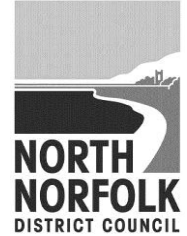


Development Committee



Please contact: Linda Yarham

Please email: linda.yarham@north-norfolk.gov.uk
Direct Dial: 01263 516019

7 June 2017

A meeting of the Development Committee will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Thursday 15 June 2017 at 9.30am.**

Coffee will be available for Members at 9.00am and 11.00am when there will be a short break in the meeting. A break of at least 30 minutes will be taken at 1.00pm if the meeting is still in session.

Any site inspections will take place on **Friday 30 June 2017.**

PUBLIC SPEAKING – TELEPHONE REGISTRATION REQUIRED

Members of the public who wish to speak on applications are required to register by **9 am on Tuesday 13 June 2017** by telephoning **Customer Services on 01263 516150.** Please read the information on the procedure for public speaking on our website [here](#) or request a copy of "Have Your Say" from Customer Services.

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, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Mrs S Arnold, Mr P Butikofer, Mrs S Butikofer, Mr N Coppack, Mrs A Green, Mrs P Grove-Jones, Mr P Moore, Mr N Pearce, Ms M Prior, Mr R Reynolds, Mr P Rice, Mr S Shaw, Mr R Shepherd, Mrs V Uprichard

Substitutes: Mrs A Claussen-Reynolds, Mr V FitzPatrick, Mrs B McGoun, Miss B Palmer, Mr J Punchard, Mr J Rest, Mr E Seward, Mr D Smith, Ms K Ward, Mrs L Walker, Mr G Williams

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

Heads of Paid Service: Nick Baker and Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

AGENDA

PLEASE NOTE: THE ORDER OF BUSINESS MAY BE CHANGED AT THE DISCRETION OF THE CHAIRMAN

PUBLIC BUSINESS

1. CHAIRMAN'S INTRODUCTIONS
2. TO RECEIVE APOLOGIES FOR ABSENCE AND DETAILS OF ANY SUBSTITUTE MEMBER(S)
3. MINUTES

To approve as a correct record the Minutes of a meeting of the Committee held on 13 April 2017
4. ITEMS OF URGENT BUSINESS (to be taken under items 8 or 10 below)
 - (a) 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.
 - (b) To consider any objections received to applications which the Head of Planning was authorised to determine at a previous meeting.
5. ORDER OF BUSINESS
 - (a) To consider any requests to defer determination of an application included in this agenda, so as to save any unnecessary waiting by members of the public attending for such applications.
 - (b) To determine the order of business for the meeting.
6. DECLARATIONS OF INTEREST

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.
7. OFFICERS' REPORT

ITEMS FOR DECISION

PLANNING APPLICATIONS

- (1) **BLAKENEY - PF/17/0581** - Erection of single storey dwelling; 8 Langham Road for Mr & Mrs Ingham Page 5
- (2) **BRINTON - PF/17/0176** - Erection of two agricultural storage buildings with associated parking and turning (part retrospective); Primrose Grove, Thornage Road, Sharrington for Mr Taylor Page 9

- (3) **CORPUSTY AND SAXTHORPE - PF/17/0427** - Variation of condition 2 of planning permission ref: PF/16/1086 to allow for alterations and design changes to the extensions and garage/store; Hill Cottage, Heydon Road, Corpusty for Mr Stenhouse Page 15
- (4) **SHERINGHAM - PF/17/0488** - Change of use from D2 Scout Hut to mixed use of D2 Scout Hut and D1 Childcare Business; Scout Headquarters, De Morley Garth for Mrs R Garratt Page 18
- (5) **STALHAM - PF/17/0385** - Erection of single storey dwelling with integral garage; Land off Moor Lane, Stalham for Mr Macnab Page 24
- (6) **TUNSTEAD - PF/17/0428** - Change of use from Agricultural to General Industrial (Class B2) (retrospective); Unit 13, Beeches Farm, Crowgate Street for Mr Platten
TUNSTEAD - PF/17/0429 - Change of use from agricultural to general industrial (class B2) (retrospective); Unit 12, Beeches Farm, Crowgate Street for Mr Randall
TUNSTEAD - PF/17/0430 - Change of use from storage or distribution (Class B8) to vehicle valeting (Class B1 - Business) (Retrospective); Unit 10, Beeches Farm, Crowgate Street for Mr Bell
TUNSTEAD - PF/17/0431 - Change of use from Agricultural to mixed uses - Business - Office/Light Industry (Class B1), B8 Storage and Car Sales (Sui Generis) (retrospective); Unit 3, Beeches Farm, Crowgate Street for Mr Tappin
Page 28
(Appendix 1 – page 65, Appendix 2 – page 80)
- (7) **NORTH NORFOLK NEW LOCAL VALIDATION LIST - CONSULTATION OUTCOMES** Page 40
(Appendix 3 – page 86; Appendix 4 – page 142; Appendix 5 – page 143; Appendix 6 – page 144)
- (8) **THE GRAHAM ALLEN AWARD FOR CONSERVATION AND DESIGN** Page 55
- This report outlines the need to establish a Judging Panel for this year's Graham Allen Award and to agree the proposed dates for the judging and presentation of the awards.*
- (9) **APPLICATION RECOMMENDED FOR A SITE INSPECTION** Page 56
- (10) **DEVELOPMENT MANAGEMENT PERFORMANCE UPDATE – YEAR END 2016/17** Page 56
(Appendix 7 – page 147, Appendix 8 – page 148)
- (11) **NEW APPEALS** Page 63
- (12) **INQUIRIES AND HEARINGS - PROGRESS** Page 63
- (13) **WRITTEN REPRESENTATIONS APPEALS - IN HAND** Page 63
- (14) **APPEAL DECISIONS – RESULTS AND SUMMARIES** Page 64
(Appendix 9 – page 149)

8. ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIRMAN AND AS PREVIOUSLY DETERMINED UNDER ITEM 4 ABOVE

9. 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.”

PRIVATE BUSINESS

10. ANY OTHER URGENT EXEMPT BUSINESS AT THE DISCRETION OF THE CHAIRMAN AND AS PREVIOUSLY DETERMINED UNDER ITEM 4 ABOVE

11. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

**OFFICERS' REPORTS TO
DEVELOPMENT COMMITTEE - 15 JUNE 2017**

Each report for decision on this Agenda shows the Officer responsible, the recommendation of the Head of Planning and in the case of private business the paragraph(s) of Schedule 12A to the Local Government Act 1972 under which it is considered exempt. None of the reports have financial, legal or policy implications save where indicated.

PUBLIC BUSINESS - ITEM FOR DECISION

PLANNING APPLICATIONS

Note :- Recommendations for approval include a standard time limit condition as Condition No.1, unless otherwise stated.

- (1) **BLAKENEY - PF/17/0581 - Erection of single storey dwelling; 8 Langham Road for Mr & Mrs Ingham**

Minor Development

- Target Date: 08 June 2017

Case Officer: Mrs L Starling

Full Planning Permission

CONSTRAINTS

Settlement Boundary

Residential Area

Area of Outstanding Natural Beauty

Controlled Water Risk - Medium (Ground Water Pollution)

RELEVANT PLANNING HISTORY

PF/17/0143 PF - 8 Langham Road, Blakeney- Erection of detached chalet bungalow - Refused 22nd March 2017

PF/16/0786 HOU - 8 Langham Road, Blakeney - Erection of two storey extension - Withdrawn by Applicant 27th July 2016

PF/16/0699 PF - 8 Langham Road, Blakeney - Erection of detached 4 bed chalet bungalow - Withdrawn by Applicant 13th July 2016

PLA/20090932 PF - 8 Langham Road, Blakeney - Construction of pitched roof to side extension - Approved 23rd October 2009

PLA/20071271 PF - 8 Langham Road, Blakeney - Erection of detached double garage - Approved 24th September 2007

THE APPLICATION

Seeks full planning permission for the demolition of a detached garage on garden land to the rear of 8 Langham Road and the erection of a detached single-storey detached dwelling.

The dwelling would have a maximum height to the ridgeline of 6 metres and would be constructed in red clay pantiles and red brick plinth and chimney and white rendered walls. The dwelling would comprise of an open plan lounge/kitchen/diner and two bedrooms and bathrooms.

The proposed dwelling would be accessed via a new access off Queens Close and would be served by its own parking and garden areas.

REASONS FOR REFERRAL TO COMMITTEE

At the request of Councillor Ward on the grounds that the application conflicts with Policy in respect of design, highway safety and its impact upon residential amenity.

PARISH/TOWN COUNCIL

Blakeney Parish Council - Objection on the following grounds;

- Overdevelopment
- Dangerous egress into Queen's Close due to proximity to the Doctors Surgery carpark.
- Loss of a section of hedgerow to create access.
- Detrimental impact on light to adjoining bungalow and potential impact of overlooking from windows within the roof, particularly in light of concerns with Memorial Cottages site on New Road.

REPRESENTATIONS

Two letters of objection have been received from the public on the following grounds;

- Overdevelopment and out of keeping with the character of the area.
- History of refusals for dwellings on this site.
- Intrusive to neighbouring properties.
- Proposed access is unsafe due to its proximity to Doctors carpark and pedestrians using the footpath.
- Lack of screening around the plot.
- Concerns over the removal of site notices.
- Would set undesirable precedent for the development of small plots within the AONB.

CONSULTATIONS

County Council (Highway) - No objections subject to conditions in respect of access, gates and onsite parking and turning provision.

Landscape Officer - Awaiting comments.

Norfolk Coast Partnership - Concerns raised in respect of overdevelopment and whilst the scheme in isolation would not have a detrimental impact upon the AONB the cumulative impact of the loss of small plots and garden areas in villages should be considered to protect the character of towns and villages within the AONB.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed development may raise issues relevant to

Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, approval of this application as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The application raises no significant crime and disorder issues.

POLICIES

North Norfolk Core Strategy (Adopted September 2008):

Policy SS 1: Spatial Strategy for North Norfolk (*specifies the settlement hierarchy and distribution of development in the District*).

Policy SS 3: Housing (*strategic approach to housing issues*).

Policy SS 4: Environment (*strategic approach to environmental issues*).

Policy SS 6: Access and Infrastructure (*strategic approach to access and infrastructure issues*).

Policy HO 1: Dwelling mix and type (*specifies type and mix of dwellings for new housing developments*).

Policy HO 2: Provision of affordable housing (*specifies the requirements for provision of affordable housing and/or contributions towards provision*).

Policy HO 7: Making the most efficient use of land (*Housing density*) (*Proposals should optimise housing density in a manner which protects or enhances the character of the area*).

Policy EN 1: Norfolk Coast Area of Outstanding Natural Beauty and The Broads (*prevents developments which would be significantly detrimental to the areas and their setting*).

Policy EN 2: Protection and enhancement of landscape and settlement character (*specifies criteria that proposals should have regard to, including the Landscape Character Assessment*).

Policy EN 4: Design (*specifies criteria that proposals should have regard to, including the North Norfolk Design Guide and sustainable construction*).

Policy EN 9: Biodiversity and geology (*requires no adverse impact on designated nature conservation sites*).

Policy EN 13: Pollution and hazard prevention and minimisation (*minimises pollution and provides guidance on contaminated land and Major Hazard Zones*).

Policy CT 5: The transport impact on new development (*specifies criteria to ensure reduction of need to travel and promotion of sustainable forms of transport*).

Policy CT 6: Parking provision (*requires compliance with the Council's car parking standards other than in exceptional circumstances*).

National Planning Policy Framework (NPPF)

Section 6 – Delivering a wide choice of high quality homes

Section 7 – Requiring good design

Section 11 – Conserving and enhancing the natural environment

MAIN ISSUES FOR CONSIDERATION

Principle

Design, scale and impact upon the Area of Outstanding Natural Beauty (AONB)

Amenity

Highway safety

APPRAISAL

Principle

The site lies within the Development Boundary for Blakeney in an area designated as 'residential' where the principle of a new dwelling is acceptable under Policy SS1, subject to scheme satisfying a range of other policy criteria.

Design, scale and impact upon the AONB

Members will note that an application for a four bedroom chalet style detached dwelling to be constructed on this site was recently refused on the grounds of its scale, design, overall height and massing, positioning on the plot and impact upon the residential amenities of neighbouring properties (Ref: PF/17/0143).

Concerns have been raised by the Parish Council and local residents that this revised still constitutes overdevelopment, in a manner which would be detrimental to the appearance of the AONB and detract from the character of the area.

Notwithstanding these concerns, whilst it is acknowledged that the plot on which the proposed dwelling would be sited is relatively restricted in size, it is situated within an established residential area, with the Doctors Surgery car park set directly to the south between the site and the road. A large detached garage is already present on the site which would be demolished as part of to allow the new dwelling to be constructed. The proposed dwelling,

whilst having a restricted rear garden (of approximately 6 metres) would have also been served by additional amenity space to the front of the proposed dwelling. In terms of its design, materials and massing, the proposed dwelling is considered acceptable, and combined with its reduction in scale, the changes proposed to its positioning and orientation on the plot, and the level of amenity space available, would make it difficult to justify the refusal of the application on the grounds of overdevelopment and having a significantly detrimental impact upon the character of the area.

Furthermore, the site also lies within an Area of Outstanding Natural Beauty, where concerns have been raised as to the impact of a dwelling in this location upon the appearance and special qualities of the area. Notwithstanding these concerns, given the context of the site and surrounding development, it is not considered that the scheme would have a significant harmful to the appearance and qualities of the AONB.

It is therefore considered that the revised scheme would accord with the requirements of Policies SS3, EN1, EN2, EN4, EN9 of the Core Strategy and Sections 7 and 11 of the NPPF.

Amenity

Concerns have been raised by the Parish Council and public that the proposed dwelling would detrimentally impact upon the residential amenities of neighbouring properties. The impact of the scheme upon the occupants of the neighbouring property to the north (known as Close-By), particularly in respect of overshadowing, loss of light and overbearing impact formed part of the refusal of the previous application for a dwelling on the site (Ref: PF/17/0143).

Whilst discussions are currently taking place with the agent in respect of the two windows within the roofspace gables due to concerns that whilst only ground floor accommodation is being proposed at present, given the ridge height, there is potential for first floor accommodation to be created within the roofspace in the future. Members will be updated verbally at the meeting in respect of this matter. Subject to the property remaining single-storey, it is considered that the proposed dwelling has been designed in a manner which would adequately protect the residential amenities of the occupants of surrounding properties, as well as provide adequate amenity for any future occupants of the proposed dwelling. It is therefore considered that the scheme would comply with Policies EN4 and EN13 of the North Norfolk Core Strategy and Section 3.3.10 of the North Norfolk Design Guide.

Highway safety

Concerns have been raised by both the Parish Council and local residents to the creation of a new access off Queens Close (an unclassified road), particularly given its proximity to the Doctors Surgery car park. The applicant's property (No.8) would continue to be served by an access/parking off Langham Road. Notwithstanding these concerns, the application has been assessed by the Highways Authority who have raised no objections, subject to the imposition of conditions in respect of access, gates and parking and turning arrangements. It is therefore considered that the scheme would safeguard highway safety in accordance with Policies CT5 and CT6 of the Core Strategy.

Conclusion

Whilst acknowledging the constraints of the site and restrictive nature of the plot, and following full consideration of the issues raised, it is considered that in this instance that the application is broadly in compliance with the relevant Development Plan policies and is, therefore, recommended for approval.

RECOMMENDATION: Approve subject to the resolution of the outstanding issues relating to the windows within the roof space and the imposition of conditions deemed necessary by the Head of Planning.

- (2) **BRINTON - PF/17/0176 - Erection of two agricultural storage buildings with associated parking and turning (part retrospective); Primrose Grove, Thornage Road, Sharrington for Mr Taylor**

Minor Development

Target Date: 30 June 2017

Case Officer: Mrs S Ashurst

Full Planning Permission

RELEVANT CONSTRAINTS

LDF - Countryside

Enforcement Notice

PLANNING HISTORY

Primrose Grove, Thornage Road, Sharrington, Melton Constable, NR24 2PN

PF/13/0495 - Primrose Grove, Thornage Road, Sharrington, Melton Constable, NR24 2PN
Use of land for storage and milling of timber and erection of storage/workshop building (part retrospective)

Refused 26/06/2013

PF/14/1174 - Primrose Grove, Thornage Road, Sharrington, Melton Constable, NR24 2PN
Change of use of agricultural land to the keeping of horses and retention and conversion of barn to stables and tack room

Refused 31/03/2015, thereafter Allowed on Appeal 04/11/2015

Current application

PF/17/0176 - Primrose Grove, Thornage Road, Sharrington, Melton Constable, NR24 2PN
Erection of two agricultural storage buildings with associated parking and turning (part retrospective)

THE APPLICATION

The application seeks to retain two existing buildings on the site for the use of storage of agricultural related equipment and as a potting shed in association with the agricultural use of the land (part retrospective).

The first building to be retained for use as agricultural storage sits towards the north of the site, approximately 15m south of Thornage Road. The building is approximately 12m long by 6.2m wide (74.4sqm) and 3.35m tall at its tallest point. It is open sided on one side (the side facing south and into the site) and is constructed of timber feather-edged boarding. Timber doors and boarding to match the existing building are proposed on the south (front) elevation.

The second building to be retained for use as a potting shed sits further within the site, approximately 20m from the western boundary. There will be no alterations to this building. The building is 4.5m wide by 3.5m deep and 2.4m tall. It is constructed of timber feather-edged boarding.

The larger of the two buildings that is proposed for retention was erected without the benefit of planning permission prior to the current applicant owning the site. This building previously formed part of a part-retrospective planning application, ref PF/13/0495, for use of land for storage and milling of timber and erection of storage/workshop building. The application was refused (26 June 2013) by the Council under delegated authority.

There was also a subsequent application (PF/14/1174) for conversion of the building to stable and a tack room in association with the change of use of the land for the keeping of horses. This application was refused by the Development Committee (31 March 2015) but allowed on appeal (9 December 2015).

Enforcement notices have been served on this site, one in connection with the operational development (the building) that described the breach of planning as 'without planning permission the erection of a storage building/workshop the laying of concrete slabs and rubble and the excavation of a pit'. The notice was served on 10 September 2014 with an effective date of 10 October 2014. The notice required the landowner to demolish the building and remove the resultant materials from the site; lift the concrete slabs and rubble and remove the resultant materials from the site and to fill in the excavated pit up to ground level the top 30 cm to comprise of top soil. Date for compliance with this notice was 10 January 2015.

The second notice was in relation to a material change of use of part of the site now described as Primrose Grove from agriculture to mixed agricultural/residential/leisure use. This notice was served on the 14 November 2015 and required the cessation of the residential/leisure use and removal of various items and domestic paraphernalia.

In respect of these notices, the Notice in relation to the material change of use has been largely been complied with, however the notice relating to the building was superseded by the Inspector's decision in relation to Planning application PF/14/1174.

The Inspector granted planning permission subject to a number of conditions. The most relevant was:

"Condition 1 – within four months of the date of this permission the equestrian use hereby permitted shall cease, and the building hereby permitted shall be removed, and all equipment and materials brought onto the land for the purpose of such use, and materials resulting from the demolition, shall be removed within 28 days of the date of failure to meet any one of the requirements set out in i) to v) below:

- i) Within two months of the date of this decision, details/samples of the external materials to be used for the building hereby permitted, and a scheme of landscaping (including any surface treatments to provide for the parking and manoeuvring of vehicles, and an indication of all existing trees and hedgerows on the land, identifying those to be retained and setting out measures for their protection throughout the course of development), hereinafter call the site development scheme shall be submitted for the written approval of the local planning authority. The site development scheme shall include a timetable for implementation.
- ii) Development shall be carried out in accordance with the site development scheme and timetable approved pursuant to condition 1 i)
- iii) If, within four months of the date of this decision, the local planning authority refuses to approve the site development scheme, or fails to give a decision within the prescribed period, an appeal shall have been made to, and acceptable as validly made by the Secretary of State.
- iv) If an appeal is made in pursuance of ii) above, that appeal shall have finally determined and the submitted scheme shall have been approved by the Secretary of State.
- v) The approved site development scheme shall have been carried out and completed in accordance with the approved details and timetable.

In the event of a legal challenge to this decision, or to a decision made pursuant to the procedure set out in this condition, the operation of the time limits specified in this condition will be suspended until that legal challenge has been finally determined.”

The above condition required the submission and approval of details of the external materials to be used on the building and landscaping scheme, and for a timetable to be agreed for these work to be undertaken.

Whilst the previous owner complied with the requirements of the Condition, the works have not been undertaken by the new owner in accordance to the approved time table. As a result, the first part of this Condition applies requiring the building to be demolished and materials resultant from the demolition of the site being removed by 28 November 2016.

On purchasing the site, the new owner (applicant) was made aware of this requirement.

This application seeks the retention of this building; therefore no further enforcement action can be taken until this planning application has been formally determined. In the event of planning permission being refused, Eastlaw have advised that a further Enforcement Notice would need to be served.

REASONS FOR REFERRAL TO COMMITTEE

The application is referred to the Development Committee at the request of Councillor Ward given the site history and previous enforcement action.

PARISH/TOWN COUNCIL - Brinton Parish Council

Objection received 8th March 2017

- There are errors on the application form;
- The requirement for agricultural equipment is queried as the site is mainly rough grazing land. Is this a potential dwelling? If yes, conditions should be imposed to prevent any living on site;
- The existing building impacts negatively on the existing landscape and is therefore contrary to policy EN2;
- If approval is recommended there should be enforceable conditions. The decision should be made personal to the applicant and owner of the land and should only be of a temporary nature. A timescale for putting right previous unlawful development should be set and permitted development rights should be removed for fences, walls, gates, other structures, including caravans and lighting.
- Fencing on site should be brought under proper control and proper landscaping secured.
- The existing building is too large for the site;
- The nature and permanence of the parking and turning area should be the subject of conditions.

Objection to amended application received 27th April 2017

- The Council endorses the Local District Councillor's comments including the drawing of attention to the applicant's lack of compliance with requests made by the planning authority;
- The second shed is considered to be totally unnecessary for this small field and both buildings will impact negatively on this area of open countryside;
- The fencing is an eyesore and should be removed

REPRESENTATIONS

17 letters of representation have been received citing the following objections and comments:

- This building has repeatedly been refused planning permission so why have the Council not enforced what has been agreed. The building should have been removed last October. NNDC have failed in their duty;

- Before 2013 and the first unauthorised use the land was open countryside;
- The original permission in 2014 was time limited so the Local Planning Authority (LPA) could retain control over development;
- The retrospective permission imposed conditions requiring further permission to be obtained for additional buildings, structures or fencing to protect the character of the countryside;
- The owner has erected buildings, structures and fencing in blatant disregard for the conditions;
- The most recent buildings erected further undermine EN2. If approved no enlargement of the buildings should be allowed, and no more fences;
- Local residents are suffering because of this site and will continue to do so if this is approved.
- There is no willingness to comply with the previous decision and its conditions;
- This site is not an agricultural holding;
- The building is excessive in size for the site;
- Will this be turned into a new house? If yes, they should apply and allow due process to determine. What other development will be proposed here?
- We want our field and uninterrupted views back;
- What is intended to be stored here should be ascertained;
- Why is parking required for 4 vehicles?
- Giving consent with conditions has proved ineffectual – the Council should make a stand;
- Works were due to be carried out over Easter but in reality little was done except the planting of leylandii (not a native hedgerow);
- There needs to be a site meeting;
- The replacement and development of hedgerows to encourage wildlife is applauded;

CONSULTATIONS

County Council (Highway) – Cromer

- Subject to the buildings being ancillary to the agricultural use of the land, as this proposal does not affect the current traffic patterns or the free flow of traffic there is no objection.
- No comments were received in relation to the amended application

Landscape Officer

- No objection: The proposals are modest in form and will not detract from the rural character of the area. The landscaping scheme should be completed in full and conditions attached to secure this.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed development may raise issues relevant to

Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, **approval** of this application as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The application raises no significant crime and disorder issues.

POLICIES

North Norfolk Core Strategy (2008)

Policy SS2: Development in the Countryside

Policy EN 2: Protection and enhancement of landscape and settlement character

Policy EN 4: Design

Policy EN 9: Biodiversity and geology

Policy CT 5: The transport impact on new development

Policy CT 6: Parking provision

National Planning Policy Framework (NPPF) (2012)

Section 7 – Requiring good design

Section 11 – Conserving and enhancing the natural environment

MAIN ISSUES FOR CONSIDERATION

1. Principle
2. Design
3. Landscape Impact and biodiversity
4. Highways
5. Other matters

APPRAISAL

1. Principle of development

The application site lies within an area designated as countryside under Policy SS2 of the North Norfolk Core Strategy. This policy limits development in the countryside to that which requires a rural location. Agriculture is included in the policy as an acceptable use in this area and as such the principle of the development is considered acceptable, subject to compliance with other relevant policies of the North Norfolk Core Strategy.

The applicant has confirmed that the larger of the two buildings situated towards the northern part of the site will be used to store agricultural equipment, for example, wheelbarrows, rotavators, spades etc. The smaller of the two buildings will be used as a potting shed.

2. Design

As stated above in the report, the application proposes the retention of two buildings for use as storage and a potting shed in association with the agricultural use of the land. Both buildings are of timber construction and are relatively small in scale.

Objections have been received about the size of the larger of the two buildings in relation to the wider site area. Officers consider that the buildings are not of sufficiently disproportionate scale. The design is simple, and the locations of the buildings are considered acceptable. There is not considered to be any resulting harm to the character of the wider area, or significantly detrimental visual impact in terms of design so as to warrant refusal. The application proposals are considered to be in accordance with policy EN4 of the North Norfolk Core Strategy.

3. Landscape impact and biodiversity

Concerns have been raised in relation to the impact of the proposed building on the landscape character of the area and the assertions that as the building has previously been found to 'detract from the appearance of the site and fail to conserve the special qualities and local distinctiveness of the area' the current proposal is also not acceptable for those same reasons. However, each planning application must be assessed on its own merits and it is important to note that Section 73A of the Town and County Planning Act 1990 (as amended) specifically allows retrospective applications to be made and considered as if the development has not already taken place.

With regard to landscape impact, the buildings are not considered to be of a scale that results in a detrimental impact on the special qualities of the landscape character of the area, nor are the buildings out of character for an agricultural unit. It is worth noting that the previous scheme approved by the Inspectorate permitted an increase in the height of the building to the north of the site, and a change in use of the land away from an agricultural use.

Objections have been raised regarding the loss of a view over open fields for existing local residents. The loss of a view is not a material planning consideration. The proposals are considered to be in accordance with policy EN2 of the North Norfolk Core Strategy.

Permitted development rights allowed under Schedule 2, Part 6, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended will be removed by condition to ensure that the Local Planning Authority can assess the impact of any future proposed extensions to the existing buildings.

A significant amount of new landscaping is proposed under the application. This is welcomed, and will both act to screen the development site, and enhance the potential for biodiversity. As such, the application is considered to comply with the requirements of policy EN9 of the North Norfolk Core Strategy.

It is noted that the owner of the site has planted a Leylandii hedge along some of the boundaries of the site. The plans submitted show native planting. Leylandii is not considered to be a native tree/hedge and as such will need to be removed before appropriate planting is carried out. A condition is recommended to be applied to any approval requiring full details of the landscaping scheme, to include the removal of the non-native leylandii.

4. Highways

With regard to highway safety, in the absence of an objection from the Highway authority it is considered that a refusal on highway safety grounds cannot be reasonably justified.

There are no specific parking standards for agricultural uses set out in policy. Space for 4 vehicles has been provided, and given that these vehicles may have trailers attached and will require space for turning, the area proposed is considered to be acceptable, albeit rather large. The proposed surface is of compacted crushed stone which will not be out of keeping in a rural area. The proposals are therefore considered to comply with policies CT5 and CT6 of the North Norfolk Core Strategy.

5. Other matters

A site visit meeting of the Development Committee Members will have been undertaken on the 1st June 2017.

Any future development proposals for this site, for example for a new dwelling, would require planning permission. An assessment of the acceptability would be made at that time.

The existing fences on site can be erected under permitted development rights (Schedule 2, Part 2, Class A of the Town and Country (General Permitted Development) Order (2015) (as amended). It is considered that a condition removing permitted development rights for any additional fences, gates, walls etc would not meet the tests for conditions as set out in paragraph 206 of the NPPF. It is not considered necessary or reasonable to remove such rights.

CONCLUSION

Given the above, it is considered that subject to the imposition of appropriate conditions the proposal complies with policies SS2, EN2, EN4, EN9, CT5 and CT6 of the development plan and is therefore recommended for approval.

RECOMMENDATION:

Recommended to approve the application, subject to the following conditions, and any others as deemed necessary by the Head of Planning:

1. The development shall be carried out in accordance with the plans within 4 months of the date of any approval
2. Removal of permitted development rights for agricultural development on units of less than 5 hectares (Schedule 2, Part 6, Class B)
3. Details of the landscaping scheme, including removal of leylandii
4. Replacement of landscaping scheme in the event of failure of planting

- (3) **CORPUSTY AND SAXTHORPE - PF/17/0427 - Variation of condition 2 of planning permission ref: PF/16/1086 to allow for alterations and design changes to the extensions and garage/store.; Hill Cottage, Heydon Road, Corpusty for Mr Stenhouse**

- Target Date: 15 May 2017

Case Officer: Mrs L Starling
Full Planning Permission

CONSTRAINTS

Countryside
Gas Pipe Buffer Zone
Controlled Water Risk - Medium (Ground Water Pollution)

RELEVANT PLANNING HISTORY

PF/16/1086 HOU - Hill Cottage, Heydon Road, Corpusty, Norwich, NR11 6RU - Erection of single and two-storey extensions to dwelling and detached garage/store with accommodation above and first floor balcony to side and front, linked to garage - Approved 20th December 2016.

