

Planning Policy & Built Heritage Working Party



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Friday, 30 June 2023

A meeting of the **Planning Policy & Built Heritage Working Party** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Monday, 10 July 2023** at **10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk before 10am on the Thursday before the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516108, Email: Lauren.Gregory@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that this meeting is livestreamed:
<https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg>

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr A Brown, Cllr G Bull, Cllr M Batey, Cllr N Dixon, Cllr P Fisher, Cllr M Hankins, Cllr P Heinrich, Cllr V Holliday, Cllr L Paterson, Cllr J Punchard, Cllr J Toye and Cllr A Varley

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

A G E N D A

1. APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS

3. MINUTES

1 - 6

To approve as a correct record the Minutes of a meeting of the Working Party held on Monday 12th June 2023.

4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

5. DECLARATIONS OF INTEREST

7 - 12

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest. Members are requested to refer to the attached guidance and flowchart.

6. LOCAL PLAN UPDATE: EXAMINATION PROCESS

13 - 18

Summary: This report provides a general update on progress of the Local Plan and seeks delegated authority for the Planning Policy Manager in consultation with the Planning Portfolio holder to respond to the Inspectors questions prior to and during the examination hearings.

Recommendations: **1. Members of the Planning Policy & Built Heritage Working Party recommend to Cabinet that delegated authority is given to the Planning Policy Manager in consultation with the Planning Portfolio Holder to respond to the Inspectors questions prior to and during the Examination hearings.**

Cabinet Member(s) Cllr Andrew Brown	Ward(s) affected All
All Members	All Wards
Contact Officer, telephone number and email: Mark Ashwell, Planning Policy Manager 01263 516325 mark.ashwell@north-norfolk.gov.uk	

7. NORTH WALSHAM WEST DEVELOPMENT BRIEF: CONSULTATION PROPOSALS

Summary: This report provides a general update on progress in preparing a Development Brief for the North Walsham West Urban Extension proposed in the North Norfolk Local Plan and seeks support for a public consultation on the draft Brief.

Recommendations: **1. Members of the Planning Policy & Built Heritage Working Party endorse the consultation arrangements contained in Appendix A**

Cabinet Member(s)	Ward(s) affected.
Cllr Andrew Brown	All North Walsham wards and adjacent rural Parishes
Contact Officer, telephone number and email: Mark Ashwell, Planning Policy Manager 01263 516325 mark.ashwell@north-norfolk.gov.uk	

8. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution (if necessary):

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A (as amended) to the Act.”

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PLANNING POLICY & BUILT HERITAGE WORKING PARTY

Minutes of the meeting of the Planning Policy & Built Heritage Working Party held on Monday, 12 June 2023 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr A Brown (Chairman)	Cllr M Batey
Cllr N Dixon	Cllr P Fisher
Cllr M Hankins	Cllr P Heinrich
Cllr V Holliday	Cllr L Paterson
Cllr J Punchard	Cllr J Toye
Cllr A Varley	

Members also attending:

Cllr W Fredericks

Officers in Attendance:

Planning Policy Manager (PPM)
Democratic Services Manager
Democratic Services Officer – Regulatory
Senior Planning Officer - ST

Apologies for Absence:

Cllr G Bull (Vice-Chairman)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Bull.

2 PUBLIC QUESTIONS

None received.

3 MINUTES

The Minutes of the meeting held Monday 20th February 2023 were approved as a correct record.

4 ITEMS OF URGENT BUSINESS

None.

5 DECLARATIONS OF INTEREST

None received.

6 ANY OTHER BUSINESS AT THE DISCRETION OF THE CHAIRMAN.

None.

7 HEALTH PROTOCOL UPDATE

Officers Report

The PPM introduced the Officer's Report and updated Health Protocol; a

multiagency-owned document shared between members of the Norfolk Strategic Planning Group including planning authorities and health organisations. The PPM commented that one of the key frustrations from the public, with regards the Local Plan, was that the delivery of housing was not matched by healthcare provision or infrastructure more broadly. The PPM advised that Members were asked to consider and endorse the revised changes to the Protocol as identified on P.21 of the Agenda.

The meeting was adjourned at 10.11am due to an IT outage and was reconvened at 10.32am.

