

# Duty to Cooperate Statement

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Breckland District Council

Local Plan

June 2017

## Contents

1. Introduction .....	2
2. Strategic Context.....	3
Geography.....	3
Development strategy and priorities .....	4
Key relationships and bodies .....	5
County and District Authorities .....	5
Norfolk Strategic Framework (NSF) .....	5
Duty to Cooperate bodies.....	6
Additional organisations .....	6
Local Plan consultations.....	6
Local Plan Elected Member engagement .....	7
3. Strategic Planning Issues.....	7
Housing .....	8
Economy.....	10
Infrastructure .....	12
Retail, leisure & other commercial uses .....	14
Natural Environment .....	14
Flood risk and water resources.....	17
Transport.....	18
Historic Environment .....	20
Social .....	21
Cross boundary planning applications .....	22
4. Audit trail of key decisions and processes .....	24
5. References to key documents.....	24
6. Map of strategic planning area .....	25

## 1. Introduction

- 1.1. The Duty to Co-operate (the Duty) was introduced by Section 110 of the Localism Act in November 2011. The Act inserted a new Section 33A into the Planning and Compulsory Purchase Act 2004. Local Planning Authorities have a legal duty to cooperate on strategic planning issues that cross administrative boundaries and must cooperate on the planning of sustainable development with other local planning authorities and prescribed bodies. Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 defines the prescribed bodies. Specific guidance on how the duty should apply is provided in the National Planning Policy Framework (NPPF).
- 1.2. Para 156 of the NPPF defines the strategic priorities which should be addressed in the Local Plan:
  - the homes and jobs needed in the area;
  - the provision of retail, leisure and other commercial development;
  - the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
  - the provision of health, security, community and cultural infrastructure and other local facilities; and
  - climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.
- 1.3. The NPPF makes clear that the duty requires a proactive, ongoing and focussed approach to strategic matters. Constructive cooperation is seen as an integral part of Local Plan preparation and should result in clear planning policy outcomes capable of being demonstrated through the examination process. Para 178 to 181 of the NPPF sets out how public bodies should plan strategically across local boundaries. It adds that local planning authorities should work collaboratively with some organisations not listed as prescribed bodies. Cooperation should be a continuous process of engagement from initial thinking through to implementation. In essence, the Duty seeks to ensure that a joined up approach is taken in plan making where collaborative working with other relevant organisations and bodies seeks to deliver sustainable development within the administrative boundary and the wider area.
- 1.4. This Statement sets out how Breckland District Council has fulfilled the obligations of the Duty to Cooperate legislation and the NPPF in producing the Breckland Local Plan.

## 2. Strategic Context

**This section provides a brief overview of the geography, strategic development strategy and priorities and the key relationships and bodies involved in setting the local context for implementing the Duty to Cooperate.**

### Geography

- 2.1. This extract is taken from the Local Plan Spatial Portrait and describes Breckland District. This sets the context for cross boundary working, providing the background for some of the strategic issues and opportunities for the District.
- 2.2. Spanning over 500 square miles Breckland is a geographically large rural District located in the heart of Norfolk. The District is characterised by a dispersed settlement pattern of market towns, villages and hamlets. There are five market towns, 18 local service centres, and numerous small villages and hamlets. Approximately half the current population live in one of the five market towns of Attleborough, Dereham, Swaffham, Thetford and Watton with the remaining population dispersed across the District. The area is represented through 112 town and parish councils, and the District Council.
- 2.3. Breckland is a diverse District for biodiversity, landscape and heritage. It takes its name from The Brecks, which is a nationally unique landscape and habitat of sandy heath, forest and arable farmland found in the west and south of the District. This habitat contains a number of nationally important bird species such as Stone Curlew, Woodlark and Nightjar and large swathes of The Brecks are protected by National and European designations. The District is one of the driest areas of the country and availability of water resources is an issue with the increasing pressure for development.
- 2.4. Given the rural nature and dispersed pattern of settlement, movement in the District is primarily by private car. Two trunk road routes run across the District and Breckland's strategic position is emphasised by good road links offered by the A47 and A11. The remaining area is largely served by A roads, secondary and minor roads where public transport is limited to bus services linking the larger villages to Market Towns and Norwich.
- 2.5. The population is set to grow from the current 138,233 to 153,313 by 2036 (ONS sub-national population projections 2012-2037). Generally, quality of life is good with official crime rates being low and generally decreasing. However there are pockets of health and disability related deprivation, notably in some of the Thetford wards. Additionally, the average age of Breckland residents is increasing and this raises issues for health and the level and distribution of appropriate service provision, as well as the economy and housing market.
- 2.6. Wages are relatively low in comparison with the national and regional averages. This reflects the low level of qualifications of people in the District and the low level of skills

required by many of the available jobs. Although there is a high proportion of people living and working in the District, many higher qualified workers are travelling out of the District to access higher paid and higher skilled work. The regional centre of Norwich outside the District boundary exerts a sphere of influence over much of the District in terms of employment, higher order retail, transport and service provision, such as hospitals.

## Development strategy and priorities

2.7. A brief summary of the key development strategy and priorities for the Local Plan is provided below:

### 2.8. Development in the Right Place

- Setting a settlement hierarchy to encourage growth in the most sustainable locations;
- Setting the housing and employment distribution across the District;
- Defining settlement boundaries;
- Allocating land for housing and employment.

### 2.9. Meeting the Housing Need

- Meeting the housing need as identified in the Central Norfolk Strategic Housing Market Assessment (SHMAA);
- Cooperating with neighbouring authorities to meet their housing need;
- Delivering 15,250 houses over the plan period 2011-2036.

### 2.10. A Strong Economy

- Meeting the need for employment land as identified in the Employment Growth Study and Retail Study;
- Delivering 67 hectares of employment land over the plan period 2011-2036;
- Promoting the A11 technology corridor;
- Improving broadband coverage;
- Supporting rural employment.

### 2.11. A Rich Environment

- Protecting, conserving and enhancing the natural environment;
- Managing change to the environment;
- Safeguarding protected species and designated sites;
- Mitigating against recreational disturbance and the wider impact of growth.

### 2.12. Thriving Communities

- Planning for the infrastructure required to support growth;
- Protecting and enhancing community services and facilities;
- Creating inclusive, healthy communities through good design principles.

## Key relationships and bodies

- 2.13. Breckland District Council has formed a number of key relationships with other organisations and bodies in developing the Local Plan. This section sets out the main bodies involved in delivering the strategic priorities for the area:

### County and District Authorities

- 2.14. Norfolk County Council is the tier of local government above Breckland District Council and neighbours Suffolk County, Cambridgeshire County and Lincolnshire County Council. Norfolk County Council is responsible for the following functions with regard to all local authorities in Norfolk: education, transport, fire and rescue, social services, public health, green infrastructure, waste, minerals and are also the Local Lead Flood Authority.
- 2.15. Breckland District lies in the centre of Norfolk and adjoins the boundaries for 4 Norfolk Local Authorities and 3 Suffolk Local Authorities:
- Norfolk: Breckland District Council borders North Norfolk District Council, Borough Council of King's Lynn and West Norfolk, South Norfolk District Council, Broadland District Council;
  - Suffolk: Breckland District Council borders West Suffolk which functions as a joint authority comprising St. Edmundsbury Borough Council and Forest Heath District Council. The District also shares a narrow border with Mid-Suffolk.
- 2.16. There are two further local authorities within Norfolk:
- Great Yarmouth Borough Council, and;
  - Norwich City Council
- 2.17. Additionally the Broads Authority has a statutory responsibility for the Broads, equivalent to National Park status.
- 2.18. The local authorities surrounding the City of Norwich (Broadland District Council, Norwich City Council and South Norfolk Council) have formed a partnership for the purposes of planning for growth. The authorities have formed and collectively work as the Greater Norwich Growth Partnership responsible for the production of joint Local Plan documents covering the Greater Norwich area.

### Norfolk Strategic Framework (NSF)

- 2.19. All the local authorities in Norfolk have established a Strategic Norfolk Planning Member Forum made up of 2 elected members from each of the Norfolk Local Authorities which have worked cooperatively since forming in 2015. The Forum oversees the preparation of a Norfolk Strategic Framework (NSF) which will consider and seek agreement in relation to the strategically important cross boundary issues affecting the delivery of

growth in Norfolk. This Framework is intended to inform the preparation of statutory development plans. The NSF Member Forum meets quarterly. The latest NSF Member Forum was held on 16<sup>th</sup> February 2017 (see Appendix 1, section A for the minutes of the meeting). Senior officers from each of the Norfolk local authorities planning policy teams meet regularly to develop the Framework which is due to be published in Autumn 2017.

2.20. The Norfolk authorities have agreed to adopt the same end date (2036) covering the period that their respective Local Plans will plan for. This decision assists the development of the overarching strategic planning framework as well as enabling consistency in addressing and delivering the housing and employment need in Norfolk over this period.

2.21. Norfolk County Council additionally hosts meetings with Senior Officers of Local Authority planning policy teams and representatives of departments at the County Council biannually to discuss Local Plan progression and share information. These meetings also provide the opportunity to further discuss any issues raised during the Local Plan consultation, and to discuss potential changes to emerging draft documents.

### **Duty to Cooperate bodies**

2.22. Of the list of prescribed Duty to Cooperate bodies, those predominantly involved in Breckland developing the Local Plan and delivering the strategic priorities for the area include:

- Historic England;
- The Environment Agency;
- Natural England;
- South Norfolk Clinical Commissioning Group;
- West Norfolk Clinical Commissioning Group;
- Norfolk County Council Highway Authority.

The remaining Duty to Cooperate bodies of the prescribed list have also been consulted at each stage of the plan process.

### **Additional organisations**

2.23. In addition to the prescribed Duty to Cooperate bodies, the Council has also worked cooperatively with the following organisations in developing the Local Plan and delivering the strategic priorities for the area:

- New Anglia Local Economic Partnership;
- RSPB;
- Anglian Water;
- Norfolk Wildlife Trust.

### **Local Plan consultations**

2.24. Breckland Local Plan has been subject to four public consultations as set out in the Consultation Statement. The District Council have consulted all the prescribed bodies under the Duty to Cooperate as part of these consultations. This provides the principal opportunity for the organisations to make a formal comment on the content and policy direction of the Local Plan at set stages in its production which often triggers further cooperative working, particularly where issues have been raised (as identified and described in section 3). This also provides one of the key opportunities for elected member's engagement as formal comments from neighbouring Local Authorities are subject to member approval.

### **Local Plan Elected Member engagement**

2.25. The Breckland Local Plan has been steered by elected members through the Local Plan Working Group. A Panel of 4 elected members including the Chairman meet periodically to oversee and to steer production of the Local Plan and to make recommendations to Cabinet. This forum provides the opportunity to engage members and to inform parish and town councils and the public on recommended solutions to address identified strategic issues. The agenda's and minutes of the Local Plan Working Group are available for viewing on the Council's website.

## **3. Strategic Planning Issues**

3.1. This section sets out how the District Council has sought to address both the strategic objectives listed in the NPPF (para 156) and other key policy issues managed on a strategic basis.

3.2. The consultation on the submission version of the Breckland Local Plan may present additional strategic issues raised in the representations from DtC bodies or other organisations or individuals, further to the strategic issues outlined in this section. In such cases Breckland District Council will consider developing Memorandums of Understanding or Statement of Common Grounds to provide clarity on the issue and to provide resolutions, where possible. Both at examination stage and following adoption, the Council will continue to engage proactively with DtC bodies in line with legislation and to aid the successful and effective implementation of the Breckland Local Plan.



<b>Housing</b>		
Strategic Planning Issue	<b>Meeting Housing need including affordable housing and Gypsy and Traveller accommodation</b> Setting the scale, distribution and location of housing and addressing housing need for Breckland and neighbouring Local Authorities.	
Evidence Base	<ul style="list-style-type: none"> <li>• Breckland Strategic Housing and Land Availability Assessment SHLAA (2014 and 2015)</li> <li>• Breckland Housing and Economic Land Availability Assessment HELAA (2017)</li> <li>• Central Norfolk Strategic Housing Market Assessment CNSHMA (Jan 2016 and CNSHMA Update March 2017)</li> <li>• Gypsy, Traveller and Travelling Showpeople - Accommodation Needs Assessment (2013)</li> <li>• Gypsy and Traveller Accommodation Assessment GTAA (Dec 16)</li> <li>• Local Plan and CIL Viability Assessment (March 2017)</li> <li>• Minutes of Norfolk Strategic Framework (NSF) Housing meetings</li> </ul>	Local Plan Evidence Base Documents
	Draft NSF document (due for publication 10/07/17)	
	Minutes of BDC Cabinet meeting 22/09/15 where draft CNSHMA was agreed by members	Appendix A
	Records of DtC meetings with West Suffolk to discuss strategic issues	Appendix B
	Record of correspondence with Mid Suffolk	Appendix K
Strategic Partners	Norfolk County Council. Neighbouring authorities – Broadland District, King’s Lynn and West Norfolk Borough, South Norfolk District, North Norfolk District, West Suffolk – St. Edmundsbury and Forest Heath District.	
Actions	<p><b>Housing evidence and OAN</b></p> <p>Publication of the CNSHMA (Jan 16 and Mar 17) which was jointly commissioned by Central Norfolk local authorities (Norwich City, Broadland, Breckland, North Norfolk and South Norfolk, together with the Broads Authority). Norfolk County Council was also a non-commissioning partner The CNSHMA established the Objectively Assessed Need (OAN) for housing including affordable housing across the central Norfolk area, defining individual targets for each authority. The original CNSHMA was published in Jan 2016 and informed the OAN target for Breckland which has since been updated in March 2017.</p> <p>Norfolk authorities worked together as part of the Norfolk Strategic Framework (NSF) which is overseen by the Norfolk Strategic Member forum (for full explanation see para 2.17). As part of the NSF joint working the Norfolk Authorities have collectively developed and publicised a single methodology for use in each local authorities own evidence base for housing supply: Housing and Economic Land Availability Assessments (HELAA). The NSF Housing topic meetings and overarching Strategic Planning Managers Group provide the forum to discuss OAN figures derived from evidence. The OAN figures presented in the joint CNSHMA were recommended for agreement in an extraordinary meeting of the NSF Member Forum held on 9<sup>th</sup> September 2015 and it was resolved that for Norfolk authorities outside the Greater Norwich Partnership area (see explanation para 2.18), the housing could be accommodated within individual authority</p>	

boundaries. Officers from the represented local authorities presented the CNSHMA to elected members for approval (Breckland Cabinet held 22/09/15).

The southern boundary of Breckland District borders West Suffolk. The two West Suffolk Local Planning Authorities (LPA's) (Forest Heath and St. Edmundsbury) form part of the Cambridge sub-region housing market area. Some areas of Breckland District which border West Suffolk including Thetford function as part of the Cambridge sub-region, however these areas were covered in the Strategic Housing Market Assessment for central Norfolk in order to inform the housing target figures for Breckland Local Plan.

All three authorities are working to different timescales for production of their Local Plans but have a broadly similar end date for the plan period. Breckland's plan period is (2011-2036) and the LPA's for West Suffolk have the plan period (2001-2026 now extended to 2031). All are able to meet their OAN housing targets within their respective boundaries for this planning cycle. A series of DtC meetings have been held with West Suffolk over the period of plan production. Dates are listed below and records of the meetings are provided in Appendix 1, document B.

- o 30/10/14 Breckland Office, Dereham
- o 27/02/15 Forest Heath Office, Mildenhall
- o 13/04/15 West Suffolk House, Bury St Edmunds (Infrastructure and Service Providers Meeting
- o 07/12/16 Breckland Office, Dereham (Forest Heath representatives only)

Breckland District also shares a border with Mid-Suffolk. This spans only approximately 4.6km wide, with no shared settlements or strategic growth areas (as shown on the map of neighbouring Districts). No issues have arisen following consultations on emerging development plans. Mid Suffolk is currently working to produce a Joint Local Plan for Babergh and Mid Suffolk with a plan period of 2016 to 2036 (aligning with the end date for Norfolk Councils and Suffolk Coastal and Ipswich Local Plans). A representative for Mid Suffolk was invited to the Duty to Cooperate Meeting held with West Suffolk on 20/06/17. An officer for Mid Suffolk confirmed that Breckland Local Plan does not give rise to any key cross boundary issues which require cooperative working between Breckland and Mid Suffolk in an email dated 19<sup>th</sup> June 2017 (Appendix K).

#### **Gypsy and Travellers**

Consideration was given to producing a wider Norfolk study on gypsy and traveller needs assessment prior to 2013, however at that point other Norfolk authorities were not working to the same timescales on production of their Local Plans and this would have resulted in a delay to the production of the evidence for Breckland. For both the original 2013 study, and the GTAA 2016 update, all local authorities bordering Breckland were approached for their views about cross border issues. Norfolk County Council Gypsy and Traveller Service, the Police and a representative of the Showman's Guild were also invited to give their views. Section 13 of the original 2013 study and section 5 of the GTAA (2016) provide a comprehensive understanding of cross boundary issues and outline how and when stakeholders (including representatives of neighbouring Council's planning departments) were engaged in the process. Breckland District Council has a history of cooperative working with other authorities to address the needs of the Gypsies and Travellers, formerly as part of the Norfolk and Suffolk Gypsy and

	<p>Traveller Steering Group and now the Norfolk and Suffolk Gypsy Roma and Traveller Forum (including an accommodation subgroup). The Council uses the Norfolk and Suffolk Protocol for the Management of Unauthorised Encampments and officers attend the Norfolk and Suffolk Gypsy, Roma and Traveller Forum. Gypsy and Traveller issues are discussed at the Strategic Member-level Group which is attended by cabinet members across Norfolk.</p> <p>The GTAA identified a need for 10 pitches of which 7 should be provided in the first five years of the plan. The evidence has informed the development of policy HOU 08 in the draft plan which provides for the identified need by a criteria based policy and/or support for expansion of existing sites.</p>
Outcomes from strategic working	<ol style="list-style-type: none"> <li>1. Agreement of the housing OAN figure to be delivered for Breckland.</li> <li>2. Agreement of neighbouring authorities' housing figures, concluding that Breckland District is not required to accommodate any additional housing need for neighbouring authorities as this can be accommodated within their respective boundaries.</li> <li>3. Agreement of the additional traveller pitch needs to be met by Breckland over the Local Plan period to 2036.</li> <li>4. Establishing the affordable housing need for the Central Norfolk area.</li> </ol>
Ongoing cooperation	<p>Breckland District Council continues to work cooperatively with neighbouring authorities on strategic housing issues as part of the Norfolk Strategic Framework and the Norfolk Strategic Member Forum. The Council will continue to work with the Central Norfolk Authorities in future to consider reviewing the CNSHMA. The Council will also continue to participate as a member of the Norfolk and Suffolk Gypsy Roma and Traveller Forum (including an accommodation subgroup).</p>

<b>Economy</b>		
Strategic Planning Issue	<b>Delivering Economic Growth</b>	
	Planning for the jobs needed in Breckland and the wider area, allocating employment land and working cooperatively to drive economic growth.	
Evidence Base	Retail Study Update (2014 and 2017)	Local Plan Evidence Base Documents
	Employment Growth Study and Land Review (2013 and 2017)	
	Draft NSF document (due for publication 10/07/17)	
	Greater Thetford Development Partnership Board Minutes 19th August 2016	Appendix C
	Breckland District Council Cabinet Meeting (tech corridor) 11/10/16	Appendix D
	Website for the tech corridor	<a href="http://www.techcorridor.co.uk/">http://www.techcorridor.co.uk/</a>
	Website for the Better Broadband for Norfolk	<a href="http://www.betterbroadbandnorfolk.co.uk/">http://www.betterbroadbandnorfolk.co.uk/</a>
Strategic Partners	<ul style="list-style-type: none"> <li>• Norfolk County Council. Suffolk County Council. Cambridgeshire County Council</li> <li>• Neighbouring authorities – Broadland District, King's Lynn and West Norfolk Borough, South Norfolk District, North Norfolk District, West Suffolk – St. Edmundsbury and Forest Heath District Council, Mid Suffolk.</li> <li>• East Cambridgeshire District Council</li> <li>• Norwich City Council</li> <li>• New Anglia LEP</li> </ul>	

	<ul style="list-style-type: none"> <li>• Greater Cambridge Greater Peterborough Enterprise Partnership</li> <li>• BT and Broadband Delivery UK (BDUL)</li> <li>• Thetford Business Forum</li> </ul>
Actions	<p>The NSF Economic topic meetings and overarching Strategic Planning Managers Group provided the forum the opportunity to discuss evidence on the economy. Through consideration of the collective evidence on the economy at a Norfolk wide level, it is possible to identify a number of functional economic areas, and mapped strategic employment sites within the county, providing context for individual Local Plans. This has been the primary meeting forum relating to the consideration of economic issues which have commonality across multiple LA areas, with a focus on the Local plan and is overseen by the Norfolk Strategic Member Forum. No issues were identified in relation to the target number of jobs and employment land allocations for the District, or for neighbouring authorities. There are no cross border employment proposals in the Local Plan or planning applications for employment uses.</p> <p>Officers attending the NSF Economic topic group meetings have economic or regeneration related roles within their respective local authorities. This has aided knowledge sharing between Local Plan policies and employment allocations and the wider framework for promoting economic growth. An example is the monthly meetings of the Norfolk Operational Growth Group which has representatives from all Norfolk Local Authorities, Norfolk County Council and New Anglia Local Enterprise Partnership (LEP). This works very closely on the coordination of economic development actions across Norfolk, especially around inward investment (e.g attendance at the MIPIM property exhibition in London) and issues around the improvement of infrastructure and utilities, which impact across Norfolk.</p> <p>Strategic employment issues have been discussed with West Suffolk over the course of three DtC meetings (as detailed in the housing section). Officers representing each of the three authorities presented the content of the draft Local Plans summarising key policies including employment proposals. The cross boundary planning application (explained in detail on page 20) was the key strategic issue affecting both Forest Heath District Council and Breckland District Council.</p> <p><b>Greater Thetford Development Partnership</b> The Partnership is comprised of representatives from Thetford Business Forum, Norfolk County Council, Norfolk Police, local parish councils, Thetford Town Council, elected members from Breckland, South Norfolk CCG and the developers of Thetford SUE and Thetford Enterprise Park (TEP). The Partnership has responsibility for allocating funds from the Moving Thetford Forward program to help deliver a 44ha site for employment uses (TEP). A further £1.98m has been allocated by New Anglia LEP for a new roundabout and access upgrades for the project.</p> <p><b>Cambridge Norwich Technology Corridor</b> Breckland District Council is partnered with 3 County Councils (Cambridgeshire, Suffolk and Norfolk) , 5 District Councils (East Cambridgeshire DC, Forest Heath DC, Norwich City, South Norfolk, St Edmundsbury Borough Council, in addition to Greater Cambridge Greater Peterborough Enterprise Partnership and New Anglia</p>

	<p>Local Enterprise Partnership (LEP) to promote the Cambridge Norwich Tech Corridor as a hub for new employment and investment. The Leader of Breckland Council signed the Memorandum of Understanding with the Leaders of other district and county councils and Local Enterprise Partnerships within the partnership with a view to maximising economic benefits from the Corridor of Breckland.</p> <p>The Cambridge Norwich Tech Corridor is reflected in the Local Plan in the proposals for employment allocations in Snetterton. The District Council made a successful bid to the LEP for funding for essential electricity infrastructure to enable growth at Snetterton.</p> <p><b>Broadband</b></p> <p>Breckland District Council worked cooperatively with Norfolk County Council by providing additional investment to deliver improved Broadband provision and coverage. Partners involved in the Better Broadband for Norfolk include BT and Broadband Delivery UK (BDUL) and further investment has been provided by New Anglia LEP. A meeting was held on November 30<sup>th</sup> 2016 between Council officers with a representative of BT and a representative of Openreach to discuss growth proposed in the Local Plan and the approach to providing free fibre infrastructure to new development sites.</p>
Outcomes from strategic working	<ol style="list-style-type: none"> <li>1. Agreement of employment targets for Breckland.</li> <li>2. Understanding neighbouring authorities' employment need and the wider context of regional economic growth, opportunities and challenges as part of the NSF work and engagement with the New Anglia LEP.</li> <li>3. Coordinated promotion of the Cambridge Norwich Tech Corridor.</li> <li>4. Working with partners to improve broadband provision.</li> </ol>
Ongoing cooperation	<p>Breckland District Council continues to work cooperatively on strategic economic issues with neighbouring authorities as part of the NSF and wider groups.</p> <p>The Council works with South Norfolk and West Suffolk to manage the promotion of the Cambridge Norwich Tech Corridor.</p> <p>As the Better Broadband for Norfolk program draws nearer to completion, the Council continues to discuss options to provide broadband to the remaining remote locations in the District.</p>

<b>Infrastructure</b>		
Strategic Planning Issue	<p><b>The provision of infrastructure</b> for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat).</p> <p>Note – for the purposes of this DtC statement some of the strategic issues related to infrastructure are covered in other subject areas: Economy, Flood Risk and Water Resources, Transport</p>	
Evidence Base	Interim Infrastructure Position Statement (Dec 2015)	Local Plan Evidence Base Documents
	Infrastructure Delivery Plan (to be published with submission documents)	
	Draft NSF document (due for publication 10/07/17)	
	CIL and Planning Obligations Working Group meeting notes Latest meetings held 24/11/16 and 27/04/17	Notes available on request
	West Suffolk DtC meeting notes	Appendix B