THE APPLICATION

Seeks planning permission to vary condition 2 of planning permission Ref: PF/16/1068 to allow for alterations and design changes to made to a recently approved planning permission for extensions to the main property known as Hill House, along a proposed changes to a detached garage/store building to be constructed within the grounds.

The property lies to the west of Heydon Road in within a relatively large plot.

Access to the site would continue to be served off Heydon Road.

REASONS FOR REFERRAL TO COMMITTEE

At the request of Councillor Perry-Warnes on the grounds that the application of Policies HO8 and EN4 is not consistent with the precedent set by a nearby property, Meade View.

PARISH/TOWN COUNCIL

Corpusty Parish Council - Awaiting comments.

REPRESENTATIONS

None.

CONSULTATIONS

Landscape Officer - No objections based on the accompanying Arboricultural Method Statement and the imposition of conditions in respect of landscaping/planting.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed development may raise issues relevant to Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, approval of this application as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The application raises no significant crime and disorder issues.

POLICIES

North Norfolk Core Strategy (Adopted September 2008):

Policy SS2: Development in the Countryside (*prevents general development in the countryside with specific exceptions*).

Policy SS 4: Environment (*strategic approach to environmental issues*).

Policy HO 8: House extensions and replacement dwellings in the Countryside (*specifies the limits for increases in size and impact on surrounding countryside*).

Policy EN 2: Protection and enhancement of landscape and settlement character (*specifies criteria that proposals should have regard to, including the Landscape Character Assessment*).

Policy EN 4: Design (*specifies criteria that proposals should have regard to, including the North Norfolk Design Guide and sustainable construction*).

Policy EN 9: Biodiversity and geology (*requires no adverse impact on designated nature conservation sites*).

Policy EN 13: Pollution and hazard prevention and minimisation (*minimises pollution and provides guidance on contaminated land and Major Hazard Zones*).

Policy CT 5: The transport impact on new development (*specifies criteria to ensure reduction of need to travel and promotion of sustainable forms of transport*).

Policy CT 6: Parking provision (*requires compliance with the Council's car parking standards other than in exceptional circumstances*).

National Planning Policy Framework (NPPF) March 2012

NPPF Section 7 – Requiring good design

NPPF Section 11 – Conserving and enhancing the natural environment

MAIN ISSUES FOR CONSIDERATION

Principle

Design, scale and visual impact

Trees and landscape

Amenity

Highway safety

APPRAISAL

Principle

The site lies within an area designated as 'countryside' where Policy SS2 of the North Norfolk Core Strategy permits the principle of residential extensions and domestic outbuildings subject to schemes also complying with a range of other policy criteria.

Design, scale and visual impact

Members will note that planning permission was recently granted for extensions and alterations to this property, including the construction of a detached outbuilding (Ref: PF/16/1086). Whilst this application was approved, following discussions significant amendments were made by the applicant during the application process to overcome the Council's concerns. These main changes made to the scheme were as follows;

- Deletion of the balcony along the front elevation (replaced with three individual balconies)
- Use of a broader palette of external materials to break up the bulk of the extensions.
- Deletion of the balcony linking the house to the outbuilding
- Changes to the detached outbuilding including a reduction in its ridge height, the deletion of the first floor projecting gable and its replacement with wedge style dormer, and changes to the materials (to include cladding set on a brick plinth) to break up the bulk of the building and make it visually subservient to the host property.

Whilst the changes proposed to the original application did not fully address all the design concerns, on balance, given the isolated position of the host property, the plot not being unduly prominent due to the difference in land levels and the level of alterations which could be carried out under permitted development (including extensions and cladding of the existing property), the scheme was broadly considered acceptable in design terms, and was approved.

This current application is in essence a similar scheme to that which was originally submitted as part of original application (Ref: PF/16/1086), albeit with some minor changes (including the deletion of the balcony link between the house and the outbuilding and the use of render on the main house). On this basis, it is considered that extensions and alterations proposed to the dwelling and the new outbuilding proposed are unacceptable in design terms, and combined with their overall scale and appearance, would result in a development detrimental to character of the surrounding rural area, as well as to that of the original property. It is therefore considered that the scheme would fail to comply with the requirements of Policies HO8 and EN4 of the Core Strategy and Section 7 of the NPPF.

Trees and landscape

Whilst the Landscape Officer raised concerns to the original scheme, based on the scale and design of the extensions proposed and the loss of a large ash tree and hawthorn on the site, following the submission of an Arboricultural Method Statement, no objection was raised subject to conditions. Given that the AMS has been re submitted and subject to the imposition of the landscaping conditions approved as part of the original permission, no objection has been raised and it is therefore considered that the revised scheme would accord with Policies SS4, EN2 and EN9 of the Core Strategy.

Residential amenity

Whilst the extensions and outbuilding proposed are relatively large and include features such as external balconies, the site lies in a rural location, in a relatively isolated position with the only neighbouring property situated some distance away to the north and separated by a significant tree bank/wooded area. Given the design of the scheme proposed, the distance of separation from the neighbouring property and the differing land levels, the scheme would not significantly impact on the residential amenities of the occupants of any neighbouring property in respect of loss of light, privacy or overshadowing. It is therefore considered that the scheme would protect residential amenity in accordance with the requirements of Policy EN4 of the North Norfolk Core Strategy.

Highway safety

Whilst the proposed extensions/outbuilding would not impact on the existing parking or access arrangements, NCC Highways raised concerns in respect of the existing access being unsuitable to cater for any development which would increase traffic levels. In this case, the accommodation being proposed is ancillary to the use of the host property, and therefore subject to being conditioned accordingly, the scheme would adequately safeguard highway safety, and accord with Policies CT5 and CT6 of the Core Strategy.

Conclusion

Based on the above considerations, the application is recommended for refusal.

RECOMMENDATION: Refuse for the following reasons;

The District Council adopted the North Norfolk Core Strategy on 24 September 2008, and subsequently adopted Policy HO9 on 23 February 2011, for all planning purposes. The following policy statements are considered relevant to the proposed development:

HO 8 - House extensions and replacement dwellings in the Countryside

EN 4 - Design

NPPF Section 7 – Requiring good design

In the opinion of the Local Planning Authority, the design and scale of the extensions and alterations proposed to the host property, combined with the scale, massing and design of detached outbuilding, would result in an incongruous form of development which would fail to reflect the character of the host property and would detract from the rural character of the surrounding area. The scheme is therefore considered contrary to the requirements of Policies HO8 and EN4 of the North Norfolk Core Strategy and Section 7 of the NPPF.

- (4) **SHERINGHAM - PF/17/0488 - Change of use from D2 Scout Hut to mixed use of D2 Scout Hut and D1 Childcare Business; Scout Headquarters, De Morley Garth for Mrs R Garratt**

- Target Date: 29 May 2017

Case Officer: Miss J Smith

Full Planning Permission

CONSTRAINTS

Unclassified Road

Residential Area

Settlement Boundary

Area of Outstanding Natural Beauty

RELEVANT PLANNING HISTORY for Scout Headquarters, De Morley Garth, Sheringham, NR26 8JG

PLA/19960778 PF

Scout Headquarters, De Morley Garth, Sheringham

Use of Scout headquarters to include nursery school and other uses within Class D1 (non-residential institutions) & erection of store shed

Approved 22/08/1996

PLA/19760066 HR

Scout Headquarters, De Morley Garth, Sheringham

Equipment store

Approved 27/02/1976

PLA/19991395 PF

Scout Headquarters, De Morley Garth, Sheringham

Change of use from Scout Hut (D2) to Scout Hut (D2) and Day Centre (D1)

Approved 29/11/1999

PLA/19840833 PF

De Morley Garth, Sheringham

Proposed equipment store for Scout use (RNL.82/ 0427)

Approved 15/06/1984

PLA/19780316 HR
Site of Scout Headquarters, De Morley Garth, Sheringham
Renewal of 01/76/00066/f for equipment store for Scout use
Approved 07/04/1978

PLA/19820427 HR
De Morley Garth, Sheringham
Renewal of Ref No 01/80/0219/F equipment store for scout use
Approved 23/04/1982

PLA/19800219 HR
Scout Headquarters, De Morley Garth, Sheringham
Renewal of ref. 7878/0316: Equipment store for Scout use
Approved 07/03/1980

PLA/19760030 HR
Scout Headquarters, De Morley Garth, Sheringham
Front porch canopy
Approved 06/02/1978

THE APPLICATION

Seeks a change of use from a Scout Hut (D2) to a mixed use of D2 Scout Hut and Child-minding Business (D1).

The number of children being is proposed as a maximum of 25 between the ages of 0 to 5 years of age.

The hours of business would be 07:00 until 17:00 Monday to Friday only (however children would not arrive till 7.30 and leave at 16.30).

6 employees are proposed (2 part time).

REASONS FOR REFERRAL TO COMMITTEE

Impact on neighbouring amenities and possible Human Rights infringements in respect of noise and disturbance.

PARISH/TOWN COUNCIL

Sheringham Town Council: No objections

REPRESENTATION

35 Letters of representation have been received, 27 object, 7 in support and 1 comment.

Summary of Objections:-

- Unsuitable location within this residential area due to quantum of elderly residents/retirees and tranquil location.
- The three nearest residents are in the 70's and 80's and concern for their health.
- The proposal would result in stress and tension for many ill residents who live close to the site.
- Increased traffic resulting in highway safety concerns.
- Noise levels associated with the numbers of children and noise will diminish quality of life.
- Concern regarding the level of children proposed at 40 with opening hours between 7.00 and 19.00 – 12 hours and up to 50 weeks of the year.
- Parking pressures including parking on the road.

- Unsuitable use within residential area.
- If the new venture were to fail would planning permission be open for other business development?
- Concerns regarding sewerage along De Morley Garth which will be exacerbated by the proposal.
- Not sufficient parking and turning at the Scout Hut itself.
- Concern regarding access for emergency vehicles, refuse collection and deliveries.
- The applicant should consider more suitable premises.
- Lack of consultation regarding the application.
- Impact upon the character of the neighbourhood.
- Traffic congestion and nuisance/noise, including turning cars in narrow cul-de-sac and impeding access for other residents.
- Unacceptable noise/air pollution (e.g. from car doors slamming and from above average noise coming from garden).
- The Scout Hut, Cubs and Beavers use the site three times a week and result in parking problems.
- There is a Covenant restricting business use on the site. This covenant also restricted a proposed access road through the Scout Hut land on application PF/14/0123.
- Concern regarding moving an existing business where noise and disturbance issues were raised to another site which is proposed for larger number of children.

Summary of Support:

- Increased need for childcare businesses in Sheringham due to existing lack of provision elsewhere.
- Suitable location for childcare business.
- Childcare provision is a vital part of infrastructure for young working families.
- Young children will bring the youth back in to an ageing community.
- Beneficial for the Sheringham community.
- No other site in Sheringham that take under 2 year old children.
- Little Sprouts are flexible with times and days of parents working patterns which is crucial.
- There will not be 40 children attending as stated in many objecting representations.
- Having worked in a nursery, children will be supervised and will not be outside all at one time.
- Outside play is engaged learning where noise is controlled.
- Concern that there is a growing need for childcare provision and if stopped many families will be unable to go to work.
- Important provision for the local economy.
- If the application is refused the applicant should receive support from NNDC to find other premises.

Summary of Comment:

- The provision of childcare provision has been overlooked by the Council were granting planning permission for housing.

A petition letter was also submitted including signatures from 18 local residents relating to the above issues.

Cllr Smith also raises an objection to the proposal based on noise, disturbance and volume of traffic movement and its impact upon the neighbouring properties. It is considered that there are other, more suitable locations within Sheringham which would not result in harm to Sheringham's residents.

CONSULTATIONS

County Council (Highway) - The Highways Officer does not raise any objection to the application on the grounds of highway safety or parking provision. The Highways Officer considers that dropping off and collecting of children would be spread out, albeit some over a condensed time frame but not of sufficient intensity to create traffic congestion. Additionally, the proposed site contains its own car park and whilst limited in size, given the comments regarding short term staggered drop of and collection times, the proposal is not considered to be a result in a highway safety or parking issues.

Environmental Health: No objections are raised, subject to the following conditions:

- Maximum of 25 children at the premises at one time.
- Children to attend from 7.30am until 16.30 only, Monday to Friday.
- Restricting the use of the outdoor space from 9.30 – 12.00 and 13.00 – 16.00.

Economic and Tourism Development Manager: The Economic Development Officer has communicated with the applicant over quite some time to sign post potential contacts/locations for this business and are aware that the applicant has gone to great lengths to find a place to conduct her business. We are advised by the applicant that there is significant demand for childcare facilities within the area to which she presently lacks the capacity to meet this. The provision of childcare services can help to facilitate local economic development by facilitating parents with the opportunity to take on employment/self-employment whilst their child is in care. Moreover, we also understand that there will be some employment creation through this move with a potential 2 FTE jobs created. No objections are raised.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed development may raise issues relevant to

Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, approval of this application as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The application raises no significant crime and disorder issues.

POLICIES

Policy SS 1: Spatial Strategy for North Norfolk (*specifies the settlement hierarchy and distribution of development in the district*).

Policy SS 3: Housing (*strategic approach to housing issues*).

Policy EN 1: Norfolk Coast Area of Outstanding Natural Beauty and The Broads (*prevents developments which would be significantly detrimental to the areas and their setting*).

Policy EN 4: Design (*specifies criteria that proposals should have regard to, including the North Norfolk Design Guide and sustainable construction*).

Policy EN 13: Pollution and hazard prevention and minimisation (*minimises pollution and provides guidance on contaminated land and Major Hazard Zones*).

Policy CT 5: The transport impact of new development (*specifies criteria to ensure reduction of need to travel and promotion of sustainable forms of transport*).

Policy CT 6: Parking provision (*requires compliance with the Council's car parking standards other than in exceptional circumstances*).

NATIONAL PLANNING POLICY FRAMEWORK

Paragraph 7 requires the planning system to deliver sustainable development that meets social, economic and environmental considerations in a balanced manner in meeting these needs.

Paragraphs 18-21 encourages development that would secure jobs, economic growth in a sustainable manner.

Part 4 paragraphs 29-41 promote development on sites that enable sustainable transport and accessible uses that are safe.

Part 7 requires development to be of good design such that uses function & contribute to the host development.

Paragraph 70 of Part 8 requires the planning system to deliver services to the community in an integrated manner.

Paragraph 196-197 advises that planning decisions should be planned and apply the presumption in favour of sustainable development.

MAIN ISSUES FOR CONSIDERATION

- Proposal and background
- Principle of Development
- Impact on Neighbouring dwellings – noise from children/noise disturbance from additional traffic
- Highway Safety/Parking
- Economic Benefits
- Private Covenants

APPRAISAL

Proposal and Background

The application site relates to an Existing Scout Hut within De Morley Garth Road in Sheringham. The Scout Hut is a detached building of red brick and pantile construction set within a 0.17 ha site.

The Scout Hut site has benefited from previous planning permission being granted on the site for the following uses:

- Use of Scout Headquarters to include Nursery School and other uses within Class D1 (Non Residential Institutions) and erection or storage shed – approved (PF/1996/0778) - up to 24 children between the hours of 08.45 and 15.30.
- Change of use of Scout Hut (D2) TO Scout Hut (D2) and Day Care Centre (D1) – approved (PF/1999/1395) – up to 15 clients between the hours of 08.45 and 15.30.

Principle of Development – Policy SS1 and SS3

The site is located in an area which is predominantly residential within the Sheringham Settlement Boundary, where Policy SS3 of the adopted Core Strategy permits compatible non-residential development including small-scale businesses.

Residential Amenity – Policy EN4

Residential amenity is a material consideration in determining the proposal. As noted above, the site is situated within a residential area where the site adjoins the boundaries of three residential properties that are occupied by elderly and/or retired persons (as detailed within the submitted representations). Some degree of activity and noise associated with the use of existing residential gardens and houses by the occupiers of these properties would be anticipated particularly during the warmer months of the year. The proposals would have the potential to increase the existing level of activity within and around the site. This activity would arise as a result of the 'drop off' and 'pick up' times of children attending the childminding service by parents, together with noise associated with young children at play within the site.

The Scout Hut is a detached building which sits on an approximate 0.17 ha (1744 sq. metres) site. There is an enclosed area of grass to the west of the building of approximately 500 sq metres that can be used for secure outdoor play. The Council does not have any minimum outdoor standards with regards to outdoor play space for children for business operations of this type, however the site would appear generous in respect to the outdoor space provision. This level of provision would help to disperse children within the area, such that this would help mitigate the impact of any associated noise/activity generated by children at play reducing the impact on the occupants of adjoining residential property that surround the site to an acceptable level.

Given the nature of the business, it is expected that there would be a high level of supervision to reduce noise and disturbance to local residents. Additionally, the overall size of the site, separation distance to residential properties, and the usable outside space serving the site, and secure boundary screening would also serve to mitigate the impact of the proposed use.

To ensure suitable mitigation, the following conditions are recommended to be imposed upon any approval granted.

- Use to be operated solely by named persons/occupiers of site
- Restriction in the hours of business (children to attend from 7.30am until 16.30 only, Monday to Friday only) and restricting the use of the outdoor space from 9.30 – 12.00 and 13.00 – 16.00.
- Restriction in number of children (maximum of 25 children at the premises at one time)
- Temporary 1 year consent

The operation of the use by the named applicant will serve to ensure the sites occupation and business operation is managed in accordance with details submitted with this application.

The restriction on hours would enable the use to be viable but also protect the amenities of surrounding residential properties. The maximum number of children occupying the site at any single time would be limited to 25 where it would be expected that not all children would occupy the external area at the same time, but would be dispersed within the site utilising the internal play area of the existing building as well as the garden area.

Granting a temporary consent for 1 year enables the impact of the use to be assessed. At the expiry of this period, the consent would either be renewed, granted on a permanent basis or the use would cease and would revert back to its current use. This approach is supported by the Environmental Health Officer given the residential context of the site.

These measures collectively are considered sufficient to provide a suitable level of use activity and form of control to mitigate the impact of the use on residential amenities and the character of the area.

Highways Impacts -Policies CT 5 and CT6

The key consideration relates to the dropping off and picking up of children from the premises and the movements of any members of staff. The site has a vehicular access serving a surfaced driveway from De Morley Garth. The driveway area has capacity to park a minimum of 6 cars. De Morley Garth is not subject to traffic or parking controls so that off-site parking is unrestricted.

It is recognised that the onsite car park is limited in size however, the majority of the employees would be able to park within the site. Due to the nature of the business, there will be more condensed times of pick-up and drop-off times for the childcare business rather than a constant flow of traffic generation. Due to the nature of the streets, the majority of the

surrounding houses do have their own off-street parking. The Highways Officer has not raised an objection on highway safety grounds or parking provision.

In terms of noise/disturbance caused by vehicles dropping-off/picking-up children, whilst it is accepted that the child-minding business will result in more cars entering/leaving the area (De Morley Garth) in the early morning/late afternoons, given the short term nature at the site itself including limiting the operating hours of attending children between (i.e. 07:30 – 16:30 Monday to Friday) and the short term dropping and picking up in the area, it is not considered that the proposed development would result in levels of noise and disturbance which would significantly harm the residential amenities of the surrounding dwellings.

Economic Benefit – Policy SS5

The use would generate 5 full time equivalent jobs where use would provide a local service and generate economic activity, albeit restrained in scope, which would make a small but positive contribution to the local economy. This would satisfy stated national and local policy objectives in promoting economic growth and employment.

Covenants

Whilst objections have been received regarding the covenant on the land, it should be noted that covenants are regarded as a civil matter and cannot be taken in to account as a material planning consideration. Any private covenants restricting business on housing estates should be taken up with the original builders/developers/owners of the land.

RECOMMENDATION:

The development is considered to be in accordance with the requirements of the Development Plan. There are no material considerations that indicate the application should be determined otherwise. Approval is therefore recommended subject to conditions relating to: Approval is therefore recommended subject to conditions relating to:

- Time Limit
- Accordance with the submitted plans.
- Restriction in the hours of business (children to attend from 7.30am until 16.30 only, Monday to Friday only).
- Restriction in number of children (maximum of 25 children at the premises at one time)
- Restricting the use of the outdoor space from 9.30 – 12.00 and 13.00 – 16.00
- Temporary 1 year consent
- Use to be operated solely by named persons/occupiers of site

- (5) **STALHAM - PF/17/0385 - Erection of single storey dwelling with integral garage; Land off Moor Lane, Stalham for Mr Macnab**

Minor Development

- Target Date: 11 May 2017

Case Officer: Miss C Ketteringham

Full Planning Permission

**PLEASE SEE UPDATED REPORT
(SEPARATE DOCUMENT)**

CONSTRAINTS

Unclassified Road

LDF - Countryside

Tree Preservation Order

Tree Preservation Order - Consultation Area

RELEVANT PLANNING HISTORY for Land off Moor Lane, Stalham

THE APPLICATION

The erection of a 2/3 bedroom bungalow with a single attached garage.

Access to the site is from the unmade Moor Lane onto Yarmouth Road.

REASONS FOR REFERRAL TO COMMITTEE

At the request of Councillor R Stevens having regard to the following planning issue(s):

Although contrary to the adopted Core Strategy the Committee should consider whether this is an infill and suitable for development.

PARISH/TOWN COUNCIL

Stalham Town Council - no objections

REPRESENTATIONS

None

CONSULTATIONS

County Council (Highway) - No objection subject to a condition on the provision of the parking and turning prior to the occupation of the dwelling.

Landscape Officer - Trees around the site are protected by a Tree Preservation Order but providing the work is carried out sympathetically with the guidance of an arborist then the health of the trees would be retained.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed development may raise issues relevant to

Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, refusal of this application as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The application raises no significant crime and disorder issues.

POLICIES

Policy SS2: Development in the Countryside (*prevents general development in the countryside with specific exceptions*).

Policy EN 2: Protection and enhancement of landscape and settlement character (*specifies criteria that proposals should have regard to, including the Landscape Character Assessment*).

Policy EN 4: Design (*specifies criteria that proposals should have regard to, including the North Norfolk Design Guide and sustainable construction*).

Policy CT 5: The transport impact on new development (*specifies criteria to ensure reduction of need to travel and promotion of sustainable forms of transport*).

Policy CT 6: Parking provision (*requires compliance with the Council's car parking standards other than in exceptional circumstances*).

National Planning Policy Framework (NPPF)

Achieving Sustainable Development paragraphs 7 - 10

Core Planning Principles paragraph 17

Presumption in favour of sustainable development paragraphs 11, 12 and 49.

MAIN ISSUES FOR CONSIDERATION

Principle

Design

Neighbour Amenity

Highways

Landscape and Trees

APPRAISAL

Principle

The proposal is located in the Countryside policy area outside of the main settlement of Stalham and the designated development boundary. As an additional house in the Countryside, without any exceptional justification of affordable housing or agriculture, the proposal is contrary to the Council's housing strategy for the area and Policy SS 2 of the adopted Core Strategy.

If the Local Planning Authority is able to demonstrate a deliverable 5 year land supply then the National Planning Policy Framework supports the primacy of the local plan policies as set out in Paragraph 12 of the NPPF which states 'proposed development that conflicts (with the local plan) should be refused unless other material considerations indicate otherwise'. Paragraph 49 of the NPPF does make an exception if the Council cannot demonstrate a 5 year land supply. However, the Council is able to demonstrate a 5 year land supply, consequently, it is considered that there are no material considerations that indicate anything other than a determination in accordance with the Core Strategy.

Moreover approval of a dwelling in this location without exception justification could set a precedent for further additional dwellings in the Countryside to the detriment of the character of the area, Those opportunities are all more prominent in the landscape and consolidating development in this area would be detrimental to the landscape blurring the separation of two distinct settlements of Stalham and Sutton into a single conurbation.

Design

The design is an estate style modern bungalow, similar to the bungalows recently approved by a planning Inspector on a neighbouring site. Although it cannot be considered an enhancement, given its relatively secluded location and the 1970 bungalow styles on the opposite side of Moor Lane it cannot be considered to be out of keeping with the area. However, it would contribute to increasing the overall impression of housing density which could be considered somewhat harmful to the form and character of this semi-rural area.

While the proposal does not improve the setting of the nearby Holly Grove, this is currently located behind trees separating it from the site and further landscaping could improve this visual separation.

Amenity

As a single storey dwelling 8m west of its closest neighbour and in the position shown on the site the proposal is not considered to overshadow or overlook any of the neighbouring properties

Highways

The site would use an existing access serving Holly Grove with the through access to Holly Grove closed off there would be no intensification of vehicular traffic.

The proposal includes the provision of adequate parking of two spaces, one in the garage the other outside on the driveway within the site for what appears in plan form to be a two-bedroom dwelling, three-bedroom if the study were to be used as a bedroom.

Landscape and Trees

The mature trees around the site, which are protected by a Tree Preservation Order, will go some way to screening the site and with additional landscaping separating the site from Holly Grove. The Landscape Officer is of the opinion that the trees can be protected if the development is carried out in accordance with the method statement and tree protection measures of the arboricultural report then those trees would be safe.

Conclusion

While the proposed dwelling complies with Policy EN 4 in terms of design, residential amenity and protection for the TPO trees and Policies CT 5 and CT 6 as regards the access and parking provision. It is nevertheless remains contrary to the Council's housing strategy without exceptional reasons to justify a departure from Development Plan policy and any approval without exceptional justification could potentially set a precedent for a considerable number of other dwellings in the Countryside policy area. Paragraph 49 of the National Planning Policy Framework states policies for the supply of housing should not be considered up-to-date if the Local Planning Authority cannot demonstrate a five year supply of deliverable housing sites. The Council can demonstrate a 5 year land supply and so the housing policies of the Core Strategy should be considered as the primary test of sustainable development. Without any material considerations to indicate otherwise, the recommendation is to refuse the application.

RECOMMENDATION:

Refuse

The District Council adopted the North Norfolk Core Strategy on 24 September 2008, and subsequently adopted Policy HO9 on 23 February 2011, for all planning purposes. The following policy statements are considered relevant to the proposed development:

SS 2 - Development in the Countryside

The site lies within an area designated as Countryside, where there is a general presumption against new residential development. Furthermore, the location is considered to be unsustainable under Paragraph 55 of the National Planning Policy Framework and it is the opinion of the Local Planning Authority that the applicant has failed to demonstrate satisfactorily that there are any material considerations or exceptional circumstances to justify a departure from Development Plan policy in this case. It is further considered that the permitting this dwelling would set a precedent for additional dwellings in the area which would be harmful to the character and appearance of the surrounding development merging the settlements of Stalham and Sutton into a single conurbation uncharacteristic of North Norfolk.

The proposal is therefore considered to be contrary to the Policies SS 2 and Paragraph 55 of the National Planning Policy Framework (NPPF).

(6) **TUNSTEAD - PF/17/0428** - Change of use from Agricultural to General Industrial (Class B2) (retrospective); Unit 13, Beeches Farm, Crowgate Street for Mr Platten

TUNSTEAD - PF/17/0429 - Change of use from agricultural to general industrial (class B2) (retrospective); Unit 12, Beeches Farm, Crowgate Street for Mr Randall

TUNSTEAD - PF/17/0430 - Change of use from storage or distribution (Class B8) to vehicle valeting (Class B1 - Business) (Retrospective); Unit 10, Beeches Farm, Crowgate Street for Mr Bell

TUNSTEAD - PF/17/0431 - Change of use from Agricultural to mixed uses - Business - Office/Light Industry (Class B1), B8 Storage and Car Sales (Sui Generis) (retrospective).; Unit 3, Beeches Farm, Crowgate Street for Mr Tappin

- Target Date: 30 June 2017

Case Officer: Mrs S Ashurst

Full Planning Permission

RELEVANT CONSTRAINTS

Unclassified Road

Controlled Water Risk - High (Ground Water Pollution)

Countryside

Enforcement Notice

RELEVANT PLANNING HISTORY

PLA/19761058 HR

Beeches Farm, Tunstead

Agricultural building

Approved 27/08/1976

PLA/20060603 PF

Beeches Farm, Crowgate Street, Tunstead

Change of use of agricultural building to B8 (commercial storage) – Refers solely to Units 8-11

Approved 31/05/2006

PLA/20041350 PF

Beeches House, Crowgate Street, Tunstead

Change of use of buildings from agricultural to domestic storage

Approved 24/09/2004

PF/15/0161 PF

Beeches Farm, Crowgate Street, Tunstead

Change of use of agricultural farm to plant hire office and plant storage (retrospective)

Withdrawn by Applicant 09/06/2015

PF/15/1024 PF

Beeches Farm, Crowgate Street, Tunstead

Continued use of agricultural land for B1 (Business), B2 (General Industry) and B8 (storage or distribution) uses and retention of earth bund

Refused 22/01/2016 ADIS 04/11/2016

PF/16/1448 PF

Beeches Farm, Crowgate Street, Tunstead

Change of use (Retrospective) : From Agricultural to B1 (Business), B2 (General Industry), and B8 (Storage or Distribution)

Withdrawn by Applicant 09/12/2016

PF/17/0428 PF
Unit 13, Beeches Farm, Crowgate Street, Tunstead
Change of use from agricultural to general industrial (Class B2) (retrospective)

PF/17/0429 PF
Unit 12, Beeches Farm, Crowgate Street, Tunstead
Change of use from agricultural to general industrial (Class B2) (retrospective)

PF/17/0430 PF
Unit 10, Beeches Farm, Crowgate Street, Tunstead
Change of use from storage or distribution (Class B8) to vehicle valeting (Class B1 – business) (retrospective)

PF/17/0431 PF
Unit 3, Beeches Farm, Crowgate Street, Tunstead
Change of use from agricultural to business – office/light industry (Class B1) (retrospective)

THE APPLICATIONS

These are retrospective applications for the change of use of agricultural land and buildings for business (B1) (office and light industry) and general industry (B2) purposes and for the change of use from storage or distribution (B8) to light industry (B1). It is understood that the unauthorised changes of use commenced on 5 January 2009 (17/0428 Unit 13), 1 September 2016 (17/0429 Unit 12), 1 October 2016 (17/0431 Unit 3 (& Unit 7)) and sometime between August 2016 and 28 October 2016 (17/0430 Unit 10).