Members debate and questions

- i. Cllr N Dixon stated that whilst he was content with many aspects of the Protocol he was not content with the way in which it failed to consider and deal with certain components of health. With reference to Page 20, Paragraph 1.4 of the Officer's report, Cllr N Dixon noted that Members were asked to 'note the new approach to embedding health and wellbeing in spatial planning', but questioned what that actually meant in practice. He contended it was important that other elements of healthcare including mental, dental and public also be considered within the Protocol, and reflected that the lack of mental and dental health services had been a considerable issue locally. Cllr N Dixon affirmed that Members had a responsibility to ensure such elements were explicitly defined within the document as a critical part of the delivery of health and wellbeing services, to not do so would be a failed opportunity to place greater emphasis to those components of health.
- ii. Cllr J Toye, with reference to Page 20, Paragraph 2.4, questioned how this could be ensured in practice. He contended that large developers may choose to subdivide a site into smaller sites which, if taken alone, may not meet the 50 dwelling threshold figure, though would have if they had been considered collectively.
- iii. Cllr V Holliday asked how the 50 dwelling figure had been reached and whether this was implementable. She noted that within her Ward smaller developments had, over time, cumulatively resulted in 50 dwellings, but that this would not have been apparent at the outset. She questioned how cumulative development would be considered and managed. Additionally, Cllr V Holliday asked the PPM to offer examples how healthcare and public health had influenced the design and pre-planning of developments.
- iv. Cllr J Punchard supplied that through the Protocol a new doctor's facility had been built in his Ward. This had been completed to a high standard and with the appropriate physical infrastructure to provide services for mental health, district nursing, and minor surgeries. However, staffing the facility remained an issue meaning the resource could not be used to its fullest.
- v. Cllr P Heinrich sought clarity how it could be ensured that developers pay the relevant share of the cost of providing the services identified in the document. Further, with regards Paragraph 2.2, Page 20, Cllr P Heinrich asked, when combining two existing doctors' surgeries, the process of identifying suitable sites and whether these should be allocated in anticipation of demand.

- vi. Cllr J Toye commented that perhaps a tariff could be imposed, which would therefore mean that irrespective of the overall number of dwellings built, each house would contribute to services. He noted that there were many different ways which may help to address the potential 50 dwelling loophole.
- vii. The Chairman stated that he took issue with the Health Impact Assessment, and endorsed Member's concerns about developments being built out in stages, not meeting the 50 dwelling threshold, though reflected there may be little the Local Planning Authority could do to deter this. Further, he considered that the Protocol failed to give enough weight to commercial development's and considered this had been tacked on the appendix as an afterthought, noting that intensive agricultural units would likely impact the health of nearby communities. The Chairman asked if Planning Officers would be provided training into this document, and whether the protocol had been checked against the NPPF. Reflecting on Member's comments, the Chairman expressed his support that the Protocol make clearer its position on mental and dental healthcare, and agreed that these services should be given greater focus.
- viii. The PPM noted Member's suggestions regarding the narrow scope of the document, the absence of references to dentistry and mental health, and issues surrounding the cumulative impacts of small scale developments which may enable developers to avoid obligations. He relayed the consensus view of the Partners, that this was a targeted piece of work dealing with large house building and Doctor's Surgeries. The PPM considered Members were broadly in support of the Protocol, and suggested that the next review should look at the scope and breadth of the document in relation to those changes suggested by Members.
- ix. Cllr N Dixon sought clarification to the PPM's suggestion that Member's comments should be considered at the next review and not the current review/update which Members were being asked to endorse. He affirmed that he was under the impression that the Council, as a partner of the group would be able to influence the Protocol. Cllr N Dixon considered some of the changes could be implemented in a matter of months and, without starting afresh, this was capable of being resolved with minor changes to wording.
- x. The PPM advised that Members could, if they were not comfortable endorsing the document, go back to the partners citing the areas they considered to be deficient. The PPM cautioned this approach, and considered the changes identified by Members to be more substantive than changing wording alone and that this would take time. He recommended the Working Party endorse the document in its current form as an interim measure and request the Partners consider NNDC's comments moving forward.
- xi. Cllr V Holliday expressed her support for Cllr N Dixon's comments. She remarked that dentistry was to move to the Integrated Care Partnership for Norfolk and Waveney and mental health was already part of the ICP.
- xii. Cllr J Punchard stated that he would be supportive of endorsing the documents with regards updated terms and relevance of the document, but not of the document as a whole.
- xiii. Cllr J Toye sought confirmation over the time scale for tabling Member's

suggested amendments to the partnership.