Strategic Partners	<ul style="list-style-type: none"> <li>Norfolk County Council.</li> <li>Neighbouring authorities – Broadland District, King’s Lynn and West Norfolk Borough, South Norfolk District, North Norfolk District, West Suffolk – St. Edmundsbury and Forest Heath District Council.</li> </ul>
Actions	<p>The Infrastructure Delivery Plan (IDP) draws together a number of different strands of evidence including consultation responses, specific topic meetings with infrastructure providers, work being undertaken internally by different teams within the Council and written evidence base documents. The IDP documents infrastructure constraints, future provision, funding mechanisms and measures to address deficiencies to support allocations in the Local Plan. The IDP forms a more general record of cooperation to resolve identified infrastructure constraints under specific topic headings.</p> <p>The NSF Infrastructure topic meetings and overarching Strategic Planning Managers Group provided the forum to discuss evidence on future infrastructure requirements needed to support future levels of growth across the sub region (minutes available on request). Collectively this provides an overview of what infrastructure constraints affect the various authorities (either individually, or wider cross border issues). The final NSF Planning Document aims to identify and address wider infrastructure issues which affect the County through a set of agreed strategic level planning policies.</p> <p>A more specific CIL and Planning Obligations Working Group is hosted by Norfolk County Council meeting twice yearly for planning officers and split into 2 groups. Local Authorities working together under the Greater Norwich Development Partnership meet separately to the remaining Norfolk local authority group of which Breckland is a member. The Working Group meetings provide the opportunity to disseminate updates to legislation and County Council policies and programs affecting member authorities. It is also an opportunity for officers to discuss issues regarding planning obligations, S106 agreements or CIL, where this has been adopted in relation to specific development sites and to share knowledge of practical solutions.</p> <p>In considering West Suffolk; the main cross boundary infrastructure issues relate to rail and roads (covered in Transport). The general DtC meetings provide the opportunity to discuss any issues related to infrastructure.</p>
Outcomes from strategic working	<ul style="list-style-type: none"> <li>Developing the Infrastructure Delivery Plan which sets out the infrastructure required to deliver growth in the Local Plan including costs, phasing and funding sources.</li> <li>Consideration of Norfolk wide infrastructure issues through the NSF and the CIL and Planning Obligations Working Group.</li> <li>Consideration of cross border infrastructure issues with West Suffolk authorities through the DtC meetings.</li> </ul>
Ongoing cooperation	<p>The IDP is a living document which should prompt further cooperative working, particularly with infrastructure providers on specific site allocations, as they come forward through planning applications.</p> <p>Further meetings with neighbouring authorities as part of the NSF and Working Group, and ongoing DtC meetings with West Suffolk will provide the opportunity to discuss strategic infrastructure issues.</p>

<b>Retail, leisure &amp; other commercial uses</b>	
Strategic Planning Issue	<b>The provision of retail, leisure and other commercial development</b> There are no identified cross boundary strategic planning issues in relation to this topic.
Evidence Base	Indoor and Built Sports and Recreational Facilities Study (March 2017) Retail Study Update (2014) and 2017 Addendum
Strategic Partners	Local Plan Evidence Base Documents <ul style="list-style-type: none"> <li>• Sport England</li> <li>• Neighbouring authorities – Broadland District, King’s Lynn and West Norfolk Borough, South Norfolk District, North Norfolk District, West Suffolk – St. Edmundsbury and Forest Heath District Council.</li> </ul>
Actions	<p><b>Leisure</b> In formulating the Indoor and Built Sports and Recreational Facilities Study, officers contacted neighbouring authorities regarding the provision of facilities to inform consideration of catchment areas within the District. Sport England was commissioned to produce the modelling data; facilities planning modelling reports. The Study therefore considered cross boundary sports provision and did not identify any cross boundary issue.</p> <p><b>Retail</b> In terms of retail provision, Breckland falls within the catchment area of larger sub regional centres for retail e.g. Norwich, King’s Lynn and Bury St. Edmunds. In developing the more specific evidence needed to support Local Plan policies on retail, the Breckland Retail Study Update 2014 and 2017 Addendum the Study’s boundaries reflected the influence of existing retail centres outside the District boundary. The retail requirement identified in the study could be met within the Districts boundary, and therefore no strategic cross boundary issues were identified resulting from this evidence.</p> <p>The NSF Economy topic meetings and overarching Strategic Planning Managers Group provided the forum to discuss evidence on the economy including retail. No strategic cross boundary issues were identified in relation to retail or leisure uses with neighbouring authorities either through the NSF or through DtC meetings with West Suffolk.</p>
Outcomes from strategic working	<ul style="list-style-type: none"> <li>• Identifying the requirement for retail and sports provision within Breckland District and considering the wider catchment area and influence of centres outside the District when compiling the evidence base.</li> </ul>
Ongoing cooperation	Any specific issues that arise on this topic area would be addressed through further meetings with neighbouring authorities as part of the NSF, and through ongoing DtC meetings with West Suffolk.

<b>Natural Environment</b>	
Strategic Planning Issue	<b>Climate change mitigation and adaption, conservation and enhancement of the natural and historic environment, including landscape</b> Meeting the Habitats Regulations with regard to Breckland SPA/SAC in cooperation with adjoining authorities which surround the designated area. Planning to mitigate the impact of recreational disturbance for designated sites

	arising from planned growth.	
Evidence Base	<ul style="list-style-type: none"> <li>• HRA Scoping Report (2015)</li> <li>• Norfolk &amp; Suffolk Brecks Landscape Character Assessment (2013)</li> <li>• Birds: Woodlark and Nightjar Recreation Disturbance and Nest Predator Study (2008/9)</li> <li>• Birds: The Effect of Housing Development and Roads on the Distribution of Stone Curlews in the Brecks (2008)</li> <li>• Further Assessment of the Relationship between Buildings and Stone Curlew Distribution (2013)</li> <li>• Landscape Character Assessment (2007)</li> <li>• Settlement Fringe Landscape Assessment (2007)</li> <li>• Open Space Assessment (2015)</li> <li>• Open Space Parish Schedule (2015)</li> </ul>	Local Plan Evidence Base Documents
	Draft NSF document (due for publication 10/07/17)	
	Notes of the meetings of the Steering Group formed to oversee production of the Recreational Pressures Study	Appendix E
	Notes of the DtC meeting between Breckland District Council officers and Forest Heath District Council officers 07/12/16	Appendix B
	Notes of the meeting to discuss issues related to the Stone Curlew boundary between Breckland District Council officers and the RSPB 19/04/17	Appendix F
Strategic Partners	<ul style="list-style-type: none"> <li>• Norfolk County Council.</li> <li>• Neighbouring authorities (in particular highlighted authorities) bordering Breckland – Broadland District, <b>King’s Lynn and West Norfolk Borough</b>, South Norfolk District, North Norfolk District, Mid Suffolk, West Suffolk – <b>St. Edmundsbury Borough</b> and <b>Forest Heath District Council</b>.</li> <li>• RSPB</li> <li>• Natural England</li> <li>• Norfolk Wildlife Trust</li> </ul>	
Actions	<p><b>Producing a cross boundary Norfolk wide green infrastructure map.</b>  The Environment topic group NSF meetings enabled discussion between the Norfolk local authorities on environmental issues and additionally sought to produce a map of all green infrastructure in Norfolk. This map would assist consideration of environmental corridors or connectivity between green areas within and across local authority boundaries. Each authority assisted Norfolk County Council by providing evidence on green infrastructure within their administrative area. The final map will be published as part of the Norfolk Strategic Framework - Shared Spatial Objectives for a Growing County document.</p> <p><b>Addressing recreational pressure on designated European Sites as a result of proposed growth in Norfolk</b>  Breckland District Council officers were part of the original steering group (comprised of Norfolk local authority officers, Norfolk County Council and the Norfolk Biodiversity Partnership) which expressed the need to gather data on visitor access to Natura 2000 sites in Norfolk. A meeting of the Steering Group was held on 22 December 2014 which determined the scope of the work. Norfolk County Council, on behalf of Norfolk Biodiversity Partnership commissioned consultants to undertake a detailed study on visitor pressure. The Steering Group met periodically throughout the development of the Study and following its</p>	



	<p>completion (from the first meeting on 22/12/14 – to the most recent meeting held 23/03/16). The Steering Group will continue to meet to discuss how to utilise the data gathered in developing Local Plan policies for all authorities.</p> <p><b>Development of environmental policies in the Local Plan</b>  In addition to formal consultation stages for the plan, Breckland Council officers liaised with Natural England on the formulation of the Environmental Policies: ENV2 and ENV 3. A series of emails were sent between the 31<sup>st</sup> July 2015 and the 17<sup>th</sup> September 2015 between an officer and the Planning and Conservation Advisor for Natural England regarding the proposed wording for the new environmental policies in the Local Plan to ensure that the policies were consistent with advice from Natural England.</p> <p><b>Revisions to the Stone Curlew protection buffer</b>  Breckland District Council and Forest Heath District Council jointly commissioned Footprint Ecology to undertake new analysis of ecological data in order to inform Local Plan documents. Due to the timing of the consultations for their respective Local Plan documents, the buffers proposed in the HRA for Breckland’s Local Plan at the preferred options stage (Sept/Oct 16) did not match a previous HRA produced for Forest Heath. Following a representation made by Forest Heath, the consultants sought to provide a consistent buffer for both authorities and this was reflected in Forest Heaths submission plan consultation (Feb/March 17). This issue was briefly discussed during the duty to cooperate meeting held 7/12/16 and it was resolved that there was no conflict in approach.</p> <p>A further meeting was held on 19/04/17 between Breckland Council officers and a representative of the RSPB to discuss proposed revisions to the Stone Curlew buffer by the consultants producing the HRA for the Breckland Plan. The proposed revisions were based on data supplied by the RSPB on nesting sites but would result in a reduction of the buffer in some areas. The RSPB are currently considering the proposals but both parties seek to reach a consensus on the area covered by the buffer prior to submission of the plan and to hold a further meeting with the neighbouring local authorities to discuss the revised buffer and to formulate a consistent approach to addressing the impact of recreational pressure.</p>
<p>Outcomes from strategic working</p>	<ul style="list-style-type: none"> <li>• Production of a Norfolk wide green infrastructure map</li> <li>• Development of Norfolk wide data on visitor numbers and recreational pressure on European designated sites</li> <li>• Refinement of the Environmental Policies for the Local Plan</li> <li>• Refinement of the Stone Curlew buffer boundary [not complete]</li> </ul>
<p>Ongoing cooperation</p>	<p>Breckland District Council will continue to be involved in the production of the NSF, including the Environment topic group.</p> <p>The RSPB, Natural England, Norfolk Biodiversity Partnership and Norfolk Wildlife Trust will continue to be consulted on the Local Plan and future planning documents; where issues arise BDC officers will continue to be proactive in liaising with relevant bodies to address the issues.</p> <p>The Steering Group formed to steer the study on recreational pressure will continue to meet to discuss how to utilise the data gathered in developing Local Plan policies for all authorities.</p>

	<p>The RSPB discussed a potential further meeting between the four local authorities directly adjacent to the SPA/SAC and the RSPB to determine a consistent buffer zone to protect Stone Curlews and to discuss opportunities to address recreational pressure resulting from growth on the Breckland SPA/SAC. This is likely to take place this summer 2017.</p>
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<b>Flood risk and water resources</b>		
Strategic Planning Issue	<p><b>Meeting the challenge of flood risk, climate change and planning for water resources.</b></p> <p>The District is at a relatively low risk of fluvial flooding and low risk of tidal flooding therefore these sources of flood risk are not a prominent issue for the District as development can be sited in areas of low flood risk.</p> <p>Breckland District covers some of the driest areas in the UK and therefore the main strategic issues relate to planning for surface water flood risk and managing limited water resources. This sits in the context of the impact of climate change, planning for an increasingly warm climate with a potentially higher frequency of extreme weather events.</p>	
Evidence Base	<p>Strategic Flood Risk Assessment SFRA (2017)</p> <p>Water Cycle Study Update(2017)</p> <p>Sequential Test (2017)</p>	<p>Local Plan Evidence Base Documents</p>
Strategic Partners	<ul style="list-style-type: none"> <li>• The Environment Agency</li> <li>• Anglian Water</li> <li>• Norfolk County Council Local Lead Flood Authority LLFA</li> </ul>	
Actions	<p>In developing the Local Plan, Norfolk County Council LLFA have provided detailed comments on potential options for site allocations at each stage of consultation. These detailed comments were also integrated into the evidence base document: Sequential Test which documents how the choice of site allocations was informed by consideration of all sources of flood risk. The site options have been developed in accordance with the LLFA’s site specific advice and therefore no specific areas of conflict have been identified.</p> <p>The Council commissioned consultants to produce an updated Strategic Flood Risk Assessment (SFRA) and an update to the Water Cycle Study (WCS), both of which were completed in Spring 2017. In producing these evidence base documents the consultants liaised with the Environment Agency and, in the case of the WCS with Anglian Water to gather data and consider policy implications. This liaison with Anglian Water provided the information on capacity of water infrastructure which has informed the phasing of development for the larger development sites in the Local Plan. The outcome of the WCS has also informed the requirement for developer contributions to increase capacity or provide enhancements to water infrastructure to accommodate additional growth.</p>	
Outcomes from strategic working	<ul style="list-style-type: none"> <li>• Determining the areas at lowest risk of flooding through cooperative working with the Environment Agency and Norfolk County Council Lead Local Flood Authority which aided and refined the selection of sites for allocation.</li> <li>• Utilised data and information provided by Anglian Water to inform the phasing of development sites and developer contributions in the IDP and in Local Plan policies to reflect quality and capacity of water</li> </ul>	

	infrastructure.
Ongoing cooperation	Breckland District Council will continue to work cooperatively with NCC LLFA, the Environment Agency and with Anglian Water to address any issues arising from development options presented in the Local Plan. The LLFA produce a guidance note for developers regarding planning and development which is cited in the Local Plan policy ENV 09 Flood Risk and Surface Water Drainage.

<b>Transport</b>		
Strategic Planning Issue	<b>Assess the quality and capacity of infrastructure for transport</b> Mitigating the impact of growth on the local transport network. Providing data and input to consultations on plans for strategic highways and railways which are within or adjacent to the District.	
Evidence Base	Local Plan Transport Study: Dereham (Aug 2016) Attleborough Link Road Study (2013) Attleborough Smarter Choices (2013) Attleborough Town Centre (2013)	Local Plan Evidence Base Documents
	Meetings with Norfolk County Council to discuss proposed site allocations on the 03/09/2015, 23/09/2015 and 22/01/2016. Email correspondence and conference calls throughout the plan making process. Norfolk County Council Highways Response - Extract from March 2017 response (5 pages)	Extract from March 16 - Appendix G, previous versions available on request.
	Email correspondence between Breckland District Council and Amey (agents for Highways England)	Appendix H
	Local Transport Plan	Norfolk County Council
	Meetings of the Attleborough Development Partnership held 22/02/16, 23/3/16, 18/4/16, 18/6/16, 28/7/16, 4/10/16, 13/12/16	Appendix I. Minutes of all meetings available on request.
Strategic Partners	<ul style="list-style-type: none"> <li>• Norfolk County Council Highway Authority</li> <li>• Highways England</li> <li>• Department for Transport (DfT)</li> <li>• the Office of Rail Regulation</li> <li>• National Rail</li> </ul>	
Actions	<p><b>Consultation with Norfolk County Council Highway Authority</b></p> <p>The Council were informed on transport issues in relation to the Local Plan strategy for growth and specific allocations through coordinated consultation with Norfolk County Council (NCC) Highways Authority. Formal comments were sought at a number of intervals during the plan preparation in addition to the set consultation period for the four stages of plan production. Officers met with NCC Highways Authority on 03/09/2015, 23/09/2015 and 22/01/2016 to discuss sites options and highways issues Formal comments from NCC Highways Authority were provided by email on 29/09/2015, 4/11/2015, 24/11/2015, 16/12/2015, 13/04/2016, 28/07/2016, 03/08/2016, 28/09/2016 and 03/05/2017. The information provided was used in the site selection process which is documented in detail in the Site Selection Topic Paper.</p> <p>NCC Highways Authority have made formal objections to a small number of sites</p>	

proposed as preferred options for residential development in the Local Plan at the previous consultation stage (Sept-Oct 2016). Comments made by NCC highways would have to be signed off by Norfolk County Council Members. These have not been carried forward as allocations in the Submission Breckland Local Plan and therefore it is not envisaged that there are any strategic planning issues that remain unresolved with NCC in relation to highways in the Local Plan.

Of all the locations for growth in the Local Plan; the impact of planned growth in the towns of Dereham and Attleborough have required the greatest level of cooperative working:

**Dereham**

Norfolk County Council Highways Authority in conjunction with Dereham Town Council and the District Council identified that an assessment was required to determine the impact of planned growth in Dereham on the transport network and infrastructure.

To address the strategic issue of the impact of growth proposed in Dereham on the transport network and infrastructure, Breckland District Council commissioned specific evidence; Local Plan Transport Study: Dereham finalised in August 2016. The scope and methodology of the study were agreed with the highway authority; Norfolk County Council. Key junctions were identified through collaboration with the District Council, Norfolk County Council (Highways officers) and Dereham Town Council, which were perceived to be either already congested or likely to become congested and formed the focus of the study.

**Attleborough Development Partnership (ADP)**

Attleborough Development Partnership consists of representatives from Breckland District Council, Norfolk County Council, the Town Council, Attleborough Neighbourhood Plan Group, surrounding parish councils and developers. The aim of the group is to establish a multi-agency approach to growth & development in Attleborough with a key focus of the Attleborough SUE (Sustainable Urban Extension of 4000 homes, link road and 10ha employment site). The Partnership sought to build trust between all parties seeking to ensure that growth happens in a coordinated and shared way. The board has no direct decision-making powers or budget, but seeks to influence key organisations to collectively agree a shared way forward on development issues. The ADP was endorsed by Breckland Council on 30/08/16 with a Councillor elected as Chairman. Transport proposals for Attleborough have progressed with funding of £4.6 million secured from New Anglia LEP towards town centre transport improvements separate to the Attleborough Link Road. Proposals for the highway improvements have evolved through discussion between Norfolk County Council Highways Authority, the developer Ptarmigan and officers from Breckland District Council which have been presented to ADP and have evolved through the course of meetings (see appendix I).

**Information sharing in relation to planned strategic transport improvements.**

Breckland District Council cooperated with Amey who are the managing agents for the Area 6 Trunk Network on behalf of Highways England to provide data regarding committed and planned growth in the District within the immediate vicinity of the A47 trunk road. Highways England and the Department for Transport (DfT) were looking into a series of planned improvement works along

	<p>the A47 between the A1 at Wansford and Great Yarmouth. A section of the route goes through land under Breckland District Council Authority's jurisdiction and therefore the Council cooperated with the consultants to help inform planned improvement works for strategic routes.</p> <p>Breckland District Council has provided responses to consultations on proposals to improve the A47 between North Tuddenham and Easton by creating a new dual carriageway and historically on the proposed dualling of the A11 which has now been completed and proposals for the Norwich Northern Distributor Road (NDR). Comments from the Council on the proposals are formally approved by members through standard democratic processes.</p> <p><b>Norfolk Rail Group</b> The Norfolk Rail Group is an over-arching group seeking to facilitate improvements to the rail network within Norfolk; particularly the connection between Norwich and London and the connection between Cambridge and Attleborough (which runs through Attleborough and Thetford in the District). The Norfolk Rail Group is comprised of councillors, rail industry members, users groups and the New Anglia LEP. Breckland has an elected member on the group.</p>
Outcomes from strategic working	<ol style="list-style-type: none"> <li>1. Coordinated input into planning for strategic highway improvements to the A47 and A11, the principal routes through the District.</li> <li>2. Selection of site allocations informed by Norfolk County Council Highway Authority comments.</li> <li>3. Formulation of evidence on transport to support strategic allocations in Dereham and Attleborough in cooperation with Norfolk County Council Highways Authority.</li> </ol>
Ongoing cooperation	<p>BDC will continue to work cooperatively with the NCC Highways Authority on potential site allocations ensuring that specific advice provided on highways issues is reflected in policies for the allocated sites in the Plan.</p> <p>BDC will provide data to the Highways Agency, where requested, in order to drive forward improvements to the strategic road network which serves the District and links Breckland to the wider area. BDC will continue to engage in consultations on strategic highway improvements. Breckland Council will also retain a representative on the Norfolk Rail Group to lobby for rail improvements in the District.</p>

<b>Historic Environment</b>		
Strategic Planning Issue	<b>Conservation and enhancement of the historic environment</b> Consideration of the impact of planned development on designated and non-designated heritage assets.	
Evidence Base	Historic Characterisation Study (Mar 2017)	Local Plan Evidence Base Documents
	Meeting between BDC and Historic England (HE) at HE Regional headquarters in Cambridge held 23/11/16	Minutes not taken
Strategic Partners	Historic England	
Actions	Historic England (HE) has been consulted through all of the formal stages in the preparation of the plan. HE raised concerns regarding the consideration of the impact of planned development on designated and non-designated heritage	

	<p>assets in the plan during the consultation on the Preferred Sites and Development Boundaries consultation (held Sept/Oct 2016).</p> <p>A meeting between Breckland and Historic England was held on 23/11/16 to discuss Historic England's comments on the Local Plan. At this meeting the approach to further work on the historic characterisation was discussed including an approach to update the evidence base to support the Local Plan. Breckland subsequently produced a methodology for undertaking an historic characterisation study having regard to Historic England's guidance which was agreed by HE on 25/01/17. The final Historic Characterisation Study was sent to HE on 28/03/17 for comment. The Historic Characterisation Study was approved for publication by Breckland Members on 17/03/17.</p>
Outcomes from strategic working	<ul style="list-style-type: none"> <li>• Endorsement of the methodology for the Historic Characterisation Study by Historic England. This evidence has been used to inform the policy direction in the Local Plan including formulation of specific policy: Policy ... Historic Environment and the removal of a number of preferred site allocations on the basis of their potential negative impact on the historic environment. Additional policy requirements relating to the historic environment have also been included within site allocation policies.</li> </ul>
Ongoing cooperation	<p>Breckland will continue to work with Historic England and other DtC bodies collaboratively to ensure that issues relating to the historic environment are addressed in the Local Plan and in future planning policy documents. Current feedback and discussion with Historic England on the additional work undertaken to address issues regarding the evidence base for the Local Plan (as detailed above) has indicated that the additional work undertaken will improve policies in the Plan.</p>

<b>Social</b>		
Strategic Planning Issue	<b>Planning and health</b> In terms of strategic social issues, the key identified area for cooperative working in Norfolk is focused on health services and infrastructure.	
Evidence Base	<p>Planning in health - An engagement protocol between local planning authorities, public health and health sector organisations in Norfolk (Draft March 2017)</p> <p>Due to be published by each Norfolk Local Authority.</p>	Draft document currently not published
	Central Norfolk Premises Meeting Agenda (14/01/2015)	Appendix J
Strategic Partners	<p>NHS England</p> <p>West Norfolk CCG</p> <p>South Norfolk CCG</p> <p>Neighbouring local authorities</p>	
Actions	<p>A meeting was held in January 2014 between representatives of NHS England, NHS Norwich CCG, North Norfolk CCG, South Norfolk CCG and Norfolk County Council, Breckland District, Norwich City, Broadland and North Norfolk District planning officers. The purpose of the meeting was to identify the key housing growth areas within central Norfolk, the timelines for growth and infrastructure plans. The information was used by NHS England, the Clinical Commissioning Groups and planning teams to understand the impact on local health service capacity and to plan accordingly taking into consideration premises, workforce and available funding streams.</p>	

	<p>The Norfolk Health Overview and Scrutiny Committee recommended producing a health protocol as a means to bring closer collaboration between the district and borough councils, the clinical commissioning groups, and public health in Norfolk. An engagement protocol for the planning of health in Norfolk was produced as part of the NSF work, in recognition of a need for greater collaboration between local planning authorities, health service organisations and public health agencies to plan for future growth and to promote health. The Protocol was produced by representatives of Broadland Council, Norwich City Council and Norfolk County Council. The aim being to formulate an engagement protocol containing a documented process outlining the input and linking of relevant NHS organisations and public health agencies with local planning authorities for planning for housing growth and the health infrastructure required to serve that growth.</p> <p>Allied to this protocol is an assessment of future health care needs based on projections for population increases and house-building rates in Norfolk to enable informed decision-making about future health services commissioning. A healthy planning checklist has also been produced. This provides a practical tool to assist health sector organisations to participate in discussions with developers and planning authorities on major new development schemes, recognising that health sector organisations can bring an added influence to designing new developments that offer people the chance to choose a healthier lifestyle.</p>
Outcomes from strategic working	<ul style="list-style-type: none"> <li>• Understanding of the projected growth in Local Plans for central Norfolk to enable the NHS and CCG's and NCC Health officers to effectively plan for the growth presented in the current plan period (to 2036).</li> <li>• Engagement Protocol between local planning authorities, public health and health sector organisations in Norfolk.</li> </ul>
Ongoing cooperation	<p>Breckland remains involved in finalising the Planning in Health Protocol. Consultation is ongoing between Breckland officers and key contacts in South Norfolk CCG regarding proposed allocation sites in the Local Plan for Dereham which are currently subject to planning applications, Attleborough SUE and for the purpose of strategic planning in the Infrastructure Delivery Plan (IDP).</p>

<b>Cross boundary planning applications</b>		
Strategic Planning Issue	<p><b>Consideration of a cross boundary planning application which straddles the southern boundary of Breckland District and the northern boundary of Forest Heath District</b></p> <p>A cross boundary application was submitted in May 2015 for up to 9264m<sup>2</sup> gross external area floor space for A1, A3, A4, C1, D1 and sui generis use, to include up to 1650 dwellings, a relief road and other ancillary development (DC/15/1072/OUT) straddling the boundary of Breckland and Forest Heath. The site is outside the development boundary of Brandon (west Suffolk) and Weeting (Breckland) and close to The Brecks SPA/SAC and therefore has identified environmental constraints were being identified. The majority of development site lies within the West Suffolk border but approx. 360 dwellings, a small area of road-related commercial and part of the relief road falls within Breckland.</p>	
Evidence Base	<p>Planning application reference DC/15/1072/OUT</p> <p>Meeting notes: 4/10/16</p> <p>Meeting notes: 23/09/16</p> <p>Meeting minutes: 26/04/16</p>	<p>Meeting records taken - confidential material</p>

	Duty to Cooperate meeting notes 07/12/16	Appendix B
Strategic Partners	West Suffolk (Forest Heath DC and St. Edmundsbury BC)	
Actions	<p>Due to identified constraints; the site has not been identified for allocation in either Council's emerging Local Plans.</p> <p>The planning application is currently subject to determination. Officers from the development management teams of both authorities have held a number of joint meetings with the agent (Barton Willmore) over the past 24 months. At the meetings on October 4<sup>th</sup> 2016, the applicant indicated that a revised package of supporting information would be submitted shortly to address ecology, heritage, archaeology, highway matters, following discussions with consultees, notably Natural England and Historic England.</p> <p>It was confirmed at the DtC meeting held 07/12/16 that neither Breckland or Forest Heath had identified the site for allocation in their emerging Local Plans. Officers will continue to work collaboratively to assess the application.</p>	
Outcomes from strategic working	<ul style="list-style-type: none"> <li>• Agreement that the planning application site has not been identified for allocation in Breckland District Council or Forest Heath District Council Local Plans.</li> <li>• Collaborative working to determine the cross border planning application.</li> </ul>	
Ongoing cooperation	Officers will continue to work collaboratively to assess the application, and hold further meetings, where necessary.	



