

Environment, Development and Transport Committee

Date: Friday, 20 May 2016

Time: 10:00

Venue: Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr M Wilby - Chair

Ms C Bowes	Mr C Foulger
Mr A Boswell	Mr B Iles
Mr B Bremner	Mr T Jermy
Mr J Childs	Mrs J Leggett
Mr S Clancy	Mr G Plant
Mr R Coke	Mr J Timewell
Mrs M Dewsbury	Mrs C Walker
Mr T East	Mr A White

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Nicola Le Dain on 01603 223053
or email committees@norfolk.gov.uk

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A g e n d a

1. **To receive apologies and details of any substitute members attending**

2. **To agree the minutes of the meeting held on 11th March 2016.**

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3. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. **Any items of business the Chairman decides should be considered as a matter of urgency.**

5. **Public QuestionTime**

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm Tuesday 17th May 2016**. For guidance on submitting public question, please view the Consitution at www.norfolk.gov.uk.

6. **Local Member Issues/ Member Questions**

Fifteen minutes for local member to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Tuesday 17th May 2016**.

7. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Page
8. Update from Economic Development Sub Committee	Page
9. Great Yarmouth Third River Crossing Report by the Executive Director of Community and Environmental Services.	Page 28
10. £1.5m Member allocated revenue funding 2016/17 -highway maintenance and small projects. Report by the Executive Director of Community and Environmental Services.	Page 36
11. Revenue Budget 2016-17 – Proposals for Allocation of Transitional Funding and Rural Services Delivery Grant Report by the Executive Director of Community and Environmental Services.	Page 40
12. Norfolk Minerals and Waste Local Plan –Development Scheme Report by the Executive Director of Community and Environmental Services.	Page 47
13. Decisions taken under delegated authority	Page 65
14. Finance Monitoring Report by the Executive Director of Community and Environmental Services.	Page 68
15. Performance management Report by the Executive Director of Community and Environmental Services.	Page 77
16. Risk Management Report by the Executive Director of Community and Environmental Services.	Page 89
17. Inland and Coastal Flooding : Member Working Groups Report by the Executive Director of Community and Environmental Services.	Page 97
18. Norfolk County Council Local List for Validation of Planning Applications Report by the Executive Director of Community and Environmental Services.	Page 100
19. Norfolk Local Access Forum : Recruitment Report by the Executive Director of Community and Environmental Services.	Page 162
20. Forward Plan Report by the Executive Director of Community and Environmental Services.	Page 165
21. Better Broadband for Norfolk - Update Report by the Executive Director of Community and Environmental Services.	Page 174

Group Meetings

Conservative

9:00am Conservative Group Room, Ground Floor

UK Independence Party 9:00am UKIP Group Room, Ground Floor
Labour 9:00am Labour Group Room, Ground Floor
Liberal Democrats 9:00am Liberal democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 12 May 2016



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Environment, Development and Transport Committee

Minutes of the Meeting held on 11 March 2016 at 10am at County Hall.

Present:

Mr R Coke (Chair)

Ms C Bowes
Dr A Boswell
Mr B Bremner
Mr M Castle
Mr D Crawford
Mrs M Dewsbury
Mr T East
Mr C Foulger

Mr B Iles
Mr T Jermy
Mrs J Leggett
Mr G Plant
Mr N Shaw
Mr J Timewell (Vice Chair)
Mr A White
Mr M Wilby

1 Apologies

Apologies were received from Mr J Childs, substituted by Mr D Crawford, Mrs C Walker, substituted by Mr M Castle and Mr S Clancy substituted by Mr N Shaw.

2 To Agree the Minutes of the Meeting Held on 29th January 2016.

- 2.1 The minutes of the meeting held on 29 January 2016 were agreed as a correct record and signed by the Chairman.

3 Declarations of Interest

- 3.1 None were made.

4 Urgent Business

- 4.1 The Chairman raised as a matter of urgent business the need for the Committee to be regularly kept updated by the working groups for the Wensum Valley Link and the A47 Working Group with a regular standing item on the agenda where members could update the rest of the Committee of any progress made or any issues arising. The Chairman of the Wensum Valley Link Member Working Group gave a short update on discussions at the last meeting of the Group.
- 4.2 The Chairman informed the Committee of an issue that had come to light regarding the failure of the aggregate used by our term contractor, Tarmac. There had been

some problems with the surfacing material since December 2015. Tarmac were rectifying the issue with no cost being incurred by Norfolk County Council. 28 sites will be monitored by Tarmac, with 8 sites already confirmed as needing further work.

The Committee highlighted the disruption further works would have on the public, with affected areas including Tombland and The Avenues in Norwich having been affected by this problem already. Members advised officers that the work required should be completed before the summer months.

Officers advised they would be working with Tarmac to ensure the necessary work was completed with as little disruption to the public and in a timely a manner as possible.

5 Local Member Issues / Member Questions

5.1 **Appendix A** to these minutes sets out the Member questions and replies received for this meeting.

5.2 In response to Cllr Kemp's question, members discussed and highlighted that there were certain areas that did not fall within the parish definition in particular unparished District/Borough wards, and therefore were losing out from the opportunities available by the Parish Partnership scheme.

The Committee **Agreed** that the officers should look at the criteria for those qualifying for Parish Partnership Schemes and report back to the Committee.

5.3 In response to Cllr M Castle's question about the recent diversions in Great Yarmouth set up as a result of an emergency, members raised concerns over the lack of communication between the council and Norfolk Constabulary in relation to these routes and asked that the Chairman write to the constabulary to voice the Committee's concerns.

Members also highlighted the fact that there had been further disruption in Great Yarmouth following a burst water main and that the measures that had been put in place were unsuitable. The Executive Director, Community and Environmental Services agreed to pick up this issue and report back to members.

5.4 In response to Cllr M Dewsbury's question about providing members with further information about customer contacts in their areas, members were advised that the new Customer Relations Management software was being trialled and members would be involved with work to develop suitable reports from this system.

6. Notice of Motion

- 6.1 Mr M Wilby proposed, seconded by Mr G Plant that this committee:
- was concerned about the flow of HGVs through towns and villages in Norfolk;
 - Recognises the concerns of local residents in affected areas about the resulting damage to the natural and built environment, as well as the risk to pedestrians;

- Notes the particular effect of this along the B1111 between the A1066 and the A11 through the villages of East Harling, Garboldisham and Roudham;
- Is aware that the HGV route hierarchy has not been updated for over 20 years, during which time lorry sizes have increased and many roads and villages have changed significantly. And, therefore will:
- Pilot a modest revision of the HGV route hierarchy along the B1111 using the “A” roads i.e. the A11 and A1066 and
- Examine the potential for similar revisions across the county, in other areas seriously affected.

6.2 The Chairman invited Mr S Askew to address the Committee as local member for East Harling.

Mr S Askew informed the Committee that the issues on the B1111 were becoming intolerable and that only by limiting the road to Access Only would the problem be solved. Surveys had been carried out which reported 1,483 HGVs through the village of East Harling in one week. Over £15k had been spent on the bollards on one corner as they were continuously being knocked down.

6.3 The following points were raised during the following discussion:-

- The principle of the motion was sound but concerns were raised that focusing on just one area would only result in moving the same problem to another village or town.
- Any changes would need to involve consultation with local businesses, especially those that used HGVs.
- It was important that any report produced looked into whether the HGVs going through the village were going *to* or whether they were going *through*, as this would make a big difference.

6.4 Mr M Wilby proposed an amendment to his motion, seconded by Mr G Plant that the Committee would:

- Ask officers to investigate what can be done to improve the current situation along the B1111 between Garboldisham and Roudham, and to come back to the EDT committee with options to improve the situation and examine the potential for similar revisions across the county, in other areas seriously affected.

The Committee unanimously **Agreed**.

6.5 The Committee **RESOLVED** that :-

- There was concern about the flow of HGVs through towns and villages in Norfolk;
- They recognised the concerns of local residents in affected areas about the resulting damage to the natural and built environment, as well as the risk to pedestrians;

- It was noted the particular effect of this along the B1111 between the A1066 and the A11 through the villages of East Harling, Garboldisham and Roudham;
- It was aware that the HGV route hierarchy has not been updated for over 20 years, during which time lorry sizes have increased and many roads and villages have changed significantly.
- Ask officers to investigate what can be done to improve the current situation along the B1111 between Garboldisham and Roudham, and to come back to the EDT committee with options to improve the situation and examine the potential for similar revisions across the county, in other areas seriously affected.

7. Highways England - A47

7.1 The Committee received a presentation from representatives from Highways England. (**Appendix B**)

7.2 The following points were raised during the following discussion:-

- In response to a query regarding the Acle Straight, the Committee were informed that the Acle Straight and the section on the A47 through West Winch were the next priority schemes for NCC.
- The safety work due to be carried out on the Acle straight must take into account the future dualling of the road.
- In response to a question regarding upgrading the Easton roundabout the Committee were advised that Highways England were currently in the options stage of the project and would continue to consult with stakeholders including the A47 Alliance to understand the needs of the area.
- Members raised concerns regarding the lack of communication on road closures, in particular near Burlingham and the closure of a layby with no explanation or notice provided.
- The officer from Highways England advised that good communication with the public was a priority and they would look into the two examples given.
- Following the recent flooding on the A47, members queried whether the maintenance of the A47 was being dealt with properly and were advised that Highways England recognised that there had been issues in the past. However, there was currently a large programme of works for the A47 which were being regularly worked on.
- The Committee raised concerns regarding the rising number of KSI on Norfolk's roads and were advised that money had been ring-fenced for road safety projects but that Highways England could not deliver these alone and working collaboratively with partners was important.

- The Committee were informed that Highways England had a sizeable budget for maintaining the roads with £70m budget for the East Anglian region; the £300m allocated from the autumn statement was in addition to this amount.

7.3 The Committee noted and thanked Mr Amor and Mr Kulathamani for their presentation.

8. Countryside access – ICAT aims and opportunities for funding beyond the public sector

8.1 The Committee received a presentation (**Appendix C**) from the Countryside and Coastal Manager and ICAT Trustees.

8.2 The Chairman invited Cllr H Cox to address the Committee.

Cllr H Cox advised that this project was not just aimed at those involved with sport but was to get people active, create a sense of belonging and make connections within the community.

8.3 The Committee **Agreed** to support the project.

9. Update from Economic Development Sub Committee

9.1 The Committee received the report from the Executive Director, Community and Environmental Services which provided an update on the issues and actions from the Economic Development Sub-Committee from the 21 January 2016 meeting.

9.2 In reference to the apprenticeship update, the Committee were advised that only apprenticeship starts were currently recorded but it would be looked into whether recording of completed apprenticeships and successful moves into paid employment could be done.

9.3 The Committee noted the update and actions from the January 2016 Economic Development Sub-Committee.

10. Highway Parish Partnership Schemes 2016/17

10.1 The Committee received the report from the Executive Director, Community and Environmental Services which set out the proposed Parish Partnership programme for 2016/17 following analysis and review of the applications submitted.

10.2 The following points were raised during the discussion:-

- The department had received an extra £80k from the Safety Camera Partnership.
- Felbrigg roundabout was an example of how the match funding could work effectively. Many parishes were affected by the need for this infrastructure to be put in and therefore many contributed. There was still £42k left to raise but so far it had been very successful.

- As the highway rangers were already carrying out pothole repairs it was felt that this subject area could be removed from the partnership scheme.

10.3 The Committee **RESOLVED** to:

1. Approve all bids listed in Appendix C for inclusion in the Parish Partnership Programme for 2016/17
2. Approve the future inclusion of 'School Keep Clear' carriageway markings when supported by the relevant school as viable bids under the scheme.
3. Remove pothole repairs on minor roads (i.e. not A or B roads) within the scope of bids

11. Performance and Risk - Monitoring report (Quarter 3)

11.1 The Committee received the report from the Executive Director, Community and Environmental Services which provided the Committee with information on the latest monitoring position for the relevant services from the Community and Environmental Services department, for 2015-16.

11.2 The following points were raised during the discussion:-

- The Committee noted that in three weeks there would be no more landfill in Norfolk and this was a great achievement.
- Concerns were raised regarding planning in the right areas and applications for development on unsustainable land. It was understood that this is primarily an issue for district councils but that officers would work with the districts to help and provide advice.
- Concerns were raised regarding the levels of CO2 emissions from street lighting and queried the LED lighting scheme that was meant to be implemented to help with this. The Committee were informed that the LED scheme was being rolled out and was further reducing CO2 emissions.
- The Smartcard scheme should help speed up the buses as it would take less time for people to pay for a ticket and therefore this would help create less pollution.

11.3 The Committee **RESOLVED** to:

1. Review and comment on the performance and risk information
2. Consider any areas of performance or risk that require a more in-depth analysis
3. Confirm, subject to comment and any further work, this committee's set of vital signs performance indicators
4. Agree that the vital signs indicators that relate to the economy are reported to the Economic Development Sub-Committee.

12. Finance Monitoring report

12.1 The Committee received the report from the Executive Director, Community and Environmental Services providing information on the latest monitoring position for

the relevant services from the Community and Environmental Services department, for 2015-16.

- 12.2 The Committee noted the forecast out-turn position for the Environment Development and Transport Committee.

13. Air Quality Management

- 13.1 The Committee received the report from the Executive Director, Community and Environmental Services which provided information about the recent DEFRA consultation and the response submitted by Norfolk councils. Statutory air quality responsibilities for Norfolk County Council continue to be implemented in close liaison with the District Councils across Norfolk with the aim of reducing dangerous NOx in the air from traffic emissions.
- 13.2 The Chairman received on behalf of the Committee a petition with 1,465 signatures collected in Norwich to support the reduction in carbon emissions produced from buses in the city centre.
- 13.3 The following points were raised during the discussion:-
- The building of the NDR should help with through traffic in the city.
 - There was an Air Quality Group that met quarterly which intended to make its minutes public so that any decisions and updates were available to view.
- 13.4 Mr A Boswell proposed, seconded by Mr T East that the committee consider the 5 point action plan (**Appendix D**) and ask officers to bring back a report on what might be obtainable.

The Committee **Agreed**.

- 13.5 The Committee **RESOLVED** that:-
- Norfolk County Council continue to work closely and proactively with district council environmental protection colleagues on ensuring appropriate air quality action areas are identified and appropriate mitigation sought and implemented.
 - Officers bring back a report on what might be obtainable from the 5 point plan suggested by members.

14. Silica Sand Review of the Minerals Site Specific Allocations Plan: Pre-Submission and Submission stages

- 14.1 The Committee received the report from the Executive Director, Community and Environmental Services which provided information on the proposed site and defined areas of search and contains the proposed Pre-Submission document, draft Sustainability Appraisal Report and draft Habitats Regulations Assessment.
- 14.2 The Committee **Agreed** to recommend to the County Council to:-

1. Authorise the Executive Director of CES to make any further necessary minor corrections, factual updates, formatting changes and other non-material changes that are identified prior to the publication of the Silica Sand Review Pre-Submission document; 73
2. Agree the publication of the Silica Sand Review Pre-Submission document (incorporating any later suggested modifications approved under recommendation 1), for representations to be made, over a six-week period during May and June 2016, in accordance with Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
3. Authorise the Executive Director of CES, in consultation with the Chair and Vice-Chair of EDT Committee, to review the Pre-Submission representations made. If no fundamental weaknesses are identified, submit the Silica Sand Review (and supporting/background information) for independent examination in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
4. Authorise the Executive Director of CES to grant the Inspector the power to formally request that he/she makes any necessary main modifications under section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended) that he/she judges necessary to make the Silica Sand Review of the Minerals Site Specific Allocations Plan 'sound'; and
5. Authorise the Executive Director of CES to propose and/or agree appropriate amendments/modifications to the Silica Sand Review during the examination stage.

15. Norfolk County Council Planning Obligations Standards – April 2016 Update

- 15.1 The Committee received the report from the Executive Director, Community and Environmental Services which considered the proposed amendments/updates to the County Council's Planning Obligations Standards (2016).
- 15.2 The Committee raised concerns regarding the requirement for 78,000 additional houses to be built and the effect on health care provision in the areas affected.

The Committee **Agreed** to add to the recommendations that officers consider in partnership with the district planning authorities to look at future health care provision when considering large developments.

- 15.3 The Committee **RESOLVED** that the amended Standards are adopted from 1st April 2016 and that officers write to the respective District Councils to inform them of the new updated Standards and to consider in partnership with the district planning authorities to look at future health care provision when considering large developments.

16. Great Yarmouth Transport and Infrastructure Steering Group

- 16.1 The Committee received the report from the Executive Director, Community and Environmental Services which outlined the revised Terms of Reference for the Great Yarmouth Transport and Infrastructure Steering Group.
- 16.2 The Committee noted that the recent traffic conditions in Great Yarmouth highlighted the importance of the focus of this group.
- 16.3 The Committee **Agreed** the terms of reference for the Great Yarmouth Transport and Infrastructure Steering Group shown in Appendix A of the report and that the three Norfolk County Council members to be appointed to this group should be:

Mr G Plant
Mr M Castle
Mr B Iles

17. Decisions taken under delegated authority

- 17.1 The Committee received the report from the Executive Director, Community and Environmental Services which set out other relevant decisions taken under delegated powers by the Executive Director within the Terms of Reference of this Committee, since the last meeting on 29 January 2016.
- 17.2 The Committee noted the update.

18. Forward Plan

- 18.1 The Committee received the report from the Executive Director, Community and Environmental Services which set out the Forward Plan for the Environment, Development and Transport Committee.
- 18.2 The Committee confirmed that verbal updates from the member working groups would be added to the Forward Plan as a standing item.
- 18.3 The Committee **Agreed** the Forward Plan.

The meeting closed 12:36pm.

Chairman



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5. Members Questions

5.1 Question received from Cllr Kemp:

“Will the Committee extend the Parish Partnership Scheme to permit Borough and City Councils to make bids for Parish Partnership Scheme Funding on behalf of wards in King's Lynn, Great Yarmouth and Norwich, that are not represented by Parish Councils or Town Councils, and which now have no recourse to obtaining road infrastructure, like 20 mph speed limits outside schools, this Council having recently abolished the Traffic Management Scheme in the Budget?”

Response by Toby Coke – Chairman of the EDT committee

The Parish Partnership scheme began in 2011, to deliver small highway improvements, and share the cost of doing so.

Although Norfolk is a largely rural county, there has historically been significant highway improvement spend in and around urbanised areas in support of economic growth. Delivering infrastructure tends to be more expensive in such urbanised areas due to various constraints (including more limited space leading to land purchase, greater density of public utilities that may need protecting or diverting, and higher traffic flows requiring more costly traffic management).

The Parish Partnership programme was therefore developed to support a broader range of highway improvement across the whole county, on a scale appropriate to the locality and driven by the needs of local communities. It was made available to Parish/Town Councils who generally have more limited resources than District/Borough Councils.

Unparished District wards are not represented, and it is acknowledged that some “rural” wards may feel excluded, and a further difficulty would be in reaching an equitable definition of what constitutes a “rural” ward. However, such wards may opt to become parishes (and therefore become eligible for the PP scheme) should they choose. If all District wards were included as suggested, more bids would be generated and (because of the urban issues noted above) it is likely they would be more expensive; whilst a District sponsor may be able to support more expensive bids, that creates difficulties in determining how the current £300k allocation of capital funding should most fairly be allocated. At present, the £300k allocation is proving to be about right in terms of supporting all viable countywide bids.

5.2 Question received from Cllr Castle:

“A large piece of machinery which fell off the back of a lorry on South Quay around 10am led to the all-day closure of the road and traffic gridlock in the town. Will the Chairman support the development of a new protocol between the Great Yarmouth Police and the County Council to cover cases like this when it isn't a matter of "life and limb"? This machinery should have been left where it was until after the evening rush hour – i.e after 6pm. Until a third river

crossing is in place traffic in Yarmouth relies on continuous “flow” - and “all day” road closures like this produce massive disruption and unwarranted inconvenience to the public.”

Response by Toby Coke – Chairman of the EDT committee

The incident was reported to Norfolk County Council (NCC), for information only, at around 12.30pm by the control room at Norfolk Police. Later, at around 2.00pm, Norfolk Police phoned the Caister highways office and asked for formal road closures to be instigated for the incident, so some of their officers could be released from the scene. The need to extend the road closure was that a second crane was needed to assist in lifting the fallen item onto a suitable vehicle and this could take a few hours to arrive. After consideration of this request, NCC highways staff attempted to contact the police to ask the police to postpone the recovery work allowing the road closures to be lifted until after the evening commute, when the reinstatement of the closure would be less disruptive. A number of calls were made to the police control room via both 101 and a number provided to NCC but NCC were unable to get a response. NCC officers monitored the congestion map during the afternoon and, as the congestion increased, more calls were made to the police, but again, none were answered.

The police operations meet with NCC Highways representatives every 6 months to review operational problems and seek to improve liaison. This matter will be added to the agenda at the next meeting, as an example of better two way communications being required and a higher priority to the congestion on the highway network when dealing with incidents that impair the free flow of traffic.

5.3 Question received from Cllr Dewsbury.

Can each member have a monthly report/evidence trail of Highway complaints for their area?

Eg Pothole/other issue. Reference number. Date. Date issue inspected. Date problem resolved

Complaints to stay on the monthly list until one month after they have been logged as completed/resolved.

I have issues, one dating back to before I was elected and want to find a way of ensuring that they are not lost in the system especially when local people and Parish Councils are regularly reminding us about them.

Response by Toby Coke – Chairman of the EDT committee

Individuals reporting defects are able to track their progress using the online reporting form.

Our new highway management system is able to produce reports but we would need to determine whether an appropriate report can be developed. It is proposed that we work up an example report, over the next two months, to be shared with a small Member group. If the report is then considered to be useful it would be produced for Members.



Highways England

Highways England was launched in April 2015. We are the new public company responsible for operating, maintaining and modernising the strategic road network – that's 4,300 miles of motorways and major A roads.

Highways England Objectives

- Strategic Outcomes:
 - Supporting Economic Growth
 - A Safe and Serviceable Network
 - A More Free Flowing Network
 - Improved Environment
 - An Accessible and Integrated Network

Supporting Economic Growth

- Deliver 112 individual schemes to modernise the network
- £15.2 billion investment
- Generating £4 in economic benefit for every £1 invested
- Growth and Housing Fund

A Safe and Serviceable Network

- Reduce the number killed and seriously injured by 40% by end of 2020
- 90% of Strategic Road Network with safety rating of EuroRAP 3*
- £3.6bn renewal of strategic road network.
- Work with partners on driver awareness and safer vehicles
- Clear incidents quicker

A More Free Flowing Network

- Planning and managing roadworks
- Clear 85% of incidents within 1 hour
- Additional capacity through the RIS and smart motorways
- Improve traffic information
- Improve services we offer our customers

Improved Environment

- Mitigate at least 1,150 Noise Important Areas
- Publish Biodiversity Action Plan
- Invest £300m to deliver specific environmental enhancements
- Focus on water, flooding, carbon, landscape and cultural heritage



An Accessible and Integrated Network

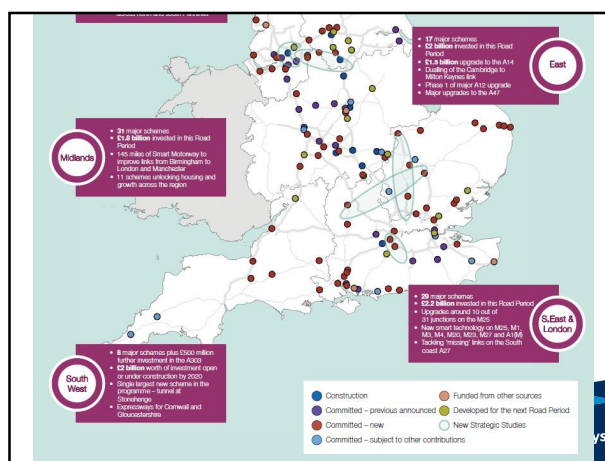
- Upgrade and increase safe crossings
- Integrate with local roads, rail links, ports and airports
- Work with key stakeholders and partners
- £100m for cycling and accessibility schemes



Delivery of the Road Investment Strategy (RIS)

In the next 5 years to 2020 in the East:

- Invest over £2 billion
- Start or complete 14 major schemes
- Major upgrade to A14, A47 and A428
- First phase of major A12 upgrade
- Look to the future with two strategic studies



A47 Corridor Improvements

Presentation to Norfolk County Council Environment, Development and Transport Committee
March 11 2016

Presenter

- Hari Kulathumani – Group Leader Regional Investment Programme Eastern Region Highways England



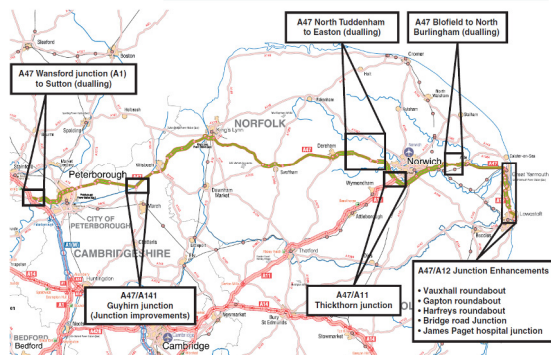
A47 Improvements Programme

Introduction, background and objectives

A47 Corridor Improvements (At the heart of the biggest roads Investment in 40 years) – The timeline

- **2013 Spending Review** – Government announces major surge of investment into the national road network (*Investing in Britain's future - July 2013*)
- **August 2013** – A47 included as one of the 6 worst congestion hot spots on England's Strategic Road Network – Identified for a feasibility study by the Department of Transport (DfT)
- **October 2014** - Completion of initial feasibility in the A47 by DfT
- **December 2014** – A47 Corridor Improvements included into new Road Investment Strategy (RIS) for delivery start in the next 5 years
- **March 2015** - Highways England (Major Projects) commences advanced feasibility into A47 Corridor Improvements as part of a programme to begin construction by 2019/20

A47 Corridor improvement programme



Unlocking capacity in one of the UK's fastest growing regions – The benefits and key messages

- Supporting rapid economic growth in the Peterborough, Norwich and Gt Yarmouth areas.
- Improving resilience and ability to recover from incidents by expanding capacity – e.g dualling busy sections of single carriageway on the A47
- Improving safety performance – contributing to a 40% reduction in accidents across the Strategic Road Network over the next 5 years
- Improving accessibility and leaving a lasting environmental legacy in one of England's most aesthetically pleasing natural environments

Upgrading the A47 within schedule and statute

- Upgrade involves major construction and likelihood of very significant land and environmental impact
- Schemes might fall under the aegis of the Planning Act 2008 – requiring consent by the Planning Inspectorate
- Strong submission required to the Planning Inspectorate
- Planning process from submission, through examination and to final approval is 18 months
- Our programme takes account of planning process, but studies underway to seek possible opportunities to save time and possibly start some schemes possibly earlier

Engaging with our Stakeholders

- We have been engaging with all our stakeholders from the start, particularly Peterborough, Cambridgeshire, Norfolk, Suffolk, Council's, local Chambers of Commerce and the A47 Alliance
- Our engagement with stakeholders far from being a mere 'meet and greet' exercise is a real opportunity to allow them to shape a scheme they have helped bring to fruition and which is still in feasibility
- Early and meaningful engagement is also key to the success of any submission to the Planning Inspectorate.
- Road to be built to meet local needs as well as exacting performance indicators Highways England is now charged with

Keeping our promise – Our engagement so far

- **20 June 2015** – Addressed A47 Alliance in Kings Lynn
- **16 July 2015** – Presentation and working meeting with senior officials of Norfolk County Council in Norwich
- **28 September 2015** – Addressed Cabinet and senior officials of Suffolk County Council in Lowestoft
- **16 October 2015** – Presentation and working meeting with Senior officials of Peterborough City Council in Peterborough
- **22nd October 2015** – Presentation to MPs in Westminster
- **23 October 2015** – Presentation to Cabinet and senior officials of Cambridgeshire County Council and Fenland District Council in March
- **4 November 2015** – Presentation to Cabinet and senior officials of Norfolk County Council in Norwich
- **19th January 2016** – Addressed Members of Parliament in Westminster
- **26th January 2016** – Second meeting with MP's in Westminster



Taking our community engagement forward

- Plan to meet County/City council Stakeholders and A47 Alliance regularly **up to and including construction**
- Collaborative efforts with Peterborough and Norfolk on traffic modelling and non-motorised user legacy schemes already started
- Working with Norfolk County Council on developing possible underpass option for A47/A11 junction (Thickthorn)
- Next year engagement to intensify and cascade to district councils, parish councils and local businesses



Our proposed programme to improve the A47

- Option development: late 2015 – Mid 2017
- Public consultation: Spring 2017
- Construction start **planned for 2019/20**
- Programme to be reviewed in option development as more information becomes available
- Tension between opportunities to save time on programme and adherence to the statutory process must be effectively managed



A47 Improvements Programme

Taking the schemes forward

Project Control Framework

- Highways England Major Projects governance structure
- Maps out the development of a major project
- Brings consistency to process and deliverables
- A47 currently in Stage 0



Highways England Delivery Plan

- Sets out plan for delivery of Road Investment Strategy (RIS) between 2015 and 2020 (RIS 1)
- Describes the next steps for A47 schemes (Table 4):-
 - “Undertake more detailed development of the options, upgrade the eastern regional traffic model and start surveys to inform initial designs” (2015)
 - “Prepare the seven schemes into a single programme for consultation with stakeholders” (2015)
 - “Consult widely with public on proposals” (2016)
 - “Subsequently to make a recommendation on the preferred route” (2016)
 - “Start construction on this programme of improvements” (2020)



Current brief

- Six schemes:-
 - A47 Wansford to Sutton dualling
 - A47 Guyhirn Junction improvements
 - A47 North Tuddenham to Easton dualling
 - A47 Thickthorn Interchange improvements
 - A47 Blofield to North Burlingham dualling
 - A12 junctions improvements



Current brief

- Three main overarching aims:-
 - Carry out a review of the evidence used previously
 - Assess the strengths and weakness of the solutions
 - Undertake a more detailed assessment of the recommended solution (announced)
- Aligns with the 2015 elements from the Delivery Plan on the previous slide



How are we moving forward?

- Full review of existing evidence - complete
- Early engagement with key stakeholders - ongoing
- Assessments of risks to delivery - ongoing
- Traffic surveys at key points - complete
- Improved traffic modelling
 - VISSIM (Microsimulation) model at Thickthorn Interchange - ongoing



How are we moving forward?

- Desktop review (complete) of:-
 - Engineering aspects
 - Environmental constraints
 - Existing asset condition
 - Land ownership
 - Statutory undertakers
- Potential use of designated funds – ongoing
- Review of statutory processes – ongoing



How are we moving forward?

- Producing full programme from now to road opening - initial version complete
- Updated cost estimate – ongoing
- Updated economic assessment – ongoing
- Updated eastern regional traffic model is being developed in parallel under a separate commission – expected late 2016



Approximate timeline

- Stage 0 - Current commission – ends October 2015
- Stages 1 and 2 - Preferred route – Autumn 2017
- Stage 3 – Preliminary design – mid 2017 to mid 2018
- Stage 4 - Statutory process – starts mid 2018
- Stage 5 - Construction prep – starts late 2019
- Stage 6 - Construction start planned for 2020



Simon Amor
Asset Development Manager

In this RIS Period:

- Complete short term safety improvements
- Complete environmental surveys and assessments



- Completion of schemes identified in RIS1
- Revisit and refresh Route Strategies
- Outcomes from the Strategic Studies
- Work with stakeholders to determine regional priorities.



1 Gather evidence

2 Analyse evidence

3 Generate options

4 Assess and refine options

5 Produce SRN Initial Report

6 Develop RIS2

Feb 16 – June 16

Apr 16 – Aug 16

July 16 – March 17

Nov 16 – June 17

Apr 17 – Nov 17

1. **Gather evidence** – the gathering exercise completed in Autumn 2013. This data will be refreshed, evidence reports updated and published.
2. **Analyse evidence** – comparison between current and future expected performance of our road network to identify priority locations for further investigation.
3. **Identify options** – a range of options for the delivery of the 18 route issues identified in stage 2. Initial options for investment will be published within the 18 route strategy reports (March 2017).
4. **Assess and refine options** – production of Strategic Outline Business Cases for each best performing option identified.
5. **Sub initial report** – combination of SOBAs, outputs of strategic studies and other priorities into a recommendation for investment to the Secretary of State.



