

# **Environment, Transport and Development Overview and Scrutiny Panel**

Date: **Wednesday 17 November 2010**  
Time: **10.30am**  
Venue: **Edwards Room, County Hall, Norwich**

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

## **Membership**

Mr A D Adams	Mr B Iles
Dr A P Boswell	Mr J M Joyce
Mr A J Byrne (Chairman)	Mr M C Langwade
Mrs M Chapman-Allen	Mr B W C Long
Mr P G Cook	Dr M Strong
Mr N D Dixon	Mr J M Ward
Mr P Duigan	Mr A M White
Mr T East	Mr R J Wright (Vice-Chairman)
Mr M Hemsley	

## **Non Voting Cabinet Members**

Mr G Plant	Travel and Transport
Ms A Steward	Sustainable Development

## **Non Voting Deputy Cabinet Member**

Mr B H A Spratt	Travel and Transport
Mr J Mooney	Sustainable Development

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

Julie Mortimer on 01603 223029  
or email [Julie.mortimer@norfolk.gov.uk](mailto:Julie.mortimer@norfolk.gov.uk)

## **A g e n d a**

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

- 2. Minutes**

To confirm the minutes of the Environment Transport and Development Overview & Scrutiny Panel meeting held on 22 September 2010.

(Page **1**)

- 3. Members to Declare any Interests**

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g. another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier. **These declarations apply to all those members present, whether the member is part of the meeting, attending to speak as a local member on an item or simply observing the meeting from the public seating area.**

- 4. To receive any items of business which the Chairman decides should be considered as a matter of urgency**

- 5. Public Question Time**

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

Please submit your question(s) to the person named on the front of this agenda by 5pm on Friday 12 November 2010. For guidance on submitting public questions, please refer to the Council Constitution Appendix 10, Council Procedure Rules or [Norfolk County Council - Overview and Scrutiny Panel Public Question Time and How to attend Meetings](#)

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

15 minutes for local members to raise issues of concern of which due notice has been given.

Please submit your question(s) to the person named on the front of this agenda by 5pm on Friday 12 November 2010.

**7. Cabinet Member Feedback on previous Overview and Scrutiny Panel comments**

A joint Report by the Cabinet Member for Travel and Transport and the Cabinet Member for Sustainable Development.

(Page **11**)

**Items for Scrutiny**

**8. Forward Work Programme Overview & Scrutiny.**

(Page **13**)

Members are asked to review and develop the programme for scrutiny.

**Items for Review**

**9. Integrated Performance and Finance Monitoring Report 2010/11.**

(Page **21**)

Members are asked to comment on the progress against Environment Transport and Development's service plan actions, risks and budget and consider whether any aspects should be identified for further scrutiny.

**10. Strategic Review**

Members are requested to provide any comments on the report and to consider the work of Workstream 3 and comment on its findings.

(Page **37**)

**11. Norwich City Agency Review.**

(Page **53**)

Members are asked to consider and comment on the proposed change to the Agency Agreement.

**12. Impact of Winter 2009/10 – an Update.**

(Page **59**)

Members are asked to note and comment on the contents of the report.

**13. Norfolk Highway Gating Trials**

(Page **65**)

Members are asked to note the contents of the report, support extending the period of gating the two existing pilot schemes and comment on the most appropriate source of funding for the costs of the statutory process.

**14. Minerals and Waste Development Framework Sixth Annual Report (2009-10).**

(Page **73**)

The Panel is asked to endorse the findings of the AMR and resolve that the AMR be submitted to Cabinet and then to the Secretary of State and to recommend that Cabinet resolve that the revised Minerals and Waste Development Scheme shall have effect from 18 January 2011.

**Group**

**Meetings**

**Conservative 9.30am  
Liberal Democrats**

**9.30am**

**Colman Room  
Room 504**

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

Date Agenda Published: Tuesday 9 November 2010



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## **Environment Transport and Development Overview and Scrutiny Panel**

**Minutes of the Meeting Held on Wednesday 22 September 2010**

**Present:**

Mr A Adams	Mr B Iles
Dr A Boswell	Mr J Joyce
Mr A Byrne (Chairman)	Mr M Langwade
Mr N Dixon	Mr B Long
Mr P Duigan	Mr P Rice
Mr T Garrod	Mr J Ward
Mr B Hannah	Mr A White
Mr M Hemsley	

**Non-Voting Cabinet Member:**

Mr A J Gunson	Travel and Transport
Mrs A Steward	Sustainable Development

**Non-Voting Deputy Cabinet Members:**

Mr B H A Spratt	Travel and Transport
Mr J Mooney	Sustainable Development

The Chairman reminded Members about the Member Development Session to be held after the meeting at 1.30pm, on Norfolk Forward – Strategic Review of Environment Transport and Development – Priority Area Training.

**1. Apologies and substitutions**

Apologies were received from  
Mrs M Chapman-Allen (Mr T Garrod substituted),  
Mr T East (Mr B Hannah substituted),  
Dr M Strong (Mr P Rice substituted),  
Mr R Wright  
Mr G Cook.