## 4. Audit trail of key decisions and processes

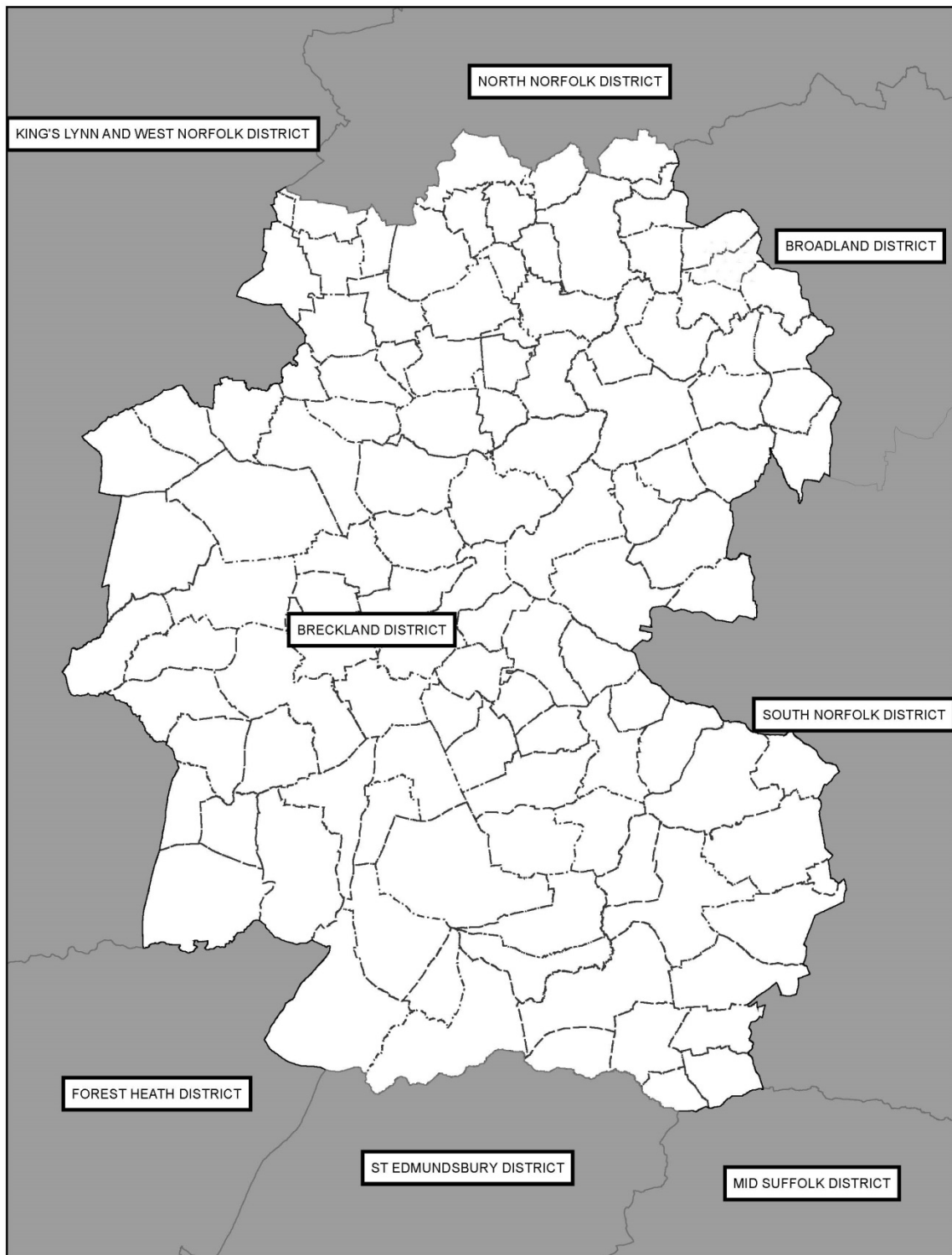
- 4.1. The letters attached in Appendix 2 were sent out to each of the prescribed bodies listed in Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The letters include a table which details the strategic issues identified and a record of how and when this was addressed through cooperative working.

## 5. References to key documents

- 5.1. List of documents in the Appendix.

Minutes of BDC Cabinet meeting 22/09/15 where draft CNSHMA was agreed by members	A
Records of DtC meetings with West Suffolk to discuss strategic issues	B
Greater Thetford Development Partnership Board Minutes 19th August 2016	C
Breckland District Council Cabinet Meeting (tech corridor) 11/10/16	D
Notes of the meetings of the Steering Group formed to oversee production of the Recreational Pressures Study	E
Notes of the meeting to discuss issues related to the Stone Curlew boundary between Breckland District Council officers and the RSPB 19/04/17	F
Norfolk County Council Highways Response- Extract from March 2017 response (5 pages)	G
Email correspondence between Breckland District Council and Amey (agents for Highways England)	H
Meetings of the Attleborough Development Partnership held 23/03/16	I
Central Norfolk Premises Meeting Agenda (14/01/2015)	J
Record of Correspondence between BDC and Mid Suffolk	K

## 6. Map of strategic planning area



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**BRECKLAND COUNCIL****At a Meeting of the****CABINET**

**Held on Tuesday, 22 September 2015 at 9.30 am in  
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mr M. A. Wassell (Chairman)	Mr P M M Dimoglou
Mrs L.S. Turner (Vice-Chairman)	Mrs E. M. Jolly
Mr C G Carter	Mrs K. Pettitt
Mr T R Carter	Mr P S Wilkinson

**Also Present**

Mr S.G. Bambridge	Mr P.J. Duigan
Mr W.P. Borrett	Mrs J Hollis
Mr J.P. Cowen	Mr J Newton

**In Attendance**

Jo Andrews	- Strategic Manager (Revenues)
Margaret Bailey	- Senior Accountant Capital and Treasury
Gerry Dawson	- Executive Manager, Growth (Interim)
James Heaton	- Housing Enabling Officer
Helen McAleer	- Senior Democratic Services Officer
Phil Mileham	- Strategic Planning Manager (shared)
Tim Mills	- Interim Housing Manager (BDC)
Maxine O'Mahony	- Executive Director of Strategy & Governance
Rob Walker	- Executive Director Place

**Action By****Welcome to new Executive Members**

The Chairman welcomed Councillors Dimoglou and Wilkinson as new Cabinet members with responsibility for Finance and Governance respectively.

**71/15 MINUTES (AGENDA ITEM 1)**

The Minutes of the meeting held on 14 July 2015 were confirmed as a correct record and signed by the Chairman.

**72/15 APOLOGIES (AGENDA ITEM 2)**

None.

Action By**73/15 URGENT BUSINESS (AGENDA ITEM 3)**

None.

**74/15 DECLARATION OF INTERESTS (AGENDA ITEM 4)**

For transparency Councillor Turner declared an interest in Agenda Item 18 as Ward Representative for Shipdham.

**75/15 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)**

The Chairman welcomed Councillors Bambridge, Borrett, Cowen, Duigan, Hollis and Newton.

**76/15 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 6)**

The Chairman notified the following changes to Committees:

**ARP Joint Committee**

Councillor Dimoglou to replace Councillor Wassell  
Councillor Wassell to be a second Substitute Member

**Local Plan Working Group**

Councillor Charles Carter to be appointed a member of the Group.

**77/15 BRECKLAND COMMUNITY FUNDING APPLICATIONS (AGENDA ITEM 7)**

No applications to consider.

The Deputy Leader and Executive Member for People & Information thanked the Council for the six grants of up to £500 given for the Tour of Britain.

The Executive Member for Finance thanked the Council for the £30,000 grant for a play area in Hardingham.

**78/15 QUARTER 1 FINANCIAL PERFORMANCE REPORT 2015-16 (AGENDA ITEM 8)**

The Executive Member for Income & Prosperity presented the report which gave information on the variances on the Revenues Budget. She pointed out an amendment to the recommended virements on page 15 at Table 4 which were a Cabinet, not a Council decision.

**OPTIONS**

1. To approve the recommendations
2. To approve some or none of the recommendations

**REASONS**

To provide timely information to Members on the overall finances of the

**Action By**

Council and to make the best use of resources available, anticipating future years' expenditure.

**RESOLVED** that:

- 1) the report and appendix be noted;
- 2) the revenue virements in section 1 of the appendix be approved; and
- 3) the capital virement in section 2 of the appendix be approved.

### **79/15 BUSINESS RATES RELIEF - TOWN CENTRES (AGENDA ITEM 9)**

The Executive Member for Income & Prosperity presented the report which proposed a pilot discretionary rate relief scheme to help certain new businesses in Dereham which met eligibility criteria. The proposal was in preliminary format and the details would be determined in liaison with the Town Council and the Business Forum.

The Executive Member for Public Protection asked if the scheme could be rolled out to other areas if the pilot was successful. The Executive Manager Growth confirmed that it might and explained that there would be further reports to Members once a more comprehensive examination of the possible initiatives to support Market Towns had been carried out.

Councillor Borrett supported the proposal to regenerate the Town centre and thought the Council could make a real difference.

Councillor Duigan asked if there was any opportunity to extend the scheme to encourage buy-in from local businesses. He was advised that there was the potential for flexibility but the pilot was intended to run for 12 months.

The Executive Member for Place asked how the success of the scheme would be measured and the Executive Manager Growth advised that success would be judged by the reduction in the number of vacant units and charity shops in the identified zones.

### **OPTIONS**

- |          |   |
|----------|---|
| Option 1 | Introduce a pilot discretionary business rate relief scheme for certain new retail businesses in Dereham. The scheme would commence in April 2016 for a 12 month period. It would offer up to 80% business rates relief for the pilot period and would be targeted at new businesses that meet all eligible criteria. The scheme as a whole would be reviewed on an annual basis. Financial details of the scheme are shown within the attached appendix to the report. |
| Option 2 | Do nothing; continue to offer the current schemes of retail relief, small business relief and the Government empty premises relief. Details of the scheme are shown on the attached appendix to the report.   |

### **REASONS**

1. We have a clear corporate commitment to help our market towns to thrive in order that they in turn provide the required support to surrounding

**Action By**

villages and hinterlands. We recognise that Breckland's market towns need to be vibrant and busy, offering an interesting and enjoyable experience to visitors. Out of town and online shopping have drawn many people away from town centres. Thus, businesses find it hard to sustain a presence on the high street. High rents, competition and business rates add to the problem. The result is void premises, a preponderance of charity shops in some town centres and low quality retail offer in others.

- 2 Breckland has an important role in facilitating the renaissance of its town centres. There are a number of ways in which it can be a catalyst of change and these will be described in a future report. However, it is important to be seen to act quickly in support of Dereham's town centre. To this end, Members are asked to agree to the introduction of a discretionary retail rate relief scheme as pilot in Dereham from April 2016.

**RESOLVED** that:

- 1) a pilot discretionary business rate relief scheme for certain new retail businesses in Dereham be approved. The scheme to commence in April 2016 for a 12 month period. It will offer up to 80% business rates relief for the pilot period and will be targeted at new businesses that meet all eligible criteria. The scheme as a whole will be reviewed on an annual basis.
- 2) Members instruct officers to commence consultation on the precise boundaries of the proposed eligible zones of the town (map to be circulated at Cabinet), and with a view to developing Dereham specific-guidance notes and an application form.
- 3) Members to receive two future reports. The first will recommend specific measures that might support Breckland's five market towns, together with financial and other implications of these proposals. The second will report back on the success of the Dereham discretionary business rate relief scheme, and on any policy issues it might generate.

**80/15 JOINT ARP DEBT MANAGEMENT AND RECOVERY POLICY  
(AGENDA ITEM 10)**

The Executive Member for Income & Prosperity presented the report which sought to introduce an ARP wide Policy for all seven partners to address recent changes in legislation.

The Chairman asked if any of the Partner Councils had already approved the proposal and the ARP Strategic Manager (Revenues) advised that West Suffolk and Fenland had already done so.

**OPTIONS**

1. To approve the Policy set out in Appendix A
2. Not to approve the Policy set out in Appendix A and to continue using existing Policies.

**REASONS**

1. To provide a consistent policy across all seven partners of the ARP. Continuing with separate policies would not be efficient given the shared provision of Revenues collection across the partnership.

Action By

2. To update the policy in this area in order to make clear to customers what the recovery process entails.

**RESOLVED** that the Policy set out in Appendix A to the report be approved.

**81/15 NEW LEGISLATIVE RESPONSIBILITIES FOR ENFORCEMENT**  
**(AGENDA ITEM 11)**

The Executive Member for Growth presented the report which set out the Council's legislative requirements with regard to enforcement. He noted that Tim Mills, Interim Housing Manager would be leaving on 30 September 2015 and thanked him for the work he had done and the projects he had managed during his short time with the Council.

**OPTIONS**

The Council had responsibilities within the three pieces of legislation. It had discretion to:

1. Vary the fine under the Redress Scheme;
2. Determine whether and when to use its powers under the Control of Horses Act; and
3. To set and recover a penalty charge where there was a breach of Carbon Monoxide regulations.

**REASONS**

1. Delegation needs to be given to Officers to undertake the enforcement activity. For operational reasons it is suggested this be to the Housing Service Manager, Principal Housing Officer and Private Sector Housing Team Leader or their equivalent in future.
2. The Redress Scheme legislation is aimed at agents and property managers who it is reasonable to expect will have the capability to comply with the legislation. It is therefore unlikely that circumstances would arise where the Council would wish to exercise discretion to reduce the fine. However it is considered prudent to provide the ability to the enforcing officers in exceptional circumstances.
3. The Control of Horses legislation provides a power not a duty on the Council. The retention and disposal of one or more horses could be a significant resource burden both in terms of personnel and finance for Breckland DC. As owners and occupiers of public land have a similar power to the District Council it is considered that it is reasonable to expect those responsible for the land to deal with issues arising upon it. This is in line with other environmental legislation. It is proposed that Breckland District Council would only consider using this power where there is land in a public place where no ownership can be established and to land in the Councils ownership and/or occupation.
4. Unlike the Redress Scheme under the Smoke and Carbon Monoxide regulations there appears to be an expectation that the appropriate penalty charge may differ depending on the circumstances of the case. It is therefore not possible to define specifically the fine which should be applied. It is therefore proposed that the authority to set and

**Action By**

recover a penalty charge should be delegated to the Housing Services Manager, Principal Housing Officer and Private Sector Housing Team Leader or their equivalent in future in consultation with the Council's Legal Officer(s) and in accordance with the Council's Enforcement Policy

**RESOLVED** that:

1. the Council delegate to the Housing Manager, Principal Housing Officer and Private Sector Team Leader authority to enforce the following legislation:
  - a) The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a Scheme etc.) (England) Order 2014
  - b) Control of Horses Act
  - c) Smoke and Carbon Monoxide Alarm (England) Regulations 2015;
2. the fine to be levied for failure to comply with the Redress Scheme requirements be set at £5000;
3. the Council only exercise its powers under the Control of Horses legislation where it owns the land or there is no identifiable owner of the land; and
4. authority to set and recover a penalty charge under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 is delegated to the Housing Manager and Principal Housing Officer in consultation with the Council.

**82/15 INTRODUCTION OF FEES FOR CERTAIN RESIDENTIAL CARAVAN SITES (AGENDA ITEM 12)**

The Executive Member for Growth presented the report which sought to introduce fees for certain commercial residential caravan sites. The fees would be levied on a cost-recovery basis in line with neighbouring Authorities.

**OPTIONS**

1. The Council had the option of whether to charge fees or not
2. If the Council chose to charge fees it had the option whether to exempt sites

**REASONS**

1. In introducing the legislation the Government has created an expectation that Local Authorities will charge fees. The sites affected are commercial and it is reasonable to expect them to pay the costs of the Local Authority issuing licenses and inspecting as is current practice where similar services are provided by the Local Authority to other businesses.
2. The legislation is aimed at sites run primarily on a commercial basis. The exemptions proposed are designed to exclude sites which do not fit this description
3. The proposals and justifications have been drawn up in accordance with the guidance contained in the Best Practice Guide for Local



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Authorities on Enforcement of the New Site Licensing Regime 2015 and A Guide for Local Authorities 2014 on setting site license fees, (Department for Communities and Local Government) and are on a cost recovery basis. The methodology to calculate the fees based on the guidance has been developed with the neighbouring authorities of Broadland and Kings Lynn and West Norfolk. The introduction of fees will ensure the Council can resource its obligations on an ongoing basis.

4. There is no requirement in the legislation to consult and the Guidance indicates that the Secretary of State does not consider that this should be necessary. In view of this and that there is clear guidance on the setting of fees which is on a cost recovery basis it is not proposed to consult.

**RESOLVED** that:

1. The Council approve the introduction of fees for the licensing of Relevant Protected Sites; and
2. The schedule and justification of fees and proposed exemptions be agreed.

**83/15 ALLOCATIONS POLICY (AGENDA ITEM 13)**

The Executive Member for Growth advised that the report updated the Policy and aligned it with current legislation.

The Executive Member for Income & Prosperity was pleased to see a written policy for the protection of vulnerable people.

The Deputy Leader and Executive Member for People & Information noted that the Housing Team would give a presentation to Members on the Choice Based Lettings Scheme following Council for information.

**OPTIONS**

Legislative changes had to be reflected in the Allocations Policy.

**REASONS**

1. It is necessary to include legislative changes into the Allocations Policy particularly those concerning the prioritisation of applications from ex-forces personnel and dependants in certain circumstances and the exceptions to the local connection criteria under "Right to Move". The government has recommended that authorities consider setting a quota for these moves and that if this is below 1% that they must justify their decision. Officers have considered whether a quota would be appropriate. They are not recommending the setting of a quota at present as they do not believe that sufficient monitoring information is available to make an informed decision. They propose to review this situation once twelve months of data from the new Choice Based Lettings system is available.
2. As well as relaxing the need to have an absolute local connection where an applicant has an offer of employment within Breckland in

Action By

certain circumstances the Government has stated that it is minded to grant a mandatory additional preference to such applicants. If it does so that change will have to be incorporated within the Allocations Policy so giving prior approval now will allow the change to be made with minimum bureaucracy.

3. Clarification has been given to special circumstances that may be taken into account to allow the allocation of housing to applicants not strictly meeting the local connection where otherwise certain stock may remain empty. An example would be sheltered housing. Furthermore there are circumstances where an applicant may not be able to demonstrate a local connection directly but that may need to receive care from someone who can and there are strong welfare grounds for that person being in Breckland. Clarification has also been given to circumstances where a person may have to relocate due to grounds of personal safety such as fleeing domestic violence, (such arrangements are reciprocal between Housing Authorities).
4. While the changes proposed are either driven by legislation or minor there is still a requirement to consult with Registered Providers of social housing in the District. A large scale public consultation would appear to be unnecessary given that there are minimal optional changes proposed and the cost would be disproportionate. However it is proposed to make available the report and policy on the website and in our one stops shops and provide the opportunity for comment at the same time as the consultation with Registered Providers.

**RESOLVED** that:

1. the revised Allocations Policy be approved for consultation;
2. prior approval be given that should the Government bring forward a proposal to grant a mandatory additional preference to applicants under "Right to Move" that it can be incorporated without a further Cabinet report; and
3. the Policy be subject to partner and public consultation for 28 dys.

**84/15 OFFICE CO-LOCATION WITH DEPARTMENT OF WORK & PENSIONS (AGENDA ITEM 14)**

It was noted that the Recommendation had not printed out in the Agenda. The wording of the recommendation was contained in Option 1.

The Executive Member for Place welcomed the proposal which would provide residents with a 'one stop shop' for benefits at the Council Offices. It was noted that the appendices to the report were below the line and if Members wished to discuss those details it would be necessary to pass a resolution to exclude the press and public.

The Executive Director Place explained that it was a decision of the Department of Works & Pensions (DWP) to move to Council Offices nationally and was linked to the roll-out of Universal Credit. The move would be a fundamental change as more public would visit the building. To accommodate the DWP there would be moves for several departments. The Housing Team would be located close to the DWP to optimise the aim of providing a seamless service.

Action By

The Deputy Leader and Executive Member for People & Information thoroughly supported the project and asked that the Age Concern Audit recommendations be taken into account to make the service area dementia friendly and easier for all.

Councillor Borrett was keen for the Council to maximise its income but wondered if there would be a knock-on effect of more people visiting the Council increasing demand for face-to-face contact. He also asked if there would be enough space.

The Executive Director Place was not expecting any increase but the service would be reviewed and adapted as necessary. With regard to space he advised that the building would be close to capacity.

Councillor Bambridge also supported the proposal but asked if there could be a bus stop at the office for visitors using public transport.

The Executive Director Place pointed out that it was the DWPs decision to move and they had carried out their own risk assessment and would have considered that issue.

Councillor Cowen agreed that it was a good idea which would fit with the Council's transformation agenda. However, he wondered if the overall effect would be that people would think they were visiting the DWP not the Council.

The Executive Director Place said that was a fair point and that branding would need to be carefully considered to make clear that there were a number of organisations working from the Council's offices.

The Executive Member for Income & Prosperity thought it was important to maintain the integrity of the Council's ownership whilst working with other Partners to make the public's experience when visiting a good one.

Councillor Duigan pointed out that there was already a bus service which linked the town centre to Tesco's car park every hour. He wondered if the change would put pressure on the Council's car park. It was confirmed that the need had been assessed and there was sufficient provision for visitors to the DWP.

**OPTIONS**

1. Enter into leasehold agreements with the Department for Work and Pensions for office space at Elizabeth House, Dereham and Breckland Business Centre, Thetford.
2. Do not enter in to the leasehold arrangements and cease negotiations to co-locate DWP within the Council's property assets.

**REASONS**

1. **Transformation:** Customers and residents benefit from the need to have reduced levels of engagement and multiple visits to several locations and the broad aim is to achieve more with less transforming the way the public access public services. DWP has an advanced

**Action By**

digitalisation agenda and anticipates more digital engagement with customers both online and within its premises. This project is part of the Council's Transformation Programme and is coming forward now to meet DWP's timescale requirements particularly at Dereham.

2. **One Public Estate:** The Council's Transformation key themes include Digitalisation and One Public Estate. The One Public Estate programme was launched in June 2013. It is designed to allow local authorities to work with central government and local agencies to release assets and share land and property information across the public sector. Its objectives are to (1) Deliver more integrated customer focused services (2) Create economic growth (3) Reduce running costs (4) Generate capital receipts.

**RESOLVED** that on the terms set out in option 1 of the report the Council enter into leasehold agreements with the Department for Work and Pensions for office space at Elizabeth House, Dereham and Breckland Business Centre, Thetford.

**85/15 DRAFT FINAL CENTRAL NORFOLK STRATEGIC HOUSING MARKET ASSESSMENT 2015 (AGENDA ITEM 15)**

The Executive Member for Growth said that a lot of work had gone into the production of this weighty document. The good news was that the housing requirement had gone down. He handed over to the Strategic Planning Manager who introduced Nigel Moore from Opinion Research Services who gave Members a PowerPoint presentation on the draft report and its findings (attached for information).

He explained that the report was still in Draft and would be subject to minor changes as it went through each authority's adoption process. The Central Norfolk Strategic Housing Market Assessment (CNSHMA) covered the needs of the central Norfolk area for the whole plan period. The study calculated the numbers needed for the Housing Market Area and then broke it down for each authority. The process was easy to explain but difficult to implement.

The presentation summarised all of the factors that were taken into consideration including area, projections, market signals and objectively assessed need (OAN). Housing Market Areas were a geographical area where people lived and worked and the best fit for Breckland was with the Norwich Housing Market Area (HMA).

Councillor Cowen felt there was a mismatch between the delivery of homes and the area of need. There were 6,500 homes due to be delivered in Thetford over the next nine years but they were not in the HMA which was centred on Norwich.

Mr Moore explained that housing market areas could not be split and guidance recommended working to the 'best fit' which in Breckland's case was the Norwich HMA.

