live permanently at or near their place of work in the countryside”

Consistent

HOU10 – Adaptation and re-use of existing rural buildings for residential purposes
Para 55 (p14) identifies conversion to residential use in rural locations as acceptable where “such a development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets” or “where the development would re-use redundant or disused buildings and lead to an enhancement to the immediate
setting”. However, the NPPF makes no reference to the structural integrity of the building.

**Part consistent**

**HOU11 – Replacement dwellings**
NPPF supports resisting new dwellings in the open countryside (Para 55, p14), but does not appear to place any restrictions on replacement of existing dwellings.

**Part consistent**

**HOU14 – Extensions to dwellings in the open countryside**
Consistent with design principles of NPPF, however NPPF does not distinguish a more restrictive extensions policy for dwellings in the countryside

**Part consistent**

**HOU16 – Conversion / subdivision of large properties**
Consistent with promotion of delivery of wide choice of high quality homes

**Consistent**

**HOU17 – Residential use of upper floors**
Para 51 (p13) states that policies should “normally approve planning applications for change of use to residential use”

**Consistent**

**HOU18 – Loss of residential accommodation**
Not consistent with the NPPF’s requirement to be more flexible in considering change of use applications

**Non consistent**

**HOU19 – Extensions to existing dwellings**
Consistent with design principles in NPPF and protection of amenity in its core principles (see IMP9)

**Consistent**

**HOU20 – Extensions to dwellings, overlooking**
Consistent with protection of amenity in the NPPF core principles (see IMP9)

**Consistent**

**HOU21 – Annexes**
Consistent with allowing a wide choice of residential accommodation (para 50), whilst also providing a presumption against new dwellings in isolated locations (para 55)

**Consistent**

**HOU22 – Mobile homes**
NPPF does not specify that mobile homes should be considered differently from permanent homes

**Consistent**
UTL6 – Major telecommunications facilities and electricity pylon lines
UTL7 – Development by code system operators
NPPF retains the requirement that new telecommunications masts should be kept to a minimum (para 43, p11), but also adds the requirement that applications, including TC notifications, should be supported by outcome of consultations in certain circumstances, such as when close to a school or aerodrome (para 45, p12)
Part consistent

UTL9 – Childcare facilities
Consistent with references to amenity in the core principles, parking and access references in the transport section.
Consistent

UTL12 – Hazardous installations and underground pipelines
Consistent with para 120
Consistent

UTL13 – Renewable energy
Para 97 (p22) supports renewable energy subject to “ensuring that adverse impacts are addressed satisfactorily” which is consistent with the criteria on visual intrusion, pollution from noise etc and traffic. However, not fully consistent in terms of providing a positive strategy and supporting community led schemes.
Part consistent

UTL14 – Waste collection and recycling
Consistent with requirement for a high standard of design
Consistent

UTL15 – Contaminated land
NPPF refers to need to ensure the site is suitable in regard to contamination and refers to remediation (para 121, p28)
Consistent

TRA1 – Provision of pedestrian links
Reference to para 35 (p10) for policies to require development to give priority to pedestrian and cycle movements
Consistent

TRA2 – Safeguarding of the cycle network
Para 41 (p11) refers to “developing infrastructure to widen transport choice”
Consistent

TRA3 – Provision of cycling facilities
Reference to para 35 (p10) for policies to require development to give priority to pedestrian and cycle movements
Consistent
TRA5 – Safeguarding of Park and Ride sites
Para 41 (p11) refers to “developing infrastructure to widen transport choice”
Consistent

TRA6 – Protection of railway routes
Para 41 (p11) refers to “developing infrastructure to widen transport choice.”
Consistent

TRA7 – Safeguarding of sites with potential for use as rail freight terminals
Para 41 (p11) refers to “developing infrastructure to widen transport choice”, and requires working with neighbouring authorities to develop strategies for the provision of viable infrastructure such as rail freight interchanges (para 31, p9) as is the case with this policy which was based on the County Council’s Rail Freight Strategy.
Consistent

TRA9 – A140 improvements
Commitment to Long Stratton by-pass and other A140 improvements is consistent with “developing infrastructure to widen transport choice”
Consistent

TRA13 – Corridors of movement
Consistent with para 31 stating that local authorities should work together to develop strategies for the provision of viable infrastructure
Consistent

TRA15 – Service areas and petrol filling stations
NPPF requires working with neighbouring authorities to develop strategies for provision of roadside facilities for motorists (para 31, p9)
Part consistent

TRA16 – Road improvement, traffic management and pedestrian proposals
Consistent with para 31 stating that local authorities should work together to develop strategies for the provision of viable infrastructure
Consistent

TRA17 – Off-site road improvements
Consistent with Para 32
Consistent

TRA18 – Off-street parking provision
Compliant with para 40 (p11)
Consistent

TRA19 – Parking standards
Consistent as a policy in regard to the NPPF.
Consistent
BAW1 – Land and water based recreation, Bawburgh / Colney Pits
Elements of LE1 are consistent with sections of NPPF on noise, lighting, transport and environment. No reference linking acceptability of proposal to Council’s leisure strategy in NPPF.
Part consistent

BAW2 – Touring caravan and camping site, Bawburgh / Colney Pits
As an allocation policy it plans positively for new tourism development
Consistent

BUR1 – Housing allocation, rear of Audley Close, Burston
BUR2 – Developer requirements for housing allocation rear of Audley Close, Burston
As allocation policies BUR1 and BUR2 plan positively for new residential development
Consistent

CHE1 – Housing allocation, west of Hurst Road, Chedgrave
As an allocation policy it plans positively for new residential development
Consistent

COL1 – Research and development uses at Norwich Research Park
COL2 – Norwich Research Park, contingency reserve
COL3 – Norwich Research Park, transportation issues
COL4 – Expansion of the new Norfolk and Norwich Hospital
Consistent with para 21 which refers to positively planning for clusters of development of this nature
Consistent

COS1 – Housing allocation, north of the River Tud, Costessey
COS2 – Housing allocation, south of Dereham Road and west of Bawburgh Lane, Costessey
COS3 – Housing allocation, south of Dereham Road, Costessey
As allocation policies COS1, COS2 and COS3 plan positively for new residential development
Consistent

CRI1 – Housing allocation, west of Colney Lane and north of the A11, Cringleford
CRI2 – Redevelopment of Jewsons site, Cringleford
As allocation policies CRI1 and CRI2 plan positively for new residential development
Consistent

CRI3 – Burial ground, Cringleford
Consistent as plans positively for provision of community facilities
Consistent
DIS1 – Housing allocation, Frenze Hall Lane, Diss
DIS2 – Mixed use development, west of Mission Road / Sandy Lane, Diss
DIS3 – Employment development to the east of Sandy Lane / Sawmills Farm, Diss
As allocation policies DIS1, DIS2 and DIS3 plan positively for new residential and employment development
Consistent