Figure 6.1
A7/A72 Corridor
Issues and Challenges (West)

Issues and Challenges for the A7 Corridor (West)

- Issues and Challenges for the A7 Corridor (West)**
 - Congestion due to local growth
 - Safety issues due to local growth
 - Need for dual carriageway
- Issues and Challenges for the A72 Corridor (West)**
 - Congestion due to local growth
 - Safety issues due to local growth
 - Need for dual carriageway
- Issues and Challenges for the A7 Corridor (East)**
 - Congestion due to local growth
 - Safety issues due to local growth
 - Need for dual carriageway
- Issues and Challenges for the A72 Corridor (East)**
 - Congestion due to local growth
 - Safety issues due to local growth
 - Need for dual carriageway

Legend:

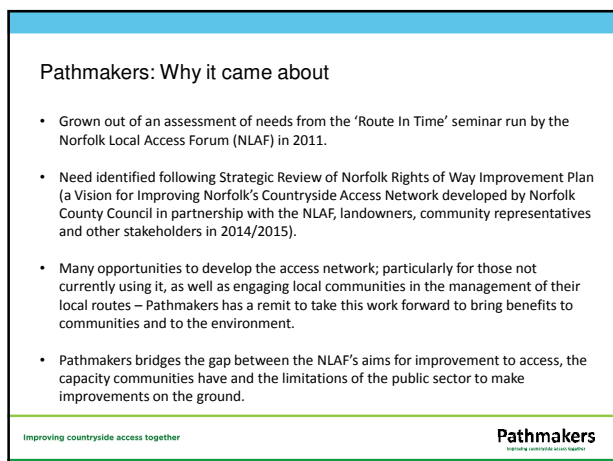
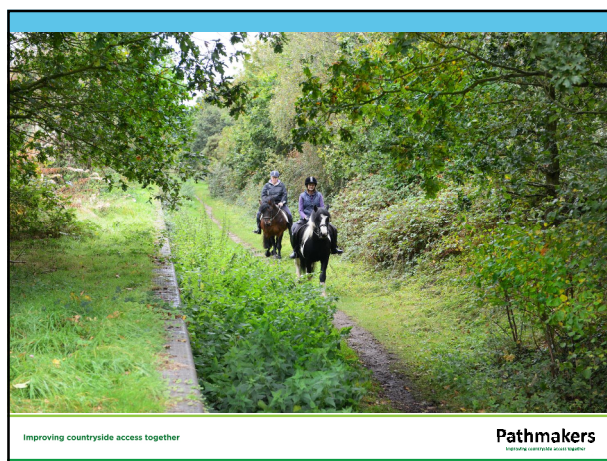
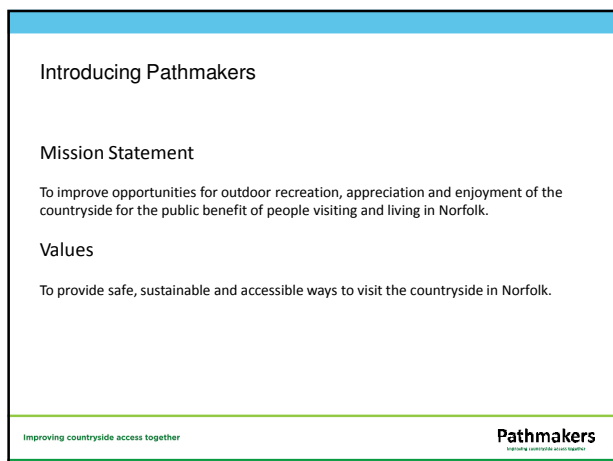
- Administrative boundaries
- Single carriageway
- Dual Carriageway

[illegible]

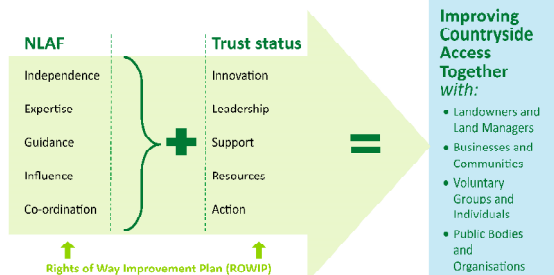
A47 List of Challenges

Current Challenges	Future Challenges
A47 Between A1 and Sutton (West of Peterborough)	A47 Junction 18 Peterborough (A47/A15) Lincoln Road, Bourges Blvd
A47/A141 Guyhirn (Guyhirn and Wisbech Bypass Junctions)	A47 Eye Bypass Junction (Travelodge Roundabout)
A47 North Tuddenham to Easton	A47/A1101 Wisbech (Guyhirn and Wisbech Bypass)
A47/A11 Thickthorn Interchange	A47/C19 Broad End Road
A47 Blofield to Burlingham	A47/A1074 Longwater Interchange
A47/A12 Vauxhall Roundabout Gt Yarmouth	A47 Acle Straight
A12/Breydon Bridge	A12 Lowestoft to Great Yarmouth Bridge Road Junction
A12 Lowestoft to Great Yarmouth Gipton Roundabout	A12 Lowestoft to Great Yarmouth James Paget Hospital Access Junction
A12 Lowestoft – Station Square/ Waveney Road	A12 Lowestoft to Great Yarmouth Beacon Park Roundabout
A12 Bascule Bridge Lowestoft	

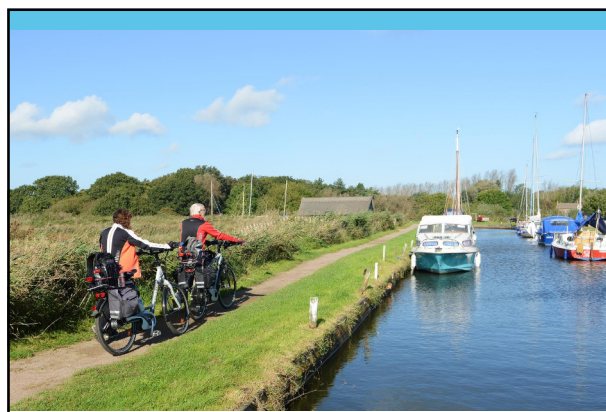
The launch of Highways England is an opportunity to strengthen relationships with existing stakeholders and to work with new ones.



Adding value and creating opportunities



Improving countryside access together

Pathmakers
improving countryside access together


Improving countryside access together

Pathmakers
improving countryside access together

Early priorities

Pathmakers will initially do these things:

1. Provide access to the Norfolk countryside for more people, particularly those who by reason of their youth, age, ill-health, disability, financial hardship or other disadvantage may not currently benefit.
2. Engage local communities and voluntary groups in the management of countryside access networks for the advancement of community development.
3. Monitor the strategic development of countryside access in Norfolk, identifying gaps and opportunities not being met by the local authority, landowners and other stakeholders.
4. Source additional resources to support these activities which may not be available to the local authority.
5. Develop an identity to raise awareness of Pathmakers and its relationship with the NLA.

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Charitable status and legal constitution

- Pathmakers is a Charitable Incorporated Organisation (CIO)
- A charitable incorporated organisation (CIO) is a new form of legal entity designed for non-profit organisations in the United Kingdom.
- The main intended benefits of the new entity are that it has legal personality, the ability to conduct business in its own name, and limited liability so that its members and trustees will not have to contribute in the event of financial loss.
- Pathmakers uses a 'Foundation Model' for its constitution which means its only voting members are its Charity Trustees.
- Pathmakers has 7 Trustees:
 5 drawn from the NLA
 2 specialist (one is a senior NCC officer and one is an external expert from the University of East Anglia)

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Contacts

Trustees:

Martin Sullivan (NLA Chair)
 Seamus Elliott (NLA)
 Ray Walpole (NLA)
 Ann Melhuish (NLA)
 George Saunders (NLA)
 John Jones (Norfolk County Council – Countryside and Coastal Manager)
 Jenni Turner (University of East Anglia – Professor of Environmental Sciences)

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Improving countryside access together

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Five point Action plan from the Green Party Group, Version 3, March 3rd 2016

We appreciate discussion of an earlier draft with Jeremy Wiggin of Norfolk County Council.

Action plan to drastically improve Air Quality from the Norwich/Norfolk bus fleet

1. Add an Air Quality section to the Bus Charter between the County Council and the bus operators - *both County and operators recognise the importance of air quality and lowering emissions as quickly as possible.*
 - Introduce a graduated plan which sets out quantitative standards (percentages of fleet operating at different engine emission standards, Euro VI etc) for bus operators when the bus infrastructure provided by County such as BRT corridors, and also routes with the City. The graduated plan should set levels which are stretch targets and set a new level of aspiration.
 - Introduce emphasis in Bus Charter on (commercial) driver education (switching off engines when stationary etc), and driver health and safety (risks to drivers from air pollution).
2. Introduce greater priority for bus emission standards in awarding contracts.
 - This could equally apply to taxis and private hire cars as well as buses
 - Reflect this in contract evaluation matrices, and increase the weighting annually.
3. Continue to submit applications for clean bus technology, electric vehicle infrastructure and other grants related to reducing pollution.
 - Aim to significantly increase funds coming to County from external funders
4. Upgrade vehicle emission standards for Castle Meadow Low Emission Zone – currently set at Euro III.
 - Stretch targets for Euro V and Euro VI rollout within next 3 years.
5. Bring in ultra low emission vehicles (electric or hybrid) to the bus fleet. Work to introduce necessary infrastructure (eg: wireless charging) for bus companies to utilise.
 - Ensure Norfolk is ready to be able to use electric buses which will trickle down from Transport for London around 2020. **Failing to ensure adequate electric bus charging infrastructure and depots over the next 4 years will mean that this key opportunity for a step change in Norfolk buses will be missed.**
 - Enable operators to go non-diesel when upgrading buses.
 - Develop local opportunities, for example at the Hethel Engineering Centre, for R&D activities in reducing pollutants from diesel engines, electric engines and battery technology.

Environment Development and Transport Committee

Item No.

Report title:	Great Yarmouth Third River Crossing
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe, Executive Director Community and Environmental Services
Strategic impact <p>Good infrastructure is one of Norfolk County Council's priorities. The priority is to "make Norfolk a place where businesses can succeed and grow. We will promote improvements to our transport and technology infrastructure to make Norfolk a great place to do business." A new river crossing at Great Yarmouth will help us meet this priority. It offers a direct route into the town from the south, provides the link between the trunk road network and the expanding port and the South Denes Enterprise Zone sites, and overcomes the problem of limited road access to the peninsula of Great Yarmouth.</p>	

Executive summary

In the 2016 Budget government announced a funding stream for the development of major local transport schemes (ie non-trunk road). Government has invited local enterprise partnerships (LEPs) to bid for this funding, with a deadline of 31 May, for schemes that could be developed through 2016/17. There is a further date of 21 July when scheme development and / or construction work would be in 2017/18 or later.

Norfolk County Council adopted a preferred scheme for the Great Yarmouth Third River Crossing in 2009, comprising a lifting bridge over the River Yare to connect the trunk road network, at the A12 Harfreys Roundabout, to the southern peninsula near to the port and Enterprise Zone sites. Recent analysis estimates the crossing to cost in the order of £140m (2015 prices). Members should be aware that construction is estimated to start in 2021, so there will be further inflation to take into account to this date. Also, the cost estimate will be reviewed as part of the work proposed over 2016/17. Costs could therefore change. Further reports will be brought to Members at the appropriate stages in the process.

Given the work completed on the project, it is well placed, with an already established preferred route, to submit a bid for funding. Recent guidance defines the minimum size of scheme that this money can be used for within the New Anglia LEP area (Norfolk and Suffolk) as £75m. For Norfolk, this means that the Great Yarmouth Third River Crossing is the only scheme at a mature enough stage of development for the current rounds of funding bids.

It is proposed to submit a bid for scheme development through 2016/17, the estimated cost of this work being £965,000, to take the scheme to programme entry stage. If successful, this would open the way to securing further funding from government for the later stages of work to obtain planning permission and carry out detailed design, and then for construction. At programme entry, government's maximum funding contribution would be set: a local contribution of a minimum 10% would be the expectation.

Recommendations:

Committee is asked to:

1. Approve submission of a bid to government for funding of scheme development

work for the Great Yarmouth Third River Crossing (deadline 31 May)

- 2. Note that work required to support submission of the funding bid has been funded from the economic development budgets, a cost of £60,000**
- 3. Note the financial implications should the scheme proceed to delivery. There is no current financial commitment to these, which would be subject to further reports and approval by Full Council.**

1. Proposal

- 1.1. It is proposed to start the necessary scheme development work for the Great Yarmouth Third River Crossing to take it to a point where a funding bid for its delivery can be supported.
- 1.2. This technical development work will be supported by advocacy and engagement work to secure support for the scheme and demonstrate this support to government and other potential funders.
- 1.3. The table overleaf details the stages of technical work required and how it is proposed to fund this (the table assumes that we are successful at each stage in securing government funding to support the scheme). In summary, the work comprises:
 - Submitting a bid for government funding for scheme development work during 2016/17 (deadline for bid 31 May 2016) through the recently announced local major transport scheme funding route
 - Subject to the scheme development work, to be completed in 2016/17, to seek member approval to continue with the detailed design and statutory processes beyond 2016/17 funded from further local major transport scheme government funding (assuming we are successful in securing this further government funding) and local enterprise partnership Growth Deal funding.
 - Production of a brochure to support the funding bid, with associated advocacy and engagement work and further advocacy and engagement work to support successful delivery.
- 1.4. The work described above should take the scheme to the point at which – subject to funding – it is ready for delivery. Government has indicated that not every scheme that is successful with development funding will necessarily receive funding for later stages of scheme development work, or for construction. This further funding would depend on the strength of the technical case, amongst other factors. Schemes will also be subject to a final business case review and scrutiny once orders and procurement are complete before the final funding approval is given and funding for construction is released.
- 1.5. Members are not being asked at this stage to commit to every stage of the work, and the funding commitments, outlined in the table. At present, Members are being asked to agree to the submission of a bid for scheme development work during 2016/17; and for this scheme development work to go ahead should the bid be successful (in which case the work would be fully funded by DfT).
- 1.6. A further report would be brought back to Members in the summer / autumn if we are unsuccessful with the bid seeking agreement about how to proceed. Members would need to consider whether to pursue the further stages of the work set out above in the absence of government funding. Any decision would be informed by the reasons why the council was unsuccessful in the funding bid.
- 1.7. If the bid is successful, and the scheme development work proceeds during 2016/17, further reports would be brought back to Members seeking agreement to proceed through each of the subsequent stages including the financial commitment required.

- 1.8. The process set out in para 1.7 will provide for transport decision-making, based upon the business case at each stage. Members will also be aware that if the council submits a bid and is successful in securing money for scheme development work there could be reputational damage for the council if we subsequently decided not to pursue the scheme. This consideration should be part of the process in considering the committee's recommendation.
- At this stage there is no indication of any financial implications arising for the authority should subsequently a decision be made not to pursue the scheme although any costs directly incurred by the council would not be able to be recovered.

Table: Stages of work and financial implications

Stage	Timing	Funding	
		Total	Source
NCC prepare bid for scheme development funding	Deadline 31 May 2016	£60,000	NCC
DfT consider bids and decide which scheme(s) to fund	DfT decision by summer Parliament recess (26 July)	NA	NA
Scheme development (technical work to produce Outline Business Case)	2016/17	£965,000	DfT
DfT consider Outline Business Case and decide whether to release further funding	Not certain: likely spring / early summer 2017	NA	NA
Detailed Design and Statutory Procedures	2017/18-2019/20	Circa £3-£4m	DfT Growth Deal (£2m allocated)
DfT review final business case and decide whether to give final funding approval and release funding for construction	Not certain: likely during 2020	NA	NA
Delivery	Estimated start date 2021	£141m (2015 prices)	DfT Local contribution of at least 10% (to be agreed with DfT following the scheme development stage)

2. Evidence

- 2.1. A new river crossing at Great Yarmouth, to provide direct access to the southern end of the peninsula, has long been an ambition for the county council and other partners including Great Yarmouth Borough Council. In the early 2000s the County Council undertook an assessment of possible strategic transport measures for Great Yarmouth, leading to the inclusion of a new crossing of the River Yare into the plans for the town as it addresses congestion issues and

provides a direct access into the town centre from the south. Subsequently a large amount of work was undertaken leading to Norfolk County Council adopting a preferred route and crossing type (a lifting bridge) in December 2009. The county council has since acquired a number of properties in the area affected by the scheme.

- 2.2. Limited work has been undertaken since 2009. The next stage would be to obtain planning permission and carry out detailed design prior to construction. This will take several years and cost in the region of £4-5m. However, it has not been put underway before because there was limited prospect of securing funding to actually build the crossing, estimated to be in the order of £140m. (If it is not possible to deliver the crossing soon after carrying out the work described above, it is likely that the work would have to be redone, at considerable cost, as and when funding for delivery has been secured; or there is a good prospect of it being secured.)
- 2.3. Government has recently announced a central pot for local (ie non trunk road) major transport schemes. (Government has defined a major transport scheme as being £75m+ for Norfolk. They would expect anything below this to be funded from the local enterprise partnership's growth deal allocation.) Funding from the local major transport scheme pot is to be allocated on a competitive bidding process.
- 2.4. The County Council will – subject to Members' agreement – be submitting a bid to draw down funding for scheme development during 2016/17.
- 2.5. If this bid is successful it will allow development of an Outline Business Case for the crossing by the end of the calendar year. The Outline Business Case will update the earlier work done on the crossing and also include additional appraisal and analysis needed to meet the Department for Transport's requirements.
- 2.6. Completing the Outline Business Case as above will mean that the scheme can be considered for further funding from DfT towards the final stages of scheme development (detailed design and securing the statutory consents) and scheme delivery on the ground. Progression through these stages relies on securing DfT approval of the Outline and Final Business Cases and other necessary scrutiny at appropriate stages in the project's development.

If DfT approve the Outline Business Case they will award the scheme 'Programme Entry' at which stage they will set the DfT's maximum funding contribution. We would be responsible for finding the local contribution and any further increase in costs over the cost-estimate in the business case.

The timetable for these further approval stages (ie to secure funding for the detailed design and statutory consents post Outline Business Case) and for subsequent scheme delivery is not yet known, but the department has committed to releasing the timescales for these further rounds 'later this year.'
- 2.7. The detailed technical work will be supported by a programme of advocacy and engagement to demonstrate the support for the scheme and to show its benefit.

3. Financial Implications

- 3.1. Since Members agreed a preferred scheme and route in 2009 the Council has spent £3m on acquiring properties affected by the bridge. These costs have been met by the council's Local Transport Plan capital programme, and reported to Members in the usual way.
- 3.2. No further money has been spent on scheme development until very recently. At the end of last year (December 2015) Mouchel were commissioned to review the earlier work and outline the scope of work required to complete an Outline Business Case, which is required to be successful in securing DfT funding for

delivery. This work cost £10,000.

Subsequently, in March 2016, a piece of work was commissioned from Mouchel to provide the key pieces of information required to maximise the chances of being successful with securing funding from DfT for the preparation of the Outline Business Case.

This work will cost £60,000 and include:

- Consultation with DfT to agree methodologies
- Refining the traffic modelling proposal (including identifying the need for traffic surveys)
- Preparation of an Appraisal Specification Report
- Commencing the development of the Options Appraisal Report.

These pieces of work have been commissioned under delegated powers.

- 3.3. The table at paragraph 1.8 sets out the stages of work. The table below summarises the financial implications.

Table: Summary of financial implications

Stage	Timing	Funding	
		Total	Source
Scheme development (technical work to produce Outline Business Case)	2016/17	£965,000	DfT
Detailed Design and Statutory Procedures	2017/18-2019/20	Circa £3-£4m	DfT Growth Deal (£2m allocated: £1m 2017/18, £1m 2018/19)
Delivery	Estimated start date 2021	£141m (2015 prices)	DfT Local contribution of at least 10% (Maximum government contribution to be set following scheme development)

- 3.4. **Scheme development:** A bid to DfT is proposed to secure funding for completion of the Outline Business Case during 2016/17, which is estimated to cost £965,000, although will be subject to agreeing the exact specification of works with DfT. If this bid is successful there will be no financial implication for the county council other than officers' time, which can be met from existing resources
- 3.5. **Detailed Design and Statutory Procedures:** Following the Outline Business Case further work would be needed, costing in the region of £3-4m of to get the scheme to a point at which it could be delivered. £2m has been secured through Growth Deal (£1m in each of 2017/18 and 2018/19). We would be looking to secure the remainder of the funding for this stage – circa £1-2m – from DfT. Again, if we are successful in this there will be no financial implication for the county council other than officers' time, which can be met from existing resources. (The exact cost and scope of this work would need to be agreed with DfT and would also be affected by the route for the statutory procedures; specifically if it were deemed to be a nationally important infrastructure project and therefore followed the Development Consent Order process, or if it followed the traditional route whereby the county council would determine the planning application and seek to acquire land, probably through compulsory purchase orders.)
- 3.6. **Delivery:** The recent work undertaken by Mouchel – described in 3.2 – included updating the costs of the scheme to the current year (then 2015) by inflating the

previous, 2009, cost estimates. This resulted in an estimated cost of construction of £141m at 2015 prices. Members should note that this estimate is based on a previous assessment of the scheme that will need to be thoroughly reviewed as part of the proposed work during 2016/17. The cost of construction could change as a result of this. An allowance for inflation would need to be applied to the revised estimated cost to take account that delivery would not start until 2021 at the earliest. The latest estimated cost of £141m at 2015 prices is considered a robust estimate to base decision-making on at this stage.

Based on the experience of Suffolk County Council, which has been successful in securing funding for Lowestoft Third Crossing and Ipswich Wet Dock Crossing, a local contribution of at least 10% would be required; that is a minimum of £14.1m based on a high-level update of the previous work to inflate the previous cost-estimate to 2015.

After completion of the work proposed over 2016/17 would there be a revised estimate of the total scheme cost taking into account likely inflation up to the year of delivery (amongst other things). At this time DfT would set out their maximum contribution. Therefore the quantum of local contribution required for the scheme cannot be totally accurately stated at this time, but a minimum 10% contribution would be expected, considered at this stage to be in the region of £14.1m subject to further work on the updated detailed cost of the scheme, and subsequent agreement from DfT regarding their maximum contribution),

- 3.7. Members are not being asked to commit to funding the local contribution at this time. Further reports will be taken to committee to update on progress and secure agreement at the appropriate time. This is likely to be in spring / early summer 2017, at which time we would have a more robust scheme estimate and know the maximum contribution (if any) DfT would be prepared to put towards the scheme.
- 3.8. If we are not successful in securing local major transport scheme development funding from DfT members would need to decide if the county council should take the scheme development work forward itself. In this scenario a further report would be taken to members seeking a decision on how to proceed. Such a decision would be informed by feedback from government on the reasons why the bid had been unsuccessful.
- 3.9. As well as costs in updating the technical work, there will be a financial implication arising from the advocacy and engagement work being undertaken in support. This will be met from existing resources.

4. Issues, risks and innovation

- 4.1. The adoption of a preferred route by Cabinet at their meeting of 7 December 2009 led to a number of properties (17) being purchased under blight provisions in the period 2010 to 2013. A substantive part of the property portfolio was leased to Saffron Housing to manage on a self-funded basis. Three properties were judged to be in such poor condition that they could not be economically refurbished within the lease period, and were not accepted by Saffron.

The existing arrangement with Saffron has worked well and this has enabled the authority to avoid additional costs of maintaining the properties and has also provided homes for local people rather than leaving them empty.

5. Background

- 5.1. The possibility of a third crossing over the River Yare in Great Yarmouth has been discussed and featured as a proposal in local development plans for more than 30 years.
- 5.2. In 2001 the Government Office for the East of England undertook the “A47

Norwich to Great Yarmouth 'roads-based' study". This looked at the road linkages into the town and recommended that further work should be carried out to determine the strategic, operational and economic assessments of a third crossing of the River Yare, compared to the Bure Loop (a road scheme from the A47 at Vauxhall to the A149 at Caister), which was at that time being pursued by the county council. The outcome of traffic modelling work was that a third crossing emerged as the preferred scheme as it addressed congestion issues and provided a direct access into the town centre from the south, which is the predominant movement. In view of this the Great Yarmouth Third River Crossing became part of the transportation strategy for the Great Yarmouth and Gorleston area and, after public consultation on the strategy in 2009, Norfolk County Council adopted a preferred route and crossing type for the Great Yarmouth Third River Crossing in December 2009.

- 5.3. The preferred route for the crossing is a dual carriageway link over the River Yare running from the A12 Harfreys roundabout to South Denes Road. The river crossing would comprise a 50m span bascule (lifting) bridge. The scheme has the support of all the major key stakeholders and, in 2009, was estimated to have a benefit to cost ratio (BCR) of 4.8.

In December 2015 Mouchel Consulting, framework consultants for Norfolk County Council, was asked to undertake a high-level review of the costs and benefits associated with the Great Yarmouth Third River Crossing. This work concluded that a crossing was now likely to cost £141m (2015 prices) and still be likely to deliver high value for money.

(It must be noted that this work is based on a simple review of costs to inflate values and a broad review of benefits by applying a series of sensitivity tests. Significant further work is required to prepare a business case that meets DfT requirements. This further work could also explore other benefits not accounted for such as wider regeneration impacts and benefits to active modes.)

- 5.4. The scheme is designed to overcome the problem of limited road access to the peninsula of Great Yarmouth and the congestion which this causes. It offers a more direct route into the town from the south and provides relief to Haven and Breydon Bridges. The preliminary operational assessment work showed significant congestion relief and other transport benefits such as improving accessibility for buses. Since this work, Highways England have committed to deliver works to improve A12 junctions, including Vauxhall junction, which may all have an impact on accessibility and change the traffic movement composition. The crossing provides improved scope to better manage traffic movements in combination with these trunk road improvements.

It would also enable port and South Denes regeneration area traffic to avoid the town centre. The South Denes regeneration area includes an Enterprise Zone at the port and is subject to a Local Development Order and is likely to generate more traffic movements whose impact will be mitigated by the new bridge.

In addition to the direct congestion and accessibility benefits to the town, the scheme will provide the missing link between the UK trunk road network and the new and expanding port.

- 5.5. Mouchel have undertaken a gap-analysis of work required to complete an Outline Business Case, which is required by DfT for them to give funding approvals. This work, *Great Yarmouth Third River Crossing Requirements for the Outline Business Case*, concluded that "A significant amount of useful work has been done on the proposed Great Yarmouth Third Crossing scheme in recent years. As a result, the Council has a general idea of what the scheme is likely to cost and enough information to select a preferred route. Traffic modelling and economic assessment to date indicates that the scheme is likely to produce high transport economic benefits."

- 5.6. The report outlined the technical work required for the Outline Business Case, estimating that this would cost £965,000 and could be undertaken during 2016. This is the work for which a bid for DfT funding is proposed to be submitted (although it should be noted that the exact scope of work would need to be agreed with DfT in the result of the bid being successful and so might vary from that outlined as being required by Mouchel, both in scope and cost).
- 5.7. Further work – in the form of detailed design and the statutory processes – would be required in order to get to a point where the scheme could be delivered. At present this is estimated to cost in the region of £3-4m and take several years. The exact scope of this work and how it would be funded would be determined prior to its commencement, and be the subject of further reports to Members.
- 5.8. In the 2016 Budget government announced a funding stream for Local Major Transport Schemes, top-sliced from their Growth Deal allocations. This is for schemes too big to be funded from local sources, including Growth Deal. Government has determined that, for the New Anglia Local Enterprise Partnership area, this means schemes with a total cost of £75m or more. The guidance sets out the timetable for the initial bidding round. It states that there will be further bidding rounds for subsequent years.

The timetable for the current bidding round is:

Type of bid	Deadline for bids	Decisions by
Fast-Track Funding for scheme development work for 2016/17 only	31 May	Summer recess 2016
Others Funding for scheme development or for scheme delivery starting during the current spending period (ie up to 2021)	21 July	Autumn Statement 2016

- 5.9. The total amount of funding government has put aside for local major transport schemes in the current spending period is as follows:

2016/17	2017/18	2018/19	2019/20	2020/21
£10m	£45m	£45m	£95m	£280m

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Environment, Development and Transport Committee

Item No.

Report title:	£1.5m Member allocated revenue funding 2016/17 -highway maintenance and small projects.
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director of Community and Environmental Services
Strategic impact <p>Members established a 'Road Maintenance and Small Projects Fund (Potholes)' of £1.5m, using revenue funding for the 2016-17 financial year.</p> <p>In December 2014, the Secretary of State for Transport announced that in England (not including London) £6 billion will be made available between 2015/16 and 2020/21 for local highways maintenance capital funding. In the Government's budget of April 2016 they announced in addition a £250m, £50m per year pothole fund. Norfolk has been allocated £1.616m from the pothole fund for 2016-17.</p>	

Executive summary

<p>This report sets out our proposals to spend £1.5m of additional funding from Norfolk County Council. It also confirms the terms and conditions regarding an additional £1.616m capital funding from the Department for Transport (DfT), which is to be spent on potholes or the prevention of potholes.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> Members are invited to review and comment on the proposals for spending £1.5m of additional revenue funding. Members to note the criteria for spending DfT pothole capital funding

1. Proposal

- 1.1. In February, County Council agreed to create a £1.5m road maintenance and small projects fund.
- 1.2. Proposals have been developed in areas and are shown in Appendix 1. The details cover a wide range of highway maintenance activities including drainage, footways (including trods), patching, edge strengthening using recycling and resurfacing based on known local needs. A small element (£160k) of the funds are shown as unallocated to retain some capacity to resolve local issues that may arise in the course of the year.
- 1.3. DfT announced the details for a national capital pothole fund on 7th April; Norfolk's allocation was £1.616m.
- 1.4. DfT apply the following terms and conditions to this funding,
 - Each authority will commit to target these funds on permanently fixing

potholes on the roads or by stopping them forming in the first place. This funding must complement (rather than displace) planned highway maintenance expenditure for 2016/17.

- DfT expect Norfolk County Council to publish an annual report on our website by end of March 2017, showing how much money has been spent, including a quantifiable report of the specific activities that have been undertaken, including the location.

2. Evidence

- 2.1. Given the award of the DfT pot hole allocation our proposals for investing the additional £1.5m of NCC funds have been developed based on road inspections and feedback from and interaction with elected Members and the general public.
- 2.2. The DfT pothole fund allocation will be spent using our asset management approach through a combination of patching, surface dressing and resurfacing.

3. Financial Implications

- 3.1. The additional funding of £1.616m for capital maintenance is provided by DfT for repair of potholes or the prevention of potholes over and above the programme already committed to by the council..

4. Issues, risks and innovation

- 4.1. We have established processes and will be able to secure resources required to deliver the proposals. This will include a basket of treatment solutions ranging from patching and 'velocity treatment' to full resurfacing. We will report via our website how the Government's 'pothole' fund is being spent.