Specifically the proposed uses are:

- Marine engineering business, Ignition Marine (17/0428) Unit 13,
- A light accident vehicle bodywork repair and vehicle paint spraying business, Wroxham Car Bodyshop (17/0429) Unit 12,
- A vehicle detailing and valeting business, HD Valeting (17/0430) Unit 10 and:
- A classic and specialist car sales business, Bure Valley Classics (17/0431) Unit 3 (& Unit 7).

The site is a former agricultural farm yard with buildings referred to as Units 8, 9, 10 and 11 having the benefit of planning permission reference 20060603 which permitted a change of use of agricultural building to B8 (commercial storage) subject to a condition that states there shall be no deliveries to or collections from the premises outside the following times: 07:00hrs to 19:00hrs Mondays to Saturdays and 08.00hrs to 13.00hrs Sundays and Bank Holidays.

The Council has recently served an enforcement notice (reference ENF/15/0067) and a Section 215 Notice (reference ENF/15/0067) (see **Appendix 1**) requiring amongst other matters the cessation of the uses subject to the current applications and the removal from the land all of the items connected with or facilitating the unauthorised uses. The Enforcement Notice took effect on 8 May 2017 and is currently subject of an appeal(s).

The applicant has undertaken works to comply with Section 215 Notice, therefore the Notice and the appeal have now been withdrawn.

REASONS FOR REFERRAL TO COMMITTEE

At the request of the Head of Planning, given the history of the site and the potential impact of refusal on businesses and employment. A Committee site visit has been undertaken.

PARISH COUNCIL

Tunstead Parish Council: Response awaited – Members will be updated at the meeting

REPRESENTATIONS

At the time of writing this report the individual applications have received the following representations:

17/0428 - 18 representations received, 1 comment, 15 in support and 2 in objection
17/0429 - 14 representations received, 1 comment, 11 in support and 2 in objection
17/0430 - 18 representations received, 1 comment, 15 in support and 2 in objection
17/0431 – 16 representations received, 1 comment, 13 in support and 2 in objection

These are set out (summarised) below, firstly grouped together where the representations are generic across the applications and secondly those specific to the individual applications:

Supporting (include representations from the landowner, adjacent tenant and applicants of the other proposals)

- Good use of redundant farm building
- Meaningful employment
- Sustains farming business by diversification
- Proposal allows Beeches Farm to supplement income
- The business supports the tourism industry
- Alternative of livestock on site is undesirable
- With uncertainty of Brexit vote the farm business needs to diversify
- No more noise than when a dairy herd was on site
- Lack of other suitable premises in North Norfolk
- Council should support businesses such as this
- Relocating is costly / will have a detrimental effect on the business
- Provides a good service
- Place UK is situated nearby and has 3 car parks where 75 cars are parked daily and a seasonal workforce of up to 450 workers, people and businesses work alongside each other in harmony
- Daily traffic along Crowgate Street and Church Road for visitors workers and staff to access Place UK has never been considered a problem
- Use of site has dramatically changed since Anglian Plant Limited vacated the site
- Business trades within normal working hours
- As a direct neighbour I support the proposal
- Perfect site to diversify into a small scale rural business park from which a select number of small businesses can operate
- Convenient location for customers
- Business supports other local firms who supply goods to the business
- Flooding at neighbouring dwelling is not connected to these applications
- Lower overheads than operating from city
- All the businesses at the site support each other symbiotically

Objecting (including from immediate neighbour)

- The landlord and all the businesses have been served enforcement notices
- Previous applications covering these businesses have been refused and dismissed at appeal
- Another application was withdrawn the day before the decision was due last year
- No change to warrant reaching a different decision
- Proposed use of the site causes significant harm to my living conditions in terms of noise, traffic and vehicular movements and general disturbance contrary to Policy EN 4
- Unable to enjoy our garden peacefully even at the weekends

- B2 uses are inappropriate at this location contrary to policies EC 2, EN 4, CT 5 and SS 2
- More appropriate locations, not in the countryside, are available for these uses
- Roads serving the site are of poor alignment, restricted width and are generally unsuitable for increased commercial use
- Proposal will cause danger and inconvenience for other road users
- Business is on a site where a large area of concrete and asphalt has been laid and as a consequence serious flooding issues have affected my property
- Business is benefitting from being un-monitored with un-restricted hours, the secluded location and being shielded by my house and garden giving a trading advantage over competitors
- Approximately 100 metres of mature hedge to the south west of the access was removed (photos provided) by the landowner after withdrawal of application ref 16/1448
 - Council issued warning letter and gaps in the hedge have to be filled in next planting season this would contradict the highway authority request for a visibility splay to be provided
- Hope it will not go unnoticed that the supporting public comments are from the landlord, the proprietor of Anglian Plant, an Anglia Plant manager and the other mutually involved co-applicants and from an address of a holiday rental property of Thresh Developments (a company owned by A, J and L Paterson)
- Several other business have traded from the site over recent years
- Businesses operates outside the hours stated on application including bank holidays and evenings
- Fall back position not considered to be realistic and therefore not a material consideration
- Not 'sustainable development'
- Diversification activities need to be in harmony with their surroundings

17/0428 – unit 13, Ignition Marine

Support:

- Business has been situated here for many years
- Mobile service so customers rarely have to visit
- Serves many local individuals and business among the Broads
- Not a business suited to an urban location; this site is well located in easy reach of the Broads/boatyards
- Is a quiet and peaceful business

Object:

- Business involves cleaning, sanding, angle grinding, drilling, use of communal pressure washer – some of which occurs with doors open and outside of unit
- Applicant intends to expand business by employing an apprentice
- Large boat outside for some months

17/0429 – Unit 12, Wroxham Car Bodyshop

Support:

- Not a large number of visitors
- Work indoors
- No nuisance to neighbours
- Where else can you go locally to get car repaired? Can drop car off and walk home from here
- Small company that tends to undertake longer term projects
- My business benefits from working with Wroxham Car Bodyshop, passing work my way

- Very professional and hi tech
- Latest environmental techniques are employed
- This service locally is a benefit to the area – lessens need to travel
- Every effort has been made to limit and reduce noise
- As a direct neighbour I have no clue when they are working
- No problems with paint fumes
 - Spray booth installed and use water based paints

Object:

- Query the statement by applicant that no units are available to rent at Scottow Enterprise Park
- Consider other locations exist that are more worthy of this type of business such as South Burlingham, Acle or Norwich – these are closer to the applicant's home
- Car body repair work involves cleaning, grinding, sanding, welding, polishing, vacuuming, use of power tools, use of communal pressure washer
- Prior to moving into this unit after Anglian Plant vacated the business had operated as KAR Services in Unit 10 and must have been aware of lack of planning consent
- Applicant states that his local business base includes 2 businesses in Tunstead, these are two of the other business at Beeches farm
- Name suggests they are in Wroxham
- Applicant states intends to start an apprentice therefore expand and increase business

17/0430 – Unit 10, HD Valeting

Support

- Good use of storage unit
- Regulars know where business is based
- Low volume vehicle specialist business who work at the high end
- Vehicles are kept inside and undercover
- Level of activity and style of business would not be out of place in a residential area
- Majority of work is off site

Object

- Applicant has stated previous use of unit is unknown, both applicant and landlord know this unit was previously occupied by the business now known as Wroxham Car Bodyshop for car spraying and repairs
- Landowner should not have allowed this business to renovate and work from this unit as was aware of lack of planning consent

17/0431 – Unit 3 (& unit 7) – Bure Valley Classics

Support

- Applicant has passed work my way as I run a detailing company on-site
- Specialist market, all viewings are by appointment only
- Type of business that could operate in a residential area without inconvenience to neighbours
- Presentation of the premises does not impinge on the rural quality of the location
- Vehicles are kept inside
- Secluded, secure and scenic surroundings offers a favoured base for this type of business
- Quiet and low traffic business
- Unit is close to my house but no noise to indicate in use
- No mechanical repairs carried out
- Often off site sourcing vehicles

Object

- Whilst the applicant states that he does not use machinery or chemicals he also states that he uses other businesses at the site to carry out that type of work for him
- Landowner should not have allowed this business to renovate and work from this unit as was aware of lack of planning consent
- Proposed expansion will result in an even more inappropriate trading zone

CONSULTATIONS

County Council (Highway): No objection to any of the applications subject to imposition of requested conditions (see appraisal below)

Environmental Protection: 17/0428 – no objection but has number of concerns relating to the use of the site as a whole (see appraisal below). Requests several conditions to be imposed on any approval (discussed in appraisal below)

17/0429 – as above but advises that although the application does not mention the use of a pressure washer it is known that the applicant uses an existing pressure washer, sharing it with Ignition Marine. This has the potential to cause noise nuisance and raises concerns about the disposal of vehicle washings and whether the appropriate Environmental permits have been obtained. Requests several conditions to be imposed on any approval (discussed in appraisal below)

17/0430 – objects – due to close proximity of a residential property and the potential impact that could result in terms of noise nuisance and loss of amenity. The use of external powered equipment, which presumably could include a pressure washer and vacuum, has potential to cause noise nuisance at such close proximity. No information has been provided by the applicant on what equipment is to be used or how noise would be controlled. It is considered that the external use of powered tools and equipment needs to be strictly controlled from this site to prevent nuisance and the accumulative effect of noise from what could be a large number of individual units. There are also a number of concerns relating to the use of the site as a whole (see appraisal below). Several conditions are requested in the event of an approval (see appraisal below).

17/0431 – no objection but has number of concerns relating to the use of the site as a whole (see appraisal below). Requests several conditions to be imposed on any approval (discussed in appraisal below)

Landscape Officer: Objects to all four applications due to impact on character of the local landscape in accordance with policy EN 4. See appraisal below for full comments.

HUMAN RIGHTS IMPLICATIONS

It is considered that the proposed developments may raise issues relevant to Article 8: The Right to respect for private and family life.

Article 1 of the First Protocol: The right to peaceful enjoyment of possessions.

Having considered the likely impact on an individual's Human Rights, and the general interest of the public, refusal of these applications as recommended is considered to be justified, proportionate and in accordance with planning law.

CRIME AND DISORDER ACT 1998 - SECTION 17

The applications raise no significant crime and disorder issues.

POLICIES

North Norfolk Core Strategy (Adopted September 2008):

Policy SS 1: Spatial Strategy for North Norfolk (*specifies the settlement hierarchy and distribution of development in the District*).

Policy SS 2: Development in the Countryside (*prevents general development in the countryside with specific exceptions*).

Policy SS 5: Economy (*strategic approach to economic issues*).

Policy CT 5: The transport impact on new development (*specifies criteria to ensure reduction of need to travel and promotion of sustainable forms of transport*).

Policy CT 6: Parking provision (*requires compliance with the Council's car parking standards other than in exceptional circumstances*).

Policy EC 2: The re-use of buildings in the Countryside (*specifies criteria for converting buildings for non-residential purposes*).

Policy EN 2: Protection and enhancement of landscape and settlement character (*specifies criteria that proposals should have regard to, including the Landscape Character Assessment*).

Policy EN 4: Design (*specifies criteria that proposals should have regard to, including the North Norfolk Design Guide and sustainable construction*).

Policy EN 13: Pollution and hazard prevention and minimisation (*minimises pollution and provides guidance on contaminated land and Major Hazard Zones*).

MAIN ISSUES FOR CONSIDERATION

1. Principle of the development and planning history of the wider site
2. Impact on residential amenity
3. Transport impact/highway safety/landscape
4. Drainage
5. Other matters

APPRAISAL

The Committee will be familiar with these applications following a recent site visit.

The four application sites are situated within the designated countryside occupying agricultural land and buildings known as Beeches Farm (previously a farmyard).

1. Principle of the development and planning history of the wider site.

Policy SS 2 (development in the countryside) limits development to that which requires a rural location and is for one of the purposes specified in the policy. It is considered that none of the proposed uses are of a type that 'require a rural location' and therefore the principle of the proposals is considered contrary to Policy SS 2. It is considered that the types of development proposed should be situated within designated employment land away from residential properties (Policy SS 5) and in a sustainable location. Policy EC 2 does allow for the re-use of buildings in the countryside for non-residential purposes, including for economic purposes, but states that such re-use must be appropriate in scale and nature to the location and that proposals should, amongst other requirements, seek to protect amenity and character of the area. It is considered that, notwithstanding the overriding objection under Policy SS 2, the proposals are not appropriate collectively in scale and by their nature in this location and would not protect amenity and character of the area. It is therefore considered that the proposed uses at the site are contrary to policies SS 2 and EC 2.

Members' attention is drawn to the earlier decision of the Development Committee (14 January 2016) where it was established that the principle of the proposed types of development at this site is contrary to the policies of the development plan. In September 2015, retrospective planning permission was sought in respect of commercial uses at Beeches Farm, for the "Continued use of agricultural land for B1 (Business), B2 (General Industry) and B8 (Storage or Distribution) uses and retention of earth bund". This application (ref: PF/15/1024) was refused by notice dated 21 January 2016 for reasons pertaining to the absence of need for these types of uses to be located in the countryside, the detrimental impact on the residential amenity of adjacent properties, detriment to highway safety and the absence of sufficient detail as to surface water drainage and waste management.

An appeal was subsequently lodged against the Council's decision, and the decision on this appeal was issued on 4th November 2016 (Appeal ref: APP/Y2620/W/16/3146446 see **Appendix 2**). The Inspector dismissed the appeal, and it is considered that the Inspector's reasoning set out in that appeal decision is both relevant and material to the Committee's consideration of the current applications. The Inspector considered that by definition, uses falling within class B2 may well include uses that cannot be carried out in a residential area without detriment to the amenity. It was found that the appeal scheme would conflict with Policy EN 4 insofar as it seeks to safeguard residential amenity and therefore, it follows that it would conflict with Policy EC 2 and SS 2. In reference to the small businesses that were present at the time of the appeal (two of which comprise two of the current applications) the Inspector considered that there was no compelling evidence to show that dismissal of the appeal would seriously threaten either the future of those enterprises or the contribution that they make to the local economy.

2. Impact on residential amenity.

Two residential properties are situated immediately adjacent the wider site boundaries, one of which is within the ownership of the landowner of the application sites. The tenants of this bungalow have supported the proposals; given that the landowner is also their landlord little weight is given to their representations. Concerns have been raised in respect of the residential amenities of the neighbouring property (Beeches House) in terms of noise, dust, and drainage matters. The Council's Environmental Protection officer has a number of concerns relating to the site as a whole.

Environmental Protection have advised that the establishment of a statutory noise nuisance from the operation of Anglian Plant at this site (which resulted in a noise abatement notice being served and the relocation of the company from the site) highlights the potential sensitivity of the area and the need to be mindful of future uses. It is considered that the external use of power tools and equipment needs to be strictly controlled, to prevent nuisance and the accumulative effect of noise, from what could be a large number of individual units.

In addition, issues relating to surface water drainage and flooding to neighbouring land has been reported. Investigations have shown that the surface water drainage between Beeches Farm and Beeches House is shared in parts, is heavily silted and is in need of a survey to identify potential damage to the system.

Environmental Protection have not raised objection to 17/0428 Unit 13 (Ignite Marine), 17/0429 Unit 12 (Wroxham Car Bodyshop) or 17/0431 Unit 3 (& Unit 7)(Bure Valley Classics) subject to the imposition of restrictive conditions requiring (in summary):

- full surface water drainage survey of the site within 3 months and any identified remedial works being undertaken in accordance with current guidance;
- no vehicles, power tools, equipment, machinery or vehicles to be operated on the premises and no deliveries taken or dispatched from the site outside of 07:00-18:00 Monday to Friday, 08:00-13:30 Saturdays, not at any time on Sundays, Bank Holidays or Public Holidays;
- no plant, equipment, power tool, machinery or vehicles (excluding the pressure washer) shall be operated externally, other than for access and egress from the site;
- number of vehicles valeted on site, to be limited to two a day;
- no hammering or panel beating shall be undertaken externally;
- the operation of the pressure washer shall be limited to 1 hour per week;
- all external doors and windows to the building shall be kept shut during the operation of plant and equipment, apart from when providing access for personnel and visitors, deliveries and the movement of plant and equipment to and from the buildings;
- no extractor or ventilation system shall be installed at the premises, unless a scheme for noise and odour control has first been submitted to and approved in writing, and

prior to the installation of any external lighting, details shall be submitted and approved.

Environmental Protection have raised objection to application reference 17/0430 Unit 10 (HD Valeting) on the grounds of noise nuisance and loss of amenity for the occupiers of Beeches House.

Planning practice guidance states that conditions should help to deliver development plan policy and should accord with the requirements of the National Planning Policy Framework including satisfying the 6 tests for conditions. Paragraph 216 of the National Planning Policy Framework states "Planning conditions should only be imposed where they are:

1. necessary;
2. relevant to planning and;
3. to the development to be permitted;
4. enforceable;
5. precise and;
6. reasonable in all other respects"

It is considered that imposition of the requested conditions could not overcome the "in principle" objection to the types of development proposed in this rural location and therefore would not help deliver the policies of the development plan. In addition, it is considered that the 6 tests would not be satisfied because the recommended conditions include matters over which the individual applicants have no control (i.e. drainage of the whole site) and others that would not be enforceable or reasonable as they would require an impractical level of monitoring.

The proposals are not considered to comply with policies EN 4 or EN 13.

3. Transport impact/highway safety/landscape

The Highway Authority has not objected to the current proposals. They have advised that as the individual applications identify the end-users, this, together with the submitted information relating to vehicular movements and a recent site inspection indicate these businesses as having an expected low-key vehicular use / low number of traffic numbers being engendered and, therefore, subject to the imposition of conditions requiring no outdoor storage, any consents being personal to the applicants and off site highway improvement works being undertaken within a specific time frame they have no objection on highway safety grounds. The required works would be for improvement for the formalising of the area of verge overrun opposite the site access, to provide a length of localised widening of the carriageway and for the provision of a visibility splay measuring 2.4m x 43m to the south western side of the access.

Although the land required for carrying out the requested highway improvement works is likely to be within the ownership of the landlord of the site, the land is outside of the individual planning units and is not within control/ownership of the individual applicants. None of the applications have been supported by information to suggest that the applicants could provide or would be willing to provide the required highway improvement works. It is not considered that these works could be secured by the imposition of conditions because it requires works to be undertaken on land outside of the proposed planning units; no legal agreements have been submitted in respect of these matters.

In addition, it is considered that there is a conflict between the opinion of the Highway Authority and that of the Council's Landscape Officer who has advised that the land owners heavily coppiced the hedge south west of the entrance of the access road into the development along Crowgate Street in November 2016. The work was so severe that the Council considered serving a Hedge Retention Notice and to take formal action under the Hedgerow Regulations.

In their defence the owners informed the Council, in an email received 18 December 2016, that the hedge was not removed but had been managed. The owners stated “[t]he aforementioned hedge was of need of a coppice to improve it. I’m sure you understand this is good hedge row management, coppicing is encouraged & paid for by the government to regenerate our hedge rows. There is no part of the landscape that is not managed by land owners, which often surprises the general public who have a limited knowledge on the countryside & it’s management. Just confirm the hedge has not been removed [sic]”. In a further email dated 6 February 2017 the owner confirmed: “The fail was used to tidy the area up after the tree shear was used for coppicing. The hedge should not need replanting as it was coppiced – this should encourage more shoots to pop up, I would propose to plant up the gaps where required in autumn 2018 when these can clearly be seen [sic].”

A report by an ecologist in relation to the work to the hedge concluded: “Our overall assessment of the works therefore is that whilst it can certainly be said that the coppicing action was unprofessionally carried out and shows a definite lack of expertise and an understanding of the way in which coppicing should be carried out, we would anticipate that it is likely that a good number of the stumps will sprout new growth this next growing season and that over the next few growing seasons, a hedge will result.”

It is considered that it is clear from the evidence provided by the owners that the hedge has not been removed and they have confirmed it will be left to grow to match its previous height. This is in conflict with the requirement of the Highway Authority. Provision of the requested visibility splay would result in the removal of an important hedge. This is considered to be an important landscape feature that contributes to the character of the area and provides valuable biodiversity in an agricultural setting.

It is therefore considered that the conditions required by the Highway Authority are not able to be imposed for the reasons set out above. As such the proposals are considered to be contrary to policies CT 5 and EN 2.

4. Drainage

The Council’s Environmental Protection officer has advised that issues relating to surface water drainage and flooding to neighbouring land has been reported and investigations have shown that the surface water drainage between Beeches Farm and Beeches House is shared in parts, is heavily silted and is in need of a survey to identify potential damage to the system. In addition concerns are raised regarding the disposal of vehicle washings and whether appropriate environmental permits from the environment agency have been obtained.

Officers are aware of an area outside of Unit 12 which has been in use for pressure washing of vehicles. This area has not been included in any of the proposed (red line) planning units. The applicant for 17/0429 (Unit 12) has advised that he intends to remove the pressure washer from inside of his unit. Notwithstanding this assertion Officers remain concerned that the proposed uses at the site would by their nature result in the use of pressure washing equipment for which no details have been submitted.

No detailed information has been submitted with any of the applications in respect of drainage matters at the site. A condition has been recommended to be imposed on any approval of the proposals in respect of surface water drainage. It is however considered that the proposals as submitted are contrary to Policies EN 10 and EN 13.

5. Other matters

Officers consider that there is an overriding objection to the principle of the proposals under policy SS 2 and therefore, in this instance, the imposition of conditions could not engender otherwise unacceptable development acceptable. Paragraph 206 of the National Planning Policy Framework states “Planning conditions should only be imposed where they are: necessary; relevant to planning and; to the development to be permitted; enforceable; precise

and; reasonable in all other respects.” It is considered that the number and type of conditions requested (including highway conditions on land outside of the control of the applicants) would not be reasonable, not least as they would require an impractical level of monitoring.

Officers are mindful of the potential implications to the business involved should the applications be refused. The Council’s Economic Development Team has been involved with matters at the site since before the refusal of application 15/1024. An offer of their support was formally provided with the service of the enforcement notice and they have advised that two of the applicants have approached the team for assistance (Unit 10 – HD Valeting and Unit 12 – Wroxham Car Bodyshop). A brief was requested from each of them as to what their specific needs were, to date only Wroxham Car Bodyshop has responded. Economic Development had not, at the time of writing this report, identified any suitable available alternative units.

6. Conclusion

Given the above the proposals are considered to be contrary to the policies of the development plan. It is considered that the applicants have not demonstrated that the schemes have benefits (whether environmental, social or economic) that would outweigh the identified harm and the conflict with policies SS 1, SS 2, SS 5, EC 2, EN 2, EN 4, EN 13 and CT 5. Refusal of these applications is therefore recommended.

RECOMMENDATIONS:

17/0428 – Ignite Marine, Unit 13

To REFUSE for the reasons specified below:

The proposal constitutes an unacceptable form of development in the Countryside policy area where development is limited to that which requires a rural location. It is considered that the applicant has failed to demonstrate satisfactorily that there are material considerations to justify a departure from Development Plan policy in this case.

Furthermore, inadequate visibility splays are provided at the junction of the access with the County highway such that the proposed use would cause danger and inconvenience to users of the adjoining public highway to the overall detriment of highway safety.

In addition, the applicant has failed to demonstrate that the proposed use would not result in significant detrimental noise pollution to the occupiers of dwellings in the vicinity of the site.

The applicant has failed to demonstrate that there are suitable drainage systems at the site to ensure that the use of the site would not have an unacceptable impact on the health and safety of the public, surface and groundwater quality and the need for compliance with statutory environmental quality standards.

Accordingly the proposal is considered to be contrary to the objectives of the above Development Plan policies and the applicant has failed to provide substantive material considerations sufficient to outweigh the identified policy conflicts.

17/0429 –Wroxham Car Bodyshop, Unit 12

To REFUSE for the reasons specified below:

The proposal constitutes an unacceptable form of development in the Countryside policy area where development is limited to that which requires a rural location. It is considered that the applicant has failed to demonstrate satisfactorily that there are

material considerations to justify a departure from Development Plan policy in this case.

Furthermore, inadequate visibility splays are provided at the junction of the access with the County highway such that the proposed use would cause danger and inconvenience to users of the adjoining public highway to the overall detriment of highway safety.

In addition, the applicant has failed to demonstrate that the proposed use would not result in significant detrimental noise pollution to the occupiers of dwellings in the vicinity of the site.

The applicant has failed to demonstrate that there are suitable drainage systems at the site to ensure that the use of the site would not have an unacceptable impact on the health and safety of the public, surface and groundwater quality and the need for compliance with statutory environmental quality standards.

Accordingly the proposal is considered to be contrary to the objectives of the above Development Plan policies and the applicant has failed to provide substantive material considerations sufficient to outweigh the identified policy conflicts.

17/0430 – HD Valeting, Unit 10

To REFUSE for the reasons specified below:

The proposal constitutes an unacceptable form of development in the Countryside policy area where development is limited to that which requires a rural location. It is considered that the applicant has failed to demonstrate satisfactorily that there are material considerations to justify a departure from Development Plan policy in this case.

Furthermore, inadequate visibility splays are provided at the junction of the access with the County highway such that the proposed use would cause danger and inconvenience to users of the adjoining public highway to the overall detriment of highway safety.

In addition, the applicant has failed to demonstrate that the proposed use would not result in significant detrimental noise pollution to the occupiers of dwellings in the vicinity of the site.

The applicant has failed to demonstrate that there are suitable drainage systems at the site to ensure that the use of the site would not have an unacceptable impact on the health and safety of the public, surface and groundwater quality and the need for compliance with statutory environmental quality standards.

Accordingly the proposal is considered to be contrary to the objectives of the above Development Plan policies and the applicant has failed to provide substantive material considerations sufficient to outweigh the identified policy conflicts.

17/0431 – Bure Valley Classics, Unit 3 (& Unit 7)

To REFUSE for the reasons specified below:

The proposal constitutes an unacceptable form of development in the Countryside policy area where development is limited to that which requires a rural location. It is considered that the applicant has failed to demonstrate satisfactorily that there are material considerations to justify a departure from Development Plan policy in this case.

Furthermore, inadequate visibility splays are provided at the junction of the access with the County highway such that the proposed use would cause danger and inconvenience to users of the adjoining public highway to the overall detriment of highway safety.

In addition, the applicant has failed to demonstrate that the proposed use would not result in significant detrimental noise pollution to the occupiers of dwellings in the vicinity of the site.

The applicant has failed to demonstrate that there are suitable drainage systems at the site to ensure that the use of the site would not have an unacceptable impact on the health and safety of the public, surface and groundwater quality and the need for compliance with statutory environmental quality standards.

Accordingly the proposal is considered to be contrary to the objectives of the above Development Plan policies and the applicant has failed to provide substantive material considerations sufficient to outweigh the identified policy conflicts.

(7) **NORTH NORFOLK NEW LOCAL VALIDATION LIST - CONSULTATION OUTCOMES**

1. Introduction

- 1.1. This report sets out the Council's proposed new Local Validation requirements following the completion of a public consultation process.
- 1.2. The Local Validation List Review document opened for consultation on 03 April 2017 and closed on 29 May 2017. A copy of the consultation document is attached at **Appendix 3**.
- 1.3. Once agreed, the proposed new Local Validation requirements would come into effect for all new applications submitted to the Council on or after 17 July 2017.

2. What is a Local Validation List?

- 2.1. When a planning application is submitted, having the right information submitted with that application is crucial for good decision-taking.
- 2.2. A Local Validation list is a compendium of the supporting documents which are required to be submitted when making a planning application. The list sets out the information that will be required and in what circumstance that information is required.
- 2.3. Para 193 of the National Planning Policy Framework (NPPF) requires Local planning authorities to publish a list of information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.

3. Why is a new Local Validation List required?

- 3.1. Government guidance sets out that a local validation list should be updated every two years so as to ensure it is up to date and in line with statutory documents and national policy guidance.

3.2. Review is required to ensure there is clarity for applicants and agents about the need for submission of required documents up-front, having regard to the size of the application. This will help ensure agents and applicants know exactly what is required of them in support of their proposal to validate a planning application and enable determination as quickly as possible within the statutory time limit.

4. Who did we consult on the new Local Validation List?

4.1. The District Council sought views from potential applicants, agents, consultees and other interested parties to make sure that the new Local Validation list requirements being proposed are proportionate and justified having regard to the local circumstances in North Norfolk. The Council has given due regard to all valid representations made and, where necessary, has amended the proposals.

4.2. Email notification of the proposed new Local Validation list, including a link to the consultation portal, was sent to 294 email recipients drawn from the Local Plans database of people who are actively involved in planning across North Norfolk or who have expressed an interest in being contacted about planning matters. This includes agents who regularly submit planning proposals to the District Council. Notification was also placed in the Spring 2017 edition of the North Norfolk Local Plan Newsletter

4.3. Details of the proposed Local Validation List review were placed on the Council's website in a prominent location with a link to the consultation portal. A press release was also issued 31 March 2017 with subsequent articles appearing in the Eastern Daily Press and North Norfolk News over the weekend of 01/02 April 2017.