DIS6 – Land allocation for retaining / leisure uses south of Park Road, Diss
Consistent as plans positively for leisure development in a sustainable location
Consistent

DIS7 – Access requirements for employment land allocation at Sandy Lane / Sawmills Farm, Diss
Consistent with comments on access in transport section
Consistent

DIS8 – Traffic management measures, Sandy Lane / Sawmills Farm employment area, Diss
Consistent with para 31 stating that local authorities should work together to develop strategies for the provision of viable infrastructure
Consistent

DIS10 – Enhancement of townscape in Diss
Para 57 (p15) refers to the important of planning positively in the design of public spaces
Consistent

DIS12 – Enhancement of Diss Mere’s eastern banks
Consistent with para 75 as policy is to enhance public access.
Consistent

DIS13 – Land allocated for residential use at Walcott Road, Diss
DIS14 – Use of Diss ‘Parish Fields’ as public open space
DIS15 – Riverside Walk and associated informal recreation amenities, ‘The Lows’/Denmark Bridge area of Diss
Consistent as they plan positively for the provision of communities facilities

EAS1 – Housing allocation, south of Marlingford Way, Easton
As an allocation policy it plans positively for new residential development
Consistent

HET3 – Land allocated for use as public open space in Hethersett
Consistent as it plans positively for community facilities
Consistent
HET5 – Provision for a new car park, Great Melton Road, Hethersett
Consistent with para 40 which states that local authorities should seek to improve the quality of parking in town centres
Consistent

LOD1 – Employment allocation, east of Low Bungay Road, Loddon
LOD2 – Development brief for employment allocation, east of Low Bungay Road, Loddon
LOD3 – Motel / restaurant at the junction of Beccles Road and the A146 Loddon bypass
Consistent as plans positively for employment development
Consistent

LOD6 – Extension of existing car park at The Staithe, Loddon
Consistent with para 40 which states that local authorities should seek to improve the quality of parking in town centres
Consistent

LOD8 – Provision of new leisure pool in Loddon
Consistent with planning positively for sports facilities, para 70
Consistent

LON3 – Employment allocation adjacent to the plant depot on Ipswich Road, Long Stratton
LON4 – Developer requirements for employment allocation adjacent to the plant depot on Ipswich Road, Long Stratton
Consistent as plans positively for employment development
Consistent

LON8 – Rear servicing provision to new commercial premises in Long Stratton
Consistent with para 35, “accommodate the efficient delivery of goods and supplies”
Consistent

LON9 – New burial ground site in Long Stratton
Consistent as plans positively for provision of community facilities
Consistent

POR1 – Housing allocation, west of The Street, Poringland
As an allocation policy it plans positively for new residential development
Consistent

POR2 – New primary school allocation, north of Heath Loke, Poringland
POR3 – Recreational open space allocation, south of Heath Loke, Poringland
PUL1 – Community uses, former school site, Norwich Road, Pulham St Mary
Consistent as they plan positively for the provision of communities facilities
Consistent

**HAR1 – Housing allocation, south of Lime Close, Harleston**

**HAR2 – Housing allocation, Mendham Lane, Harleston**
As an allocation policy it plans positively for new residential development

**Consistent**

**HAR3 – The ‘yards’, Harleston town centre**
Consistent with para 131 – “the desirability of new development making a positive contribution to local character and distinctiveness”

**Consistent**

**HAR5 – Employment allocations in Harleston**
**HAR7 – Small scale commercial and employment uses in Sharman’s Yard, Harleston**
Consistent as plans positively for employment development

**Consistent**

**HAR9 – Public open space, Jays Green, Harleston**
Consistent as plans positively for provision of community facilities

**Consistent**

**HAR11 – Improvement of conditions for pedestrians in Harleston town centre**
Consistent with elements of transport section relating to the promotion of pedestrian movement

**Consistent**

**HAR12 – Improvement to rear servicing of commercial premises in the central area of Harleston**
Consistent with para 35, “accommodate the efficient delivery of goods and supplies”

**Consistent**

**HAR13 – Junction improvements at Swan Lane / Weaverscroft, Harleston**
Consistent with para 31 stating that local authorities should work together to develop strategies for the provision of viable infrastructure

**Consistent**

**HAR14 – Resurfacing / landscaping of the ‘yards’, Harleston**
Consistent with para 58 (p15) referring to establishing a strong sense of place using streetscapes

**Consistent**

**HAR16 – Provision of heavy vehicle park in Harleston**
Consistent with para 35 which refers to the accommodating the efficient delivery of goods and supplies

**Consistent**
WYM1 – Housing allocation, Friarscroft Lane, Wymondham
WMY4 – Housing allocation between Silfield Road and Rightup Lane, Wymondham
As an allocation policy it plans positively for new residential development
Consistent

WYM5 – Employment allocations in Wymondham
Consistent as plans positively for employment development
Consistent

WYM8 – Rear servicing of commercial premises in the central area of Wymondham
Consistent with para 35, “accommodate the efficient delivery of goods and supplies”
Consistent

WYM10 – Car and coach parking, Browick Road Recreation Ground, Wymondham
Consistent with thrust of the transport section that appropriate parking provision should be provided
Consistent

WYM11 – Lorry and coach park on Harts Farm employment land, Wymondham
Consistent with para 35 which refers to the accommodating the efficient delivery of goods and supplies
Consistent

WYM12 – Impact of new buildings on vistas and views of Wymondham Abbey towers
WYM13 – Protecting the setting of Wymondham Abbey
Consist of para 132 which refers to the setting of heritage assets
Consistent

WYM14 – Public open space allocations in Wymondham
WYM15 – Provision of replacement allotments in Wymondham
Consistent as plans positively for provision of community facilities
Consistent

WYM16 – Footpath route alongside disused Dereham to Wymondham rail line
Consistent with para 75 regarding enhancing public rights of way and access
Consistent
SOUTH NORFOLK COUNCIL
PROCUREMENT STRATEGY
2012 TO 2015
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Introduction

1. What is Procurement?

Procurement is a series of activities and processes that sits at the heart of the Council, providing the framework by which the Council delivers its services, and engages with the community to ensure outcomes are delivered. Effective procurement delivers the right outcomes and obtains value for money in all the goods, services and works that are required.

The process of procurement is much more than “just buying something”. It incorporates the whole cycle of a purchase from the identification of needs through to delivery of the commodity or service/building of the works, the completion of a contract and the transition to the next, if the requirement is on going, or disposal of the commodity, and evaluation of the outcome.