5. Background

- 5.1. At the County Council meeting on 22 February 2016 Members approved the setting up of the 'road maintenance and small projects fund' [County Council meeting papers 22 Feb 2016](#)

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Proposals to spend £1.5m of additional funding from Norfolk County Council

<u>District</u>	<u>Area</u>	<u>Road Number</u>	<u>Parish</u>	<u>Road Name</u>	<u>Location</u>	<u>Type of Work</u>	<u>Estimated cost</u>
Breckland	South	B1111	Harling	Various	HGV Cell Review	Feasibility	£10,000
Breckland	West	C768	Ashill	Swaffham Road	near recycle centre	Resurfacing	8,164
Breckland	West	C768	Ashill	Swaffham Road	on bend o/s Church	Resurfacing	14,333
Breckland	West	33261	Hilborough	Coldharbour Lane	nearer Gooderstone end	Patching	23,153
Breckland	West	C116	Holme Hale	Station Road	jnc with Hale Rd	Resurfacing	13,125
Breckland	West	B1108	Little Cressingham	Brandon Road	from 30/60 to end of ind. Est.	Resurfacing	24,990
Breckland	West	30401	Thetford	Kings Street	section in front of Kings House	Resurface	21,000
Breckland	West	30603	Thetford	Mackenzie Road	near close	Drainage	5,775
							£120,539
Broadland	East	C441	Blofield	Woodbastwick Road	Blofield Heath - Phase 2 extension	Drainage	£15,000
Broadland	East	C874	Woodbastwick	Plumstead Road	Through the Shearwater Bends	Resurfacing	£48,878
Broadland	North	C593	Aylsham	Blickling Road	Blickling Road	Patching	£10,000
Broadland	North	C494	Aylsham	Buxton Rd / Aylsham Rd	Buxton Rd / Aylsham Rd	Patching	£15,000
Broadland	North	57120	Aylsham	Hungate Street	Hungate Street	Drainage	£10,000
Broadland	North	57099	Brampton	Oxnead Lane	Oxnead Lane	Patching	£5,000
Broadland	North	C245	Buxton	the street	the street	Patching	£5,000
Broadland	North	57120	Horsford	Mill lane	Mill lane	Drainage	£5,000
Broadland	North	57508	Spixworth	Park Road	Park Road	Drainage	£5,000
Broadland	North	51231	Thorpe St Andrew	Dussindale Drive	rbt 1	Resurfacing	£29,000
Broadland	North	51231	Thorpe St Andrew	Dussindale Drive	rbt 3	Resurfacing	£29,000
Broadland	North	51231	Thorpe St Andrew	Dussindale Drive	rbt 2	Resurfacing	£31,000
							£207,878
Great Yarmouth	East	U61880	Bradwell	Homefield Ave	Extension to existing system	Drainage	£10,000
Great Yarmouth	East	U60024	Gt Yarmouth	North Drive	Fway at most Northern end by Holiday park entrance, Southwards	Footway	£25,000
Great Yarmouth	East	C619	Gt Yarmouth	Caister Road	junction area of Salisbury Rd towards Bus depot	Resurfacing	£21,525
Great Yarmouth	East	U60918	Gt Yarmouth	Marsh Road	Ladbroke Rd rbt to past Coronation Rd rbt	Resurfacing	£14,175
Great Yarmouth	East	C454	Hemsby	Martham Road	at junction with North Road	Resurfacing	£11,550
Great Yarmouth	East	C454	Martham	Hemsby Road	MA at bend nr 30SL	Resurfacing	£9,713
Great Yarmouth	East	C454	Martham	Hemsby Road	MA surface from Hall Road junction to Surgery	Resurfacing	£36,750
Great Yarmouth	East	C460	Ormesby	North Rd	btw Station Rd and Yarmouth Way	Resurfacing	£14,963
							£143,675
North Norfolk	North	11431	Bacton	Pollard Street	edge deterioration	Patching	£6,000
North Norfolk	North	B1354	Briston	Briston Rd,	Corpusty to Briston	Patching	£11,250
North Norfolk	North	A149	Cromer	Norwich Rd	Overstrand Rd junc	Patching	£4,000
North Norfolk	North	B1149	Edgefield	Norwich Rd	at crossroads	Drainage	£3,000
North Norfolk	North	B1149	Edgefield	Norwich Rd	O/S Garden centre	Drainage	£6,000
North Norfolk	North	14304	Gresham,	Chequers Road	Chequers Road	Drainage	£24,100
North Norfolk	North	C335	Gt Ryburgh	Fakenham Rd	Maltings Entrance	Patching	£14,000
North Norfolk	North	C335	Gt Ryburgh	The Street	O/S Maltings gate	Drainage	£10,000
North Norfolk	North	A148	Holt Rd	Cromer	Outside Morrisons	Patching	£11,000
North Norfolk	North	C634	Sidestrand	Cromer Road	Opp Starling Rise	Patching	£5,000
North Norfolk	North	11387	Southrepps	Beechlands Park,	Beechlands Park,	Drainage	£8,000
North Norfolk	North	B1110	Swanton Novers	Dereham Rd	Swanton Novers to Wood Norton	Patching	£11,250
North Norfolk	North	C634	Trimingham	Cromer Road	layby	Patching	£7,500
North Norfolk	North	B1105	Walsingham/Wells	Dry Rd	Dry Rd	Patching	£42,500
North Norfolk	East	C411	East Ruston	Pound Road	Junction Stalham Raod	Resurfacing	£7,875
North Norfolk	East	C411	Honing	East Ruston Road	o/s Corner Farm	Drainage	£2,000
North Norfolk	East	A1062	Hoveton	Horning Road	Throughout Section	Drainage	£5,500
North Norfolk	East	C405	Ludham	Catfield Road	NR29 5QT. From My Way to the school gate	Footway	£8,000
North Norfolk	East	19060	Scottow	Lamas Road	Entrance to Scottow Enterprise Business Park	Resurfacing	£10,028
North Norfolk	East	19166	Smallburgh	School Lne	NR12 9NG. O/s The Old Rectory	Drainage	£4,500
North Norfolk	East	19677	Sutton	Staithe Road	O/s the pond	Drainage	£5,000
North Norfolk	East	1R1288	Swanton Abbott	Swanton Abbott FP3	From The Street to Youngmans Lane	PROW	£1,500
							£208,003

District	Area	Road Number	Parish	Road Name	Location	Type of Work	Estimated cost
Norwich City	Norwich	Various	Norwich	20no. bell mouths	incl Silver Rd/Barrack St and North Park Ave/Ruskin Rd	Resurfacing	£27,742
Norwich City	Norwich	C864	Norwich	Ber Street	btn Queens Road and Mariners Lane	Resurfacing	£33,000
Norwich City	Norwich	45346	Norwich	Dodderman Way	R'bout with Bishy Barnabee Way	Resurfacing	£25,000
Norwich City	Norwich	41847/A147	Norwich	Finkelgate/Queens Road	length in association with improvement scheme	Resurfacing	£7,000
Norwich City	Norwich	C815	Norwich	Silver Road	btn Churchill Road and St Olaves Road	Soft spot repair	£12,000
							£104,742
South Norfolk	South	B1108	Colney	Watton Road	B1108 - west of junction Hospital Access	Resurfacing	£45,000
South Norfolk	South	C821	Cringleford	Newmarket Road		Footway	£18,000
South Norfolk	South	B1108	Great Melton	Watton Road	junction Landlow Lane	Patching	£25,000
South Norfolk	South	Various	Harleston	Various	Town Centre - Traffic Management Feasibility Study	Feasibility	£5,000
South Norfolk	South	C205	Kenninghall	Fersfield Road		Drainage	£25,000
South Norfolk	South	B1108	Kimberley	Station Road	B1108 junction B1135	Patching	£30,000
South Norfolk	South	76136	Pulham Market	Barnes Road		Drainage	£20,000
South Norfolk	South	76123	Tharston	Chequers Road	Chequers Road / C500 Stratton Road junction	Resurfacing	£20,000
South Norfolk	South	76123	Tharston	Chequers Road	between RBTs	Haunching	£50,000
South Norfolk	South	C500	Wacton	Stratton Road		Haunching	£50,000
South Norfolk	South	78209	Wicklewood	High Street		Drainage	£9,000
South Norfolk	South	B1135	Wymondham	Tuttles Lane West	junction Melton Road	Patching	£20,000
South Norfolk	South	B1135	Wymondham	Tuttles Lane West	junction Chapel Lane	Patching	£25,000
							£342,000
West Norfolk & Kings Lynn	West	B1153	East Walton	Gayton Rd	Caravan park to C65	Patching	21,788
West Norfolk & Kings Lynn	West	C14	Emneth	Gaultree Sq	Lady Drove to Post Office	Resurfacing	8,400
West Norfolk & Kings Lynn	West	B1145	Gayton	Litcham Rd	C69 to Parish Boundary	Patching	15,750
West Norfolk & Kings Lynn	West	B1153	Grimston	Gayton Rd	Elder Lane	Resurfacing	12,338
West Norfolk & Kings Lynn	West	A148	Kings Lynn	Blackfriars St	o/s Belgrave House	Resurfacing	15,881
West Norfolk & Kings Lynn	West	20415	Kings Lynn	Norfolk St	Anglia yd to Blackfriars	Resurfacing	19,688
West Norfolk & Kings Lynn	West	20530	Kings Lynn	Whitefriars St	By school	Footway Extension	10,833
West Norfolk & Kings Lynn	West	C55	Middleton	Station Rd	Tower End	Kerb road edge and patch	2,793
West Norfolk & Kings Lynn	West	21,365	Shouldham	Eastgate St	Inside of bend Nr Hallfields	Kerbing	3,150
West Norfolk & Kings Lynn	West	C47	Shouldham	Mill Rd	junc of shouldham rd 21299/14	Drainage	4,148
West Norfolk & Kings Lynn	West	C47	Shouldham	Norwich Rd / Shouldham Rd	C50 to Marham VNP (Hall Cottages)	Patching	17,850
West Norfolk & Kings Lynn	West	C47	Shouldham	Shouldham / Norwich Rd	On corner where C47/62 becomes C47/64	Kerbing	1,785
West Norfolk & Kings Lynn	West	22055	South Wootton	Hall Lane	Junc Chuch St	Drainage	7,508
West Norfolk & Kings Lynn	West	C872	Southery	Feltwell Rd	Decoy Rd to Black Drove	Resurfacing	12,600
West Norfolk & Kings Lynn	West	C548	Stoke Ferry	High St	Outside The Cottage	Fencing	2,625
West Norfolk & Kings Lynn	West	C5/40	Stow bardolph	West Head Rd	On corner opp C5 Outwell Rd junc	Kerbing	1,575
West Norfolk & Kings Lynn	West	B1094	Upwell	Ha Penny Toll Rd	County boundary to 'S' bends	Patching	13,125
West Norfolk & Kings Lynn	West	B1094	Upwell	Ha Penny Toll Rd	Greenend to Beechwood Farm	Patching	13,125
West Norfolk & Kings Lynn	West	A1101	Upwell	New Rd	Listers to Tointons Road	Patching	8,400
West Norfolk & Kings Lynn	West	A1101	Upwell	Townsend Rd	Tointons Rd to Croft Road	Patching	8,400
West Norfolk & Kings Lynn	West	B198	Walsoken	Lynn Rd	Boundary to Norfolk Sign	Patching	7,875
							£209,635
Allocated							£1,336,470
Unallocated							£163,530
Grand total							£1,500,000

Environment Development and Transport Committee

Item No

Report title:	Revenue Budget 2016-17 – Proposals for Allocation of Transitional Funding and Rural Services Delivery Grant
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director CES
<p>Strategic impact</p> <p>This report provides the Committee with details of proposals for the use of Transitional Funding and additional Rural Services Delivery Grant held in the budget for 2016-17, which have been identified in respect of the services for which the Committee is responsible.</p> <p>The report also sets out the timetable for the process to agree the use of this funding in 2016-17.</p>	
<p>Executive summary</p> <p>The Council received late notification of additional funding as part of the Final Local Government Finance on 8 February 2016. This funding was applied in the 2016-17 Budget to provide transitional funding to manage business risk. A process for making decisions about the use of this funding was considered and agreed by the Policy and Resources Committee in March 2016.</p> <p>Proposals in relation to EDT Committee have been developed and are set out in this report for Members' comments.</p> <p>Recommendation:</p> <p>The Committee is asked to:</p> <ol style="list-style-type: none"> 1. Consider and recommend the proposed use of additional funding as set out in this report to enable Policy and Resources Committee to consider proposals in the round and make a recommendation on the use of this funding to County Council. 	

1. Background

- 1.1. The Final Local Government Settlement 2016-17 confirmed by Parliament on 10 February 2016 set out details of additional funding made up of Transition Grant and Rural Services Delivery Grant. There was also a small reduction in

the Council's New Homes Bonus Grant allocation. These changes resulted in net additional funding from Government of £4.561m in 2016-17.

1.2. The County Council set aside the additional funding for 2016-17 as transitional funding to manage business risk. It was noted that the late notice of the additional funding had made it inappropriate to propose the allocation of the funding in the time available, and that Service Committees would wish to have the opportunity to comment on priorities for its use.

1.3. The following parameters for the use of the additional funding were set out:

- the money will be spent in the new financial year;
- any spending must be sustainable; and
- invest to save initiatives must be paramount.

1.4. The Council faces a number of significant budget risks in 2016-17. It would therefore be prudent for the Council to retain some flexibility within the additional funding for 2016-17 in order to manage these risks. The key risks include:

- The outcomes of local Better Care Fund negotiations with the NHS;
- The outcomes of the Adults Cost of Care work;
- The pressure arising from National Living Wage in contracts; and
- The need to ensure delivery of savings proposals in 2016-17.

2. Decision-Making Timetable

2.1. Policy and Resources Committee approved the following timetable for decision-making on the use of the additional funding available:

- Service Committees to bring forward proposals in the **May 2016** committee round, taking into account the criteria set out at 1.3;
- Policy and Resources Committee to consider Service Committee proposals in the round on **31 May 2016** in order to recommend an overall package of activity; and
- County Council to consider and approve the recommendations of the Policy and Resources Committee on **25 July 2016**.

3. Committee Proposals

3.1. Proposals for use of this additional funding relating to the budgets controlled by this Committee have been identified totalling £3.637m. The table below sets out further detail of these proposals.

Table 1: EDT Committee proposals for use of additional funding 2016-17

Ref	Description of proposal Provide a brief narrative summary of the funding bid, including details of: <ul style="list-style-type: none"> how the proposal meets the criteria or is otherwise a priority. any implications if the spending is not approved. any impact on other areas of the budget / other services from this proposal. 	2016-17 Funding requirement £m	Criteria			Committee Priority Ranking 1= top priority 2,3,4 etc.
			2016-17 expenditure	Sustainable	Invest to save	
EDT03	Investment in LED street lighting technology in order to reduce energy use which will reduce costs, carbon emissions and future maintenance. Delivery of 13,341 residential Street Lights which will change the specification to LED which when completed will generate annual savings of £367k (Revenue).	1.700	Y	Y	Y	
EDT08	Support for business innovation and Traded services. This will be to build on the work that HIL have done for CLT on new business models, creating new standalone businesses etc.	0.070	Y	Y	Y	
EDT04	The proposal is to undertake the digitisation of records held in the County Council's definitive and formally-adopted database for the historic environment, the Norfolk Historic Environment Record. This is an opportunity to invest to save and ensure delivery of savings and earned income targets in 2016-17. Digitisation will result in more efficient use of office space, more customers being able to self-serve and thus reduce staff time dealing with public and commercial enquiries, and provide more digital resources to process chargeable enquiries more effectively.	0.030	Y	Y	Y	
EDT09	Economic Development is asking for fixed term support to resource the Corporate Bid Team. This will help increase the external funding brought in by the Council to support its priorities. This will provide both capacity to support departments in winning external funds in the short term, and - more importantly - will be sustainable as it will enable a culture shift within the council where bidding for funding becomes business as usual across all departments. The investment of £250k will not generate savings in and of itself but is expected to deliver a minimum return of £12 million of external funds brought in.	0.250	Y	Y	Y	
EDT02	The Car Lease Scheme has been run to meet the organisational requirement for cost effective vehicle provision for our business needs. The scheme has operated by buying and selling vehicles to take advantage of fleet size discounts and residual values. A significantly reduced fleet size and reducing	0.394	Y	Y	Y	

Ref	Description of proposal Provide a brief narrative summary of the funding bid, including details of: <ul style="list-style-type: none"> how the proposal meets the criteria or is otherwise a priority. any implications if the spending is not approved. any impact on other areas of the budget / other services from this proposal. 	2016-17 Funding requirement £m	Criteria			Committee Priority Ranking 1= top priority 2,3,4 etc.
			2016-17 expenditure	Sustainable	Invest to save	
	residuals means that contract hire arrangements can offer substantial savings, estimated at £227k per annum based upon the current fleet size. These costs are estimated at £394k in 16 / 17 to accelerate the transition to the new scheme before savings of £227k in 17 / 18 and subsequent years can be realised.					
EDT05	<p>This proposal involves improving access to jobs, health care, service centres and relevant education provision, including 6th Form, in areas where Districts, Parish Councils, schools, and colleges, have identified access is a barrier including for those with the greatest need.</p> <p>1) Accessibility mapping and the emerging Total Transport assessment and will be used to identify areas of greatest need.</p> <p>A range of measures will be used to address this access need including amendment to conventional bus services, support for feeder services to commercial bus services. This provision has been shown to be cost effective in delivering access to those without access to a car. Alternatively provision could be through an existing Community Transport (CT) scheme and may take the form of additional journeys being provided and funded with the existing vehicle fleet and/or additional vehicles being funded while the additional service provision is built up and established. On-going running costs will be minimised through the provision of new vehicles that can be operational for 8-10 years, providing a legacy benefit to those communities.</p> <p>2) Often CT schemes and other providers are unable to deliver specific journeys, such as those regarding Special Education Needs (SEN) because of a lack of trained and qualified drivers and passenger assistants. We will consider additional training for drivers and Passenger Assistants (PA) to establish a pool of well qualified, competent and confident transport providers for future years.</p> <p>If approved, the funding will enable accessibility to be improved beyond that which is currently possible. Economic, educational benefits and social benefits will be realised and funding will be targeted towards who are the</p>	0.950	Y	Y	Y	

Ref	Description of proposal Provide a brief narrative summary of the funding bid, including details of: <ul style="list-style-type: none"> • how the proposal meets the criteria or is otherwise a priority. • any implications if the spending is not approved. • any impact on other areas of the budget / other services from this proposal. 	2016-17 Funding requirement £m	Criteria			Committee Priority Ranking 1= top priority 2,3,4 etc.
			2016-17 expenditure	Sustainable	Invest to save	
	most vulnerable in our rural communities. There is some potential for some savings to be made in the costs of delivering some community transport journeys but this needs further assessment. As a minimum, this initiative will enable transport providers to increase the journeys they can offer through their reduced ongoing costs.					
EDT06	This proposal is for a 1 year project to develop and publish a package for Norfolk communities that promotes awareness and education of the responsibilities of riparian owners, (e.g. owners of land or property adjacent to a watercourse). The aim of this work would be to increase the level of proactive on-the-ground action by riparian owners to maintain their watercourses effectively. The outcome would be to reduce drainage issues that if unmaintained would lead to local flooding. This would be achieved through supporting individuals to undertake action, to promote enforcement through ALT's and to promoting awareness and practical action at parish council level. NCC currently receives hundreds of enquiries of this nature each year in its roles as both Lead Local Flood Authority and Highways Authority which lead to varying levels of customer service, administrative, investigation & enforcement costs. One outcome of this proposal would be that cases are resolved outside of LLFA and Highways input.	0.073	Y	Y	Y	
EDT07	Pathmakers CIO - connecting Norfolk's countryside and communities and expanding the Norfolk Trails Network Accelerating the development of the Pathmakers CIO to reap the benefits in savings through sponsorship and external grant funding for PROW and Trails. - Capacity will be provided to the charity to enhance and quicken its ability to apply for both sponsorship and external grants. - The focus will be on partnership and volunteer working to maintain and enhance more of the network, making our statutory liabilities in this area more	0.170				

Ref	Description of proposal Provide a brief narrative summary of the funding bid, including details of: <ul style="list-style-type: none"> • how the proposal meets the criteria or is otherwise a priority. • any implications if the spending is not approved. • any impact on other areas of the budget / other services from this proposal. 	2016-17 Funding requirement £m	Criteria			Committee Priority Ranking 1= top priority 2,3,4 etc.
			2016-17 expenditure	Sustainable	Invest to save	
	sustainable within reducing budgets. - This will accrue health (supports the first aim of the Norfolk Public Health Strategic Framework) and tourism sector dividends. - Expansion of the Norfolk Trails - much of the heavy lifting for overgrown parts of the network will be dealt with by contractor initially prior to being factored into the Norfolk Trails maintenance model. Saving in subsequent years will be generated through work focusing on partners rather than NCC. Beyond 2019/20 the same rate will be applied so that the full investment will be recouped in just over 6 years and subsequently there will be a ROI accruing at around £35,000 per annum.					
Total		3.637				

4. Next Steps

- 4.1. All Committees have been invited to put forward proposals for the use of this additional funding in 2016-17. These will be considered by Policy and Resources Committee on 31 May. In the event that the funding proposals exceed the available amount of additional funding, Policy and Resources Committee will consider the overall balance and scope of proposals alongside the priority ranking from Service Committees in order to put forward a balanced package of proposals for approval by County Council on 25 July 2016.

Background Papers

Revenue Budget 2016-17 – Allocation of Transitional Funding and Rural Services Delivery Grant, agenda item 6, Policy and Resources Committee 21 March 2016:

<http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/497/Committee/21/SelectedTab/Documents/Default.aspx>

Norfolk County Council Revenue and Capital Budget 2016-20 and Council Plan 2016-19, agenda item 4, County Council 22 February 2016:

<http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/438/Committee/2/SelectedTab/Documents/Default.aspx>

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Environment, Development and Transport Committee

Item No.

Report title:	Norfolk Minerals and Waste Local Plan - Development Scheme
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact <p>Norfolk County Council has a statutory duty to produce and maintain an up-to-date minerals and waste local plan which forms the basis for determining any planning applications for minerals and waste matters that are lodged with the Authority. Section 16 of the Planning and Compulsory Purchase Act requires every County Council to prepare and maintain a Minerals and Waste Development Scheme (MWDS). The scheme must specify the development plan documents (DPDs) that the County Council will produce, their subject matter, geographical area and the timetable for the preparation and revision of the DPDs. The Act requires the scheme to be kept up to date.</p>	

Executive summary

<p>The review of the MWDS in the draft Minerals and Waste Monitoring Report (2014-15) identifies that the stages from Pre-Submission onwards in the Silica Sand Review of the Minerals Site Specific Allocations DPD will not be in accordance with the adopted timetable. The draft Monitoring Report also identifies that all of the stages of the Review of the Core Strategy and Minerals and Waste Development Management Policies DPD ('the Core Strategy') will not be in accordance with the adopted timetable. Progress with both of these reviews is detailed in section 2.1 of the draft Monitoring Report (attached as Appendix 2). A formal revision to the MWDS is therefore necessary and is attached as Appendix 1.</p> <p>Due to the delay in progress with the Review of the Core Strategy, it is now proposed to replace the review of the Core Strategy with a joint review of all three of the adopted DPDs that form the Minerals and Waste Local Plan and to use this review to extend the timescale of the Local Plan to 2036. The review will also consolidate the three current DPDs (i.e. the Core Strategy, the Minerals Site Specific Allocations and Waste Site Specific Allocations) into one Minerals and Waste Local Plan, in accordance with current national planning policy. Further details about the reasons for the delays and the proposed Review of the Minerals and Waste Local Plan as a whole are included in the report.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the revised Minerals and Waste Development Scheme shall have effect from 1 June 2016. 2. That the revised Minerals and Waste Development Scheme timetable be included in the Minerals and Waste Monitoring Report 2014-15.
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1. Proposal

- 1.1. The Minerals and Waste Development Scheme (MWDS) has been updated, and EDT Committee is recommended to bring the Scheme into effect on 1 June 2016. The Scheme sets out a timetable for producing minerals and waste

planning policy documents including the remaining stages of the Single Issue Silica Sand Review of the Minerals Site Specific Allocations DPD and the Review of the Minerals and Waste Local Plan. The revised MWDS is attached as Appendix 1.

- 1.2. The draft Minerals and Waste Monitoring Report (2014-15) should also include the revised MWDS timetable in Section 2.1, which reports the implementation of the MWDS (attached as Appendix 2).

Single Issue Silica Sand Review

- 1.3. The Single Issue Silica Sand review of the Minerals Site Specific Allocations DPD (the 'Silica Sand Review') began with an Initial Consultation stage in March and April 2015 and a Preferred Options Consultation in November and December 2015. The revised MWDS includes the current Pre-Submission representations period taking place during May and June 2016 followed by submission to the Secretary of State in September 2016. Following submission, the timetable for the examination, hearing and Inspector's Report are determined by the Planning Inspectorate and detailed in The Planning Inspectorate's document 'Examining Local Plans Procedural Practice'. The hearing commencement is expected to take place in November 2016 with the Planning Inspector's report expected to be received in January 2017. Once the Council has received the Inspector's report and implemented any modifications required to the plan, the Council will then make the decision whether to adopt the plan or not. The first full Council meeting at which the Silica Sand Review could be adopted is April 2017.
- 1.4. Appropriate adjustments have therefore been made to the Scheme to ensure a realistic future timetable for the Silica Sand Review.

Review of the Minerals and Waste Local Plan

- 1.5. The revised MWDS includes a Review of the Minerals and Waste Local Plan. The Minerals and Waste Local Plan consists of all of the adopted Minerals and Waste DPDs, which are: Core Strategy and Minerals and Waste Development Management Policies DPD, Minerals Site Specific Allocations DPD and Waste Site Specific Allocations DPD.
- 1.6. The Review of the Minerals and Waste Local Plan will include consideration of whether the existing Core Strategy, Development Management and Site Allocation policies in the adopted DPDs remain up-to-date and will also extend the plan period from 2026 to 2036. The review will also consolidate the three existing DPDs into one Norfolk Minerals and Waste Local Plan, in accordance with national planning policy.
- 1.7. The timetable for the Review of the Minerals and Waste Local Plan is contained in the revised MWDS. An Initial Consultation stage is proposed for six weeks during June to August 2017, followed by a Preferred Options Consultation for six weeks during February to March 2018. The Pre-Submission representations period would take place during November and December 2018 with Submission in March 2019.
- 1.8. Following submission, the timetable for the examination, hearing and Inspector's Report are determined by the Planning Inspectorate and detailed in The Planning Inspectorate's document 'Examining Local Plans Procedural Practice'. The hearing commencement is expected to take place in May 2019 with the Planning Inspector's report expected to be received in August 2019. Once the Council has received the Inspector's report and implemented any recommendations required to the plan, the Council will then make the decision whether to adopt the plan or not. Although dates for committee and full Council meetings are not available for 2019, the first full Council meeting at which the

revised Minerals and Waste Local Plan could be adopted is expected to be October 2019.

- 1.9. Appropriate adjustments have therefore been made to the Scheme to ensure a realistic future timetable for the Review of the Minerals and Waste Local Plan and EDT Committee are recommended to approve the revised Scheme (attached as Appendix 1 to this report).

2. Evidence

- 2.1. The Minerals and Waste Monitoring Report is produced annually and should contain information on the implementation of the Minerals and Waste Development Scheme, as well as the extent to which the policies set out in Development Plan Documents are being achieved. The review of the MWDS in the draft Minerals and Waste Monitoring Report (2014-15) identifies that the stages from Pre-Submission onwards in the Silica Sand Review will not be in accordance with the adopted timetable. The draft Monitoring Report also identifies that all of the stages of the Review of the Core Strategy will not be in accordance with the adopted timetable. Progress with both of these reviews is detailed in section 2.1 of the draft Monitoring Report (attached as appendix 2).
- 2.2. The National Planning Policy Framework (NPPF) (paragraph 153) states that “each local planning authority should produce a Local Plan for its area. This can be reviewed in whole or in part to respond flexibly to changing circumstances. Any additional development plan documents should only be used where clearly justified.” Therefore reviewing all three existing DPDs to consolidate them into one Norfolk Minerals and Waste Local Plan would be in accordance with the government’s preferred approach in the NPPF.
- 2.3. The national Planning Practice Guidance (PPG) (paragraph ref: 12-008-20140306) states that most local plans are likely to require updating in whole or in part at least every five years. The Core Strategy was adopted in 2011 and both the Minerals and Waste Site Specific Allocations DPDs were adopted in 2013. Therefore, a review of the Core Strategy is already required and a review of the Minerals and Waste Site Specific Allocations will be required by 2018.
- 2.4. Reviewing all three DPDs together will be a larger piece of work than only reviewing the Core Strategy, but it will be more efficient in terms of using shared evidence, reducing the number of separate consultations, representations period and examinations required.
- 2.5. Two public consultation stages of six weeks each are considered to be appropriate to ensure that the planning policy process is front loaded and that stakeholders are consulted at an appropriate stage early in the process. The six week formal representations period, prior to submission, is a legal requirement.
- 2.6. Following submission, the timetable for the examination, hearing and Inspector’s Report are determined by the Planning Inspectorate and detailed in The Planning Inspectorate’s document ‘Examining Local Plans Procedural Practice’. Therefore, the timetable in the revised MWDS is based on The Planning Inspectorate’s guidance for these stages of the process.
- 2.7. The currently known dates of EDT Committee meetings and full Council meetings have been taken into account in the revised MWDS. For those stages of the MWDS planned to take place after April 2017 likely EDT Committee and full Council meeting dates have been estimated to plan these decision making stages of the minerals and waste planning policy process into the timetable of the MWDS.
- 2.8. The timetable in the revised MWDS is thought to be realistic and achievable with the resources available. However, EDT Committee may wish to alter detailed

timing of individual consultation periods.

- 2.9. As part of the forthcoming examination of the Silica Sand Review, the Planning Inspector will assess the legal compliance of the Silica Sand Review, including its compliance with the adopted Minerals and Waste Development Scheme. Therefore a revised MWDS needs to be brought into effect to enable the Silica Sand Review to be legally compliant.

3. Financial Implications

- 3.1. The review of the MWDS has identified that the remaining stages of the Silica Sand Review, from the Pre-Submission representations period onwards, will not be in accordance with the existing MWDS timetable. Appropriate resources have been reallocated to the end of the 2016/17 financial year to enable the revised timetable to be met. The financial implications of the remaining stages of the Silica Sand Review process were included in the EDT Committee Report of 11 March 2016 and forecast that the costs of the Silica Sand Review in 2016/17 would be £40,550. These costs will be managed by the Planning Services service.
- 3.2. The review of the MWDS has identified that the Review of the 'Core Strategy and Minerals and Waste Development Management Policies DPD' will not be in accordance with the existing MWDS timetable. The revised MWDS proposes that the three DPDs that together form the Norfolk Minerals and Waste Local Plan should be reviewed together. This approach to the review is expected to be more efficient than reviewing each DPD individually and would therefore minimise the cost to the County Council at each stage of the process.
- 3.3. To minimise publication costs throughout the Review of the Minerals and Waste Local Plan process, all stakeholders, including parish councils, will be consulted online wherever possible. Notwithstanding these savings, the Review of the Minerals and Waste Local Plan will give rise to additional costs, which will be managed by the service. The costs are as follows:
- 3.4. Based on the experience of previous planning policy production, costs including officer time in the collection of evidence, formulation of policy and assessment of consultation responses and:

	Year	Estimated costs
Publication of consultation documents	2017/18	£10,000
Publication of Pre-Submission documents	2018/19	£5,000
Statutory notices costs	2017/18 to 2019/20	£3,000
Planning Inspector costs for examination (based on 12 days of hearings)	2019/20	£120,000
Programme officer costs for examination	2019/20	£9,000
Venue hire for examination hearings	2019/20	£5,000
Total estimated costs		£152,000

These costs will vary depending on the level of public engagement with the process and the duration of the examination hearings. As stated above, consultation will be carried out via the internet and email wherever possible as this minimises the cost and time. However, there will still be a need for some hard copies of consultation documents to be produced and for some correspondence by letter to ensure that the consultation process is accessible to all.

4. Issues, risks and innovation

- 4.1. There is a legal duty under Section 16 of the Planning and Compulsory Purchase Act 2004 to prepare and maintain a Minerals and Waste Development

Scheme. The scheme must specify the development plan documents (DPDs) that the County Council will produce, their subject matter, geographical area and the timetable for the preparation and revision of the DPDs. The Act requires the scheme to be kept up to date.

- 4.2. The Minerals and Waste Development Scheme will be published on Norfolk County Council's website, as required by the relevant legislation.
- 4.3. As part of the forthcoming examination of the Silica Sand Review, the Planning Inspector will assess the legal compliance of the Silica Sand Review, including its compliance with the adopted Minerals and Waste Development Scheme. Therefore a revised MWDS needs to be brought into effect to enable the Silica Sand Review to be legally compliant.

5. Background

- 5.1. The current MWDS came into effect on 1 June 2013 and contains the timetable for the Silica Sand Review and the Core Strategy Review.
- 5.2. The Silica Sand Review was planned to consist of one public consultation stage to take place in June to August 2015, followed by the Pre-Submission representations period during October to December 2015. However, we carried out two public consultations on the Silica Sand Review. An additional consultation stage was included to enable an Initial Consultation to be carried out on the Silica Sand Review process.
- 5.3. An Initial Consultation took place for six weeks during March and April 2015 and a Preferred Options Consultation took place for six weeks during November and December 2015. The Initial Consultation asked how the different environmental, landscape, heritage and amenity constraints should be dealt with when defining areas of search for future silica sand extraction. The Preferred Options Consultation asked about the suitability of a specific site and ten potential areas of search for future silica sand extraction. The additional time added into the process by carrying out two consultation stages meant that all other stages in the Silica Sand Review process (Pre-Submission, Submission, Hearing Commencement and Adoption) will not take place in accordance with the timescales in the current adopted MWDS.
- 5.4. Another reason for the delay in the Silica Sand Review process was that insufficient sites for silica sand extraction were proposed in response to a 'call for sites' in June 2015 and therefore officers needed to define areas of search for future silica sand extraction and assess them.
- 5.5. The current MWDS (June 2013) contains the timetable for the Review of the Minerals and Waste Core Strategy and Development Management Policies DPD ('the Core Strategy Review'). The first public consultation stage for the Core Strategy Review was planned to take place during June to August 2015, followed by a Pre-Submission representations period in October to December 2015 and Submission in January 2016. None of these stages in the Core Strategy Review have taken place.
- 5.6. The reasons for the delay in progressing with the Core Strategy Review are as follows:
 - A reduction in the resource deployed on minerals and waste planning. The timetable in the current MWDS was based on a Policy Team consisting of three FTEs. However, between September 2013 and July 2014 the team consisted of one FTE and since July 2014 the Policy Team has consisted of 1.8 FTEs.
 - The additional work required for the Silica Sand Review, detailed in paragraphs 5.2 and 5.3 above, has reduced the resource available for the

5.7. Background Papers

Norfolk Minerals and Waste Development Scheme (June 2013)
<https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/recycling-minerals-and-waste-planning/local-development-scheme.pdf?la=en>

National Planning Policy Framework (DCLG, March 2012)
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Practice Guidance (DCLG)
<http://planningguidance.communities.gov.uk/blog/guidance/local-plans/>

The Town and Country Planning (Local Planning) (England) Regulations 2012
<http://www.legislation.gov.uk/ukxi/2012/767/regulation/10/made>

Localism Act (2011)
<http://www.legislation.gov.uk/ukpga/2011/20/contents>

Appendices

1. Draft Norfolk Minerals and Waste Development Scheme
2. Section 2.1 of the draft Norfolk Minerals and Waste Development Framework: Monitoring Report 2014-2015

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.



Norfolk County Council

Norfolk Minerals and Waste Local Plan

Minerals and Waste Development Scheme

May 2016

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Norfolk County Council

Norfolk Minerals and Waste Local Plan

Minerals and Waste Development Scheme

May 2016

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1. Introduction

- 1.1 Norfolk County Council is the planning authority for minerals and waste matters within the county. Under the Planning & Compulsory Purchase Act 2004 as amended, all local planning authorities must prepare a Local Development Scheme. Similarly, a Minerals and Waste Development Scheme is prepared by a Minerals and Waste Planning Authority, and sets out the programme for preparing planning documents.
- 1.2 The County Council has prepared this Minerals and Waste Development Scheme (MWDS) in accordance with the Act.
- 1.3 The National Planning Policy Framework requires all Local Planning Authorities to produce a Local Plan for their area. Norfolk County Council has produced the following development plan documents (DPDs) to meet this requirement: Core Strategy and Minerals and Waste Development Management Policies, Minerals Site Specific Allocations and Waste Site Specific Allocations. All of these documents have been adopted by Norfolk County Council along with a Policies Map. The adopted Local Plan (consisting of DPDs) is the statutory development plan and the basis on which all minerals and waste planning decisions will be made in Norfolk.
- 1.4 The Council has also produced a Statement of Community Involvement, this Minerals and Waste Development Scheme and Monitoring Reports.
- 1.5 The Minerals and Waste Development Scheme is primarily a programme for the preparation of Development Plan Documents. The Scheme sets out which Development Plan Documents will be produced, in what order and when.