**2. Minutes**

The minutes of the Environment Transport and Development Overview and Scrutiny Panel meeting held on 21 July 2010 were agreed as a correct record and signed by the Chairman.

### **3. Declarations of Interests**

The following declarations of interests were received:

Mr Alec Byrne declared a personal interest as a member of the Police Authority and Chairman of the Casualty Reduction Partnership. Mr Byrne took no part in the discussion or decision made on the Future of Safety Camera Funding (Item 13).

Mr Brian Iles declared a personal interest as a member of the Police Authority.

Mr Brian Hannah declared a personal interest as a member of the Police Authority.

Mr James Joyce declared a personal interest in item 13 as a local Speed Watch Member.

### **4. Items of Urgent Business**

There were no items of urgent business.

### **5. Public Question Time**

There were no public questions.

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

There were no Local Member issues/Member questions.

### **7. Cabinet Member Feedback**

7.1 A joint report (7) by the Cabinet Member for Travel and Transport and the Cabinet Member for Sustainable Development was received.

7.2 The Civil Parking Enforcement report considered at the Overview & Scrutiny Panel on 21 July had been presented to Cabinet at their meeting on 9 August 2010. Cabinet had agreed the recommendations set out in the report and agreed to submit a draft application to the Department of Transport for the introduction of Civil Parking Enforcement across the remainder of Norfolk outside the city of Norwich, based on the operation models which had been agreed with each district council. The draft application was likely to be submitted by the end of September, with the likely date for implementation being Autumn 2011.

7.3 Members noted that no further progress had been made in encouraging Norwich City Football Club to contribute to the costs of civil parking enforcement. The Director of Environment Transport and Development would update Members when there was anything further to report.

## Scrutiny Items

### 8. Broadband and Mobile Phone Coverage in Norfolk

- 8.1 The annexed report (8) by the Chairman of the Scrutiny Working Group was received and introduced by Philip Duigan, the Chairman of the Working Group, the Head of ICT and the Economic Development Manager.
- 8.2 Mr Duigan informed Members that a very successful public meeting had taken place at the end of July which had further raised the profile of broadband and mobile phone problems in Norfolk.
- 8.3 A meeting with the Retail Head of BT had taken place on 21 September and the Cabinet Member for Sustainable Development had offered to accompany him on a visit around Norfolk to show him where the problems were and the types of issues faced by the people of Norfolk.
- 8.4 Mr Duigan thanked Laura Childs for all her work on the Broadband Working Group.
- 8.5 Bids to EEDA and Broadband Delivery UK had been submitted to try to get funding for rural broadband projects. It was hoped the outcome of these bids would be received in the next couple of months. Members were reassured that the bids contained evidence of social exclusion and deprivation in Norfolk.
- 8.6 Members were asked to consider and further comment on progress with the Broadband and mobile phone coverage scrutiny.
- 8.7 During Member questions, the following points were noted:
- The latest television sets are often broadband enabled, but services could only be enjoyed if a reasonable broadband speed was available. Members felt this was a further argument for upgrading the network which would also provide financial benefits to the providers.
  - Norfolk County Council had worked hard to try to find solutions to all the Broadband and mobile phone issues raised. The broadband “not spots” in Norfolk were considered to be the highest priority.
  - All nine Members of Parliament supported the need for better broadband capacity and raised the issue in Parliament at every opportunity.
  - Although broadband coverage had been mapped, it would be difficult to map mobile phone coverage throughout Norfolk, to highlight areas of genuine need, as coverage was not static.

- A pilot project had been agreed to explore the possibility of providing broadband in “not spot” areas using a local school’s ICT capacity and wireless technology over a 450m radius of the school. The pilot would take place in West Dereham and would provide wireless access to the internet for local residents.
- Members were reassured that everything possible was being done to improve broadband coverage in Norfolk for everyone.

## **RESOLVED**

The Panel noted the report and the progress made with the broadband and mobile phone coverage in Norfolk.

## **9 Forward Work Programme Overview and Scrutiny**

- 9.1 The annexed report (9) by the Director of Environment, Transport and Development was received and introduced by Sarah Rhoden, Support Manager, ETD.
- 9.2 Members were asked to consider which items they wanted to progress on the forward work programme and whether they wished to invite the Environment Agency to the next Panel meeting to demonstrate the warning messages used by Flood Warning Direct (FWD).
- 9.3 Members agreed that it was vitally important to publicise the Flood Warning Direct service and that the Environment Agency should be invited to bring a demonstration to the Panel meeting in November.

## **RESOLVED**

- 9.4 To invite the Environment Agency to demonstrate the Flood Warning Direct messages to the meeting in November, and to note the report.