Councillor Borrett understood the concept of 'best fit' but felt that there should be a map in the document which covered the whole of Breckland. He did not dispute the statistical evidence but asked if such a map could be included. The Chairman agreed and asked for wording to be added to explain that the

**Action By**

figures referred to the whole Breckland area.

The Executive Member for Income & Prosperity agreed about the need for a map. She thanked Mr Moore for his excellent presentation and asked for a copy of the slides to be attached to the Minutes.

Councillor Bambridge thought that a case could be made for taking the statistics of people commuting into consideration, as a large number of people did commute in and out of the District.

The Executive Member for Place noted that there were long timescales under consideration and future Policy might affect the way things were looked at; for instance he thought that Devolution might have an effect.

Mr Moore agreed but said the big issue was social welfare. Further welfare reform changes were coming and they would have a knock-on impact although they were not likely to have a major impact on Central Norfolk. He also accepted that people commuted but if that was taken into consideration it would have an effect on the Duty to Co-operate with other authorities.

Councillor Cowen thought there was a link between houses and employment. There was significant growth in Thetford including employment growth. The Duty to Co-operate would need to reflect what was happening in Bury St Edmunds and Cambridge, etc. Consequently the housing numbers there needed to be included in the considerations. He applauded what was a very good document but suggested it needed finessing to show that the numbers were deliverable.

The Executive Member for Governance noted that there was commuting all around the District. On the border with King's Lynn & West Norfolk there was a development of 210 houses and there were 3,500 jobs at RAF Marham.

Mr Moore said that the first priority was to meet Breckland's needs. He accepted there would be two way commuting, the borders were not closed, but to meet the Council's needs they had to link to jobs growth.

**OPTIONS**

1. Consider the draft final Central Norfolk Strategic Housing Market Assessment, 2015 in so far as it relates to Breckland District and to authorise the Strategic Planning Manager in consultation with the Leader of the Council to make any necessary minor amendments arising from the Norfolk Duty to Cooperate Forum, and or from the adoption process of the remaining commissioning bodies and accept this as part of the evidence base for the Local Plan.
2. Members do not endorse the Central Norfolk SHMA as evidence to support the preparation of the emerging Local Plan in so far as it relates to Breckland.

**REASONS**

1. It was recommended that the Council endorse the recommendation set out above. This would see the study become part of the evidence base for the preparation of the Local Plan and provide the basis for

**Action By**

setting the Housing target for the emerging Plan.

2. Without agreement on the evidence base, further work would be required along with engagement with adjoining authorities under the Duty to Cooperate. This would result in significant further delay to the Council's Local Plan process and could affect the soundness of the Local Plan.

Subject to the inclusion of a map covering the whole of Breckland District and appropriate wording to make it clear that the figures applied to the whole area it was

**RESOLVED** that, Option 1 be endorsed; to consider the draft Central Norfolk Strategic Housing Market Assessment, 2015, insofar as it relates to Breckland District and to authorise the Strategic Planning Manager in consultation with the Leader of the Council to make any necessary minor amendments arising from the Norfolk Duty to Cooperate Forum, and or from the adoption process of the remaining commissioning bodies and accept this as part of the evidence base for the Local Plan.

**86/15 EXCLUSION OF PRESS & PUBLIC (AGENDA ITEM 16)**

**RESOLVED** that under Section 100(A) 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 disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A to the Act.

**87/15 ACQUISITION OF LAND IN SHIPDHAM (AGENDA ITEM 17)**

The Deputy Leader and Executive Member for People & Information declared an interest as Ward Representative for Shipdham and refrained from voting on this item.

The Executive Member for Income & Prosperity explained the reasons for the purchase of the piece of land.

**OPTIONS**

See report.

**REASONS**

See report.

**RESOLVED** that the recommendations at Option 1 be approved.

**88/15 OFFICE CO-LOCATION WITH DEPARTMENT OF WORK & PENSIONS (APPENDICES)(AGENDA ITEM 18)**

This item was discussed under Minute No 84/15 above.

**89/15 NEXT MEETING (AGENDA ITEM 19)**

The arrangements for the next Cabinet meeting on Tuesday, 3 November 2015 at 9.30am in the Anglia Room were noted.

**Action By**

The meeting closed at 11.28 am

CHAIRMAN





# Central Norfolk: Breckland District Council

## Objectively Assessed Needs Assessment

Nigel Moore  
Opinion Research Services





# OVERVIEW

National Planning Policy Framework  
Government Guidance  
Partner Authorities

- » *Local planning authorities ... should prepare a Strategic Housing Market Assessment to assess their full housing needs, working with neighbouring authorities where housing market areas cross administrative boundaries.*
- » *The Strategic Housing Market Assessment should identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period which meets household and population projections, taking account of migration and demographic change.*



- » **Initially 3 local authorities part of the study**
  - Broadland, Norwich and South Norfolk
  - Identification of the Housing Market Area saw this expanded to include Breckland and North Norfolk
  - Broads NPA were added at a later date
  - Study produces results at the Housing Market Area level and also for each planning authority

Housing market area

Household projections

Market signals

Objectively Assessed Need



# HOUSING MARKET AREAS

Partner Authorities

*The 'first relevant building block  
in the evidence for identifying  
objectively assessed needs'*

*BANES Inspector*



» *Needs should be assessed in relation to the relevant functional area ... A housing market area is a geographical area defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work.*

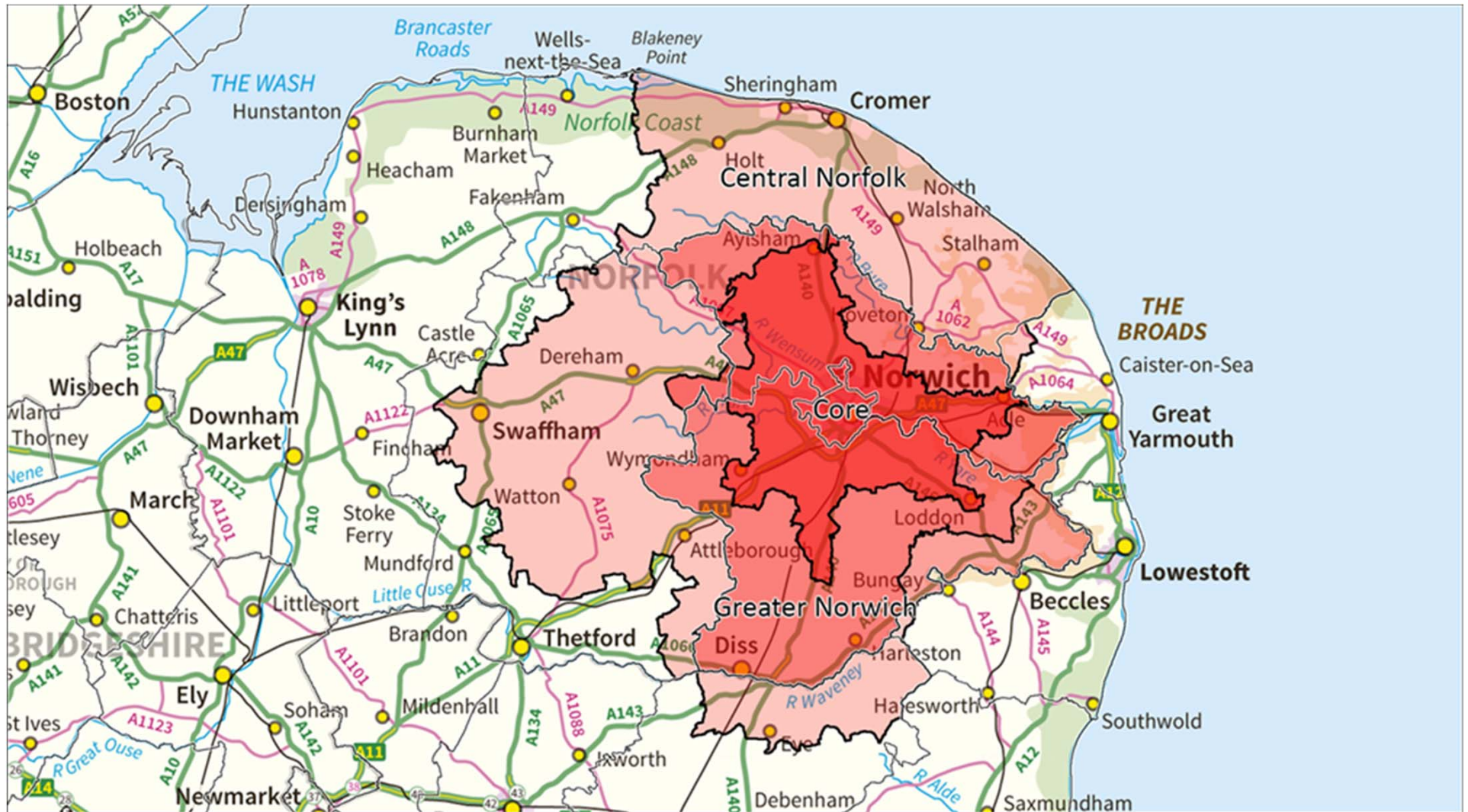
» **Planning Practice Guidance (CLG, March 2014), para 008**

» *Housing Market Area is the geographical area in which a substantial majority of the employed population both live and work, and where most of those changing house without changing employment choose to stay.*

» **Local Housing Needs Assessment Guidance (DETR, April 2000)**



# Central Norfolk Housing Market Area





## » Need for LPAs to work together to understand need across the housing market area

- SHMA depends on data only published for LPAs
- Appropriate to consider “best fit” based on the evidence

## » Norwich HMA

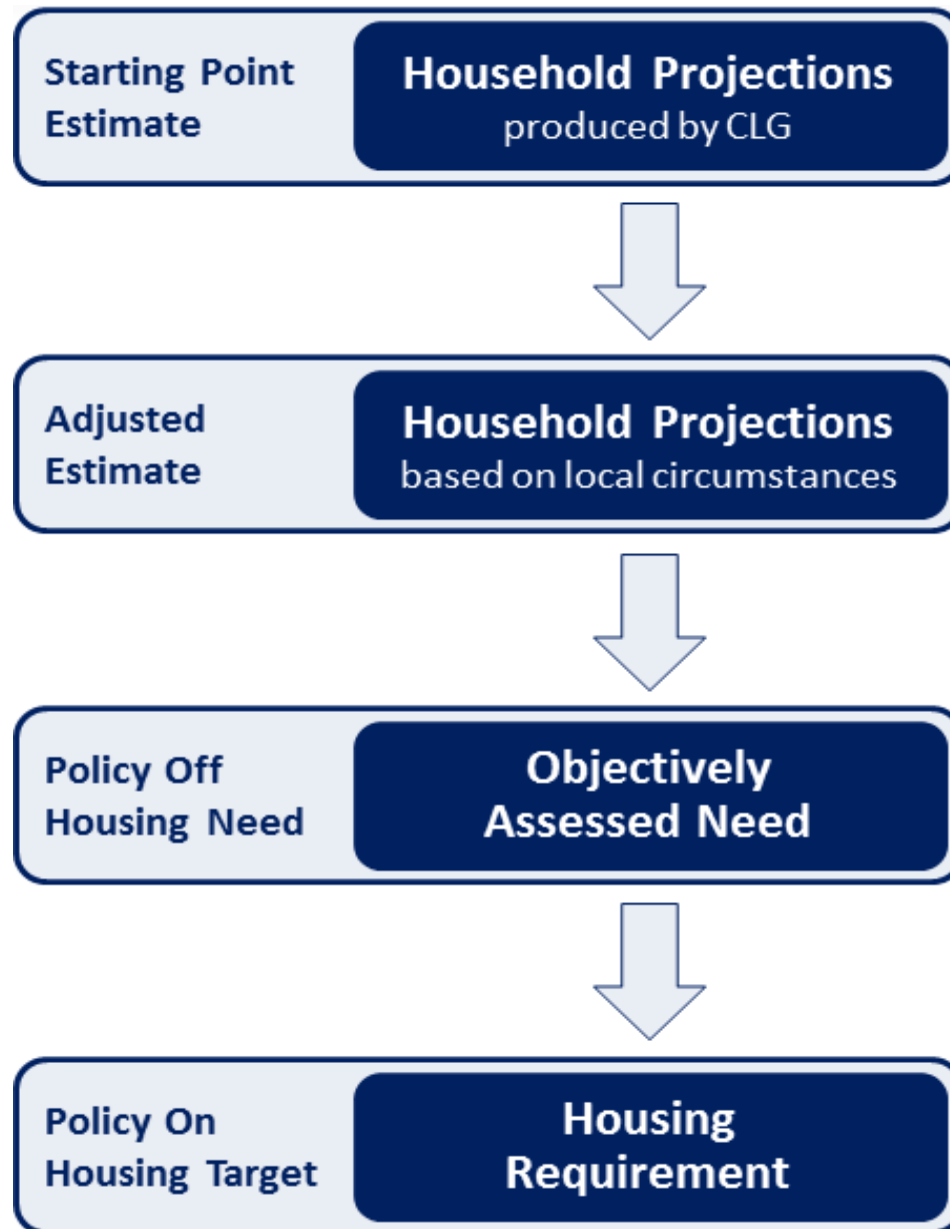
- 98% of the population live in Breckland, Broadland, North Norfolk, Norwich or South Norfolk
- 2% of the population live in Great Yarmouth, Mid Suffolk or Waveney

## » Five LAs

- 90% of combined population in Norwich HMA
- Remainder distributed between Kings Lynn HMA, Lowestoft and Great Yarmouth HMA



# Process for establishing a Housing Number for the HMA



## Demographic issues

Are there any known problems with local data?  
Do we need to take account of any anomalies?  
What period should be used for population trends?  
Has housing delivery suppressed formation rates?

## Implications of the household projections

Will there be enough workers for planned jobs?  
Do Market Signals show worsening trends?

## Planning and policy considerations

What are the planning constraints?  
Can overall housing needs be met within the HMA?  
Can the affordable housing needed be delivered?

## Duty to Cooperate discussions

Will other LPAs help address any unmet needs?  
Are there any unmet needs from other HMAs?



# HOUSEHOLD PROJECTIONS

# CLG Household Projections



Annual Average		Breck-land	Broad-land	North Norfolk	Norwich	South Norfolk	TOTAL
2012-based	10 years: 2012-22	570	410	370	580	730	2,660
	25 years: 2012-37	520	390	370	540	660	2,480
2011-based Interim	10 years: 2011-21	680	460	470	590	600	2,800
	25 years: not published	-	-	-	-	-	-
2008-based	10 years: 2008-18	830	660	580	1,230	680	3,970
	25 years: 2008-33	810	690	600	1,030	690	3,820

- » **SNPP uses 5 year trends which are prone to short-term variation**
- » **Key assumption in considering an adjusted estimate: “*What period should be used for population trends?*”**
- » **ORS favour a 10-year migration trend between Censuses**
  - Likely to capture both highs and lows without rolling-forward short-term trends that are too high or too low
  - Not dependent on “historic” trends that may be unlikely to be repeated
  - More appropriate for providing a robust basis for long-term planning
- » **Unattributable Population Change**
  - Accountancy adjustment
  - Needed due to inherent weaknesses in some of the data that informs ONS Mid-Year Estimates for LAs
  - Cannot be ignored

# ORS Household Projections 2012-36 Annual Figures



Scenario	2012	2036	Net change 2012-36	Average annual change
<b>HOUSEHOLDS</b>				
Breckland	55,273	67,903	+12,631	+526
Broadland	53,837	63,348	+9,510	+396
North Norfolk	46,357	54,128	+7,771	+324
Norwich	60,791	76,084	+15,293	+637
South Norfolk	53,742	68,778	+15,036	+626
Central Norfolk HMA	270,000	330,241	+60,241	2,509
<b>DWELLINGS</b>				
Breckland	58,232	71,539	+13,307	+554
Broadland	55,401	65,187	+9,787	+408
North Norfolk	53,603	62,588	+8,985	+374
Norwich	64,035	80,144	+16,109	+671
South Norfolk	55,585	71,137	+15,552	+648
Central Norfolk HMA	286,856	350,595	+63,740	2,655



# MARKET SIGNALS

Affordability  
Affordable Housing  
Workers and Jobs

» **Planning Practice Guidance identifies housing market signals that should be considered, including:**

- Land prices and house prices;
- Rents and affordability;
- Rate of development; and
- Overcrowding

» *Appropriate comparisons of indicators should be made. This includes comparison with longer term trends (both in absolute levels and rates of change) in the: housing market area; similar demographic and economic areas; and nationally.*

» **Planning Policy Guidance (CLG, March 2014), para 020**



## » Four stage calculation:

- Backlog of need – existing households who need to move from private sector to affordable housing;
- Concealed and homeless households – they should have a property now, but don't, so need to be added to affordable and total need;
- Net households falling in to need – those needing to move from private sector to affordable housing considered against those whose circumstances improve.
- Net new households – newly forming and in-migrant households considered against household dissolution and out-migrant households.



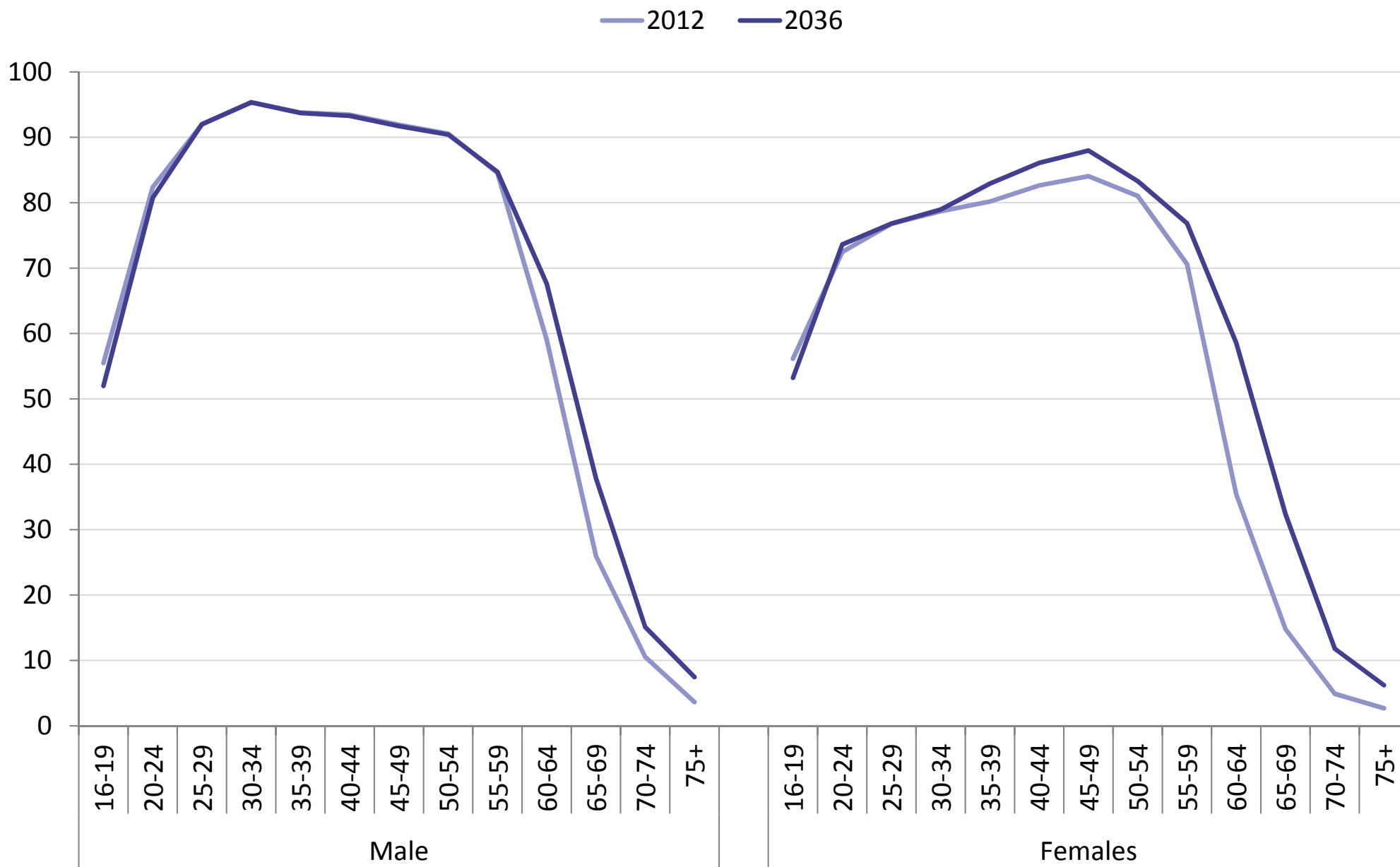
# ORS Affordable Housing Need



	Housing Need (households)		Overall Housing Need
	Market housing	Affordable housing	
Current need for affordable housing (see Figure 68)			
Total unmet need for affordable housing	-	6,350	6,350
Supply of housing vacated	3,663	1,805	5,468
Overall impact of current affordable housing need	-3,663	4,545	882
Projected future housing need 2012-36			
Newly forming households	105,025	38,508	143,533
Household dissolutions following death	98,838	24,687	123,524
Net household growth within Central Norfolk HMA	6,187	13,821	20,009
Impact of existing households falling into need	-23,133	23,133	-
Impact of existing households climbing out of need	25,613	-25,613	-
Impact of households migrating to/from the area	36,652	3,580	40,231
Future need for market and affordable housing	45,320	14,921	60,241
Total need for market and affordable housing			
Overall impact of current affordable housing need	-3,663	4,545	882
Future need for market and affordable housing 2010-30	45,320	14,921	60,241
Total need for market and affordable housing	41,657	19,466	61,123
Average annual need for housing	1,736	811	2,547
Proportion of need for market and affordable housing	68.15%	31.85%	100.00%

- » The market signal indicators show that circumstances in Central Norfolk are generally no worse than across its comparator areas.
- » An analysis of overcrowding identified that the overall housing need should be increased by 882 households to take account of concealed families and homeless households.
- » Very marginal decision as to whether a further adjustment is required in response to market signals, but Eastleigh and Cambridgeshire Local Plans would suggest it sensible to make an adjustment if no other uplift is required.
- » Affordable housing need is also a marginal issue as to whether 31.8% can be delivered.

# ORSEAR Projections Based on OBR Model



# Possible Scenarios for Changes in Economic Activity



Age	2012			2036			Net change 2012-36		
	M	F	Total	M	F	Total	M	F	Total
Aged 16-19	8,127	8,005	16,132	8,409	8,096	16,505	+282	+91	+373
Aged 20-24	15,857	13,775	29,632	16,795	14,742	31,536	+938	+967	+1,904
Aged 25-29	16,524	13,687	30,211	18,582	14,616	33,199	+2059	+929	+2,988
Aged 30-34	16,696	13,624	30,320	17,734	13,715	31,448	+1038	+91	+1,128
Aged 35-39	16,172	13,957	30,130	18,433	15,328	33,761	+2261	+1,371	+3,631
Aged 40-44	19,467	17,338	36,805	19,697	17,264	36,962	+230	-74	+156
Aged 45-49	19,969	18,466	38,435	19,896	18,561	38,457	-72	+95	+22
Aged 50-54	18,138	16,594	34,732	18,779	17,336	36,116	+642	+742	+1,384
Aged 55-59	15,485	13,938	29,423	16,839	15,582	32,421	+1354	+1,644	+2,998
Aged 60-64	11,823	7,613	19,436	14,080	12,668	26,749	+2257	+5,056	+7,313
Aged 65-69	5,317	3,180	8,497	8,963	7,979	16,941	+3646	+4,799	+8,445
Aged 70-74	1,576	764	2,341	3,505	2,857	6,362	+1928	+2,092	+4,021
Aged 75+	446	367	813	1,412	1,256	2,669	+967	+889	+1,856
Total	165,597	141,309	306,906	183,126	159,999	343,125	+17,528	+18,690	+36,219



- » **Draft:** Where the supply of working age population (labour force supply) is less than the projected job growth, this will result in unsustainable commuting patterns and could reduce the resilience of local businesses. In such circumstances, plan makers will need to consider increasing their housing numbers to address these problems.
- » **Final:** Where the supply of working age population that is economically active (labour force supply) is less than the projected job growth, this could result in unsustainable commuting patterns (depending on public transport accessibility or other sustainable options such as walking or cycling) and could reduce the resilience of local businesses. In such circumstances, plan makers will need to consider how the location of new housing or infrastructure development could help address these problems.

## » **EEFM Forecasts**

» Give a small shortfall in workers which would require a marginal increase in dwelling numbers.

## » **City Deal for Greater Norwich**

» Leaves a much larger shortfall in dwelling numbers

## » **Commuting rates and commuting ratios**

– ORS have held commuting rates constant for the baseline population, but are not planning for any extra workers to move to Central Norfolk and then work elsewhere.

## » **Unemployment**

» DWP statistics indicate that this has fallen by 7,000 between March 2012 and March 2015. No further drops in unemployment are assumed

## » **Double Jobbing**

» 3.5% of workers held more than one job in 2012 in Central Norfolk and this is assumed to continue.