The purpose of procurement is to acquire goods, services or works in a way that:

a) secures best value for the Council for the money spent
b) is consistent with the highest standards of integrity
c) ensures fairness and transparency in awarding contracts
d) complies with all legal and Council requirements
e) supports the Council’s corporate priorities

2. The National Context

The proposed – and known – changes to Local Government funding serve to underline the need for Local Authorities to have effective and efficient procurement strategies in place in order to support the delivery of front line services. The Coalition Government manifesto recognises three particular themes in relation to procurement:

- Effective procurement can help to reduce service delivery cost;
- Procurement should be an open and transparent process;
- Appropriate support to small and medium sized entities to participate in procurement can help to support economic development

The current funding environment

The budgetary and funding pressures facing the Council are set out within the Medium Term Financial Plan. Following the Comprehensive Spending Review (CSR), the Council is faced with having to achieve savings.

The proposed change to the funding of local authorities from April 2013 through the Localisation of Business Rates reflects the Government’s agenda of promoting economic growth. In future those local authorities who promote and achieve economic growth will be rewarded financially.
The Community Infrastructure Levy (CIL), due to commence in the autumn of 2012, will bring funding into the Council for Infrastructure. Over the next fifteen years it is estimated that over £105 million of funding will be delivered in the district through this mechanism. An element of this funding will be passed to local communities to fund their priorities. However the majority will be required to fund the major projects outlined in the Local Investment Plan and Programme (LIPP). Discussions with the Council’s Greater Norwich Development Plan (GNDP) partners is on-going around the proportion of CIL which South Norfolk Council should contribute to major strategic LIPP projects such as the Northern Distributor Road.

The Council also receives funding through the New Homes Bonus which can be used to fund projects. All of the items above have the potential for a variety of procurement exercises to be undertaken, whether by South Norfolk Council or in conjunction with its partner organisations.

The current legislative environment

The Council is required to operate in line with Public Procurement rules. These stipulate the particular steps the Council should follow when undertaking large-scale procurement exercises. It is likely these will be subject to change following the introduction of new EU procurement laws, scheduled for later in 2012.

The Localism Act presents the Council with both opportunities and challenges. Whilst Councils will be able to adopt new service delivery methods, through the general power of competence, it also presents opportunities for employees or local communities to tender for services that the Council currently provides – the Community Right to Challenge. In the event of such challenge, the Council would need to ensure that services are delivered in the most efficient and effective manner to maintain control of service delivery following a competitive procurement process.

Related to this, the Public Services (Social Value) Act places a duty on Councils to consider, ahead of commencing any procurement exercise, how the goods and services being procured will improve the economic, social and environmental wellbeing of the area, and in particular how we might act to secure that improvement.

There is a clear intention for public services to be run in a manner that is more transparent and open. The Code of Recommended Practice on Data Transparency, for example, requires local authorities to publish copies of contracts and tenders to businesses. The Open Public Services White Paper outlined Government intentions to shift delivery to a more local level, open services to a greater range of providers, ensure a consistent and excellent service is delivered by all, and ensure services are accountable to all who use them.
3. Objectives of the Procurement Strategy

South Norfolk Council has four corporate priorities:
- Enhancing our quality of life and the environment we live in.
- Promoting a thriving local economy.
- Supporting communities to realise their potential.
- Driving services through being businesslike, efficient and customer aware

In light of the national context highlighted above, in order to deliver the corporate priorities, the Council needs to have an efficient and effective procurement function. In particular, the following four key objectives have been identified for the procurement strategy:

1. To secure best value for the council

In undertaking each procurement exercise, the Council should seek to achieve the best value possible to it, through considering all relevant factors to the service or item being procured and following proper procedures

2. Supporting economic development within South Norfolk

Through ensuring there are appropriate support mechanisms in place to help local businesses participate in the Council procurement process, the Council helps to promote a thriving local economy.

3. Supporting changes to introduce more efficient forms of service delivery

To continue to meet its objectives in a time of change in local government, the Council needs to ensure that services are being provided in the most efficient and effective manner possible.

4. An efficient procurement service

To ensure that the procurement service itself is as efficient as possible, whilst still meeting necessary legislative requirements.
Procurement within South Norfolk Council

1. Responsibility for Procurement

There are two main distinguishable aspects to procurement as follows:
   a) The strategic core functions of determining strategy and organisation to ensure that services are purchased and delivered efficiently and effectively.
   b) The professional task of procurement covering both the traditional purchasing of goods and services for the Council’s directorates and contracting for services direct to the community.

The Council’s Strategic Procurement is led by the Compliance and Risk Manager and the Deputy Chief Executive. Professional procurement is managed within service areas, supported by Financial Services Team who provides advice to ensure compliance with the Council’s contract standing orders.

2. Links to other strategies

The documents that support the Procurement process are as follows:

- Corporate Business Plan – this provides details of the Corporate Priorities.
- Directorate Plans – these provide the detail on how the Corporate Plan, and individual services within it, will be delivered.
- Asset Management Plan – this provides the strategy for the property portfolio required to deliver services and generate financial returns
- Medium Term Financial Plan – this sets out the Council’s financial position and how financial resources will be allocated to support delivery of priorities
- Capital Strategy – provides a framework as to how capital expenditure will be committed to support corporate priorities
- ICT Strategy – this focuses on using IT to improve performance and reduce costs e.g. to enable customers to self serve and thus providing a service to meet customer needs and reduce revenue costs.
- Economic Strategy – this focuses on encouraging economic growth in the District, which is linked to the need to increase job opportunities and Business Rates income in the future in line with the Government’s proposal for the localisation of Business Rates.
3. Principles

The Council reiterates its principle objective that the delivery of outcomes to our residents and maximising efficiency are the key drivers in our procurement. The Council has continually delivered its services through a range of vehicles, from outsourcing (Leisure Connection, Deloitte); shared services (CNC, nplaw, internal audit) and in house provision (waste, planning).

There are other delivery vehicles which the Council has not previously explored, in particular the use of Trusts and Local Authority owned companies. The Localism Act provides further opportunities, and the Council will review options for service delivery to consider all of them.

This Procurement Strategy recognises that different models and approaches will be required for the very different and diverse services that the Council has responsibility for. The Council will apply the following guiding principles in undertaking individual procurement exercises:

- Consider the impact of all major procurements on the achievement of the priorities of the Council.
- The Council will undertake all procurement activity within the guidelines set in the Procurement Manual.
- Preserve the highest standards of honesty, integrity, impartiality and objectivity in all dealings.
- Strategic procurement will ensure that the Council obtains value for money in the acquisition and management of its resources, balancing quality and cost, and supporting improved service delivery through the freeing up of resources.
- Consider the potential for innovation, the management and balance of risk, and the opportunity for new or alternative methods of service delivery.
- All procurement activity should support and promote Council policies and priorities, including equal rights, sustainability, and value for money and supporting the local economy.
- Operate within the framework determined by the European Union and United Kingdom law and those outlined within Rules of Financial Governance and Contract Standing Orders.
- Utilise competition as a means of achieving economy, efficiency and effectiveness, wherever appropriate.
- Ensure that procurement activity is customer focused, involving internal consultation and involvement to support service objectives.