4.4. Email notification of the proposed new Local Validation list including a link to the consultation portal was also sent to 33 external consultees including:

- Anglian Water
- British Pipeline Association
- Council for British Archaeology
- Environment Agency
- Health & Safety Executive
- Historic England
- National Air Traffic Services
- National Health Service
- Natural England
- Norfolk Coast Partnership
- Norfolk County Council (multiple departments) including:
 - Green Infrastructure
 - Historic Environment Services
 - Lead Local Flood Authority
 - Minerals & Waste
 - Norfolk Fire & Rescue
 - Planning Obligations
 - Public Rights of Way
- Norfolk Police
- Norfolk Wildlife Trust
- Norwich Airport
- RSPB
- Sport England
- The Six Amenity bodies

- Woodlands Trust
- UK Power Networks

5. What Topic Areas are covered under the proposed new Local Validation List?

5.1. The proposed Validation list is intended to cover a broad range of planning issues and matters that are relevant in the determination of a planning application and which take account of local context. These include the following document types:

- **Affordable Housing Statement**
- **Air Quality Impact Statement**
- **Assessment of Impact on Area of Outstanding Natural Beauty & The Broads**
- **Condition Discharge Statement**
- **Contaminated Land Assessment**
- **Drainage Strategy including Foul & Surface Water Management**
- **Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA)**
- **Economic Statement**
- **Flood Risk Assessment**
- **Flood Risk Assessment - Statement of compliance with Environment Agency Standing Advice**
- **Foul Drainage Assessment**
- **Heritage Statement**
- **Landscape Character & Landscape Visual Impact Assessment**
- **Landscape Proposals**
- **Lighting Impact Assessment & Strategy**
- **Noise Impact Assessment**
- **Non-Material Amendment - Plans / Elevations / Floor Plans**
- **Open Space Assessment & Strategy**
- **Planning Statement**
- **Protected Species Survey Report or Ecological Impact Assessment**
- **Refuse & Waste Strategy**
- **Retail Impact Assessment (including sequential assessment)**
- **Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs**
- **Statement of Community Involvement**
- **Structural Survey**
- **Telecommunications Development - Supplementary Information**
- **Tier 1 Risk Screening Assessment (required for cemetery proposals)**
- **Topographical Survey / Cross Sections**
- **Transport Assessment & Travel Plan**
- **Transport Statement**
- **Tree survey & Arboricultural Implications Assessment**
- **Utilities Assessment**
- **Variation / Removal of Conditions Statement**
- **Ventilation & Extraction Statement**
- **Viability Assessment**

6. Consultation Responses Received

6.1. To date the following consultees have responded:

Consultee	Summary of Comments	Officer Comments
Environment Agency	<p>Contaminated Land Assessment should also be required when unsuspected contamination is found in the process of development.</p> <p>Flood Risk Assessment should include allowances for Climate Change</p> <p>Refuse and Waste Strategy should mention that certain waste activities may need a permit from the Environment Agency</p>	Suggested Changes Agreed as set out below
Natural England	<p>Suggest inclusion of an additional validation requirement covering Habitats Regulation Assessment.</p> <p>Policy Justification: The Habitats and Species Directive and the Birds Directive 2010 Habitats Regulations (as amended).</p> <p>When Required: An appropriate assessment is required where a plan or project is likely to have a significant effect upon a European site (Special Area of Conservation, Special Protection Area or Ramsar), either individually or in combination with other projects.</p> <p><i>“Any plan or project not directly connected with or necessary to the management of the site but likely to have a significant effect thereon, either individually or in combination with other plans or projects, shall be subject to appropriate assessment of its implications for the site in view of the site’s conservation objectives” - Article 6(3)</i></p>	Suggested Changes not agreed but additional / amended guidance to be added to Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA) which addresses the issues raised by Natural England.
NHS England Midlands and East (East) incorporating North Norfolk	<p>Note there is no reference on the Local Validation List to a requirement for a Health Impact Assessment and believe this should be considered for Major Planning applications in order to understand the development proposals impact on the sustainability of health and healthcare in the immediate area.</p>	Spatial planning and development has the potential to impact on human health and wellbeing. This is

Consultee	Summary of Comments	Officer Comments
Clinical Commissioning Group (CCG)		<p>because a wide range of social and environmental factors affect the health of local communities. Good health is related to good quality housing and developments, well designed street scenes, well laid out neighbourhoods, quality and efficiency in transport systems, opportunities to experience leisure and cultural services activities and green and open space. These factors are known as the “wider determinants of health” and include:</p> <p>Health Impact Assessments do not currently form part of the Policy requirements within the Council’s adopted Core Strategy and adding this requirement to the local validation list now could be seen as</p>

Consultee	Summary of Comments	Officer Comments
		<p>disproportionate, dependent upon the threshold to which the requirements applies. It is recommended that the Council adds Health Impact Assessments to the new Local Plan review with a view to including Health Impact Assessments in future local validation lists which will also afford more time within which to set a proportionate threshold relevant to the local circumstances in North Norfolk.</p>
<p>Norfolk Coast Partnership</p>	<p>Observation in respect of Lighting Impact Assessment & Strategy – Further advice also available from UK Dark Sky Discovery Partnership and CPRE</p> <p>Observation in respect of Assessment of Impact on Area of Outstanding Natural Beauty & The Broads - Perhaps where there is an impact that can't be avoided suggested mitigation could be explored.</p> <p>General observation about potential impacts on AONB - Advertisement consent and householder development can have a significant effect on the landscape of the AONB and therefore in some cases will need an assessment. Similarly a Landscape Character Assessment may well be needed for householder development where the proposal is in a sensitive location and the proposal is significant.</p>	<p>Observations in respect of Lighting Impact Assessment & Strategy accepted and will be added to guidance notes.</p> <p>Observation in respect of Assessment of Impact on Area of Outstanding Natural Beauty & The Broads</p>

Consultee	Summary of Comments	Officer Comments
		<p>accepted and guidance note will be amended to refer to mitigation.</p> <p>It is accepted that even small scale proposals can result in adverse impacts to the AONB and the wider landscape. However, it is important to set appropriate thresholds when requiring additional supporting documents and this should be proportionate and relevant to local circumstances. The thresholds as proposed are considered to strike the right balance to ensure the necessary level of information is provided to enable applications to be properly and rigorously assessed.</p>
Norfolk County Council – Planning Obligations	<p>Section 106 Planning Obligations Statements should include following additional guidance:</p> <ul style="list-style-type: none"> • The applicant needing to engage with other service providers, such as the County Council on: any potential planning obligation requirements (e.g. for schools and libraries); or other infrastructure, 	Suggested Changes Agreed as set out below

Consultee	Summary of Comments	Officer Comments
	<p>which may be provided through planning condition (e.g. fire hydrants);</p> <ul style="list-style-type: none"> With regard to any County Council infrastructure requirements there ought to be reference to the County Council's Planning Obligations Standards e.g. the applicant will need to have regard to the County Council's most up to date Planning Obligations Standards. <p>Suggest adding the following text to the end of Guidance column –</p> <p>For further guidance on the County Council's potential Planning Obligation requirements please see the County Council's website: https://www.norfolk.gov.uk/rubbish-recycling-and-planning/planning-applications/planning-obligations</p>	
Norfolk County Council – Minerals and Waste	<p>The validation list currently contains no reference to mineral resource safeguarding. Mineral Safeguarding Areas are defined in Policy CS16 of the adopted 'Norfolk Core Strategy and Minerals and Waste Development Management Policies DPD' (the 'Minerals and Waste Core Strategy') and the adopted Policies Map in accordance with national policy and guidance. The Minerals and Waste Core Strategy and accompanying Policies Map form part of the Development Plan for Norfolk.</p> <p>Proposed non-mineral development within Mineral Safeguarding Areas are required to carry out site investigations and assessment of the mineral resource to determine whether it is a potentially viable resource. If the mineral resource is potentially viable, national and local policy states that it should not be needlessly sterilised, and this would require mitigation measures such as prior extraction and/or reuse on site.</p> <p>It is considered that the validation list should be amended to include the requirement for mineral resource safeguarding assessments for non-mineral planning applications within Mineral Safeguarding Areas. A table setting out the suggested details is included at Appendix 4.</p>	The principle of safeguarding mineral sites and avoiding them from being needlessly sterilised is agreed and the suggested additional local validation requirement is accepted with some amendments to the wording proposed by Norfolk County Council as set out below
Norfolk County Council – Lead Local Flood Authority	It is noted that applicants are advised to provide a Flood Risk Assessment (FRA) for change of use, full, outline and reserved matters applications. The County Council's preference is that drainage is determined at the earliest possible stage, however, in those circumstances when detailed drainage design is conditioned the County Council would ask that applicants are also asked to provide a FRA at the discharge of conditions stage. The County Council has found that the drainage strategy can vary between an initial approval and the point at which conditions are discharged, particularly if some time has elapsed between stages. Resubmitting the FRA consolidates site and risk information presenting a clear package of background information on which the drainage strategy proposed is based.	Suggested Changes Agreed as set out below

Consultee	Summary of Comments	Officer Comments
	<p>It is noted that applicants are advised to provide a drainage strategy for full, outline and reserved matters applications. The County Council would recommend that this is expanded to include change of use (to complement the provision of the FRA) and discharge of conditions to make it clear that a comprehensive strategy is required when applying to discharge surface water drainage conditions.</p> <p>Drainage Strategy including foul and surface water management – the County Council recommend that additional text is added to the guidance section to highlight the aims of the drainage strategy i.e. A report including plans/details/ specifications setting out foul drainage and surface water drainage proposals. The proposals should demonstrate how surface water (including any flows originating off site will be managed within the site without resulting in flood risk to properties on or off the site) while considering the impact of climate change and the application of the drainage hierarchy. The proposals must also include information on ongoing maintenance and management. The County Council suggest this should also apply to ‘change of use’ and ‘discharge of condition’ application types.</p> <p>Flood Risk Assessment – Suggest including this requirement for ‘discharge of condition’ applications. Provide comments in relation to suggest amendments to guidance wording to highlight the aims of the FRA i.e. A report including plans identifying and quantifying the risk to the development; of all sources of flooding, and providing site specific detail (geology/watercourse network/topography etc.) to inform the application of the drainage hierarchy to subsequent surface water drainage proposals.</p> <p>Flood Risk Assessment – statement of compliance with EA standing advice - Suggest including this requirement for ‘discharge of condition’ applications.</p>	
Norfolk County Council – Green Infrastructure	Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA) – Guidance should refer to the British Standard BS 42020:2013 Biodiversity – Code of Practice for planning and development.	Suggested Changes Agreed as set out below
Sport England	Have suggested inclusion of Sport England Checklist Guidance for all proposals that affect playing field land. See copy of guidance document at Appendix 5	Suggested inclusion of checklist for proposals affecting playing fields is accepted. New local validation requirement

Consultee	Summary of Comments	Officer Comments
		to be added.
David Hurdle (Transport Planning Consultant)	Suggests that the requirements for Transport Assessments and Travel Plans should be separated out in to two local validation requirements. Mr Hurdle also suggested that Design and Access Statements should be included as part of the local requirements.	Suggested split out of Transport Assessments and Travel Plans into separate local validation requirements is agreed. Design and Access Statements are already covered by national validation requirements and therefore do not need to be included as part of this review.
Chris Wheeler (on behalf of The Friends of North Norfolk).	Set out that the Council should publish a simple 'Statement of Guidance for Preparation of Planning Application' which would contain various rules and standards. These include guidance in relation to development descriptions, drawings, measurements in planning, reducing the amount of unnecessary and irrelevant information. Comments are also provided in relation to consultation with parties. See copy of full representation at Appendix 6 .	The purpose of the local validation list is to set out requirements for different application types taking account of local circumstances. Some of the issues raised by the Friends of North Norfolk do not fit easily within the parameters of the local validation list review and are more relevant to national requirements. However, the general

Consultee	Summary of Comments	Officer Comments
		<p>principle of ensuring applications are prepared and submitted in a consistent way and focussed on the issues material to the determination of the application is one which is supported by the Planning Service. Consideration of any further guidance documents to cover the topics raised by the Friends of North Norfolk will be taken forward outside of this local validation list review.</p>

7. Proposed Amendments

7.1. In light of the above consultation responses the following amendments are proposed to the Local Validation Checklist. Those suggested amendments that are not to be taken forward are explained below.

7.2. **Affordable Housing Statement** – add additional bullet point under ‘When Required’ as follows:-

c) All market housing proposals in the countryside policy area.

This will ensure all relevant schemes are captured where an affordable housing requirement would normally apply.

7.3. **Assessment of Impact on Area of Outstanding Natural Beauty and The Broads** - Suggested additional text to be added to the guidance section as recommended by Norfolk Coast Partnership:-

Where an impact is unavoidable, demonstration of mitigation options should be explored and appropriate mitigation solutions should form part of the proposal.

7.4. **Contaminated Land Assessment** – Suggestion from Environment Agency that Contaminated Land Assessment should also be required when unsuspected contamination is found in the process of development is not to be taken forwarded as this would not be feasible as it would likely occur post validation. It is suggested that planning conditions should be imposed to cover unsuspected contamination found during development.

7.5. Suggested additional text to be added to the guidance section relating to barn conversions: -

In situations where proposals involve conversion of existing barns or buildings for residential/holiday/commercial uses, the completion of a sensitive end use questionnaire would normally be sufficient to ascertain risk from contamination. This would similarly apply for proposals involving removal of holiday restrictions from existing barn conversions.

7.6. **Drainage Strategy including Foul and Surface Water Management** - Norfolk County Council – Lead Local Flood Authority recommendations are accepted including additional requirements for change of use and discharge of condition applications. Suggested changes to be made to the guidance section: -

~~Delete: A report including plans/details/specifications setting out foul drainage and surface water drainage proposals including on-going management and maintenance.~~

Insert: A report including plans/details/ specifications setting out foul drainage and surface water drainage proposals. The proposals should demonstrate how surface water (including any flows originating off site will be managed within the site without resulting in flood risk to properties on or off the site) while considering the impact of climate change and the application of the drainage hierarchy. The proposals must also include information on ongoing maintenance and management.

7.7. **Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA)** – Natural England suggestions to add a new local validation requirement in relation to Habitats Regulations Assessment are not to be taken forward. Instead the following

amendments are suggested to be made to the guidance section relating to Habitats Regulations Assessment: -

~~Delete: Any plan or development proposal which could affect sites protected under European Legislation (e.g. Special Areas of Conservation (SAC) and Special Protection Areas (SPA) and Ramsar wetland sites) must be subject to a Habitats Regulations Assessment. You may need to provide additional information to help us do this assessment, e.g. extra survey information.~~

Insert: *The Habitats and Species Directive and the Birds Directive 2010 Habitats Regulations (as amended) sets out at Article 6 (3) that “Any plan or project not directly connected with or necessary to the management of the site but likely to have a significant effect thereon, either individually or in combination with other plans or projects, shall be subject to appropriate assessment of its implications for the site in view of the site’s conservation objectives”*

An appropriate assessment is required where a plan or project is likely to have a significant effect upon a European site (Special Area of Conservation, Special Protection Area or Ramsar), either individually or in combination with other projects. You may need to provide additional information to help us do this assessment, e.g. extra survey information.

- 7.8. Norfolk County Council – Green Infrastructure team have suggested reference be included to British Standards within the guidance section. Suggested additional text to be added to the guidance section:-

Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA) – should accord with British Standard BS 42020:2013 Biodiversity – Code of Practice for planning and development.

- 7.9. **Flood Risk Assessment** - Norfolk County Council – Lead Local Flood Authority recommendations are accepted. Suggested additional text to be added to the when required section: -

e) All discharge of condition applications where approval of detailed drainage design is required.

- 7.10. Suggested additional text to be added to the guidance section: -

A report including plans identifying and quantifying the risk to the development; of all sources of flooding, and providing site specific detail (geology/watercourse network/topography etc.) to inform the application of the drainage hierarchy to subsequent surface water drainage proposals.

In respect of the requirements of e), Norfolk County Council – Lead Local Flood Authority have observed that a drainage strategy can vary between an initial approval and the point at which conditions are discharged, particularly if some time has elapsed between stages. Resubmitting the FRA consolidates site and risk information presenting a clear package of background information on which the drainage strategy proposed is based.

- 7.11. **Flood Risk Assessment - Statement of compliance with Environment Agency Standing Advice on Flood Risk** – Environment Agency suggest the requirements should include an allowance for climate change. These suggestions are accepted and the words ‘*plus an allowance for climate change*’ will be added to each bullet point in the

When Required column in addition to the end of the fourth bullet point in the Guidance section.

7.12. **Lighting Impact Assessment and Strategy** – Add link in guidance section to Dark Sky Discovery Partnership and CPRE website as recommended by Norfolk Coast Partnership.

7.13. ***NEW* Mineral Resource Safeguarding Assessment** – new local requirement to be added for Full and Outline Planning Application types.

7.14. When Required:

Required for all non-exempt development within Mineral Safeguarding Areas

Mineral Safeguarding Areas are defined by Norfolk County Council in its capacity as the Mineral Planning Authority. They are mapped within the 'Norfolk Minerals and Waste Development Framework Revised Policies Map' (2013)

7.15. Guidance Note to be added:

Exemptions are:

1. *Infilling in towns and villages.*
2. *Householder applications.*
3. *Advertisement applications.*
4. *Reserved matters applications.*
5. *Applications for new or improved accesses.*
6. *Applications for listed building consent.*
7. *'Minor' extensions/alterations to existing uses/buildings.*
8. *'Temporary' development (for up to five years).*
9. *Agricultural buildings adjacent to existing farmsteads.*
10. *'Minor' works such as fences and bus shelters.*
11. *Amendments to current permissions.*
12. *Extensions to existing settlements of no greater than 1 hectare*

A submitted mineral resource safeguarding assessment should be completed by a suitably qualified person and the document, as a minimum, must include:

1) *The results of an intrusive site investigation:*

- *Location map of trial pits/boreholes*
- *Logs of trial pits/boreholes showing geology.*
- *The results of Particle Size Distribution testing of samples recovered from the trial pits/boreholes, to include classification of materials to determine the potential for reuse on site.*

2) *An assessment of the potential for any on site mineral resource to be of economic use for prior extraction either for export, or reuse on site in the construction phases. The assessment should be based on the results of the site investigation.*

The assessment should estimate the likely quantities of mineral which could be recovered and either exported or reused on site, and means by which this will be recorded and reported to the Mineral Planning Authority and the Local Planning Authority at an appropriate frequency.

Norfolk County Council have published standing advice on the preparation of Mineral resource safeguarding assessments which is available on their website.

- 7.16. **Refuse and Waste Strategy** – Environment Agency suggest that guidance should mention that certain waste activities may need a permit from the Environment Agency. This is agreed. Suggested additional text to be added to the guidance section: -

Certain waste activities may need a permit from the Environment Agency. Further advice is available from the Environment Agency [link to be provided].

- 7.17. **Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs** –Suggested additional text to be added to the guidance section (having regard to Norfolk County Council comments): -

The applicant is advised to engage with other service providers, such as the County Council on: any potential planning obligation requirements (e.g. for schools and libraries); or other infrastructure, which may be provided through planning condition (e.g. fire hydrants).

For further guidance on the County Council's potential Planning Obligation requirements please see the County Council's website:

<https://www.norfolk.gov.uk/rubbish-recycling-and-planning/planning-applications/planning-obligations>.

- 7.18. **Transport Assessment & Travel Plan** – these requirements will be split out into two distinct local validation requirements for Transport Assessments and Travel Plans.

8. Impact of Proposed New Local Validation List

- 8.1. Whilst it is considered that the proposed amendments to the North Norfolk Local Validation List will provide greater clarity and certainty for applicants and agents as to what supporting documents are required and when, the changes will undoubtedly impact upon some existing agents and applicants who may feel unable to prepare and submit certain application types. This could indirectly increase the cost of preparing and submitting a planning application if specialist professional reports are required to be prepared in support of an application.

- 8.2. Notwithstanding the above concerns, the new draft Local Validation List has been widely publicised and applicants and agents have had every opportunity to comment on the proposed validation requirements and to raise any concerns if they had any. The key aim of the new Local Validation List is to drive up the standard of application submissions and to enable good decision-taking in a timely and efficient manner and the proposed requirements are considered to be proportionate to the nature and scale of development proposals likely to be submitted within North Norfolk.

- 8.3. Applicants/agents are currently being made aware when making planning enquiries that the adoption of new validation procedures is imminent. It is anticipated that the prospect of a new Local Validation checklist will result in an increase in application submissions prior to the new requirements taking effect with an expected net increase in officer workload during July and August.

9. Transitional Arrangements

- 9.1. Once agreed, it is anticipated that the proposed new Local Validation requirements would come into effect for all new applications submitted to the Council on or after 17 July 2017.
- 9.2. For those applications submitted to the Council (i.e. registered with the Council before 17 July 2017), the existing validation requirements would apply.

- 9.3. For those applications registered with the Council before 17 July 2017 but considered to be invalid, the existing validation requirements will only apply till 18 August 2017 after which time any remaining invalid applications will be returned and the new validation requirements will thereafter apply. Applicants and agents will therefore need to act quickly to validate proposals if they wish the old local validation requirements to apply.

10. Recommendation

- 10.1. Members are asked to note the content of this report.

(8) **THE GRAHAM ALLEN AWARD FOR CONSERVATION AND DESIGN**

This report outlines the need to establish a Judging Panel for this year's Graham Allen Award and to agree the proposed dates for the judging and presentation of the awards.

The Graham Allen Award for Conservation and Design was inaugurated in 1982 as a memorial to the late Councillor G.S. Allen, first Chairman of North Norfolk District Council. Since then it has been presented annually by the Council to the scheme considered to make the most significant contribution to the built environment within the District. Eligible projects can involve the conservation and restoration of historic properties as well as new buildings which, through their design, make innovative use of traditional building forms and detailing.

A Judging Panel needs to be set up to consider, evaluate and judge submissions under the award scheme, and make awards accordingly. Membership of this Panel will comprise at least 8 Members of Development Committee and does not need to be politically balanced. The Panel will need to elect a Chairman on the day and will also include the relevant Portfolio Member as well as Mr Edward Allen (Graham Allen's eldest son), who has once again kindly agreed to represent the Allen family. The closing date for entries is 30 June 2017.

It is suggested that the Judging Panel convenes on **17 August 2017** at the Council Offices to consider and judge the entries. As in previous years, the day will commence with a short presentation of all entries in the Council Chamber followed by a tour of those short-listed. There will then be a brief plenary session back in the Council Chamber on the merits of each scheme. The day will conclude with members of the Judging Panel voting on the entries. The awards will then be presented at a ceremony later in the year. At the time of writing this report **21 September 2017** would appear to be the preferred date.

Following feedback from last year's awards presentation, it has been decided to host the ceremony at the Council Offices and combine it with two bite-sized training sessions for Members. Further information on these training sessions will be circulated in due course.

RECOMMENDATION:-

1. **That the Committee notes the contents of this report and agree the date for judging the entries and the presentation of the awards.**

(Source: Paul Rhymes, Ext: 6367 – File Reference: GA Award)

(9) **APPLICATION RECOMMENDED FOR A SITE INSPECTION**

A site inspection by the Committee is recommended by Officers prior to the consideration of a full report at a future meeting in respect of the following application. The application will not be debated at this meeting.

Please note that additional site inspections may be recommended by Officers at the meeting or agreed during consideration of report items on this agenda.

SHERINGHAM – PO/16/1725 – Erection of 62 later living retirement apartments including communal facilities and car parking (outline application). Land to south of Sheringham House, Cremers Drift, Sheringham for Sutherland Homes

REASON FOR REFERRAL TO COMMITTEE

At the request of the Local Ward Member to facilitate the processing of the planning application.

RECOMMENDATION:-

The Committee is recommended to undertake the above site visit.

(10) **DEVELOPMENT MANAGEMENT PERFORMANCE UPDATE – YEAR END 2016/17**

1. Introduction:

1.1 This report sets out the year-end performance in relation to the determination of planning applications in both Development Management (DM) and Majors.

1.2 The focus on performance is increasing as further performance targets were proposed in the 'Technical consultation on implementation of planning changes' published in February 2016, just ahead of publication of the Housing and Planning Act 2016. These performance targets have now been formalised with the publication of the Government's criteria for designation of underperforming authorities in November 2016.

1.3 The publication of the Act and the Technical Consultation coincided with the Planning service reviewing its processes, procedures and use of technology as part of the Digital Transformation Programme. The purpose of this work is to provide customers with greater access to on line services, and also provide capacity within the service to focus on the determination of planning applications.

1.4 In November 2016 the government published its formal criteria against which they will assess the performance of Local Planning authorities.

2. Background:

2.1 Section 1 of the Growth and Infrastructure Act 2013 inserted sections 62A and 62B into the Town and Country Planning Act 1990 ("the 1990 Act"). Section 62A allows certain applications to be made directly to the Secretary of State, where the local planning authority has been designated for under-performance. Section 62B requires that the criteria for any such designation, or for revoking a designation, must be set out in a document published by the Secretary of State and laid before Parliament.

2.2 At that time, the Growth and Infrastructure Act 2013 also introduced performance measures for major applications. It sought to:

- Assess speed¹ and quality² of decisions;
- If LPAs fail to meet either or both standards they risk being designated as under-performing;
- An authority which is designated is required to produce an action plan to address areas of weakness and applications can be submitted directly to the Secretary of State (SoS) instead of to the authority;
- Designation lasts one year and is subject to review.

2.3 The Housing and Planning Bill which received Royal Assent last year extends this approach to include non-major development and revises the thresholds for major development.

2.4 Non-major development³ includes minor development, changes of use and householder development.

2.5 In February 2016 a 'Technical consultation' was published on the criteria for designation of underperforming planning authorities. Since that date NNDC has been consistently recording our performance against the then proposed performance targets:

Measure and type of application	Proposed designation threshold in the Technical Consultation document (Feb 2016)
Speed of Major Development	Less than 50% of applications determined within 13 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated). NB for EIA development this extends to 16 weeks or an agreed extended deadline.
Quality of Major Development	Not more than 20% of appeals overturned over a 24 month cumulative period (back-dated).
Speed of Non-major Development	Less than between 60% and 70% of applications determined within 8 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated).
Quality of Non-major Development	Not more than between 10% and 20% of appeals overturned over a 24 month cumulative period (back-dated).

3. Published Designation Criteria:

3.1 On the 22nd November, Ministers laid out to Parliament a document setting out the criteria that the Secretary of State intends to use for designating local planning authorities as 'underperforming', and the thresholds and assessment periods authorities will be judged against in the first round of designations in the first quarter of 2017. These criteria are set out below:

¹ The percentage of applications determined in the statutory period (include agreed extensions of time) over a two year period.

² The proportion of all decisions on applications that are overturned at appeal over a two year period.

³ See Town and Country Planning (Development Management Procedure) (England) Order 2015: <http://www.legislation.gov.uk/ukxi/2015/595/article/2/made>

Measure and type of application	2017 threshold and assessment period	2018 threshold and assessment period
Speed of Major Development	Less than 50% of applications determined within 13 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated October 2014 to September 2016). NB for EIA development this extends to 16 weeks or an agreed extended deadline.	60% of applications determined within 13 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated October 2015 to September 2017). NB for EIA development this extends to 16 weeks or an agreed extended deadline.
Quality of Major Development	No assessment of quality in this designation round	Not more than 10% of appeals overturned over a 24 month cumulative period (back-dated April 2015 to March 2017).
Speed of Non-major Development	Less than 65% of applications determined within 8 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated October 2014 to September 2016).	70% of applications determined within 8 weeks or an agreed extended deadline over a 24 month cumulative period (back-dated October 2015 to September 2017).
Quality of Non-major Development	No assessment of quality in this designation round	Not more than 10% of appeals overturned over a 24 month cumulative period (back-dated April 2015 to March 2017).

3.2 It is important to note that each measure will be assessed separately. An authority can be designated purely for its performance on Major applications or Non-major applications; good performance on one does not outweigh the other.

3.3 An authority can claim 'exceptional circumstances' before designation occurs. An authority will be given the opportunity to provide clear evidence to justify any corrections to data and to set out any exceptional circumstances which would, in their opinion, render designation unreasonable. Such claims are judged against two criteria:

- Whether the issue affects the reasonableness of the conclusions that have been drawn from the data provided, and;
- Whether the issue had a significant impact on the authorities' performance for reasons beyond its control.

3.4 A flow chart showing the designation process can be found in **Appendix 7**.

4. Implications of Designation:

4.1 Under designation, applicants can apply directly to the Planning Inspectorate. However, for non-major development it is considered that this would apply only to minor development and changes of use, not householder development or retrospective applications. Essentially we would still be required to process the application in the normal manner but the Planning Inspectorate would determine the application and take the planning fee.

4.2 Where authorities are designated a detailed improvement plan will be required.

4.3 There are significant reputational issues which would arise following designation and alongside the Governments' proposals to introduce competition into the planning system, there could be significant implications for service delivery.

5. Current Performance:

5.1 Following publication of the document outlining the designation criteria officers have sought clarification on the calculation of performance and specifically which types of development are assessed by Central Government. Following discussions held directly with DCLG and with the Planning Advisory Service, the performance of Non-Major applications is now recorded as a separate performance indicator.

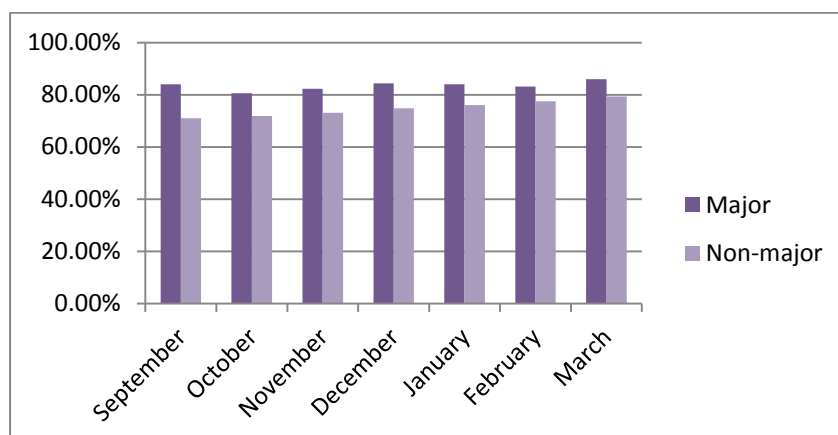
5.2 No assessment of 'quality is to be made in 2017'.

5.3 The Government published 'live data' tables and on these tables NNDC's performance under the 2017 designation criteria judged over the period October 2014 to September 2016 (50% for majors, and 65% for Non-majors) was published as 85.2% and 68.1% respectively. Both are above the required thresholds for 2017. However, whilst the Majors performance was also above the 2018 designation criteria, the performance for Non-majors was not and we considered ourselves to be at risk of being designated as under-performing if a significant increase in performance is not realised by the time the second round of designations occurs based on data recorded to September 2017.