# Adjustment for EEFM Jobs Number



Local Authority	Households Growth 2012-2036	Market Signals response for concealed families and homeless households	Response to balance planned jobs and workers	Total Housing Need (including vacancies and second homes)
Breckland	12,631	270	685	14,313
Broadland	9,510	150	653	10,613
North Norfolk	7,771	181	754	10,067
Norwich	15,293	155	493	16,792
South Norfolk	15,036	126	659	16,363
Central Norfolk HMA	60,241	882	3,245	68,148



Local Authority	Households Growth 2012-2036	Market Signals response for concealed families and homeless households	Response to balance planned jobs and workers	Response to the City Deal	Total Housing Need (including vacancies and second homes)
Breckland	12,631	270	685	-	14,313
Broadland	9,510	150	653	2,417	13,088
North Norfolk	7,771	181	754	-	10,067
Norwich	15,293	155	493	2,947	19,928
South Norfolk	15,036	126	659	2,698	19,153
Central Norfolk HMA	60,241	882	3,245	8,060	76,549



# ORS Affordable Housing Need



Dwellings		Breckland	Broadland	North Norfolk	Norwich	South Norfolk
<b>MARKET HOUSING</b>						
Flat	1 bedroom	-	200	200	1,400	300
	2 bedrooms	-100	100	300	1,800	300
House	2 bedrooms	200	1,700	900	1,700	1,700
	3 bedrooms	6,900	6,600	5,200	6,600	9,000
	4 bedrooms	1,600	1,900	1,000	1,100	3,500
	5+ bedrooms	600	400	300	300	1,000
	Total	9,200	10,900	7,800	12,900	15,700
<b>AFFORDABLE HOUSING</b>						
Flat	1 bedrooms	400	200	200	1,600	500
	2 bedroom	300	-	100	1,700	200
House	2 bedrooms	1,700	1,000	900	900	1,300
	3 bedrooms	2,400	800	900	2,500	1,300
	4+ bedrooms	200	100	100	300	200
<b>Total Affordable Housing</b>		5,100	2,200	2,200	7,000	3,400
<b>Total Housing</b>		14,300	13,100	10,100	19,900	19,200



**THANK YOU FOR LISTENING**  
Any Comments or Questions?

Minutes of meeting held between Breckland and West Suffolk representatives  
Breckland Offices Dereham Room 10.00am 30.10.14

Present Breckland: Iain Withington, Nick Moys, Phil Mileham, Martin Pendlebury  
West Suffolk: Gareth Durrant, Sam Robertson, Ian Poole, Magnus Magnusson

**1** **Agenda item**

- Breckland I & O consultation - advance hard copy exchanged. Consultation due on Issues and Options for 8 weeks 17<sup>th</sup> November 2014 – 9<sup>th</sup> January. Document covers all key issues and strategic matters such as housing growth / employment etc. It is not site specific.
- Forest Heath- Single Issue Review of CS combined with Site Specific Allocations Further I & O for consultation Jan /Feb 2015 advance draft to be circulated covers strategic housing numbers and site implementation/ allocation **Action MM to provide advanced copy to IW**
- PM summarised Norfolk D to C Forum and Norfolk officers Group and extended welcome to West Suffolk. PM advised that Suffolk CC had attended group having strategic overview. So far a compendium of growth in existing plans had been produced and going forward, the purpose of the group is to look at strategic issues and the evidence base required, exploring areas of potential joint work. Going forward, the potential for a LEP area coverage strategic employment site study was in discussion. Currently, BDC engaged in a SHMAA where Breckland is now part of Central Norfolk SHMA (GNDP – expanded). The study will provide additional district wide figures with the further inclusion of the remainder of the district
- Potential concerns raised regarding Forest Heath SHMA only looked at extended boundaries which may not cover HMA
- Breckland 3.2 yrs housing supply
- Forest Heath 5.1 yrs supply (2013 figures , 2014 soon to be released )
- **Action IW / MM to set up policy Duty to Co-operate meeting in December to review strategic issues and the forth coming consultations.**

**2** **Brandon Growth**

- Potential for cross boundary application (Outline) to be submitted between Christmas and Easter to West Suffolk. Currently only the scoping opinion has been submitted. (1,500 dwellings and relief road). West Suffolk keen to agree approach to determination and what process if there is a disagreement. A development team approach was suggested
- Agreed that **only joint meetings** from now on should be held with the promoters so as to help constructive engagement and avoid misunderstandings. At the master plan stage, it was recommended the

Councils should pool their experts in the room – Capita Office in Thetford could be a venue

- **Breckland's position** – not aware of any significant political support from the Council, and local Ward Member not particularly in favour. Council's position on link road clearly established and do not support link road / spine route at present due to A) No evidence for requirements, B) transport monitoring should be undertaken after the completion of the A11 duelling project so as to accurately reflect the more settled transport position and diversionary effects. Breckland were not aware the developers had promoted their proposals through the Breckland local plan process.
- West Suffolk confirmed that no further transport studies had been done by them since the CS and that the need for the relief road was unknown. Suffolk CC transport evidence was very dated.
- **West Suffolk position** - In principle support road and the extra homes above allocation to help delivery, subject to evidence. At this stage it is thought the promoters still had outstanding evidence to undertake including Habitats (SPA), transport justification and funding issues. It was considered premature to consider the relief road until the impact of the A11 works had been ascertained, and it was important to understand whether congestion was due to the railway crossing or traffic generation. It is thought there is currently no funding support. The scheme doesn't appear to have wider community support. There has been no promoter led community engagement, instead progress is told via the press. There is also the potential for any application to be recovered by S of State due to scale / prematurity.
- **Agreed to take forward joint meetings with the promoters.** Nick Moys DC contact and will share scoping reports with Gareth Durrent as per approach to screening.

Minutes in G:\Environmental Planning\Planning Policy Team\LOCAL PLAN\Duty to Co-operate\Neighbouring Authorities

## Duty to Cooperate

### Meeting between Breckland and West Suffolk Officers

27th February 2015, Mildenhall

#### Notes of Meeting

**Present:** Boyd Nicholas, (BN), West Suffolk, Iain Withington, (IW), BDC, Magnus Magnusson, (MM), West Suffolk.

#### 1. Relevant actions arising from the 'Brandon Relief Road' meeting held 30.10.14 at Breckland DC Offices

The previous meeting was held, primarily, to discuss the potential cross-border implications of the Brandon Relief Road proposals. However, it was considered appropriate to revisit those actions arising from this meeting as they pertained to duty-to-co-operate issues in more general terms, particularly as these were likely to influence deliberations within the context of this meeting.

Action MM to provide hardcopy SIR/Sites LP – Agreed that emerging SIR/SA LP document issues will be covered later in this meeting, (to date no hardcopies had been made available as not as much progress in terms of their preparation had been made as envisaged at the time of the previous meeting and the consultation periods for the SA/SIR LP documents had been delayed).

Action IW/MM to set-up a 'policy' DtC meeting in December 2014 – Agreed that this meeting was taking place today and later than previously envisaged as a consequence of the delay in preparing and consulting upon the SA/SIR LP documents.

#### 2. LDS Updates

- MM made reference to the recently revised, (January 2015), LDS that had been prepared subsequent to the previous meeting. Subsequent to the previous meeting:
  - The Joint DM Policies LP document had been adopted by SEBC and that it was anticipated that FHDC Members would adopt this evening, (*the document has now been adopted for application of its contents across both Authority areas*).

- The SA and SIR LP documents would now be the subject of consultation in June/July 2015, (as opposed to January/February 2015), and these would both be Regulation 18 consultations, (it had been anticipated, at the time of the previous meeting, that the SIR LP consultation would be regulation 19 stage).
- IW noted that the Breckland LP was due for adoption by the end of 2016. The time line remains ambitious and it is likely that the regulation 18 consultation scheduled for June/July will be moved to the Autumn, although this has yet to be agreed with the Council and discussions are on going.

### 3. Breckland Local Plan 'Issues and Options' update

- The Breckland LP Consultation period closed on 9th January 2015.
- MM requested from IW any information on any pertinent representations made by statutory bodies, (including NE and as these related to the SPA in particular), key utility/infrastructure providers and Brandon Landowners in relation to their potential relief road proposals.
- IW reported that he had not yet had the opportunity to digest all of the consultation responses although he would be doing so in due course. Any pertinent issues would be 'flagged-up' as and when the consultation responses had been analysed. To date no 'show-stoppers' had been identified.

**Action:** IW to 'flag' any pertinent duty to co-operate issues as and when these emerged.

- The consultation draft LP identified a 720 -780 dwellings per year requirement. MM was aware, (from the consultation material), that a new SHMA was being prepared with a larger housing market area. MM requested an update on progress in terms of preparing this evidence base.
- IW reported that the previous SHMA, (2013), had been produced in-house and covered the Breckland area only. The requirements of the DtC, (Localism Act), was the stimulus for the creation of a new 'Central Norfolk' SHMA. The Norfolk Districts are also pursuing a DtoC forum, that is more 'political' in nature/constitution.
- A draft Central Norfolk SHMA is now in circulation, (encompassing South Norfolk, Norwich City, Broadland, Breckland, North Norfolk and the Broads). Importantly, the emerging housing requirement figure is not significantly

different from the range of figures which appeared within the Local Plan consultation document. The SHMA identifies a strong housing market, centred on Norwich, which extends extensively into Breckland through three zones called the Central Norfolk Housing Market Area. IW has some concern that the over-all figure presented in the draft covers only the Breckland part of the Central Norfolk Housing Area and IW is seeking clarification over this issue with the authors, namely Opinion Research Services – ORS.

- The emerging SHMA indicates an annual requirement of some 665 dwellings per annum, with affordable housing need constituting some 28% of this figure. South Norfolk and Breckland are currently achieving 21-26% affordable housing delivery as part of new development and their policy compliant position is 40%, (i.e. they are in a promising position in terms of meeting the affordable element of their housing need). MM identified that Forest Heath was not in such a promising position with their affordable housing need remaining at over 50% of total need.
- IW noted that the new legislation and in particular the inability to seek contributions on developments of 10 or less dwellings would be particularly challenging given the nature/scale of development that had traditionally been coming forward in Breckland.
- IW reported that Breckland, at this stage, were looking to meet their full and objectively assessed housing need at District level and would not be looking to accommodate growth from elsewhere, (MM noted that this was also the case for FHDC).
- The emerging SHMA does show a need arising from adjacent authorities. However, it is not fully clear how these figures have been arrived at. IW is seeking information from ORS as to how their SHMA was being influenced by the Cambridge Sub-region's SHMAA. It was agreed that 'we' should perhaps meet next when the final version of the 'Central Norfolk' SHMAA had been published/circulated.

**Action:** IW to share the final SHMA report with West Suffolk officers on publication.

- IW reiterated Breckland's position insofar as their policies, (as these appeared within their 'Local Plan'), were perhaps more prohibitive that West Suffolk's in terms of

development/impact on the SPA. Although there were no plans to relax these policies per se, as a consequence of 'political' pressure, there might be a slight relaxation where evidence has shown that development is likely to have an impact, i.e. in instances where development is required in relation to agricultural/ employment uses.

- MM reiterated the 'West Suffolk' consultation response insofar as reference should be made to the Brandon 'fringe' of Weeting Parish, if not the settlement itself, (within the context of the LP). This was considered a requirement given the known developer interest which includes new housing provision within Breckland and a number of existing brownfield sites in the District of Breckland which may provide development opportunities over the plan period.
- IW reported that reference could be made to the Breckland Fringe within the context of a future iteration of their LP, (including the impact of Forest Heath and Brandon Landowner proposals for development in this area and the need to, (potentially), provide appropriate mitigation for this). However, it is not Breckland's intention to prioritise growth in this area due to the existence of the SPA.
- IW made the point that there remained a lack of political will for a relief road and the Authority would look for evidence from Forest Heath to establish the impact of the A11 duelling on traffic movements/congestion on Brandon and the need for the road/type of road before considering a change in stance on this matter, (i.e. there was no justification for a relief road at this stage). The need to work in partnership at Officer Level in terms of progressing with any relief road proposals alongside the developer(s) was reiterated.

#### **4. FHDC SIR LP Update**

- The latest 'agreed' housing figure for Brandon, (November 2013 consultation draft), was 730 dwellings within the period 2012 to 2031, (and potentially significantly more should the proposed relief road prove deliverable). However, the Authority was now taking a 'step back' in the preparation process for this LP.
- MM identified the proposed content of the revised consultation draft, (Reg.18 Stage), document:
  - Part 1 - Considers the District's overall housing requirement – Option 1 would be to deliver 7,000 homes as per the latest SHMA and Option 2 would be to



consider a potential uplift in order that more of the affordable need could be met.

- Part 2 - Considers the distribution and phasing delivery of the aforementioned overall housing requirement. 4 scenarios would be presented for comment:
  - Scenario 1: Continuation of past trends distribution,
  - Scenario 2: Urban Concentration led distribution,
  - Scenario 3: Environmental Constraints led distribution,
  - Scenario 4: Affordable housing led distribution.
- The public/stakeholders would be asked to consider the various options and scenarios for the quantum, distribution and phasing of housing delivery within the plan period.

## 5. FHDC Site Allocations LP Update

- MM emphasised that there would be 2 x 'Further Issues & Options' consultations, (as a minimum), as it was not possible to 'prefer' site allocations until after consultation had taken place on the quantum, phasing & distribution of growth as this appeared within the emerging SIR LP.
- The consultation draft document will include all potential site options for initial comment. Sites will be appraised comprehensively within the context of the SA/SEA.
- IW reported that this would be a similar Site Allocations consultation to their own, (scheduled for June/July 2015), which would be very much a 'scoping' exercise.

## 6. Any Other Business

- MM requested an up-date in terms of Breckland's 5-year housing land supply position. FHDC had a 5.1 year supply whereas Breckland remained 'short'.
- Agreed that it would be useful for the minutes of the various Norfolk Officer Groups to be shared with West Suffolk Officers where there were relevant items on the agenda/within the minutes.

**Action:** IW to share meeting papers as and when appropriate and would take this up with the NOG.

- The issue of Mildenhall and in particular the closure of the USAFE air base was discussed. MM & BN noted that a group had been set up specifically to assess the impacts of the closure and any plans for 'reusing' the base. The closure would undoubtedly have an impact on the preparation of the Local Plan documents themselves, (to be considered further as detail/evidence emerged).
- The potential impact of noisier aircraft at USAFE Lakenheath was also considered. FHDC have a number of applications pertaining to the settlement of Lakenheath and the potential impact on any new development(s) would need to be adequately assessed and/or mitigated.
- The fact that Breckland and Forest Heath were working on a joint A11 corridor employment study was mooted. Agreed that this can be used as evidence of close working between the Authorities, (i.e. evidence of exercising their duty-to-co-operate).

## **7. Date of next meeting**

- To be confirmed – Potentially in July when both Authorities were out to consultation on their respective LP documents.

## Appendix A

### People/organisations invited to Infrastructure/Service Providers' Workshops 13 April 2015

Name	Organisation
Francesca Shapland	Natural England
Carla Jackson	Natural England
Jamie Melvin	Natural England
Robert Feakes	Suffolk County Council - Planning
Dave Watson	Suffolk County Council – Transport
Suzanne Buck	Suffolk County Council - Transport
Iain Maxwell	Suffolk County Council – Education
Gavin Bultitude	SCC Place Planning and Education and Learning
Neil McManus	Suffolk County Council – S106
Gareth Betts-Davies	Suffolk County Council – Early Years and Childcare
Representative from Libraries	Suffolk County Council - Libraries
Joanna Finn	West Suffolk Clinical Commissioning Group
The Manager (Get involved)	West Suffolk Clinical Commissioning Group
Louise Kendall	West Suffolk Hospital
Ian Stuchbury	West Suffolk Hospital
Ian Burns	NHS Property Services Ltd
Elizabeth Mugova	Environment Agency
Claire Brindley	Environment Agency
Adam Ireland	Environment Agency
Damien Hawke	National Grid Distribution Team
Development Plan Monitoring	AMEC Environment & Infrastructure UK Limited
Nuno Dafonseca	UK Power Networks
Jim Whiteley	UK Power Networks
David Robinson	UK Power Networks
The Manager	Customer Service - British Gas
Jean Heading	Ely Group of Internal Drainage Boards
Sue Bull	Anglian Water
Jennifer Dean	Anglian Water
Anna Lansdown/planning liaison	Anglian Water
Corrinne Meakins	Forestry Commission England
Charles Ashley	Forestry Commission England
James Meyer	Suffolk Wildlife Trust
Simone Bullion	Suffolk Wildlife Trust
Genevieve Broad	Suffolk Biodiversity Partnership
Jonathan Denby	Greater Anglia (Rail)
Simone Bailey	Greater Anglia (Rail)
Steve Taylor	Network Rail
Jessica Mole	Sustrans
Nigel Brigham	Sustrans
Lorraine O'Gorman	Highways Agency

## Appendix A

Leigh Jenkins	Suffolk Constabulary
Heather Highton	Forest Heath Crime Reduction Officer & ALO Mildenhall Police Station
Ian Bowell	Suffolk Fire and Rescue Service
Paul South	MOD
Alan Gomm	Kings Lynn & West Norfolk
Planning Policy Team	Breckland
Wendy Hague	East Cambridgeshire
Stephen Faulkner	Norfolk County Council
Policy & Regulation	Cambridgeshire County Council
Chris Starke	New Anglia Local Enterprise Partnership
Adrian Cannard	Greater Cambridge Greater Peterborough Enterprise Partnership
Tom Gilbert-Wooldridge	English Heritage
David Gretch	English Heritage
Peter Gudde	West Suffolk – Environmental Health
James Talbot	West Suffolk – Economic Development
Kim Langley	West Suffolk – Housing, Strategy and Enabling
Pete White	West Suffolk – Major Projects
Chris Rand	West Suffolk – Major Projects
Graeme Lockey	West Suffolk – Economic Development
Marie Smith	West Suffolk - Planning Policy
Boyd Nicholas	West Suffolk - Planning Policy
Ann-Marie Howell	West Suffolk - Planning Policy
Magnus Magnusson	West Suffolk - Planning Policy
Samantha Robertson	West Suffolk - Planning Policy
Jackie Ward	West Suffolk - Planning Policy

# Appendix A

**From:** [Ward, Jackie](#)  
**To:** [Redacted]  
**Subject:** Forest Heath SIR Infrastructure & Service Providers' Workshop 13 April 2015  
**Date:** 14 April 2015 15:25:22  
**Attachments:** [15\\_04\\_13 I&SPs Workshop DRAFT Composite Summary.docx](#)  
[List of invitees - Infrastructure & Service Providers' workshop 13 April.docx](#)

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Dear consultee

Thank you very much for participating in our Infrastructure and Service Providers' Workshops on 13 April. Attached you will find a draft of the summary write-ups of both sessions. Please let me know as soon as possible if you wish to change or add to any of the comments you see there. Once finalised they will be used both as a record of this first stage of engagement in the production of the Forest Heath Single Issue Review (SIR) Issues and Options, and in approaching other infrastructure and service providers who were unable to join us at the workshop sessions.

This material is also an essential first stage in producing an Infrastructure Development Plan (IDP). Forest Heath District and St Edmundsbury Borough Councils jointly commissioned independent consultants Nathaniel Litchfield & Associates to undertake an Infrastructure and Environmental Capacity Appraisal (IECA) for West Suffolk that was published in May 2009. This informed the preparation of both Councils' Core Strategy documents. The appraisal sought to assess the need for and means of providing and maintaining social, physical and environmental infrastructure to support housing growth in these areas, for the period to 2031. The IECA is available to view and download in its entirety from the Council's website: [www.westsuffolk.gov.uk/backgroundpolicyevidence](http://www.westsuffolk.gov.uk/backgroundpolicyevidence)

The IDP will update the IECA, and will accompany the Issues and Options stage of the Core Strategy SIR and Site Allocations Local Plan consultations later this summer. I will be preparing this in the coming weeks and will appreciate any help you can give me with this. Given that delivery structures/organisations may have changed since 2009 I will be principally interested in re-examining the "tipping points", and updating the 2009 projected costs of providing new or expanded infrastructure.

Also attached is the list of consultees that were invited to attend or send a representative to the workshops on 13 April. We would appreciate your help in updating this list if you are aware of different/new contacts for any of these organisations.

Regards

Jackie Ward  
Temporary Planning Officer  
Planning  
Planning and Growth

**Direct dial** [Redacted]  
**Email** [Redacted]

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Forest Heath District Council

St Edmundsbury Borough Council

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**Forest Heath and Breckland District Councils**

**Cross boundary strategic issues**

**Notes of meeting held Wednesday 7<sup>th</sup> December 2016**

**at Breckland Council Offices, Dereham**

**Present:**

BDC: Jemma March (JM), Principal Planner Capita, Phil Mileham (PM) Strategic Planning Manager, Breckland and- South Holland Councils

FHDC: Jaki Fisher (JF) West Suffolk Ecology and Landscape Officer, Jackie Ward (JW) West Suffolk Planning Officer

- 1. Introductions** – Officers introduced themselves and JW referred to a previous meeting held between FHDC and BDC officers on 30 October 2014 (see page 4 for a copy of these minutes for information).
- 2. FHDC Single Issue Review and Site Allocations Local Plan** – JW ran through the council's timetable for submitting the SIR and SALP, and some of the challenges along the way. The SIR of Core Strategy Policy CS7 provides for at least 6800 new dwellings to be delivered in the plan period 2011 to 2031. Existing completions and commitments (2011 – 2016) total 2437, and the remaining 4440 dwellings are distributed in the towns, key service centres and primary villages (this total includes an allowance for windfall of 225). The SALP allocates sites for residential, employment, and mixed use sites in Brandon (71 dwellings); Mildenhall (mixed use and residential sites with a total provision for 1412 dwellings, schools, leisure, public service hub, green infrastructure etc.); Newmarket (321 dwellings); Lakenheath (828 dwellings and a site for a primary school); Red Lodge (1129 dwellings and a site for a primary school); and 454 dwellings in the primary villages of Beck Row, Exning, Kentford and West Row. Employment allocations are made in Mildenhall, Newmarket and Red Lodge. One retail allocation is made in Newmarket, and a policy for Town Centre Masterplans provides for detailed masterplans to be prepared for Brandon, Mildenhall and Newmarket town centres.

Key dates noted are:

- Cabinet 13<sup>th</sup> December, full Council 21<sup>st</sup> December (approval to consult, and to submit providing no major issues arise from consultation)

- Consultation planned from 10<sup>th</sup> January to 21<sup>st</sup> February
- Submission early March

- 3. BDC – Local Plan** – JM reported that there had been a high response rate to the Preferred Sites and Settlement Boundaries consultation. Historic England had commented on the need to consider the impacts of new allocations, and BDC is working with HE to produce a Topic Paper. The preferred distribution has changed to emphasise Market Towns as both the Thetford and Attleborough Strategic Urban Extension (SUE) allocations are unlikely to deliver the required number of dwellings in the plan period. In terms of the timetable for submission BDC are aiming for approval to consult on the proposed submission document in March, (consultation to start the second week in April through to the end of May), then submission. BDC is in the Central Norfolk Housing Market Area, and the authorities are updating the SHMA, and BDC are unsure at this stage what the 2014 population projections will mean for the plan.
- 4. Cross-boundary planning application** – JF provided an update on Natural England’s model for assessing the impact of development on nesting Stone Curlew pairs. It has been established that the proposed development area as submitted would need to mitigate for 4.4 pairs of Stone Curlews. The applicants’ agent has indicated that they have found some land for mitigation and are considering options going forward. There is currently an extension of time for the application to be determined. This is due to expire at the end of the year; FHDC is expecting a further request. BDC confirmed that Ward Members had raised concerns about any development in the ‘triangle’ of land south of Weeting. PM believes the applicants are known as the Brandon Landowners consortium. JM will check to see if any comments to the LP were submitted by Barton Willmore. Both authorities noted that the application was not in conformity with either of the emerging Local Plan/ SiR documents and that neither included a scale of growth that would accommodate such a proposal. BDC confirmed that there are no plans for new housing allocations in Weeting in the Council’s emerging Local Plan. Approximately 40 dwellings were allowed on appeal after the Core Strategy had been adopted when BDC didn’t have a five year land supply.
- 5. Duty to Cooperate** – the following were agreed as **strategic issues**:

  - Housing: BDC intends on meeting their OAN in full. FHDC outlined issues relating to future re-development of USAF Mildenhall in light of announcement of closure. Whilst there is expected to be some impact on the local housing market, especially in the private rented sector, this has had a limited effect on the preparation of the SIR as

there is uncertainty over the extent of availability of the land and any decontamination that may need to be carried out; and the closure of RAF Mildenhall will coincide with considerable growth at RAF Lakenheath. The impact of these changes will take some time to take effect. FHDC confirmed that no contribution from redevelopment at Mildenhall is included in the SiR as the impact of this is considered to be beyond the plan period.

- Transport: Ely north – pros and cons – pros: improved services, cons: crossings closed more frequently (e.g. Brandon); A11 – JW noted the SCC RIS2 response to Highways England, and the benefits to Norfolk authorities (and the A11 technology corridor) of improvements to the Fiveways roundabout at Mildenhall.
- Environment: Both authorities have a common policy approach to dealing with the impact of housing and roads on European sites. The secondary (SPA) buffer has been updated across both BDC and FHDC. JM confirmed that RSPB have commented on the HRA supporting document. The whole of Norfolk assessment on \*recreational pressure on the County's European sites has been undertaken by Footprint Ecology and the final report is being drafted. BDC have made comments on the content of the draft report particularly in relation to the Thetford SUE. It was recognised that the approach to honeypot sites by Forestry Commission was a challenge in the context of any Local Plan mitigation measures that may be required as reliant on 3<sup>rd</sup> party actions.
- Economic Development: A11 growth study – BDC and FHDC partners (along with other partner LAs and County Councils) on A11 corridor project. BDC drew attention to their continued strategy of focussing on A11 corridor and the 20ha employment land allocation at Snetterton. PM confirmed BDCs successful bid for NALEP funding to boost the electricity supply capacity at the site. BDC remain principally focused on the A11 corridor.
- Any other issues: Whether it is necessary or desirable to involve Members in Duty to Cooperate meetings outside of Norfolk Strategic Framework/ Suffolk Planning and Infrastructure Framework processes. BDC have a new portfolio holder.
- Joint working Breckland and New Holland are working together at and management level. A Joint Strategic committee has been formed for the purposes of preparing a Local Plan (includes Norfolk County Council representatives). Development Management functions remain separate at the two authorities.