## **Items for Review**

### **10. Environment, Transport and Development Department Integrated Performance and Finance Outturn Report 2010/11.**

- 10.1 The annexed report (10) by the Director of Environment, Transport and Development was received and introduced by the Finance Manager and the Planning, Performance and Partnerships Manager.
- 10.2 The report provided an update of the latest progress made against the 2010-13 service plan actions, risks and finances for Environment, Transport and Development (ETD).
- 10.3 Members were asked to comment on the progress against Environment Transport and Development’s service plan actions, risks and budget and consider whether any aspects should be identified for further scrutiny.

10.4 The following points were noted following Member questions:

- The Future Jobs Fund (FJF) had now ceased. This fund had been used to try to get people back into the working environment. The current reserves would be used by the end of this financial year and no further funding would be made available.
- Members noted that the National Indicators had been imposed by the previous Government and the suite of strategic indicators were being reviewed which meant some of those currently reported may be dropped.
- NI 194 – Air quality - % reduction in NOx and primary PM10 emissions through local authority's estate and operations. Processes were in place to formulate systems for recording air quality.
- NI 157 – Processing of Planning Applications within 13 weeks. The ETD Strategic Review was looking at improvements in this area and a BPR project had also started to look at the application process to see how it could be improved.
- NI 185 – CO2 reduction from local authority operations. The Director of ETD would check why no information was included in this report as the information should be available. The latest carbon mediation report would be presented to Cabinet in October.
- NI 186 – Per capita reduction in CO2 emissions in the LA area. Officers were asked to check why there was no information shown for this target as the target covered the period from 2008/2011.
- Members requested an extra column on future reports showing when targets would be assigned and an indication of which ones may no longer be applicable in the future.
- NIs related to 47 and 48 - the number of casualties following road crashes was confirmed as a 12 month rolling figure. Members congratulated everyone on the reported figures which was an excellent result for Norfolk.

#### **RESOLVED**

10.5 The Chairman thanked officers for the report and the report was noted.

#### **11. Norfolk's 3<sup>rd</sup> Local Transport Plan – Connecting Norfolk**

11.1 The annexed report (11) by the Director of Environment, Transport and Development was received and introduced by the Senior Transport Planner.

- 11.2 The report outlined the work on Norfolk's Local Transport Plan 3 (LTP3) and informed Members that the intention was to move away from the previous government's goals and focus on the local priorities identified through stakeholder consultation and supported by the Norfolk evidence base. The work included maintaining the highway network, delivering sustainable growth, improving accessibility, reducing emissions and improving strategic connections into and around the county, which were agreed by members at the Overview and Scrutiny Panel in March 2010. It was also proposed that improving road safety be included in the list.
- 11.3 Members were asked to:
- i) Endorse development of a plan that was structured around the priorities identified through stakeholder consultation and provide views on the inclusion of road safety.
  - ii) Endorse the approach to await confirmation on our funding allocation and direction from Members as part of the strategic review prior to finalising LTP3.
- 11.4 The following was noted during the discussions:
- Not completing any work on the plan would be exposing the County Council to a period in April of not having a Local Transport Plan in place, although the risk was considered to be small, as LTP2 finished in March 2011.
  - Government legislation required Norfolk County Council to put a strategic improvement plan in place. The Environment, Transport and Development Department had received confirmation from the Minister that there were unlikely to be any significant changes to this legislation.
  - Members felt that until it was known how the LTP would fit into the Environment Transport and Development priorities, they would not have enough information to guide officers on the strategic plan.
  - This report was to ensure the Overview & Scrutiny Panel were aware of all the risks involved if no work was done to prepare a plan until budgets were known.
  - One person had been working on the strategic plan and the equivalent of 1.5 full time equivalent staff would be working on the implementation plan to collate all the information. Officers confirmed that activity on the plan had already been greatly scaled back.
- 11.5 The following motion was proposed and seconded:
- 11.6 To delete item (i) in its entirety and to amend the wording of item (ii) to read "To await confirmation on our funding allocation and direction from

Members as part of the strategic review prior to finalising LTP3.”

- 11.7 Following a vote of 9 in favour and 3 against, the motion was carried.

## **RESOLVED**

- 11.8 To await confirmation on our funding allocation and direction from Members as part of the strategic review prior to finalising LTP3.

## **12. Concessionary Bus Travel Scheme**

- 12.1 The annexed report (12) by the Director of Environment, Transport and Development was received and introduced by the Assistant Director Travel and Transport and the Category Manager, Transport.
- 12.2 This report was a supplementary report to the one received by the Panel at their meeting on 21 July 2010 and incorporated Members comments from that meeting.
- 12.3 Cabinet approval would be sought in November for delegated powers to be given to the Cabinet Member for Travel and Transport services to determine the draft scheme to enable the 1 December 2010 deadline to be met.
- 12.4 Members were invited to discuss the contents of the report and note progress on the implementation of the scheme.
- 12.5 Following Member questions, the following points were noted:
- The concessionary pass scheme allowed passengers holding English travel cards to travel anywhere in England. Holders of passes issued in Wales and Scotland could not travel in England and vice versa.
  - Fare reimbursement was based on the average adult fare, regardless of the distance a concessionary passenger travelled.
  - Random inspections were carried out to ensure no fraudulent activity took place. Any fraudulent activity would be monitored by the company undertaking the administration of the scheme. If any problems were identified part payment could be withheld until issues had been resolved.
  - Members felt that the scheme should be administered nationally as it was a national concessionary scheme, although it was noted the last Government had not wanted to administer the scheme on a national basis.
  - It was intended to use the existing contractors dealing with the management of concessionary travel in the short term, although

longer term options would be considered to ensure the best value for money services were obtained.