- xiv. The PPM advised, having reflected on the Working Parties debate that if Member's were minded to do so, the Working Party could recommended to Cabinet that they accept the factual modifications to the framework in so far as they relate to the contact details, technical modifications, and statutory changes, but do not endorse the revised Health Protocol in its entirety, pending further consideration of the breadth of the document's content. Further, the Working Party ask that the partners expedite the overriding timeframe to take place in the next 9 months.
- xv. Cllr N Dixon expressed his support for this recommendation and stressed the importance that Members are able to consider and contribute to the final document. It was unacceptable that this be considered a rubber stamp exercise. He agreed that the outlined timeframe was appropriate and reasonable.
- xvi. Cllr M Hankins asked for details on the other partners and the scope of the group.
- xvii. The PPM confirmed that Norfolk Strategic Planning Group was a multi-agency group with partner members from all relevant local planning authorities working together for strategic cross boundary planning issues. This aided in having joined up processes and procedures and greater efficiency.
- xviii. Cllr J Toye noted that the 50 dwelling figure was not included in the recommendation and asked if this would be dealt with separately.
- xix. The PPM advised this was a technical implementation issue and would be dealt with at that level.
- xx. The Chairman sought clarity whether not endorsing the Protocol would have an adverse impact on Local Plan adoption.
- xxi. The PPM stated that the Protocol was referenced in the Local Plan, and whilst the Inspector may be curious as to the state of the Protocol, he did not envisage this critical in whether the Local Plan was adopted.
- xxii. Cllr J Toye proposed acceptance of the Officers recommendation. Cllr P Heinrich seconded.

RESOLVED

That Planning Policy Working Party recommend to Cabinet that the Council endorses the update to the Health Protocol (in so far as it relates to contact details, factual changes, and reference systems) but does not endorse the content of the protocol in its entirety.

Further, Planning Policy & Built Heritage Working Party recommends to Cabinet that the Council requests that the Norfolk Strategic Planning Framework reconsiders the scope of the Protocol including mental health, dentistry and public health in the broader sense, and addresses the issues around practical implementation.

8 EXCLUSION OF PRESS AND PUBLIC

None.

The meeting ended at 11.15 am.

Chairman

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Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