2. Existing Norfolk Minerals and Waste Development Framework

- 2.1 The statutory plans for minerals and waste planning in Norfolk are contained in the Norfolk Minerals and Waste Development Framework. This framework consists of four planning policy documents which together form the Minerals and Waste Local Plan for Norfolk:
- 2.2 **Core Strategy and Minerals and Waste Development Management Policies DPD (the 'Core Strategy')** contains policies for use in making decisions on planning applications for mineral extraction and associated development and waste management development, and in the selection of site allocations in Norfolk. The DPD contains measurable objectives to enable successful monitoring. This document was adopted in September 2011.
- 2.3 **Waste Site Specific Allocations DPD** – allocated specific sites which are available and acceptable in principle for waste management facilities, to meet the requirements of Core Strategy Policy CS4, until the end of 2026. This document was adopted in October 2013.
- 2.4 **Minerals Site Specific Allocations DPD** - allocates specific sites which are available and acceptable in principle for mineral extraction and associated development, to meet the requirements of Core Strategy Policy CS1 until the end of 2026. This document was adopted in October 2013.
- 2.5 **Policies Map**
The Policies Map accompanies the Minerals and Waste Local Plan (Core Strategy, Minerals SSA and Waste SSA DPDs). The Policies Map illustrates on an Ordnance Survey base map all of the policies contained in the adopted plans. The Policies Map will be revised and adopted successively each time a DPD that includes a policy requiring spatial expression is adopted. An interactive version of the policies map is available on Norfolk County Council's website: www.norfolk.gov.uk/nmwdp. The interactive map is considered to be the most up to date version of the map available.
- 2.6 The Norfolk Minerals and Waste Development Framework also includes the following documents produced by Norfolk County Council:
- 2.7 **The Statement of Community Involvement (SCI)** sets out standards and the approach to involving the wider community in Norfolk in the preparation of all of the minerals and waste DPDs (and planning applications determined by the County Council). The document is considered fundamental to all future production of development plans and enables locally based requirements and community expectations to be addressed at an early stage within plan preparation. The most recent version of the (SCI) document was published, in April 2012 and was adopted in September 2012.
- 2.8 **This Minerals and Waste Development Scheme (MWDS)** which sets out what documents are being produced as part of the Local Plan and the

timetable for their production, including consultation stages. The previous MWDS came into force in May 2013.

Authority's Monitoring Reports

- 2.9 The County Council is required to prepare monitoring reports to assess the implementation of the Minerals and Waste Development Scheme and the extent to which policies in the development plan documents are being achieved. In accordance with Part 8 of the 'Town and Country Planning (Local Planning) (England) Regulations 2012' the County Council must make available any information collected as soon as possible after the information becomes available.
- 2.10 The County Council assesses:
- progress made in the preparation of the authority's local plans and whether progress made is in accordance with the timetable contained in the development scheme;
 - what action has been taken in accordance with the duty to co-operate with other local planning authorities during the monitoring period;
 - whether it is meeting, or is on track to meet, the targets set out in the development plan documents and, if not, the reasons why;
 - whether any policies need to be replaced to meet sustainable development objectives; and
 - what action needs to be taken if policies need to be replaced.
- 2.11 **Local Aggregate Assessment and Silica Sand Assessment** which is produced annually and includes information on the rolling average of 10 years' sales data, the landbank of permitted reserves and other relevant local information, taking into account the advice of the East of England Aggregates Working Party.

3. Minerals Site Specific Allocations DPD – Single Issue Silica Sand Review

Overview

Role and Subject	To identify site specific allocations and/or areas of search for silica sand working up to 2026
Coverage	The administrative area of Norfolk
Status	Development plan document

The Norfolk Minerals Site Specific Allocations DPD was adopted by Norfolk County Council in October 2013. Norfolk County Council agreed to an early review of the Minerals Site Specific Allocations DPD in recognition of an under allocation of silica sand. The timetable below is for the Single Issue Silica Sand Review of the Minerals Site Specific Allocations DPD. The Regulation 18 consultation stages have already taken place.

Timetable

Stage	Dates
Preparation of Local Plan consultation (Regulation 18)	Initial Consultation: March to April 2015 Preferred Options: November to December 2015
Pre-Submission representations period (Regulation 19)	May to June 2016
Submission (Regulation 22)	September 2016
Hearing (Regulation 24)	November 2016
Inspector's Report	January 2017
Adoption (Regulation 26)	April 2017

4. Review of the Norfolk Minerals and Waste Local Plan

Overview

Role and Subject	To provide the core strategy and development management policies for minerals and waste planning in Norfolk until 2036. To allocate specific sites, preferred areas and/or areas of search for mineral extraction in Norfolk until 2036. To allocate sites for waste management facilities in Norfolk until 2036.
Coverage	The administrative area of Norfolk
Status	Development plan document

Timetable for Review

The Core Strategy and Minerals and Waste Development Management Policies DPD was adopted in September 2011. The Minerals Site Specific Allocations DPD and the Waste Site Specific Allocations DPD were both adopted in October 2013.

The National Planning Policy Framework (paragraph 153) states that “Each local planning authority should produce a Local Plan for its area. This can be revised in whole or in part to respond to changing circumstances. Any additional development plan documents should only be used where clearly justified.”

The national Planning Practice Guidance (paragraph ref: 12-008-20140306) states that “To be effective plans need to be kept up-to-date. Policies will age at different rates depending on local circumstances. Most Local Plans are likely to require updating in whole or in part at least every five years. Reviews should be proportionate to the issues in hand.”

Therefore, a joint review of all three of the adopted DPDs will be carried out to ensure that the policies within them remain up-to-date, to extend the plan period to 2036 and to consolidate the three existing DPDs into one Norfolk Minerals and Waste Local Plan, in accordance with national planning policy.

Stage	Dates
Preparation of Local Plan consultation (Regulation 18)	Initial Consultation: June to August 2017 Preferred Options: February to March 2018
Pre-Submission representations period (Regulation 19)	November to December 2018
Submission (Regulation 22)	March 2019
Hearing (Regulation 24)	May 2019
Inspector's Report	August 2019
Adoption (Regulation 26)	October 2019

5. Glossary

Monitoring Report - records progress in implementing the Development Scheme and the performance of policies against targets in Development Plan Documents. Indicates what action an authority needs to take if it is not on track or policies need to be revised/ replaced.

Core strategy (for Minerals and Waste) - This planning policy document contains the vision, objectives and strategic planning policies for minerals and waste development in Norfolk until 2026. The Minerals and Waste Core Strategy also includes Development Management policies which are used in the determination of planning applications to ensure that minerals extraction and associated development and waste management facilities can happen in a sustainable way.

Development plan documents – A term brought in by the Planning and Compulsory Purchase Act 2004. These are the spatial planning documents that form part of the Local Plan. These set out spatial planning policies and proposals for an area or topic. They include the core strategy, development management policies, specific site allocations of land and area action plans (where needed).

Local Plan - The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004 (as amended). Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan.

Minerals and Waste Development Scheme – describes the local development documents which the authority intends to prepare and the timetable for their preparation.

Policies map – accompanies the adopted plans and illustrates on a base map all of the policies contained in the adopted plans.

Site allocations – allocations of land for specific or mixed uses of development contained in development plan documents, where landowners are supportive of the development and the proposal is likely to be acceptable in planning terms.

Statement of Community Involvement - A document that sets out the Local Planning Authority's consultation strategy for involving local communities in the preparation of local development documents and the determination of planning applications. This is a requirement brought in by the Planning and Compulsory Purchase Act 2004.

Minerals and Waste Development Scheme Timetable 2013 - 2016

Milestone Plan	2016												2017											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
																		1						
Norfolk Minerals and Waste Local Plan Review																								
Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review					2				3		4		5			6								

Milestone Plan	2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
		1									2				3		4			5		6		
Norfolk Minerals and Waste Local Plan Review																								

Key Milestones Plan
1. Preparation of the Local Plan - Regulation 18
2. Pre-Submission representations period - Regulation 19
3. Submission - Regulation 22
4. Independent Examination Hearings - Regulation 24
5. Inspector's report
6. Adoption - Regulation 26

Appendix 2

2.0 Review of the Minerals and Waste Development Scheme

2.1 Minerals and Waste Development Scheme

The MWDS (updated on 1 June 2013) sets out the timetable for producing minerals and waste planning policy documents, including those forming part of the Norfolk Minerals and Waste Development Framework (NMWDF), and identifies the resources needed to do the work.

The Norfolk 'Core Strategy and Minerals and Waste Development Management Policies DPD' was adopted by Norfolk County Council in September 2011. A full review of the Core Strategy should be undertaken five years after adoption of the document and the timetable for this review is included in the MWDS and in Table 2 below.

The Minerals Site Specific Allocations and the Waste Site Specific Allocations documents were adopted by Norfolk County Council in October 2013. A full review of both the Minerals and the Waste Site Specific Allocations DPDs should be undertaken five years after adoption of the documents. However, Norfolk County Council has agreed to an early review of the Minerals Site Specific Allocations DPD in recognition of an under allocation of silica sand extraction sites. The timetable for the Single Issue Silica Sand Review is contained in the MWDS and in Table 1 below.

Table 1: MWDS timetable for the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review to be produced compared with actual date produced/to be produced		
Stage	Date timetabled in the Development Scheme	Actual date produced/ anticipated production date
Preparation of Local Plan Consultation (Regulation 18)	June 2015 – Aug 2015	Initial Consultation: March to April 2015 Preferred Options Consultation: November to December 2015
Pre-Submission representations period (Regulation 19)	Oct 2015 – Dec 2015	May to June 2016
Submission (Regulation 22)	February 2016	September 2016
Hearing commencement (Regulation 24)	April 2016	November 2016
Inspector's Report	May 2016	January 2017
Adoption (Regulation 26)	June 2016	April 2017

The reasons for the delay in the Silica Sand Review process are:

1. The adopted Scheme only included on consultation stage, but we have carried out two consultations – one on the approach to be taken to the Silica Sand Review and one on the proposed specific site and defined areas of search.
2. Insufficient sites were proposed in response to a 'call for sites' and therefore officers needed to define areas of search and assess them.
3. The time planned between the Submission of the Silica Sand Review to the

Secretary of State and receipt of the Planning Inspector's report was too short in the original timetable.

4. The committee cycle affects when documents can be agreed for publication. The Environment, Development and Transportation Committee meetings and full Council meetings are held every other month. The first full Council meeting after the expected receipt of the Inspector's Report is in April 2017.

Table 2: MWDS timetable for the Review of the Core Strategy and Minerals and Waste Development Management Policies DPD to be produced compared with actual date to be produced		
Stage	Date timetabled in the Development Scheme	Actual date produced/ anticipated production date
Preparation of Local Plan Consultation (Regulation 18 Stage)	June 2015 – August 2015	Initial Consultation: June to August 2017 Preferred Options Consultation: February to March 2018
Pre-Submission representations period (Regulation 19 Stage)	October 2015 - December 2015	November to December 2018
Submission (Regulation 22)	January 2016	March 2019
Hearing commencement (Regulation 24)	April 2016	May 2019
Inspector's report	July 2016	August 2019
Adoption (Regulation 26)	Sept 2016	October 2019

The reasons for the delay in the Core Strategy Review process are:

1. Reduced resource in the Minerals and Waste Policy Team since June 2013.
2. The original scheme only included one consultation stage, but we are now planning to undertake two consultation stages.
3. The additional work required for the Silica Sand Review has reduced the resource available for the Core Strategy (CS) and Development Management (DM) Policies Review.
4. The committee cycle affects when documents can be agreed for publication. The Environment, Development and Transportation Committee meetings and full Council meetings are held every other month.
5. The Review of the CS and DM Policies DPD will become a review of the Norfolk Minerals and Waste Local Plan as a whole – incorporating the CS and DM Policies DPD, the Minerals Specific Site Allocations DPD and the Waste Specific Site Allocations DPD. This is therefore a larger piece of work than only reviewing the CS and DM Policies DPD, but will be more efficient in terms of consultation stages. Reviewing all three adopted documents together will also enable the specific site allocation documents to be reviewed.

Due to the differences between the timetabled dates in the adopted MWDS and the expected production dates for the remaining stages of the Silica Sand Review and all stages of the Review of the CS and DM Policies DPD a revised MWDS will be prepared.

Environment Development and Transport Committee

Item No.

Report title:	Decisions taken under delegated authority
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director of Community and Environmental Services
Strategic impact It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out other relevant decisions taken under delegated powers by the Executive Director within the Terms of Reference of this Committee, since the last meeting in March 2016, up to the time of writing this report (3 May 2016).

Recommendations:
To note the report.

1. Proposal

- 1.1. The report sets out in 2.1 (below) any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. Future delegated decisions will also be reported to this Committee for information.

2. Evidence

- 2.1. Four relevant delegated decisions are set out below, in date order.

Subject: **Petition requesting urgent work to be carried out to repair and resurface the pavements and road surface of Northview Road, New Costessey**

Decision taken: Response sent to petitioner explaining that there is limited funding available for these type of works and therefore we need to prioritise. Northview Road is provisionally included on the Summer 2016/17 surface dressing programme, but has not been prioritised in 2016/17 for footway scheme funding. Regular inspections to check condition will continue to be carried out.

Taken by: Executive Director (Tom McCabe), in consultation with the Chair (Cllr Coke), Vice Chair (Cllr Timewell) and Local Member (Cllr East)

Taken on: 16 February 2016

Contact for further information: Paul Sellick – Highway Engineer
 Email paul.sellick@norfolk.gov.uk

Subject: Petition requesting a roundabout at Station Road junction and the A17

Decision taken: Response sent to the petitioner highlighting that the County Council understands the local desire for improvements to be made at the A17. An inquest will take place following a tragic accident. As this is yet to take place it would be premature to determine any actions in advance of the Coroner's verdict and any recommendations that may result. However, we are already taking steps to clarify that the existing speed limit of 60mph applies to the complete stretch of the A17 within Norfolk.

Note that the local landowner adjacent to the junction has offered to dedicate land for a junction improvement scheme. In addition, this road was identified by the County Council as its top priority in terms of the need for an average speed camera system and has been put in place, funded by the Safety Camera Partnership

Taken by: Executive Director (Tom McCabe), in consultation with the Chair (Cllr Coke), Vice Chair (Cllr Timewell) and Local Member (Cllr Agnew)

Taken on: 7 March 2016

Contact for further information: Karl Rands – Area Manager
Email karl.rands@norfolk.gov.uk
Phone 0344 800 8020

Subject: Clean Bus Technology Fund 2015 – award of contract

Decision taken: In December 2015, Norfolk County Council was awarded £416,060 of funding by the Department for Transport (DfT) from the Clean Bus Technology Fund 2015. A procurement exercise was carried out using an open tender under the Public Contract Regulation 2015. Four suppliers submitted tenders. Decision made is that HJS Emission Technology GmbH is awarded the contract.

Taken by: Executive Director (Tom McCabe)

Taken on: 24 March 2016

Contact for further information: Jeremy Wiggin – Travel Development Team Manager
Email Jeremy.wiggin@norfolk.gov.uk
Phone 0344 800 8020

Subject: Silica sand review of the minerals and site specific allocations plan: pre-submission and submission stages

Decision taken: Agreement to factual updates and minor corrections to the Pre-Submission version of the Silica Sand Review prior to the publication of the document for the formal

representations period.

EDT Committee previously (11 March 2016 meeting) delegated authority to the Executive Director to make any factual/minor corrections.

Taken by: Executive Director (Tom McCabe)

Taken on: 11 April 2016

Contact for further information: Caroline Jeffery – Principal Planner
Email caroline.jeffery@norfolk.gov.uk
Phone 0344 800 8020

3. Financial Implications

- 3.1. There are no direct financial implications flowing directly from members noting this report. However the delegated decisions themselves often have significant financial implications.

4. Issues, risks and innovation

- 4.1. There are no other relevant implications to be considered by Members.

5. Background

- 5.1. There are no background papers relevant to the preparation of this report.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Environment Development and Transport Committee

Item No.

Report title:	Finance Monitoring
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director Community and Environmental Services
Strategic impact This report provides the Committee with information on the Out-turn position for the relevant services from the Community and Environmental Services department, for 2015-16. It provides information on variances from the original budget (revenue and capital).	

Executive summary

This report reflects the forecast outturn position for the services from the Community and Environmental Services that are relevant to this committee, which are:

- Highways and Transport Services
- Environment and Planning
- Economic Development, and
- Business Development and support

The 2015-16 net revenue budget for those services is £107.484m. At the end of the financial year the net underspend for those services is £0.364m, before any recommended transfers to reserves. Details of the variances are included in section 2 of the report.

The Highways capital programme is £76.938m for 2015-16. Other Services capital programme £0.147m.

The balances of ETD reserves, as at the 1 April were £29.148m, and the balance at 31 March 2016 is £28.956m, prior to the recommended transfer as set out below.

Recommendations:

1. **Members are recommended to note the out-turn position for the Environment Development and Transport Committee.**
2. **Approve the recommendation from the Executive Director of CES that the £0.360m of the net underspend be carried forward in reserves as a Winter Maintenance contingency funding.**

1. Proposal

- 1.1. Members have a key role in overseeing the financial position for the services under the direction of this committee, including reviewing the revenue and capital position and reserves held by the service. Although budgets are set and monitored on an annual basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

2. Evidence

2.1. Revenue budget 2015-16

The 2015-16 Net Revenue budget for the services relevant to this committee is £107.484m. At the end of the year those services have produced a net underspend of £0.364m, before any recommended transfers to reserves.

Details of the key over and underspends are detailed below:

Service Area	Variance	Previously reported Variance	Movement	Narrative
Waste Services	(£0.439m)	(£0.149m)	(£0.290m)	Underspend on recycling credits, which helps offset the pressure on Residual waste. Underspend on HWRC's
Planning Services	£0.026m	0.000	£0.026m	
Economic Development	(£0.090m)	(£0.090m)	£0.000m	Underspend on Project budgets
Highways & transport	(£0.401m)	(£0.056m)	(£0.345m)	Savings on highways maintenance, including winter, offset by costs of park and ride and bus station
Business Support	£0.540m	£0.250m	£0.290m	Shortfall on delivery of CCM007 income generation target and departmental savings/income targets.
	(£0.364m)	(£0.045m)	(£0.319m)	

Recycling credit payments by the County Council to the City, Borough and District Councils for the kerbside recycling, food waste and green waste they collect were below the level that was projected at the start of the year as less material was collected than expected. Whilst this generated an underspend in 2015/16 the City, Borough and District Councils are currently working to promote existing kerbside recycling and food waste collection schemes further to householders to increase participation levels and recycling performance.

The recycling centre service was delivered within budget despite a predicted overspend part way through the year. Savings were made through the service

level agreement contract with NEWS for 19 recycling centres focussed on operational changes and a performance bonus was not paid in relation to Mile Cross. Cost pressures were caused during the year by the drop in income from the recycle market which was partially offset by an increase in the income from reuse and bric-a-brac sales.

Costs for the residual waste service remained a significant pressure for the County Council as was the case in 2014/15. The overspend for 2015/16 was £0.905m, based on residual waste tonnages of around 209,000 tonnes. The experience in 2014/15 showed that some effects beyond the County Council's direct control can have a major effect on increasing or decreasing the costs of the waste service, such as weather patterns and the effects of economic growth and housing development. The combined impact of such effects, including the changing impact of services provided by the City, Borough and District councils will continue to be monitored extremely closely and this could lead to significant changes to the projections for the cost of waste services which will be reported to Committee throughout the year.

Park and Ride – There was a delay in implementing the new fares at Park and Ride sites due to the new contract being implemented part way through the year, which will deliver a cost neutral service in the future.

CMM007 – Income Generation – shortfall £0.250m: The saving for income generation (external hire replacement, fire testing, highways clearance, grants from Europe) was originally proposed by the Fire service. It is now apparent a number of the original proposals have been overtaken by parallel schemes being pursued within the new Corporate Property Team.

It is the responsibility of Chief Officers to control income and expenditure within their area in accordance with the approved budget and to monitor performance, for CES this is reported to two committees. The Executive Director would recommend to committee that the net underspend in relation to the services for this committee should be carried forward in reserves to as a contingency to manage the uncertainty around Winter maintenance.

Capital Budget 2015-16

The approved Highways Capital programme is £76.938m for 2015-16. The programme has overspent by £0.096m, 0.12%. Details of the Highways Capital programme are included in appendix B.

The highways programme is actively managed throughout the year to aim for full delivery within the allocated budget. Schemes are planned at the start of the year but may be delayed for a variety of reasons e.g. planning consent or public consultation. When it is identified that a scheme may be delayed then other schemes will be planned and progressed to ensure delivery of the programme and the original schemes will be included at a later date. Over /(under)spends and slippage will be carried forward and delivered in future years.

The other services 2015-16 Capital programme is £0.147m, The 2015-16 programme has reduced due to a re profiling of funding from NEF to later years.

Changes to Government's Feed in Tariff (FiTs) scheme meant that a number of proposed schemes were no longer financially viable, or would not be installed within the timeframe of changes to the tariff scheme, and were therefore not progressed. However a programme has been established, based around larger

commercial renewable energy schemes, working with private sector developers. Business cases are currently being prepared for these projects. However, NEF is also seeing through to conclusion some projects that have spilled over from the 2015-16 financial year.

Of the projects that were earmarked for 2015-16, solar photo voltaic cells were installed at King's Lynn Recycling Centre during December 2015 and a medium wind project is currently being progressed, with installation programmed by the end of July 2016. A restructuring of NEF is also being developed to enable it to be more commercially focused. As a consequence a renewed business plan is in development. The outcomes of this exercise will be reported in due course.

Details of the programme are included in appendix C.

Reserves 2015-16

The Council holds both provisions and reserves.

Provisions are made for liabilities or losses that are likely or certain to be incurred, but where it is uncertain as to the amounts or the dates which they will arise. The Council complies with the definition of provisions contained within CIPFA's Accounting Code of Practice.

Reserves (or Earmarked Reserves) are held in one of three main categories:

- Reserves for special purposes or to fund expenditure that has been delayed - reserves can be held for a specific purpose, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which can help smooth the impact of funding.
- Local Management of Schools (LMS) reserves that are held on behalf of schools – the LMS reserve is only for schools and reflects balances held by individual schools. The balances are not available to support other County Council expenditure.
- General Balances – reserves that are not earmarked for a specific purpose. The General Balances reserve is held to enable the County Council to manage unplanned or unforeseen events. The Executive Director of Finance is required to form a judgement on the level of the reserve and to advise Policy and Resources Committee accordingly.

The reserves falling under this Committee would fall into the first category. Additionally they also may related to income that we have received from specific grants where we have yet to incur the expenditure, or the grant was planned to be used over a period of time (where the grant is not related to a specific financial year).

The department holds a number of specific earmarked reserves which are held for a range of purposes e.g. commuted sums held for future Highways maintenance costs or ICT funds held to cover the cost of replacement ICT systems. We will continue to review the reserve balances to ensure that their original objectives are still valid and would identify any reserves that could be considered available for re-allocation.

The balance of reserves as at the 1 April was £29.148m, including £7.298m in

respect of the Street Lighting PFI and £9.132m in relation to a statutory reserve for the provision for future maintenance of Closed Landfill sites.

The balance of reserves as at the 31 March 2016 is £28.956m, prior to the recommended transfer to reserves for the Winter maintenance funding.

Full details of all of the balances and planned usage over the next 3 years are shown in Appendix D.

3. Financial Implications

- 3.1. The financial position for the Services is set out within the paper and appendices.

4. Issues, risks and innovation

- 4.1. This report provides financial performance information on a wide range of services responsible to the committee.

Officer Contact

If you have any questions about matters contained in this paper, please get in touch with:

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Community and Environmental Services Budget Monitoring Return
Summary for Period:

12

	Current Budget £m	Full Year Outturn £m	Overspend / (Underspend) £m	%	Previously reported overspend /Underspend £m	Movement in Variance £m
Highways and Transport Services	64.240	63.839	(0.401)	0.00	(0.056)	(0.345)
Environment and Planning	42.058	41.645	(0.413)	-0.98%	(0.149)	(0.264)
Economic Development and Strategy	0.945	0.855	(0.090)	0.00	(0.090)	0.000
Business Development and Support	0.241	0.781	0.540	0.00	0.250	0.290
Total EDT Committee	107.484	107.120	(0.364)	-0.34%	(0.045)	(0.319)

Appendix B
Highways Capital Programme
215/16 Out-turn

Scheme Name	Project	Spend Project to date (prior years)	2015/16 Programme	2015/16 Out - turn	2015/16 Variance
Major Schemes	MAJOR				
Street Lighting Technology Improvement	MAJOR1				
Bus Infrastructure	PB		556,779	368,462	(188,317)
Public Transport Schemes	PC		306,854	170,041	(136,813)
Thetford Bus Station	PC2035	1,883,963	185,497	185,438	(59)
Cycling	PE		3,734,040	3,784,887	50,847
Development of Civil Parking Provision	PJ2889		46,000	46,000	
Local Road Schemes	PK		3,914,816	3,690,945	(223,871)
Local Safety ,Local Road Schemes	PK/PG1				
NDR	PK1000	12,853,949	18,058,113	18,058,113	
GY 3rd River Crossing	PK1001	2,846,967	224	(13,597)	(13,821)
Norwich - A47 Postwick Hub	PK5072	20,145,491	6,410,121	7,410,121	1,000,000
Structural Maintenance	PM1		29,074,023	29,738,968	664,945
Bridge Strengthening	PM8		1,400,000	545,869	(854,131)
Other Schemes	PM9		836,428	519,475	(316,953)
Local Safety schemes	PG1		582,272	399,093	(183,179)
Bus Priority schemes	PA		132,085	146,726	14,641
Road Crossing schemes	PH		595,402	613,915	18,513
Traffic management schemes	PJ		860,457	900,624	40,167
Walking schemes	PF		240,056	401,152	161,096
KL Bus-Train station route improvement	PB3065		856,649	859,804	3,155
GY A12-A143 Link	PK2016		5,344,103	5,344,103	
KL Edward Benefer Way access	PK2017		736,315	756,213	19,898
NRP B1108-Hethersett Lane junction	PR3462		1,296,480	1,296,480	
Norwich Hall Road - Asda	PR3486		1,682,945	1,682,945	
Park & Ride	PD			188	188
Traffic signals Digital Comms upgrade	PL0212		88,643	127,282	38,639
S&H Journeys to Schools	PG0			1,222	1,222
			76,938,302	77,034,469	96,167
					0.12%

Summary
CES other services Capital Programme
2015/16 - Out-turn

Scheme Name	Spend		2015/16 Out - 2015/16 turn	Variance
	Project to date (prior years)	2015/16 Programme		
Closed Landfill Sites-Capping & Restoration		28,265	28,265	
Drainage Improvements		119,629	119,629	
Saddlebow Caravan Park CCTV				
Norfolk Energy Futures Ltd				
		147,894	147,894	

Appendix D
CES reserves and Provisions
2015/16 Out-turn

Reserve	2015/16 Opening Balance £m	Current Balance 31 March 2016 £m	Additions £m	Withdrawals £m	Forecast Final Balance 2015/16 £m	Forecast Movement 2016/17 £m	Forecast Balance 2016/17 £m	Forecast Movement 2017/18 £m	Forecast Balance 2017/18 £m
Travel and Transport services									
Park & Ride refurbishment	0.012	0.012			0.012		0.012		0.012
De Registration of Bus services	0.059	0.059			0.059		0.059		0.059
Demand Responsive Transport	0.156	0.154		-0.002	0.154		0.154		0.154
Developer Services	0.150	0.123		-0.027	0.123		0.123		0.123
Travel Network Reserve	0.000	0.000			0.000		0.000		0.000
Better Bus Area	0.034	0.034			0.034		0.034		0.034
Community Transport	0.742	0.742		-0.057	0.685		0.685		0.685
Commuted Sums Public Transport	0.016	0.016	0.035		0.051		0.051		0.051
Commuted Sums Travel Plans	0.589	0.589	0.050		0.639	-0.060	0.579		0.579
Norfolk Smartcard Pilot	0.087	0.087		-0.087	0.000		0.000		0.000
Bus Service Operator Grant	0.532	0.532	0.183		0.715		0.715		0.715
Transport Unspent Grants and Contributions			0.271		0.271				
	2.377	2.348	0.539	-0.173	2.743	-0.060	2.412	0.000	2.412
Highways									
Commuted Sums Highways Maintenance	2.233	2.233	1.019		3.252	0.125	3.377	-0.100	3.277
A47 Development Reserve	1.000	1.000		-0.010	0.990		0.990		0.990
Parking Receipts - Great Yarmouth	0.201	0.201		-0.076	0.125	-0.043	0.082	-0.028	0.054
Parking Receipts - Norwich	0.239	0.239	0.099		0.338		0.338		0.338
Highways Maintenance	0.725	0.725		-0.710	0.015	-0.225	-0.210		-0.210
Street Lighting PFI	7.298	6.484		-0.303	6.995	-0.200	6.795	-0.200	6.595
Depot R & R	0.190	0.190		-0.006	0.184	-0.050	0.134	-0.050	0.084
Road Safety Reserve	0.150	0.150			0.150	-0.113	0.037	-0.011	0.026
Reprocurement - Strategic Partnership	0.000	0.000			0.000		0.000		0.000
	12.036	11.222	1.118	-1.105	12.049	-0.506	11.543	-0.389	11.154
Environment and Planning									
Environment & Planning Vehicle Repair & Replacement Reserve	0.131	0.131			0.131	-0.011	0.120		0.120
Historic Building Reserve	0.172	0.172		-0.037	0.135	-0.043	0.092		0.092
Historic Environment Projects	0.043	0.043		-0.035	0.008	-0.015	-0.007		-0.007
Historic Environment Digitisation Project	0.126	0.126		-0.016	0.110		0.110		0.110
Historic Environment Unspent Grants and Contributions	0.013	0.013	0.061		0.074		0.074		0.074
Historic Environment Income Reserve	0.101	0.105		-0.003	0.098		0.098		0.098
Waste Management Fund	0.325	0.325	0.336		0.661		0.661		0.661
Community Recycling Fund	0.046	0.046			0.046		0.046		0.046
Closed Landfill	0.350	0.350			0.350		0.350		0.350
Closed Landfill Longterm Impairment	9.132	9.132		-0.059	9.073	-0.059	9.014		9.014
Planning Services	0.015	0.015			0.015		0.015		0.015
Waste and energy			0.005		0.005				
TOTAL: Environment and Planning	10.454	10.458	0.402	-0.150	10.706	-0.128	10.573	0.000	10.573
Economic Development and Strategy									
3rd River Crossing	0.029	0.029			0.029		0.029		0.029
Eco Town funding	0.007	0.007			0.007		0.007		0.007
Transport Strategy Projects	0.152	0.152		-0.062	0.090		0.090		0.090
Apprenticeship Scheme	1.876	1.876		-0.613	1.263	-0.422	0.841	-0.150	0.691
Ec Dev - FJF	0.354	0.354		-0.080	0.274	-0.075	0.199	-0.117	0.082
Enterprise Zone co-ordination	0.014	0.014	0.026		0.040		0.040		0.040
Europe Fund	0.205	0.205		-0.080	0.125	-0.085	0.040	-0.035	0.005
Hethel	0.414	0.414	0.001		0.415		0.415		0.415
Strategic Ambitions	0.532	0.532	0.040		0.572	-0.143	0.429	-0.195	0.234
France Channel England	0.000	0.000			0.000		0.000		0.000
TOTAL: Economic Development and Strategy	3.583	3.583	0.067	-0.835	2.815	-0.725	2.090	-0.497	1.593
Service Development and Support									
Accommodation R & R (general office)	0.009	0.009			0.009		0.009		0.009
Planned IT projects	0.471	0.471		-0.100	0.371		0.371		0.371
IT - Highways Management System	0.000	0.000			0.000		0.000		0.000
IT - Land Charges system	0.163	0.163			0.163		0.163		0.163
IT - ELGIN System	0.000	0.000	0.058		0.058		0.058		0.058
ETD Transformation	0.000	0.000			0.000		0.000		0.000
Total Service Development and Support	0.643	0.643	0.058	-0.100	0.601	0.000	0.601	0.000	0.601
Bad Debt Provision	0.056	0.056		-0.014	0.042		0.042		0.042
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL	29.149	28.310	2.184	-2.377	28.956	-1.419	27.261	-0.886	26.375

Environment, Development and Transport Committee

Item No.....

Report title:	Performance management
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe (Executive Director of Community and Environmental Services)
Strategic impact Robust performance management is key to ensuring that the organisation works both efficiently and effectively to develop and deliver services that represent good value for money and which meet identified need.	

Executive summary

This is the first performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016, and the committee's 15 vital signs indicators.

Details of the revised Performance Management System are available in the 11 March 2016 EDT Committee 'Performance monitoring and risk report' on the Norfolk County Council web site at <http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/421/Committee/18/Default.aspx>

Performance is reported on an exception basis using a report card format, meaning that only those vital signs that are performing poorly or where performance is deteriorating are presented to committee. To enable Members to have oversight of performance across all vital signs, all report cards will be made available to view through Members Insight. To give further transparency to information on performance, for future meetings it is intended to make these available in the public domain through the Council's website.

Of the 15 vital signs indicators that fall within the remit of this committee, the following have met the exception criteria and so will be discussed in depth as part of the presentation of this report:

- Winter gritting - % of actions completed within 3 hours
- % of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway
- % of rural population able to access a market town or key employment location within 60 minutes by public transport.

Recommendation:

Review and comment on the performance data, information and analysis presented in the vital sign report cards and determine whether the recommended actions identified are appropriate or whether another course of action is required (refer to list of possible actions in Appendix 1).

1. Introduction

- 1.1. This is the first performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016. Details of the revised Performance Management System are available in the 11 March 2016 EDT Committee 'Performance monitoring and risk report' on the Norfolk County Council web site.
- 1.2. There are 15 vital signs indicators that relate to the EDT Committee. At the 11 March 2016 meeting of the EDT Committee, it was agreed that a further 6 vital signs that related to the Economic Development and Strategy service would be monitored by the Economic Development Sub-Committee.
- 1.3. This report contains:
 - A Red/Amber/Green rated dashboard overview of performance across all 15 vital signs indicators
 - Report cards for those 3 vital signs that have met the exception reporting criteria.
- 1.4. The full list of vital signs indicators was presented to committee at the 11 March 2016 meeting and is available in Appendix 2.

2. Performance dashboard

- 2.1. The performance dashboard provides a quick overview of Red/Amber/Green rated performance across all 15 vital signs. This then complements that exception reporting process and enables committee members to check that key performance issues are not being missed.