## **RESOLVED**

- 12.6 The Panel noted the report and the progress on the implementation of the scheme.

### **13 Future of Safety Camera Funding**

- 13.1 The annexed report (13) by the Director of Environment, Transport and Development was received and introduced by the Assistant Director Highways and the Highways Network Manager.
- 13.2 The Government had reduced the Road Safety Specific Grant by 40% this financial year and had indicated that the grant would not continue in its present form in future years. Local authorities would need to decide how best to manage continued delivery of local priorities, including road safety from the overall funding provided.
- 13.3 The report identified four possible options for Members to consider and asked Members to recommend an approach to go before Cabinet in October 2010.
- 13.4 As the Chairman of the Overview & Scrutiny Panel had declared a personal interest as Chairman of the Casualty Reduction Partnership and a member of the Police Authority, he took no part in the discussion or the ensuing vote.
- 13.5 The following points were noted during the discussion:
- Some Members felt that the Police Authority should be responsible for the administration of traffic enforcement issues. Other Members felt that their responsibility as a County Councillor included a duty of care to all their constituents and that failing to continue with the safety camera enforcement would put their constituents at risk.
  - Norfolk County Council had a good record in lowering accident rates. Members felt speed reduction cameras had been a part of that success, although they only captured speeding motorists and didn't catch people using mobile phones whilst driving and motorists driving whilst under the influence of alcohol.
  - The Road Safety Specific Grant (RSSG) had been cut by 40% this financial year and would provide no funding in 2011. Therefore Norfolk County Council needed to either find money for safety camera enforcement from other sources or cease the funding altogether.

- Some Members acknowledged that the cuts in government funding had been made and nothing could be done about it, but Councillors could now decide the best way to deal with the money that was available. They felt funding safety cameras, and therefore public safety, was a good investment.

13.6 The following motion was proposed and seconded:

13.7 Option 1 - “No safety camera enforcement or community safety work – no cost.”

13.8 Following a vote of 9 in favour and 4 against, the motion was carried.

### **RESOLVED**

13.9 To recommend to Cabinet that in light that the Road Safety Specific Grant to the Council is due to stop, the Council should stop its funding for safety camera enforcement or community safety work, as set out in the report (Option 1).

The meeting ended at 12.15pm.

### **CHAIRMAN**



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**Cabinet Member feedback on previous Overview and Scrutiny Panel comments**

A joint report by the Cabinet Member for Travel and Transport and  
Cabinet Member for Sustainable Development

**Travel and transport issues**

Report/issue	<b>Future of Safety Camera Funding</b>
Date considered by O&S Panel:	22 September 2010
O&S Panel comments:	<p>The following motion was proposed and seconded:-</p> <p>Option 1 - "No safety camera enforcement or community safety work – no cost."</p> <p>Following a vote of 9 in favour and 4 against, the motion was carried. It was therefore resolved to recommend to Cabinet that in light that the Road Safety Specific Grant to the Council is due to stop, the Council should stop its funding for safety camera enforcement or community safety work, as set out in the report (Option 1).</p>
Date considered by Cabinet:	11 October 2010
Cabinet feedback:	<p>The Cabinet considered recent correspondence from Norfolk Constabulary which suggested that there appeared to be a way forward that would significantly reduce costs to the County Council but allow a significant part of the partnership work to continue (a new option 5).</p> <p>The Cabinet agreed:-</p> <ol style="list-style-type: none"><li>1. Option 5 should be pursued (to recast the Norfolk Safety Camera Partnership agreement to a cost-neutral model, with the County Council maintaining fixed highways assets and other partners being responsible for funding an running other activities of the partnership, on the basis of a minimal service).</li><li>2. That it should delegate responsibility to the Cabinet Member for Travel and Transport for concluding an agreement with the Police to establish a new arrangement on the basis of Option 5 and with an upper cost limit to the County Council of £50,000 each year.</li></ol>

## Sustainable development issues

No feedback.

### Officer Contact

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

Name	Telephone Number	Email address
Sarah Rhoden	01603 222867	sarah.rhoden@norfolk.gov.uk



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## **Forward Work Programme: Scrutiny**

Report by the Director of Environment, Transport and Development

### **Summary**

This report asks Members to review and develop the programme for scrutiny.