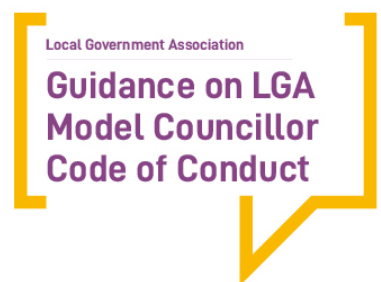
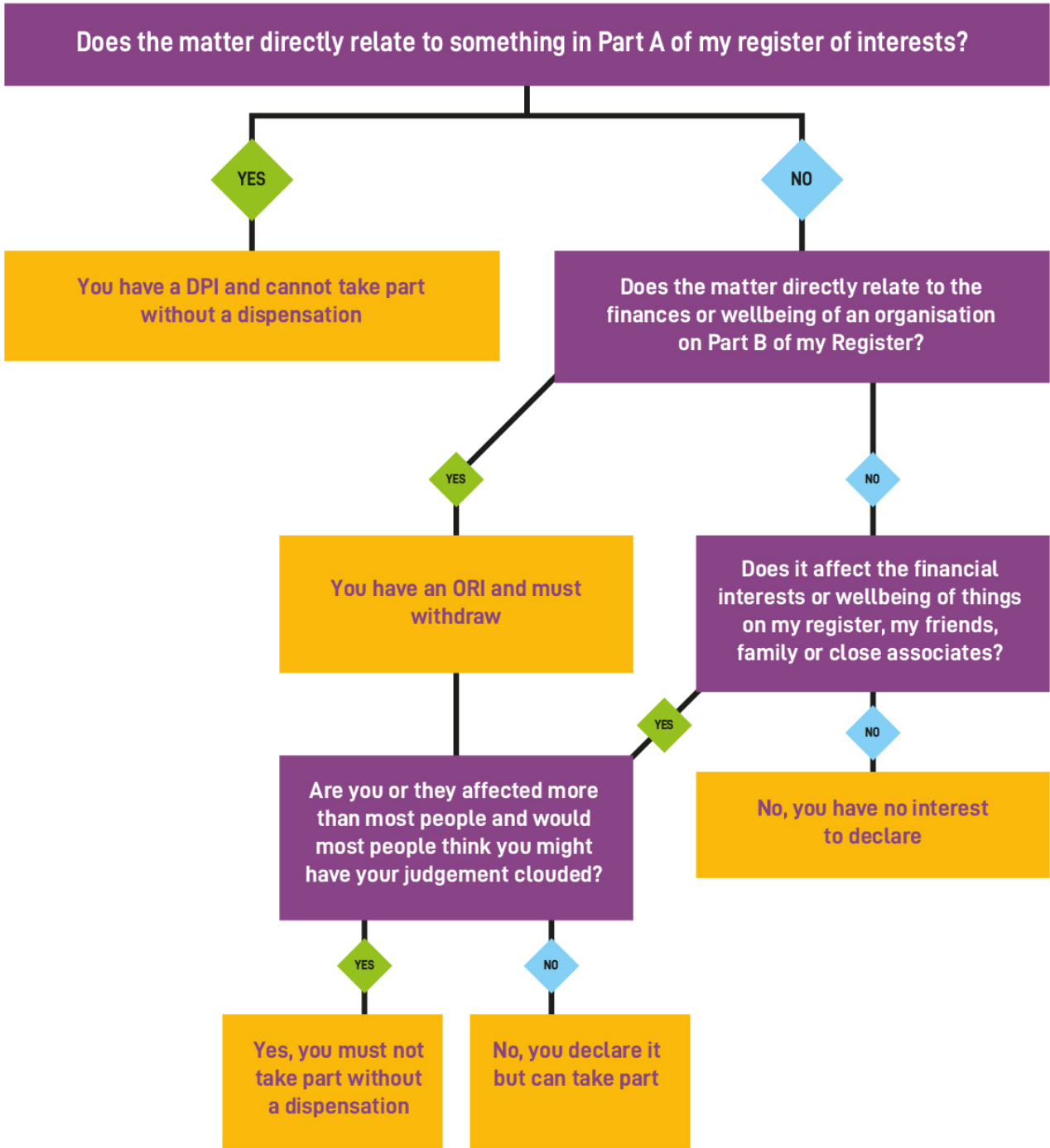
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Local Plan Update: Examination process

Summary: This report provides a general update on progress of the Local Plan and seeks delegated authority for the Planning Policy Manager in consultation with the Planning Portfolio holder to respond to the Inspectors questions prior to and during the examination hearings.

Recommendations:

- 1. Members of the Planning Policy & Built Heritage Working Party recommend to Cabinet that delegated authority is given to the Planning Policy Manager in consultation with the Planning Portfolio Holder to respond to the Inspectors questions prior to and during the Examination hearings.**

Cabinet Member(s) Cllr Andrew Brown	Ward(s) affected All
All Members	All Wards
Contact Officer, telephone number and email: Mark Ashwell, Planning Policy Manager 01263 516325 mark.ashwell@north-norfolk.gov.uk	

1. Background

- 1.1 The North Norfolk Local Plan has been submitted for Independent Examination. Inspector David Reed has been appointed to examine the Plan and will be supported by a Programme Office, Annette Feeney, who will be responsible for organising the procedural aspects of the examination on behalf of the Inspector.
- 1.2 The examination includes, but is not limited to, one or more public hearing sessions, at which interested parties will be given the opportunity to explain their respective positions. The timetable for these hearings is a matter to be determined by the Examiner and may take place in a single block or over several weeks depending on issues to be considered.
- 1.3 Prior to these hearing sessions taking place the Inspector will produce a 'Matters, Issues, and Questions' document which will form the basis of the programme for the hearings. As a precursor to this the Inspector has, and will likely continue to, seek clarification and updates in order that the hearings can proceed without undue delay.

1.4 A Local Plan web page has been set up where all documents associated with the examination will be posted. [Home | Local Plan Examination \(north-norfolk.gov.uk\)](http://www.norfolk.gov.uk)

1.5 On the 26th of June the Inspector wrote to the Authority seeking additional information in relation to a number of initial matters (Attached as Appendix A for information). These are largely technical matters relating to the period covered by the Plan, housing targets and five-year supply, together with the legal requirements and potential impacts of Nutrient Neutrality.