5.4 Current applications performance data in relation to speed of decisions for Majors and Non-majors has been backdated to September 2016 and is shown in the table below.

Year	Month	Type	Gvt performance indicator (NI157) Cumulative (month + 23 preceding months)	National PI 2017 criteria Majors (50%) Minors (65%) Others (65%) Non-Maj (65%)	National PI 2018 criteria Majors (60%) Minors (70%) Others (70%) Non-Maj (70%)
2016	Sept	Major	83.95%		
		Non-Maj	71.00%		
	Oct	Major	80.52%		
		Non-Maj	71.90%		
Nov	Major	82.28%			
	Non-Maj	73.12%			
Dec	Major	84.42%			
	Non-Maj	74.76%			
2017	Jan	Major	84.00%		
		Non-Maj	76.04%		
	Feb	Major	83.10%		
		Non-Maj	77.50%		
	Mar	Major	85.90%		
		Non-Maj	79.31%		

5.5 Performance has been on a steady climb since September 2016 which can be seen in the table below. If this trajectory is maintained then we should avoid being designated as under-performing.



5.6 The table below sets out performance at the last three year end periods to provide a comparison:

Year end figure for 2014/15 (preceding 24 month cumulative performance including applications determined within agreed Extensions of Time)	
Majors	Non-Majors
76.83%	61.17%
Year end figure for 2015/16 (preceding 24 month cumulative performance including applications determined within agreed Extensions of Time)	
Majors	Non-Majors
78.05%	66.66%
Year end figure for 2016/17 (preceding 24 month cumulative performance including applications determined within agreed Extensions of Time)	
Majors	Non-Majors
85.90%	79.31%

5.7 A comparison of all workload can be found in **Appendix 8** which shows that whilst application numbers are down, the number of pre-application enquiries is rising. Dealing with such enquiries diverts officer time away from determining formal applications, and which is our statutory function as a local planning authority. The number of Major applications has dropped significantly, which has had a direct impact on planning fees as this is where most of our income comes from. IN addition, the number of 'Minor' applications has also dropped; this includes small commercial and industrial development and single-9 dwelling applications. Other application types continue to generate a significant amount of work, with householder applications in particular accounting for almost 50% of all DM workload.

5.8 Appeals performance data (the quality criteria) will not be assessed by Government in 2017 and the Council has previously been reporting our figures to our own detriment. The table below sets out the number of appeals over the 24 months period, how many have been overturned (or lost) and this as a percentage of total application numbers decided over the same period.

	Total Appeals (1 April 2015-31 Mar 2017)	Appeals overturned (lost)	Total applications decided (1 April 2015-31 Mar 2017)	%
Majors	5	2	78	2.56%
Non-Majors	45	8	2,364	0.33%
Other types not included in quality performance target	4	N/a	N/a	N/a
TOTAL	54	N/a	N/a	N/a

6. Commentary

Major application performance

6.1 Whilst Major Application performance has been above current national performance indicators for determination over the last 24 months, the number of major cases registered in 2016 has fallen compared with 54 in 2015 and 49 in 2014. With a reduced live caseload of major applications, each application carries a higher level of contribution to overall performance. As government performance targets begin to shift upwards (50% in 2017 and 60% in 2018) it is important to recognise that performance today still has an influence on overall cumulative performance for a 23-month period.

6.2 This is equally relevant in respect of major cases overturned at appeal where performance is measured by number of appeals overturned as a percentage of the total number of major cases determined. This figure currently stands at 3 appeals overturned over the last 24 months. However, the Government have clarified that appeals against conditions will not be treated as having gone against the local planning authority, and this reduces the number of allowed Major appeals to two cases.

6.3 The changing criteria for designation supports the necessity for having an effective and efficient pre-application service so as to ensure applicants and agents (especially those for major schemes) engage with the Local Planning Authority prior to submitting an application and that, through this process, applicants and agents are guided towards submitting only Development Plan policy compliant proposals or schemes where there are clear material considerations to justify a departure from Development Plan policies.

6.4 Furthermore, the changing criteria for designation supports the need to ensure other processes, such as completion of S106 Obligations, are robust and timely and that, where it can be justified that further time is required to complete the application process, extensions of time are agreed in advance with applicants/agents.

Non-Major application performance

6.5 In November 2016 the Government's live performance tables were published. The tables identified that for Non-Major applications only NNDC was at risk of designation in 2018. In order to ensure that the authority is not on the list for designation in that time a significant and sustained push to determine applications

within time, or within agreed extensions of time, is required. The national performance indicator is a time-lag indicator, looking at the preceding 24 month period. In addition, at the point of designation, the Government will designate on the basis of data submitted 6 months previously. Essentially performance needs to be high for a minimum period of 30 months.

6.6 Performance has been improving steadily since April 2016 with Non-Major applications performance rising from 66.66% at this time last year (2015/16) to just over 79% as at the end of March 2017. This is an increase of +13%.when assessed over the 24 month period.

6.7 The planning service has been under a number of pressures in this time and some of the challenges are outlined below:

- Increased numbers of applications. In 2014/15 a total of 1,346 applications were received, this rose to 1,454 applications in 2015/16, and in 2016/17 1,338 applications have been received;
- Staffing pressures including shortages in some posts and restructuring of support services;
- A change in management and leadership approach, and;
- The introduction of a number of procedural changes and significant new back office systems;

Other areas of work to improve performance

6.8 The planning service has recently been through a Business Process Review which has identified a number of areas where processes can be streamlined and improvements made to enable a slicker process for determining applications, and introducing much clearer performance management measures. A few examples are listed below;

- Introducing workflow management for greater transparency of workload processing;
- Improvements to the website to allow customers to self-serve, including the introduction of a web-based mapping tool to enable customers to understand constraints and policy context;
- Movement of general calls to Customer Services to enable officer time to be spent determining or processing applications, and;
- The introduction of a digital mailroom.

6.9 In addition, there are a number of areas alongside the BPR process where the LPA is working toward improving our procedures, a few examples are listed below:

- Adoption of a Local Validation Checklist;
- Developing a new Pre-application advice Service;
- Review of all Committee procedures and protocols including the Local Member protocol and some general provisions of the Constitution;
- The introduction of greater rigour in recording and monitoring of S106s;

- Review of all letters, officer reports, decision notices, and conditions used in applications;
- Introducing new processes for internal consultees to respond to application consultations, and;
- Working with the Town and Parish Councils to enable electronic working.

7. Recommendations:

7.1 Members are asked to note the content of this report.

APPEALS SECTION

(11) NEW APPEALS

BLAKENEY - PF/16/0876 - Erection of 2 no. two-storey 3 bed detached houses and detached garage block. Change of use of part of the site to garden land for 5 Westgate Street; Stratton Long Marine, Westgate Street, Blakeney, Holt, NR25 7NQ for Stratton Long Marine Ltd
WRITTEN REPRESENTATIONS

(12) INQUIRIES AND HEARINGS – PROGRESS

SCULTHORPE - PF/15/0907 - Erection of 71 dwellings, new access road, side roads, water attenuation ponds, drainage works, play areas, landscaping and associated works (Phase 1- full planning) and Phase 2 of up to 129 dwellings, side roads, primary school, land for community resource centre, play areas, water attenuation ponds and drainage works (outline permission with all matters reserved); Land between Creake Road and Moor Lane, Sculthorpe, Fakenham, NR21 9QJ for Amstel Group Corporation Ltd
PUBLIC INQUIRY 25 April 2017

WEYBOURNE - ENF/16/0114 - Site being used as camp site without permission; The Barn, Bolding Way, Weybourne, Holt, NR25 7SW
PUBLIC INQUIRY 20 June 2017

(13) WRITTEN REPRESENTATIONS APPEALS - IN HAND

BLAKENEY - PF/16/0876 - Erection of 2 no. two-storey 3 bed detached houses and detached garage block. Change of use of part of the site to garden land for 5 Westgate Street; Stratton Long Marine, Westgate Street, Blakeney, Holt, NR25 7NQ for Stratton Long Marine Ltd

SHERINGHAM - PF/16/1175 - Erection of front, side & rear extensions; Fairway, 2 Links Road, Sheringham, NR26 8LP for Mr & Mrs Greene

WEYBOURNE - PF/16/0785 - Single storey garage extension (part retrospective); 25A Pine Walk, Weybourne, HOLT, NR25 7HJ for Mr Boon

WEYBOURNE - ENF/16/0044 - Conservatory + extension to property; 25A Pine Walk, Weybourne, HOLT, NR25 7HJ

(14) **APPEAL DECISIONS - RESULTS AND SUMMARIES**

TATTERSETT - PF/16/1300 - Erection of Agricultural Storage Building; Land off Hunstanton Road, Tattersett, Norfolk, PE31 8RU for Hurn Bros Ltd - Agricultural Contractors

APPEAL DECISION:- APPEAL ALLOWED

Summaries of the following appeal decisions are attached at **Appendix 9**.

RUNTON - PF/16/1012 - Proposed extension to create granny annexe and 2 bay car port; 10 Renwick Park West, West Runton, NR27 9LX

APPEAL DECISION:- APPEAL DISMISSED

BLAKENEY - PF/16/1245 - Demolition of existing house & erection of dwelling; Larkfields, 144 Morston Road, Blakeney, Holt

APPEAL DECISION:- APPEAL DISMISSED

(15) **COURT CASES - PROGRESS AND RESULTS**

No change from previous report

Council Reference: ENF/15/0067

**IMPORTANT - THIS COMMUNICATION AFFECTS
YOUR PROPERTY**

**TOWN AND COUNTRY PLANNING ACT
1990**
(as amended by the Planning and Compensation Act
1991)

ENFORCEMENT NOTICE

ISSUED BY North Norfolk District Council (The Council)

1. The Notice

This notice is issued by the Council because it appears to them that there has been a breach of planning control, within paragraph (a) of section 171A(1) of the above Act, at the land described below. They consider that it is expedient to issue this notice, having regard to the provisions of the development plan and to other material planning considerations. The Annex at the end of the notice and the enclosures to which it refers contain important additional information.

2. The land to which the notice relates

Beeches Farm, Crowgate Street, Tunstead, Norwich, Norfolk, NR12 8RF (The Land) shown edged red on attached plan 1 (Plan 1).

The attached plan 2 (Plan 2), which is not to scale, includes approximate locations of buildings and uses on The Land.

Plan 2 should be read in conjunction with the attached schedule of buildings and apparent uses on The Land (The Schedule).

3. The Matters Which Appear to Constitute the Breach of Planning Control

Without planning permission, within the past ten years,

A material change of use of the land to a mixed use comprising:

- (i) Office-B1(a);
- (ii) Industrial-81(c);

- (iii) General industrial - 82;
- (iv) Vehicle repairs, spray painting, jet washing and valeting;
- (v) Commercial storage - 88;
- (vi) Residential storage - 88;

- (vii) Outside storage - 88;
- (viii) Car parking;
- (ix) Stationing of static caravan, touring caravan, camper van, trailers and disused vehicles;
- (x) Stationing of a container;
- (xi) Erection of domestic shed; and
- (xii) Use of a caravan for residential occupation.

4. Reasons for Issuing This Notice

In September 2015, planning permission was sought in respect of the commercial uses of The Land, for the "*Continued use of agricultural land for 81 (Business), 82 (General Industry) and 88 (Storage or Distribution) uses and retention of earth bund*". This application was given Council reference PF/15/1024 and was refused by notice dated 21 January 2016 for reasons pertaining to the absence of need for these uses to be located in the countryside, the detrimental impact on the residential amenity of adjacent properties, detriment to highway safety and the absence of sufficient detail as to surface water drainage and waste management.

An appeal was subsequently lodged against the Council's decision, and the decision on this appeal was issued on 4th November 2016 (Appeal ref: APP/Y2620/W/16/3146446). The Inspector dismissed the appeal, and it is considered that the Inspector's reasoning set out in that appeal decision is both relevant and material to the Council's reasons for issuing this notice, as follows;

The uses being carried out on the site, by virtue of the generation of noise, traffic/vehicular movements and general disturbance, give rise to significant harm to the living conditions of neighbouring residents (most notably those at Beeches House), contrary to Policy EN 4 of the North Norfolk Core Strategy 2008 (CS). Policy EN 4 states that proposals should not have a significant detrimental effect on the residential amenity of nearby occupiers and is consistent with the aims of the National Planning Policy Framework (NPPF) insofar as it seeks to secure a good standard of amenity for existing occupants of land and buildings.

Furthermore, the uses being carried out are considered to cause material harm to the safety and convenience of highway users due to the inadequate nature of the roads serving the site. The roads serving the site are of poor alignment, restricted width, have a lack of passing provision and restricted visibility at road junctions and inadequate visibility splays are provided at the junction of the access with the County highway such that the proposed use of the site would cause danger and inconvenience to users of the adjoining public highway to the overall detriment of highway safety. The breaches of planning control would,

therefore, be contrary to CS policy CT 5 which seeks to ensure that the traffic associated with development would not harm highway safety. This policy is consistent with the aims of the NPPF insofar as it requires account to be taken of whether safe and suitable access to development can be provided.

For the above reasons, and in the absence of viable and justified evidence from the site owner that there are no alternative viable sites which could accommodate these uses in areas which would not give rise to the harm identified on this site, it is considered that the uses being carried out do not require to be located in this rural location. As such, the breaches identified also conflict with CS policy SS 2.

In addition to the above matters that were considered on application and at appeal:

The outside storage of materials in various places throughout The Land constitutes a clutter and is a hazard, and would not minimise pollution. The storage of materials does not preserve or enhance the character and quality of the area and is unsuitable for the context within which it is set, contrary to CS policy EN 4. Furthermore, the outside storage of materials would result in an unacceptable impact upon the natural environment, general amenity, and land quality and condition. The outside storage of materials would not therefore minimise pollution and as a result would conflict with CS policy EN 13.

The erection of a shed incidental to the dwellinghouse constitutes an unacceptable form of development within the Countryside, contrary to CS policies SS 2 and EN 4. The provision of a building for domestic purposes outside of the defined residential curtilage would represent an unnecessary incursion into the Countryside of a building of domestic character.

The residential use of a caravan constitutes an unacceptable form of development in the Countryside policy area where there is a general presumption against residential development, pursuant to CS policy SS 2. It is considered that there are no material considerations to justify a departure from Development Plan policy in this case. In addition to the general presumption against residential development in the Countryside, it is considered that an acceptable standard of residential amenity for occupiers of the caravan could not be provided at this site; by reason of its proximity to potential noise and odour, contrary to CS policy EN 4.

Furthermore, the residential use of a caravan would result in reliance on the use of the private car on a local road network where there are no footpaths or street lights, thereby failing to provide for safe and convenient access on foot, cycle and public transport contrary to CS policy CT 5.

Regarding the static caravan, touring caravan, camper van, trailers and disused vehicles, and containers, the use of land for these purposes gives rise to harm to the character of the site and its surroundings; contrary to CS policy EN 2 which seeks to protect the character of the landscape.

Accordingly, the unauthorised uses are contrary to the objectives of the above Development Plan policies. and paragraph 55 of the National Planning Policy Framework.

5. What You Are Required To Do

- (i) Office – 81(a): Cease this use and remove from The Land all items connected with or facilitating the use;
- (ii) Industrial – 81(c): Cease this use and remove from The Land all items connected with or facilitating the use;
- (iii) General industrial – 82: Cease this use and remove from The Land all items connected with or facilitating the use;
- (iv) Vehicle repairs, spray painting, jet washing and valeting: Cease this use and remove from The Land all items connected with or facilitating the use;
- (v) Commercial storage - 88: Cease this use and remove all items from The Land;
- (vi) Residential storage – 88: Cease this use and remove all items from The Land;
- (vii) Outside storage – 88: Cease this use and remove all items from The Land;
- (viii) Car parking: Cease the use and remove from The Land all vehicles unconnected with the lawful uses, as described in the informative;
- (ix) Stationing of static caravan, touring caravan, camper van, trailers and disused vehicle: Cease this use and remove these items from The Land;
- (x) Stationing of container: Cease this use and remove the container from The Land;
- (xi) Demolish the shed and remove the resultant debris;
- (xii) Use of a caravan for residential purposes: Cease this use.

6. Time for Compliance

- (i) Office – 81(a);
- (ii) Industrial – 81(c);
- (iii) General industrial – 82;
- (iv) Vehicle repairs, spray painting, jet washing and valeting;
- (v) Commercial storage - 88;
- (vi) Residential storage - 88;
- (vii) Outside storage – 88;
- (viii) Car parking;
- (ix) Stationing of static caravan, touring caravan, camper van, trailers and disused vehicles;
- (x) Erection of domestic shed; and

(xi) Stationing of container.

The above breaches (i) – (xi) must cease within 3 months of the date on which this notice takes effect.

(xii) Use of caravan for residential purposes.

Residential use of the caravan must cease within 6 months of the date on which this notice takes effect.

7. When This Notice Takes Effect

This notice takes effect on 08 May 2017 unless an appeal is made against it beforehand.

Dated 06 April 2017

Signed:

Position Head of

Planning On behalf of the

Council

Contact Officer: William Abe

Telephone: 01263 516080

Email: William.abe@north-norfolk.gov.uk

ANNEX

YOUR RIGHT OF APPEAL

You can appeal against this notice, but any appeal must be received, or posted in time to be received, by the Secretary of State before the date specified in paragraph 7 of the enforcement notice.

The enclosed information sheet published by the Planning Inspectorate gives details of how to make an appeal.

[link to http://www.planningportal.gov.uk/uploads/pins/eninfosheet.pdf](http://www.planningportal.gov.uk/uploads/pins/eninfosheet.pdf)

WHAT HAPPENS IF YOU DO NOT APPEAL

If you do not appeal against this enforcement notice, it will take effect on the date specified in paragraph 7 of the notice and you must then ensure that the required steps for complying with it, for which you may be held responsible, are taken within the period specified in paragraph 6 of the notice. Failure to comply with an enforcement notice which has taken effect can result in prosecution and/or remedial action by the Council.

SERVICE

Copies of this notice are served on:

Persons with a legal interest in The Land

Name Joseph John Paterson
Address Dilham Hall, Dilham, Norfolk, NR28 9PN

Name Luke James Paterson
Address Dilham Hall, Dilham, Norfolk, NR28 9PN

Name Barclays Bank PLC (Co. Regn. No. 1026167)
Address PO BOX 187, Leeds, LS11 1AN

Name Bindwell Ltd (Co. Regn. No. 02475029)
Address Bank Chambers, Market Place, Reepham, Norfolk NR10 4JJ
(Directors: Joseph John Paterson, Luke Paterson, Alistair John Paterson, James Gavin Paterson, Kay Christine Paterson)

Name The Agricultural Mortgage Corporation PLC (Co. Regn. No. 234742)
Address Charlton Place, Charlton Road, Andover, Hants, SP10 1RE

Persons apparently occupying or in control of The Land -Addresses provided where possible

Occupier of Building 2 (Unit 7)

Name Hans Krause
Address 18 Dover Court; Caister-on-Sea, Great Yarmouth, Norfolk
NR30 5UH

Occupier of Building 3/5

Name Oliver Tappin
Address Served on site

Occupier of Building 6/15/16/17/18

Name Luke Paterson
Address Hall Farm, Honing Road, Dilham, North Walsham, Norfolk, England

Already served in capacity as owner

Occupier of Building 8

Name Rundle & Young Builders
Address Served on site

Occupier of Building 9 (Unit 2)

Name ATM Builders
Address Served on site

Occupier of Building 10 (Unit 3)

Name HD Valeting
Address Served on site

Occupier of Building 11

Name Paul Allsop
Address Served on site

Occupier of Building 12 (Unit 12)

Name Kurk Randall
Address Served on site

Occupier of Building 13/14 (Unit 8 & 9)

Name Mark Platten
Address Served on site

Occupier of Building 21

Name Occupiers (if occupied) unknown
Address Served on site

Occupier of Building 25

Name Ciuciu Raluca-Marilena, Vasile Marius-Poogdan,
Giteiu Nicolae-Oxidiu
Address Served on site

Occupier of Building 37

Name Kathryn A Hood and Tyrone D Hood.

Address Beeches Farm Bungalow, Crowgate Street, Tunstead, NR12 8RF

<u>Buildings/Uses</u>	<u>Apparent Uses, including Use Class (if known)</u>	<u>Occupant (if known)</u>	<u>Comments</u>
1	Nil	Vacant	Previously used for B1 & B8. Parking in Area 22
2 (Unit 7)	Storage B8 & workshop B1(c), or B2 or Sui Generis	Hans Krause	
3	Car sales not on open land (Sui generis) & office B1(a) – as per Building 5	Bure Valley Classics (Oliver Tappin)	
4	Nil	Vacant	Appearance of office
5 (Unit 6)	Car sales not on open land (Sui generis) & office B1(a) – as per Building 3	Bure Valley Classics (Oliver Tappin)	
6	Domestic storage B8	Luke Paterson – Landowner	Owner claims for more than 10 years
7	Nil	Vacant	Previously used for B8
8	Storage B8	Rundle & Young Builders	Authorised storage B8 planning permission 20060603
9 (Unit 2)	Storage B8	ATM Builders	Authorised storage B8 planning permission 20060603
10 (Unit 3)	Car Valeting Pressure-washing	HD Valeting	Authorised storage B8 Planning permission 20060603. Occasional pressure-washing occurs in area between Buildings 12 & 6 & 7
11	Possibly elements of B1(c) or B2	Paul Allsop (private individual)	Authorised storage B8 planning permission 20060603
12 (Unit 12)	Car repairs, spray painting, Pressure washing in Area 23	Kar Services (Kurk Randall)	Pressure washing between Buildings 12 & 6/7 Previously occupied Building 10. Facebook shows car sales – unsure whether from this site
13/14 (Units 8 & 9)	Marine engineering B2 or Sui Generis	Ignition Marine (Mark Platten)	Combined units
15/16/17/18	Storage B8 – old vehicles, & domestic	Luke Paterson – Landowner	Open sided units

19	Storage B8 – scrap vehicles, tyres, a boat, trailer, & other items		Covered area
20	Domestic garage to adjacent bungalow Alongside domestic shed – see 30		Accessed only by occupiers of adjacent bungalow Appears to have been erected over 4 years ago
21	Caravan – Residential occupation of caravan by agricultural workers	Unknown whether still occupied	L Paterson advised that this caravan would be removed
22	Parking area ancillary to Unit 1		
23	Pressure-washing		Outside area
24	Parking	Occupants of Building 13/14	For Building 13/14
25	Residential occupation of caravan by three persons	Ciuciu Raluca-Marilena, Vasile Marius-Poogdan Giteiu Nicolae-Oxidiu	Ms Raluca-Marilena stated that she had been in occupation for one year; her partner and his brother for two years
26	Container storing chemicals – Storage B8	HD Valeting	In relation to Building 10
27	Caravan East of Unit 11		Possibly owned by occupier of Building 11
28	Camper East of Unit 11		Possibly owned by occupier of Building 11
29	Trailer East of Unit 11		Possibly owned by occupier of Building 3/5
30	Domestic shed Alongside domestic garage – see 20		Accessed by occupiers of adjacent bungalow
31	Ancillary parking	Used by Buildings 10, 11, 12 and 3/5, and possibly by Buildings 8 and 9 when occupiers on site	
32	Outside storage B8 – Building materials including bricks, breeze blocks, tiles		

33	Boat		
34	Camper van		
35	Outside storage B8 – Piping		
36	Storage B8 – Scrap metal		
37	Bungalow	Kathryn A Hood and Tyrone D Hood	

IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY

Section 215 Notice

TOWN AND COUNTRY PLANNING ACT 1990
(as amended by the Planning and Compensation Act 1991)

Issued by: North Norfolk District Council

To:
Luke James Paterson
Hall Farm,
Honing Road,
Dilham,
North Walsham,
Norfolk

1. **This Notice** is issued by the Council under Section 215 of the above Act because it appears to them that the amenity of a part of their area is adversely affected by the condition of the land described below.

2. **The Land To Which This Notice Relates.**

Land at Beeches Farm, Crowgate Street, Tunstead, Norwich, NR12 8RF shown edged red on the attached plan.

3. **Reasons for Issuing this Notice**

- (i) Straw bales stacked on the southern border of the Land adjacent to neighbouring property and over the height of 2 metres high (Marked A & B on the attached Plan))
- (ii) Large mounds of soil and other materials towards the northern border of the site (Marked C & D on the attached plan)

4. **What You Are Required To Do**

- (i) Remove the straw bales from site or reduce the height to no more than 2 metres in height.
- (ii) Remove the mounds of soil and other materials from site

Time for compliance is 21 days from the date this notice takes effect

5. **When This Notice Takes Effect.**

This notice takes effect on 08 May 2017 unless an appeal is made against it beforehand

Dated: 06 April 2017

Signed:

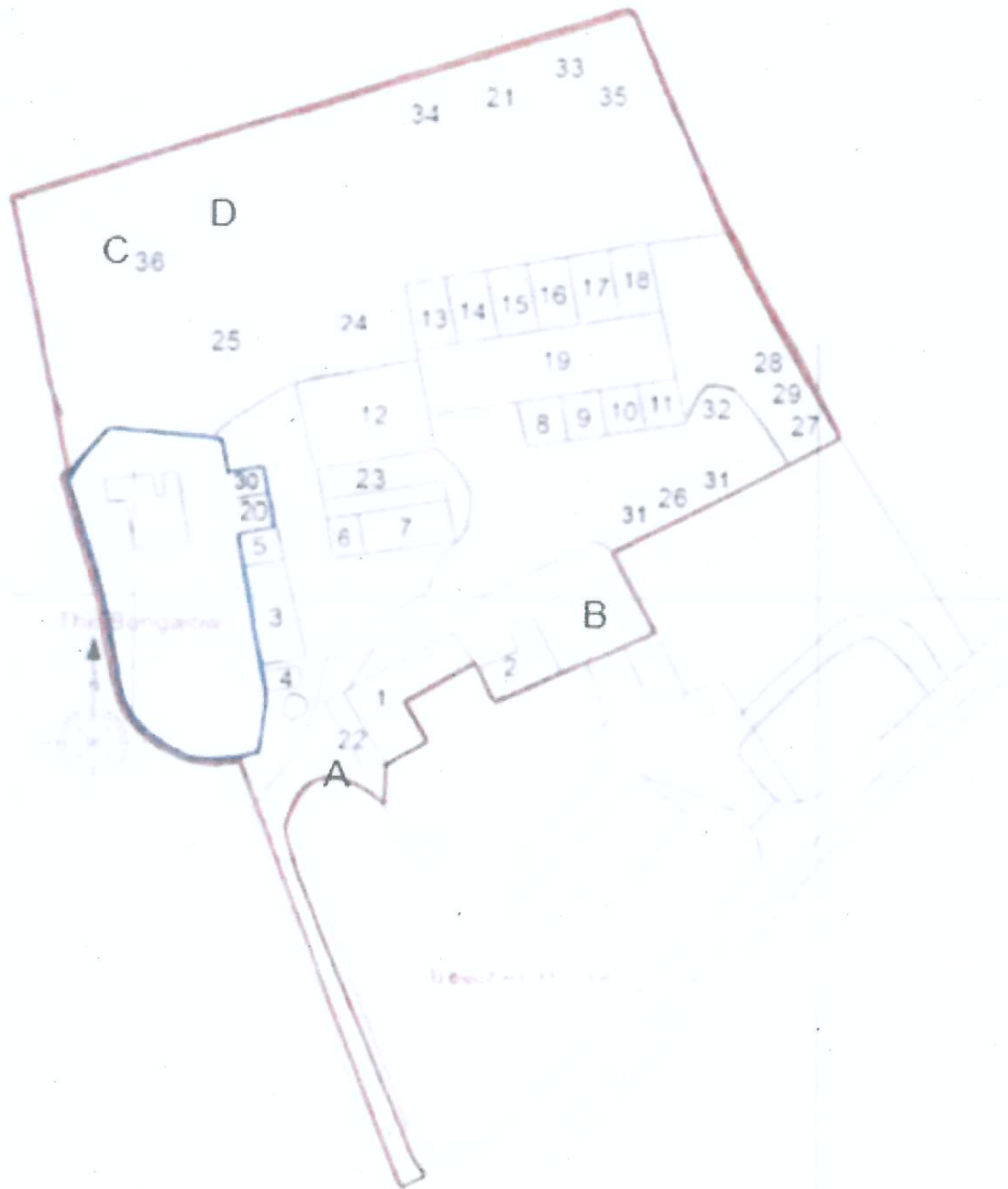


The Council's Authorised Officer

On behalf of: North Norfolk District Council
Development Committee

Your Right of Appeal

1. Under the provisions of Section 217 of the Town and Country Planning Act 1990, a person on whom a notice under Section 215 is served, or any other person having an interest in the land to which the notice relates, may appeal against this notice before the date specified in paragraph 5 of the notice, on any of the following grounds:
 - a. That the condition of the land to which the notice relates does not adversely affect the amenity of any part of the area of the Local Planning Authority who served the notice, or of any adjoining area;
 - b. that the condition of the land to which the notice relates is attributed to, and such as results in the ordinary course of events from, the carrying on of operations of a use of land which is not in contravention of part 3;
 - c. that the requirements of the notice exceed what is necessary for preventing the condition of the land from adversely affecting the amenity of any part of the area of the Local planning Authority who served the notice, or of any adjoining area;
 - d. that the period specified in the notice as the period within which any steps required by the notice are to be taken falls short of what should reasonably be allowed.
 - e. Any appeal under this section shall be made to the Magistrates Court acting for the petty sessions in which the land or building in question is situated.