## **1. The Programme**

1.1. An Outline Programme for Scrutiny is included at Appendix A.

1.2 Members of the Overview and Scrutiny Panel can add new topics to the scrutiny programme in line with the criteria below: -

(i) High **profile** – as identified by:

- Members (through constituents, surgeries, etc)
- Public (through surveys, Citizen's Panel, etc)
- Media
- External inspection (Audit Commission, Ombudsman, Internal Audit, Inspection Bodies)

(ii) Impact – this might be significant because of:

- The scale of the issue
- The budget that it has
- The impact that it has on members of the public (this could be either a small issue that affects a large number of people or a big issue that affects a small number of people)

(iii) Quality – for instance, is it:

- Significantly under performing
- An example of good practice
- Overspending

(iv) It is a Corporate Priority

1.3 Appendix B shows a list of the scrutiny projects relating to Environment, Transport and Development services previously undertaken (including those relating to ETD services which were previously undertaken by other by other Overview and Scrutiny Panel).

## 2. **Environment Agency Flood Line Warning Direct Service**

- 2.1. At the last meeting it was agreed that the Environment Agency would be invited to this meeting to demonstrate the warning messages that can be delivered by their Flood Line Warning Direct service, and to answer any questions from Panel Members. The Environment Agency is currently updating the system and this work will not be completed in time for it to be exercised on 17 November. Therefore, the Environment Agency will be invited to attend the 12 January Panel meeting to do this.

## 3. **Section 17 – Crime and Disorder Act**

- 3.1. The crime and disorder implications of the various scrutiny topics will be considered when the scrutiny takes place

## 3 **Equality Impact Assessment**

- 3.1 This report is not directly relevant to equality, in that it is not making proposals that will have a direct impact on equality of access or outcomes for diverse groups.

## **Action Required**

The Overview and Scrutiny Panel is asked to:

- (i) consider the attached Outline Programme (Appendix A) and agree the scrutiny topics listed and reporting dates.
- (ii) To note that the Environment Agency will be invited to the 12 January Panel meeting to demonstrate their Flood Warning Direct service.
- (iii) consider new topics for inclusion on the scrutiny programme in line with the criteria at para 1.2.

## **Officer Contact**

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

<b>Name</b>	<b>Telephone Number</b>	<b>Email address</b>
Sarah Rhoden	01603 222867	Sarah.rhoden@norfolk.gov.uk



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## **Outline Programme for Scrutiny**

Standing Item for the Environment, Transport and Development O & S Panel: Update for 17 November 2010

**This is only an outline programme and will be amended as issues arise or priorities change**

Scrutiny is normally a two-stage process:

- Stage 1 of the process is the scoping stage. Draft terms of reference and intended outcomes will be developed as part of this stage.
- The Overview and Scrutiny (O&S) Panel or a Member Group will carry out the detailed scrutiny but other approaches can be considered, as appropriate (e.g. 'select committee' style by whole O&S Panel).
- On the basis that the detailed scrutiny is carried out by a Member Group, Stage 2 is reporting back to the O&S Panel by the Group.

This Panel welcomes the strategic ambitions for Norfolk. These are:

- A vibrant, strong and sustainable economy
- Aspirational people with high levels of achievement and skills
- An inspirational place with a clear sense of identity

These ambitions inform the NCC Objectives from which scrutiny topics for this Panel will develop, as well as using the outlined criteria at para 1.2 above.

### **Changes to Programme from that previously submitted to the Panel on 22 September 2010**

#### **Added**

- None.

#### **Deleted**

- None.

Topic	Outline Objective	Cabinet Portfolio Area	Stage 1 (scoping report)	Stage 2 (report back to Panel by Working Group)	Requested by	Comment
<b>Scrutiny Items - Ongoing</b>						
1. Broadband and Telecom provision in Norfolk	Provision of fully effective Broadband and mobile phone coverage for rural and urban areas in Norfolk.	Sustainable Development		19 May 2010 and 22 September 2010	1 September 2009 (by a Scrutiny Task & Finish Group set up by the former ED&CS O&S Panel).	Being progressed by a Member Working Group, Chaired by Cllr Duigan.  Next meeting of the Working Group to be held end November – date TBC.
2. Environment Agency Flood Line Warning Direct Service	To identify issues in the scheme which affect public confidence and identify ways in which the public can be better informed of the service.	Sustainable Development		Select committee held 18 May	27 July 2009 Cabinet	Environment Agency are being invited to the 12 January meeting to demonstrate their flood line warning direct service (see para 2 of covering report).
<b>Scrutiny Items – Ongoing/identified for possible future scrutiny</b>						
3. The recession	To ensure SME's remain viable during the latter half of the economic downturn and are well placed to take advantage of the forthcoming upturn.	Sustainable Development	TBC	TBC	1 September 2009 (by a Task & Finish Group set up by the former ED&CS O&S Panel).	