2. Responding to the Inspector and representation at the hearings

2.1 It is likely that the Inspector will ask a succession of questions leading into the formal hearing sessions. The hearings themselves will take the form of structured discussions framed around the Inspectors Issues, Matters and Questions. The Inspector will seek the Authorities view including in relation to the need for further modifications to the Plan to correct any soundness concerns. Officers will need to offer immediate responses either at the hearing session, or shortly thereafter.

2.2 The council can be represented at the Hearings by anyone employed or appointed by the Authority to provide evidence. Legal representation is permitted but is largely discouraged unless substantive legal issues are raised. It is currently anticipated that staff from the Planning Policy Team will represent the Council with the option to call on our consultants who prepared various aspects of the supporting evidence. The Hearings are held in public and are open to anyone to attend but only those that have registered are invited to speak.

2.3 There is a strong likelihood that the Inspector will ask what the Authorities position would be if the Plan was modified. In such cases the role of officers would in the first instance be to defend the submitted Plan and explain why it is sound and modification is not required. Nevertheless, the Council will be required to provide a response on potential changes. This report seeks delegated authority to enable officers to provide such responses.

3. Recommendations

- 1. Members of the Planning Policy & Built Heritage Working Party recommend to Cabinet that delegated authority is given to the Planning Policy Manager in consultation with the Planning Portfolio Holder to respond to the Inspectors questions prior to and during the Examination hearings.**

4. Legal Implications and Risks

4.1 The Council must produce a Local Plan which complies with various regulatory and legal requirements and in determining its policy approaches must be

justified and underpinned by up to date and proportionate evidence, be informed by appropriate sustainability appraisals and take account of and demonstrate how public feedback, national policy & guidance have been used to inform the production through the application of a consistent methodology.

- 4.2 The statutory process requires plan production to accord to the statutory requirements as set out in The Town and Country Planning (Local Planning), (England) Regulations 2012 (as amended). Failure to undertake Plan preparation in accordance with the regulations and NPPF is likely to render the plan 'unsound' at examination and result in the need to return to earlier stages. Substantial additional costs would be incurred.
- 4.3 There remains a residual risk of planning reform which, could undermine the production of the Plan to date through the proposed white paper along with further changes to the National Planning Policy Framework, either through incremental changes or substantive changes leading to wholesale replacement. Early submission reduces the risks associated with changes in government policy and puts the authority in a stronger position to take advantage of any subsequent transitional arrangements should they be introduced. If production is extended there remains an increased risk of early Plan review, further evidence gathering and substantial time and costs along with increased pressure and challenge on the continued use of existing adopted policies.

5. Financial Implications and Risks

- 5.1 Failure to undertake plan preparation in accordance with the regulations is likely to render challenge and result in less weight being given to the evidence documents and would result in further officer resources and associated costs. If production is extended there remains an increased risk of early Plan review and substantial costs along with increased pressure and challenge on the continued use of existing adopted policies

Appendix 1 – Inspectors Initial questions

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North Norfolk Local Plan Examination

Mark Ashwell
Planning Policy Manager
North Norfolk District Council
Holt Road
Cromer
NR27 9EN

26 June 2023

Dear Mr Ashwell

NORTH NORFOLK LOCAL PLAN EXAMINATION

As you are aware, I have been appointed to examine the North Norfolk Local Plan (NNLP) and have commenced initial preparation. Thank you for supplying hard copies of various documents, I shall make requests for any further documents through the programme officer.

I am seeking to raise some initial points at the earliest opportunity and to seek clarification of others to aid understanding. There may be more in due course to help inform the matters, issues and questions document which will be prepared for the hearing sessions. I am also requesting some work to update the housing figures for the benefit of the examination.