Not to scale - approx positions only

Appeal Decision

Site visit made on 17 August 2016

by **I Jenkins BSc CEng MICE MCIWEM**

an Inspector appointed by the Secretary of State for Communities and Local Government

Decision date: 4 November 2016

Appeal Ref: APP/Y2620/W/16/3146446

Beeches Farm, Crowgate Street, Tunstead, Norfolk, NR12 8RF

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr J Paterson against the decision of North Norfolk District Council.
- The application Ref PF/15/1024, dated 7 July 2015, was refused by notice dated 21 January 2016.
- The development proposed is a change of use of agricultural farm to business uses B1, B2 and B8 (*as described in the Town and Country Planning (Use Classes) Order 1987 (as amended)*).

Decision

1. The appeal is dismissed.

Main Issues

2. I consider that the main issues in this case are: the effect of the appeal scheme on the living conditions of neighbouring residents, with particular reference to noise and disturbance; the effect on the safety and convenience of highway users; whether the scheme would make adequate provision for drainage, thereby safeguarding the water environment; and, whether, having regard to local and national policy, the appeal scheme amounts to an appropriate change of use in the countryside.

Reasons

3. Beeches House fronts onto the northwestern side of Crowgate Street. The main section of the appeal site comprises a former agricultural farmyard and associated buildings of Beeches Farm, which are situated immediately to the rear of the garden of Beeches House. An accessway, which also forms part of the site, runs from Crowgate Street alongside the southwestern side of the garden of Beeches House to the former farmyard. A property known as Beeches Farm Bungalow adjoins the western side of the former farmyard.
4. The appeal scheme involves the change of use of an agricultural farm to business including use classes B1, B2 and B8. *The Town and Country Planning (Use Classes) Order 1987 (as amended)* indicates that Class B1 comprises uses that can be carried out in any residential area without detriment to the amenity of that area by reason of, amongst other things, noise. Class B2 use is defined as use for carrying on of an industrial process other than one falling within class B1. Class B8 relates to use for storage or as a distribution centre.

5. The development for which planning permission is sought in this case has commenced and the appellant has confirmed that it started a number of years ago. At the time the appeal was made, the appellant indicated that whilst the majority of the site was occupied by Anglian Plant Hire Ltd (APL), it provides smaller scale facilities for a number of other businesses and private individuals and he has identified that in employment terms the equivalent of 38 full-time employees are associated with the scheme. The Council has confirmed that four small units within the appeal site, nos. 8-11, benefit from an extant consent for use class B8 (commercial storage). The planning application form indicates that the hours of opening are 06:00 to 18:00 hrs Monday to Sunday inclusive. In his supporting statement, the appellant confirms that the most restrictive hours that could be accommodated by APL would be 06:00 to 18:00 Monday to Friday and 06:00 to 16:00 hrs on Saturdays, although some activity would be necessary outside those restrictions from time to time.

Living conditions

6. Concerns raised with respect to noise and disturbance relate to the effect of the appeal scheme on the living conditions of residents of Beeches House. Whilst the appellant has indicated that there have been no complaints about appeal scheme noise from residents of the neighbouring bungalow, this is unsurprising as it is identified as his address on the application form. I give the lack of complaint from residents of the bungalow little weight.
7. By definition, uses falling within class B2 may well include uses that cannot be carried out in a residential area without detriment to the amenity. Furthermore, in its appeal statement the Council has confirmed that noise associated with the activities on site of APL, which appears to centre around on site plant/equipment storage and distribution, has been demonstrated to amount to a statutory nuisance. I understand that an associated abatement notice has been served, which the Council has indicated would be likely to result in that company ceasing to operate from the site after 1 September 2016. Nonetheless, this demonstrates the potential for uses of this type and scale, which would fall within the scope of the planning permission sought, to cause serious noise and disturbance.
8. I acknowledge that views from the main section of the appeal site into the adjacent garden of Beech House are limited by planting along the eastern section of the southern boundary of the former farmyard and by single-storey buildings along the western section, although a relatively open central area allows views between the two properties. The appellant has suggested that acoustic fencing could be erected to fill that central gap. However, whilst literature giving details of the proposed fencing has been submitted, its effectiveness in a particular situation would be dependent on the physical relationship to the noise source and receiver. In this case there is no assessment to show that, contrary to the view of the Council, it would be effective if erected in the location proposed at reducing the noise levels experienced at the neighbouring dwelling. Nor is there evidence to show that the existing boundary planting and low buildings are effective in that regard. I give little weight to the mitigation measure suggested by the appellant.
9. The appellant has identified that Beeches Farm has recently expanded into the pig fattening industry, it operates an existing unit in the local area and is in need of a second unit. He has indicated that in the event of planning

permission being refused in this case, the appeal site may well be used for that purpose. However, I have not been provided with any compelling evidence to show that it would be suitable for that purpose. Furthermore, I consider that the view of another interested party who suggests that many, if not all, of the existing buildings are not suitable for pig rearing, has some merit, given that many of the units are small and unlikely to be accessible by farm machinery. In any event, no formal noise assessment has been submitted comparing the noise impacts likely to be associated with the appeal scheme and claimed fallback uses. In my judgement, it is unlikely that the suggested fallback use would give rise to levels of noise as high as the appeal scheme, which has, I understand, included activity such as tracked plant traversing concrete hardstanding areas. Under these circumstances, I give little weight to the suggested fallback position.

10. I conclude that the appeal scheme would be likely to cause significant harm to the living conditions of neighbouring residents, with particular reference to noise and disturbance. It conflicts with Policy EN 4 of the *North Norfolk Core Strategy 2008* (CS), which states that proposals should not have a significant detrimental effect on the residential amenity of nearby occupiers and is consistent with the aims of the *National Planning Policy Framework* (the Framework) insofar as it seeks to secure a good standard of amenity for existing occupants of land and buildings.

Safety and convenience of highway users

11. Crowgate Street is an unclassified highway with a speed limit of 60 mph, onto which a small number of dwellings front. This highway runs between Market Street, Tunstead and Church Road. Place UK, which I understand employs a large number of people and produces/exports around 3,500 tonnes of fruit each year, is located on Church Road, close to its junction with Crowgate Street.
12. The Highway Authority, who objects to the appeal scheme, has confirmed that Crowgate Street is limited in width to around 3 metres over the majority of its length, insufficient to allow vehicles to pass one another. Furthermore, I saw that opportunities for vehicles to pass by traversing the verges are limited to some extent by roadside hedging, which as a result of variations in alignment of the highway also restricts forward visibility in places. There is no dispute that this street is typical of the local unclassified highway network hereabouts. Whilst acknowledging that the street is deficient in alignment, width, passing provision and visibility, the appellant argues that these characteristics tend to limit vehicle speeds. This is accepted by the Highway Authority.
13. However, even when the likelihood of relatively low speeds is taken into account, the southwestern sightline available to drivers emerging from the appeal site access onto Crowgate Street falls well short of normal standards set out in the *Manual for Streets*. Furthermore, based on the evidence of the Highway Authority and the appellant, it appears likely that a much higher number of vehicle movements is associated with the appeal scheme, than was the case before or would be likely to be the case if it returned to agricultural use. These factors significantly increase the risk of drivers emerging from the site when others approaching along Crowgate Street have insufficient time to avoid a collision. In addition, whether it approaches or leaves the site from the northeast or southwest, the appeal scheme traffic increases the risk of vehicles

approaching in opposite directions on the local highway network coming into conflict with one another and having to reverse to find a suitable passing place, potentially bringing them into conflict with other road users, which also include pedestrians and cyclists.

14. I understand that in the last 5 years, during the period over which the APL business has been growing, there has been 1 personal injury accident recorded in the vicinity of the appeal site on Crowgate Street. There is significant variation in the numbers and types of vehicle movements associated with the enterprises that have occupied the appeal site at over recent years and so, as occupancy changes over time, the overall number of vehicle movements associated with the appeal scheme may increase further. In my view, this is not a matter that could be controlled through the imposition of reasonable conditions, not least as it would require an impractical level of monitoring.
15. I conclude that the appeal scheme would be likely to cause material harm to the safety and convenience of highway users. It would conflict with CS Policy CT5, which seeks to ensure that traffic associated with development would not harm highway safety and is consistent with the aims of the Framework, insofar as it requires account to be taken of whether safe and suitable access to development can be provided.

Drainage

16. The Environment Agency objected to the grant of planning permission on the basis that the appellant had not provided details of an acceptable foul and surface water drainage scheme and the existing arrangement posed an unacceptable risk of pollution to the water environment. However, the EA provided advice on ways in which the matter could be satisfactorily resolved and the appellant, in his appeal statement, has indicated that he would be willing to comply with its requirements. I have no reason to doubt that adequate safeguards could be secured through the imposition of a suitable condition, which requires details to be approved and implemented in a timely manner.
17. I conclude that, subject to condition, the appeal scheme would make adequate provision for drainage, thereby safeguarding the water environment, in keeping with the aims of CS Policy EN 13 and the Framework.

Whether it amounts to an appropriate change of use in the countryside

18. CS Policy SS 1 indicates that the majority of new development in North Norfolk will take place in the towns and designated villages. The rest of North Norfolk, which would include the appeal site, will be designated as countryside and development will be restricted to particular types of development to support the rural economy, meet affordable housing needs and provide renewable energy. CS Policy SS 2 identifies that in areas designated as countryside, development will be limited to that which requires a rural location and is for one of a number of identified purposes. They include the re-use of buildings for appropriate purposes. CS Policy EC 2 indicates that the re-use of buildings in the countryside for non-residential purposes will be permitted providing, amongst other things, that the proposal is in accordance with other policies seeking to protect amenity. It appears to me that these Policies are consistent with the aims of the Framework, which indicates that planning policies should support economic growth in rural areas in order to create jobs and prosperity

- by taking a positive approach to sustainable new development, which may involve conversion of existing buildings.
19. However, I have found that the appeal scheme would conflict with CS Policy EN 4 insofar as it seeks to safeguard residential amenity. It follows that it would conflict with CS Policy EC 2 and SS 2. As to whether the exiting appeal site enterprises need to be situated in this rural location; the appellant has suggested that, in the event of planning permission being refused, those businesses may face a number of difficulties, such as in identifying new premises, incurring relocation costs and they may need to find new staff. However, there is no evidence to show that any of these matters has been formally assessed to support a conclusion that the future viability of any of these businesses and the contribution they make to the rural economy would be seriously threatened.
 20. On the contrary, the Council's business development officer has indicated that there may be suitable alternative sites in the area from which APL could operate. Furthermore, evidence provided by an interested party indicates that, as of June 2016, the appellant was in the process of organising the relocation of APL to another site, a view supported by notices that I saw posted on site indicating that at least part of APL's operation had already moved to another location. In any event, it appears that that particular enterprise would have to cease operating from the appeal site in order to comply with the Council's noise abatement notice, whether planning permission is granted or not. As to the other businesses that currently operate from the appeal site, they occupy relatively small areas, in comparison with APL. I have not been provided with any evidence to show that the units identified as being available elsewhere by the Council's business development officer would not provide a suitable and viable alternative to the appeal site. There is no compelling evidence to show that dismissal of this appeal would seriously threaten either the future of those enterprises or the contribution that they make to the local economy.
 21. I consider overall, it appears that the appeal scheme does not need to be sited in this rural location and under the circumstances, which include a conflict with a Policy that seeks to protect amenity, it would not accord with CS Policy SS 2.
 22. An earth bund has been constructed along the northwestern boundary of the site and subject to landscape planting, which could be secured by condition, it is unlikely that plant and equipment stored in the rear yard area would have a material detrimental effect on the character of the surroundings as appreciated from public vantage points to the north. Views of the storage areas within the site from other directions are restricted for the most part by the existing buildings and intervening planting. Therefore, the appeal scheme would be unlikely to have a material detrimental effect on the surrounding landscape, which comprises of agricultural land for the most part. In this respect the scheme would not conflict with CS Policy EN 2 insofar as it seeks to safeguard landscape character.
 23. Nonetheless, in my judgement, it has not been clearly demonstrated that the appeal scheme would have benefits, whether environmental, social or economic that would outweigh the harm that I have identified in relation to residential amenity. Therefore, the scheme would conflict with CS Policy EN 13 and it would not amount to sustainable development under the terms of the Framework. I conclude on balance, having regard to local and national policy,

that the appeal scheme would not be an appropriate change of use in the countryside.

Conclusion

24. Notwithstanding my finding regarding drainage, I conclude on balance, for the reasons given above, that the appeal should be dismissed.

I Jenkins

INSPECTOR



Local Validation List Review

Consultation Document

April 2017

**North Norfolk District Council
Planning Policy Team**

Telephone: 01263 516318

E-Mail: planningpolicy@north-norfolk.gov.uk

Write to: Planning Policy Manager,
North Norfolk District Council,
Holt Road, Cromer, NR27 9EN
www.north-norfolk.gov.uk/localplan

**All documents can be made available in
Braille, audio, large print or in other languages.
Please contact 01263 516318 to discuss your requirements.**

Contents

1	Introduction	4
2	Consultation Process	6
3	Summary of Local Validation Requirements	8
4	Document Types	12
	4.1 Affordable Housing Statement	13
	4.2 Air Quality Impact Statement	14
	4.3 Assessment of Impact on Area of Outstanding Natural Beauty & The Broads	17
	4.4 Condition Discharge Statement	18
	4.5 Contaminated Land Assessment	19
	4.6 Drainage Strategy including Foul & Surface Water Management	20
	4.7 Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA)	21
	4.8 Economic Statement	22
	4.9 Flood Risk Assessment	24
	4.10 Flood Risk Assessment - Statement of compliance with Environment Agency Standing Advice	25
	4.11 Foul Drainage Assessment	26
	4.12 Heritage Statement	27
	4.13 Landscape Character & Landscape Visual Impact Assessment	29
	4.14 Landscape Proposals	30
	4.15 Lighting Impact Assessment & Strategy	32
	4.16 Noise Impact Assessment	33
	4.17 Non-Material Amendment - Plans / Elevations / Floor Plans	34
	4.18 Open Space Assessment & Strategy	35
	4.19 Planning Statement	36
	4.20 Protected Species Survey Report or Ecological Impact Assessment	37
	4.21 Refuse & Waste Strategy	38
	4.22 Retail Impact Assessment (including sequential assessment)	39
	4.23 Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs	40
	4.24 Statement of Community Involvement	41
	4.25 Structural Survey	42
	4.26 Telecommunications Development - Supplementary Information	43
	4.27 Tier 1 Risk Screening Assessment	44
	4.28 Topographical Survey / Cross Sections	45
	4.29 Transport Assessment & Travel Plan	46
	4.30 Transport Statement	48
	4.31 Tree survey & Arboricultural Implications Assessment	49
	4.32 Utilities Assessment	50
	4.33 Variation / Removal of Conditions Statement	51
	4.34 Ventilation & Extraction Statement	52
	4.35 Viability Assessment	53

Contents

Introduction 1

1 Introduction

1 Introduction

What is a Local Validation List?

- 1.1 When a planning application is submitted, having the right information submitted with that application is crucial for good decision-taking.
- 1.2 A Local Validation list is a compendium of the supporting documents which are required to be submitted when making a planning application. The list sets out the information that will be required and in what circumstance that information is required.
- 1.3 Para 193 of the National Planning Policy Framework (NPPF) requires Local planning authorities to publish a list of information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.

Why is a new Local Validation List required?

- 1.4 Government guidance sets out that a local validation list should be updated every two years so as to ensure it is up to date and in line with statutory documents and national policy guidance.
- 1.5 Review is required to ensure there is clarity for applicants and agents about the need for submission of required documents up-front, having regard to the size of the application. This will help ensure agents and applicants know exactly what is required of them in support of their proposal to validate a planning application and enable determination as quickly as possible within the statutory time limit.

Why are we consulting?

- 1.6 The District Council would welcome views from potential applicants, agents, consultees and any other interested parties to make sure that the new Local Validation list requirements being proposed are proportionate and justified having regard to the local circumstances in North Norfolk. The Council will have due regard to all valid representations made and, where necessary, will amend its proposals before the new Local Validation list requirements take effect.

What will the new Local Validation List look like once agreed?

- 1.7 For an indication of the general format of how the new local validation requirements would look once agreed, please see the following example which sets out the National Validation requirements as a web document broken down into different application types: <https://forms.north-norfolk.gov.uk/outreach/PlanningNValidationExample.ofml>

Consultation Process 2

2 Consultation Process

2 Consultation Process

North Norfolk District Council welcomes views on the proposed Local Validation list and this consultation will be open for a period of 8 weeks, commencing **3 April 2017** and closing **29 May 2017**. Comments should be received by this date - any comments received after this time may not be accepted.

What Information are we seeking from you?

The purpose of a Local Validation list is to ensure we have the right level of information to support an application which is proportionate to the nature and scale of the development being proposed.

The aim of this consultation is to determine whether the proposed Local Validation requirements are relevant, necessary and material having regard to the various application types that are submitted in North Norfolk.

Some things that we would welcome your feedback about:

- Have we included the right document types?
- Have we set the right thresholds? If not, can you suggest alternatives?
- Is it clear enough when a document is required? If not, what would make this clearer?
- Is the Guidance helpful? If not, can you think of any other guidance which would assist?
- Have we missed anything?

Other comments / observations are also welcome.

How can i submit comments?

The preferred method of response is through completion of this online consultation portal - comments can be added in [Chapter 3](#) & each section within [Chapter 4](#).

Responses can also be made by email or letter if necessary:

- Email representations should be sent to: planning@north-norfolk.gov.uk (please use 'Local Validation List Review' as the subject heading of your email)
- Letters of representation should be addressed to: Local Validation List Review, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN.

Comments must be **received** by no later than Monday 29 May 2017.

Summary of Local Validation Requirements 3

3 Summary of Local Validation Requirements

3 Summary of Local Validation Requirements

3.1 The following list specifies the types of supporting documents that are likely to be required when submitting planning applications.

Local Validation Requirements 2017-19 Summary of Documents Required by Application Type	Advertisement Consent	Change of Use	Discharge of / compliance with conditions	Full Planning Application	Householder Development (alterations and extensions to existing buildings)	Non-material Amendments	Outline Planning Application	Reserved Matters	Variation of Condition
Affordable Housing Statement				Y			Y	Y	
Air Quality Impact Statement		Y		Y			Y	Y	
Assessment of Impact on Area of Outstanding Natural Beauty & The Broads		Y		Y			Y	Y	
Condition Discharge Statement			Y						
Contaminated Land Assessment		Y		Y	Y		Y	Y	
Drainage Strategy including Foul & Surface Water Management				Y			Y	Y	
Ecological Impact Assessment (EclA) or Preliminary Ecological Appraisal (PEA)				Y	Y	Y	Y	Y	
Economic Statement		Y		Y			Y	Y	
Flood Risk Assessment		Y		Y			Y	Y	
Flood Risk Assessment - Statement of Compliance with Environment Agency Standing Advice				Y	Y				
Foul Drainage Assessment				Y	Y		Y	Y	
Heritage Statement	Y	Y		Y	Y	Y	Y	Y	
Landscape Character & Landscape Visual Impact Assessment	Y			Y			Y	Y	
Landscape Proposals			Y	Y			Y	Y	
Lighting Impact Assessment & Strategy	Y			Y	Y		Y	Y	
Noise Impact Assessment		Y		Y			Y	Y	
Non-Material Amendment - Plans / Elevations / Floor Plans						Y			Y
Open Space Assessment & Strategy				Y			Y	Y	
Planning Statement		Y		Y			Y	Y	

Summary of Local Validation Requirements 3

Local Validation Requirements 2017-19 Summary of Documents Required by Application Type	Advertisement Consent	Change of Use	Discharge of / compliance with conditions	Full Planning Application	Householder Development (alterations and extensions to existing buildings)	Non-material Amendments	Outline Planning Application	Reserved Matters	Variation of Condition
Protected Species Survey Report or Ecological Impact Assessment				Y	Y	Y		Y	Y
Refuse & Waste Strategy		Y		Y				Y	Y
Retail Impact Assessment (including sequential assessment)		Y		Y				Y	Y
Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs		Y		Y				Y	Y
Statement of Community Involvement				Y				Y	Y
Structural Survey		Y		Y	Y	Y			
Telecommunications Development - Supplementary Information				Y					
Tier 1 Risk Screening Assessment				Y				Y	
Topographical Survey / Cross Sections				Y	Y			Y	Y
Transport Assessment & Travel Plan		Y		Y				Y	Y
Transport Statement		Y		Y				Y	Y
Tree Survey & Arboricultural Implications Assessment	Y			Y	Y			Y	Y
Utilities Assessment				Y				Y	Y
Variation / Removal of Condition(s) Statement									Y
Ventilation & Extraction Statement				Y				Y	Y
Viability Assessment		Y		Y				Y	Y

Summary of Documents Required by Application Type

3 Summary of Local Validation Requirements

Document Types 4

4 Document Types

4 Document Types

4.1 Affordable Housing Statement

4.1 This table sets out the circumstances in which an **Affordable Housing Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 6 - Delivering a Wide Choice of High Quality Homes <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 1 - Spatial Strategy for North Norfolk SS 2 - Development in the Countryside SS 3 - Housing HO 1 - Dwelling Mix and Type HO 2 - Provision of Affordable Housing HO 3 - Affordable Housing in the Countryside HO 6 - Removal of Occupancy Restrictions CT 2 - Developer Contributions 	<p>Required for:</p> <p>a. Major housing applications whether or not affordable housing is proposed to be included (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more); or</p> <p>b. All rural exception housing schemes of any scale in the 'countryside'.</p>	<p>A short report setting out the policy compliant level of affordable housing provision including housing mix and tenure taking account of up-to-date housing needs for the area.</p> <p>Where a policy compliant scheme is not proposed the report shall set out clearly the justification as to why a reduced amount of affordable housing is proposed and shall be supported by a viability assessment where viability forms all or part of the justification for non-compliance with the policy (see Viability Assessment).</p> <p>The report shall be based on an up to date needs assessment as provided by North Norfolk District Council's Strategic Housing Team.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.2 Air Quality Impact Statement

4.2 This table sets out the circumstances in which an **Air Quality Impact Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS1-SS4 - Environment EN13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for all developments exceeding the thresholds set out below (all floor areas measured as gross external area):</p> <ol style="list-style-type: none"> Food Retail (A1) with a floor area greater than 800sqm; Non-Food Retail (A1) with a floor area greater than 1,500sqm; Financial and Professional Services (A2) with a floor area greater than 2,500sqm; Restaurants and Cafes (A3) with a floor area greater than 2,500sqm; Drinking Establishments (A4) with a floor area greater than 600sqm; Hot Food Takeaways with a floor area greater than 500sqm; Business (B1) with a floor area greater than 2,500sqm; General Industrial (B2) with a floor area greater than 4,000sqm; Storage or Distribution (B8) with a floor area greater than 5,000sqm; Hotels (C1) with more than 100 bedrooms; Residential Institutions (C2) - Hospitals, nursing homes used for residential accommodation and care with more than 50 beds; Residential Institutions (C2) - Boarding schools and training centres with more than 150 students; Residential Institutions (C2) - Institutional hostels, homeless centres with more than 400 residents; Dwelling Houses (C3) where more than 50 units are proposed 	<p>Air Quality is a material planning consideration when making planning decisions.</p> <p>The purpose of any air quality assessment is to quantify changes in pollutant concentrations at relevant receptors resulting from the proposed development. Impacts must be assessed in the context of national and international objectives.</p> <p>The assessment must take into account cumulative air quality impacts of committed developments (i.e. proposals that have been granted planning permission at the time the assessment is undertaken).</p> <p>The assessment should involve the completion of an air quality modelling study, although from time to time specific pollutant monitoring may also be required. Modelling can be carried out once the information to be used has been agreed with the Local Authority. Typically, this would include:</p> <ul style="list-style-type: none"> Traffic data used for the assessment including the trip rates associated with the development, the frequency of the trips, the length and route of the trips and the nature and types of vehicles being used; Emission data source Meteorological data source and representation of area; Baseline pollutant concentration including any monitoring undertaken; Background pollutant concentration; 	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters Changes of Use

Policy Justification	When Required	Guidance	Application type where document is likely to be required
	<p>o. Non-Residential Institutions (D1) with a floor area greater than 1,000sqm;</p> <p>p. Assembly and Leisure (D2) with a floor area greater than 1,500sqm.</p> <p>Where the thresholds for a) to p) above are not exceeded and the site is not within an existing Air Quality Management Area, no further action is required.</p> <p>Where the thresholds for a) to p) above are not exceeded but the site is within an existing Air Quality Management Area then the following information must be provided:</p> <ul style="list-style-type: none"> Developer needs to submit type 1 mitigation proposals for approval <p>Where the thresholds for a) to p) above are exceeded and either the site is within an existing Air Quality Management Area or the application requires the completion of an Environmental Impact Assessment the following information must be provided:</p> <ul style="list-style-type: none"> The development must be accompanied by an approved travel plan. Air Quality assessment must be submitted. Damage cost calculation must be performed. Developer must consider the full range of mitigation (type 1,2 and 3) proposals and submit a mitigation plan to <ul style="list-style-type: none"> Meet the conclusions of the AQ assessment Mitigate/offset the financial costs Meet the approval of the AQ officer. <p>Where the thresholds for a) to p) above are exceeded and where</p>	<ul style="list-style-type: none"> Choice of base year; Basis for NOx: NO2 calculations <p>Modelling should be carried out using a recognised local scale dispersion model to be agreed with the Local Authority prior to commencement of work. The study normally comprises four simple steps:</p> <ol style="list-style-type: none"> Assessment of the existing air quality situation in the study area for the baseline year and agreement of specific receptor points with the Local Authority prior to commencement. The model should be validated against council monitoring data where available. Prediction of future air quality without the proposed development in place. Prediction of future road transport emissions and air quality with the proposed development in place. An assessment of the effect(s) the proposed development will have on road transport emissions air quality including the proposed mitigation measures. <p>Note: for Stages 2 and 3 above, the future scenario year(s) will need to be agreed in advance with the Local Authority prior to commencement of work. The assessment will also need to include:</p> <ul style="list-style-type: none"> The relevant details of the proposed development Details of the relevant air quality standards and objectives Details of the agreed assessment method An assessment where appropriate of construction related air quality impacts Details of the modelling software and its validation Results of the modelling exercise including uncertainties, errors, adjustments and verification A sensitivity test which assumes that there will be no reduction in traffic related emission factors from the baseline year 	

4 Document Types

Policy Justification	When Required	Guidance	Application type where document is likely to be required
	<p>the site is not within an existing Air Quality Management Area or the application does not require the completion of an Environmental Impact Assessment the following information must be provided:</p> <ul style="list-style-type: none"> • Developer needs to submit type 1 and type 2 level mitigation proposals for approval. • Developer needs to identify site specific sources of air pollution and demonstrate that they have considered practical design and/or alterations of their development to lessen impacts • The development must be accompanied by an approved travel plan. 	<ul style="list-style-type: none"> • Summary of the assessment results and air quality impacts arising • Mitigation measures to be taken to protect air quality 	

4.3 Assessment of Impact on Area of Outstanding Natural Beauty & The Broads

4.3 This table sets out the circumstances in which an **Assessment of Impact on Area of Outstanding Natural Beauty and The Broads** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> All developments located within the Area of Outstanding Natural Beauty and located outside of defined settlement boundaries; All developments located outside of the Area of Outstanding Natural Beauty but which are likely to have an impact on the special qualities of the AONB. 	<p>A statement setting out how the proposal would impact on the identified special qualities of the Area of Outstanding Natural Beauty.</p> <p>Where an adverse effect arises, the statement should demonstrate whether alternative sites have been considered (including details of where those sites are located and any reasons for why the development cannot be located there) and set out the benefits in favour of the proposal in order to demonstrate that they can be reasonably considered to outweigh the adverse impacts on the AONB.</p> <p>For further guidance on the management of the Norfolk Coast Area of Outstanding Natural Beauty please see:</p> <p>http://www.norfolkcoastaonb.org.uk/partnership/natural-beauty/70</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters Changes of Use

4.4 Condition Discharge Statement

4.4 This table sets out the circumstances in which a **Condition Discharge Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
Guidance within: National Planning Policy Framework National Planning Practice Guidance North Norfolk Core Strategy	Required for: a. All applications where an application is being made to discharge a condition or conditions on a previous planning permission or consent.	A statement should be provided which sets out clearly which conditions are being discharged and the information that has been submitted in support of the condition discharge(s). This should list the specific plans/documents relevant to each condition being discharged.	<ul style="list-style-type: none"> Condition Discharge Application

4.5 Contaminated Land Assessment

4.5 This table sets out the circumstances in which a **Contaminated Land Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> all new development proposals where contamination is known or suspected (on the site or on adjacent land) and/or the proposed use would be particularly vulnerable to the presence of contamination (e.g. residential, care homes, holiday lets, allotments, small holdings). 	<p>A report providing proportionate but sufficient site investigation information (a risk assessment) to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to whom/what (the 'receptors'). The report should also set out any necessary remediation measures.</p>	<ul style="list-style-type: none"> Full Planning Application Change of Use (where no physical and/or operational development is proposed) Householder Development (alterations and extensions to residential dwellings) Outline Planning Application Reserved Matters

4.6 Drainage Strategy including Foul & Surface Water Management

4.6 This table sets out the circumstances in which a **Drainage Strategy including Foul & Surface Water Management** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 10 - Meeting the Challenge of Climate Change, Flooding and Coastal Change Section 11 - Conserving and Enhancing the Natural Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 10 - Development and Flood Risk EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <p>a. all Major developments (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more)</p>	<p>A report including plans / details / specifications setting out foul drainage and surface water drainage proposals including on-going management and maintenance. The following links may be of assistance in preparation of these supporting documents:</p> <ul style="list-style-type: none"> Anglian Water Lead Local Flood Authority CIRIA – SUDS Hierarchy IEMA 	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.7 Ecological Impact Assessment (EcIA) or Preliminary Ecological Appraisal (PEA)