\*Future potential to do a wider Suffolk and Norfolk Recreation study in the future.

6. **Consider the need to pursue any of the strategic issues raised, and the need for future meetings.** It was agreed that there is no need to meet again before each Local Plan examination takes place, but BDC would write a letter outlining BDC strategic issues as the Local Plan is progressing ahead of the proposed Norfolk Strategic Framework document. It was noted that Suffolk authorities were represented and standing invites to Norfolk Member Forum to Suffolk Authorities under the duty.
7. There was no **AOB** and the meeting closed at 11.30.

**West Suffolk and Breckland District Council**  
**Cross boundary strategic issues**  
**Notes of meeting held Tuesday 20<sup>th</sup> June 2017**  
**at Forest Heath Offices, Mildenhall**

**Present:**

BDC: Jemma March (JM), Principal Planning Policy Officer, Capita, Sarah Robertson (SR), Senior Planning Policy Officer, Capita

West Suffolk: Ann Marie Howell, Principal Planning Officer, Jaki Fisher (JF) West Suffolk Ecology and Landscape Officer, Jackie Ward (JW) West Suffolk Planning Officer

**Apologies:**

Mid Suffolk: Matt Deakin (MD) Senior Policy Strategy Planner

Prior to the meeting JM shared an email received from MD which confirmed that he did not perceive that the Breckland Local Plan gives rise to any key cross boundary issues which require cooperative working between Breckland and Mid Suffolk.

- 1. Introductions** – Officers introduced themselves and JM referred to a previous meeting held between FHDC and BDC officers on 7<sup>TH</sup> December 2016 (see page 5 for a copy of these minutes for information). JM explained that the previous meeting had focused on issues related to Forest Heath and Breckland Districts. For completeness under the Duty to Cooperate, it was necessary to hold a further meeting to also consider whether there were any strategic cross boundary issues relating to St Edmundsbury and Mid Suffolk, which also have shared boundaries with Breckland.
  
- 2. Breckland Local Plan update and key dates** – JM explained that the timetable set out in the Councils' LDS had been delayed by six weeks due to the outcome of a Local Plan Working Group meeting held in April. Members had requested more emphasis in the Local Plan on design which has resulted in the development of a strategic design policy and a commitment to producing a supplementary planning document on design. This will be formalised through a revised LDS which will be taken through the democratic channels alongside the Local Plan with a meeting of the full council scheduled 27<sup>th</sup> July. The Pre-Submission Local Plan is due to be published for in the week commencing 21<sup>st</sup> August. Any changes to the Local Plan following the last DtC meeting are not considered to result in

any cross boundary issues and largely relate to restructuring the document, minor site additions or removal from the plan and the addition of the strategic design policy.

- 3. FHDC Single Issue Review (SIR) and Site Allocations Local Plan (SALP)** – AMH stated that the plans were submitted to PINS on 25<sup>th</sup> March 2017. The hearings were originally scheduled for June/July however this has been delayed by the Inspector pending a response to queries in a letter sent 2<sup>nd</sup> June regarding Core Strategy Policy 7. The Council is anticipating providing a response by the 29<sup>th</sup> June. Two separate Inspectors have been appointed to undertake the hearings for which no date has been set.

**St Edmundsbury** – current planning policy documents include: Vision 2031 document (adopted 2014) which sets site allocations and Joint Development Management Policies document (adopted 2015). Work will begin on a joint West Suffolk Local Plan covering FHDC and St Eds. area in 2018. After considering the findings of a draft business case, FHDC and SEBC Council agreed proposals for a new single council should be looked at. A period of public and stakeholder engagement will now be held and proposals looked at in detail which will inform further work on the final business case.

- 4. Cross boundary planning application** – It was confirmed that there are no cross boundary applications between St Edmundsbury and Breckland. If land were to be released at RAF Barnham this would likely be unsuitable for further development due to environmental constraints. In relation to the Brandon/Weeting application previously discussed at the December DtC meeting; SR highlighted a change in the Breckland case officer for the cross boundary application straddling FHDC and Breckland's boundary. Rebecca Collins would now be the lead for Breckland. Little progress had been made since the previous DtC meeting on the application. JF is still attending meetings between Natural England and the developer, although issues have not yet been resolved. JM to check whether representations were made by the developer on the Breckland Local Plan. In any case the site has not been selected as an allocation in either authority's Local Plans.

- 5. Duty to Cooperate**

**Housing** – It was confirmed that Breckland DC, FHDC and St. Eds BC are all able to meet their OAN within their respective administrative boundaries. AMH noted that cross boundary work is being undertaken with East Cambridgeshire on strategic housing allocations which would impact on settlements in FHDC, but this was not the case for Breckland's shared

boundaries. JM provided a brief update on the two strategic allocations: Thetford SUE and Attleborough SUE and the potential issues that are likely to be raised at the submission stage. However, this was not considered to have implications on neighbouring authorities. SR explained that Breckland currently has a 5.6 year housing land supply based on the SHMA housing target using the Liverpool approach (5.2 using Sedgefield). The figure is presently being challenged by a housing appeal for Land off Mallard Road, Watton. It has also been questioned in decisions based on written representations for housing appeals in the last few months but has not been a focus of any one housing appeal until this point. St Edmundsbury have a 5 year land supply and adopted policy documents but this is still regularly challenged. Breckland have adopted a consistent methodology for their HELAA with the other Norfolk authorities whom are all working towards finalising their own versions this summer. Breckland is awaiting finalisation of the CNSHMA which has resulted in a slight modification to the housing projection (now 612 dwellings per annum) but has not required strategic amendments to the Local Plan and housing strategy. FHDC and St. Eds form part of the Cambridge HMA. The SHMA may be updated next year.

**Employment** – Breckland have commissioned an update to their employment evidence and have also updated their retail evidence. Similarly FHDC and St. Eds have also completed updates to their employment evidence. In terms of strategic employment allocations, JM outlined the position in relation to Snetterton which has secured funding from NALEP for electricity generation. A similar problem is presented at Thetford which could affect plans for Thetford Enterprise Park. However, this is the focus of the economic development team and will be clarified in the Councils IDP prior to examination. A strategic employment allocation in Mildenhall (part of West Mildenhall Growth Area) will result in an expansion of the existing employment site at Mildenhall.

**Transport** – West Suffolk contains the strategic routes of the A14 and the A11. When travelling south on the A11 it is not possible to turn east onto the A14. Highways England are looking at the area holistically to consider options. There is a working group including East Cambs and FHDC which are developing traffic modelling for the area due to strategic housing allocations presented in East Cambs close to the border of FHDC.

Safety improvements are planned to the 5 ways roundabout at Barton Mills, with funding obtained from the Department of Transport for signalisation.

No strategic cross boundary transport issues were noted in Breckland.

**Environment** – JM outlined that the RSPB had raised concerns during the previous consultation on the Local Plan on the basis of amendments to the

Stone Curlew buffer illustrated on a map in the HRA accompanying the Local Plan. A meeting had been held between Breckland and the RSPB in April seeking to resolve identified issues. At this stage it is considered that the RSPB accept the proposed revisions to the Stone Curlew buffer and have outlined that they are unlikely to object to the Local Plan, provided a monitoring and mitigation plan is in place. JF advised that NE are preparing a strategic land use planning solution for the Breckland Special Protection Area (SPA), which will seek to progress sustainable development solutions for stone curlew. Some limited development within the 1,500m constraint zone may be possible in the future, subject to a set of clearly defined criteria, and commitment to a mitigation strategy proportionate to the type, scale, and location of development. This was set out in a representation received from NE in response to the SIR and SALP Re8 18 consultation in July 2016.

JM resolved to discuss with David White, Norfolk County Council Ecology team the potential for forming a meeting of relevant organisations and authorities surrounding The Brecks to develop a consistent approach to mitigating the impact of recreational pressure, now that the Norfolk Visitor Pressures Study has been published.

### **Any other issues**

SR queried the status of RAF Mildenhall, and whether this would likely to feature in a future Local Plan for West Suffolk. AMH confirmed that at this stage it is not known for certain when the land would be available (possibly 2023), and there is likely to be further issues relating to transport, contamination and environmental impacts of proposed development in this location which will require detailed consideration before housing delivery can commence.

**Greater Thetford Development Partnership Board  
Minutes**

19th August 2016 10.00am – 12.00pm

Library Room, Charles Burrell Centre, Staniforth Road, Thetford, Norfolk, IP24 3LH

**Chair:** Graham Jermyn GJ

**Attendees:**

**Board Members**

Mike Brown MB (Thetford Business Forum), Chris Hey CH (Norfolk County Council), Paul Wheatley PW (Norfolk Police), Tony Poulter TP (Brettenham & Kilverstone Parish Council), Robert King RK (Croxtton Parish Council), Terry Jermy TJ (Thetford Town Council), Julie Kennealy JK (Breckland Council), Tig Armstrong TA (Norfolk County Council), Robert Campbell RC (Breckland Council – sub-group chair) & Sam Chapman-Allen SCA (Breckland Council), Denis Crawford DC (Norfolk County Council), Matt Thomas MT (Flagship – Adam Broadway Substitute)

**Officers**

**Guests**

**Minutes**

Natalie Thatcher NT (Breckland Council)

**Apologies:**

Richard Doleman RD (Norfolk County Council – sub-group chair), Will Van Cutsem WVC (Pigeon), Rob Cooper RC (Norfolk County Council & South Norfolk CCG), Adam Broadway AB (Flagship),

	Item
	Graham Jermyn introduced himself to the board and the public members in attendance, as the new independent chair for the Greater Thetford Development Partnership.
1	<p><b><u>Approval of Minutes 24/06/16</u></b></p> <p>The minutes of the previous meeting were approved following the below amendments:</p> <p>It was suggested that item 2 did not reflect the importance of the health care provisions in the SUE. A simple sentence is stated but has been requested to be extended to include the importance of it.</p> <p>The first bullet point of the public section was requested to change to</p>

	<p>include further issues on transparency. This will include the suggested text provided.</p> <p>It was asked that further details are given in relation to the concerns raised over the support of money being allocated to the TEP. Although the decision was made democratically, the process of the information on offer was suggested as flawed.</p> <p>There was concern from the public perspective and some members that the decision was being rushed into with no vision or strategy. This was suggested as not being reflected accurately in the minutes.</p> <p>It was confirmed that the vote took place and all but one member of the board voted. No other board member has come back with concerns over the question to vote. Therefore the decision will stand.</p> <p>It was stated for the board that the reallocation of Moving Thetford Forward monies was not to sit in any pot but to forward fund the initial works on the TEP and to achieve further funding from elsewhere (which it has done) as well as undertake some preparatory work.</p> <p>One of the main issues was not having information available for members prior to the meeting, considering that the initial thoughts were brought up in the LEP meeting that took place in May.</p>	
<p><b>2</b></p>	<p><b><u>Strategy and Vision of the board</u></b></p> <p>An email was sent out to the board asking them to give thought to the purpose and vision of the partnership and their contributions.</p> <p>The following comments were received:</p> <ul style="list-style-type: none"> <li>• The Board should advise on the growth of the area. In particular, I look at the growth and how it will affect the community and how it can be policed in the future. The board strategy should be to advise on the correct way to encourage growth.</li> <li>• The purpose is to ensure that sustainable growth is delivered with infrastructure and housing etc.</li> <li>• The objectives are to bring together a collective of willing participants to shape the town and share information together.</li> <li>• The context of the board is to bring forward and interact on infrastructure developments.</li> <li>• The Board provides access to all top officials in the council to push ideas for Norfolk County Council to act upon as it has a big strategic role in the area.</li> <li>• The purpose of the Board is an opportunity for a conduit between the county council and the public, testing ideas and influences back and forth.</li> <li>• The Board should recognise the importance of linking together and moving forward, committing to working with partners around the table and the local community.</li> <li>• The interest of Greater Thetford should be safeguarded, and offer a sense of wellbeing and pride for citizens. The establishment of employment areas are a priority.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The board need to all row in the same direction. A priority is to realise the maximum benefits possible from growth. Thetford residents need to be represented and highlight opportunities from the ground.</li> <li>• The board should ensure growth benefits are maximised and losses are minimised in the rural area.</li> <li>• The board should help to integrate the SUE into the community. The wider vision is to make the area a hub for business etc. in the East of England and to do that, the board should lobby to remove any serious impediments that get in the way.</li> <li>• The board will be involved in skills, tourism, transport and investment to ensure that Breckland and Thetford have as much opportunity as possible to grow with existing and new businesses.</li> <li>• The board should combine individual organisations' visions and views into one, as a partnership. Involvement and engagement with the community includes better communication and information flow and will involve the community to help shape the partnership.</li> </ul> <p>Thanks was given for the thought to the questions asked.</p>	
<p><b>3</b></p>	<p><b><u>Communications Protocol Reminder</u></b></p> <p>The board were reminded of the importance of the communications protocol, particularly with regards to confidential items.</p>	
<p><b>4</b></p>	<p><b><u>Communications Activities</u></b></p> <p>It was requested that some spare papers are printed for public members.</p> <p>Further promotion and transparency of the board was agreed as needed, however it is the responsibility of everyone to ensure this happens. No one party alone is relied upon to cover it. Each organisation should recognise the existence of the board, refer to the board and promote each meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Graham will have a meeting with Breckland's communications team and bring back some future options for improved comms.</b></li> </ul> <p>The Thetford and Brandon Times recently printed an incorrect report, but it was confirmed that the error had originally appeared in a copy of the LEP papers. The board asked the reporter present if they could confirm details of where the roundabout will be.</p> <p>A request was received again for a website page giving details of each of the local projects with further information.</p> <p>The Communities sub-group has an action to look at the ways the group communicates with the public. This will come back to the next meeting, if not beforehand by email.</p>	<p><b>GJ</b></p> <p><b>Communities Group</b></p>



5	<p><b><u>Communities Sub-Group</u></b></p> <p>Three members of the sub-group were in attendance of the meeting. They have had one informal meeting so far to have an opportunity to understand the perspectives of each other.</p> <p>All members are in place, however there is no chair yet in place. This will be confirmed shortly and the chair will be in attendance at the next meeting.</p> <p>The group have had a good discussion on their priorities and their next meeting will be in early September, with a sole focus on communication feeding back and forward.</p> <p>Thanks were passed to Tony, Bob and Terry for their help in getting the communities group in place.</p> <p>Concern was raised over a lack of communication, with some emails sent from members but not shared with the rest of the board.</p>	
6	<p><b><u>Planning &amp; Projects Sub-Group</u></b></p> <p>The Planning and Projects sub-group have met again and met with both other sub-groups and are further working on the delivery plan. New projects have emerged and they have been included on the plan. More information is being added into the document at this stage. Where utilities are involved, getting information on start dates and triggers is difficult and some information is missing in this area. The next iteration will take note of the vision and strategy as the objective of the document is to respond to the vision and strategy.</p> <p>The cumulative delivery for activities in the SUE looks to have been delayed, but this was confirmed that it is in response to one of the developers.</p> <p>Initial meetings have taken place with the developer regarding the schools site location and infrastructure has been discussed. A completion date is being looked at for 2019/20. It takes 4 years from the start of the process to the end, so the preparatory phase of work will begin soon.</p> <p>The board asked for more clarity on the Croxton cycle route and whether this project is still likely to happen.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Tig is to speak with the developers.</b></li> </ul>	TA
7	<p><b><u>Inward Investment Sub-Group</u></b></p> <p>This sub-group will help to develop the unique selling points for the developments.</p> <p>They have been doing a lot of work on the USP for the TEP site and studying a report on Cambridge and their lack of quality business space and housing etc. This gives Thetford the opportunity to present itself as</p>	

	<p>an alternative. The Cambridge paper does actually identify Thetford as an ideal commuter town. The group are positioning Thetford as a place to do business, not just a commuter town.</p> <p>Work has also been done on the A11 technology corridor, and placing Thetford's offer within the context of that umbrella. They have spent time on the business consultation programme but will describe that in more detail once the paper has been completed.</p> <p>They have a reasonably good plan with the TEP site and are progressing things in the right order. The group are pitching with the LEP as hard as possible for support, but it is work in progress. The site has taken so long as it's a difficult proposition to bring to market, but it has come forward lots since the recession.</p> <p>The group discussed correspondence received by the chair from someone offering investment into the TEP site. Julie Kennealy confirmed that the offer was not made through her.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Graham is to meet with the individual to discuss and will take this forward.</b></li> </ul>	GJ
9	<p><b><u>AOB</u></b></p> <p>At the last Thetford town council meeting, councillors were concerned about traffic flow and car parks, considering the new Riverside development. They would like County Council officers to present information on this to the Thetford town council.</p> <p>It was confirmed that County Council was consulted as part of the planning process for the Riverside development and nothing was noted during this process. As the staged opening approaches, temporary measure can be put in place if needed.</p> <p>A study was commissioned and the first draft completed, looking at how the highway network can improve the flow in the town centre, way finding to car parking and linking car parks to key destinations. The first draft has been seen this week and discussions about the next steps will take place when the author is back from leave. If there are issues that emerge with the completion of Riverside, they can be picked up in the study. A presentation of the draft report will be offered to town councillors before a final version is presented to the board.</p> <p>The first draft of the car parking report is also back. Both studies are two largely separate exercises at the moment, however the two will be brought together to align to a single view. This draft report can also be presented at the same time and would be done by Breckland.</p> <p><b>Action:</b></p> <p><b>Foot traffic needs to be looked at further and Tig will look at the possibility of extending the study to include cycling.</b></p>	TA

	<p>It was confirmed that the car park at School Lane will not be taken out of service in September as previously thought. It was asked that significant thought is given to car parking and traffic soon as the Riverside scheme will open in the next few months. Signage can be implemented at short notice, but permanent signs can be put into place once confirmed. Signage is also likely to be provided by each of the companies moving into the site.</p> <p>Julie Kennealy was thanked for her time and efforts in these meetings, as she is leaving Breckland Council. Rob Walker will take her place on the board.</p> <p>The next meeting is scheduled for the 21st October and 2017 dates will start to be put together.</p>	
<p><b>10</b></p>	<p><b><u>Next Steps</u></b></p> <p>The following actions were summarised as next steps for the Board to take.</p> <ol style="list-style-type: none"> <li><b>1. Graham will do some work on the strategy and vision and bring back.</b></li> <li><b>2. Graham is to meet with Chris Kennard at the business forum, to discuss the TEP correspondence.</b></li> <li><b>3. Graham is to work with the Breckland comms team to work on communications.</b></li> </ol>	<p><b>GJ</b></p> <p><b>GJ</b></p> <p><b>GJ</b></p>

**BRECKLAND COUNCIL**

**At a Meeting of the**

**CABINET**

**Held on Tuesday, 11 October 2016 at 9.30 am in  
Norfolk & Dereham Rooms, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mr S H Chapman-Allen (Vice-Chairman)	Mr J.P. Cowen
Mr C G Carter	Mr P M M Dimoglou
Mr S.G. Bambridge	Mr M. S. Robinson

**Also Present**

Mr P.D. Claussen	Mr F.J. Sharpe
Mrs J Hollis	Mrs A M Webb
Mr T. J. Jermy	Mr N.C. Wilkin
Mrs S.M. Matthews	Mr P S Wilkinson
Mr J Newton	

**In Attendance**

Anna Graves	- Chief Executive
Phil Mileham	- Strategic Planning Manager
Tim Mills	- Executive Manager Growth
Maxine O'Mahony	- Executive Director of Strategy & Governance
Teresa Smith	- Democratic Services Officer
Rob Walker	- Executive Director Place

**Action By**

**96/16 MINUTES**

Members asked for the following amendments to be made the minutes:

Councillor Marion Chapman-Allen be added as present at the meeting.

**88/16 – Declaration of Interest**

Councillor Dimoglou asked for an amendment to say that “he had land that he had submitted as part of the Local Plan process”.

**92/16 – Supporting Community Growth in Attleborough**

Councillor Robinson is not a member of the Greater Thetford Development Partnership.

**94/16 – Local Plan – Preferred Sites Consultation**

Councillor Claussen asked that paragraph 5 commencing “Councillor Claussen said...” be amended by adding the following:  
“He said the school cannot and will not be expanded. He asked whether that was a material consideration and Stephen Otterwell (Director Capita Planning & Building Control) said that it was”.

Subject to the amendments above the minutes of the meeting held on 30

**Action By**

August 2016 were confirmed as a correct record and signed by the Chairman.

**97/16 APOLOGIES**

Apologies were received from Councillors Turner and Nunn.

**98/16 URGENT BUSINESS**

None.

**99/16 DECLARATION OF INTERESTS**

Agenda Item 11 – Yaxham Neighbourhood Plan  
Councillor Dimoglou – due to owning land that had been submitted for consideration in the Local Plan process.

**100/16 NON-MEMBERS WISHING TO ADDRESS THE MEETING**

Councillors Claussen, Hollis, Jermy, Matthews, Newton, Sharpe, Webb, Wilkin and Wilkinson.

**101/16 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)**

The Vice-Chairman said that Agenda Item 11 – Yaxham Neighbourhood Plan, would be heard between Agenda Items 8 and 9.

**102/16 BRECKLAND COMMUNITY FUNDING APPLICATIONS (STANDING ITEM)**

The Executive Member People & Information presented the report in the absence of the Executive Member Place.

Councillor Cowen thanked the Council and was delighted to accept the money on behalf of the residents at Shropham.

Councillor Jermy also thanked the Council on behalf of the Thetford Town Football club as the funding would now enable the club to create good facilities.

Councillor Dimoglou added that the Attleborough Day centre carried out excellent work, and it was a testament to Breckland and the local community working together.

Members were informed that £43,700 had been distributed within the community since last meeting of cabinet and the balance remained in excess of £135,000.

**Options:**

1. Fully fund the funding applications set out in the report.
2. Part fund the funding applications set out in the report.
3. Do Nothing.

**Reasons:**

The grant applications meet the criteria of the scheme.

Action By

It was **RESOLVED** that Cabinet approve the following grant awards:

- £9,000 (or 30% of the total project costs, whichever is the lower amount) to Attleborough Day Care Centre to purchase a replacement minibus.
- £14,700 (or 30% of the total project costs, whichever is the lower amount) to Shropham Village Hall and Recreation Ground for their playground refurbishment project.
- £20,000 (or 6.3% of the total project costs, whichever is the lower amount) to Thetford Town Football towards the cost of a replacement clubhouse building.

**103/16 BRECKLAND OUTDOOR SPORT AND PLAY FUND (DC11 GRANT AWARDS)**

Members were asked that £173,393 of DC11 monies be granted to approve 21 compliant applications. A total of £144,000 remained for community groups to apply in the second round of the grant scheme which would re-open in January 2017.

Members were reminded that the DC11 monies were undertakings from developments from local areas within their parish cluster groups.

Councillor Cowen thanked the Executive Member Growth and his team for the monies which had been allocated to Shropham and said it was an active community with a large village hall which the cluster parish areas use.

Councillor Matthews also thanked Breckland on behalf of Swaffham and was delighted to receive the amount.

Councillor Jermy added that it was a positive process for Thetford but asked that if the process was to be repeated he hoped it would be improved to be more efficient.

Councillor Claussen thanked the Council on behalf of Mattishall residents and said that it was a great benefit that came from developments within the area.

Options:

1. Fully fund the compliant applications with immediate effect
2. Do nothing.

Reasons:

The projects meet the criteria of the scheme.

It was **RESOLVED** that Cabinet approves the DC11 grant awards to the following applicants, and releases funding to applicants via the Norfolk Community Foundation:

£39,960 to Attleborough Town Council; £2,050 to Beeston Parish Council; £2,030 to Gressenhall Parish Council; £4,643 to Longham Parish Council; £1,680 to Bridgham Parish Council; £7,320 to Shropham Village Hall Committee; £9,396 to Mattishall Parish Council; £1,200 to Narborough Parish Council; £2,430 to Banham

**Action By**

Parish Council; £9,120 to Kenninghall Parish Council; £4,090 to Sporle with Palgrave Parish Council; £43,400 to Swaffham Town Council; £13,080 to Thetford Town Council; £9,032.50 to Thetford Cricket Club; £9847.50 to Thetford Football Club; £700 to Thuxton and Garvestone Institute; £2339.40 to Watton Sports and Social Club; £7,754.70 to Watton Town Council; £3320 to Weeting with Broomhill Parish Council.

**104/16 Q4 (2015/16) & Q1 (2016/17) PERFORMANCE REPORT**

Councillor Jermy asked for clarification on what was meant by 'cases prevented from homelessness per 1,000 households' and asked if it was a number of cases, or number of people. This would be clarified.

Members noted the content of the report.

**105/16 CAMBRIDGE-NORWICH TECHNOLOGY CORRIDOR**

The Executive Member Growth and Commercialisation commended the report to Members.

Councillor Wilkin said that it was great news for the county, but felt that the A47 was left behind.

The Executive Member for Growth & Governance added that the start to end point of the A11 was Cambridge to Norwich, and the ripple effect throughout the District would be vital. The success of the A11 demonstrated how good it had been and what it could do for the A47. He went onto say that there had been a meeting between Breckland, Highways England and Norfolk County Council regarding the A47.

The Chief Executive said the A47 was a priority of the Council and the meeting with Highways England and Norfolk County Council was to gain commitment that Breckland would be part of the consultation process.