1. The NPPF states that strategic policies should look ahead for a minimum 15-year period from adoption. In this case, the plan proposes an end date of 31 March 2036. No doubt partly due to the delay in submitting the Regulation 19 plan, even if adoption was achieved by April 2024 there would only be 12 years remaining. With a fair wind adoption is more likely sometime during the period 2024/5. Whilst not pre-empting the matter, as this issue will need to be discussed at the hearings, the Council is requested to consider the implications of extending the plan period by at least three years, to March 2039 or March 2040. At the same time the base date of the plan could be rolled forward to 2021. Based on such a scenario and taking account of the requests in 4 and 6 below, please prepare revised figures for Policy HOU1, the housing trajectory on pages 263-265 and the detailed breakdown on pages 266-267 using the Council's preferred housing target figure of 480 dwellings per annum (dpa). What would be the implications for housing provision?
2. The updated trajectory figures should also be used to demonstrate the five-year housing land supply position on adoption of the plan as at April 2024 or April 2025.
3. The Habitats Regulations Assessment (HRA) by Footprint Ecology (document A4) is dated December 2021, prior to the letter dated 16 March 2022 from Natural England regarding nutrient pollution. The report from Royal Haskoning (RH) dated April 2023 states it has not been agreed or endorsed by Natural England and does not purport to be an HRA. Clearly an updated HRA is required to take this issue on board. An agreed Statement of Common Ground (SoCG) with Natural England should also be prepared. When might these be made available for the examination?
4. The RH report states that 1,317 dwellings in North Norfolk are 'held up' due to nutrient neutrality, and that NNLP growth of 3,753 dwellings is 'held up'. Please supply the analysis that supports these figures. Which allocations, small site assumptions and

permissions are affected? What assumptions are now made in the updated figures and trajectory requested in (1) as to any delay in the delivery of these dwellings?

5. Please provide a detailed plan of the catchment areas affected in North Norfolk.
6. The Council's latest published five-year housing land supply position is dated April 2020 (K6) whilst Policy HOU1 and pages 263-267 have a base date of April 2021 and the latest monitoring report (K1) has a base date of April 2022. For the examination to be based on the most up to date information priority should be given to providing updated housing monitoring figures with a base date of April 2023. When might such figures be available? At the very least the updated policy and trajectory requested in (1) should be based on April 2022 figures and preferably those from April 2023 to avoid new figures emerging mid-examination.
7. The position of the Council to plan for a minimum of 480 dpa on the basis of the 2016 based household projections is noted and will be an important matter for discussion at the hearings. Without prejudice, do you agree the Home Builders Federation figure of 531 dpa from use of the standard method (2014 based projections) and the latest affordability ratio as at January 2022? If so, for discussion/information purposes, please also undertake the exercise in 1 above using the 531 dpa figure. What would be the implications for housing provision?

When you have had a chance to consider this letter could you please advise when you might be able to respond to the various points and provide the necessary updated evidence. I will then be able to consider how the examination might progress.

In order to maintain transparency and assist other participants, please place a copy of this letter and your response(s) on the examination website.

Thank you for your assistance.

Yours sincerely

David Reed

INSPECTOR

Agenda Item No _____

North Walsham West Development Brief: Consultation Proposals.

Summary: This report provides a general update on progress in preparing a Development Brief for the North Walsham West Urban Extension proposed in the North Norfolk Local Plan and seeks support for a public consultation on the draft Brief.

Recommendations: **1. Members of the Planning Policy & Built Heritage Working Party endorse the consultation arrangements contained in Appendix A**

Cabinet Member(s)	Ward(s) affected.
Cllr Andrew Brown	All North Walsham wards and adjacent rural Parishes
Contact Officer, telephone number and email: Mark Ashwell, Planning Policy Manager 01263 516325 mark.ashwell@north-norfolk.gov.uk	

1. Background

1.1 The North Norfolk Local Plan proposes a large-scale urban extension to the west of North Walsham. The Local Plan policy attached to the proposed allocation includes a requirement that development should not occur until such time as a Development Brief has been prepared and approved for the site.

1.2 The policy requires:

‘Prior approval and adoption of a comprehensive Development Brief incorporating a site wide Vision and Master Plan demonstrating how the development will respond to the particular characteristics of the site and detailing the delivery of all uses and infrastructure required in this policy’.

1.3 The preparation and approval of a Development Brief is an important stage in the planning of the site. It is a tool used on largescale, multi-phase developments to establish the principles that subsequent planning applications should comply with. In the case of this proposal the policy also requires the approval of a number of other technical documents including a Design Code, Drainage Strategy, and Highway Strategy.

1.4 In May of 2021 the Council consulted on what were described as high level aims and objectives for the development of the site including an overall vision for the development and an illustrative Master Plan. The consultation

responses and a number of technical appraisals are informing the preparation of a first draft of the Development Brief which, it is proposed, should be subject to public consultation.