4. Rules of Financial Governance

The Council has established rules and procedures to ensure that all its finances are managed effectively and this includes procurement. These exist to guide staff and members when procuring goods, works and services and to ensure that suppliers and contractors are treated fairly and openly at all times.
This document provides a framework for the conduct of the contractual and financial business of the Council.

Its provisions must be followed by:-
(a) all members and officers of the Council;
(b) any third parties (e.g. contractors, consultants) used by Council for the delivery of services to the extent that they are relevant. The relevant Director must ensure that any such third party is aware of the obligations placed upon them, and subsequently abides by these obligations.

Whenever decisions are being made or specific requirements of these rules are being interpreted, the main principles under which they have been compiled should be considered. They are:-
   a) the need to demonstrate clear public accountability and compliance with the seven principles of public life as defined by the Nolan Committee and any Council approved code of conduct for employees and code of conduct for members. This should ensure that the highest standards of personal and corporate integrity are maintained at all times;
   b) the requirement to achieve the Most Economically Advantageous position in the procurement of goods and services;
   c) the need to provide and maintain adequate internal and financial control over the Council’s affairs.

5. Contract Standing Orders
These are the detailed procedures necessary to regulate the creation and management of contracts large and small, from the assessment of need through quotation and tendering to the letting of contracts and their subsequent management.
These also apply equally to and must be followed by all suppliers and contractors, for example when arranging sub-contracts.

Copies of both the Rules for Financial Governance and the Contract Standing Orders are available on the Council’s website at www.south-norfolk.gov.uk.

A separate Manual is available detailing all the procedures necessary to ensure that procurement is carried out effectively and in accordance with all applicable laws and regulations. They provide detailed guidance and interpretation of the relevant laws, regulations and internal rules and procedures sufficient to enable all those responsible for procuring goods, works and services or letting contracts to do so effectively.
7. Risk Management
All developments large and small have risks attached to them and the Council manages these risks through a now well-established process. Risks are assessed and scored as part of the programme and project management process and actions identified to eliminate, mitigate or manage the risks in an acceptable fashion. The aim is to ensure that the risks inevitably associated with procurement, as with other forms of project, are known, assessed and appropriate action taken to deal with them so as to bring the project to a successful conclusion under proper control.

8. Equality and Diversity
South Norfolk’s approach to equalities is summarised in the short version of its Equalities Statement:

- We want South Norfolk to be a place where all people thrive – physically, mentally, socially, spiritually and economically.
- We aim to ensure we deliver good quality services that meet the needs and aspirations of all the district’s residents, service users, employees and visitors.
- We will address the needs of people who have traditionally faced discrimination or received less favourable treatment based on their age, disability, gender, gender identity, race and ethnicity, pregnancy & maternity, religion or belief, sexual orientation and marriage & civil partnership. These are known as protected characteristics.
- We are committed to promoting equality in respect of our role as a service provider, our role as an employer and our role as community leaders. We are committed to equal life chances for all.
- We believe that equality for all is a basic human right and actively oppose all forms of unlawful or unfair discrimination. We celebrate the diversity of our district and are striving to promote and reflect this diversity within the council’s own structure.

We require all our suppliers and contractors to have appropriate policies and practices in place and to comply fully with their obligations in all their work with us.
Delivery of Procurement Objectives

We have identified the following methods through which we can deliver the objectives of the procurement strategy:

1. **Securing the best value for the Council**

   **Adherence to procurement rules and standing orders**

   The procurement framework set out above, with regards compliance with contract standing orders and the procurement manual, form a basis for achieving best value for the Council. This includes processes managers should follow from the outset to determine the most effective and efficient service delivery model (the business case for the procurement exercise) through to evaluating tenders to assess which provide the most economically advantageous.

   **Whole Life-Costing**

   When undertaking procurement exercises, it is important that the Council recognises the whole cost of procuring the service. This may include, for example, the costs associated with switching from an established supplier to a new supplier, or termination / dilapidation costs, when evaluating tenders and bids to perform or run services.

   **Payment by Results**

   Traditional procurement methods focus on suppliers delivering a standard service or goods within a given cost and quality criteria. Recent analysis has demonstrated that taking an approach of introducing “payment by results” within Local Government can deliver genuine benefits to organisations, both through passing an element of risk to the supplier, and give incentives to provide better outcomes to the Council within the existing budget restraints.

2. **Supporting economic development within South Norfolk**

   **Spending Locally**

   Spending locally to provide services has a beneficial impact on the local economy by contributing to the success and growth of local businesses. This effect is magnified when those businesses and their employees in turn also spend a proportion of what they receive with other local businesses. Money we spend locally can ripple through the local economy increasing the prosperity of the area. This becomes crucial as the Council will be allowed to retain business rates locally; it also helps to secure improvement to the local economy and thus fulfil our social value duty.
South Norfolk Council is committed to promoting a thriving local economy and nurturing businesses in the area. Specific acts the Council can undertake to ensure local businesses can participate in the procurement process include:

- Advertising contracts on the Councils’ website in order to reach those local businesses able to offer the Council supplies and services
- Approaching local suppliers to alert them to such opportunities where there is a local market to draw on.
- Ensuring the procurement process remains proportionate to the goods and services being offered – e.g. flexibility in information requested for pre-qualification questionnaires
- Ensuring that the selection criteria adopted, where appropriate, takes appropriate account of local need and benefit (“social value”) of the proposed tender

The Localism Act has been introduced to empower local Councils with decision making powers to promote innovation and creativity to meet the needs of their local community. The decisions made will inevitably have an impact on the local economy and public services, and it is the intention of the Localism Act to ensure decisions about the local area are made at the lowest practical level and as close to the people affected by the decision as possible.

The Act allows the local community to challenge how a local service is run and to encourage social enterprise to deliver those services in more cost effective manner using innovative ideas and initiatives. Value for money is a major focus of the procurement process and where challenged by social enterprise, voluntary or community groups, the Council will have to determine whether the service can be delivered by such an initiative without disruption to other services which may lead to an overall net reduction in benefit to the local community.