2.2 EDT committee dashboard

Monthly	Bigger or Smaller is better	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Targ et
% of bus services that are on schedule at intermediate time points	Bigger	75.8%	78.9%	76.6%	77.1%	71.2%	75.8%	70.9%	74.9%	73.3%	71.6%	78.1%	79.4%	77.1%	76%
Number of people killed and seriously injured on Norfolk's roads	Smaller	407	408	409	402	404	403	405	409	402	385	371			375
Winter gritting - % of actions completed within 3 hours	Bigger									84.4%	89.1%	81.0%	92.9%	90.9%	100.0 %
Street lighting – CO2 reduction	Smaller	95.0%	95.6%	96.1%	95.8%	95.4%	95.0%	93.4%	92.8%	92.1%	91.4%	90.7%	90.0%	90.0%	
Planning service – speed of determination	Bigger	100.0%	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	95%
Average journey speed during morning peak time	Bigger	30.5	30.4	30.4	30.4	30.4		30.3	30.3	30.2	30.2				29.5
Income and external funding successfully achieved as a % of overall revenue budget	Bigger		2.0%	4.0%	6.0%	8.0%	10.0%	12.0%	14.0%	16.0%	20.0%	22.1%	18.0%	19.0%	17.8%
Quarterly	Bigger or Smaller is better	Mar 13	Jun 13	Sep 13	Dec 13	Mar 14	Jun 14	Sep 14	Dec 14	Mar 15	Jun 15	Sep 15	Dec 15	Mar 16	Targ et
% of Norfolk homes with superfast Broadband coverage	Bigger											83%			84%
% of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway	Smaller	18.8%	26.9%	30.0%	37.5%	16.7%	33.3%	23.5%	33.3%	50.0%	20.0%	16.7%	17.8%	20.4%	25%
% of rural population able to access a market town or key employment location within 60 minutes by public transport	Bigger	73.7%	73.8%	73.7%	74.5%	75.7%	74.8%	75.0%	75.1%	75.5%	74.6%	74.1%	71.4%	71.4%	77%
Kilograms of residual household waste per household per week	Smaller	10.0				10.3				10.4			10.2		10.4
Annual	Bigger	2003/04	2004/	2005/	2006/	2007/	2008/	2009/	2010/	2011/	2012/	2013/	2014/	2015/	Targ

(financial / academic)	or Smaller is better		05	06	07	08	09	10	11	12	13	14	15	16	et
Highway improvements for local communities – parish partnerships	Bigger												145	193	
% of Local Wildlife Sites (LWS) in positive management	Smaller								61%	61%	65%	67%	75%		80%
% of new and existing properties at high risk (1 in 30 years) of surface water flooding	Smaller													100%	
Equality of Access to Nature for All – number of audited routes	Bigger												1	4	4

NOTES:

1. Indicators are usually reported on a monthly, calendar year or financial year basis, the colour of the different headings below corresponds with the colour of the indicator title.
2. In most cases the RAG colours are set as: Green being equal to or better than the target; Amber being within 5% (not percentage points) worse than the target; Red being more than 5% worse than target.
3. The target displays the latest target from the latest period shown. That target may be different from the target for the latest actual value shown due to profiling.
4. Where cells have been greyed out this indicates: that data is not available due either to the frequency of reporting or the vital sign being under development. In this case, under development can mean that the vital sign has yet to be fully defined or that baseline data is being gathered.

3. Report cards

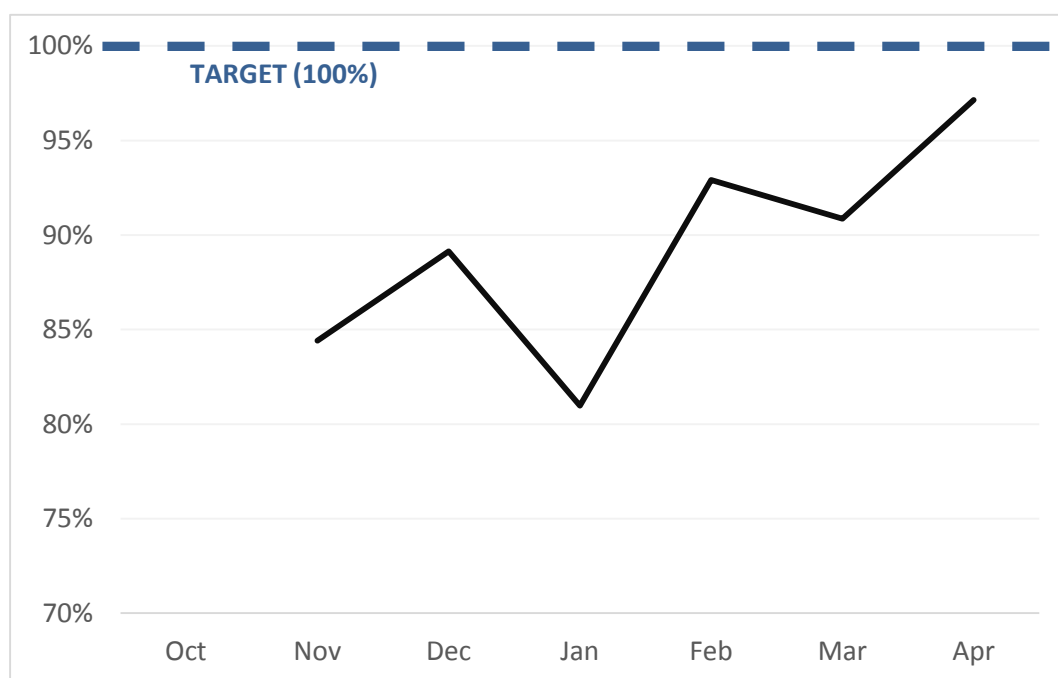
- 3.1. A report card has been produced for each vital sign, as introduced in March's performance report. It provides a succinct overview of performance and outlines what actions are being taken to maintain or improvement performance. The report card follows a standard format that is common to all committees.
- 3.2. Each vital sign has a lead officer, who is directly accountable for performance, and a data owner, who is responsible for collating and analysing the data on a monthly basis. The names and positions of these people are clearly specified on the report cards.
- 3.3. Vital signs are to be reported to committee on an exceptions basis. The exception reporting criteria are as follows:
- Performance is off-target (Red RAG rating or variance of 5% or more)
 - Performance has deteriorated for three consecutive months/quarters/years
 - Performance is adversely affecting the council's ability to achieve its budget
 - Performance is adversely affecting one of the council's corporate risks.
- 3.4. Performance is reported on an exception basis using a report card format, meaning that only those vital signs that are performing poorly or where performance is deteriorating are presented to committee. To enable Members to have oversight of performance across all vital signs, all report cards will be made available to view through Members Insight. To give further transparency to information on performance, for future meetings it is intended to make these available in the public domain through the Council's website.
- 3.5. These will be updated on a monthly basis. In this way, officers, members and the public can review performance across all of the vital signs at any time.

Winter Gritting - % of actions completed within 3 hours

Why is this important?

As a highway authority we have a statutory duty to ensure, as far as reasonably practicable, that the safe passage along a highway is not endangered by snow and ice. This also helps to ensure good infrastructure to allow business to function.

Performance



What is the background to current performance?

- Number of Actions this season = 55.4 (less in the City = 39)
- 3400km gritted per action (35% of NCC network).
- Delivered using 49 gritters and drivers
- County stock holding of 17,000t treated salt
- PFI salt supply and storage contract with Compass Minerals until 2020.
- Average annual costs £3.4m. (Fixed costs ~£2m)
- Winter Service Plan in effect mid-October to mid-April.

What will success look like?

- Continue to reduce the cost of delivering our service while continuing to meet our statutory duty.
- Internal audit – target accurate treatment of 80% or more.
- Positive media response
- Deployment of local farmers for snow clearing on local roads if necessary
- Ensuring salt stocks are maintained in accordance with the Salt Supply PFI contract.

Action required

- Continue to monitor individual route timing and re-balance route schedules if necessary.

Responsible Officers

Lead: Nick Tupper – Highways Maintenance Manager

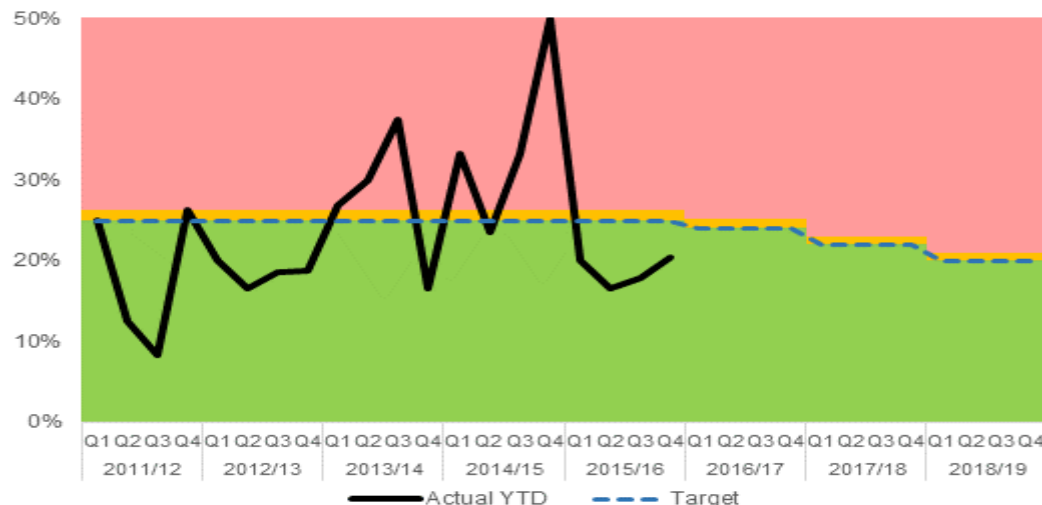
Data: Alex Cliff – Project Support Engineer

% of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway

Why is this important?

Norfolk's population is expected to rise by 16% over the next 20 years (+ 140,000 people), so growth must come forward in a safe and sustainable manner. Unless appropriately mitigated, new development can give rise to otherwise avoidable safety implications for those living on new developments and the travelling public in general, leaving significant legacy issues for public service providers including the County Council.

Performance



What is the background to current performance?

We have a good record of influencing the outcome of planning considerations set against the existing baseline: 25% (2015/16). The delivery of well planned, safe, sustainable development will deliver:-

- Safe and attractive travel network which will contribute to improved health and wellbeing outcomes
- deliver opportunities to deliver modal choice contributing to a sustainable transport infrastructure which is more resilient and otherwise less congested
- reduce pro-rata the call upon public services

The current shortfall in housing (a five year supply based on objectively assessed needs) is a significant risk factor as it reduces LPA's ability to resist unallocated sites which in turn can compromise the safety and sustainability of new development

What will success look like?

- Where new development is likely to affect the highway network in terms of safety, capacity and/or sustainability, we are consulted on our views to ensure the impacts are mitigated, avoiding an unacceptable burden on other road users or the County Council. Well connected new development allows travel choice, encouraging safe and healthy lifestyles. Easy access to the public realm leads to greater social interaction, reducing isolation and the call on public services. This measure highlights the importance to influence the decision making process as a planning consultee.

Action required

- Proactive continued participation to influence positive outcomes through the planning process
- Measure and review success; refine guidance and practices to ensure development safety impacts are suitably assessed and addressed whilst also delivering modal choice and active travel options.

Responsible Officers

Lead: Matt Tracey, Highways Network Manager

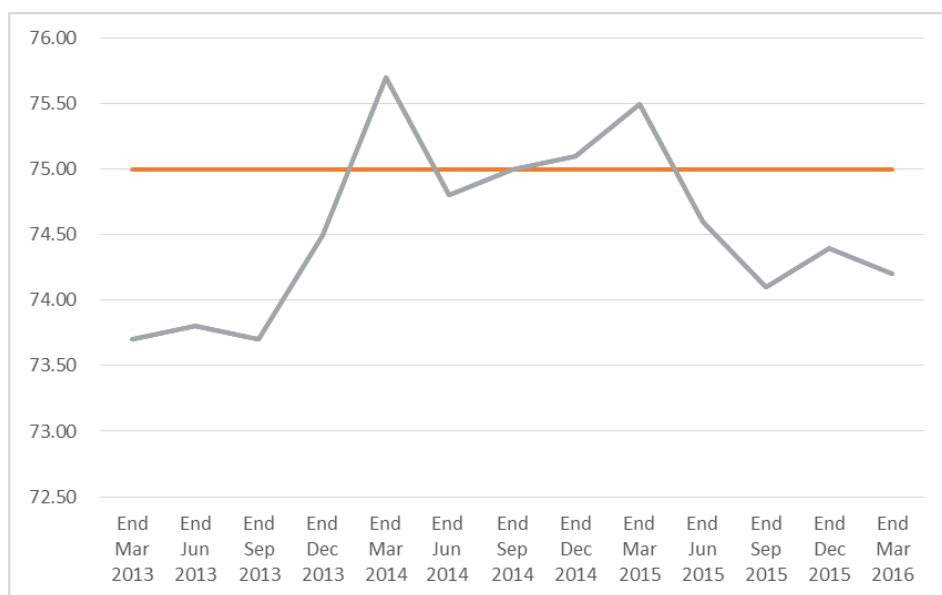
Data: Michelle Melton, Developer Services Officer

Access to market towns and key employment locations using public transport

Why is this important?

Access to key locations is important for those living in rural areas so that they can access not only work but also health and other essential services, shopping, education and leisure activities. This in turn reduces social and rural isolation and contributes to overall wellbeing of residents.

Performance



Graph shows the percentage of the rural population able to access a market town or key employment destination within 60 minutes by public transport between 7am to 10am with a return between 4pm and 7pm.

What is the background to current performance?

- Performance has stayed between 73.5% and 75.5% for the last 3 years. It is measured quarterly.
- September 2013 saw the introduction of a journey to work service by the Swaffham flexi-bus. This still exists, but other services will have changed, causing the dip in performance.
- A minor change in service can cause the indicator to dip, but this does not necessarily mean that it affects current customers already using a service.
- This used to be a national performance indicator and we are not currently aware of any other authorities who continue to measure it on a regular basis, therefore there is no benchmarking data.
- The current target reflects the limited opportunities to increase subsidised public transport within the current financial climate – progress will be made by working with commercial operators and integrating with other transport services.
- A key risk is the fluctuation in operational costs, particularly fuel, which could lead to reductions in transport being operated commercially – this is identified on our risk register.

What will success look like?

- An increase in the percentage of the rural population able to access a market town or key employment destination within 60 minutes by public transport (at peak times), to 75%
- A reduction in the number of unemployed in Norfolk, including NEETs
- An increase in the number of young people able to access their local market town for work, leisure and education opportunities without the use of a car.

Action required

- Build journeys to work into future flexibus contracts where possible
- Monitor proposed local bus service changes and work with operators to ensure they do not adversely affect journeys to key employment locations
- Incorporate local bus services into school transport provision as much as possible.

Responsible Officers

Lead: Laurie Egan, Head of Travel and Transport Data: Martin Stringfellow/Sean Asplin, Passenger Transport Managers

4. Recommendation

- 4.1. For each vital sign that has been reported on an exceptions basis, Committee Members are asked to:

Review and comment on the performance data, information and analysis presented in the vital sign report cards and determine whether the recommended actions identified are appropriate or whether another course of action is required.

In support of this, Appendix 1 provides:

- A set of prompts for performance discussions
- Suggested options for further actions where the committee requires additional information or work to be undertaken

5. Financial Implications

- 5.1. There are no significant financial implications arising from the development of the revised performance management system or the performance and risk monitoring reports.

There are no financial implications arising from the recommended actions proposed within the scorecards and all actions can be delivered from within existing budgets.

6. Issues, risks and innovation

- 6.1. There are no significant issues, risks and innovations arising from the development of the revised performance management system or the performance and risk monitoring reports.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Performance: **Officer name :** Daniel Harry **Tel No. :** 01603 222568
Email address : daniel.harry@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Performance discussions and actions

Reflecting good performance management practice, there are some helpful prompts that can help scrutinise performance, and guide future actions. These are set out below.

Suggested prompts for performance improvement discussion

In reviewing the vital signs that have met the exception reporting criteria and so included in this report, there are a number of performance improvement questions that can be worked through to aid the performance discussion, as below:

1. Why are we not meeting our target?
2. What is the impact of not meeting our target?
3. What performance is predicted?
4. How can performance be improved?
5. When will performance be back on track?
6. What can we learn for the future?

In doing so, committee members are asked to consider the actions that have been identified by the vital sign lead officer.

Performance improvement – recommended actions

A standard list of suggested actions have been developed. This provides members with options for next steps where reported performance levels require follow-up and additional work.

All actions, whether from this list or not, will be followed up and reported back to the committee.

Suggested follow-up actions

	Action	Description
1	Approve actions	Approve actions identified in the report card and set a date for reporting back to the committee
2	Identify alternative/additional actions	Identify alternative/additional actions to those in the report card and set a date for reporting back to the committee
3	Refer to Departmental Management Team	DMT to work through the performance issues identified at the committee meeting and develop an action plan for improvement and report back to committee
4	Refer to committee task and finish group	Member-led task and finish group to work through the performance issues identified at the committee meeting and develop an action plan for improvement and report back to committee
5	Escalate to County Leadership Team	Identify key actions for performance improvement (that require a change in policy and/or additional funding) and escalate to CLT for action
6	Escalate to Policy and Resources Committee	Identify key actions for performance improvement (that require a change in policy and/or additional funding) and escalate to the Policy and Resources committee for action.

Appendix 2 – EDT Committee Vital Signs indicators

A vital sign is a key indicator from one of the Council's services which provides members, officers and the public with a clear measure to assure that the service is performing as it should and contributing to the Council's priorities. It is, therefore, focused on the results experienced by the community. There are 15 vital signs indicators for the EDT Committee. The full list with explanations of what the vital sign indicator measures and why it is important, is as below. It is proposed that 7 of these are corporately significant measures that will be reported to both the EDT Committee and the Policy and Resources Committee (those in bold).

Vital Signs Indicators	What it measures	Why it is important
Better Broadband for Norfolk Rollout	% of Norfolk homes with superfast Broadband coverage	Broadband is the fourth utility, essential to all aspects of modern working, learning and home life
Bus journey time reliability	% of bus services that are on schedule at intermediate time points	Better transport networks bring firms and workers closer together, and provide access to wider local markets
Planned growth in the right places	% of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway	Poorly planned developments can place unacceptable burdens on existing resources and infrastructure and negatively impact those living in/near the developments.
Road safety	Number of people killed and seriously injured on Norfolk's roads.	Road casualties are a significant contributor to the levels of mortality and morbidity of Norfolk people, and the risks of involvement in KSI injuries are raised for both deprived and vulnerable groups in the Norfolk population
Highway improvements for local communities - parish partnerships	Cumulative bids for all Norfolk Parishes compared to cumulative bids from Parishes that had not previously submitted a bid	Empowerment of communities to take greater control of the response to locally identified issues supports community resilience and autonomy
Public Transport Accessibility	% of rural population able to access a market town or key employment location within 60 minutes by public transport	Access to work and key facilities promotes economic growth and health and wellbeing

Vital Signs Indicators	What it measures	Why it is important
Winter gritting	% of actions completed within 3 hours	We have a statutory duty to ensure, as far as reasonably practicable, that the safe passage along a highway is not endangered by snow and ice
Street Lighting CO2 reduction	Carbon Dioxide emissions and energy use	Street lighting is one of the Council's biggest energy users. Putting in place measures to reduce carbon will reduce our CO2 emissions and costs
Residential house waste collection	Weekly kg of residential house waste collected per household	The amount of household waste collected and the costs arising from processing it have risen for the past three years. Housing growth (65,000 new houses between 2013 and 2026) will create further pressures
Protection of the natural environment	% of Local Wildlife Sites (LWS) in positive management	The natural environment is one of Norfolk's key assets and a significant contributor to the economic success of Norfolk
Management of flood risk	Number of new and existing properties at high risk (1 in 30 years) or surface water flooding	Flooding undermines existing infrastructure and impacts directly on health and economy
Planning determination	Speed of planning determination	Timely planning decision are important to economic growth and development
Equality of Access to Nature for All	Number of audited routes	Access to green space promotes health and wellbeing and tourism
Road network reliability	Average journey speed during morning peak time	A safe, reliable road network with quick journey times enables business growth
External funding achievement	% of total revenue budget attributable to successful bidding for/generating external funding	High quality organisations are successful in being able to attract and generate alternative sources of funding

Two of the vital signs indicators listed above also appear on the Communities Committee list:

- 'Income and external funding successfully achieved as a % of overall revenue budget'
- 'Number of people killed and seriously injured on Norfolk's roads'.

Environment, Development, and Transport Committee

Item No.

Report title:	Risk Management report
Date of meeting:	20th May 2016.
Responsible Chief Officer:	Tom McCabe, Executive Director of Community and Environmental Services
Strategic impact One of the Environment, Development, and Transport (EDT) Committee's roles is to consider the management of EDT risks. Assurance on the effectiveness of risk management and the EDT departmental risk register helps the Committee undertake some of its key responsibilities. Risk Management contributes to achieving departmental objectives, and is a key part of the performance management framework.	

Executive summary

This report provides the Committee with the latest full EDT risk data available as at the end of April 2016, following the latest review conducted during late April 2016.

Recommendations:

Committee Members are asked to:

Consider:

- a. The progress with Risk Management since the last EDT Committee meeting
- b. The latest risks being reported by exception (**Appendix A**) and the reconciliation of risks from the last Committee report (**Appendix B**), and the progress with mitigating the risks; and
- c. If any further action is required.

1. Proposal

- 1.1. The Community and Environmental Services (CES) Departmental Management Team (DMT) has been consulted in the preparation of the EDT Risk Register.
- 1.2. As part of the overall development of the performance management framework for the Council, the adopted approach to corporate and departmental risk management is being implemented. This approach involves the development of corporate and departmental level risks that are: outcome focussed; linked to strategic priorities; business critical, identifying areas where failure places the organisation in jeopardy; linked to financial and performance metrics. It is dependent upon a shared understanding of the risk appetite of the council.

A key element of this work is cultural change and absolute clarity of roles, responsibilities and process. Specifically, clarity of what these risks are, who is responsible for them, what they are doing to actively manage the risks and what measures are in place to hold people to account.

- 1.3. A corporate risk is one that requires:
 - strong management at a corporate level, thus the County Leadership Team

should direct any action to be taken.

- input or responsibility from more than one Executive Director for mitigating tasks; and if not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key objectives and/or suffer a significant financial loss or reputational damage.

A departmental risk is one that requires:

- strong management at a departmental level thus the Departmental Management Team should direct any action to be taken.
- appropriate management. If not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key departmental objectives and/or suffer a significant financial loss or reputational damage.

A service risk is one that requires:

- strong management at a service level, thus the Head of the Service should direct any action to be taken.
- input or responsibility from the Head of Service for mitigating tasks; if not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key service objectives and/or suffer a significant financial loss or reputational damage.

Financial and Reputational risks are subjective in nature. While reputational risk deals with risks affecting the perceptions of the County Council held by stakeholders and the County Council's standing within an internal and external environment, financial risk can be defined as the potential for:

- financial, overspending or trading loss,
- missed financial opportunities e.g. revenue or capital funding, grants, income
- loss of the use of assets.

2. Evidence

- 2.1. The EDT Committee risk data detailed in this report reflects those key business risks that need to be managed by the Senior Management Teams of the services that report to the Committee including; Highways and Transportation, and Environment and Planning. Key business risks materialising could potentially result in the service failing to achieve one or more of its key objectives and/or suffer a financial loss or reputational damage. The EDT risk register is a dynamic document that is regularly reviewed and updated in accordance with the Council's "Well Managed Risk – Management of Risk Framework".
- 2.2. The current risks are those identified against departmental objectives for 2016/17. The Exceptions Report in **Appendix A** focuses on risks that have a current risk score of 12 and above with prospects of meeting the target score by the target date of amber or red.
- 2.3. There are two risks for this Committee that are of corporate significance.
 - RM001/RM14250 The potential risk that County Infrastructure is not delivered at the required rate to support existing and future needs.
 - RM0017/RM14248 Failure to construct and deliver Norwich Northern

Distributor Route (NDR) within agreed budget (£178.55m)

These risks were reported to the [Audit Committee on 21 April 2016](#), Item 6 starting page 25 and have been updated since.

- 2.4. The EDT departmental risk register contains 11 departmental and corporate level risks, with 2 of these risks with both a current score of 12 or more and the prospect of meeting the target score by the target date at Red or Amber, which fall into the exception reporting category.

Appendix C provides the Committee members with a summary of the risks on the EDT departmental risk register.

Each risk score is expressed as a multiple of the impact and the likelihood of the event occurring.

- Original risk score – the level of risk exposure before any action is taken to reduce the risk
- Current risk score – the level of risk exposure at the time the risk is reviewed by the risk owner, taking into consideration the progress of the mitigation tasks
- Target risk score – the level of risk exposure that we are prepared to tolerate following completion of all the mitigation tasks this can be seen as the risk appetite.

The prospects of meeting target scores by the target dates are a reflection of how well the risk owners consider that the mitigation tasks are controlling the risk. It is an early indication that additional resources and tasks or escalation may be required to ensure that the risk can meet the target score by the target date. The position is visually displayed for ease in the “Prospects of meeting the target score by the target date” column as follows:

- Green – the mitigation tasks are on schedule and the risk owner considers that the target score is achievable by the target date
- Amber – one or more of the mitigation tasks are falling behind and there are some concerns that the target score may not be achievable by the target date unless the shortcomings are addressed
- Red – significant mitigation tasks are falling behind and there are serious concerns that the target score will not be achieved by the target date and the shortcomings must be addressed and/or new tasks are introduced.

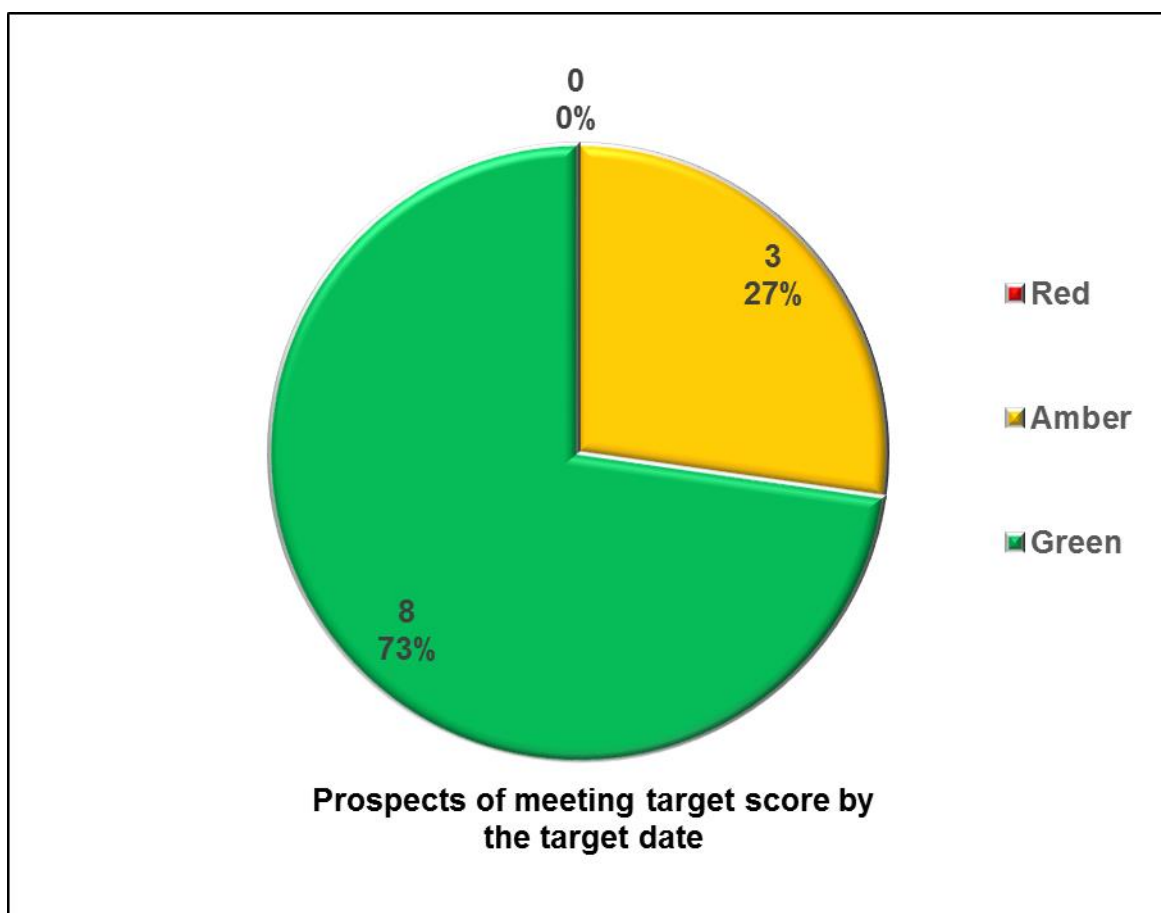


Fig 1. Comparison of the percentage of risks in each of the above categories.

3. Financial Implications

- 3.1. There are no significant financial implications arising from this Risk Management report.

4. Issues, risks and innovation

- 4.1. There are no other significant issues, risks and innovations arising from this Risk Management report.

5. Background

- 5.1. There are no background papers to report to this Committee.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Adrian Thompson - Chief Internal Auditor **Tel No. :** 01603 222784

Email address : adrian.thompson@norfolk.gov.uk

Risk Number	RM14250					Date of update		21 April 2016		
Risk Name	The potential risk that County Infrastructure is not delivered at the required rate to support existing and future needs.									
Risk Owner	Tom McCabe					Date entered on risk register		01 July 2015		
Risk Description										
There is a risk that the necessary infrastructure (including but not limited to transportation, community, school and green infrastructure) will be not be delivered at the required level and/or rate to support the existing population and to support and stimulate future growth, as set out in Local Plans.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	5	15	3	4	12	3	2	6	Jun-16	Amber
Tasks to mitigate the risk										
1) Ensure appropriate infrastructure planning is undertaken and documented. 2) Continue to investigate all possible funding sources including UK government, European Union and Developer. 3) Maintain and improve lobbying of government. 4) Work in partnership with the district councils who have a Community Infrastructure Levy (CIL) in place to ensure the most effective use of the income. 5) Ensure appropriate arrangements are in place for the collection of developer contributions. 6) Ensure all the Local Growth Fund allocations from the New Anglia Local Enterprise Partnership, and other funding sources, are spent on appropriate infrastructure and to the agreed timescales. 7) Continue to work with Highways England to ensure the RIS is delivered to the agreed timetables.										
Progress update										
1) Infrastructure planning is carried out in conjunction with the seven Local Planning Authorities and via the Greater Norwich Growth Board in terms of devising appropriate Local Plans. In addition, this is complemented by strategic transport planning carried out by NCC. 2) Close working with the New Anglia Local Enterprise Partnership, Department for Transport, colleagues in EDS (European funding) and Developer Services. Currently applying for Major Scheme development funding to prepare and Outline Business Case (OBC) for the Great Yarmouth Third River Crossing. A successful outcome announcement before the Parliamentary summer recess will be a big vote of confidence for the scheme. 3) A campaign is currently underway to raise the profile of the Great Yarmouth Third River Crossing using Brandon Lewis MP as the focus. 4) CIL is only currently in place in Norwich, Broadland and South Norfolk and we are working through the Greater Norwich Growth Board (GNGB) to influence the priorities. 5) NCC ensures that development contributions are maximised within the extent of the planning framework. 6) Feasibility and scheme development work continues for the various projects. Some are well advanced for delivery to the LGF timescales but others are still at the scheme identification stage and could face delays particularly if land acquisition is needed. An increasing reliance will need to be put on resources from the Mouchel partnership. 7) Regular progress meetings are held with Highways England (HE) in addition to scheme specific meetings. Meeting arranged for 4 May for Highways England to run through possible options for the individual improvement schemes.										

Risk Number	RM14029					Date of update			27 April 2016	
Risk Name	Failure to meet energy reduction and sustainability targets									
Risk Owner	Nick Tupper					Date entered on risk register			30 April 2012	
Risk Description										
Highway fails to meet its energy reduction and environmental sustainability targets, leading to expenditure budgets being exceeded as well as adversely impacting on NCC's targets and reputation. Street lighting energy makes up by far the largest proportion of electricity consumption at over 90% of the departmental total.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	2	6	Apr-20	Amber
Tasks to mitigate the risk										
1) Progress a number of energy reduction initiatives to minimise increase of street lighting stock and its associated energy use. These include dimming, trimming, low energy lamps, and intelligent ballast remote/central management systems (computer controlled street lights) (R/CMS). 2) Install LED lights with a Central Management System (CMS) at the Aylsham Highways depot, the A10 and Trowse Bypass. 3) Identify savings of 2) above. 4) Install LED lanterns in Great Yarmouth and Norwich. 5) Gain approval for £4m initiative to install LED and CMS on main road lighting to deliver further savings, with business case to be signed off by finance. Installation planned for 2015/16. Further business plan to be developed (and funding to be sourced) for LED lights upgrade in residential areas. 6) Realistic Street Lighting reduction target to be agreed within the Vital Signs reporting process.										
Progress update										
1) Up to the 31st March 2016 it is estimated that annual savings of 3,268,968 KWh in energy has been achieved through Dimming, trimming, part-time night lighting and LED initiatives. 2) Authority Notices of Change and Deed of Variation required by the SPV (Amey Ventures) have now been agreed, signed and sealed. Confirmation from the Board of the SPV has been recieved verbally and they have instructed the contractor to procede to implement the initiative for main road LED and CMS. 3) A business case for the second phase of this initiative to change specification for residual residential lights in the PCIP has been completed. This is programmed to run on from item 2. 4) Nearly 6000 LED units have been installed in Norwich, Great Yarmouth, Kings Lynn and other areas of Norfok. These units deliver around 500 tonnes of CO2 emission savins per year. 5) Member approval has been given to invest up to £4m in LED and CMS technology subject to business cases being approved by the Head of Finance.										