Councillor Jermy said he was on the Transport committee at Norfolk County Council who were also working very hard on the A47 improvements. He asked if Breckland's Economic Development Team were working with county on this. He also asked for clarification on the number of the jobs the Thetford Enterprise Park would create has he had seen conflicting targets.

It was confirmed that there was no duplication, and that the figure was based on the most recent estimate used in the business case.

The Executive Member Growth & Commercialisation emphasised that this was a joint venture with all parties across local authorities, and that the project would be showcased in London on the stands of Norfolk County Council and Suffolk County Council promoting the initiative.

**Options**

1. Approve the actions contained within paragraph 1.11 of the report;
2. Approve them in part;
3. To reject them.

**Action By****Reasons**

The details of the recommendations have been designed and negotiated with Breckland's interests in mind. Supported by the consultant's conclusions and the successful outcome of negotiations between the Partnerships Leaders, leading to the recommendations contained within the background of the report, it is considered that a properly branded and marketed Cambridge-Norwich Technology Corridor will support the Council's aspirations for growth and specifically inward investment at Thetford, Attleborough and Snetterton.

It was **RESOLVED** that Cabinet:

1. Note the progress made on extending the corridor towards Cambridge and the benefits this brings.
2. Support the Actions contained in paragraph 1.11 of the report, including authorising the Leader of the Council to sign the Memorandum of Understanding with the Leaders of other district and county councils and Local Enterprise Partnerships within the partnership with a view to maximising economic benefits from the Corridor of Breckland.

**106/16 YAXHAM NEIGHBOURHOOD PLAN**

Councillor Dimoglou left the room for this item.

The Executive Member Growth said this was the first Neighbourhood Plan within the District to reach the examination stage and confirmed that it met all the requirements to move forward. He congratulated Yaxham on reaching this stage.

The Vice-Chairman added that this was an exciting opportunity to reach this stage of a neighbourhood plan and welcomed Ian Martin, the Vice Chairman of Yaxham Neighbourhood Plan Working Group to the meeting.

Mr Martin was pleased with the report and supported the recommendations. He added that it had been a considerable amount of work in such a small village of 360 dwellings. Yaxham recognised that it needed development that was sustainable and supported the growth of the village and was appreciative of the Officer input in finalising the plan. He went on to say that whilst the working group may not agree with all the points made by the Officer, including the reference to Yaxham being a Local Service Centre, nonetheless he looked forward to working with the Officers when the report was returned by the examiner.

The Executive Member Growth thanked Yaxham for their positive nature on constructing the Neighbourhood Plan and had noted the comments regarding the Local Service Centre.

Councillor Wilkin congratulated Councillor Claussen in protecting his Ward and Yaxham for their positive involvement in pulling together the plan.

The Executive Member People & Information said that Yaxham had paved the way for smaller villages in creating their Neighbourhood Plans. He said that the people of Yaxham, the committee and parish council would all have a greater understanding of the whole planning process and congratulated them for completing the Neighbourhood Plan in record time.



Action By

Councillor Claussen added that it was marvellous at the way in which the community had come together to produce the plan. It had been developed on the back of hostile developments within the village and yet the community came together to shape developments for the future. However, he said that going forward there would be conflict between Yaxham Parish Council, the Neighbourhood Plan and Breckland Council as it had been proved that Yaxham did not have Local Service Centre status and they would continue to lobby that in the future.

The Executive Member Growth & Commercialisation was keen to understand how the village had been able to fund and take forward the Neighbourhood Plan. Mr Martin said that it had been funded solely from grants available from central government, together with funding from local parish charity and the grant given by Breckland.

Options

There were two options for Members to consider:

- 1) To endorse the view that Yaxham Neighbourhood Plan meets the requirements of the 1990 Town and Country Planning Act schedule 4B, section 6 and delegates authority to Officers to inform Yaxham Parish Council of this and to engage with them to appoint an independent examiner to consider the plan. Members agree Breckland Council's own representations on the Yaxham Neighbourhood Plan.
- 2) To consider the contents of this report and delegate authority to Officers to inform Yaxham Parish Council that they have not met the requirements of the 1990 Town and Country Planning Act schedule 4B, section 6 and are currently unable to engage an independent examiner to consider the plan and to provide the reasons why this is the case.

Reasons

It is recommended that Members endorse Option 1. As highlighted within the report, the Yaxham Neighbourhood Plan is considered to have met all the legal requirements and complies with the relevant regulations, including the "Basic Conditions", and there are no reasons for the plan not to proceed to the next statutory stage.

It was **RESOLVED** that:

- 1) the Yaxham Neighbourhood Plan meets the requirements of the 1990 Town and Country Planning Act schedule 4B, section 6 and advised Yaxham Parish Council to this effect;
- 2) Delegate to Officers to appoint, in agreement with Yaxham Parish council, an independent examiner to consider the plan;
- 3) To agree the Breckland Council representations on Regulation 16 Yaxham Neighbourhood Plan.

**107/16 INCREASING SUPPLY OF MARKET RENTED HOUSING**

The Executive Member Growth & Commercialisation presented the report, adding that he proposed an amendment to recommendation one as set out in

Action By

the report.

He proposed the recommendation should read, "Agree in principle to set up a subsidiary company subject to detailed work being done on the future financial and staffing implications of running the company and being brought back to Cabinet for agreement".

The Executive Member Growth said he was pleased to see the report come forward as it presented a strategic vision which bridged across portfolios and would move the Council forward.

Councillor Jermy hoped that consideration would be given to the wider social implications.

The Chief Executive said it would be the Members who would drive the quality of the rented market housing.

Options

- 1) Agree to continue the next stage of the project and in doing so:
  - a) Set up a subsidiary company and delegate the appointment of the initial director to the Chief Executive in consultation with the Leader;
  - b) Commission detailed market research to support investment / acquisition strategy.
- 2) Do not continue to the next stage of the project and cease work.

Reasons

- 1) Initial external professional advice has confirmed that there is a strong rental market with growth potential. The lack of housing affordability will contribute to increased demand for rental properties. The low turnover of units denotes longer stay tenancies and perhaps limited alternative choice for tenants. Asking rents have steadily increased and this growth shows there is demand for market rented properties and capacity to absorb new stock for market rent. The advice confirms that yields are better than cash deposits and although might not be as great as commercial property yields, investment in this new property sector spreads risk.
- 2) Initial external legal advice has confirmed that the Council could safely create a wholly owned company limited by shares that could invest in freehold units via loans provided from the Council. Thus the Council makes a return from interest payments.

The proposed amendment to the first recommendation was presented and agreed by all Members.

It was **RESOLVED** to continue the next stage of the project and in doing so:

- 1) Agree in principle to set up a subsidiary company subject to detailed work being done on the future financial and staffing implications of running the company and being brought back to Cabinet for agreement;
- 2) Commission detailed market research to support investment / acquisition strategy.

**Action By****108/16 NEXT MEETING**

The arrangements for the next meeting held on 22 November at 9.30am in the Norfolk Room, Elizabeth House, Dereham were noted.

**109/16 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED** that under Section 100(A) 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 disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

**110/16 INCREASING SUPPLY OF MARKET RENTED HOUSING - APPENDICES 1 & 2**

Nothing to report.

The meeting closed at 10.55 am

CHAIRMAN

## Appendix A

**From:** [Casey, Anne](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Recreation Project Steering Group meeting notes & consultants brief sent out for quotes  
**Date:** 06 January 2015 17:36:06  
**Attachments:** [Consultant Work Programme Jan 2015.docx](#)  
[Consultants Brief Recreation Assessment Jan 2015.doc](#)

---

Hello all

Happy New Year and our project is off and running :)

Here are the notes from our first Steering Group meeting on 22 December. Also attached is the Consultants Brief and Work Programme that was sent out yesterday for quotes. This closes on Monday 19 January.

Please get in touch if you have any queries.

Notes from Steering Group meeting.

Tasks for Steering Group members

Site allocations information to be provided so AC can map for Norfolk. Need for workshop in Feb. ACTION - All to provide info.

AC to check with Laura Waters (Norfolk CC) to see what info is available from County Strategic Planning.

Assessing consultants quotes - need panel to do this - 22 or 23 January

ACTION - all Steering Group members advise availability

Service Level Agreement signing & Purchase Order number - ACTION - all sign and return SLA's and provide PO number to AC for invoicing.

Other items raised and discussed.

Questionnaire - can extra questions for specific sites be built into questionnaire.

AC - some could be added - wait and see what is in questionnaire first.

NB - who agrees and signs off on questionnaire?

AC - partners sign off, consultant develops it.

AG - some analysis of information for AONB is available. Reports from WNNCEMS look at differences between dog walkers and other users.

NB - Breydon Water - only one navigable channel so boats not moving everywhere - may limit impact.

AG - can we get an initial analysis of data after spring surveys?

AC - will build in to consultants brief

Volunteers used for surveys.

How much training - whole or 1/2 day? what other requirements of volunteers.

AC to write profile of what is required to discuss with partners and land managers.

JS - what reports and other information available in Norfolk are being gathered and analysed?

AC to provide list of what she has so far & partners to add to list and send info to

## Appendix A

AC.

Contractors Brief

first paragraph - we only require a broad overview of potential mitigation & monitoring options

AC to change brief

Workshop

Be clear on boundaries of project and what workshop is to do.

Have experts at each table or group to help guide discussion.

Need to look at each geographic area.

Regards

Anne

Anne Casey

**Coordinator**

Norfolk Biodiversity Partnership

Hosted by Norfolk County Council

County Hall

Martineau Lane

Norwich

Norfolk NR1 2SG

Ph [REDACTED]

Mob [REDACTED]

Webpage: <http://www.norfolkbiodiversity.org/>

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## Appendix A

### Notes of meeting to discuss HRA buffers with Mike Jones of RSPB (10:00-11:00 19/04/2017)

Attendees: Mike Jones (RSPB), Jemma March (Capita Breckland), James Mann (Capita Breckland)

JM informed MJ that through discussion with the HRA consultants: Footprint Ecology, a note had been produced by the consultants to explain in more detail the proposed revisions to the Stone Curlew buffer.

Footprint ecology assessment offered an opportunity to refine the buffers in general where the habitat does not support the species based on the current evidence. This applies to the forested areas of Cranberry Rough, Hockham SSSI and the Rex Graham Reserve SSSI which were excluded as these do not support habitat for Stone Curlews.

One further area that had been amended to the South West of Swaffham was due to an anomaly in the data. Originally it had been buffered due to a nesting attempt 28m inside the forested part of the SPA. Scrutiny of the data shows the accuracy of the nest location was to 100m and also that the nest location was described as a field. It is probable that the record was just outside the SPA in an adjacent field beside the forest. The west area of the SPA near to Swaffham is still protected by the secondary buffer.

MJ stated that the Brecks were not in pristine condition and that the government has an obligation to restore and maintain. Only high level objectives have been published and until the full data has been published by Natural England the fact that just because Stone Curlews aren't nesting does not mean that they may not nest at some point, this could also be to do with changes in farming practices, for example.

**Watton**- Would not want to see the Mallard Road site in the Local Plan.

**Swaffham** – Concerned the Footprint had used data from 2001 onwards and not the data from 1980s as this offers more robust nesting data. The original buffers were based on this data so would want to be clear why parts are being removed. Would also argue that basing this on the complete data would be the right approach when re-defining boundaries. However, seemed to agree that if the Swaffham part of the buffer removed was an anomaly then would broadly support this subject to the evidence being clear. Happy with secondary buffer approach, nobody has yet built in the secondary buffer but highlighted that the 4 councils should set out a co-ordinated approach to provide co-operation on recreational pressures. Happy with secondary buffer approach provided that development would require further contributions to be paid into a fund increasing carrying capacity.

It is down to the council to demonstrate how it is achieving this – a monitoring framework as in the TAAP / Site Specifics document would be suitable. The Plan needs to show that it can mitigate the adverse effects over the plan period. If a similar framework were included then would be broadly happy with the approach.

### **Next Steps**

JM to send MJ the note the consultant produced to explain the proposed changes to the Stone Curlew protection buffer area.

## Appendix A

MJ to liaise with other officers in the RSPB to consider proposed changes in order to provide feedback to BDC officers, prior to consultation on the submission document. MJ to contact Footprint Ecology directly on any detailed issues or data queries.

MJ to arrange meeting between the neighbouring local authorities surrounding Breckland SPA/SAC to discuss revised Stone Curlew buffer and to develop a consistent approach to addressing the impact of recreational pressure.





**Breckland District Council Local Plan  
Site Specifics - Highway Authority Technical Advice**

**March 2017**

<b>Introduction .....</b>	<b>3</b>
<b>1.0 Attleborough 1 .....</b>	<b>3</b>
<b>2.0 Attleborough 2 Besthorpe .....</b>	<b>4</b>
<b>3.0 Ashill.....</b>	<b>9</b>
<b>4.0 Banham .....</b>	<b>10</b>
<b>5.0 Bawdeswell .....</b>	<b>12</b>
<b>6.0 Billingford .....</b>	<b>14</b>
<b>7.0 Beetley.....</b>	<b>14</b>
<b>8.0 Beetley.....</b>	<b>16</b>
<b>9.0 Carbrooke .....</b>	<b>17</b>
<b>10.0 Dereham.....</b>	<b>17</b>
<b>11.0 East Harling .....</b>	<b>20</b>
<b>12.0 Garboldisham .....</b>	<b>23</b>
<b>13.0 Gressenhall.....</b>	<b>26</b>
<b>14.0 Great Ellingham.....</b>	<b>27</b>
<b>15.0 Hockering.....</b>	<b>29</b>
<b>16.0 Hockham .....</b>	<b>30</b>
<b>17.0 Kenninghall.....</b>	<b>31</b>
<b>18.0 Litcham .....</b>	<b>34</b>
<b>19.0 Mattishall.....</b>	<b>37</b>
<b>20.0 Mundford.....</b>	<b>40</b>
<b>21.0 Narborough.....</b>	<b>41</b>
<b>22.0 Necton .....</b>	<b>43</b>
<b>23.0 North Elmham.....</b>	<b>45</b>
<b>24.0 Old Buckenham .....</b>	<b>47</b>
<b>25.0 Shipdham.....</b>	<b>49</b>
<b>26.0 Sporle .....</b>	<b>51</b>
<b>27.0 Scarning.....</b>	<b>54</b>
<b>28.0 Saham Toney .....</b>	<b>54</b>
<b>29.0 Snetterton .....</b>	<b>55</b>
<b>30.0 Swaffham .....</b>	<b>58</b>
<b>31.0 Stanfield .....</b>	<b>60</b>
<b>32.0 Swanton Morley.....</b>	<b>61</b>
<b>33.0 Yaxham .....</b>	<b>63</b>
<b>34.0 Weeting .....</b>	<b>65</b>

## Introduction

When assessing site there are three main areas which are looked at sustainability, safety and mitigation measures.


**Sustainability** – includes the proposed land use and the relationship the site has with existing local facilities

**Safety**- includes whether a safe access could be delivered and the suitability of the local highway network

**Mitigation** – includes an assessment of what mitigating infrastructure is needed to allow this site to be developed and whether this is deliverable.

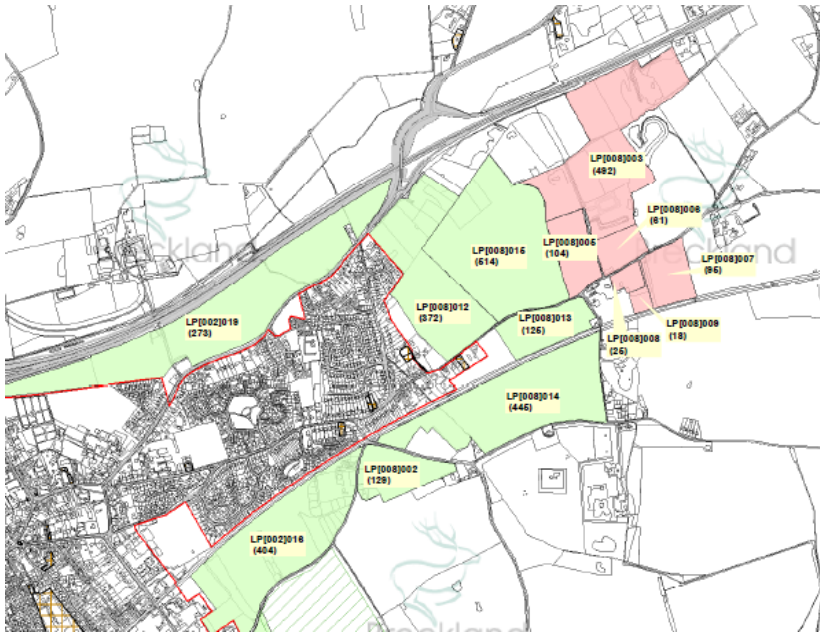
Following an initial site assessment the advice in this report has been provided to Breckland District Council to help in the evidence base and formulation of the draft local plan.

### 1.0 Attleborough 1

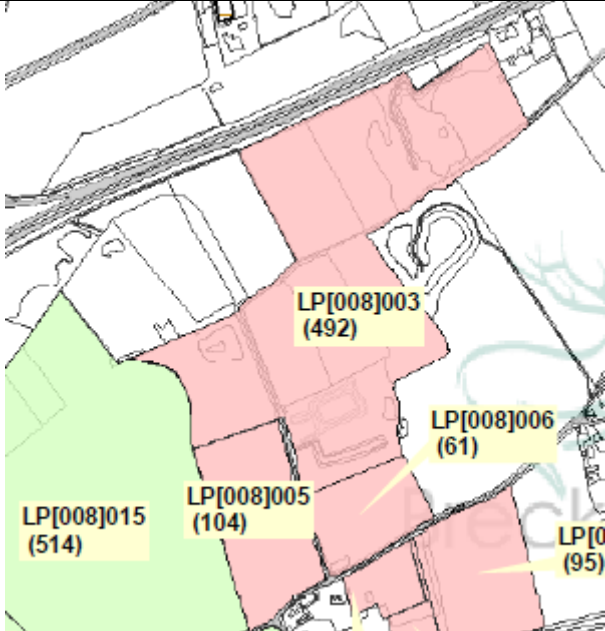
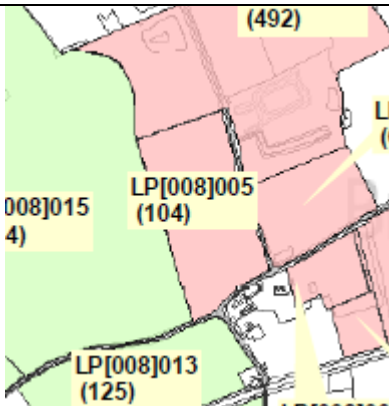
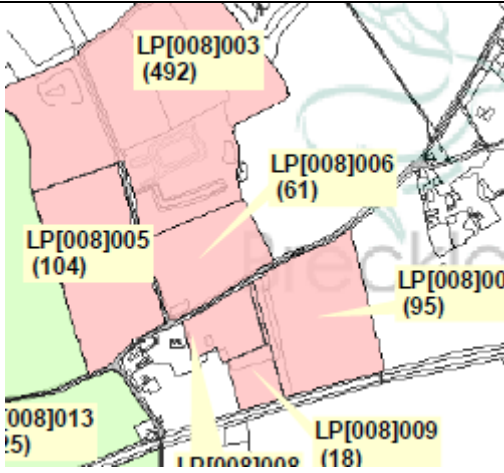
<p><b>028</b> <b>(Gypsy and Traveller Site)</b></p>	 <p>Not suitable for allocation on its own merits. Local road network inadequate. Could be brought forward as part of a wider development with appropriate access.</p>
<p><b>LP[002]033</b></p>	<p>Employment Site</p> <p>2. Subject to a safe access and adequate visibility the Highway Authority would not object to this site in being in the local plan.</p>
<p><b>LP[002]035</b></p>	<p>2. Subject to a safe access and adequate visibility the Highway Authority would not object to this site in being in the local plan.</p>

## 2.0 Attleborough 2 Besthorpe

The preferred strategy for growth in the Attleborough/Besthorpe is in the South West. The sites submitted for additional comments are in the North East. The Highway Authority have therefore provided comments on each individual site judged on their merits. If these sites were to come forward as part of an area of growth they must be looked at as part of the strategic allocation that could deliver the infrastructure mitigation that may be required for development of this scale and in this location.



<p><b>LP[008]002</b></p>	<p>3. Whitehorse Lane in its current form is inadequate to cater for further development by way of limited width, lack of pedestrian provision and substandard junction with Bunwell Road. The Highway Authority would object to this site in being in the local plan.</p>
--------------------------	--

<p><b>LP[008]003</b></p>	 <p>3. Not suitable for allocation. Unsustainable location. The Highway Authority would object to this site in being in the local plan</p>
<p><b>LP[008]005</b></p>	 <p>3. Not suitable for allocation. Unsustainable location. The Highway Authority would object to this site in being in the local plan.</p>
<p><b>LP[008]006</b></p>	

## Appendix A

**From:** [Mann, James](#)  
**To:** ["Raccuja, Gergely"](#)  
**Cc:** [March, Jemma](#)  
**Subject:** RE: Forecasting of A47 developments  
**Date:** 08 December 2016 13:52:21  
**Attachments:** [image010.png](#)  
[image013.png](#)

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Hi Gary,

That's fine. Give me a call this afternoon, I'll be in the office until around 5.

1 – I would put allocations in Reasonably foreseeable as they have not been adopted yet.

- o Extant sites are sites with planning permission that have not yet been developed. These would be the same as in previous spreadsheets that I have sent under 'near certain'
- o Rural areas would also be reasonably foreseeable as this is also an assumption made on previous levels of growth and the foundations of a rural policy that has not yet been adopted.
- o I have GIS layers of all the sites which would provide co-ordinates, would that be acceptable?
- o The colours were for our use, but don't have any meaning in this context
- o We would expect the sites to be market housing with a % of affordable housing, which is currently 36% in the emerging Local Plan but is subject to an ongoing viability assessment.
- o The most recent trajectories are for the local plan sites, the trajectories sent previously are for sites with planning permissions.


2 – In terms of Snetterton we are proposing to allocate 20 hectares of employment land at snetterton heath. Would you require further detailed information than this? We have preferred sites for the 20 hectares.

**Finally, would you be able to point me to who would know about the plans regarding any changes to the highway supply? I'm referring to various junction improvements, or committed projects? (Even plans for CIL/S106 agreements of mitigations for developers.)**


- My colleague, Jemma, is currently producing an Infrastructure Delivery Plan and may be able to help with this. She is out of the office today, but might be able to provide us with something on this in the near future or, failing that, will know who we can contact.

Kind regards,

James

**James Mann BA (Hons) MSc**  
**Planning Policy Officer**  
Breckland Council *working in partnership with* **CAPITA**  
  
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE  
**Commercial in Confidence**

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**From:** Raccuja, Gergely [mailto:  
**Sent:** 08 December 2016 12:50  
**To:** Mann, James  
**Subject:** RE: Forecasting of A47 developments

Hi James,

Sorry I couldn't get back to you earlier. I will give you a call later on today to discuss thing over the phone too if that's ok.

## Appendix A

I attached the spreadsheets again, I hope it works this time. Sorry about the confusion regarding the level of uncertainty, I have included the table that is the guidance from the DfT, which we're relying on, and helps us account for the level of uncertainty.

- 1) Thanks for the housing trajectory spreadsheet you sent me. It is exactly what I'm looking for. A couple of questions regarding it:
  - &#0;. What level of uncertainty would you put the allocations in? Are they "Near certain" or "More than likely" (see table below). I appreciate that the figures and location are subject to change, is the local plan being revised at present?

Table A2 Classification of Future Inputs	
Probability of the Input	Status
Near certain: The outcome will happen or there is a high probability that it will happen.	Intent announced by proponent to regulatory agencies. Approved development proposals. Projects under construction.
More than likely: The outcome is likely to happen but there is some uncertainty.	Submission of planning or consent application imminent. Development application within the consent process.
Reasonably foreseeable: The outcome may happen, but there is significant uncertainty	Identified within a development plan. Not directly associated with the transport strategy/scheme, but may occur if the strategy/scheme is implemented. Development conditional upon the transport strategy/scheme proceeding. Or, a committed policy goal, subject to tests (e.g. of deliverability) whose outcomes are subject to significant uncertainty
Hypothetical: There is considerable uncertainty whether the outcome will ever happen.	Conjecture based upon currently available information. Discussed on a conceptual basis. One of a number of possible inputs in an initial consultation process. Or, a policy aspiration

- &#0;. What do the "extant sites" in row 44 mean? Are they ones in the plan, but without an allocation as of yet? If so, would you put them in the "Reasonably foreseeable bracket"?
- &#0;. How about "Rural Areas", are they "more than likely"?
- &#0;. Do you have coordinates by any chance for the sites? We should be able to identify them by the settlements, but if you have coordinates that would make it easier to do with MapInfo.
- &#0;. Is there a meaning to the green/white/yellow coding for the site references?
- &#0;. Is the housing going to be private housing?
- &#0;. I've attached "Breckland Future Developments 2015-2030.xls" (hopefully you can see it this time), but would you say that it has been superseded by the Housing Trajectory spreadsheet you just sent me? Also the "A47 info.xls" spreadsheet is included in the Housing Trajectory spreadsheet? Or is the Housing Trajectory spreadsheet only showing the "Near Certain" and "More than likely" ones?

- 2) Employment land allocation: that's not a problem do you know any further details on Snetterton? Otherwise, when will this part of the Local Plan be up to date?

Finally, would you be able to point me to who would know about the plans regarding any changes to the highway supply? I'm referring to various junction improvements, or committed projects? (Even plans for CIL/S106 agreements of mitigations for developers.)