**Sustainability**

The social, economic, and environmental well-being of South Norfolk and its people are central to our aims and we work with others in the area to improve well-being through partnership arrangements. We will engage with other partners, for example the Clinical Commissioning Groups, who will take over responsibility for public health with the County Council following the demise of Primary Care Trusts in April 2013, to secure our sustainability objectives.

We will apply the following principles when specifying goods and services:

a) Eliminate: Ensure products or services are actually needed; use products from elsewhere in the organisation if possible.

b) Reduce: Order only the appropriate quantity; ensure that products are fit for purpose, and durable. Minimise packaging wherever possible.

c) Re-use: Choose products that are easily repairable and can be used elsewhere once items are no longer required.

d) Recycle: Specify products with a recycled content and products that can be recycled at the end of their life.

e) Dispose: Ensure we are able to dispose of products suitably and in accordance with waste legislation at the end of their useful life.
As part of the process through which we select suppliers and contractors, where it is appropriate to do so, we will review and assess organisations’ environmental policies and other credentials to see how well they can contribute to our overall sustainability goals.

Providing support to community, social enterprise groups, parish councils and voluntary groups

In February 2012, the Council set out a scheme to invest £2.5m between 2012/13 and 2014/15 in enhancing services provided in the local community. In order to deliver the scheme, the Council needs to effectively engage with community service providers – such as social enterprise, voluntary groups and parish councils, in order to identify how they can support the development of solutions to meet community needs, and how they may be able to deliver those solutions themselves.

Proportionate Procurement

In order to encourage and stimulate local businesses to participate and engage in the procurement process, the Council needs to ensure that procurement exercises are proportionate, in light of the associated risks presented by the specific goods and services being procured.

This is particularly important in securing the outcomes of the Council’s Community Empowerment Scheme. The scheme will encourage local stakeholders to identify their priorities for enhancing existing Council services; the Council will then seek to secure the resources required to deliver the enhanced services – whether through providing the service itself, or through engaging with local voluntary or social enterprise groups.

In encouraging proposals to be made, the Council needs to ensure that the procurement mechanisms operating are both effective and efficient in securing the scheme’s objective. Collective procurement across areas will need to be undertaken where feasible to secure the most economically advantageous position, however the Council also needs to ensure that the process is proportionate to encourage and allow bids from smaller organisations – for example, through reviewing the information required from suppliers in the tender process.

3. Supporting change to introduce more efficient forms of service delivery

Supporting internal Council programmes

The Council has recognised that the ever-changing environment within local government means that Councils need to be in a position to respond, and in particular has developed the “Moving Forward Together 2” programme to ensure that the Council is well-placed to meet the challenges of the Future.
The Council’s IT Strategy, in particular, recognises that modernising the Council’s computer systems and applications helps to deliver longer term efficiency savings and supports changes within the organisation – such as more generic working. Effective procurement – through making the right products available to services at the right time – helps to support this process.

**Reviewing existing contracts and recognising full-costs of procurement**

Central Government has been able to make major savings in the past 2 years through reviewing existing contracts to ensure that they are delivering value. Changes to European Procurement laws will mean there is greater clarity over the nature and scale of changes that can be made within existing contracts. The Council will seek to ensure that existing contracts are reviewed to ensure they continue to provide best value to the authority, and that changes are made where they secure better value without compromising the service provided.

Further, in undertaking procurement exercises, through compliance with Contract Standing Orders, the Council reviews the most economically advantageous position offered to it. However, as part of this, the Council seeks to recognise the full costs of procurement exercise, and will evaluate tenderers against this.

**Utilisation of alternative service delivery models**

South Norfolk Council has generally favoured in-house service delivery models. This enables the Council to retain effective control over service delivery and standards to the residents of South Norfolk, and through LEAN reviews the Council ensures that the service provided is as effective and efficient as possible.

However, it is recognised that in future the Council may be necessitated to review this approach. For example, utilisation of a Charitable Trust to deliver services would enable the Council to receive tax (VAT, business rates) relief. As a Council, we will continue to take a strategic approach to considering how to deliver our services, whilst balancing the need to maintain control.

**4. An Efficient Procurement Service**

**E-Procurement**

Electronic procurement describes a method of procuring goods, works or services via electronic means; it can help to deliver benefits such as:

- Procurement at a lower cost (e.g. through online auction or website)
- Greater awareness of contracts to expand potential supplier markets (through online advertising portals)
This innovative form of purchasing is developing fast and in order for procurement at the Council to evolve and embrace these new methods, there is a distinct need to improve the skills and knowledge of those who have responsibility for procurement at the Council.

Already the Council takes advantage of the website to advertise the availability of contracts, publishes its contracts register through Improvement Easts’ web portal, uses websites to access on-line frameworks and distributes many of the necessary forms to suppliers/contractors via electronic means, reducing costs of postage. This needs to be expanded to include obtaining supplies via e-auctions and other emerging developments in this rapidly changing area of procurement.

Where e-procurement is a good fit for the purchasing of supplies, this should be encouraged. The Council needs to explore these and any new methods of procuring supplies, in order to operate an efficient and adaptable procurement process. Development in this area will ensure that we promote the use of new technological advances, to reduce costs where possible, ensure value for money is obtained, in a responsive and flexible way.

**Partnering and Consortia arrangements**

Where possible and appropriate, we will work actively with the market to achieve the best possible outcomes for South Norfolk Council. We will look to work in partnership with others for mutual advantage, whether with other public sector bodies, commercial organisations or community groups. The establishment of partnership arrangements will be subject to the same degree of rigour in terms of justification by business case as other forms of procurement, with particular emphasis on the creation of fully effective governance mechanisms.

Where conventional procurement, contracting or purchasing is indicated, we will use existing consortium arrangements or new joint arrangements to make the most of our combined purchasing power, reduce direct procurement cost, and encourage local suppliers to work through such consortia, to their benefit as well as ours. The Council will seek, for example, to extend existing activities and develop new and emerging activities including:

- Use of and involvement with Improvement East
- Development of a countywide contracts database to help to identify collaborative opportunities
- Extending the use of ‘open’ framework agreements to enable use within the local or regional public sector community, such as those provided by the Office of Government Commerce (OGC), and Eastern Shires Purchasing Organisation (ESPO).

The Council is committed to maintaining an open culture with the highest standards of honesty and accountability. It takes all inappropriate behaviour very seriously and is committed to investigating any genuine concerns raised.
Working with the third sector and voluntary sector

Working with organisations from other sectors helps us to recognise good practice and activities that may benefit the Council. Opportunities for joint commissioning and procurement of goods and services helps to reduce direct costs to both parties of providing the goods / services, as well as reducing the overall procurement cost.