4.7 This table sets out the circumstances in which an **Ecological Impact Assessment (EcIA)** or **Preliminary Ecological Appraisal (PEA)** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 1 - Norfolk Coast Area of Outstanding Natural Beauty and The Broads EN 9 - Biodiversity and Geology 	<p>Required for:</p> <ul style="list-style-type: none"> Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more of commercial floorspace, or development on a site having an area of 1 hectare or more); All development likely to affect: <ul style="list-style-type: none"> Internationally and nationally designated sites; European and nationally protected species; Priority habitats and species; and, Significant populations of national or local Red List or notable species. Refer to the North Norfolk District Council Local Validation requirements for designated sites for further guidance. 	<p>Ecological reports should have a logical structure and be prepared in accordance with the Chartered Institute of Ecology and Environmental Management (CIEEM) Technical Guidance Series for Ecological Report Writing and the EcIA Guidelines.</p> <p>Preliminary Ecological Appraisal's should be prepared in accordance with the Chartered Institute of Ecology and Environmental Management (CIEEM) Technical Guidance Series</p> <p>Guidelines for Preliminary Ecological Appraisal.</p> <p>Joint Nature Conservation Committee (JNCC) guidance on Conservation Status of habitats and species in the UK National Planning Policy Guidance/Defra guidance on Protected Sites and Areas.</p> <p>Natural England guidance on Protected Sites and Areas. Guidance on the legal obligations on local planning authorities and developers regarding European sites designated under the Birds or Habitats Directives, protected species and Sites of Special Scientific Interest is currently provided in Circular 06/2005.</p> <p>Any plan or development proposal which could affect sites protected under European Legislation (e.g. Special Areas of Conservation (SAC) and Special Protection Areas (SPA) and Ramsar wetland sites) must be subject to a Habitats Regulations Assessment. You may need to provide additional information to help us do this assessment, e.g. extra survey information.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.8 Economic Statement

4.8 This table sets out the circumstances in which an **Economic Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 1 - Building a Strong, Competitive Economy Section 2 - Ensuring the Vitality of Town Centres Section 3 - Supporting a Prosperous Rural Economy Section 8 - Promoting Healthy Communities <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 2 - Development in the Countryside SS 5 - Economy EC 1 - Farm Diversification EC 2 - The Re-use of Buildings in the Countryside EC 3 - Extensions to Existing Businesses in the Countryside EC 4 - Redundant Defence Establishments EC 5 - Location of Retail and Commercial Leisure Development 	<p>Required for:</p> <ol style="list-style-type: none"> Changes of Use over 150sqm within a defined primary shopping area where employment/retail uses would be lost; New employment generating uses over 1,000sqm anywhere in the District; Loss of all, or partial loss, of allocated employment sites anywhere in the District; or where more than 10 FTE jobs are to be lost as a result of the proposed development. New leisure or tourism related development with a floorspace over 1,000sqm or on a site area in excess of 0.5 hectares. 	<p>A short report setting out the economic impacts (both positive and/or negative) of the proposal. The report should focus on the particular use(s) proposed and its implications for jobs and the local economy (major proposals will require, in addition, a focus on the impact across the wider area/District dependent upon the scale of development proposed). The report should include the following (where appropriate):</p> <ul style="list-style-type: none"> Number of full-time equivalent (FTE) jobs created or lost; In the case of new employment generating uses - why the proposed location has been chosen (having regard to any operational or environmental justifications); In the case of loss of employment generating uses or designated sites (either part or in whole) consideration of alternative available provision; Impact on designated employment areas; Wider Public Benefits; Explanation of direct or indirect economic/employment benefits (e.g. supporting business or creation of supply chains, tourism spend) Business Rate benefit for local economy Opportunities for skills/education development including apprenticeships Anything else in support of the proposal from an economic perspective <p>Where the requirement for a Retail Impact Assessment is also met, the Economic Impact should be included as part of that assessment.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Change of Use (where no physical and/or operational development is proposed) Reserved Matters

Document Types 4

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<ul style="list-style-type: none"> • EC 6 - Public Car Parking Provision • EC 7 - The Location of New Tourism Development • EC 8 - Retaining an Adequate Supply and Mix of Tourist Accommodation • EC 9 - Holiday and Seasonal Occupancy Restrictions • EC 10 - Static and Touring Caravan and Camping Sites • CT 2 - Developer Contributions • CT 3 - Provision and Retention of Local Facilities and Services • CT 4 - Telecommunications 			

4.9 Flood Risk Assessment

4.9 This table sets out the circumstances in which a **Flood Risk Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 10 - Meeting the Challenge of Climate Change, Flooding and Coastal Change <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 10 - Development and Flood Risk EN 11 - Coastal Erosion EN 12 - Relocation and Replacement of Development Affected by Coastal Erosion Risk EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> all planning applications for development proposals of 1 hectare or greater in Flood Zone 1; all proposals in Flood Zones 2 and 3 plus an allowance for climate change (excluding minor extensions, more vulnerable, less vulnerable and water compatible development in flood zone 2 covered by separate EA standing advice) all planning applications involving extensions to existing buildings, new development located or changes of use which increase flood vulnerability on 'Dry Island' sites all planning applications where proposed development may be subject to other sources of flooding or may increase the potential of flood risk from other sources of flooding e.g. large reservoirs or development affected by large reservoirs. 	<p>Guidance is available from the Environment Agency at: https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zones-2-and-3</p> <p>FRA should include flood evacuation and response management plans.</p> <p>Further guidance can be obtained here:</p> <ul style="list-style-type: none"> Lead Local Flood Authority National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) NNDC Planning Policy webpages CIRIA – SUDS Hierarchy IEMA 	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Change of Use (where no physical and/or operational development is proposed) Reserved Matters

4.10 Flood Risk Assessment - Statement of compliance with Environment Agency Standing Advice

4.10 This table sets out the circumstances in which a **Flood Risk Assessment - Statement of Compliance with Environment Agency Standing Advice** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 10 - Meeting the Challenge of Climate Change, Flooding and Coastal Change <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS4 - Environment EN10 - Development and Flood Risk EN11 - Coastal Erosion EN12 - Relocation and Replacement of Development Affected by Coastal Erosion Risk EN13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3; 'more vulnerable' in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites); 'less vulnerable' in flood zone 2 (except for agriculture and forestry, waste treatment, and water and sewage treatment); 'water compatible' in flood zone 2 	<p>Guidance is available from the Environment Agency at: https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#vulnerable-developments-standing-advice</p> <p>For all developments covered by standing advice, you must put together a flood risk assessment which includes:</p> <ul style="list-style-type: none"> your site address a description of your development an assessment of the flood risk for your development (consider all sources of flooding not just rivers and the sea and include an allowance for climate change the estimated flood level for your development, ie the 1 in 100 year river flood level or the 1 in 200 year tidal flood level details of your flood resilience and resistance plans any supporting plans and drawings any information the relevant standing advice tells you to include 	<ul style="list-style-type: none"> Full Planning Application Householder Development (alterations and extensions to residential dwellings)

4.11 Foul Drainage Assessment

4.11 This table sets out the circumstances in which a **Foul Drainage Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 10 - Meeting the Challenge of Climate Change, Flooding and Coastal Change Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 10 - Development and Flood Risk EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <p>a. all developments where non-mains drainage ('off-grid') disposal of foul sewage is proposed or a new connection to an existing 'off-grid' foul sewage disposal network is proposed.</p>	<p>Applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment.</p> <p>The first presumption is to provide a system of foul drainage discharging into a public sewer to be treated at a public sewage treatment works. Where a connection to a public sewage treatment plant is not feasible (in terms of cost and/or practicality) a package sewage treatment plant can be considered. The package sewage treatment plant should offer treatment so that the final discharge from it meets the standards set by the Environment Agency.</p> <p>A proposal for a package sewage treatment plant and infrastructure should set out clearly the responsibility and means of operation and management to ensure that the permit is not likely to be infringed in the life of the plant. There may also be effects on amenity and traffic to be considered, for example, because of the need for sludge to be removed by tankers. Septic tanks should only be considered if it can be clearly demonstrated by the applicant that discharging into a public sewer to be treated at a public sewage treatment works or a package sewage treatment plant is not feasible (taking into account cost and/or practicability).</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters Householder Development

4.12 Heritage Statement

4.12 This table sets out the circumstances in which an **Heritage Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Historic Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> EN 8 - Protecting and Enhancing the Historic Environment 	<p>Required for:</p> <ol style="list-style-type: none"> listed buildings and their settings; the character and appearance of Conservation Areas scheduled monuments and their settings; a site on the Register of Historic Parks and Gardens of Special Historic Interest in England; un-designated heritage assets (such as buildings on a local list); an area with known or high potential for archaeological interest; 	<p>Para 128 of the National Planning Policy Framework states: "In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation".</p> <p>Where a Design and Access Statement is also required to be submitted, this should be combined with the information required within a Heritage Statement.</p> <p>A Heritage Statement is an applicant's opportunity to explain their proposals and to clarify what impact a development proposal will have on heritage assets.</p> <p>The Statement should include:</p> <ul style="list-style-type: none"> A description of the significance of the heritage asset and the contribution made by its setting; A full description of the proposed works (NB: where any demolition is proposed, the age and condition of the fabric to be removed must be qualified); A statement of justification for the proposed works. An assessment of the impact of the proposed works upon the overall significance of the building. Proposed mitigation of any negative impact upon the significance of the heritage asset and/or its setting. <p>A field evaluation is required for sites of archaeological interest.</p> <p>Setting is defined in the National Planning Policy Framework (NPPF) as "The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of the asset, may affect the ability to appreciate that significance or may be neutral."</p>	<ul style="list-style-type: none"> Full Planning Application Advertisement Consent Change of Use (where no physical and/or operational development is proposed) Householder Development (alterations and extensions to residential dwellings) Listed Building Consent Outline Planning Application Reserved Matters

4 Document Types

Policy Justification	When Required	Guidance	Application type where document is likely to be required
		<p>The setting itself is not designated. Every heritage asset, whether designated or not has a setting. Its importance, and therefore the degree of protection it is offered in planning decisions, depends entirely on the contribution it makes to the significance of the heritage asset or its appreciation.</p> <p>Further advice on setting is available here:</p> <ul style="list-style-type: none"> • Historic England Guidance on setting of heritage assets • National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) 	

4.13 Landscape Character & Landscape Visual Impact Assessment

4.13 This table sets out the circumstances in which a **Landscape Character & Landscape Visual Impact Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 1 - Norfolk Coast Area of Outstanding Natural Beauty and The Broads EN 2 - Protection and Enhancement of Landscape and Settlement Character EN 3 - Undeveloped Coast EN 4 - Design EN 8 - Protecting and Enhancing the Historic Environment EN 9 - Biodiversity & Geology 	<p>Required for:</p> <ol style="list-style-type: none"> All applications which are likely to have a significant impact on landscape character and will incur visual impact; All applications where an Environmental Impact Assessment is required; All Telecom masts above 20m in height in the countryside. 	<p>Needs to be proportionate to the scale of the development</p> <p>and in accordance with best practice, (Guidelines for Landscape & Visual Impact Assessment, 3rd edition, 2013, Landscape Institute and IEMA).</p> <p>Should include photos and photomontages from selective identified viewpoints.</p>	<ul style="list-style-type: none"> Full Planning Application Advertisement Consent Outline Planning Application Reserved Matters

4.14 Landscape Proposals

4.14 This table sets out the circumstances in which **Landscape Proposals** are required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 1 - Norfolk Coast Area of Outstanding Natural Beauty and The Broads EN 2 - Protection and Enhancement of Landscape and Settlement Character EN 3 - Undeveloped Coast EN 4 - Design EN 8 - Protecting and Enhancing the Historic Environment EN 9 - Biodiversity & Geology 	<p>Required for:</p> <p>a. Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more of commercial floorspace, or development on a site having an area of 1 hectare or more) excluding outline applications where landscaping has been reserved for subsequent approval;</p> <p>b. all minor developments (a minor application is 1-9 dwellings or up to 0.49 hectares or the provision of buildings creating up to 999sqm of commercial floor space or development on a site up to 0.9 hectares excluding outline applications where landscaping is a reserved matter);</p> <p>c. or other development involving changes to public realm in principle and secondary settlements of Cromer, Fakenham, Holt, North Walsham, Hoveton, Sheringham, Stalham and Wells.</p>	<p>A plan showing the proposed site layout and location of proposed soft planting together with details of hard surface and boundary treatments. This shall be accompanied by a short statement setting out proposed future management and maintenance of soft landscaping.</p> <p>For MAJOR applications (a) and other applications c) the following hard and soft landscape detail is required:</p> <p><u>Existing Landscape Details</u></p> <p>a. A plan to scale showing precise location and canopy spread of all existing trees, hedgerows and other significant areas of vegetation on or adjoining the site</p> <p>b. Details of those to be retained</p> <p>c. Details of existing boundary treatments and forms of enclosure</p> <p>d. Details of existing open watercourses or other aquatic features on the site</p> <p><u>Soft Landscape Details</u></p> <p>e. Measures for ground preparation and cultivation</p> <p>f. Earthworks and ground profiling, including existing and proposed finish levels and contours</p> <p>g. Indicative planting proposals to scale showing areas and type of planting (e.g. trees, native shrubs, screen belt, ornamental planting, meadow). If applicable, details to incorporate mitigation and enhancement measures contained within related surveys, e.g. Ecology, Arboriculture.</p> <p>h. Indications of any Sustainable Urban Drainage (SUDs) features to be incorporated into the landscape (e.g. swales, basins, ponds)</p> <p><u>Hard Landscape Details</u></p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters Discharge of Condition

Policy Justification	When Required	Guidance	Application type where document is likely to be required
		<ul style="list-style-type: none"> i. Materials for hard surfaces including vehicular and pedestrian areas. j. New boundary treatments including plot division within the site (type of feature, material and height e.g. 1.2m brick and flint wall) k. Street furniture, (play equipment, bollards, signage, refuse bins, seating, etc) l. Indicative external lighting proposals m. Indicative security measures <p><u>Implementation and Management Details</u></p> <ul style="list-style-type: none"> n. An implementation program laying out a timescale for the completion of all landscape works o. A landscape management plan, stating management responsibilities and a schedule of maintenance and monitoring operations for all landscaped areas for a minimum of five years following implementation. <p>For MINOR developments (b): <u>Soft Landscape Details</u></p> <ul style="list-style-type: none"> a. existing trees, shrubs and hedgerows on the site, indicating those to be removed b. accurate plotting of those to be retained (including species and canopy spread), including measures for protection during the course of the development c. Details of all new planting including: species, location, number and size of new trees and shrubs d. Measures for protection of new planting e. Details of the timescale for the completion of all landscape works <p><u>Hard Landscape Details</u></p> <ul style="list-style-type: none"> f. Surface materials for vehicle and pedestrian areas g. Boundary treatments, including hedging (species) fencing, walling, 	

4.15 Lighting Impact Assessment & Strategy

4.15 This table sets out the circumstances in which a **Lighting Impact Assessment & Strategy** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 7 - Requiring Good Design Section 11 - Conserving and Enhancing the Natural Environment Section 12 - Conserving and Enhancing the Historic Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 1 - Norfolk Coast Area of Outstanding Natural Beauty and The Broads EN 2 - Protection and Enhancement of Landscape and Settlement Character EN 4 - Design EN 5 - Public Realm EN 8 - Protecting and Enhancing the Historic Environment EN 9 - Biodiversity & Geology EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <p>a. all development where external lighting is proposed except where agreement to accepting relevant conditions is made clear within the planning application (for example within covering letter or planning statement);</p> <p>b. or where an illuminated advert is proposed in the countryside</p>	<p>Details shall be provided setting out proposed external lighting including location, number, design, manufacturers product details (including illumination levels and beam orientation), times of operation and measures to prevent light spill/pollution.</p> <p>Due regard should be given to light sensitive areas and light sensitive receptors in order to maintain dark skies where possible and to minimise adverse impacts on protected species including bats.</p> <p>Further guidance is available from:</p> <ul style="list-style-type: none"> Secured by Design Bat Conservation Trust – Guidance on lighting Bats and Lighting 	<ul style="list-style-type: none"> Full Planning Application Advertisement consent (illuminated) Householder Development (alterations and extensions to residential dwellings) Outline Planning Application Reserved Matters

4.16 Noise Impact Assessment

4.16 This table sets out the circumstances in which a **Noise Impact Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> any application proposing noise sensitive uses within close proximity to existing noise generating uses (or those with an extant permission); any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses. 	<p>Noise sensitive uses would include schools, hospitals, care facilities, residential uses, libraries, passive recreation uses and places of worship.</p> <p>Noise generating uses would include drinking establishments, heavily trafficked roads, theatres, night clubs, industrial uses, assembly and leisure uses as well as farm complexes</p> <p>The interpretation of close proximity will include properties adjacent to the site and within a reasonable proximity. However, depending on the particular circumstances, a wider area may need to be included. For example, in areas of open countryside or where night-time/daytime background noise levels are particularly low and/or where a noise generating use is likely to have wider implications.</p> <p>Noise assessments which fall in to either of the two categories should be carried out by a qualified professional</p>	<ul style="list-style-type: none"> Full Planning Application Change of use (where no physical and/or operational development is proposed) Outline Planning Application Reserved Matters

4.17 Non-Material Amendment - Plans / Elevations / Floor Plans

4.17 This table sets out the circumstances in which **Non-Material Amendment - Plans / Elevations / Floor Plans** are required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
Guidance within: National Planning Policy Framework National Planning Practice Guidance North Norfolk Core Strategy	Required for: a. Non-Material Amendments to existing planning permissions	A non-material amendment should, by definition, be a change to the original permission which does not give rise to any new material planning considerations or materially increase the impact of the approved development. A short statement should be included setting out the changes proposed. Plans/Elevations/Floor Plans should set out clearly the changes proposed and these should be highlighted/annotated where possible to aid clarity and to ensure decisions can be made quickly. Please see separate guidance for assistance in determining whether a proposed change can be considered as a Non-Material Amendment.	<ul style="list-style-type: none"> • Non Material Amendment • Variation of Condition Application

4.18 Open Space Assessment & Strategy

4.18 This table sets out the circumstances in which an **Open Space Assessment & Strategy** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 8 - Promoting Healthy Communities <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment SS 6 - Access and Infrastructure SS 7 - Cromer SS 8 - Fakenham EN 4 - Design CT 1 - Open Space Designations CT 2 - Developer Contributions 	<p>Required for:</p> <p>a. Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares excluding outline applications where layout and/or landscaping have been reserved for subsequent approval).</p>	<p>A statement setting out the amount and type of open space to be provided for the proposed development in accordance with latest standards. The statement shall include details of management and maintenance of any on or off-site open space.</p> <p>A copy of the Council's current Open Space Practice Guidance is available here.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.19 Planning Statement

4.19 This table sets out the circumstances in which a **Planning Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
Guidance within: National Planning Policy Framework National Planning Practice Guidance North Norfolk Core Strategy	Required for: <ol style="list-style-type: none"> Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more floorspace, or development on a site having an area of 1 hectare or more); all small scale residential development of 1-9 dwellings; all proposals that are contrary to the development plan 	<p>A statement in support of a planning application setting out how the proposal accords with national and local policy requirements and/or setting out any other relevant material planning considerations, particularly where the proposal represents a departure from policy.</p> <p>The statement should avoid repetition of other documents submitted but rather provide an overview or summary of the key policy arguments.</p> <p>National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) NNDC Planning Policy webpages</p> <p>The above link includes Core Strategy policies, Design Guide and Landscape Character Assessment, all of which should be taken into consideration within the Planning Statement</p>	<ul style="list-style-type: none"> • Full Planning Application • Change of Use (where no physical and/or operational development is proposed) • Outline Planning Application • Reserved Matters

4.20 Protected Species Survey Report or Ecological Impact Assessment

4.20 This table sets out the circumstances in which a **Protected Species Survey Report or Ecological Impact Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 9 - Biodiversity and Geology 	<p>Required for:</p> <p>a. All developments where it is likely that protected species are present on or near the development site, and are likely to be affected by the development.</p> <p>Refer to the North Norfolk District Council Local Validation Protected Species Check List for further guidance.</p>	<p>A Protected Species Survey and report is required where it is considered there is a reasonable likelihood of a protected species being present and affected by development. A householder's guide to engaging an ecologist is provided by the Chartered Institute of Ecology and Environmental Management (CIEEM).</p> <p>Bat survey and report: This guidance document sets out broadly what is involved when a 'bat survey and report' is required in relation to small-scale development (householder planning applications).</p> <p>Natural England guidance on surveys and mitigation requirements for development projects and bats.</p> <p>Natural England 'Standing Advice' for Protected Species.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Householder Development (alterations and extensions to residential dwellings) Listed Building Consent Reserved Matters

4.21 Refuse & Waste Strategy

4.21 This table sets out the circumstances in which a **Refuse & Waste Strategy** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 4 - Residential design and neighbourly amenity EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <p>a. all development proposals which give rise to increased demand on refuse and waste removal services, e.g. all new dwellings, new holiday accommodation, new commercial, leisure and tourism floorspace, except where agreement to accepting relevant conditions is made clear within the planning application (for example within covering letter or planning statement)</p>	<p>A short statement (including plans where necessary) setting out how refuse and waste associated with the proposed development is to be managed. The proposed refuse and waste management statement shall set out the likely waste streams associated with the proposal, the location and design of any proposed bin storage areas including collection points and proximity for collection by refuse vehicles.</p> <p>The statement should be prepared having regard to guidance produced by the Environmental Services Team.</p>	<ul style="list-style-type: none"> Full Planning Application Changes of Use (where no physical and/or operational development is proposed) Outline Planning Application Reserved Matters

4.22 Retail Impact Assessment (including sequential assessment)

4.22 This table sets out the circumstances in which a **Retail Impact Assessment (including sequential assessment)** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 1 - Building a Strong, Competitive Economy Section 2 - Ensuring the Vitality of Town Centres Section 3 - Supporting a Prosperous Rural Economy <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 2 - Development in the Countryside SS 5 - Economy EC 2 - The Re-use of Buildings in the Countryside EC 3 - Extensions to Existing Businesses in the Countryside EC 5 - Location of Retail and Commercial Leisure Development EC 6 - Public Car Parking Provision CT 2 - Developer Contributions CT 3 - Provision and Retention of Local Facilities and Services 	<p>Required for:</p> <p>a. New retail floorspace* (comparison and convenience goods):</p> <ul style="list-style-type: none"> over 750sqm within a defined primary shopping area of a large town centre; Between 500 and 749sqm in a defined primary shopping area of a large or small town centre; Up to 499 sqm within the development boundary on the best sequentially available site; Over 250sqm in any other location in the District; <p>*measured as gross external area of the building.</p>	<p>A report setting out how the sequential test assessment requirements within the National Planning Policy Framework (NPPF) have been met.</p> <p>Where the sequential test is not met, the impact assessment shall fully address the requirements of the NPPF taking into account the likely impacts of the proposed development on the vitality and viability of town centres. In order to support the proposed development, mitigation measures should be set out where adverse impacts on the vitality and viability of town centres are identified</p>	<ul style="list-style-type: none"> Full Planning Application Changes of Use (where no physical and / or operational development is proposed) Outline Planning Application Reserved Matters

4.23 Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs

4.23 This table sets out the circumstances in which a **Section106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 6 - Delivering a Wide Choice of High Quality Homes Planning Conditions and Obligations <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> CT 2 - Developer Contributions 	<p>Required for:</p> <p>a. Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more) where planning obligations are required;</p> <p>b. any other development where it has been agreed at pre-application stage that a S106 Obligation is required or where it was known in advance of submission that a S106 Obligation would be necessary in order to secure permission.</p>	<p>A statement setting out draft heads of terms to be included within the S106 Obligation together with the following information:</p> <ul style="list-style-type: none"> An undertaking to pay the reasonable costs of the Council in drafting/checking a S106 Obligation; Title details of all those with an interest in the land in respect of which the S106 Obligation is to be made Contact details of the legal representative acting for the applicant/agent in relation to the S106 Obligation <p>Where it becomes apparent during the determination of an application that a S106 is required, the Council will not invalidate an application but agreement to an extension of time may be required.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters Changes of Use Application for Variation / Removal of Condition

4.24 Statement of Community Involvement

4.24 This table sets out the circumstances in which a **Statement of Community Involvement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
National Planning Policy Framework: Decision Taking North Norfolk Statement of Community Involvement	Required for: a. All Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more); (Excludes all related non-material amendment applications, variation of condition proposals and condition discharges.	<p>When a Statement of Community Involvement (SCI) is required this should be submitted in the form of a short report setting out how the applicant has engaged with the Local Community prior to the submission of a planning application. The way in which consultation is undertaken by the applicant should be proportionate to the scale of the development proposed and the likely impact that it may have on the local community. In most cases it would be expected that:</p> <ul style="list-style-type: none"> • The applicant shall engage with Parish/Town Councils likely to be affected by the proposal; • The applicant shall seek to make affected communities aware of the proposals (either through a combination of notices, leaflet drop, social media, press release, website) and, • where appropriate, hold a public meeting/exhibition so that people can view plans and discuss the proposals with the applicant; and, • Provide an opportunity for the local community affected to provide feedback on the plans/proposals within a reasonable timeframe prior to submission of the planning application. <p>The applicant should demonstrate how the views of the Local Community have been taken into account in the preparation of the final application submission. A copy of the Councils Statement of Community Involvement is available here for guidance on how the Council will consult members of the public and other stakeholders in the determination of planning applications.</p>	<ul style="list-style-type: none"> • Full Planning Application • Outline Planning Application • Reserved Matters

4.25 Structural Survey

4.25 This table sets out the circumstances in which a **Structural Survey** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 7 - Requiring Good Design Section 12 - Conserving and Enhancing the Historic Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 2 - Development in the Countryside HO 9 - Conversion and Re-use of Rural Buildings as Dwellings EN 8 - Protecting and Enhancing the Historic Environment EC 2 - The Re-use of Buildings in the Countryside 	<p>Required for:</p> <p>a. all proposals which involve the demolition of a principal external or internal element of a listed building (i.e. a wall, a floor or roof structure or a load-bearing wall).</p> <p>b. all proposals which involve the demolition of all or a substantial part of a locally listed building, or a building which makes a positive contribution within a conservation area.</p> <p>c. all applications for barns/building conversions in the countryside.</p>	<p>A report to be undertaken by a qualified person setting out the structural condition of an existing building or range of buildings which are proposed to be demolished in whole or in part.</p> <p>See also need for 4.12 'Heritage Statement'. In the case of conversion of barns or other buildings in the countryside the report shall set out that the existing building is structurally sound and capable of conversion without substantial rebuilding or extension and is suitable for the proposed use.</p>	<ul style="list-style-type: none"> Full Planning Application Changes of Use (where no physical and/or operational development is proposed) Householder Development (alterations and extensions to residential dwellings) Listed Building Consent

4.26 Telecommunications Development - Supplementary Information

4.26 This table sets out the circumstances in which **Telecommunications Development - Supplementary Information** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 5 - Supporting High Quality Communications Infrastructure <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 6 - Access and Infrastructure EN 2 - Protection and Enhancement of Landscape and Settlement Character EN 4 - Design CT4 - Telecommunications 	<p>Required for:</p> <ol style="list-style-type: none"> all proposals for mast and antenna development by mobile phone network operators or by wireless broadband providers all proposals for radio masts/aerials above 20m in height. 	<p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Proposals located in the countryside and/or the Area of Outstanding Natural Beauty should also consider whether the requirements for a Landscape Visual Impact Assessment are met (see separate section)</p> <p>Photomontages or visualisations should be submitted to support the application.</p> <p>Proposals for radio mast or aerials above 10m should provide a short statement setting out why the mast is required and provide as much technical information as possible about the visual appearance of the mast and any likely impact(s) on the surrounding area.</p>	<ul style="list-style-type: none"> Full Planning Application

4.27 Tier 1 Risk Screening Assessment

4.27 This table sets out the circumstances in which a **Tier 1 Risk Screening Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <p>a. all new development proposals involving new or extended cemetery provision anywhere in the District</p>	<p>For cemetery extensions a basic Tier 1, risk screening assessment is required. Details can be found in the Environment Agency guidance document 'Cemeteries and burials: groundwater risk assessments'.</p> <p>The Tier 1 assessment is primarily a desk study and should include: published information regarding the geology and hydrogeology (groundwater levels across the site including seasonality). An assessment of the hazards should be made, potential pathways and receptors should be identified and reviewed, and a qualitative assessment undertaken of the significance of the risks posed, for example, high, intermediate or low.</p> <p>Generally the Environment Agency require the following basic controls:</p> <ul style="list-style-type: none"> 250m minimum distance from potable groundwater supply source; 30m minimum distance from watercourse or spring; 10m minimum distance from field drains; no burials into standing water, with a minimum of 1m unsaturated ground below the base of the coffin (including seasonal fluctuation). 	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application

4.28 Topographical Survey / Cross Sections

4.28 This table sets out the circumstances in which **Topographical Survey / Cross Sections** are required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 7 - Requiring Good Design Section 11 - Conserving and Enhancing the Natural Environment <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 4 - Design 	<p>Required for:</p> <p>a. All development proposals involving physical works on sloping sites with existing gradients steeper than 1 in 14 measured in any direction.</p>	<p>Topographical surveys and cross-sections are important tools in assessing whether proposed development would result in any adverse impacts including impacts on neighbouring amenity from overlooking, loss of daylight/sunlight or from overbearing impacts.</p> <p>A topographical survey should set out the existing ground levels across the application site and submitted plans should indicate material changes to ground levels proposed as part of development. Cross sections at regular intervals across the site should be provided which indicate how proposed development would be located having regard to the sloping nature of the site. Cross-sections should set out proposed changes to existing ground levels. Cross-sections should extend to show the height of proposed development in the context of neighbouring development.</p>	<ul style="list-style-type: none"> Full Planning Application Householder Development (alterations and extensions to residential dwellings) Outline Planning Application Reserved Matters