Kind Regards,

**Gary Raccuja**  
Graduate Transport Planner | Transport Planning | Consulting and Rail  
**Amey**

t: [REDACTED]  
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## Appendix A



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**From:** Mann, James [mailto: [REDACTED]]  
**Sent:** 07 December 2016 15:33  
**To:** Raccuja, Gergely  
**Subject:** RE: Forecasting of A47 developments

Good afternoon Gary,

Please find attached a rough trajectory, which can be applied to the sites to show what we expect to come forward pre 2021 and 2021-36. Please note this is not the finalised version of the trajectory and this may be subject to change as we move forward with the Local Plan.

Kind regards,

James

**James Mann** BA (Hons) MSc  
**Planning Policy Officer**  
Breckland Council *working in partnership with* **CAPITA**  
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Email: [REDACTED]  
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**From:** Mann, James  
**Sent:** 07 December 2016 09:43  
**To:** 'Raccuja, Gergely'  
**Subject:** RE: Forecasting of A47 developments

Good morning Gary,

I'll take each of your points in turn. There are a few attachments that I don't appear to have. I can provide most of the other information. If there are any questions don't hesitate to give me a call.

*I have 2 spreadsheets pertaining to Breckland. One is called A47 and I think that you put it together for Amar. The other one is called Breckland Future Developments (2015-2030). I have also attached the spreadsheet that I ultimately need to complete in order for us to progress the forecasting – it's for 2021 (I have a similar one for 2036 as well).*

Would you be able to add this spreadsheet again, I have not received this.

*A47 info contains some of the information we used for the 2012 to 2015 rebasing (the first tab). The other 3 tabs are the near certain/quite likely/reasonably foreseeable developments. I also have the shapefile you sent through, but I can't match up the planning application reference in the A47 spreadsheet to the table of the shapefile (we used mapinfo to extract the table – which I also attached). Also can you advise me on the translation from "Preferred" and "Alternatives" to "near certain" / "more than likely" / "reasonably foreseeable"? Also what's the planned release timing of the A47 spreadsheet? Which ones will be completed by 2021 and which ones after?*

Certain, quite likely and reasonably were terms that your colleague, Haresh, used in the spreadsheet. My translation of these were as follows: certain = sites which have planning permission, what we would define as commitments; more than likely: large sites with decision to grant awaiting a section 106 agreements. Reasonably foreseeable: Sites that are currently preferred sites in the emerging local Plan.

The GIS layer shows sites that are 'reasonably foreseeable' and doesn't show planning applications. I could send you the planning applications layer, although I wouldn't have time to filter this.



## Appendix A

My other main questions so far are:

- &#0;. Where can I find information about the commercial developments planned for the future? I would need the planned SQM, land use category, and development location too (GIS coordinates preferably).
  - Snetterton is the only place where we are currently allocating future employment land – there may be more in Dereham but this has not been agreed yet.
- &#0;. Where can I find information about the plans for between 2030 and 2036 for both housing and commercial?
  - The plan period is to 2036, but I can provide ‘indicative’ trajectory work that would set out when we expect development to come forward, but this would only be based on assumptions at this point in time.
- &#0;. Could you please confirm that the parish map that we’re using for Breckland is up to date (see JPEG)?
  - The parish map is accurate.

I have also attached a JPEG for your reference, which shows the extent of our Fully Modelled Area, this is the boundary within which I need to gather data for the forecasting.

- I don’t seem to have this, would you be able to send this to me again.

Kind regards,

James

**James Mann** BA (Hons) MSc  
**Planning Policy Officer**  
Breckland Council *working in partnership with* **CAPITA**  
Tel: [REDACTED]  
[REDACTED]  
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE  
**Commercial in Confidence**

---

**From:** Raccuja, Gergely [REDACTED]  
**Sent:** 02 December 2016 14:01  
**To:** Mann, James  
**Subject:** RE: Forecasting of A47 developments

**Gary Raccuja**  
Graduate Transport Planner | Transport Planning | Consulting and Rail  
**Amey**

t: [REDACTED]  
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**From:** Raccuja, Gergely  
**Sent:** 02 December 2016 13:57  
**To:** 'Mann, James'  
**Subject:** FW: Forecasting of A47 developments

**Gary Raccuja**  
Graduate Transport Planner | Transport Planning | Consulting and Rail  
**Amey**

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**From:** Raccuja, Gergely  
**Sent:** 02 December 2016 09:31  
**To:** 'Mann, James'  
**Cc:** Haresh Kumar; Logan, Raymond  
**Subject:** Forecasting of A47 developments

Dear James,

You've been in touch with a colleague of mine, Amar, a few months ago, regarding future developments in Breckland.

We're progressing through the modelling process and I've taken over from Amar, so I wanted to get a few updates if possible. We've finished rebasing the model from 2012 to 2015 and I now need to estimate traffic in and around Norwich in 2021 and 2036.

I have 2 spreadsheets pertaining to Breckland. One is called A47 and I think that you put it together for Amar. The other one is called Breckland Future Developments (2015-2030). I have also attached the spreadsheet that I ultimately need to complete in order for us to progress the forecasting – it's for 2021 (I have a similar one for 2036 as well).

A47 info contains some of the information we used for the 2012 to 2015 rebasing (the first tab). The other 3 tabs are the near certain/quite likely/reasonably foreseeable developments. I also have the shapefile you sent through, but I can't match up the planning application reference in the A47 spreadsheet to the table of the shapefile (we used mapinfo to extract the table – which I also attached). Also can you advise me on the translation from "Preferred" and "Alternatives" to "near certain" / "more than likely" / "reasonably foreseeable"? Also what's the planned release timing of the A47 spreadsheet? Which ones will be completed by 2021 and which ones after?

My other main questions so far are:

- &#0;. Where can I find information about the commercial developments planned for the future? I would need the planned SQM, land use category, and development location too (GIS coordinates preferably).
- &#0;. Where can I find information about the plans for between 2030 and 2036 for both housing and commercial?
- &#0;. Could you please confirm that the parish map that we're using for Breckland is up to date (see JPEG)?

I have also attached a JPEG for your reference, which shows the extent of our Fully Modelled Area, this is the boundary within which I need to gather data for the forecasting.

Thanks for your help again and I look forward to hearing from you. I'll give you a call later on today, just to introduce myself.

Kind Regards,

**Gary Raccuja**  
Graduate Transport Planner | Transport Planning | Consulting and Rail  
**Amey**

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## Appendix A

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**From:** Mann, James [redacted]  
**Sent:** 08 September 2016 16:32  
**To:** Amar Amin  
**Subject:** RE: A47 developments

Good afternoon Amar,

Sorry for the delay in getting back to you on this.

Please find attached a spreadsheet with the relevant info as per your previous email. Do you require our GIS layers for the Local Plan sites, if so would you require just the shapefiles?

If you have any further queries, please don't hesitate to ask.

Kind regards,

James

**James Mann** BA (Hons) MSc  
**Planning Policy Officer**  
Breckland Council *working in partnership with* **CAPITA**

[redacted]  
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE  
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**From:** Amar Amin [mailto:[redacted]]  
**Sent:** 12 May 2016 11:17  
**To:** Mann, James  
**Cc:** Haresh Kumar  
**Subject:** RE: A47 developments

Hi James

The quick response is very much appreciated, however the data provided is not specific enough in regards to dates and locations. If you could provide the original data sheets which show years and also the GIS for specific locations.

The layout of how the data will be gathered or brought together for analysis is as shown below.

We are in the process of developing a traffic model for assessing the impact and performance of the proposed A47 Corridor Improvement Programme during future years. The assessment will rely upon traffic forecasts that will be projected from a modelled base year 2012 situation. Traffic growth from the 2012 base to future years (2021 and 2036) will be assessed for three situations: low, core and high. The core case will be taken to be the 'most likely' outcome, whilst low growth and high growth are the most 'pessimistic' and 'optimistic' outcomes, respectively. The components of each scenario are expected to be as follows:

- &#0;. Core Scenario - this scenario includes completed, near certain and more than likely development trips as well as residual National Trip End Model (NTEM) traffic growth;
- &#0;. High Growth Scenario - as Core but with reasonably foreseeable development trips as well as increased NTEM growth; and
- &#0;. Low Growth Scenario - as Core but with only near certain development trips as well as decreased NTEM growth.

We'd therefore be very grateful if you could supply us with the following local planning data covering the vicinity of the A47 corridor within your authority:

## Appendix A

### Completed

&#0;. Developments completed since 2012.

### Near Certain

&#0;. Approved development proposals not yet built; and  
&#0;. Approved development proposals under construction.

### More Than Likely

&#0;. Development applications within the consent process; and  
&#0;. Development where the submission of planning or consent application is imminent.

### Reasonably Foreseeable

&#0;. Developments Identified within a development plan;  
&#0;. Developments not directly associated with the transport scheme, but may occur if the scheme is implemented;  
&#0;. Developments conditional upon the transport scheme proceeding; and  
&#0;. Windfalls.

The following detail is required for each of the developments categories outlined above:

&#0;. Size;  
&#0;. Nature of development (office, retail, leisure, residential, etc.); and  
&#0;. Phasing of development (i.e. where a proportion of the development is in use before the full development is completed).

Kind Regards

Amar Amin

---

**From:** Mann, James [REDACTED]  
**Sent:** 11 May 2016 14:29  
**To:** Amar Amin  
**Subject:** FW: A47 developments

Good afternoon Amar,

Please find attached a copy of PD04, which sets out growth since April 2011 and the amount of growth we are proposing for the plan period (2011-2036). Nb PD04 includes only completions & commitments for the Local Service Centres and Market Towns. I would also stress that these numbers are from the Preferred Directions consultation and are subject to change.

The number of completions between April 1 2012 and March 31 2015 was 1,145. As of March 31 2015 there were 5,993 commitments on allocated sites and 2,180 commitments on windfall sites.

The figures for the monitoring year 2015-16 are still being collated.

I hope this is helpful.

Kind regards,

James

## Appendix A

**James Mann** BA (Hons) MSc  
**Planning Policy Officer**  
Breckland Council *working in partnership with* **CAPITA**

[REDACTED]  
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE  
**Commercial in Confidence**

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**From:** Rix, Catherine  
**Sent:** 11 May 2016 10:53  
**To:** Planning Policy Team; Moys, Nick  
**Subject:** FW: A47 developments

Hello,

Please advise who would deal with this.

Kind regards

*Catherine Rix*

**Catherine Rix**  
**Technical Support Officer**  
Breckland Council *working in partnership with* **CAPITA**

[REDACTED]  
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE

---

**From:** Amar Amin [mailto:[REDACTED]]  
**Sent:** 11 May 2016 10:40  
**To:** Planning  
**Cc:** Logan, Raymond  
**Subject:** A47 developments

Dear Sir or Madam

I work for a company called Amey who are the managing agents for the Area 6 Trunk Network on behalf of Highways England (HE). Working in coordination with the HE and Department for Transport (DfT), we are presently looking into a series of planned improvement works along the A47 between the A1 at Wansford and Great Yarmouth. A section of this route goes through land presently under your authorities jurisdiction.

As part of the scheme, we are looking to gather information concerning past (from present to 2012) and future traffic growth and demand on the network. As such, I am hoping that you might be able to provide me with information concerning any developments 2012 to present and also committed development (e.g. proposed new housing developments) you are presently aware of on land either directly adjacent to or in the immediate vicinity of the A47 trunk road.

Many thanks for your help

If you could forward this enquiry to the relevant Planning Section representatives within your organisation, I would be most grateful. Should you have any queries concerning any of the enclosed information, please do not hesitate to contact me. I look forward to hearing from you.

Many thanks for your help.

**Amar Amin Bsc (Hons)**  
Graduate Transport Planner | Consulting & Rail

## Appendix A

Amey

International Design Hub | Colmore Building | 20 Colmore Circus | B4 6AT



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**Attleborough Development Partnership  
Minutes**

Wednesday 23 March 2016 2.00pm – 4.00pm

Attleborough Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

**Chair:** Julie Kennealy (Breckland Council)

**Attendees:**

**Board Members**

Tig Armstrong (Norfolk County Council), Rona Boggia (Old Buckenham Parish Council), Alec Byrne (Norfolk County Council), Tim Mills (Breckland District Council), Tristan Ashby (Breckland District Council), Charles Campion (JTP) & Richard Middleton (Neighbourhood Plan Group)

**Officers**

Phil Mileham (Breckland Council) & Richard Doleman (Norfolk County Council)

**Guests**

Adrian Stasiak (Breckland Council), Terry Cracknell (Old Buckenham Parish Council), Claire san Martin (JTP), John Long (Bidwells), Craig Neilson (Ptarmigan Land), Daniel Ekstrand (Transport Planning Associates), Rupert Lyons (Transport Planning Associates)

**Minutes**

Natalie Thatcher (Breckland District Council)

**Apologies:**

Iain Dunnett (LEP), Tony Watling (Besthorpe Parish Council), Gina Lopes (Attleborough Town Council), Roger Bond (Attleborough Town Council),

	<b>Item</b>	
<b>1</b>	<b><u>Introduction</u></b>	<p>Introductions were taken around the table, including of the attendees present, those with voting rights and those without. The District Council, the County Council and the Land Owners have all been working together to bring forward the proposals for the development of Attleborough. The board will hear from Craig Neilson and his team regarding transport infrastructure, phasing and trigger points. Norfolk County Council will also talk about the opportunities and options the board have to influence the local growth funding award money. The presentation is likely to only take 30 minutes.</p>
<b>2</b>	<b><u>Minutes/Actions Arising</u></b>	<p>Only point 6 of the previous minutes was referred too, as this is the only item that was relevant for this meeting.</p>
<b>3</b>	<b><u>Presentation on Attleborough South</u></b>	

PM introduced the presentation and indicated that Attleborough's growth plan has been evolving through the Council's core strategy dating back to 2009. Whilst the area action plan ceased production, the new single Local Plan will now cover the whole district.

A number of consultations have taken place regarding the growth areas and the latest Local Plan consultation closed in February. The formal pre-submission stage is due to take place later this year.

Both the Local Plan and a future Planning Application for the urban extension will be shaped by discussions on key transport and infrastructure packages and consensus will be needed on these aspects as the scheme moves forward.

Craig Neilson began by stating that he had been involved in the site plans since 2008 and has helped the council work through the previous action plan and now the local plan. Ptarmigan Land has fully supported Breckland through the processes.

Ptarmigan have worked with the Capita Transport studies, which also enabled community input, and considered where the road could go. Uncertainty on securing the land made progress difficult and therefore only preliminary discussions with stakeholders such as Network Rail could take place. Now the road alignment has been confirmed and the land secured, a basic deal has been agreed with them.

Ptarmigan would like to share the delivery of the scheme with the board, without drilling into too much detail. This will include the scale of the development and how it moves forward. They wish to share the draft masterplanning work and get the groups views.

It was noted that the link road is £12m to deliver on its own without any other public services for the site.

Richard Doleman confirmed that the earliest work on the link road was carried out by Mott Macdonald in 2008. This work helped to inform Brecklands development of the core strategy as part of understanding the infrastructure requirements to support growth.

The work informed policies within the Core Strategy which identified the need for a link road to support a development of approx. 4,000 homes. This did leave uncertainty about the precise form of the link road, its detailed alignment and how it would be delivered.

A total of 13 different link road delivery options were looked at in 2012. Work was then focussed on unpacking delivery rather than technical detail. It became clear that a number of options weren't deliverable. The process identified that the most favourable direction for the link road would be between the B1077 and the Breckland Lodge roundabout. This work was considered and agreed by the then Attleborough Task Force. The Capita transport reports gave a clear steer on the requirements for transport infrastructure to support growth. The New Anglia LEP produced its Strategic Economic Plan, and following this, they identified opportunities through the local growth fund, to support transport interventions. As Attleborough has been identified as a key growth location, funding was sought for a link road and various town centre measures. £4.6m was awarded to support growth in Attleborough,



however the award centred on town centre interventions and sustainable transport measures rather than the wider bid for the link road. The award has been confirmed and CLG has advised that the profile of the original bid must be adhered to if not any balance would be recouped. The funding is phased and the first tranche is to spend in 2016/17 on scheme development work. The bulk of the funding is then available, phased, over the following three years. The cut-off date is 2020.

Claire san Martin then gave the board an appreciation of the site constraints and how the master plan has been shaped. She indicated that the site is crossed by underground pipelines and landscape features including the railway and watercourse etc. which are a constraint as well as an opportunity for amenity assets and features. JTP have looked at access points across railways and the link road, including recreational sport and play land and good accessibility.

The draft masterplan indicated that development will be approx. 34 dwellings per hectare and the site will include two primary schools and provide facilities locally to create communities in these smaller neighbourhoods.

The project phasing is as follows:

Phase 1: Buckenham Road 500 homes built, including retail and community buildings.

Phase 2: 1,000 homes, including a two sided local high street, primary schools and more sections of the link road.

Phase 3: 1,500 homes, the link road would be completed and further homes to the south.

Phase 4: another primary school and 3100 homes, including the remaining homes in the east, with further retail units.

Richard confirmed that to support the 6 phases of development to deliver 4,000 houses and the infrastructure, the transport interventions associated with each phase are:

Phase 1: Town centre traffic capacity improvements, including signals and Surrogate Street 2 way. A new pedestrian footbridge at Leys Lane to replace the level crossing will be put into place, along with DDA compliant upgrades to existing pathways near the railway.

Phase 2: Progress with the link road.

Phase 3: Completion of the link road, including railway bridge.

Phase 4: Traffic management review in the town centre, following the link road completion.

Phase 4, 5 & 6: Traffic management review in the town centre, following the link road completion. Implementation of previously identified works that cannot be completed until Link Road is in place plus any additional works identified as part of review.

Rupert Lyons stated that lots of work had been done last year to understand the phasing of the transport links and when each needed to be complete by.

Richard confirmed that there is a key threshold between phases 2 and 3

	<p>whereby the link road must be completed. He indicated that this would need to be in place at a threshold of 1,200 dwellings. He also indicated that any agreement on the threshold is also secured through a legal agreement as part of the planning application, which would require key activities to take place before and after full completion of the road. This was with the aim of smoothing out the development profile so that the road is fully built out rather than development halting just below the threshold but not completed. It was also stated that by the time 1,200 houses are built, the bridge etc. will already have been delivered. The board were advised that there is a core package of measures that must be undertaken in the first instance (as above - town centre signalisation, Leys lane DDA, footways to and from Station). RD advised that this would not account for all of the £4.6million of LGF funding and the group were asked their views on the available options for the balance. These were:</p> <p>Option 1: Delivering more of the link road &amp; improving the roundabout.  Option 2: Money will focus more on town centre interventions than just the bare minimum and the work will happen in advance of the link road.  Option 3: A mixture of both. Will likely include A11 roundabout improvement, some additional extra link road ahead of the development phases and some town centre measures.</p> <p><u>Key issues for the Board's views</u>  Agreement on the threshold by which the link road will be completed – by 1,200 homes (i.e. between phases 2 and 3 of the development).  Getting a view on where the group would want the remaining LGF funding after the core package of measures, should be directed.</p>	
4	<p><b><u>Discussion</u></b></p> <p>Following discussions around the group, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Traffic modelling work has been done, including the growth areas once complete. Evidence of the modelling to be provided by TPA.</li> <li>• The group agreed with the proposed phasing, threshold for completion of the link road and accompanying dates. Subsequent questions sought to understand whether there was the capacity for the town centre to take the traffic amount once the urban extension has been completed.</li> <li>• The Neighbourhood Plan groups previously submitted transport priorities have not been lost, but decisions need to be made to decide where additional investment is placed.</li> <li>• The completion of the houses follows the link road completion, although not the entirety of it. The project runs hand in hand to begin with.</li> <li>• Phases 1 and 2 of the development (prior to link road completion) will be supported by enhancements to the town centre highway</li> </ul>	

network.

- The level crossing will be removed by Network Rail and the new bridge will be a footbridge with steps. Cyclists and wheelchair users will need to go around but improvements to routes would be secured.
- The improvements to the Breckland Lodge roundabout were requested by Highways England in order to make southbound movement to the A11 easier.
- The town centre improvements are key works to kickstart the project, which were recognised as critical to enabling the development to commence. The options given for the remaining LGF funding are a spread of works that are required but that aren't time critical in terms of the early phases. They are still needed, but not so early so the use of LGF would accelerate these.
- If the full grant has not been spent by 2020, the money will be recouped by CLG.
- A mathematical error was spotted within the slides, showing the figures total for the town centre transport improvements. It should read £1.15m in 17/18, not £1.5m.
- Construction traffic routing agreements would be secured at the planning application stage with suitable planning conditions, as this depends on appropriate roads and the items being delivered.
- If option 1 for the use of the remaining LGF was chosen, this will bring the delivery of parts of the link road further forward in time, but it will not shift the threshold and finish it quicker.
- The town centre focus option will help to change people's minds about how they move around the town and help embed opportunities for sustainable travel choices early in the schemes lifetime.
- If option 2 is chosen, the link road progression will come along with the houses, rather than an early advancement.
- It was noted that the whole development of the link road is likely to take approx. 8 years until completion.
- It's important that Attleborough is a town that supports growth. The money from the funding is being used to make the scheme more viable. By using the money to deliver the footbridge for example, developers would not be asked to pay for this. This would ease pressure with the developers and aim to deliver targets earlier.
- Front funding infrastructure is a mechanism the land owners are keen to look into as well.

Each option was considered and the group agreed that a mixed approach (option 3) was the best choice, so that a variety of town centre projects

	<p>can be identified, along with some higher value interventions. This will ensure that a spread of deliverable meaningful town centre priorities are undertaken, ensuring the public see some benefit to the town centre, as well as some bigger projects to ensure that all funds are fully utilised.</p> <p>It was noted that the board agreed that Attleborough is a well-placed town now and they are optimistic of its future.</p>	
5	<p><b><u>AOB</u></b></p> <p>It was confirmed that the presentation will be available for circulation with the meeting minutes.</p> <p>A technical meeting will be set up by the landowners and TPA to help residents and board members understand their traffic modelling work. RM will arrange this with TPA.</p> <p><i>[The public forum ended]</i></p> <p>It was stated that the County Council are responsible for the management and expenditure of the growth fund money which was allocated via the LEP to them.</p> <p>Once the link road is in use, the benefits will not be captured fully for the Town Centre unless a second wave of enhancements are done.</p> <p>Unfortunately, the other housing schemes that have come through have not had to contribute to the infrastructure/costs.</p> <p>It was clarified that members of the public can come and sit in on meetings, but cannot participate. If confidential items appear on the agenda, they will be covered once the public have gone.</p>	<p><b>NT</b></p> <p><b>RM/ RL</b></p>
	<p><b><u>Date of Next Meeting</u></b></p> <p>The next ADP Board Meeting is the 18<sup>th</sup> April 2016.</p>	

**CENTRAL NORFOLK PREMISES MEETING  
14 JANUARY 2015 AT 12 noon @ Lakeside**

**AGENDA**

1	Introductions and apologies	12.00 – 12.05
2	The role of NHS England as commissioners	12.05 – 12.15
3	The role of CCGs as commissioners	12.15 – 12.25
4	<p>Planning officer briefings</p> <p>Each planning officer to provide a 10 minute brief on key growth areas and timelines for development</p> <p>Followed by discussion regarding the impact of each growth area on health service capacity including premises, workforce and funding.</p>	
	North Norfolk briefing + discussion	12.25 – 12.45
	Breckland briefing + discussion	12.45 – 13.05
	<b>COFFEE/TEA BREAK</b>	<b>13.05 – 13.20</b>
	South Norfolk briefing + discussions	13.20 – 13.40
	Norwich briefing + discussion	13.40 – 14.00
	Broadland briefing + discussion	14.00 – 14.20
5	<p>Next Steps</p> <ul style="list-style-type: none"> <li>• Local engagement: Planning teams with Area Teams and CCG</li> <li>• Primary care services engagement</li> <li>• Other steps to be identified</li> </ul>	14.20 – 14.50
6	Any other business	14.50 – 15.00 close

## Appendix A

**From:** [Matt Deakin](#)  
**To:** [March, Jemma](#)  
**Cc:** [Robertson, Sarah](#)  
**Subject:** Mid Suffolk Duty to Cooperate response  
**Date:** 19 June 2017 22:23:30  
**Importance:** High

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Dear Jemma,

Thank you for your email and invitation regarding the Breckland Local Plan DtC matters.

Due to urgent deadline commitments relating to the preparation of the Babergh and Mid Suffolk draft Local Plan, unfortunately, I am going to have to give my apologies for the meeting tomorrow (Tues). However, I have reviewed the DtC material you have previously shared with the Council as well as the draft Breckland Local Plan documents on your website. I am in agreement that, at this stage, the Breckland Local Plan does not give rise to any key cross boundary issues which require cooperative working between Breckland and Mid Suffolk.

For information, Babergh and Mid Suffolk are at the early stages (Reg 18) of a new Joint Local Plan and are about to consult with relevant DtC bodies in relation to initial scoping of DtC issues. The Councils have provisionally identified that (depending upon scale and location) there may be a future need to work together on matters of mitigation for Habitats Regulation Assessment. I would welcome your views upon this in due course.

Finally, you have previously mentioned that it may be helpful to consider any relevant wider Norfolk/Suffolk issues. At this stage I cannot identify any relevant issues but please feel free to get in touch should you have any further questions.

Many thanks,

Matt

--

**Matt Deakin**

Senior Policy Strategy Planner

[Babergh District Council](#) & [Mid Suffolk District Council](#) - Working Together

**\*\*\* Community Infrastructure Levy (CIL) charging started in Mid Suffolk and Babergh on 11th April 2016. See our websites for the latest information here: [CIL in Babergh](#) and [CIL in Mid Suffolk](#) \*\*\*\***

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