Rationalising our Supplier Base

Rationalising our supplier base enables us to improve our processes and thus save money in other ways. We want to maintain a sensible number of reliable suppliers and contractors who we can trust to deliver the results we need whilst remaining open to those new to us. However, having large numbers of registered suppliers we rarely use benefits no-one and we routinely remove those who we’ve used neither recently nor often.

Consolidated invoicing reduces the time needed to approve payments whilst electronic ordering reduces the amount and movement of paperwork and facilitates prompt payment by direct bank transfer. All of these help us to reduce the cost of procurement and focus our spending on services rather than processes.

Reviewing costs of individual procurement exercises

Procurement exercises can be a cost and time intensive process. Procurement exercises should be proportionate to the goods and services being offered, whilst recognising the associated risks. By reviewing the costs and time involved in such exercises, the Council can examine where efficiencies may be achieved and risks may be accepted on an appropriate basis. In line with the Council’s intentions to LEAN services, analysis can be used to understand the system and how it can continue to improve and evolve.
Volunteering Policy

This report sets out the role volunteering will play in the delivery of “Your Neighbourhood Your Choice”, and sets out a new co-ordinated approach to voluntary activity with a Volunteering Policy. It also sets out the Community Awards scheme, designed to recognise and celebrate significant achievements in the community.

1. Background

1.1. Members are well aware of our community empowerment work “Your Neighbourhood Your Choice” and our commitment to give communities more say in the services we provide. The success of that work will be based in large part on working in partnership with community organisations and volunteers. The purpose of this report is to set out a co-ordinated approach to volunteering and some of the ways in which we will work with volunteers.

2. Current Position and Issues

Volunteering

2.1. Underpinning the Localism and Community Empowerment agenda, aimed at delivering the Big Society, is a desire and an understanding that volunteers will play an increasingly important part in the life of their communities. The voluntary sector already plays a big part in improving the quality of life in South Norfolk.

2.2. At district level we work with organisations such as Voluntary Norfolk and Norfolk Rural Community Council (NRCC) to provide a co-ordinated approach to community activity, and to help with capacity building in our communities. At local level there are numerous organisations and individuals who each make contributions to their communities, and the importance of those contributions should never be under-estimated.
3. **Proposal and Reasons**

3.1. We want to enhance and augment the good work already in place across the district, through Your Neighbourhood Your Choice, ensuring that communities work together on issues and projects identified as important locally. As members know, the Council has set aside a total of £2.4m over the next three years, £560,000 this year, to help Neighbourhood Boards deliver enhanced services, and an essential element of that is the part which voluntary bodies, community groups and volunteers will play.

3.2. A number of social action projects have been identified by each neighbourhood, and by their nature those projects will include a large voluntary contribution to ensure the community gets the required outcome. Much of that contribution will be made by existing voluntary groups, but they may need help to gear up, for example to work on bigger projects, so capacity building will be important.

3.3. We will be working with our communities and our partners to encourage and increase volunteering, building on the success we have had already. For example, working with NRCC and the local communities, we set up Good Neighbour schemes in several villages – Ditchingham, Hedenham, Broome, Thwaite, Norton Subcourse and Thurlton.

3.4. Those schemes have made a real difference to the lives of more vulnerable people in those villages, by having volunteers available to provide support and practical help. The success of that project has been recognised and is being considered in other areas. It is just one example of the successful partnership working and volunteering that occurs on a daily basis across South Norfolk and which we aim to increase. These are also excellent examples of capacity building, where we have worked with the community to ensure that communities have the skills and ability to provide the necessary service.

3.5. One of the Council priorities is supporting communities to realise their potential. In essence that is building what is termed social capital – improving the quality of life locally by the deeper involvement of people in their community, through the investment of their time and energy into increased volunteering, to help deliver better services and activities and provide support mechanisms to help those who need it. In order to help achieve that, the roles of the Neighbourhood Officers will develop to focus strongly on capacity building and helping deliver social capital in our communities.

**Volunteering Policy**

3.6. Our work with voluntary bodies to deliver services and projects needs to be under the auspices of our partnership framework. It is important that the work is dealt with in a consistent manner, and complies with statutory requirements. It gives the Council reassurance that we are meeting our obligations but also helps reassure community organisations that their work is trusted and we are working in a true partnership.

3.7. We have developed a Volunteering Policy, set out in Appendix A, which includes a Volunteer Agreement. The Agreement sets out Council policies, procedures
and statutory obligations, and we expect that agreement to be signed by those voluntary bodies and volunteers with whom we work.

**Community Awards**

3.8. As well as setting aside significant funding to be made available for neighbourhoods to deliver services and projects, we have also set up the Community Awards Scheme, to encourage and celebrate local volunteering. The awards recognise individual and group contributions to improving the quality of life locally and across the district.

3.9. Details of the Community Awards scheme are set out in Appendix B, and it is anticipated that the first awards will be made in October.

4. **Other Options**

4.1. None, as to do nothing will not deliver the desired outcome on community empowerment.

5. **Relevant Corporate Priorities**

5.1. All

6. **Implications and Risks**

6.1. Legal – The volunteering policy and agreements will enable the Council to exercise closer control and scrutiny of the work of volunteers and voluntary bodies.

7. **Conclusion**

7.1. Volunteering is a key element in the community empowerment work the Council is undertaking, and we will be working hard to encourage and increase the level of volunteers and voluntary groups across the District. The volunteering policy provides an effective framework for our partnerships with voluntary sector to ensure we meet our obligations, and the Community Awards scheme will enable us to recognise and celebrate community achievements.

8. **Recommendation**

8.1. Cabinet is asked to approve the Volunteering Policy, and the Community Awards Scheme as part of our overall approach to volunteering.
Volunteering Policy

1. Purpose of this Policy

South Norfolk Council encourages and welcomes volunteers and this policy sets out the relationship between a volunteer and South Norfolk Council.

2. Definition

A volunteer is an individual who, unpaid and of their own free will, contributes their time, energy and skills to the benefit of the community without expectation of a financial reward.

3. Status

A volunteer is not an employee and will not have a contract of employment or have contractual and statutory rights with South Norfolk Council. There is an expectation that SNC will agree a role with the volunteer and there will be an expectation that SNC will provide work for the volunteer and the volunteer will meet the role’s requirements over a specified timescale.

However, the volunteer is free to refuse to fulfil the role and SNC is not bound to provide the work. It is also expected that both SNC and the volunteer will give as much notice as possible if they are unable to meet these expectations.

An employee could also be an unpaid volunteer working at either SNC or elsewhere.

4. Recruitment

An individual wishing to become a volunteer will be asked to complete an application form at Appendix A as well as provide two independent referees and evidence of identity (eg passport or driving licence with photograph).