*Continued.../*

<b>Topic</b>	<b>Outline Objective</b>	<b>Cabinet Portfolio Area</b>	<b>Stage 1 (scoping report)</b>	<b>Stage 2 (report back to Panel by Working Group)</b>	<b>Requested by</b>	<b>Comment</b>
4. The recession	To keep communities and individuals supported and economically engaged during the latter half of the economic downturn.	Sustainable Development	TBC	TBC		
5. Developing confident young consumers	Reviewing initiatives and supporting our approach to 'growing' successful consumers for the future.	Sustainable Development	TBC	TBC	12 January 2010 (by working group set up by the F&CP O&S Panel)	
5. Community Infrastructure Levy	TBC	Travel and Transport & Sustainable Development	TBC	TBC	14 May 2008 (at the former PTEW O&S Panel)	Identified as a topic for future scrutiny – to be considered once a body of evidence becomes available

**Completed Scrutiny Items**

List title of scrutiny projects undertaken by the Panel, date of final report presented to the Panel and method of scrutiny (this includes scrutiny of ETD services carried out by other Overview and Scrutiny Panels):-

<b>Date completed</b>	<b>Topic</b>	<b>Panel/Method</b>
5 December 2002	Trading on the highway	PTEW/Full Panel
5 December 2002	Safer Journeys to School	PTEW/Task & finish group
23 January 2003	Norfolk Waste Partnership	PTEW/Full Panel
23 January 2003	20mph speed limits	PTEW/Task & finish group
14 April 2003	Draft Local Performance Indicators for 2003/04	PTEW/Full Panel
14 April 2003	Accident rates for different modes of transport	PTEW/Full Panel
4 March 2004	S106 Agreements – phase 1	PTEW/Task & finish group
15 July 2004	Snow situation 28 January 2004	PTEW/Full Panel
16 September 2004	Trading on the highway	PTEW/Full Panel
16 September 2004	Impact of Castle Mall and future developments on city centre traffic	PTEW/Task & finish group
16 September 2004	Effectiveness of walking & cycling schemes	PTEW/Task & finish group
25 November 2004	Signage to local business and tourist destinations	PTEW/Task & finish group
9 March 2005	County Council travel plan	PTEW/Full Panel
8 June 2005	Residual waste treatment and disposal contract	PTEW/Full Panel
8 November 2005	Concessionary travel schemes	PTEW/Task & finish group
15 March 2006	Temporary road closures & cost implications of H&S legislation- phase 2	PTEW/Task & finish group
17 May 2006	S106 Agreements – phase 2	PTEW/Task & finish group
19 July 2006	Safer and Healthier Journeys to School – school travel plans	PTEW/Full Panel
24 January 2007	Operation of intelligent transport systems	PTEW/Full Panel
18 July 2007	Coastal protection and the Marine Bill	PTEW/Task & finish group
18 July 2007	County parking standards for new development	PTEW/Task & finish group
18 July 2007	Management of commuted sums	PTEW/Full Panel
26 September 2007	Hethel Engineering Centre	ED&CS/Full Panel
14 November 2007	Casualty reduction strategy	PTEW/Full Panel

<b>Date completed</b>	<b>Topic</b>	<b>Panel/Method</b>
14 November 2007	Effectiveness of new waste recycling contracts	PTEW/Full Panel
14 November 2007	Validity of financial forecasts for waste budgets	PTEW/Full Panel
9 January 2008	Drainage protocol between district councils, Environment Agency and NCC	PTEW/Full Panel
9 January 2008	Bus Net system cost effectiveness and use of information	PTEW/Full Panel
17 January 2008	Business Waste Management in Norfolk	ED&CS/Full Panel
13 May 2008	The Cultural Contribution to Economic Development in Norfolk	ED&CS/Full Panel
13 May 2008	The Growth Agenda in Urban Centres in Norfolk	ED&CS/Full Panel
14 May 2008	Environmental impact of grass cutting on highway verges	PTEW/Full Panel
16 September 2008	Business enterprise in education and work experience	ED&CS/Full Panel
7 January 2009	Diplomas for 14-19 year olds – transport implications	PTEW/Full Panel
4 March 2009	Delays occurring on county and trunk roads as a result of accidents & incidents	PTEW/Task & Finish group
4 March 2009	Drainage protocol	PTEW/Full Panel
24 March 2009	Firework sales	F&CP/Full Panel
8 July 2009	Waste and recycling (including business waste and recycling markets)	PTEW/Full Panel
22 July 2008	Norfolk Celebrating Talent: maximising benefit of the 2012 Olympics	ED&CS/Full Panel
9 September 2009	Climate related decisions of Norfolk County Council	PTEW/Full Panel
4 November 2009	Partnership Working	PTEW/Full Panel
4 November 2009	HGV Route Hierarchy	PTEW/ Working Group
15 January 2009	Norfolk Tourism – review the effect of NCC involvement in tourism	ED&CS/Full Panel
6 January 2010	Transfer of Landfill Sites to the county Council	PTEW/Full Panel
6 January 2010	Street lighting	PTEW/Full Panel
6 January 2010	Trading on the Highway	PTEW/Full Panel
3 March 2010	Carbon Reduction Commitment	PTEW/Full Panel
3 March 2010	Grit bins	PTEW/Full Panel
22 July 2010	Use of civilian traffic marshals	ETD/Full Panel