Appendix B

Environment, Development, and Transport Committee

Risk Reconciliation Report

EDT Meeting: Friday 20th May 2016, 10am, Edwards Room

New Risks (added to the EDT risk register since the Q3 Risk Management report)

There are no risks that have been opened since the Q3 Risk Management report.

Closed Risks

There is one risk that has been closed since the Q3 Risk Management report;

Risk	Reason for Closing Risk
RM14226 – Failure to procure replacement residual waste services to start on 01/04/16.	Risk treated. Replacement residual waste services procured and started by 01/04/16.

Downgraded Risks

There are no risks that have been downgraded to group / service level since the Q3 Risk Management report.

Upgraded Risks

There are no risks that have been upgraded to department / corporate level since the Q3 Risk Management report.

Norfolk County Council, Appendix C - EDT Risk Register Summary														
Risk Register Name:		Appendix C - EDT Risk Register Summary									Red	⬇️ Worsening		
Prepared by:		Thomas Osborne									High	Amber	↔️ Static	
Date updated:		May 2016									Med	Green	⬆️ Improving	
Next update due:		July 2016									Low	Met		
Area	Risk Number	Risk Name	Risk Description	Current Likelihood	Current Impact	Current Risk Score	Target Likelihood	Target Impact	Target Risk Score	Prospects of meeting the Target Risk Score by the Target Date	Change in Prospects of meeting the Target Risk Score by the Target Date	Risk Owner		
Corporate (CES)	RM14250	The potential risk that County Infrastructure is not delivered at the required rate to support existing and future needs.	There is a risk that the necessary infrastructure (including but not limited to transportation, community, school and green infrastructure) will be not be delivered at the required level and/or rate to support the existing population and to support and stimulate future growth, as set out in Local Plans.	3	4	12	3	2	6	Amber	↔️	Tom McCabe		
Corporate & Departmental (H&T)	RM14248	Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£178.55m)	There is a risk that the NDR will not be constructed and delivered within budget. Cause: environmental / building contractor factors affecting construction progress. Event: The NDR is completed at a cost greater than the agreed budget. Effect: Failure to construct and deliver the NDR within budget would result in the inability to deliver other elements proposed in the Norwich Area Transport Strategy (NATS) Implementation Plan. It would also result in a reduction in delivering economic development and negatively impact on Norfolk County Council's reputation. Exceeding the budget will also potentially impact wider NCC budgets and its ability to deliver other highway projects or wider services (depending on the scale of any overspend).	3	3	9	2	2	4	Green	↔️	Tom McCabe		
E&P	RM14231	Increase in the amount of left over waste collected by local authorities.	The risk is that the amount of waste exceeds the budget provision of £23.051m in 2015/16. Increases in the tonnage of residual waste above projected tonnages would lead to additional costs of around £115 per tonne. An increase could be caused by any combination of factors such as increases in household numbers, change in legislation, economic growth, weather patterns, a collapse in the recycling markets or an unexpected change in unit costs.	3	5	15	1	5	5	Green	⬆️	David Collinson		
H&T	RM14029	Failure to meet energy reduction and sustainability targets	Highway fails to meet its energy reduction and environmental sustainability targets, leading to expenditure budgets being exceeded as well as adversely impacting on NCC's targets and reputation. Street lighting energy makes up by far the largest proportion of electricity consumption at over 90% of the departmental total.	4	3	12	3	2	6	Amber	↔️		Nick Tupper	
H&T	RM12988	Experiencing more extreme weather conditions than planned / budgeted for	Conditions resulting from extreme weather may result in the need to manage / divert resources to minimise associated risk, increase in the number of insurance claims for damage / accidents caused by damaged road surfaces and accelerate the deterioration of the carriageways with consequent need for increased capital investment.	4	3	12	4	2	8	Green	↔️	Nick Tupper		
E&P	RM14202	Insufficient drainage controls in place as new development continues to take place increasing local flood risk on site or downstream.	The SUDS (Sustainable Drainage Systems) Approving Body role recommended by the Pitt Review and included in the Flood and Water Management Act 2010 has been abandoned. Flood risk controls on new development is to be continued through the planning process. The Local Lead Flooding Authority has been given a role as a statutory consultee but no funding to deliver this role. Without high levels of support, planning authority may continue to overlook flood risk in decision making.	3	3	9	3	2	6	Green	↔️	Nick Johnson		
E&P	RM14203	The allocation and level of funding for flood risk mitigation does not reflect the need or priority of local flood risk within Norfolk.	There are 37,000 properties at risk from surface water flooding caused by intense rainfall within Norfolk. Historically funding for flood risk management has focused on traditional defence schemes to protect communities from the sea and rivers and not surface water flooding. There is a risk that funding continues to ignore properties at risk of surface water flooding. This is exacerbated by a reduction in the overall level of funding from government and governments requirement to seek local contributions for schemes to be successful.	3	3	9	1	4	4	Green	↔️	Nick Johnson		
E&P	RM12031	Failure by any service provider to provide contracted services for disposal or treatment of waste	Would result in higher costs for alternative disposal and possible disruption to Waste Disposal Authority and Waste Collection Authority operations. If any service provider, i.e. contractor, Norse via an SLA or another authority via an agreement is unable to provide a service for a significant period due to reasons such as planning, permitting, fuel or weather related issues, the Authority may have to use alternative existing contracts which may cost more and require tipping away payments to be made to the Waste Collection Authorities where they are exposed to additional costs for transporting waste significantly out of their area.	3	3	9	1	3	3	Green	⬆️	David Collinson		
H&T	RM14242	Failure to meet Lafarge Tarmac contract requirements as result of slow implementation of new HMS	The project to replace the Exor system with Yotta has reached mobilisation with target date of 29th February 2016 for works ordering through Yotta for Lafarge Tarmac works and payments from Yotts for Lafarge Tarmac from 1 April 2016. Approx. £40M works are ordered and paid through the HMS system each year and there is a contractual 2 day payment period between receipt of invoice from Lafarge Tarmac and payment by NCC.	2	4	8	2	3	6	Amber	⬇️	Nick Tupper		
H&T	RM14050	Rising transport costs	Rising transport costs and changes to legislation (e.g. Bus Service Operators Grant and concessionary reimbursements) could lead to savings not being made on the local bus budgets	2	3	6	1	3	3	Green	↔️	Sean Asplin		
E&P	RM14239	Failure to deliver the Recycling Centre service within budget for 2015-16	An SLA contract for 19 Recycling Centres commenced in April 2014 and through open book accounting NCC pay the full cost of the service. Fluctuating markets for recyclate (including the possibility of a collapse in prices for some materials) and operational issues that affect the costs of the service mean that the cost of the service may go up or down and potentially affect the final outturn position of the 2015-16 budget. Members decision not to implement part time hours at some sites and an under provision in budget against forecast costs has meant there is a deficit in the budget of £167K at the beginning of the financial year	2	3	6	2	3	6	Green	↔️	Kate Murrell		

Environment, Development and Transport Committee

Item No.

Report title:	Inland and Coastal Flooding Member Working Groups
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe - Executive Director of Community and Environmental Services
<p>Strategic impact</p> <p>Norfolk is the 10th area most at risk of flooding out of 152 authority areas in England. This high ranking reflects the 37,991 properties at risk of surface water flooding and the 46,121 properties at risk of flooding from rivers and the sea according to Defra analysis.</p> <p>This risk was highlighted by the sea surge of December 2013, which destroyed several seaside chalets, flooded 226 properties, caused extensive damage to coastal defences and inundated water sensitive habitats. In addition, 206 properties were affected by surface water flooding across the County between May and October 2014. Many of these properties suffered repeat flooding with one being flooded six times in that year. This flooding was caused by a series of storms, the most extreme of which was calculated to be a 1 in 121 year rainfall event.</p> <p>Due to the high flood risk in the County and the complexity of the associated issues, working groups were set up to focus on this subject area. They have a useful purpose in assisting the committee in the decision making process.</p>	

Executive summary

<p>In 2014, the Committee established two small member working groups to develop a more in-depth knowledge of coastal flooding, coastal erosion and inland flooding.</p> <p>The Coastal group has helped deliver the County Council's £250,000 Coastal Fund, enabling the construction of seven schemes costing approximately £1,300,000 to improve the protection to coastal communities, and the Inland group has overseen the Norfolk Property Level Protection Scheme, which has helped 19 residents install protection measures after suffering from surface water flooding in 2014. The groups have supported the development of the Committee's views feeding into local regional flood committees and flood partnerships.</p> <p>Due to some cross-over in issues and engagement with similar partners, recent joint meetings have taken place between the two groups to facilitate commonality of issues. On this basis, the Members of the Working Groups have proposed that the two Groups are merged with a re-defined Terms of Reference and a combined membership of five members.</p> <p>The new group's role will include monitoring the delivery of partnership projects to secure flood and coastal erosion management schemes across the area and the administration and recommendations of any flood and coastal erosion grants at the disposal of Norfolk County Council.</p> <p>Recommendations:</p> <p>1. To replace the existing Coastal and Inland Flood Member Working Groups with a single cross-party Flood and Coastal Management Member Working Group, with</p>

Terms of Reference as set out in para 1.1.

- 2. To agree that the three Members listed in para 1.1. join the Working Group, and nominate two other Members to complete the membership of the Group.**

1. Proposal for a new Working Group

- 1.1. To form a single cross-party member working group with the following Terms of Reference:

- develop more in-depth knowledge of the issues and opportunities surrounding the management of flooding and coastal erosion in Norfolk;
- monitor the delivery of the Local Flood Risk Management Strategy and Shoreline Management Plans;
- monitor the delivery of partnership projects to secure flood and coastal erosion management schemes across the area;
- oversee the administration and recommendations of any flood and coastal erosion grants at the disposal of Norfolk County Council.

This group will be advisory with quarterly meetings and will report back to this Committee.

It is recommended that the three Members representing the County Council at the Regional Flood and Coastal Committees are included as Members of this Working Group. The three Members are Cllr Richard Bird, Cllr Mick Castle and Cllr Brian Long.

2. Current Working Groups to be replaced

2.1. Coastal Flooding - Member Working Group

In July 2014, the Committee established a small group of Members to administer the allocation of the Coastal Fund. When this work was complete, it was proposed that the group would continue to meet to fulfil the role as a steering group on wider flood management and preparedness issues.

In January 2015, the Committee agreed that the advisory group would:

- develop more in-depth knowledge of the issues surrounding the County Council's role in coastal flooding/erosion;
- given Norfolk County Council's involvement in coastal issues, to support Norfolk County Council's involvement in the Shoreline Management Plans and the Wash East Coast Strategy;
- lead the administration and recommendations of any coastal funds/grants at the disposal of Norfolk County Council;
- support Norfolk County Council's role in coastal partnerships.

The membership of the group consisted of previous members of the Coastal Fund Group; Cllr Marie Strong (Chair), Cllr Mick Castle, Cllr Jonathan Childs, Cllr Richard Bird and Cllr Brian Long.

2.2. Inland Flood Working Group

In November 2014, the Committee established a group to develop a more in-depth knowledge of the issues and opportunities surrounding the management of inland flooding in Norfolk.

This advisory group would:

- monitor the delivery of the Local Flood Risk Management Strategy;
- monitor the authorities management of the register of structures which have a significant effect on flood risk;
- monitor the authority's approach to the investigation of risk management authorities responses to incidents of flooding;
- monitor the delivery of partnership projects to secure flood management schemes across the area.

The membership of the group consisted of Cllr Joe Mooney, Cllr Adrian Dearnley, Cllr Tony White and Cllr Terry Jermy.

- 2.3. Both working groups have met three times individually, but due to the cross-over in issues and organisations involved in coastal and inland flooding and the roles and interests of the members of the groups, two joint meetings have been arranged.

In March 2016, members at the joint Coastal and Inland Flood Joint Working Group meeting agreed to recommend the proposal to formally merge the two groups to the EDT Committee for consideration.

3. Financial Implications

- 3.1. There are no implications arising from this report. Any implications, financial or otherwise, relating to the remit of the Working Groups will be considered by the relevant Working Group and recommendations made to this Committee as needed.

4. Issues, risks and innovation

- 4.1. As para 3.1 above.

5. Background

- 5.1. Reports previously discussed by the Committee, as set out in section 2 above.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Environment, Transport and Development Committee

Item No.....

Report title:	Norfolk County Council local list for validation of planning applications
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Norfolk County Council is a Planning Authority for mineral and waste development proposals and its own development. As a planning authority the County Council produces a Local List of information required to support planning applications made to the County Council. There is a statutory requirement that the Local List for Validation of Planning Applications is not more than two years old. The current Local List was published in 2013. Since this date there have been changes that warrant a review and updating of the Local List. The purpose of reviewing and updating the Local List is to ensure that it is statutorily compliant.	

Executive summary

For a planning application to be validated it must include the information required by the National List and the Local List. The National List is set by central government. The Local List is produced by the County Planning Authority. There is a statutory requirement that the Local List for Validation of Planning Applications is not more than two years old. The current list used by NCC was published in 2013. Since this date there have been changes that warrant a review and updating of the Local List.

The 2013 Local List has been reviewed and updated. A Draft 2016 Local List has been subject to a 6 week public consultation. The results of the consultation are available at appendix A. The 2016 Local List has been further reviewed and updated following the results of the consultation.

This report contains the proposed Norfolk County Council Local List for Validation of Planning Applications 2016 at appendix B. This sets out the information required to support planning applications made to the County Council over the next two years.

This report asks Members to adopt the Norfolk County Council Local List for Validation of Planning Applications 2016. Once the document has been formally adopted and published on the web site it will be used for validating planning applications received by the County Council.

Recommendations:

To formally adopt the Norfolk County Council Local List for Validation of Planning Applications 2016

1. Proposal

The Norfolk County Council Local List for Validation of Planning Applications 2013 has been reviewed and updated. The revisions bring it up to date and in line with current guidance, statutory requirements and national and local policy, as well as ensuring the requested information is necessary and proportionate to the development

The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft March 2016 was published on the web site along with a separate document summarising the changes between the 2013 Local List and the 2016 Consultation Draft Local List. The 6 week public consultation period ran from 8 March 2016 to 19 April 2016.

Letters or emails were sent to the following to advise them of the consultation: Standard consultees on planning applications, Norfolk Local Authorities, Norfolk Parish Councils, Applicants and Agents that have submitted applications in the last 3 years, and Members. The consultation asked for comments on the Norfolk County Council Local List for Validation of Planning Applications Consultation Draft 2016 document. The comments received are summarised at Appendix A.

The comments received in response to the public consultation were taken into account by Officers in producing the Norfolk County Council Local List for Validation of Planning Applications 2016 which is attached at Appendix B.

Members are asked to formally adopt the Norfolk County Council Local List for Validation of Planning Applications 2016 attached at Appendix B.

If Members adopt the 2016 Local List the next step is to publish the 2016 Local List on the County Council's web site. Once the document has been published on the web it will be used for validating planning applications received by the County Council. The 2013 Local List will be superseded by the 2016 Local List.

2. Evidence

For a planning application to be validated it must include the information required by the National List and the Local List. The National List is set by central government (and is appended to the Local List document at Appendix B). The Local List is produced by the County Planning Authority. There is a statutory requirement that the Local List for Validation of Planning Applications is not more than two years old. The current Local List used by NCC was published in 2013. Therefore, the County Planning Authority can no longer require that the documents required by the 2013 Local List are submitted at the validation stage. Since 2013 there have been changes that warrant a review and updating of the Local List. Therefore some of the information on the 2013 Local List is out of date.

Providing an up to date Local list ensures: that applicants have access to clear up to date guidance; that the Local List is statutorily compliant and in line with current guidance and national and local policy; and that submitted applications include all the information required to process them to determination

An alternative is to require only the information in the National List to be submitted at the validation stage. This is likely to result in: many applications being submitted with insufficient information to enable them to be processed to a positive determination regardless of the merits of the proposal; documents being submitted later in the process

resulting in delays to the processing of applications; and ambiguity about which supporting documents are required for different sorts of applications.

3. Financial Implications

The legislation only requires that the document is published on the Local Authority website. Therefore, to minimise publications costs the Consultation Draft Local List was only published on-line. All those consulted were contacted by email where an email address was available and only sent a letter where an email address was not available.

Keeping the Local List up to date is part of the day to day administration of the County Councils statutory planning authority function. Therefore the cost of producing and reviewing the Local List falls within the parameters of the Annual Budget agreed by the Council.

4. Issues, risks and innovation

The requirement to produce and review a Local List forms part of the statutory procedures for processing planning applications. There is a statutory requirement that the list is not more than 2 years old. Reviewing and updating the Local List ensures that it is statutorily compliant.

Applications dealt with by the County Council fall within two main categories, mineral and waste applications and applications for development which it proposes to carry out itself. Other areas of the County Council that submit planning applications to Norfolk County Council will be impacted by the need to comply with the requirements of the Local List. The requirements set out in the Local List are proportionate to the development proposals and the information is needed to process the applications efficiently through the statutory planning system.

5. Background

For a planning application to be validly made it must be accompanied by the standard application form, the nationally set fee, the information requirements on the National List and the information requirements in the Local List.

The National List information requirements for all applications are: plans and drawings, ownership certificate, and agricultural land declaration. For some types of applications Design and Access Statements and/or an Environmental Impact Assessment are also required.

The Town and Country Planning Act 1990 and The Town and Country Planning (Development Management Procedure) (England) Order 2015 give the County Planning Authority the power to require that an 'application for planning permission must include such particulars as they think necessary and such evidence in support of anything in or relating to the application as they think necessary'. This information is set out the Local List for Validation of Planning Applications. The legislation states that this information must be 'reasonable having regard, in particular, to the nature and scale of the proposed development; and may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.'

The Norfolk County Council Local List for Validation of Planning Applications 2016 complies with the statutory criteria.

Background Papers –

Norfolk County Council Local List for Validation of Planning Applications 2016.
Appendix B

Summary of Responses received in reference to the Local List for Validation of Planning Applications Consultation Draft March 2016.
Appendix A.

The Norfolk County Council Local List for validation of Planning Applications Consultation Draft March 2016.

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

Summary of proposed changes to Local List for Validation of Planning Applications 2013

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

Norfolk County Council Local List for Validation of Planning Applications 2013.

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

The Town and Country Planning Act 1990

<http://www.legislation.gov.uk/ukpga/1990/8/contents>

Town and Country Planning (Development Management Procedure) Order 2015

<http://www.legislation.gov.uk/uksi/2015/595/contents/made>

Officer Contact

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APPENDIX A

Summary of Responses received in reference to the Local List for Validation of Planning Applications Consultation draft March 2016

<u>Section</u>	<u>Comments received</u>	<u>Response</u>
Introduction	No comments received.	
General Information	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>Proportionate to development: This principal should be retained throughout the document, specifically in relation to many of the comments given below regarding the preparation of unnecessary reports and assessments.</p> <p>Pre-application discussions: Clarity should be given as to whether it is NCC or the Applicant who initiates the likely validation requirements of a proposal. If it is expected to be the Applicant then this should be clearly stated in this document.</p> <p>How Many Copies: Clarify 'or submitted electronically'. Can an electronic submission replace the need for any printed copies? The National List suggests this is the case.</p> <p>How to use this document: Clarity should be given that s73 Applications do not constitute a major application.</p>	<p>Wording amended to: 'All submissions <i>required by the Local List</i> should be proportionate to the development and its impacts'.</p> <p>As the proposer and developer of schemes the onus is always on the applicant to approach the County Planning Authority for pre-application advice. The Local List sets out the County Planning Authority's expected validation requirements.</p> <p>Wording amended to: 'Applicants are <i>encouraged to seek pre-application advice and engage in pre-application discussion with NCC...</i>'</p> <p>Phrasing changed to be similar to national legislation: '<i>Except where</i></p>

		<p><i>the documents are submitted by electronic communications, 3 copies and original and the original of all documents should be submitted with the application unless otherwise agreed with NCC. or submitted electronically</i></p> <p>Paragraph added: <i>For guidance on Section 73, 73a and 96a applications please see page 28 'Section 73, 73a and 96a Applications'.</i></p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p>
Air Quality Assessment and Bioaerosol Statement	<p><u>Borough Council of Kings Lynn and West Norfolk - Environmental Quality:</u></p> <p>We are pleased to see that the requirement supports the local air quality action plan and that biomass boilers are specifically included. I have attached the biomass questionnaire (EPUK) which is a useful template for biomass information. Inclusion of bioaerosol statement here reduces the need for separate statements where this is relevant</p>	Noted.
Arboricultural Impact Assessment & Arboricultural Method Statement	<p><u>NPS:</u></p> <p>In the information section it requires a hard and soft landscape design, including species and location of new tree planting. This is not a normal requirement of an AIA report. Details of number of trees to be replaced and species type is normally sufficient within the</p>	<p>Information required amended to:</p> <ul style="list-style-type: none"> ▪ Hard and soft landscape design, including <i>Details of</i> species and location of new tree planting

	report which can then be conditioned or included on separate landscaping plans (required later in the list).	<ul style="list-style-type: none"> ▪ <i>Details of the potential impact of proposed hard and soft landscaping</i>
Archaeological Survey	No comments received.	
Biodiversity Survey and Report	<p>10 representations from Planning agent, one each on behalf of <u>Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd</u> all submitting the following comments:</p> <p>Delete 'or likely' and 'or could provide'. The terms are vague and will lead to unnecessary and costly reporting.</p> <p>Delete 'all applications for landfill'. There is no justification for setting a higher threshold for landfill proposals.</p>	<p>It is not always known if an application site is populated by or used by wildlife until a survey is carried out. Therefore, whether or not a survey is required needs to be based upon the likelihood that the site or features on the site provide a habitat for wildlife.</p> <p>The Landfill (England and Wales) Regulations 2002 requires that the existence of nature protection zones and protection of the natural environment is taken into consideration when granting planning permission for landfill.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
	<u>Natural England:</u>	These references have been added.

	References to 'geodiversity' and 'Regionally Important Geological Sites (RIGS) should be made under the Triggers/when is this required column and to 'geodiversity' under the What information is required column.	
	<p>NPS: The reason for the 0.5 ha 'trigger' is not apparent and the need for the survey on smaller sites will depend upon the site context and level and type of work being undertaken. For many smaller applications they will not be necessary or proportionate.</p>	'Located on undeveloped land and the development is in excess of 0.5ha' has been removed from the 'When Required' column.
Bird Hazard Assessment	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u> Retain current wording 'that have the potential to attract birds' to prevent the preparation of unnecessary assessments.</p>	<p>Where development is within 13km of the centre point of safeguarded aerodromes there is a need to consider whether there is a risk of bird hazard to the safe operation of aerodromes and aircraft. If the development does not have the potential to attract birds then that will form the basis of the Bird Hazard Assessment that is proportionate to the development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
Dust Assessment	<u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E</u>	For applications for mineral extraction operations and open air

	<p><u>Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>Insert 'unless it is agreed with NCC that an assessment is not required', to prevent the unnecessary preparation of dust assessments.</p>	<p>storage or working of waste it is necessary to consider whether there will be dust impacts associated with the development. If there are not likely to any dust impacts associated with the development then that will form the basis of the Dust Assessment that is proportionate to the development impact</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
Flood Risk Assessment including Sequential and Exception Testing	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>With regard to Sequential Testing, replace 'for non-minor operational development' with 'for major applications', for the purposes of clarity</p>	<p>The Sequential Test is required for non-minor development. Non-minor development covers more developments than those that fall within the definition of major development. The meaning of minor development in relation to flood risk is set out in the Planning Practice Guidance. The meaning of minor development in relation to flood risk has been added to the 'When required' column.</p>
	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E</u></p>	<p>It is necessary to consider whether operational development will impact</p>

Surface Water Drainage Assessment	<p><u>Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>Retain the current wording as to when a drainage assessment is required to prevent the preparation of unnecessary assessments</p>	<p>on surface water or surface water drainage. If the proposals will not impact on surface water or surface water drainage then this will form the basis of the Surface Water Drainage Assessment that is proportionate to the development impact.</p> <p>Wording added to 'Information Required' column to ensure information required is proportionate to development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p>
	<p><u>Anglian Water:</u></p> <p>We note the proposed amendment to separate the sections of foul and surface water drainage assessment and support this.</p>	<p>Noted.</p>
	<p><u>NPS:</u></p> <p>The requirement for all applications for operational development to provide a surface water drainage assessment is excessive and not proportionate and the wording should be revised. Many smaller scale developments will have no impact upon drainage.</p>	<p>It is necessary to consider whether operational development will impact on surface water or surface water drainage. If the proposals will not impact on surface water or surface water drainage then this will form the basis of the Surface Water Drainage Assessment that is proportionate to the development impact.</p>

		<p>Wording added to 'Information Required' column to ensure information required is proportionate to development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p>
Foul Drainage Assessment	<p><u>Anglian Water:</u> We note the proposed amendment to separate the sections of foul and surface water drainage assessment and support this. It is suggested that this required when the foul drainage will not be connected to the public sewer system. If this is the case Anglian Water would not be able to provide further guidance on alternative methods of foul drainage disposal.</p> <p>However, we would recommend information/assessment is required when connection is proposed to the public sewer system. Anglian Water offer a preplanning service for developers that provides a feasible foul drainage solution detailing connection point and any upgrades needed to mitigate against adverse effect of development connection on existing system and those customers served by it. The preplanning report is designed to support planning applications. Details of the service can be found at: http://www.anglianwater.co.uk/developers/pre-planning-service.aspx.</p>	<p>'When Required' and 'Information Required' amended to incorporate proposals for connections to public sewer.</p>
Heritage Statement	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham</u></p>	<p>Due to the buried nature of much archaeology it is not possible to know the archaeological interest of a site without an evaluation of the site.</p>

	<p><u>Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>Delete 'or high potential' in fifth bullet. This is not sufficient justification for preparation of a HS.</p> <p>Delete 'all applications for landfill'. There is no justification for setting a higher threshold for landfill proposals.</p>	<p>However, there is known information that can identify sites that have a high potential for archaeological interest. Therefore, high potential for archaeological interest is sufficient justification for a Heritage Statement.</p> <p>The Landfill (England and Wales) Regulations 2002 requires that the protection of the cultural heritage of an area is taken into consideration when granting planning permission for landfill.</p> <p>No changes to be made on this basis.</p>
	<p><u>NPS:</u></p> <p>We suggest that the title should be Heritage Statement including Archaeological Assessment. Whilst archaeology may not be important on some site with heritage value, archaeology is a key planning consideration and can be a time consuming process it could be missed without specific reference within the main Heritage Statement text.</p>	<p>Document title changed to: Heritage <i>and</i> Archaeology Statement</p> <p>'Archaeological Survey' section removed.</p>
Hydrological/ Hydrogeological Risk Assessment	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u></p> <p>Criteria for landfill applications should be identical to that for mineral extraction.</p>	<p>All the details in the 'Information Required' column applies to all the development listed in the 'When Required' column.</p> <p>No changes to be made on this basis.</p>

Landfill Assessment	No comments received	
Land Contamination Assessment	<u>Borough Council of Kings Lynn and West Norfolk - Environmental Quality:</u> This reflects current requirements and terms	Noted.
	<u>NPS:</u> In the information required section the wording is unclear. Where land is normally suspected of contamination a Phase 1, Contamination Desk Study is required which will inform whether further assessment is needed. Only if contamination is suspected would further investigation work be required and a mitigation strategy be provided. Please could the wording be amended.	The wording reflects current requirements and terms. The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal' No changes to be made on this basis.
Landscape and Visual Impact Assessment	<u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u> Delete 'all proposals involving any mineral extraction' as being too prescriptive. Reword to '... impact upon a surrounding designated landscape'. Delete 'all landfill applications'. The criteria for such applications should be identical to all other applications	'All proposals involving any mineral extraction' is not considered to be too prescriptive given the potential impact of such development on the landscape. All Assessments should be proportionate to the development impact. The Landscape and Visual Impact Assessment seeks an assessment of the impact of proposals on the landscape of the area. This applies

		<p>to all areas and not just on designated landscapes.</p> <p>The Landfill (England and Wales) Regulations 2002 requires that the protection of the natural and cultural heritage of an area is taken into consideration when granting planning permission for landfill.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
	<p><u>Natural England:</u> References to 'The Broads' should be made under both the Triggers/when is this required column and the What information is required column as The Broads is a member of the National Park family and so afforded the highest level of protection</p>	<p>'The Broads' has been added to the 'When Required' and 'Information required' columns.</p>
	<p><u>NPS:</u> Reference made to Core River Valleys (please provide definition for clarity).</p>	<p>Definition wording added: For development within a Core River Valley <i>identified in the Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026,...</i></p>
Landscaping Scheme	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd;</u></p>	<p>'All full planning applications unless for minor development' and 'all mineral extraction applications'</p>

	<p><u>McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hite Ltd all submitting the following comments:</u></p> <p>Delete 'all full planning applications unless for minor development' and 'all mineral extraction applications'. Both are too prescriptive. Retain the current wording.</p>	<p>are not considered to be too prescriptive given the potential impact of such development on the landscape. All schemes should be proportionate to the development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
Lighting Details	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hite Ltd all submitting the following comments:</u></p> <p>This whole section should be deleted as being unnecessary as its inclusion is confusing in that it duplicates the requirements of a Lighting Assessment.</p>	<p>This section only requires the details of the lighting to be submitted. Therefore applications do not need to include a Lighting Assessment if the proposals for external lighting do not fall within the categories listed in the 'Lighting Assessment' section. This reduces the level of information required for more minor lighting proposals.</p> <p>No changes to be made on this basis.</p>
Lighting Assessment	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham</u></p>	<p>The 'When Required' categories avoid the need for a Lighting Assessment to be submitted for proposals for external lighting which do not fall within the categories</p>

	<p><u>Chalks (Ham) Ltd; and Norman Wenn Skip Hite Ltd all submitting the following comments:</u></p> <p>Delete first paragraph and reword second paragraph to read 'all applications proposing external lighting', in order to provide clarity.</p>	<p>listed. This reduces the level of information required for more minor lighting proposals.</p> <p>No changes to be made on this basis.</p>
Noise Assessment	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hite Ltd all submitting the following comments:</u></p> <p>Retain current wording 'unless it is agreed during pre-app discussion with NCC that an assessment is not required', to prevent the preparation of unnecessary noise assessments.</p>	<p>For the types of development listed in the 'When Required' column it is necessary to consider whether the proposal will have any noise impacts. If the proposals will not generate noise levels that will have an impact then this will form the basis of the Noise Assessment that is proportionate to the development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'</p> <p>No changes to be made on this basis.</p>
Noise and Odour Details	<p><u>NPS:</u></p> <p>The information required for proposed extraction and ventilation systems would seem to be excessive for smaller scale development. The design and position, external appearance and technical specification should be sufficient information for minor development.</p>	<p>The 'Information Required' is not considered to be excessive given the potential impact of such development. All details should be proportionate to the development impact.</p>

		<p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'.</p> <p>No changes to be made on this basis.</p>
	<p><u>Anglian Water:</u> Request the inclusion of applications within 400 metres of a Water Recycling Centre (formally referred to as Sewage Treatment Works and Wastewater Treatment Works). We request that we are consulted to ensure that development does not adversely impact our ability to provide the service of our water recycling centres and likewise any proposal is not adversely affected by the location of the existing WRC, such as odour impact on new development amenity. Details can be found at:http://www.anglianwater.co.uk/developers/encroachment.aspx.</p>	<p>The applicant is encouraged to consider the impact of such facilities on the development being proposed. Anglian Water can advise through the consultation process if they consider that the operation of their facility could have an adverse impact on proposed development. Many of the applications processed by the County Planning Authority do not include any form of residential development. The number of applications potentially affected by this issue is likely to be limited.</p> <p>No changes to be made on this basis.</p>
Open Space and/or Pitch Assessment	No comments received	
Parking Provision Assessment	No comments received	

Planning Statement	See Appendix B – Planning Statement Guidance below.	See Appendix B – Planning Statement Guidance below.
Planning Obligations Details	<p><u>NPS:</u> Under information required, it includes an undertaking to pay NCC legal fees. This is normally addressed by NPLAW during the processing of the application once the planning officer has confirmed the necessary developer obligations.</p>	<p>An undertaking to pay NCC fees in respect of Legal Work should normally be received before Planning Services instruct Legal Services and begin incurring costs.</p> <p>No changes to be made on this basis.</p>
Progressive Working Restoration and After Use Scheme	No comments received	
Soil and Land Quality Survey	No comments received	
Statement of Community Involvement	<p><u>Buxton with Lamas Parish Council:</u> Would like more weighting given to the statement of community involvement and to listen to the local people with more care.</p>	<p>The following wording has been added to the 'Information Required' column:</p> <ul style="list-style-type: none"> ▪ <i>'Details of how the proposal has been advertised in such a way to bring it to the attention of the majority of people who live at, occupy or use premises at or in the vicinity of the site;</i> ▪ <i>Details of the means of the pre-application consultation (such as</i>

		<p><i>mailings, exhibitions, presentations, meetings, etc)</i></p> <ul style="list-style-type: none"> ▪ <i>Details of the views received from the local community'</i>
Sustainability Statement	<p><u>NPS:</u> The design of development should not be assessed by one type of standard e.g. BREEAM - as this may change.</p>	<p>Wording added: '<i>...or such other recognised standard that has been agreed with the County Planning Authority as an appropriate measure during the pre-application stage'</i></p>
Transport Assessment and/or Transport Statement	<p><u>NPS:</u> Transport Assessment – This appears very detailed and includes triggers for some developments not normally NCC determinations (inc. general industrial, etc). This section could be summarised and simplified. Transport Statement – As above. This appears very detailed and includes triggers for some developments not normally NCC determinations (inc. general industrial, etc). This section could be summarised and simplified.</p>	<p>'When Required' column simplified.</p>
Travel Plan	<p><u>10 representations from Planning agent, one each on behalf of Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd all submitting the following comments:</u> Add 'or Transport Statement' to enable a Travel Plan to be part of a TS</p>	<p>The Transport Statement does not include a requirement for a Travel Plan whereas a Transport Assessment does include a requirement for a Travel Plan.</p> <p>No changes to be made on this basis.</p>
	<p><u>NPS:</u> The level of detail still appears to be very prescriptive. It should be proportionate to the type and form of development activity proposed.</p>	<p>This comment appears to derive from discussions about compliance</p>

	<p>Following our recent discussions, we all recognise this issues is clearly a difficult one and any text on this matter may need to be revised further in the next few months.</p>	<p>with travel plan conditions on existing planning permissions.</p> <p>The 'Information Required' is not considered to be excessive given the potential highway impact of such development. The Travel Plan should be proportionate to the development impact.</p> <p>The 'General Information' section includes guidance on 'If you believe that a validation requirement is not relevant to your proposal'.</p> <p>No changes to be made on this basis.</p>
Section 73 Applications	<p>10 representations from Planning agent, one each on behalf of <u>Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hite Ltd</u> all submitting the following comments:</p> <p>Delete the fourth paragraph. This is unnecessary as the previous paragraph makes it clear that whatever information is considered necessary can be requested by NCC.</p>	<p>Paragraph 3 refer to the requirements for a Section 73 application. Paragraph 4 refers to the requirements for a full planning application.</p> <p>Headings have been added to provide clarity.</p>
Appendix A – national List Requirements	No comments received	

Appendix B – Planning Statement Guidance	<p>10 representations from Planning agent, one each on behalf of <u>Baldwin Skip Hire Ltd; Brett Aggregates Ltd; Carl Bird Ltd; E E Green and Son Ltd; Frimstone Ltd; Folkes Plant and Aggregates Ltd; McLeod Aggregates Ltd; Middleton Aggregates Ltd; Needham Chalks (Ham) Ltd; and Norman Wenn Skip Hire Ltd</u> all submitting the following comments:</p> <p>Reword the third and fourth bullets of the minimum requirements. It is unclear what is meant by the ‘number of people’.</p> <p>Remove some parts of the information required for landfill applications, including distance from the boundary of the site to waterways, other agricultural or urban sites. This information is either repetitive or unnecessary.</p>	<p>The ‘number of people’ is considered to be sufficiently clear when read in its context.</p> <p>The Landfill (England and Wales) Regulations 2002 requires that the distance from the boundary of the site to residential and recreational areas, waterways, water bodies and other agricultural or urban sites is taken into consideration when granting planning permission for landfill.</p> <p>No changes to be made on this basis.</p>
	<p><u>NPS:</u></p> <p>Details of what is required in a planning statement should be proportionate to the scale of the development and included within the main text of the report (not as a separate appendices). The minimum information list is too prescriptive and not relevant to many cases e.g. list of activities, number of people using site/development and likely number as a result of the development. All that is needed in terms of broad headings is;</p> <ol style="list-style-type: none"> 1. a full description of the proposed development, 2. a justification 3. and an explanation of how the policy complies with national and development plan policies. <p>The site context and pre-application consultation are not needed in the planning statement provided they have been included in other supporting documentation. A simplified list would be more helpful.</p>	<p>The ‘General’ section sets out that all submissions required by the Local List should be proportionate to the development and its impacts.</p> <p>The Planning Statement Guidance is included in an appendix due to the guidance being a long amount of text to fit into the table.</p> <p>The increased guidance on what should be included in a Planning Statement has been provided to try and improve the quality of Planning Statements that are submitted.</p>

		No changes to be made on this basis.
Appendix C – Ecological survey/Mitigation calendar	No comments received	
Appendix D – Validation checklist	No comments received	
Further comments received	<u>East Rudham Parish Council:</u> No objections.	Noted.
	<u>Marlingford and Colton Parish Council:</u> Land that is subject to payments for environmental management schemes should be identified. Such payments are provided through Countryside Stewardship, which has replaced Environmental Stewardship, the English Woodland Grant Scheme, and capital grants from the Catchment Sensitive Farming Programme	The Countryside Stewardship scheme is a financial arrangement between the landowner and the relevant government department. Planning applications will be assessed on the characteristics of the land/site itself. Whether or not the landowner gets a financial benefit or incentive for that land is unlikely to be a material planning consideration. No changes to be made on this basis.
	<u>Trowse with Newton Parish Council:</u> Wish to remain as consultee on the list.	Noted.