Volunteers will be subject to a compulsory Criminal Records Bureau Check if engaged to undertake duties with vulnerable adults or children in line with SNC’s CRB policy. Volunteers requiring a CRB check will not be allowed to undertake any duties with SNC until such time as a satisfactory check is received.

Upon the successful selection of a volunteer, a volunteer agreement will be issued. This agreement is not intended to be a legally binding agreement, nor is it intended to create an employment relationship between both parties.

The line manager will undertake induction training with the Volunteer using the checklist at Appendix B. A review period will be agreed so that volunteers can assess progress and resolve any problems at an early stage.

Volunteers are expected to comply with all SNC’s policies and procedures.
5. Learning and Development

All volunteers will be offered access to appropriate learning and development to enable them to develop their capabilities and personal competence appropriate to their volunteering role. If this involves attending regional events e.g. tree wardens, reimbursement of fees will be agreed with the line manager beforehand.

6. Rights and Responsibilities of Volunteers

In engaging volunteers, SNC recognises the rights and responsibilities of volunteers to:

- Know what is expected of them and to be given clear information and an induction into SNC
- Know what is NOT expected of them
- Have a clearly specified line of support and supervision including regular reviews
- Have adequate support in their volunteering
- Receive recognition and appreciation
- Have safe working conditions
- Have information/training to help decide when situations are not safe
- Wear any personal protective equipment provided by SNC
- Know their rights and responsibilities if something goes wrong
- Be aware of how volunteering work could affect any benefits claimed
- Receive appropriate learning and development
- Be free from discrimination
- Be offered the opportunity for personal development
- Be consulted on decisions that will affect what they do

SNC expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Make the most of any learning and development opportunities
- Carry out tasks in a way that reflects the aims and values of the Council
- Work within agreed guidelines
- Respect the work of the Council and not bring it into disrepute and comply with SNC’s policies and procedures
- Comply with SNC’s Code of Conduct, Health & Safety & Equal Opportunities

7. Support and Supervision

Volunteers will have a named line manager to whom they can take their volunteering concerns and seek guidance and support. Volunteers will have
access to regular support and supervision and both should identify, monitor and evaluate the volunteer’s involvement.

The frequency, duration and format of these sessions will be negotiated between the volunteer and the line manager, but should be formally reviewed on a regular basis.

Volunteers should not be used to replace existing and or departing members of staff.

8. Volunteer Agreement

The volunteer will be invited to enter into a volunteering agreement with SNC rather than a contract of employment – Appendix C. This outlines the tasks the volunteer is expected to undertake which should be as fulfilling as possible.

Tree Wardens will be expected as is current practice to sign the Tree Warden Consent form at Appendix D.

9. Conflict of interest

Anyone with a conflict of interest should not be accepted as a volunteer. Where the prospective volunteer has a professional or personal relationship with a member of staff or service user, where practical, they should be placed in another team and/or directorate.

10. Confidentiality

Personal information should be fairly and lawfully processed in accordance with the Data Protection Act 1998 and should only be shared with authorised individuals. The Council also expects all individuals working with the Council, who have access to personal information, to read and comply with its Data Protection policy.

Volunteers are bound by the same confidentiality requirements as paid staff so should not disclose information or use it for their own or another’s benefit. Confidentiality and disclosure of interests form part of the Volunteer agreement at Appendix C.

11. Expenses

No expenses will be reimbursed which includes out of pocket expenses, travel etc. Volunteers in receipt of benefits are entitled to volunteer, but should advise the Benefits agency of their voluntary work.

12. Insurance

SNC’s liability insurance policies includes the activities of volunteers and liability towards them. SNC does not insure the volunteer’s personal possessions against loss or damage. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.
Volunteers should not be expected to use their own vehicle for undertaking voluntary duties, such as transporting service users, unless they are appropriately insured and the documentation has been checked.

Any volunteer driver who will be transporting equipment or people using a vehicle provided by SNC must have a valid driving licence. They will be covered by SNC’s insurance policy. Where the volunteer will be using their own vehicle, they must provide a copy of the vehicle’s insurance policy ensuring it includes business use and, if appropriate, the MOT certificate.

The volunteer must report any accidents to SNC and must also report any motoring offences or police cautions to SNC. SNC will not pay any parking fines accumulated by the volunteer.

13. Health & Safety

SNC has a responsibility for the health and safety of volunteers and volunteers should follow SNC’s health and safety policies and procedures at all times. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers must report all accidents to their line manager.

As well as making volunteers aware of the health and safety policy and procedures, a risk assessment should be carried out. This will be in relation to the duties the volunteer will be undertaking, also taking into account previous experience and if applicable, any medical condition.

An induction including health and safety will need to take place and a checklist will help to ensure all key areas are covered.

14. Dealing with problems

SNC aims to treat all volunteers fairly, objectively and consistently. SNC seeks to ensure that volunteers’ views are heard, noted and acted upon promptly and aim for a positive and amicable solution. Similarly if a volunteer acts in an inappropriate manner or if a complaint is made about them, the complaint should be fully investigated.

If the volunteer wishes to make a formal complaint, they should put the complaint in writing to their line manager. If a complaint is made about a volunteer, they will be notified in writing and the line manager will decide whether any action should be taken. If the volunteer is dissatisfied with the decision they may raise it with the second line manager.

15. Record Keeping

A file should be made up for each volunteer which should contain:

- Application Form
- Signed Volunteer agreement
- Confidentiality Agreement
16. South Norfolk Council Employees wishing to Volunteer

South Norfolk Council is committed to supporting the community it serves and recognises the positive impact employees can make when undertaking unpaid volunteering work. Encouraging employees to take part in unpaid volunteering activities for South Norfolk Council will help to:

- Support the Council’s priorities
- Provide employees with personal development opportunities
- Provide team building opportunities
- Raise the public profile of South Norfolk Council through improved reputation
- Improve the quality of life by enabling employees to support key events in the community

If an employee wishes to take part in any volunteering activities whether for SNC or outside the organisation, they should inform their line manager in the first instance to ensure there is no conflict of interest as stated in the Employee Code of Conduct, as follows:

Section 27 of the Employee Code of Conduct

All employees must be clear about their contractual obligations to the Council and must not take outside activities, which conflicts with the Council's interests, or which is of such a nature as to raise concerns that the employee’s work for the Council, or the Council’s reputation may be adversely affected.

All employees must accordingly obtain their Director’s permission before undertaking any outside activities which could be considered to conflict with the Council's interests, or which is of such a nature as to raise concerns that the employee's work for the Council, or the Council’s reputation may be adversely affected. Details of the activity and the permission will be recorded on the employee's personal file.