- 1.5 The in-principal decision to allocate this site, or not, will be tested via the Local Plan examination so any final endorsement of the Brief will need to await the outcome of the examination, or be subject to allocation being confirmed. However, preparation of the Brief at this point in the process is clear evidence of the Authorities, and the site promoters, commitment to bring the site forward for development and would help at the Local Plan Examination hearings to demonstrate clearly to the Inspector that the proposals are deliverable.
- 1.6 This report is not seeking endorsement of the content of the Consultation Draft of the Brief which will be presented to the Working Party at its August Meeting. Agreement is being sought solely in relation to the proposed arrangements for public consultation as these will take some time to prepare.

2. Consultation Proposals

- 2.1 It is recommended that the Brief should be subject to a significant period of public consultation similar to that undertaken on the Local Plan. This will include a range of media coverage, direct notifications, in person exhibition, and consultation with all key internal and external consultees.
- 2.2 Detailed proposals and an indicative timetable are attached as Appendix A

3. Recommendations

1. **Members of the Planning Policy & Built Heritage Working Party endorse the consultation arrangements contained in Appendix A**

4. Legal Implications and Risks

- 4.1 None

5. Financial Implications and Risks

- 5.1 None

Appendix – Consultation Proposals

APPENDIX A - DEVELOPMENT BRIEF NORTH WALSHAM WEST

August - September 2023: Development Brief Consultation

- **Community engagement plan** - We are proposing a comprehensive community engagement plan in line with NNDC's draft Statement of Community Involvement. The public consultation would include both in-person and virtual elements hosted on a dedicated project website.

- **Consultation preparation** – We will prepare a public flyer outlining the proposals and consultation event as well as signposting the website. The flyer will also include details on where people can go to find more information and share their views. This flyer will be published via postal delivery to an agreed radius. This flyer will also be emailed out to key stakeholders, local groups, and local media outlets with a link to the website.

The website will go live on the same day as the flyer is distributed. The website will be mobile-friendly to allow easy promotion across social media channels. For the consultation events, we will create exhibition boards which can be uploaded to the website to ensure the entire consultation process is a consistent hybrid of in-person and online activity. A short feedback form with qualitative and quantitative questions will accompany the boards on the website, and be available via QR code and in hard copy at the event, to gather community feedback which can be used to shape and finalise the proposals and which will be included in the Statement of Community Involvement.

- **Development Brief consultation** – The consultation will involve meetings and briefings with relevant stakeholders, alongside the in-person event, and ongoing liaison with residents and community groups. The consultation 'window' will begin when the website is first published and promoted (early August). It is proposed to run for six weeks. For those who would rather complete a hard copy form at home, and to ensure a fully accessible consultation, Freepost envelopes will be provided at the

event. Throughout the consultation, we will keep the website up to date with relevant information about the process, and answer questions in a timely and constructive manner.

- **In-person event** – We are proposing a half day public exhibition to be held within North Walsham. The event will be hosted jointly with North Norfolk District Council. We propose holding a private stakeholder preview event ahead of the in-person exhibition to give us an opportunity to talk various stakeholders through the materials and answer any questions they may have. The in-person event would be a drop-in session run across an afternoon and early evening to allow the community to meet the team, view our consultation boards, ask questions and discuss the proposals in more detail. All visitors will be invited to sign in and leave their contact details.
- **Market stall** – We propose to set up a stall, at the weekly market, to facilitate face-to-face engagement outside the school holidays, to ensure that our engagement has been thorough. Like the exhibition above, North Norfolk District Council would jointly host the stall.
- All visitors will be invited to sign in and leave their contact details, if they feel comfortable doing so, we can therefore log attendance numbers, map where our feedback is coming from and identify trends as part of our analysis for the Statement of Community Involvement.

	w/c 10 th July	w/c 17 th July	w/c 24 th July	w/c 31 st July	w/c 7 th Aug	w/c 14 th Aug	w/c 21 st Aug	w/c 28 th Aug	w/c 4 th Sep	w/c 11 th Sep
NNDC sign off Development Brief Consultation										
Approach key stakeholders										
Key stakeholder briefings										
Member Briefing										
Flyer copy drafted										
Consortium to review flyer copy										
BECG design flyer										
Flyer signed off										
Flyer sent to print										
Media release drafted										
Media release signed off										
BECG design/build collateral										
Complete Exhibition material										
Media release issued					Mon 7 th Aug					
Website goes live					Mon 7 th Aug					
Consultation period										
Pop-up at North Walsham market (NNDC attendance required)									Thurs 7 th Sep	
Exhibition in North Walsham (NNDC attendance required)						Weds 16 th Aug				

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