	<p><u>Taverham Parish Council:</u> Councillors had no comments they wished to make but did ask for clarification as to what a sensitive receptor was.</p>	<p>A sensitive receptor is a site used by humans. For example dwellings, a place of work, a community use. The purpose of the Bioaerosol Statement is to assess whether there would be a risk to human health from the levels of bioaerosols being produced.</p>
	<p><u>NPS:</u> Central Government advice continues to encourage requirements for applicants to be simplified and streamlined. We recognise that this is difficult to achieve when considering all potential applications to NCC. We would suggest the document is subdivided and made more 'user friendly'. For example a significant number of requirements apply to only certain types of applications; minerals and waste in particular (and it is noted that most of the new requirements relate specifically to minerals and waste applications). The document could be revised to separate requirements for all applications from those required only for minerals and waste. In addition a number of LPA's helpfully provide requirements associated with specific types of applications (such as o/l, full, c/u only, etc) in a tabular form (and further break these down between major and minors). Such an approach / summary for the type and scale of application would be helpful to applicant in seeking to quickly identify those requirements that may need to be met (and also those that would not). Also the document should provide a definition of 'major' applications to help inform applicants/agents of the planning requirements for each type of application. We would also again like to highlight Central Government advice which seeks a proportionate level of information (to avoid unnecessary detailed information requirements for applicants). The</p>	<p>District, Borough and City Councils deal with a range of different application types, development types and applicants. The County planning Authority deals with a limited number of application types, development types and applicants by comparison and a much lower number of applications. The work involved in providing a range of lists for different development types would not be proportionate to the range or number of applications and applicants that the County Planning Authority deals with. The 'When Required' column is considered to be sufficiently clear given the limited number of application and development types covered. Continuing with the single table is considered to be the most efficient approach.</p> <p>A definition of major applications is included in the 'General' section.</p>

	<p>document needs to provide clarity regarding the requirements for major planning applications and smaller scale development. We still feel that the requirements are too prescriptive in places, which suggests if all points highlighted are not addressed, the LPA may be justified in invalidating a submission.</p>	<p>The 'General' Sections sets out that all submissions required by the Local List should be proportionate to the development and its impacts and has guidance 'If you believe that a validation requirement is not relevant to your proposal'.</p> <p>No changes to be made on this basis.</p>
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APPENDIX B

Local List for Validation of Planning Applications May 2016

Local List for Validation of Planning Applications

May 2016

Local List for Validation of Planning Applications

May 2016

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Introduction

The Local List

The Local List forms part of three overall requirements necessary to accompany a planning application, these consist of

- The standard application form (1app)
- Information specified within the National List. This information is mandatory and is the same for applications made nationwide. See appendix A.
- Relevant validation requirements specified within the Local List. The Local List is produced by the County Planning Authority (in this case Norfolk County Council) and is reflective of their individual needs, whilst still taking into account National Planning guidance.

Applications dealt with by the County Council fall within two main categories, mineral extraction (and associated development) and waste management applications, and applications for developments which it proposes to carry out itself, such as schools, libraries and highways (Regulation 3 of The Town and Country Planning (General Regulations 1992). The Local List for Validation of Planning Applications (2016) is therefore focused on the requirements of the applications NCC determines.

The Local List is developed by the County Planning Authority and should reflect their individual needs. The Local List and National List are used in conjunction to determine whether an application has sufficient information to enable the County Planning Authority to proceed to the determination stage. If it is considered there is insufficient information then NCC Planning Services will be unable to validate the application.

Additional Information and clarification may be requested.

It is important to note that the Local and National Lists together set out the documents required to accompany planning applications before they are validated. During the course of an application it may be necessary for NCC to request additional information and clarification of information submitted,

The Local List

General Information

Competent person

All reports submitted should be prepared by a suitably qualified competent person / organisation with acknowledged experience in undertaking this type of work.

Proportionate to development

All submissions required by the Local List should be proportionate to the development and its impacts.

Pre-application discussions

Applicants are encouraged to seek pre-application advice and engage in pre-application discussion with NCC, this may be of particular use if they are unsure if a validation requirement should be submitted or are unsure of what information is required within a validation requirement. Pre-application discussions are particularly important for major developments and schemes which are likely to have a significant impact upon the surrounding area.

Further Guidance

Where Norfolk County Council contacts points are listed in the 'Further Guidance' section it is recommended that you contact the person listed to clarify the requirements under that section for your application.

If you believe that a validation requirement is not relevant to your proposal

If you are submitting an application but believe that a specific validation requirement does not apply to your proposal but has been identified through the Local List that it should be submitted to validate the application, then you should put a case forward to NCC, clearly stating the reasons why you believe the information is not necessary. NCC will then consider this and decide whether or not to validate the application. An explanation of why a document is not required does not guarantee an application will be validated.

Environmental Statement

If any of the information requested in the Local validation List is included in an Environmental Statement submitted with the application then the relevant Local List requirement does not need to be submitted.

How Many Copies

Except where the documents are submitted by electronic communications, 3 copies and the original of all documents should be submitted with the application unless otherwise agreed with NCC.

District Development Plans

It is important to note County Council applications are also determined against the relevant district's Development Plan's and these should be taken into account when submitting any application.

Where 'Local District and Neighbourhood Development Plan Policies' are referred to this includes City and Borough Development Plan policies as well.

How to use this document

Where policies are referred to these are from the Norfolk Minerals and Waste Local Development Framework Core Strategy and Minerals and Waste Development Management Policies Development Plan Document 2010-2026 (NMWLDF) unless otherwise stated.

A 'major application' includes:

- The winning/ working of minerals or use of land for mineral – working deposits
- Waste development,
- Provision of building/ buildings where the floor space created is over 1000m²
- The development is carried out on a site over 1ha.

For guidance on Section 73, 73a and 96a applications please see page 28 'Section 73, 73a and 96a Applications'.

Further Guidance

The National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) can be access via the Planning Portal at www.planningportal.gov.uk

If, after reading this guidance, you require further assistance, please contact us on telephone number 0344 800 8020 or email mawp@norfolk.gov.uk

Document	Policy and Driver	When required	Information required	Further Guidance
Air Quality Assessment And Bioaerosol Statement	National Planning Policy Framework (NPPF), Policy 11 NMWLDF Policies DM13 and CS7	An Air Quality Assessment is required if: <ul style="list-style-type: none"> ▪ The development is inside or adjacent to, an Air Quality Management Area (AQMA); or ▪ The development itself could result in the designation of an AQMA; ▪ Where the grant of planning permission would conflict with, or render unworkable, elements of a Local Authority's Air Quality Action Plan (AQAP); ▪ All applications for and including biomass boilers. <p>A Bioaerosol Statement is required for all applications for composting plants within 250m of a sensitive receptor</p>	The Air Quality Assessment should include: <ul style="list-style-type: none"> ▪ a description of baseline conditions and how these could change; ▪ relevant air quality concerns; ▪ the assessment methods to be adopted and any requirements around verification of modelling air quality; ▪ sensitive locations; ▪ the basis for assessing impact and determining the significance of an impact; ▪ construction phase impact; and ▪ proposed mitigation measures. <p>If there is a Local AQAP in place then the development should be consistent with that Plan.</p> <p>The Bioaerosol Statement should include a site specific risk assessment based upon clear evidence of whether bioaerosol levels can be maintained at acceptable levels at sensitive receptors within 250m of the site.</p>	NPPF Policy 11. NMWLDF Policies DM13, DM1 and CS7. Policies Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026. For information on where AQMA's are, and when the designation of one is necessary, contact the relevant District Council. For information on bioaerosols: www.gov.uk/government/organisations/environment-agency
Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)	NPPF, Policy 11 NMWLDF Policy CS14 Local District and Neighbourhood Development Plan Policies	An AIA is required if the proposal has the potential to affect any trees or hedges with a trunk with a diameter of 75mm or more at 1.5 metres above ground level, on or off site. This includes any trees overhanging the site or located beyond the site boundaries within a distance of up to 12	A plan showing: <ul style="list-style-type: none"> ▪ all trees on site; ▪ trees for retention and removal; ▪ RPA of trees likely to be affected by the development. <p>A report completed in accordance with BS5837:2012 Trees in Relation to design, demolition and construction, which should include:</p>	NPPF Policy 11. NMWLDF Policy CS14 Policies Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026. BS5837:2012 Trees in

Document	Policy and Driver	When required	Information required	Further Guidance
	The Landfill (England and Wales) Regulations 2002.	<p>times their estimated stem diameter.</p> <p>An AMS is required if the development is within the Root Protection Area (RPA) of a tree to be retained.</p>	<ul style="list-style-type: none"> ▪ A survey of the trees which should detail their current condition and the potential impact of the development, ▪ A concise list of trees to be removed/retained ▪ Details of how the tree and tree roots would be protected during construction. ▪ Future issues on the growth of the tree and the development. ▪ Details of species and location of new tree planting ▪ Details of the potential impact of proposed hard and soft landscaping ▪ Maintenance regime <p>The AMS should prove that the proposal is technically feasible, referring to the “Heads of Terms” as defined within BS 5837: 2012.</p>	<p>Relation to Design, Demolition and Construction</p> <p>Tree Safety Management Policy for Norfolk County Council.</p> <p>Local District and Neighbourhood Development Plan Policies</p> <p>Norfolk County Council Arboricultural and Woodland Officers</p>
Biodiversity Survey and Report	<p>NPPF, Policy 11</p> <p>Natural Environment and Rural Communities Act, 2006</p> <p>NMWLDF Policies CS14, DM1 and CS11</p> <p>The Landfill</p>	<p>The development:</p> <ul style="list-style-type: none"> ▪ Is inside or adjacent to a Special Area of Conservation, Special Protection Area, Ramsar site, Site of Special Scientific Interest, Ancient Woodland, County Wildlife Site, Regionally Important Geological Site; or ▪ Where it is known or likely that the application site is populated by any species protected under The 	<p>Information on existing wildlife and habitats, both on the site and adjacent sites, and an assessment of the possible impacts of the development on them.</p> <p>A Phase 1 habitat survey.</p> <p>Information on existing geodiversity on the site and adjacent sites, and an assessment of the possible impacts of the development.</p> <p>Sufficient information to enable the County Council to undertake an appropriate assessment.</p>	<p>NPPF Policy 11.</p> <p>NMWLDF Policies CS14 and DM1.</p> <p>For Ecological Survey/ Mitigation calendar see Appendix C</p> <p>Policy Map, Norfolk Minerals and Waste Core Strategy DPD 2010-2026</p> <p>Natural Environment and</p>

Document	Policy and Driver	When required	Information required	Further Guidance
	<p>(England and Wales) Regulations 2002.</p> <p>The Conservation of Habitats and Species Regulations 2010</p>	<p>Conservation of Habitats and Species Regulations 2010, Wildlife and Countryside Act 1981, or the Protection of Badgers Act 1992;</p> <ul style="list-style-type: none"> Affects a feature which provides or could provide a habitat for wildlife (including, but not limited to, ponds, scrub and hedgerows). Affects geodiversity <p>All applications for landfill</p> <p>All new and extended waste water/ sewage infrastructure and treatment facilities.</p>		<p>Rural Communities Act, 2006</p> <p>Natural England - Standing Advice for protected species at: www.gov.uk/government/organisations/natural-england</p> <p>The Wildlife and Countryside Act 1981</p> <p>Norfolk County Council Ecologist</p>
Bird Hazard Assessment	<p>NMWLDF Policy DM7</p> <p>The Town and Country Planning (Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas) Direction 2002.</p>	<p>Minerals and waste planning applications within 13km of the centre point of safeguarded aerodromes.</p> <p>Applications for open areas of water and sewerage disposal within 13km of the centre point of safeguarded aerodromes</p>	<p>A report identifying the risk of bird hazard to the safe operation of aerodromes and aircraft.</p> <p>Identify proposed mitigation of any identified risk.</p> <p>A Bird Hazard Management Plan if necessary.</p>	<p>NMWLDF Policy DM7.</p> <p>Civil Aviation Authority www.caa.co.uk</p> <p>National Air Control Transport Services www.nats.aero</p>

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Dust Assessment	NPPF Policy 13. NMWLDF Policy DM12	All applications for new surface mineral extraction operations or an extension to an existing quarry. Applications relating to the open air storage or working of waste.	A report including the following: <ul style="list-style-type: none"> ▪ The existing baseline conditions ▪ Identification of potential sources and activities which could cause or give rise to dust ▪ Identification of site parameters which may increase potential impacts from dust ▪ Details of proposed mitigation measures ▪ Proposals for monitoring 	NPPF Policy 13. NMWLDF Policies CS14 and DM12. Planning Practice Guidance
Flood Risk Sequential Test Exception Test Flood Risk Assessment (FRA)	NPPF, Policy 10. NMWLDF Policy DM4, The Landfill (England and Wales) Regulations 2002.	A Sequential Test is required for non-minor operational development which is: <ul style="list-style-type: none"> ▪ Not in accordance with an allocation in a Development Plan where the allocations have been sequentially tested; ▪ In Flood Zones 2 and 3; ▪ In Flood Zone 1 if the Strategic Flood Risk Assessment indicates flooding issues; Minor development means non-residential extensions with a footprint less than 250sqm and alterations that do not increase the size of buildings. An Exception Test is required for: <ul style="list-style-type: none"> ▪ More Vulnerable 	The Sequential Test should include: <ul style="list-style-type: none"> ▪ An explanation of why the site has been chosen ▪ Likelihood of flooding from rivers, sea, drainage problems and other sources ▪ Potential to increase flood risk elsewhere ▪ Justification with evidence of the area of search used ▪ Identification of potential alternative sites including how the sites were identified, name and address of site, site capacity, if identified in the Development Plan, issues that would prevent development of the site, and details of supporting evidence base ▪ Comparison of flood risk at application site with the alternative sites with reference to the Environment Agency Flood Map, Strategic Flood Risk Assessment (SFRA), Development Plan, existing FRAs, Surface Water Management Plan and other sources of flooding information ▪ Whether any alternative site has a lower risk of flooding than the application site 	NPPF Policy 10. NMWLDF Policy DM4. Planning Practice Guidance The Environment Agency www.gov.uk/government/organisations/environment-agency Lead Local Flood Authority – Norfolk County Council Flood and Water Management Team Copies of Strategic Flood Risk Assessments are held by the relevant local planning authority

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		<p>Development in Flood Zone 3a</p> <ul style="list-style-type: none"> ▪ Highly Vulnerable Development In Flood Zone 2 ▪ Essential infrastructure in Flood Zones 3a and 3b <p>A FRA is required for developments:</p> <ul style="list-style-type: none"> ▪ 1 hectare or over in Flood Zone 1 ▪ All new developments located in Flood zones 2 or 3. ▪ Proposals within Flood Zone 1 which have a critical drainage problem (as notified by the Environment Agency) ▪ The proposed development or change of use is to a more vulnerable class may be subject to other sources of flooding; ▪ All landfill applications. 	<p>The Exception test should include:</p> <ul style="list-style-type: none"> ▪ How flood risk will be managed on the site ▪ Why the sustainability benefits of the development to the community outweigh the flood risk ▪ How the development will be safe for its lifetime with reference to the vulnerability of users, increase of flood risk elsewhere, the FRA, the SFRA. <p>The FRA should include:</p> <ul style="list-style-type: none"> ▪ Flood risk vulnerability classification/s of the development ▪ Consistency of the development with the Development Plan ▪ Evidence of the application of the Sequential and Exception Test where necessary ▪ Change in number of people at the site and/or time/s people are at the site ▪ Sources of flooding and how the flooding will occur ▪ Existing surface water drainage arrangements ▪ Flood Zone with reference to the Environment Agency Flood Map and the SFRA ▪ Probability of flooding ▪ Existing rates and volumes of surface water run off ▪ Effect of climate change on flood risk ▪ How flood risk has informed the design of 	

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			<p>the proposals</p> <ul style="list-style-type: none"> ▪ Mitigation measures ▪ Long term management of flood risk ▪ Potential to increase flood risk elsewhere and how this will be addressed 	
Surface Water Drainage Assessment	<p>Planning Practice Guidance</p> <p>Local District and Neighbourhood Development Plan Policies</p>	All applications for operational development where an FRA is not required	<p>An assessment of whether the development will have an impact on surface water or surface water drainage.</p> <p>If the development will have an impact on surface water or surface water drainage:</p> <ul style="list-style-type: none"> ▪ Details of how surface water will be managed. ▪ Impact on the delivery of existing surface water services to the development and the wider community ▪ The proposed connection to a drainage system 	<p>NMWLDF Policies DM3 and DM1</p> <p>Planning Practice Guidance</p> <p>Flood and Water Management Act 2010</p> <p>Environment Agency - Groundwater Protection: Policy and Practice(GP3),</p> <p>Norfolk County Council Flood and Water Management Team</p> <p>Anglian Water - www.anglianwater.co.uk gives advice on sewer locations, connections to them and providing water to site.</p>
Foul Drainage Assessment	<p>Planning Practice Guidance</p> <p>Local District and</p>	New development that includes foul drainage.	<p>When connection is proposed to the public sewer system details of:</p> <ul style="list-style-type: none"> ▪ Foul drainage solution including connection point and mitigation upgrades needed 	<p>Planning Practice Guidance</p> <p>Anglian Water www.anglianwater.co.uk</p>

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	Neighbourhood Development Plan Policies		<p>For proposals that will not be connected to the public sewer system details of:</p> <ul style="list-style-type: none"> ▪ Method of storage ▪ Method of treatment ▪ Method of disposal ▪ Specification of system ▪ Responsibility, means of operation and management for the life time of the plant ▪ Effects on amenity ▪ Effects on traffic ▪ Reasons why not connecting to public sewer ▪ In the case of proposed septic tanks: why a package sewerage treatment plant is not being proposed 	<p>Environment Agency www.gov.uk/government/organisations/environment-agency</p> <p>Environment Agency - Groundwater Protection: Policy and Practice(GP3)</p>
Heritage and Archaeology Statement	<p>NPPF, Policy 12</p> <p>NMWLDF Policies DM9, DM8 and CS14</p> <p>Local District and Neighbourhood Development Plan Policies</p> <p>The Landfill (England and Wales) Regulations 2002.</p>	<p>The proposal:</p> <ul style="list-style-type: none"> ▪ affects any listed building or its setting; ▪ is located within or adjacent to a Conservation area; ▪ affects the site of a scheduled monument; ▪ affects a site on the Register of Historic Parks and Gardens of Special Historic Interest in England; ▪ Includes or is adjacent to an area with known or high potential for archaeological interest; ▪ Could potentially impact 	<p>The Statement should include a desk- based assessment including:</p> <ul style="list-style-type: none"> ▪ Description of the significance of the heritage asset and the contribution of its setting ▪ The impact of the development on the significance of the heritage asset and/ or its setting. Specifically how the development will sustain or enhance the heritage asset. ▪ Justification of any harm to a heritage asset ▪ Proposed mitigation of any negative impact upon the significance of the heritage asset and/or its setting. <p>A field evaluation is required for sites of</p>	<p>NPPF Policy 12</p> <p>NMWLDF DM8, DM9 and CS14.</p> <p>Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.</p> <p>Planning Practice Guidance</p> <p>Local District Councils / Conservation Officer</p> <p>Norfolk County Council Historic Environment Service</p>

Document	Policy and Driver	When required	Information required	Further Guidance
		<p>upon a heritage asset or its setting, or is adjacent to a heritage setting</p> <ul style="list-style-type: none"> All landfill applications 	archaeological interest	<p>Historic England</p> <p>Historic England - Historic Environment Good Practice Advice in Planning Note 2 Managing Significance in Decision-Taking in the Historic Environment</p> <p>Historic England - Historic Environment Good Practice Advice in Planning Note 3 The Setting of Heritage Assets</p>
Hydrological/ Hydrogeological Risk Assessment	<p>NMWLDF Policy DM3</p> <p>The Landfill (England and Wales) Regulations 2002.</p>	<p>Sites for Mineral Extraction into the water table in Ground Water Protection Zones 2 and 3.</p> <p>All landfill applications</p>	Details of the impact of the development upon groundwater quality and resources and surface water quality and resources.	<p>NMWLDF Policy DM3.</p> <p>Environment Agency - Groundwater Protection: Policy and Practice(GP3),</p> <p>Planning Practice Guidance</p>
Landfill Assessment	<p>The Landfill (England and Wales) Regulations 2002.</p> <p>Policy CS9</p>	All landfill applications.	<p>Details of requirements relating to:</p> <ul style="list-style-type: none"> The geological conditions; Risk of subsidence, landslides and avalanches; For inert waste landfill that is not part of restoration of a minerals site details of the advantages during the operation phase and/or on restoration for amenity, landscape, wildlife or similar benefits. 	<p>The Landfill (England and Wales) Regulations 2002.</p> <p>Policy CS9</p>

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Land Contamination Assessment	NPPF Policy 11 Environmental Protection Act 1990	The land is known or suspected of contamination The site is adjacent to land which is or is suspecting of being contaminated.	Details of the nature and extent of the contamination. An assessment of the impact and/or risk to the proposed development (including cumulative and/or future affects) on the natural environment, health and general amenity Proposed remediation strategy to mitigate contamination and demonstrate if the land is/can be made suitable for the development. Whether after remediation the land could be determined as contaminated land under part IIA of the Environmental Protection Act 1990. Details of procedures and management plan should contamination be found during the development.	NPPF Policy 11. Part IIA of the Environmental Protection Act 1990. The local district council holds a register of contaminated land
Landscape and Visual Impact Assessment (LVIA)	NPPF, Policy 11. NMWLDF Policies CS14, DM8,DM2, and CS11 Local District and Neighbourhood Development Plan Policies The Landfill (England and	Sites within or likely to have effect on Areas of Outstanding Natural Beauty Sites within Core River Valleys Sites within or likely to have effect on The Broads. All proposals involving any mineral extraction Any proposal that due to its	An assessment and evaluation of the character of the landscape and how the development will impact upon it. Including from visual receptors such as public rights of way, public open spaces, dwellings, sensitive locations such as AONB and The Broads and other important landscape features/views and taking into account any relevant Landscape Character Assessment. This may take the form of Zone of Theoretical Visibility (ZTV), plans, illustrative drawings or photomontage. Proposed mitigation measures, such as	NPPF Policy 11. NMWLDF Policies CS14, DM2 and DM8. Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026. Landscape Institute - Guidelines for Landscape and Visual Impact

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	Wales) Regulations 2002. .	size, scale or location is likely to have a significant visual impact upon the surrounding landscape. All landfill applications All new and extended waste water/ sewage infrastructure and treatment facilities. .	screening, landscaping and/or design. For development within a Core River Valley identified in the Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026, details of how the proposal will enhance the form, local character and distinctiveness of the landscape and natural environment. Applications for Mineral Extraction should include assessments of the potential impacts on the landscape during and after work and the duration of any adverse impacts.	Assessment 3 rd Ed. 2013. (GLVIA3) Landscape Institute – Advice Note 01/11 photography and photomontage in landscape and visual impact assessment. Norfolk County Council Natural Environment Team and Planning Services The relevant District Landscape Character Assessments.
Landscaping Scheme	NPPF Policy 11. NMWLDF Policies CS14 and DM14, Local District and Neighbourhood Development Plan Policies	When an LVIA is required Where landscaping is proposed. All full planning applications unless for minor development All mineral extraction applications All landfill applications	Details of landscaping proposals including: <ul style="list-style-type: none"> ▪ Details of all hard and soft landscaping including a landscaping plan ▪ Planting and maintenance specifications ▪ Management plan for landscaped areas and the period of aftercare, including arrangements for replacement of plant failures. ▪ Consideration of advance planting, ecology, green infrastructure, planting and landscaping on and off site. ▪ Consideration of surrounding landscape, typology, characteristics and local vernacular. 	NPPF Policy 11. NMWLDF Policies CS14 and DM14. Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026. The relevant District Landscape Character Assessments.

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Lighting Details	NPPF, Policy 11 Local District and Neighbourhood Development Plan Policies	All applications proposing external lighting	A layout plan detailing the location and siting of the lighting. A plan showing the beam orientation Hours of use Size, height and level of luminance /lux of lighting Type of equipment/lighting to be used	NPPF Policy 11. Planning Practice Guidance NMWLDF Policy CS14 Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.
Lighting Assessment	NPPF Policy 11 Local District and Neighbourhood Development Plan Policies	All applications that propose external lighting and are for Major development. All other applications proposing floodlighting, exterior lighting for sports pitches, car parks, illumination of buildings, work areas, and security lighting.	Details of the impact of the lighting on: <ul style="list-style-type: none"> ▪ The amenity of neighbouring properties, specifically if light has the potential to extend beyond the boundary of the site. ▪ Roads/ highway safety ▪ The character of the area and the wider landscape, specifically Conservation Areas, Listed Buildings, Designated Areas (SSSI, AONB) or rural areas with little background light ▪ Ecology, specifically European protected species. Reason why lighting proposed Proposed mitigation measures	NPPF Policy 11. Planning Practice Guidance NMWLDF Policy CS14 Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026. Clean Neighborhoods and Environment Act 2005 Council for the Protection of Rural England - Dark Skies at www.cpre.org.uk
Noise Assessment	NPPF, Policy 11 Local District and Neighbourhood	Surface mineral extraction, waste disposal and/or recycling plant applications or proposals which would be an integral part	A report detailing: <ul style="list-style-type: none"> ▪ Relevant existing background noise levels ▪ Noise levels from the development including likely sources of noise, such as 	NPPF Policy 11. NMWLDF Policy CS14

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	Development Plan Policies NMWLDF Policy CS11	<p>of an existing operation.</p> <p>Waste disposal developments which would not be contained within an existing or proposed structure.</p> <p>A noise generating development is proposed in the vicinity of existing noise sensitive developments such as residential properties, schools, hospitals.</p> <p>A noise sensitive use is proposed in the vicinity of an existing noise generated use, such as a classified road, railway.</p> <p>All new and extended waste water/ sewage infrastructure and treatment facilities.</p>	<p>sound power levels from machinery or noise levels from facilities such as sports hall, car parks.</p> <ul style="list-style-type: none"> Impact on neighbouring properties, specifically if these are noise sensitive, this should include noise from the development and traffic accessing the site. Proposed mitigation measures 	<p>Planning Practice Guidance</p> <p>Building Bulletin 93 Acoustic Design of Schools.</p> <p>BS4142: 2014 Methods for rating and Assessing Industrial and Commercial Sound</p> <p>BS8233: 2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p>
Noise and Odour Details	<p>NPPF, Policy 11</p> <p>Local District and Neighbourhood Development Plan Policies</p> <p>NMWLDF Policies CS14, CS7 and</p>	<p>Proposed extraction / ventilation systems</p> <p>All new and extended waste water/ sewage infrastructure and treatment facilities.</p>	<ul style="list-style-type: none"> Design and position Elevation drawing showing location and size External appearance Technical specification Predicted noise and odour levels Background noise levels Noise and odour mitigation measures. 	<p>NPPF Policy 11.</p> <p>NMWLDF Policies CS14, CS7 and CS11</p> <p>Planning Practice Guidance</p> <p>DEFRA - Guidance on the Control of Odour & Noise</p>

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	CS11			from Commercial Kitchen Exhaust Systems
Open Space and/or Pitch Assessment	<p>NPPF, Policy 8</p> <p>Local District and Neighbourhood Development Plan Policies</p> <p>Town and Country Planning (Consultation) (England) Direction 2009</p>	<p>Applications which involve the loss of or prejudice the use of Open spaces of public value or a playing field including:</p> <ul style="list-style-type: none"> Playing fields as defined within the Town and Country Planning Act (Development Management Procedure) (England) Order 2015 Building further school facilities on school playing facilities. Public/ community open spaces for example bowling greens, village greens, community sports venues, recreational facilities. Areas of water, rivers, canals, lakes and reservoirs, which offer opportunities for sport and recreation. Replacement of grass surface with a hard or artificial surface <p>Applications on land allocated for playing field in an adopted or emerging development plan.</p>	<p>A statement and/or drawing/s detailing:</p> <ul style="list-style-type: none"> A justification as to why it is necessary to build on the land. <p>AND</p> <ul style="list-style-type: none"> An assessment to demonstrate the land is surplus to requirements, or That the playing field/ open space would be replaced by equivalent or better provisions, in terms of quantity and quality in a suitable location. or The development is for alternative sports and/ or recreational provision. The needs of which outweigh the loss. or if none of the above apply, why the loss is outweighed by the proposal 	<p>NPPF Policy 8</p> <p>Sport England www.sportengland.org.</p>

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Parking Provision Assessment	<p>NPPF, Policy 4.</p> <p>Local District and Neighbourhood Development Plan Policies</p> <p>Norfolk County Council: Parking Standards for Norfolk 2007.</p>	<p>The development proposes an increase or loss of parking provision</p> <p>The development would affect the parking requirements needed, i.e. by adding or reducing facilities, floor space, or staff/visitors.</p> <p>Except where the information is included within a Transport Assessment/ Transport Statement.</p>	<p>Layout plans of the existing and proposed parking arrangements.</p> <p>A statement justifying the increase or decrease of the parking provisions, i.e. the promotion of sustainable transport modes, type of development or site location.</p>	<p>NPPF Policy 4.</p> <p>Norfolk County Council - Parking Standards for Norfolk 2007.</p> <p>Relevant District Parking Standards Policy</p> <p>Planning Practice Guidance</p>
Planning Statement	<p>NPPF</p> <p>County, Local District and Neighbourhood Development Plan Policies</p>	All applications.	See Appendix B for guidance	<p>NPPF</p> <p>County, Local District and Neighbourhood Development Plan Policies</p> <p>Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.</p> <p>Planning Practice Guidance</p>
Planning Obligations Details	<p>NPPF</p> <p>Town and Country Planning Act 1990 s.106</p>	Where there is a clear need for a planning obligation or where this has been identified within pre-application discussions	<p>Evidence of your ownership of the application site, this is usually available from the Land Registry or your solicitor.</p> <p>Contact details for the solicitor or person who will be advising and representing the applicant</p>	<p>NPPF Decision-taking paragraphs.</p> <p>Community Infrastructure Levy Regulations 2010 Part 11 Regulation 122</p>

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			<p>for the section 106 agreement</p> <p>An undertaking to pay NCC fees in respect of Legal Work.</p> <p>Although it is not a requirement for validation and therefore not a requirement of the Local List, it is good practice to submit proposed heads of terms with the planning application.</p>	Norfolk County Council Planning Services
Progressive working, restoration and after use scheme	NMWLDF Policy DM14,	All proposals for new mineral workings and extensions to existing mineral workings.	<p>Details of</p> <ul style="list-style-type: none"> ▪ The consideration given to restoration of the site to enhance biodiversity, geodiversity and landscape. ▪ Proposed restoration and after- use, demonstrating this is both feasible and achievable in the proposed time scale. ▪ The consideration of proposals for f improvements to public access, ▪ How the aims of the Local District Green Infrastructure Strategy have been incorporated. ▪ Any geology or geomorphology on the site that will be retained in sample exposures for study purposes. ▪ If the land is agricultural and a different after use is proposed details of how the proposed after use outweighs the restoration to agriculture 	<p>NMWLDF Policies DM14 and CS14.</p> <p>Norfolk County Council - Rights of Way Improvement Plan 2007-2017</p> <p>Norfolk County Council - Strategic Review of Norfolk's Rights of way Improvement plan 2007-2017.</p>
Soil and land quality survey	NMWLDF Policy DM16,	Minerals and waste development, on agricultural land of grades 1, 2 or 3a.	<p>A report detailing:</p> <ul style="list-style-type: none"> ▪ Existing soil and land quality survey ▪ Proposed soil and land quality 	NMWLDF Policy DM16.