17. Voluntary Sector Delivering Services on behalf of South Norfolk Council

The above policy excludes voluntary bodies wishing to deliver services on behalf of SNC. Where a voluntary body wishes to deliver a service, the minimum requirements will be established as a partnership under the Council’s partnership framework.
For social action projects, these should be, by their nature, projects with a large voluntary contribution and a limited financial cost. As such the Neighbourhood Boards should limit any potential cost exposure to the bare minimum.

More information regarding this approach can be found in the document ‘The Role of Neighbourhood Boards and Ground Rules’.

There is however, no reason if the Voluntary sector when appointing volunteers could not use or adopt the recruitment process outlined in Section 4, including the induction checklist.

SNC will provide support by overseeing Criminal Record Bureau (CRB) checks and the appointment process.

To ensure compliance with SNC’s policies, procedures and statutory obligations, it is expected that the Voluntary Sector will also sign the Volunteer agreement.
Community Awards Scheme

1. Background

1.1 The inaugural South Norfolk Queen’s Diamond Jubilee Community Awards 2012 Ceremony will take place on the 19th October 2012. The awards will celebrate those that have made an outstanding contribution to their neighbourhoods and communities and promote volunteering in the district.

2.0 Venue

2.1 After much consideration, there are two venue options which offer the facilities appropriate for a prestigious evening:

Dunston Hall
Sunningdale Suite available free of charge.
Finger buffets range from £12 - £13 per head.
Projected cost for 160 at £13 per head - £2080

John Innes Centre
Auditorium plus Large Foyer and Gallery cost £1575 (minus 20% discount) = £1260
Finger Buffets range £8.00 - £8.50
Projected cost for 160 at £8.50 per head - £1360 (plus venue hire) = £2620

2.2 Whilst Dunston Hall have successfully hosted a number of South Norfolk awards ceremonies (The Gems and Community Sports Achiever Awards), we would recommend using the John Innes Centre and the finger buffet as outlined in Appendix 1.

2.3 We feel that the John Innes Centre is ideally situated on the Norwich Research Park and gives the awards ceremony the gravitas it deserves.

3.0 Sponsorship

3.1 It is recommended that a sponsor is sought for the event, the merits for this are to support the budget requirements of the event and to engage with local companies. We are proposing to approach:

- Archant
- Thomson Press
- Morrisons
- Lotus Cars
- Syfer Technology Ltd
- Royal Norfolk Agricultural Association
- Tesco
- Sainsbury’s
- Anglian Water

3.2 Obviously, should we secure the booking with the John Innes Centre we would initially target the companies in and around NRP.
## 4.0 Proposed Time Frame

<table>
<thead>
<tr>
<th>Date</th>
<th>Timeline</th>
<th>Details</th>
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<tbody>
<tr>
<td>6th May 2012</td>
<td>Launch of Queen’s Diamond Jubilee Community Award 2012 at the Chairman’s inauguration.</td>
<td>The launch will coincide with the Chairman’s chosen theme of volunteering. Invite volunteer and community groups to launch</td>
</tr>
<tr>
<td>6th May</td>
<td>Nominations open for the six Volunteer of the Year categories:</td>
<td>Invitation to nominate via:</td>
</tr>
<tr>
<td></td>
<td>• Supporting Others</td>
<td>• a dedicated online web page</td>
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<td></td>
<td>• Young Volunteer</td>
<td>• application form</td>
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<td></td>
<td>• Inspiring Achievement</td>
<td>• email</td>
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<td></td>
<td>• Community Volunteer Group</td>
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<td></td>
<td>• Charity Fundraiser</td>
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<td>• Arts Culture &amp; Sport</td>
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<tr>
<td>2nd June</td>
<td>Promotion of awards at the Community Pub of the Year event at Coldham Hall, Surlingham</td>
<td>Officers and information on hand to encourage nominations</td>
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<tr>
<td>25th June</td>
<td>Link published with further promotion of award scheme</td>
<td></td>
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<tr>
<td>8th July</td>
<td>Further promotion of scheme at Discover South Norfolk event</td>
<td>Dedicated area for Neighbourhood officers to encourage nominations</td>
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<tr>
<td>10th August</td>
<td>Close nominations</td>
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<tr>
<td>Wk beginning 20th August</td>
<td>Review Panel Meeting</td>
<td>AH/ OH to co-ordinate meeting. Panel to compile a shortlist – 3 per category</td>
</tr>
<tr>
<td>Wk beginning 27th August</td>
<td>Judging Panel Meeting</td>
<td>AH/ OH to co-ordinate meeting. Winners selected</td>
</tr>
<tr>
<td>19th October 2012</td>
<td>Awards Ceremony</td>
<td>All shortlisted nominees plus chosen guest to attend. Special guests inc local MPs and senior members of partner organisations. Representatives from Town and Parish Councils. Voluntary Sector representatives to be invited. Approx 160 guests in total</td>
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4.1 In addition to the above, the Awards will be promoted through the neighbourhood board in July and through a targeted marketing campaign. (Appendix 3)
4.2 The review panel will produce a shortlist of three nominees per category. It is proposed that the review panel consists of:
- Deputy Leader South Norfolk Council
- Members of Corporate Management Team
- South Norfolk Council Officer – (MB)

4.3 The proposed judging panel is:
- Leader of the Council
- South Norfolk Chief Executive
- Three/four external judges

The following people could be approached:
- Brian Horner, Chief Executive – Voluntary Norfolk (it is felt that Brian would be ideally placed to act as a judge on this panel. It would also create an opportunity for closer partnership working with Voluntary Norfolk)
- A representative of the key sponsor

4.4 Judging criteria based on the Babergh Community Achiever Awards Scheme is being compiled by the Neighbourhood Officers.

4.5 The judging criteria for each of the six categories will consist of a scored selection process. The judges will award the nominations with points on a 1-5 basis. 5 the maximum score, 1 the lowest score. Letters of support will provide the necessary evidence in the event of a tied situation.

4.6 We are investigating the options to provide a host who is a motivational speaker as well as being linked to the voluntary sector.

4.7 It is anticipated that the guest list will total approximately 160 people. A large number of the guests will be invited from the voluntary services we are celebrating – voluntary groups, community groups, key service partners, emergency services etc. A list is currently being compiled and will be available in due course.

5.0 Budgets

5.1 A budget of £5000 has been set for the awards evening, including the grants awarded to the winning individual/organisation.

6.0 Links to relevant Corporate Priorities

- Enhancing our quality of life and the environment we live in by encouraging Big Society and celebrating Localism. The Community Awards will recognise these people that help us to retain and improve the quality of life in South Norfolk for now, and future generations, to make it one of the best places to live and work in the country.
- Promoting a thriving local economy
- Supporting communities to realise their potential by helping them celebrate their local champions and encouraging others to get involved and volunteer.