4.29 Transport Assessment & Travel Plan

4.29 This table sets out the circumstances in which a **Transport Assessment & Travel Plan** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 4 - Promoting Sustainable Transport. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 6 - Access and Infrastructure CT 5 - The Transport Impact of New Development CT 6 - Parking Provision CT 7 - Safeguarding Land for Sustainable Transport Uses 	<p>Required for all developments exceeding the thresholds set out below (all floor areas measured as gross external area):</p> <ol style="list-style-type: none"> Food Retail (A1) with a floor area greater than 800sqm; Non-Food Retail (A1) with a floor area greater than 1,500sqm; Financial and Professional Services (A2) with a floor area greater than 2,500sqm; Restaurants and Cafes (A3) with a floor area greater than 2,500sqm; Drinking Establishments (A4) with a floor area greater than 600sqm; Hot Food Takeaways with a floor area greater than 500sqm; Business (B1) with a floor area greater than 2,500sqm; General Industrial (B2) with a floor area greater than 4,000sqm; Storage or Distribution (B8) with a floor area greater than 5,000sqm; Hotels (C1) with more than 100 bedrooms; Residential Institutions (C2) - Hospitals, nursing homes used for residential accommodation and care with more than 50 beds; Residential Institutions (C2) - Boarding schools and training centres with more than 150 students; Residential Institutions (C2) - Institutional hostels, homeless centres with more than 400 residents; 	<p>Where new development is likely to have significant transport implications, a Transport Assessment needs to be submitted as part of any planning application. A Transport Assessment should be carried out by a suitably qualified person. This is a process which considers total travel demand; patterns of public transport in the area; how development impacts upon them; and if required how infrastructure or services could be improved to address impacts. The following considerations need to be taken into account: -</p> <ul style="list-style-type: none"> Ways in which the need to travel will be minimised, especially by car, such as working from home. How best possible use of existing transport infrastructure will be made. Address adverse impacts of traffic generated on the transport network to protect the travelling public, such as demonstrating nil detriment. Improvements to sustainable transport choices. Accessibility of the location. Ways of mitigating residual impacts. Other measures to assist in influencing travel behaviour. <p>A travel plan is a document setting out a series of practical measures tailored to the specific needs of an individual, business or school, which aims to:</p> <ul style="list-style-type: none"> Minimise the environmental impact of travel and encourage sustainable modes of travel such as walking and cycling Help people to make better travel choices 	<ul style="list-style-type: none"> Full Planning Application Change of use (where no physical and/or operational development is proposed) Outline Planning Application Reserved Matters

Policy Justification	When Required	Guidance	Application type where document is likely to be required
	<ul style="list-style-type: none"> n. Dwelling Houses (C3) where more than 100 units are proposed o. Non-Residential Institutions (D1) with a floor area greater than 1,000sqm; p. Assembly and Leisure (D2) with a floor area greater than 1,500sqm. 	<ul style="list-style-type: none"> • Tackle congestion by encouraging car sharing and sustainable travel choices • Consider the health implications associated with different travel choices <p>For further guidance on making a travel plan please see the following information from Norfolk County Council. For further information on preparing a Transport Assessment and for other highway information please see Norfolk County Council website.</p>	

4.30 Transport Statement

4.30 This table sets out the circumstances in which a **Transport Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 4 - Promoting Sustainable Transport <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 6 - Access and Infrastructure CT 5 - The Transport Impact of New Development CT 6 - Parking Provision CT 7 - Safeguarding Land for Sustainable Transport Uses 	<p>Required for all developments falling within the thresholds set out below (all floor areas measured as gross external area):</p> <ol style="list-style-type: none"> Food Retail (A1) with a floor area between 250sqm and 800sqm; Non-Food Retail (A1) with a floor area between 800sqm and 1,500sqm; Financial and Professional Services (A2) with a floor area between 1,000sqm and 2,500sqm; Restaurants and Cafes (A3) with a floor area between 300sqm and 2,500sqm; Drinking Establishments (A4) with a floor area between 300sqm and 600sqm; Hot Food Takeaways with a floor area between 250sqm and 500sqm; Business (B1) with a floor area between 1,500sqm and 2,500sqm; General Industrial (B2) with a floor area between 2,500sqm and 4,000sqm; Storage or Distribution (B8) with a floor area between 3,000sqm and 5,000sqm; Hotels (C1) with between 75 and 100 bedrooms; Residential Institutions (C2) - Hospitals, nursing homes used for residential accommodation and care with between 30 and 50 beds; Residential Institutions (C2) - Boarding schools and training centres with between 50 and 150 students; Residential Institutions (C2) - Institutional hostels, homeless centres with between 250 and 400 residents; Dwelling Houses (C3) where between 50 and 100 units are proposed; Non-Residential Institutions (D1) with a floor area between 500sqm and 1,000sqm; Assembly and Leisure (D2) with a floor area between 500sqm and 1,500sqm. 	<p>A Transport Statement is a simplified report which considers the key transport issues associated with the development being proposed.</p> <p>A Transport Statement should be carried out by a suitably qualified person.</p> <p>For further information on preparing a Transport Statement and for other highway information please see Norfolk County Council website.</p>	<ul style="list-style-type: none"> Full Planning Application Changes of Use (where no physical and/or operational development is proposed) Reserved Matters

4.31 Tree survey & Arboricultural Implications Assessment

4.31 This table sets out the circumstances in which a **Tree Survey & Arboricultural implications Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 2 - Protection and Enhancement of Landscape and Settlement Character EN 9 - Biodiversity & Geology 	<p>Required for any application where trees are present on site or on land adjacent to the application site and which may be affected by the proposals (either directly or indirectly).</p>	<p>A report including plans identifying and accurately plotting all trees on the site or on adjacent land that could influence or be affected by the development (including street trees). The report shall assess the size, spread, condition and quality of these trees in accordance with BS 5837:2012.</p> <p>Where trees are to be removed, these shall be identified on a plan and, where necessary, mitigation planting shall be included within landscaping proposals (see Landscape Proposals).</p> <p>Where trees are to be retained, details shall be provided of measures to protect the trees and their root protection areas during construction works to BS 5837:2012.</p> <p>Where works would likely affect trees, an Arboricultural Implications Assessment should be submitted.</p> <p>This information should be prepared by a suitably qualified arboriculturalist using the methodology contained in BS 5837: 2012 Trees in Relation to Construction – Recommendations.</p>	<ul style="list-style-type: none"> Full Planning Application Advertisement Consent (where trees are affected) Householder Development (alterations and extensions to residential dwellings) Outline Planning Application Reserved Matters

4.32 Utilities Assessment

4.32 This table sets out the circumstances in which a **Utilities Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework: Achieving Sustainable Development</p> <ul style="list-style-type: none"> Section 1 - Building a Strong, Competitive Economy Section 5 - Supporting High Quality Communications Infrastructure Section 8 - Promoting Healthy Communities. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 6 - Access and Infrastructure SS 7 - Cromer SS 8 - Fakenham SS 10 - North Walsham SS 11 - Hoveton SS 12 - Sheringham SS 13 - Stalham CT 2 - Developer Contributions 	<p>Required for:</p> <p>a. all applications proposing developments in excess of 100 dwellings; or 10,000 sqm new floor space (or an equivalent combination).</p>	<p>A Utilities Statement should include how an application connects to existing utility infrastructure systems. Most new developments require connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>Guidance on what should be included in a non-mains drainage assessment is given in the NPPG, and Building Regulations Approved Document Part H and in BS6297.</p> <p>Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development; and secondly whether the provision of services on site would give rise to any environmental impacts, for example excavations in the vicinity of trees or archaeological remains.</p> <p>Utility Statements should demonstrate:</p> <ol style="list-style-type: none"> That the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains. Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider. 	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.33 Variation / Removal of Conditions Statement

4.33 This table sets out the circumstances in which a **Variation / Removal of Condition(s) Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
Guidance within: National Planning Policy Framework National Planning Practice Guidance North Norfolk Core Strategy	Required for all Section 73 applications to: a. vary a condition or conditions including making minor material amendments to the approved plans; b. Remove a condition or conditions of a previous permission or consent.	A statement should be provided which sets out clearly which conditions are being varied or removed. If the application proposes variations to previously approved plans the statement should summarise the changes on an individual plan basis. Where a condition is proposed to be removed, a clear justification should be provided. Where the wording of a condition is to be varied, a clear justification should be provided and, where possible, this should also set out clearly the new wording being sought for the condition(s). Any Amended Plans/Elevations/Floor Plans should set out clearly the changes proposed and these should be highlighted/annotated where possible to aid clarity and to ensure decisions can be made quickly. As a new decision is being issued, any original documents that formed part of the previous permission should be re-submitted (i.e. protected species surveys) Please note: where the original planning permission included a S106 agreement a Deed of Variation is likely to be required.	<ul style="list-style-type: none"> Variation of Condition Application

4.34 Ventilation & Extraction Statement

4.34 This table sets out the circumstances in which a **Ventilation & Extraction Statement** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework:</p> <ul style="list-style-type: none"> Section 11 - Conserving and Enhancing the Natural Environment. <p>North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> SS 4 - Environment EN 13 - Pollution and Hazard Prevention and Minimisation 	<p>Required for:</p> <ol style="list-style-type: none"> All applications where any commercial kitchen extract system, air conditioning, air source heat pump, refrigeration and ventilation are proposed to be installed; All applications where any residential air source heat pump is proposed. 	<p>A short statement including appropriate manufacturers technical details sufficient to demonstrate that proposed equipment to be installed will not give rise to unacceptable/adverse impacts. Where adverse impacts are likely, sufficient mitigation should be provided to reduce the harmful effects of the proposed equipment to be installed. Guidance on the control of odour and noise from commercial kitchen exhaust is available here.</p>	<ul style="list-style-type: none"> Full Planning Application Outline Planning Application Reserved Matters

4.35 Viability Assessment

4.35 This table sets out the circumstances in which a **Viability Assessment** is required and provides guidance on what the document should include.

Policy Justification	When Required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework: Planning Conditions and Obligations North Norfolk Core Strategy:</p> <ul style="list-style-type: none"> HO 2 - Provision of Affordable Housing CT 2 - Developer Contributions 	<p>Required for:</p> <p>a. All development where the applicant / agent is advancing an economic viability case to support the acceptability of a non-policy compliant proposal.</p>	<p>A submitted viability assessment should be completed by a suitably qualified person and the document, as a minimum, must include:</p> <ul style="list-style-type: none"> A summary of the viability case Description of site including gross area and net developable area Description of development proposed including site layout plan showing parking and garage provision (where appropriate). For Full planning applications also include the house plans (layout and elevations) for all house types Outputs (see below) Cash flow to show timing of costs and income and total interest cost Description of and summary of conclusions of sensitivity analysis carried out Copy of viability assessment outputs and cash flow for policy compliant development as well as for proposed development Conclusions. <p>The viability outputs must include:</p> <ul style="list-style-type: none"> Gross Development Value (including the income from the market and affordable dwellings) Costs (build costs for dwellings and other buildings, infrastructure and external works, parking and garages, utilities, Section 106 Agreement costs such as education and library contributions, professional fees, financing costs, contingency, sale costs, land purchase costs) Land Value Profit Source of costs and values to include any supporting information or evidence the applicant has used to arrive at the costs and values. <p>All information submitted for costs and values must be based on current values. Further information on requirements:</p>	<ul style="list-style-type: none"> Full Planning Application Change of Use (where no physical and / or operational development is proposed) Outline Planning Application Reserved Matters

4 Document Types

Policy Justification	When Required	Guidance	Application type where document is likely to be required
		<ul style="list-style-type: none"> • Gross Development Value - to be provided for each market dwelling and affordable dwelling along with a schedule of the size and type of each dwelling. Details of the market housing specification which will apply to the completed dwelling is required. • Costs - the individual components of costs should be clearly shown. Any exceptional development costs should be clearly identified and costed. • Land Value and Profit - it should be stated whether the submitted viability has profit or land value as an output. <p>Viability assessments are not required to be submitted in any specific format but must as a minimum contain the information stated here.</p> <p>Please note for smaller schemes and small builders, a simplified viability assessment may be able to be provided so long as information necessary for the Local Planning Authority to make an assessment of scheme viability is provided.</p> <p>It is important for applicants to note and understand that the Council is bound by the provisions of the Freedom of Information Act 2000. Information can only be withheld from the public domain in limited and specified circumstances. It is for the applicant to state whether he/ she considers that the contents of a submitted viability assessment are commercially sensitive and if so, for them to confirm in writing why they consider (having regard to the Act) that the information should not be made publically available.</p> <p>It is recommended that an Executive Summary of the viability assessment is also submitted which explains the viability issues with as much detail in terms of costs as the applicant feels comfortable in providing in the public domain. The more information that an applicant can provide, the more the general public will be confident in the transparency and fairness of the exercise.</p>	

Norfolk County Council Response to: North Norfolk District Council – Local Validation List Review 2017

May 2017

Appendix

Mineral resource safeguarding assessment

This table sets out the circumstances in which a Mineral resources safeguarding assessment is required and provides guidance on what the document should include.

Policy Justification	When required	Guidance	Application type where document is likely to be required
<p>National Planning Policy Framework: Section 13 Paragraphs 143 and 144</p> <p>Norfolk Core Strategy and Minerals and Waste Development Management Policies Document (2011): CS16-safeguarding</p>	<p>Required for: all non-exempt development within Mineral Safeguarding Areas</p> <p>Mineral Safeguarding Areas are defined by Norfolk County Council in its capacity as the Mineral Planning Authority. They are mapped within the 'Norfolk Minerals and Waste Development Framework Revised Policies Map' (2013)</p>	<p>A submitted mineral resource safeguarding assessment should be completed by a suitably qualified person and the document, as a minimum must include:</p> <p>1) The results of an intrusive site investigation:</p> <ul style="list-style-type: none"> • Location map of trial pits/boreholes • Logs of trial pits/boreholes showing geology. • The results of Particle Size Distribution testing of samples recovered from the trial pits/boreholes, to include classification of materials to determine the potential for reuse on site. <p>2) An assessment of the potential for any on site mineral resource to be of economic use for prior extraction either for export, or reuse on site in the construction phases. The assessment should be based on the results of the site investigation. The assessment should estimate the likely quantities of mineral which could be recovered and either exported or reused on site, and means by which this will be recorded and reported to the Mineral Planning Authority and the Local Planning Authority at an appropriate frequency.</p> <p>Norfolk County Council have published standing advice on the preparation of Mineral resource safeguarding assessments which is available on their website.</p>	<p>Any application which <u>is not exempt</u>;</p> <p>Exemptions are:</p> <ol style="list-style-type: none"> 1. Infilling in towns and villages. 2. Householder applications. 3. Advertisement applications. 4. Reserved matters applications. 5. Applications for new or improved accesses. 6. Applications for listed building consent. 7. 'Minor' extensions/alterations to existing uses/buildings. 8. 'Temporary' development (for up to five years). 9. Agricultural buildings adjacent to existing farmsteads. 10. 'Minor' works such as fences and bus shelters. 11. Amendments to current permissions. 12. Extensions to existing settlements of no greater than 1 hectare

Checklist of Recommended Information Requirements

In addition to the national validation requirements set out within the Government's [Planning Practice Guidance](#), Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of [paragraph 74 of the NPPF](#) and relevant Local Plan policies.

The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
Proposed site plan	7. Location and nature of the proposed development.	
	8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).	
	9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).	
	10. Any changes to existing features and levels ¹ .	
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	1,4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area.	4

¹. Level of detail to be proportionate to the nature of the development and its impact on the playing field.

². Relevant for Exception 4 where the loss of an area of playing field with a natural grass surface is proposed to be replaced elsewhere by a new area of playing field with an artificial surface.

³. All details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate [Sport England and NGB design guidance](#), and have regard to Sport England's '[Equivalent Quality Assessment of Natural Turf Playing Fields](#)' briefing note.

Note: As set out within the Government's Planning Practice Guidance any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

The Friends of North Norfolk's Comments on Local Validation Requirements for Planning Applications

Introduction

North Norfolk District Council have asked for comments on the Local Validation requirements for planning applications. The Friends of North Norfolk have been concerned for some time about the standard of documentation provided by applicants in support of applications and we understand similar concerns were raised by the Head of Planning at a recent Development Committee performance meeting.

The Friends of North Norfolk would like to make their comments as follows: -

Observation

It is desirable that all documents, submitted by applicants to the planning department seeking validation for a planning application, should be correct in all respects and compliant with the Council's planning policy.

As far as we know the Council does not appear to issue any pre-application advice, either in the form of a printed document or on-line, containing the basic principles of the Council's planning policy or any rules governing how the documents supporting applications should be prepared.

Under the present arrangements it appears that applications for validation can be made either by using a simple on-line procedure (which does not include guidance), or by requesting informal pre-application advice free of charge through a meeting with a Planning Officer, or by requesting a formal written detailed response on submission of appropriate plans and details and payment of a fee.

This is a situation which inevitably results in planning officers either spending time correcting the documents received or being obliged to accept incorrect unsuitable documentation that in the end will cause considerable problems in the resulting planning process and beyond.

Unfortunately this lax approach can leave the door wide open to wily planning agents and others anxious to circumvent the planning process.

'Statement of Guidance for Preparation of Planning Applications'

We suggest that the Council should publish a simple 'Statement of Guidance for Preparation of Planning Applications', which would contain the various rules and standards that must be adhered to in preparing the documents, drawings, etc supporting an application before submission to the planning department for validation. This published Statement should be readily available in printed form or available on-line to anyone seeking to make a planning application.

It is critically important, in order to facilitate the smooth passage of an application, that there is strict adherence to these established rules and guidelines in the preparation of the supporting documents. We feel this would not only achieve greater clarity but would save planning officer's time in the process.

Any application submitted to the planning department for validation that fails to adhere to these rules and standards should be returned un-validated to the applicant for correction. The onus should be on the applicant to correct the documents, not the planning officers.

Some suggestions for rules and standards that could be included in a 'Statement of Guidance'

Proposals: -

- (a) A full and accurate description of the proposed development must be included in the title of the proposal and also on the site notice and press notice.
- (b) Photos of the existing site including aerial, street views and satellite as well as photo-montages should be included in a submission as these are easily available now with modern equipment.

Drawings: -

- (a) Drawings must be drawn to scale and fully dimensioned. The scale must be clearly stated numerically on the drawing eg. **1:100** and also shown as a visual scale that can be used to check measurements on subsequent photo-copies of the drawings.
- (b) Each drawing must be numbered sequentially together with a title and a date of first issue eg **Ground Floor Plan – Drawing 01. 03/04/2017**
- (c) Subsequent drawing revisions must be identified by a sequential letter and date of the revision together with a brief explanation of the revision eg **Drawing 01 Rev A. 25/04/2017 (Omission of side porch)**
- (d) Precise positioning of the 'footprint' a building must be fully dimensioned from the boundaries on a site plan drawn to scale.

Terminology must be clear and concise and in accordance with good practice: -

- (a) 'Ground Floor', 'First Floor' etc. Not 'Lower Ground Floor', 'Upper Ground Floor' (unless the ground floor is a proper basement partly underground)
- (b) A 'storey' is a level of full height accommodation, (there is no such thing as a 'half-storey') and a building with a ground, first and second floor is three storeys high. If the third storey is in the roof this could be stated but the building is still three storeys high.
- (c) Various terms that could be described as vague have been deliberately misused, by applicants. Terms such as 'Replacement dwelling', 'Curtilage', and 'Disproportionately large increase' need clear interpretation parameters for the avoidance of any doubt and misrepresentation. In particular a 'Disproportionately large increase' should be determined by accurate measurement – see below.

Calculation of comparative areas: -

- (a) In all planning matters calculation of site areas, floor areas etc should be measured according to a standard recognised by all parties.
- (b) The standard recognised by the surveying profession relating to land tenure, planning, property letting and for construction cost purposes is that set by the Royal Institution of Chartered Surveyors who publish a 'Code of Measuring Practice', (now in its 6th edition). The Code states "What is beyond question is the need for professional measurers not to mislead intentionally or unintentionally".
- (c) The section of the Code that would be relevant to buildings in planning issues is Gross External Area (GEA) which means simply measuring the overall area from the external face of the walls at each floor level – and for comparative 'bulk' purposes without the deduction of internal voids. This is a simple process and for most buildings would take no more than 30 minutes to carry out
- (d) We suggest, in the light of experience, it is imperative for this to be a requirement in all applications where comparative areas are required.

Unnecessary and irrelevant material: -

- (a) There is a tendency for applicants to employ consultants to prepare their application documents who then fill those documents with pages of irrelevant material. Examples that we have experienced include long paragraphs cut and pasted from other documents relating to coastal conservation where the site of the application is actually two miles inland.

- (b) Supporting documentation must be concise and to the point and planning officers should be able to ask for the removal of all unnecessary material before validation.
- (c) Landscape and Visual Impact Appraisals should be of a high standard and reflect, rather than denigrate, the particular attributes of sensitive sites, particularly those in Conservation Areas, AONB, SSSI's or any other designated areas.

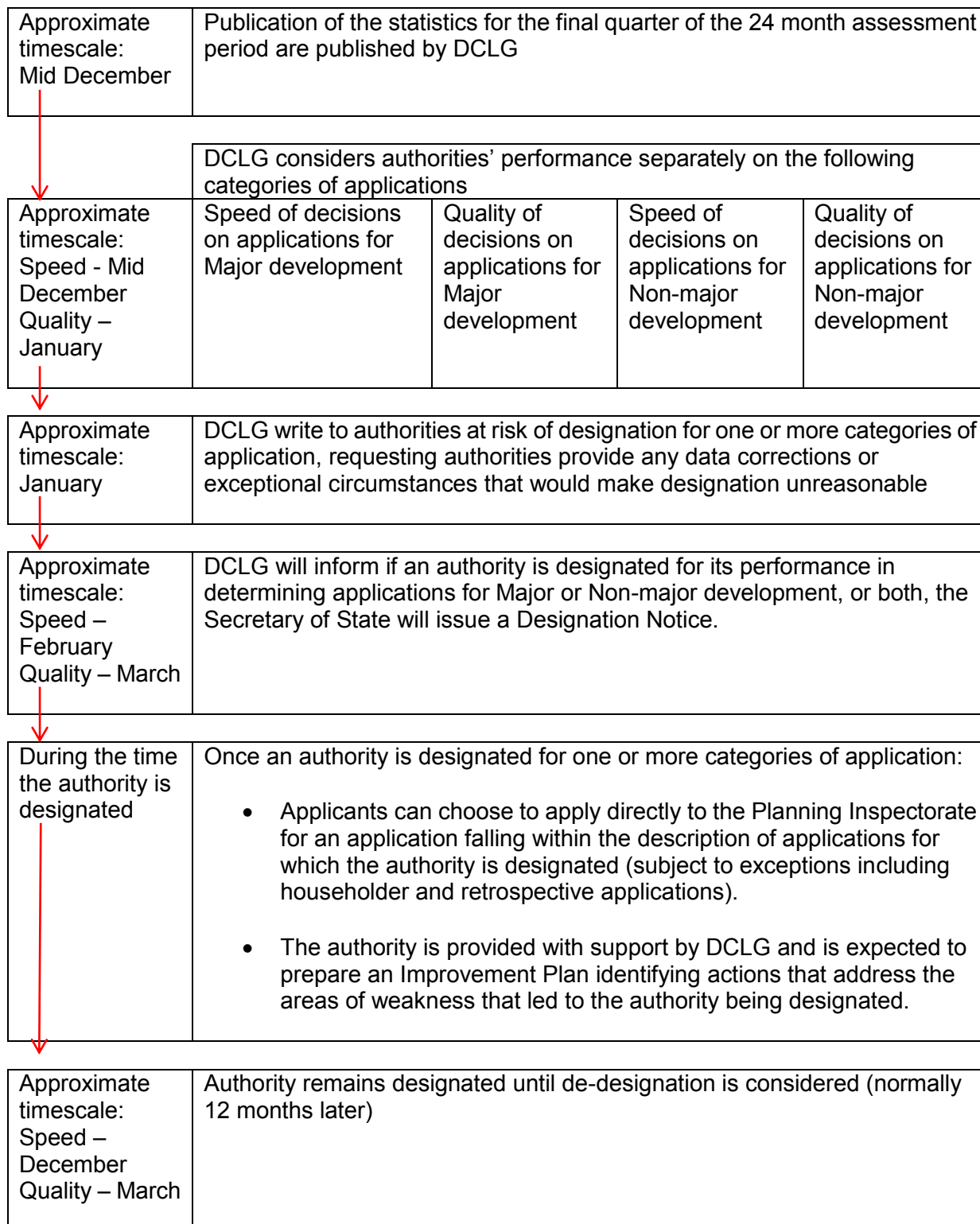
Consultation with parties

We see little point in reliance on the applicants being obliged to discuss proposals with members of the public, parish councils etc. In theory it ought to be a useful exercise, but experience has shown it to be used as a vehicle by applicants to misrepresent their proposals to the public, as well as misrepresenting the views expressed by the public.

What would be more useful is for the planning department to seek the views of the public, parish councils and other interested bodies before validating any application for a sensitive site. This would particularly help parish councils who now find themselves severely constrained timewise in responding to a validated application.

The FNN May 2017

Appendix 7: Designation Flow chart



Appendix 8 – Workload comparison 2014/15, 2015/16 and 2016/17

		1 April 2014 to 31 March 2015	1 April 2015 to 31 March 2016	1 April 2016 to 31 March 2017
Major Applications Registered		49	62	18
Minor Applications Registered		509	522	399
Other Applications Registered		837	932	939
Total		1,395	1,516	1,356
Major Applications Decisions		46	49	15
Minor Applications Decisions		481	496	347
Other Applications Decisions		749	935	855
Total		1,276	1,480	1,217
Appeals Received (Major)		4	0	2
Appeals Received (Minor)		15	15	15
Appeals Received (Other)		0	11	9
Total		19	26	26
Appeal Decisions (Major)		1	4	1
Appeal Decisions (Minor)		22	12	19
Appeal Decisions (Other)		3	9	7
Total		26	25	27
Non-material Amendments Received		<i>to be advised</i>	<i>to be advised</i>	82
Condition Discharge Received		214	250	238
Pre-Applications Received (DEV21)		123	97	277
Do I Need Planning Permission Requests Received (DEV20)		55	37	60
Approximate Duty Officer Enquires Dealt With		<i>Data not available</i>	2,829	2,400
Fee Income	8255 - Planning Fees (All Categories)	737,360	852,103	568,723
	8228 - Fees General (Conditions)	19,095	15,457	13,087
	8236 – Pre Application advice	24,168	30,418	42,273
	8237 - Do I need Planning Permission?	950	2,203	2,400
		781,573	900,181	626,483

Application Number: PF/16/1012	Appeal Reference: APP/Y2620/D/16/31616172
Location: 10 Renwick Park West, West Runton, NR27 9LX	
Proposal: Proposed extension to create granny annexe and 2 bay car port	
Officer Recommendation: Refuse	Member decision (if applicable) N/a
Appeal Decision: DISMISSED	Costs: N/a
<p>Summary: The main issue the Inspector considered in the appeal is the effect of the proposed development upon the character and appearance of the host dwelling and the area.</p> <p>The Inspector considered that the development would significantly increase the overall bulk and massing of the appeal property. In particular, that the addition of a 2-storey extension to a single storey building would conspicuously alter its scale and form, causing harm, and drawing the eye as it would be come highly visible within the street scene. It was also considered that design details such as the half hipped roof structure and the use of weatherboarding to the 2-storey extension would further compound its prominence as such features and materials are not currently found at the dwelling.</p> <p>The Inspector acknowledged that there are other properties which are larger (numbers 8 and 12), however, the proposed extensions would dominate the host dwelling (number 10) and would be highly incongruous to the character of the host dwelling.</p> <p>The Inspector also found that longer range views would be adversely affected due to the rising local topography and accordingly, the development would represent a discordant addition which would adversely affect the character of the wider area which could not be overcome through a landscape condition.</p> <p>The Inspector did not agree that there would be an adverse impact on the rural character of the area as the development site is within a suburban area already.</p>	
<p>Relevant Core Strategy Policies: HO 8 – House Extensions and Replacement Dwellings in the Countryside EN 2 - Protection and Enhancement of Landscape and Settlement Character</p>	
<p>Relevant NPPF Sections/Paragraphs: None identified</p>	
<p>Learning Points/Actions: None</p>	

Application Number: PF/16/1245	Appeal Reference: APP/Y2620/W/16/3163435
Location: Larkfields, 144 Morston Road, Blakeney, Holt	
Proposal: Demolition of existing house & erection of dwelling	
Officer Recommendation: Refuse	Member decision (if applicable): Refuse
Appeal Decision: Dismissed	Costs: N/a
<p>Summary: The main issue the Inspector considered in the appeal is the effect of the proposed development upon the character and appearance of the area, with specific regard to the Norfolk Coast Area of Outstanding Natural Beauty and the Undeveloped Coast.</p> <p>The Inspector considered that, due to the relocation and reorientation of the dwelling within the plot, coupled with the increase in scale and massing of the proposed dwelling, there would be increased visibility of the development, particularly from a number of viewpoints along Peddars Way</p>	

and the Norfolk coast Path. Specifically, the development would have a significant visual presence from viewpoints taken from the footpath adjacent to the boundary of the site, which whilst localised, would nevertheless be experienced within a highly sensitive landscape resulting in a material increase in the impact of the dwelling.

The inspector also concluded that the landscape strategy submitted with the development, may mitigate the visual impact after a great number of years, but that the new landscaping itself could appear contrived and impact upon the general open landscape character.

Importantly the Inspector also noted that the prevailing character of the area is open and undeveloped.

Relevant Core Strategy Policies:

SS2 – Development in the Countryside

HO 8 – House Extensions and Replacement Dwellings in the Countryside

EN1 – Norfolk Coast Area of Outstanding Natural Beauty and The Broads

EN2 – Protection and Enhancement of the Landscape and Settlement Character

EN3 – Undeveloped Coast

EN4 - Design

Relevant NPPF Sections/Paragraphs:

Section 7 (Design) - Paragraphs 61 and 64

Section 11 (Natural Environment) – Paragraphs 114 and 115

Learning Points/Actions:

None

Sources:

Sarah Ashurst – Development Management Manager