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			<ul style="list-style-type: none"> How the standards of soil management will enable restoration to a condition at least as good as its previous agricultural quality. Detail soil handling and replacement strategies. If Grade 1 land demonstration that there are no alternative locations for the development 	
Statement of Community Involvement	NPPF, Policy 7 Statement of Community Involvement, Norfolk County Council, updated 2012.	All major applications	<p>Demonstration that the views of the local community have been sought including:</p> <ul style="list-style-type: none"> Details of how the proposal has been advertised in such a way to bring it to the attention of the majority of people who live at, occupy or use premises at or in the vicinity of the site; Details of the means of the pre-application consultation (such as mailings, exhibitions, presentations, meetings, etc) Details of the views received from the local community <p>Details of how the views of those directly affected by the development have been taken into account and how this has influenced the design of the development.</p>	<p>NPPF Policy 7</p> <p>Norfolk County Council - Statement of Community Involvement 2012. www.norfolk.gov.uk</p> <p>The Localism Act 2011</p>
Sustainability Statement	NPPF Achieving sustainable development NMWLDF Policies DM11 and CS13,	All Major applications All minerals and waste developments for new sites and extensions to existing sites	<p>How the development complies with sustainability principles and promotes sustainable design.</p> <p>How the development will generate a minimum of 10% of its energy on-site from decentralised</p>	<p>NPPF Achieving sustainable development paragraphs</p> <p>NMWLDF Policies DM11 and CS13.</p>

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			<p>and renewable or low carbon energy sources. The type of energy source should be suitable for the location.</p> <p>Where it is proposed that it is unviable to generate a minimum of 10% of its energy on-site from decentralised and renewable or low carbon energy sources than a detailed report explaining the reasons why it is unviable is required. The Report should provide evidence.</p> <p>For Minerals and Waste proposals: Demonstration of the consideration of design standards, use of sustainable materials and water efficient design. Evidence of sustainable demolition, construction and operations.</p> <p>Details of how the development has sought, to achieve standards of design that meet 'outstanding' or 'very good' or 'excellent' BREEAM standard or such other recognised standard that has been agreed with the County Planning Authority as an appropriate measure during the pre-application stage.</p>	<p>Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.</p> <p>Building Research Establishment - Environmental Assessment Method (BREEAM) at www.breeam.org</p>
Transport Assessment (TA)	NPPF, Policy 4 NMWLDF Policies DM10 and CS11	<p>Developments:</p> <ul style="list-style-type: none"> not in conformity with adopted development plan; generating 30 or more two-way vehicle movements in any hour; generating 100 or more two-way movements per 	<p>An assessment including:</p> <ul style="list-style-type: none"> total travel demand patterns of public transport in the area and how development impacts upon them how infrastructure or services could be improved to address impacts Ways in which the need to travel will be minimised, especially by car. 	<p>NPPF Policy 4</p> <p>NMWLDF Policies DM10, CS15, CS7 and CS11</p> <p>Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.</p>

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		<ul style="list-style-type: none"> day; proposing 100 or more parking spaces; likely to increase accidents or conflicts among motorised users; generating significant fright of HGV movements per day; generating significant abnormal loads per year; in a location where transport infrastructure is inadequate; within or adjacent to an Air Quality Management Area; for Class D1 use over 1000sqm; for residential schools/training centres over 150 students; for residential institutions providing care over 50 beds; for other residential institutions over 400 residents For any other type of development as set out in Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local 	<ul style="list-style-type: none"> how best possible use will be made of existing transport infrastructure. addresses adverse impacts of traffic generated on the transport network to protect the travelling public. improvements to sustainable transport choices. accessibility of the location. ways of mitigating residual impacts. other measures to assist in influencing travel behaviour. <p>All minerals extraction and waste management facilities must assess and consider the potential for non-HGV transportation of materials to and/ or from facilities, principally by rail or water.</p> <p>Mineral extraction and waste management proposals likely to generate significant additional HGV movements or extend the period of HGV movements must include an HGV impact assessment that focuses on a technical appraisal of the routes vehicles will take and the adequacy of the existing highway infrastructure to cater for the traffic generated. Including details of the road infrastructure and how that infrastructure could be improved within environmental constraints to minimise any negative impacts.</p> <p>A Travel Plan</p>	<p>Planning Practice Guidance</p> <p>Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management</p> <p>In cases where the development may also impact upon the Trunk Road network (A11/A12/A47) discussions should take place with the Highways England and/ or the Highways Authority.</p> <p>Norfolk County Council Highways Development Management Officers</p>

Document	Policy and Driver	When required	Information required	Further Guidance
		Highway Authority requirements in Development Management		
Transport Statement (TS)	NPPF, Policy 4 NMWLDF Policies DM10 and CS11	<p>Developments:</p> <ul style="list-style-type: none"> for Class D1 use over 500sqm but under 1000sqm; for residential schools/training centres over 50 students but under 150 students; for residential institutions providing care over 30 beds but under 50 beds; for other residential institutions over 250 residents but under 400 residents For any other type of development as set out in Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management 	<p>An assessment including:</p> <ul style="list-style-type: none"> total travel demand patterns of public transport in the area and how development impacts upon them Ways in which the need to travel will be minimised, especially by car. how best possible use will be made of existing transport infrastructure. addresses adverse impacts of traffic generated on the transport network to protect the travelling public. improvements to sustainable transport choices. accessibility of the location. ways of mitigating residual impacts. other measures to assist in influencing travel behaviour. 	<p>NPPF Policy 4</p> <p>NMWLDF Policies DM10, CS15, CS7 and CS11</p> <p>Policy Map, Adopted Norfolk Minerals and Waste Core Strategy DPD 2010-2026.</p> <p>Planning Practice Guidance</p> <p>Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management</p> <p>In cases where the development may also impact upon the Trunk Road network (A11/A12/A47) discussions should take place with the Highways England and/ or the Highways Authority.</p> <p>Norfolk County Council Highways Development</p>

Document	Policy and Driver	When required	Information required	Further Guidance
				Management Officers
Travel Plan (TP)	NPPF, Policy 4 NMWLDF Policy DM10,	All major applications New and expanded school facilities Where a TP would address a particular local traffic problem. Where a Transport Statement is required. A Travel Plan does not need to be submitted separately if it forms part of a Transport Assessment.	Details of the consideration given to and proposals for long term management of travel to the site including: <ul style="list-style-type: none"> ▪ Reducing the need to travel; ▪ Encouraging goods and services to be supplied by transport modes such as water rail or pipeline ▪ A shift away from single occupancy car use towards more sustainable transport; ▪ Reducing the environmental impact of travel ▪ Promoting and achieving access by sustainable modes of travel; ▪ Strategic view of the public transport network and where links can be made to increase modal share; ▪ Demand management through area network groups; ▪ To address environmental concerns, congestion, pollution and poverty of access; ▪ Promoting a partnership between the Local Authority and the developer in creating and shaping place; ▪ How sustainable travel will be maximised; Timetable for reviews; ▪ Measurable outputs; ▪ Arrangements for monitoring the progress of the TP; ▪ Arrangements for enforcement of the TP. 	NPPF Policy 4 NMWLDF Policy DM10. Norfolk County Council - Safe and Sustainable Development Norfolk County Council Highways Development Management Officers

Section 73, 73a and 96a applications

Section 73

Under section 73 of the Planning Act 1990, applicants can apply to carry out a development without complying with condition(s) previously imposed on a planning permission. This includes applications to vary the approved drawings condition if the applicant proposes to materially revise the development for which they have planning permission.

As a minimum requirement, the County Council requires that a red line Location Plan is submitted which identifies the land to which the application relates. The red line should be exactly the same as that which was approved under the original grant of permission. If the plans are not consistent the planning application will be returned as invalid. Depending on the nature of the application, further drawings will be required relating to the changes being sought to the original scheme i.e. amended site layout, elevation(s), landscaping scheme etc.

The information required from the Local List will be influenced by both the nature and scale of the application, as well as the length of time that has elapsed since the original grant of permission. The longer the time period since planning permission was first granted, the greater the level of information that is likely to be needed. This is because the characteristics of the surrounding environment and infrastructure may have changed since the original grant of permission with regard to issues such as nature conservation designations, highways, sensitive receptors, air quality, flood risk etc. Therefore, it is advisable to contact the County Planning Authority prior to submitting the application to agree the scope of the information requirements that would be required with an application.

Significant Changes

If following a grant of planning permission an applicant proposes significant changes to a proposal then a full planning application will be required. In such a case the full requirements of the Local List for Validation of Planning Applications will apply.

Section 73A

Section 73A of the Town and Country Planning Act 1990 provides, among other things, for retrospective planning applications to be made in respect of development which has been carried out without permission, and for applications for planning permission to authorise development which has been carried out without complying with planning condition(s) to which it was subject. In these instances, the same level of information will be required as for an application that hasn't been made retrospectively unless otherwise agreed with the planning authority.

Section 96A

Section 96A allows a non-material amendment to be made to an existing planning permission. For more advice on this applicants should refer to the Planning Practice Guidance.

Appendix A – National List requirements

Location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site plan

A site plan should be submitted. The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a. The direction of North
- b. the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- c. all the buildings, roads and footpaths on land adjoining the site including access arrangements
- d. all public rights of way crossing or adjoining the site
- e. the position of all trees on site and those on adjacent land
- f. the extent and type of hard surfacing, and
- g. boundary treatment including walls or fencing where this is proposed

(For c – g only these need to be provided unless these would **not** influence or be affected by the proposed development).

Ownership certificates/Agricultural Holdings Certificate

All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

Applicants must certify that they have notified any agricultural tenants on site,

or that there are agricultural tenants on the site – the certificate is required whether or not the site includes an agricultural holding.

These certificates are part of the standard application form.

Drawings and Plans

Applications are required to be accompanied by drawings and plans necessary to describe the proposed development, such as layout plans, floor plans, elevations, sections, roof plans etc. as relevant to the proposal. All Plans and Drawings must be drawn to an identified scale and in the case of plans must show the direction north. Including a scale bar on the plans can be helpful when viewing plans electronically.

Design and Access Statement

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the requirements for the circumstances when a Design and Access Statement is required and the information to be included in the statement. Design and Access Statements (DAS) should be a concise report which are proportionate to the complexity of the application. The DAS should explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users.

Environmental Statement

Is required for development that are prescribed in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011. Where development falls under Schedule 2 it is recommended a Screening Opinion is sought. Where an Environmental Statement is required a Scoping Opinion should first be sought to identify areas of concerns. The Environmental Statement should then seek to comprehensively cover all issues identified. Please refer to the Planning Practice Guidance for further information and links to the relevant legislation.

Number of Copies

The legislation requires three copies plus the original (unless submitted electronically).

The Correct Fee

Planning applications incur a fee as set out in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.

The Planning Portal includes a fee calculator for applicants.

Updates to supporting documents

If you need to update a supporting document or plan which was submitted via the Planning Portal, and the application has not yet been determined, you should upload the replacement document or plan, ensuring that it is clearly labelled as such, and inform the local planning authority that a replacement document or plan has been uploaded.

If submitted in paper format, four copies should be submitted of the application (three plus the original).

APPENDIX B –

Guidance on the information required in a Planning Statement

The Planning Statement is an opportunity for the applicant to make a case for and explain their proposal.

As a minimum the Planning Statement should include:

- A description of the development
- A list of activities that will be carried out at the site/development
- The number of people that currently use the site/development
- The likely number of people that as a result of the proposal will use the site/development
- The context of the site and the development
- The principles the development has been based upon
- Justification for the proposed development including why the development is needed
- An explanation of how the proposal complies with relevant national and development plan policy
- Details of any-pre-application consultation that has taken place (unless this information is included in a Statement of Community Involvement)

In addition to the above

For minerals and waste applications the following information should be included:

- Justification of location
- Cumulative impact of the development in conjunction with other existing, permitted and allocated mineral and waste sites
- Proposed mitigation measures

For Landfill applications the following information should be included:

- Details of requirements relating to the distance from the boundary of the site to residential and recreational areas, waterways, water bodies and other agricultural or urban sites;

For variation of condition, minor material and non-material amendment applications a statement containing only the following will normally be sufficient:

- A description of how the revised/alterd proposal differs from what has been approved
- Justification of why the change is required

APPENDIX C –

Guidance on the optimal timing for carrying out specialist ecological surveys and mitigation

This is not definitive and is intended to provide an indication only. The timing of surveys and animal activity will be dependant on factors such as weather conditions.

Key











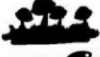


Survey	Mitigation
Survey Not Appropriate	Mitigation Not Possible
Sub-optimal Survey Period	Mitigation Restricted
Optimal Survey Period	Mitigation Possible

* Where the survey techniques involve the capture, handling or disturbance of protected species then only licensed persons can undertake surveys; personal survey and monitoring licences are obtained from Natural England and Countryside Council for Wales

** Where Mitigation involving the killing, capture, injury, and/or disturbance of protected species and/or the damage, destruction or obstruction of their habitats, a development licence must be obtained from DEFRA (England) and WAG (Wales). Licences will be granted only to persons who have proven competence in dealing with the species concerned. Development licence application take approximately 30 days to be processed. Where mitigation works need to be conducted under licence before works begin, licence applications will need to be submitted considerably earlier

*** Where mitigation involves the capture of White-Clawed crayfish, a mitigation licence must be obtained from Natural England and CCW. Licences will be granted only to persons who have proven competence in dealing with the species concerned.

Continued...

	Feature	Work	Licence Required?	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Habitats/ Vegetation	Survey	No	Mosses and lichens. Phase 1 surveys only			Detailed habitat assessments surveys. Surveys for higher plants/ ferns. Mosses /Lichens in April, May and Sept only					Mosses and lichens. Phase 1 surveys only			
		Mitigation	No	Planting and Translocation		No mitigation possible in the majority of situations/species						Planting and Translocation			
	Badgers	Survey	*	Ltd sett bait survey	Bait marking and sett surveys			Limited bait marking and sett surveys			Sett Surveys			Ltd sett bait survey	
		Mitigation	**	All Survey methods can be used at any time of year, however surveys are more effective in the Spring and Autumn/Winter. Work should cause no disturbance to known setts, building of artifical setts is possible									Working to existing setts; disturbance, blocking or desruction		As Jan
	Bats	Survey	*	Survey of hibernation, trees and building roosts			No Survey	Activity surveys/inspection of roosts, emergence counts for all areas with suitable habitats				No Survey	Survey of hibernation, trees building roosts		
		Mitigation	**	Works on maternity roosts		Where site may be maternity and hibernation site work should be undertaken mid-March to mid-May			Works on hibernation roosts only		Where site may be maternity and hibernation work mid-Sept to mid-Nov		Works on maternity roosts		
	Birds (Breeding)	Survey	Schedule 1 Species eg Barn Owl												
		Mitigation	No	As August - Dec			Bird nesting season					Clearance works may be conducted but must stop immediately if any nesting birds are found			
	Birds (Migratory)	Survey	No												
		±Mitigation	No	As August - Dec			Bird nesting season					Clearance works may be conducted but must stop immediately if any nesting birds are found			
	Birds (Over Wintering)	Survey	No												
		±Mitigation	No	As August - Dec			Bird nesting season					Clearance works may be conducted but must stop immediately if any nesting birds are found			
	Brook Lamprey	Survey	No												
	Dormice	Survey	*	Gnawed Hazel nut Searches	Nest searches	Nest searches	Cage traps hair tube surveys to mid-October - Nut searches from Sept (opt Sept-Dec) - Nest searches (opt Sept-March)					Nut and Nest Search			
		Mitigation	**	No clearance or impacted by works			Clearance works	No clearance works			Clearance, release, and translocation		No clearance works		
	Fish	Survey	*	For coastal, river and stream-dwelling species, the timing of surveys will depend on the migration pattern of the species concerned. Where surveys require infomration on breeding, the timing of the surveys will need to coincide with the breeding period, which maybe summer or winter months, depending on the species											
		Mitigation	**	Mitigation for the protection of watercourses is required at all times of year. Mitigation for particular fish species will need ot be timed so as to avoid the breeding season. This varies from species to species											
	Freshwater Pearl Mussel	Survey	No												
	Fungi	Survey	No				Early species only								
	Geese and Swans	Survey	No												
	GCNs	Survey	*	Newts in Hibernation	Pond surveys (adults), at least 2 surveys mid Apr mid-May, Egg surveys April-mid June, Larvae from mid-May. Terrestrial habitat surveys				Optimal Terrestrial Survey Time, refuge surveys				Newts in Hibernation		
		Mitigation	**	No trapping, pond management only		Newt trapping programme in ponds and on land				Newt trapping programme on land only				No trapping, pond management only	

Continued...

APPENDIX D – VALIDATION CHECKLIST

Address:

Description:

Validation checklist

Submitted
Y/N

- Air Quality Assessment and Bioaerosol Statement
- Arboricultural Impact Assessment & Arboricultural Method Statement
- Biodiversity Survey and Report
- Bird Hazard Assessment
- Dust Assessment
- Flood Risk Assessment including Sequential and Exception Testing.
- Surface Water Drainage Assessment
- Foul Drainage Assessment
- Heritage and Archaeology Statement
- Hydrological/ Hydrogeological Risk Assessment
- Landfill Assessment
- Land Contamination Assessment
- Landscape and Visual Impact Assessment
- Landscaping Scheme
- Lighting Details
- Lighting Assessment
- Noise Assessment
- Odour and Noise Assessment
- Open Space and/or Pitch Assessment

- Parking Provision Assessment
- Planning Statement
- Planning Obligations Details
- Progressive Working Restoration and After Use Scheme
- Soil and Land Quality Survey
- Statement of Community Involvement
- Sustainability Statement
- Transport Assessment
- Transport Statement
- Travel Plan

Environment, Development & Transport

Item No.

Report title:	Norfolk Local Access Forum: Recruitment
Date of meeting:	20th May 2016
Responsible Chief Officer:	Tom McCabe – Executive Director of Community and Environmental Services
<p>Strategic impact</p> <p>Local Access Forums were set up in accordance with the Countryside and Rights of Way Act (CROW) (2000). They are statutory bodies whose members are appointed by the Highway Authority but they operate on an independent advisory basis.</p> <p>The role of the Local Access Forum (LAF) is to:</p> <p>“Advise as to the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area, and as to such other matters as may be prescribed.”</p> <p>The Norfolk Local Access Forum (NLAF) represents a variety of countryside interests with regards to improving public access across the county. It provides independent strategic advice to a range of organisations who have a duty to consult the Local Access Forum where there are implications or proposals around public access. They must take this in to account although they are not obliged to act in accordance with the advice given. These organisations include the Highway Authority which also forms the Appointing Authority for LAF members.</p> <p>As well as providing administrative support to the NLAF, Norfolk County Council works in partnership with the group to improve access across the county.</p>	

Executive summary

<p>We have recently undertaken a recruitment exercise to fill several vacancies on the NLAF. We have selected a range of individuals we believe will help the LAF to achieve its goals for access in Norfolk.</p> <p>The proposed list includes those who already serve on the Local Access Forum. The recruitment and re-selection exercise required us to consider all applications fairly and consistently to ensure the most appropriate and effective group of people were chosen to go forward.</p> <p>The Norfolk Local Access Forum (NLAF) has worked closely with Norfolk County Council to take forward new strategic plans for the development and improvement of public access across the county. This partnership approach has included both internal and external stakeholders and has seen engagement with a wide range of sectors including Public Health, Green Infrastructure Planning, the Historic Environment Service and Economic Development among others.</p> <p>It is important that the NLAF represents a variety of interests; as advised by the LAF Regulations (2007).</p>

The NLAF is comprised of a range of people with an interest in countryside access including:

Users of the countryside such as:

- Walkers
- Cyclists
- Horse riders
- Carriage drivers
- Motorised vehicles

Owners and occupiers of access land or land over which local rights of way subsist

Those with wider interests such as:

- Health and wellbeing
- Community involvement
- Business and tourism
- Heritage
- Public transport
- Landscape and nature conservation
- Youth and education
- Conservation
- Sustainability

The range of representatives on the NLAF ensure that it can advise on a number of different themes and that it can take a well-rounded approach to improving and developing countryside access for both residents of and visitors to our beautiful county.

All members of the NLAF give their time on a voluntary basis and have demonstrated huge commitment to moving the NLAF forward.

Recommendations:

The EDT Committee approves the proposed appointees to the Local Access Forum.

1. Proposal

1.1. The following applicants are recommended as members of the NLAF:

Martin Sullivan (Motorised vehicle access / Cycling) **(NLAF Chair)**
Chris Allhusen (Landownership / Management / Farming) **(NLAF Vice-Chair)**
Julie Broceik-Coulton (County Councillor – Labour)
Stephen Agnew (County Councillor – UKIP)
Ian Monson (County Councillor – Conservative)
Tim Bennett (Walking / Conservation / Countryside sites)
Rebecca Champion (Walking / Health & wellbeing / Geology)
Helen Chester (Equestrian / Voluntary sector / All-ability access)
Victor Cocker (Walking)
Geoff Doggett (Conservation / Voluntary sector / Water-based activities)
Mike Edwards (Green Infrastructure & planning / Conservation / Sustainability)
Seamus Elliott (Sport & outdoor recreation / Cycling / Health & wellbeing)
Ken Hawkins (Walking / Cycling)

David Hissey (Cycling / Public transport / Health & wellbeing)
Patricia Holtom (Rural & local business & economic development / Walking / Tourism)
Kate Mackenzie (Voluntary sector / Walking / Equestrian)
Ann Melhuish (Equestrian / All-ability access / Sport & outdoor recreation)
Fiona Prevett (Walking / Cycling / Health & wellbeing)
Paul Rudkin (Walking / Green Infrastructure & planning / Conservation, heritage & archaeology)
George Saunders (All-ability access / Health & wellbeing / Voluntary sector)
Graham Sillett (Walking / Health & wellbeing / Heritage & archaeology)
Jean Stratford (Youth/education / Walking / Voluntary sector)

2. Evidence

2.1. Application forms were submitted and are available on request.

A well-rounded and experienced Forum is required to take a proactive and strategic approach to improving public access. This is required on a statutory basis by DEFRA. There is a maximum of 22 spaces on any Forum. The proposed list of appointees does not exceed this.

3. Financial Implications

There are none. Management of the NLAF is incorporated within the Norfolk Trails budget. It is co-ordinated by the Trails Development Officer.

Local Access Forums are a statutory requirement for every Highway Authority and National Park Authority in the County.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Email address : andrew.hutcheson@norfolk.gov.uk



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Environment, Development and Transport Committee

Item No.

Report title:	Forward Plan
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact <p>The Committee Forward Plan sets out the items/decisions programmed to be brought to this Committee for consideration in relation to environment, development and transport issues in Norfolk. The plan helps the Committee to programme the reports and information it needs in order to make timely decisions. The plan also supports the Council's transparency agenda, providing service users and stakeholders with information about the Committee's business.</p>	

Executive summary

This report sets out the Forward Plan for the Environment, Development and Transport Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering environment, development and transport issues in Norfolk.

Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 3 May 2016) is included at Appendix A.

Recommendations:

- 1. To review the Forward Plan and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**

1. Proposal

- 1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to environment, development and transport issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 3 May 2016) is attached at Appendix A.
- 1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website.
- 1.4. There have been some additions and changes to the Forward Plan since it was last reviewed by this Committee in March. Most of the changes have been agreed at Committee meetings; other changes for future meetings are summarised below.

- Great Yarmouth Third River Crossing – added for July;
- Transport for Norfolk and NDR update – added for July;
- Wensum Valley NDR Link Road – added for July;
- Report from the Greater Norwich Growth Board – added for July;
- Efficiency Plan – added for July (all Service Committees will receive a report on the Efficiency Plan);
- Feasibility of changes to the use of the B1111 Garboldisham – Roudham by HGV traffic – added for September.

1.5. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

2. Evidence

2.1. Bringing together the business for this Committee into one Forward Plan enables Members to understand all of the business programmed. This is a tool to support the Committee to shape the overall programme of items to be considered to ensure they reflect the Committee's priorities and responsibilities.

3. Financial Implications

3.1. There are no financial implications arising from the Forward Plan. Any financial implications relating to the issues/decisions included on the Plan will be considered and detailed in the relevant report to this Committee.

4. Issues, risks and innovation

4.1. The Forward Plan indicates the issues/decisions which have potential implications for other service committees. There are separate Forward Plans owned by each Committee, including the Economic Development Sub-Committee.

5. Background

N/A

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

Officer name : Sarah Rhoden

Tel No. : 01603 222867

Email address : sarah.rhoden@norfolk.gov.uk



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Forward Plan for EDT Committee

Appendix A

Environment, Development and Transport Service Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
8 July 2016 meeting			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
Great Yarmouth Third River Crossing	None	To consider the prospectus, receive an update on the business case and a timeline leading up to the Autumn Statement.	Infrastructure and Economic Growth Manager (Tig Armstrong)
Street lighting	None	To receive an update on energy savings and consider recommendations on upgrading of remaining street lights to LED	Highways Maintenance Manager (Nick Tupper)
Forward Plan	None	To review the Committee's forward plan and agree any amendments/additions.	Business Support and Development Manager (Sarah Rhoden)
Decisions taken under delegated authority	No	To note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance management	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Daniel

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
			Harry)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Appointments to Internal and External Bodies	no	To consider appointments to internal and external bodies	(Head of Democratic Services) Chris Walton
Broadband and Mobile Phones – update from Member Working Group	Link to Economic Development Sub-Committee	To note the work of the Member Working Group.	Chair of the Working Group (Cllr Marie Strong)
Transport for Norwich (TfN) and NDR update report	None	To receive an update on key projects completed as part of TfN, and an update of progress on the NDR (now in its construction phase). To see comments and feedback from Committee on project delivery and progress.	Major Projects Manager (David Allfrey)
Wensum Valley NDR Link Road	None	To receive an update following a review of the project options and agree whether to take the project forward and agree the next steps and funding for delivering the project.	Major Projects Manager (David Allfrey)
Report from the Greater Norwich Growth Board	None	To consider recommendations from the GNGB.	Principal Planner (Phil Morris)
Efficiency Plan	Efficiency Plan to be	Committees will be asked to consider	Executive Director of Finance

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
	recommended by P&R to Full Council for approval.	and advise on opportunities for bringing planned 2018-19 savings forward into 2017-18 in order to support development of a balanced budget.	– Simon George
Risk management	No – each Committee received a report on risk management	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
16 September 2016 meeting			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
Forward Plan	None	To review the Committee's forward plan and agree any amendments/additions.	Business Support and Development Manager (Sarah Rhoden)
Decisions taken under delegated authority	No	To note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance management	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Daniel Harry)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Norfolk Energy Futures	No. This report came from the recommendations of the EDT Strategic Review Working Group.	To review progress and, if a clear return on investment has not been delivered, consider ceasing the service in its current form.	Assistant Director Environment and Planning (David Collinson)
Broadband and Mobile Phones – update from Member Working Group	Link to Economic Development Sub-Committee	To note the work of the Member Working Group.	Chair of the Working Group (Cllr Marie Strong)
Opportunities to increase commercial activity for the highways service	No.	To consider information on options and implications for potential business models for highway services, including the risks and benefits to NCC.	Highways Maintenance Manager (Nick Tupper)
Feasibility of changes to the use of the B1111 Garboldisham – Roudham by HGV traffic	May help to determine the case for a wider review of HGV routes in Norfolk.	Feasibility Study including traffic surveys and options to remove traffic through the village of East Harling, and the consequent impacts on other routes.	Team Manager Network Management) Dave Stephens
Risk management	No – each Committee received a report on risk management	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
14 October 2016 meeting			
Verbal update/feedback from Members of the	None	To receive feedback	Members

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Committee regarding Member Working Groups or bodies that they sit on			
Update from Economic Development Sub Committee	None	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
Forward Plan	None	To review the Committee's forward plan and agree any amendments/additions.	Business Support and Development Manager (Sarah Rhoden)
Decisions taken under delegated authority	No	To note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
11 November 2016 meeting			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
Forward Plan	None	To review the Committee's forward plan and agree any	Business Support and Development Manager

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		amendments/additions.	(Sarah Rhoden)
Decisions taken under delegated authority	No	To note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance management	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Daniel Harry)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Risk management	No – each Committee received a report on risk management	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Update from Economic Development Sub Committee	Every meeting (where the Sub-Committee have met prior)	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
Forward Plan	Every meeting	To review the Committee's forward plan and agree any amendments/additions.	Business Support and Development Manager (Sarah Rhoden)
Decisions taken under delegated authority	Every meeting (where there are decisions to report)	To note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)

Forward Plan for EDT Committee

Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
Performance management	Four meetings each year – May, July, September and November	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Daniel Harry)
Risk management	Four meetings each year – May, July, September and November	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring report	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members

Environment, Development and Transport Committee

Item No.

Report title:	Better Broadband for Norfolk - update
Date of meeting:	20 May 2016
Responsible Chief Officer:	Tom McCabe, Executive Director of Community and Environmental Services
Strategic impact The first Better Broadband for Norfolk (BBfN) rollout completed on time, exceeded the contracted number of properties due to receive access to Superfast broadband (24Mbps+) by over 1,000 properties and costs were £9 million less than expected.	

Executive summary

Part one of the second Better Broadband for Norfolk rollout has commenced and the processes needed to extend this contract to provide further coverage are underway.

This report and supporting presentation provide an overview to overall contract management and the more detailed assurance processes used to oversee the contract.

Recommendations:

Members are asked to consider and comment on the processes used to underpin BBfN contract management.

1. Context

- 1.1. BT provide a standard set of information to allow local projects to carry out detailed contract management and assurance activities
- 1.2. The Government's Broadband Delivery UK (BDUK) team conduct six monthly assurance reviews on all projects providing a formal opinion for each county's Steering Group.
- 1.3. The BDUK team conduct central assurance on common contractual mechanisms on behalf of all counties. It also assesses successful completion of contracts and tests State Aid compliance and value for money before any county contract can be entered into or extended.
- 1.4. The Better Broadband for Norfolk Programme Director undertakes quarterly assurance, which in turn is reviewed by Norfolk Audit Services. An annual report signed by Norfolk's 151 Officer is submitted to BDUK describing overall achievement.

2. Evidence

- 2.1. The presentation that accompanies this report provides information on:
 - The national objectives that apply to county contract management activities
 - The Broadband Delivery UK team role

- Key contractual mechanisms
- Phase and Milestone structures
- Norfolk contract assurance processes
- The Norfolk three monthly assurance cycle

3. Financial Implications

- 3.1. The Broadband Delivery UK contract management processes are designed to ensure that each county project delivers value for money.

4. Issues, risks and innovation

- 4.1. Risks have been identified and managed using the Corporate Risk Management Framework. The BBfN Steering Group reviews programme risks and proposed mitigations.
- 4.2. The environmental impact of the contractor's proposals and, specifically, what steps the contractor will take to minimize the environmental impact of the programme are assessed as part of Norfolk's procurement processes.

5. Background

- 5.1. County Councilors identified that the lack of broadband infrastructure disadvantages large parts of Norfolk both economically and socially. This is identified in the Council's Economic Growth Strategy as key infrastructure to support economic development. It is now also identified as a Norfolk "Vital Sign".
- 5.2. Better Broadband for Norfolk contracts are managed within nationally agreed contract management and assurance processes. Further details are provided within the **Contractual Management Processes - An overview for Councillors presentation**.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.