## **Environment, Transport and Development Department Integrated Performance and Finance Monitoring Report 2010/11**

Report by Director of Environment, Transport and Development

### **Executive Summary**

The progress information included is the most up to date available at the time of writing. However, it should be noted that further updates may have occurred prior to presentation to the Panel meeting. The financial information reflects the forecast position as at the end of September 2010. This report provides an update of the latest progress made against the 2010-13 service plan actions, risks and finances for Environment, Transport and Development (ETD).

- **Revenue Budget:** The Department is forecasting an underspend of £0.340M.
- **Capital Budget:** The Highways capital programme has been reviewed and is forecasting an underspend of £1.633M, principally due to uncertainty surrounding the funding for the NDR project. The Other Services and Economic Development capital programmes are both on track.
- **Additional funding:** In addition to its core budget, ETD manages a range of Partnerships. Some of the funding is from external sources.
- **Service plan actions:** Based upon the latest information available at the time of writing, four service plan actions have reported as 'off target'. Three of these actions have been 'discontinued' due to re-prioritisation.
- **National indicators:** Three indicators have been recorded as slightly off track, work is in progress to try and bring them back on track.
- **Risks:** The department has four risks categorised as of corporate significance. All four are being managed to mitigate, as far as practicable, any likelihood or impact of those risks occurring. Additional information on risk can be seen in Appendix E of this report. Information reported previously on Departmental level risks has been excluded due to changes within the Risk Management Framework.

### **Action Required:**

- Members are asked to comment on the progress against ETD's service plan actions, risks and budget and consider whether any aspects should be identified for further scrutiny.

## **1 Performance update**

### **1.1 Update on delivering service plan objectives**

- 1.2 We currently monitor all of the actions from the 2010-13 service plans, to assess the extent to which we are achieving our service objectives, by receipt of monthly updates from lead officers.
- 1.3 We report progress to Overview and Scrutiny Panel on this by exception – focusing on areas where progress is off track. Due to re-prioritisation of activities as a result of 'in year' cuts some areas of activity identified within 2010/13 service plans have ceased and therefore actions have been 'discontinued'.

- 1.4 During August four actions were reported as 'off track', three within Environment and one within the Travel and Transport service. These actions were mainly 'off track' due to having to reprioritise within the year.

## **Travel and Transport**

- 1.5 'Investigate opportunities for sponsorship to cover our production costs of in-house materials such as bus publicity information and school travel passes' – due to the implementation of the new marketing shared service, this action has been put on hold at a departmental level. This will enable the new corporate team to aggregate council wide opportunities for sponsorship and develop future proposals.

## **Environment**

- 1.6 'Develop and disseminate a corporate sustainability policy, setting out our definition, objectives and corporate approach' and 'Establish a mechanism for benchmarking and measuring sustainability performance' – a decision has been reached to 'discontinue' both of these tasks in order to re-direct resources to areas of highest priority, given the reduction in resources available to the Council. Instead the team will be focussing on 'energy' and 'carbon management' work for NCC and the Norfolk Climate Change Partnership.
- 1.7 'Develop a project to deliver biodiversity and heritage skills training' – this action has been 'discontinued' due to an unsuccessful Lottery bid.
- 1.8 Work in ETD is well developed through the strategic review and budgetary exercises to look at service delivery for 2011/14. Following the Comprehensive Spending Review announcement on 20<sup>th</sup> October we will have greater clarity around the departmental priorities.
- 1.9 **EPIC Performance update** – EPIC is forecast to outturn within allocated budgets. Whilst revenues from the main Studio continue to be lower than forecast, considerable effort has been made to reduce overhead costs to mitigate. Revenues from Educational and Tenancy activities are generally in line with forecasts. More information about operational activities and successes can be found in the Member Briefing also available to this Panel and the wider Member audience.

## **2 National Indicators**

- 2.1 On 13 October 2010 an announcement was made by the Local Government Secretary Eric Pickles that Local Area Agreements and National Indicators are to be abolished as part of the 'General Power of Competence' which forms the basis of the Localism Bill due to be unveiled later this year. As a result of this the current performance framework will be reviewed in order to establish an effective, robust and joined up approach. There is an opportunity to ensure that the information we collect and monitor provides an effective 'intelligence' base with which to deliver quality services to the people of Norfolk.
- 2.2 In consultation with departments the Planning, Performance and Partnerships service is reviewing the corporate performance framework and consequently the indicators that will contribute to this.
- 2.3 The table in appendix D shows the latest performance data available for those national indicators (NIs) relevant to the work of the Panel covering all services delivered by ETD. It should be noted that a number of them are outside our direct control and we rely on the relevant central government department to publish the results.
- 2.4 There are currently three indicators showing as 'off target' NI157 (Processing of planning applications (County Matter) within 13 weeks), NI182 (Satisfaction of business with LA regulation services) and NI192 (Percentage of household waste sent for reuse, recycling and composting).
- 2.5 NI157 – there has been a drop in performance in September, with two out of the three determinations made within the 13 week target. The number of applications that we are currently receiving ranges from between 1 and 5 per month (averaging 2.8). The relatively small number of

applications being received does mean that the monthly performance needs to be considered in this context as one late application will affect this performance.

- 2.6 Work is in progress to try and bring NI157 back on track. The ETD Strategic Review is looking at improvements in this area and a corporate Business Process Re-engineering (BPR) project has also started to look at the overall development process to see how it could be improved. The Minerals and Waste Planning section is also benchmarking its services with other county council's in the eastern region. This information should be available for review in the near future.
- 2.7 NI182 – this indicator remains off target although it has improved by 1%. Further surveys have been received, 99% of which show that businesses were satisfied with the service they have received, however the distribution between very satisfied and satisfied is causing the weighted score to be below target. The indicator looks at survey results and is therefore liable to a 'time lag' while surveys are returned and processed and as the indicator is reported as a percentage it is also weighted. As a result of a relatively small and inconsistent return rate any negative comments can have a disproportionate affect to the end figure and anything below 100% will show as 'off target'. These factors mean that the indicator can only be rated as 'off target' (red triangle) or 'on target' (green star).
- 2.8 NI192 – This indicator is currently showing as 'off target'. Recycling rates have increased to 45.28% in June (please note this figure reflects a 'seasonal high' in recycling usually shown over the summer months due to increased green garden waste) but this is below target. Recent developments in the roll out of kitchen waste collections and timber recycling suggest we will be able to reach 43% by 2010/11, 46% by 2011/12 and 47% by 2012/13. This is against a background where there is a levelling off or even a reduction in recycling within authorities at a national level.
- 2.9 An important point to note is Norfolk's comparison with other local authorities on the kgs/household - NI191 - which shows the successful emphasis that the County and Waste Collection Authorities are placing on waste minimisation initially and ultimately aids in the achievement of Landfill Directive and LATs targets.

### 3 Revenue budget

The original approved budget for the Department is -

Division of service	Approved budget £m	Forecast Outturn £m	Forecast +Over/- Underspend £m	Forecast +Over/- Underspend as % of budget	Variance in forecast since last report £m
Environment, Transport & Development	113.862	113.862	-0.340	-0.3%	0.140
<b>Total</b>	<b>113.862</b>	<b>113.862</b>	<b>-0.340</b>	<b>-0.3%</b>	<b>0.140</b>

#### Environment, Transport & Development £+/-m forecast over/underspend (budget £+/-m)

Area/section/ sub group (as appropriate)	Projected Variance		Variance as % of approved budget	Reasons for movement since last report
	Total £m	Movement £m		
Highways	0.000	0.000		
Travel & Transport Services	0.000	0.000		

Business Development & Support	-0.040	-0.040	-1.1%	General efficiencies and savings.
Environment & Waste	-0.300	-0.100	-0.8%	Waste trends have been analysed and, based on existing data, it is expected that levels of waste to landfill will fall by around 2%.
Economic Development & Strategy	0.000	0.000		
Public Protection	0.000	0.000		
<b>Total</b>	<b>-0.340</b>	<b>-0.140</b>	<b>-0.8%</b>	

#### 4 Monitoring of budget investment decisions

All investment decisions are on track, with the exception of the planned closure of Docking recycling centre, which has been reviewed and agreed to be changed to part time opening. The cost can be absorbed by savings elsewhere in the waste budget.

#### 5 Capital programme

- 5.1 The Highways capital programme is forecasting an underspend of £1.633M, principally due to uncertainty surrounding the funding for the NDR project., as shown on Appendix A. The Other Services ( Appendix B) and Economic Development (Appendix C) capital programmes are both on track.

#### 6 Other financial information Reserves and Partnerships

The year end forecast for reserves is £16.855M, with an opening position of £18.477M. Principal drawdowns are for planned replacements of the Gritter fleet, the Waste Partnership Fund, and the use of Future Jobs Fund.

#### 7 Risk update

- 7.1 Appendix E shows the assessment of risks relevant to this Panel at the end of September.
- 7.2 The summary of risks includes the four 'corporate level' risks three of which are shown as 'on schedule' and one is shown as having 'some concerns'.
- 7.3 Due to changes in the risk categorisation matrix, part of the Risk Management Framework, ETD no longer have any departmental level risks falling in to the 'high' category (scores of 16 and above). As part of the framework departments are required to report all risks of corporate significance and departmental level risks which fall into the 'high' category. Therefore this change does not reflect a reduction in risk but has been caused by changes to the scoring system. However on advice from Risk and Insurance, departmental risks scoring 12 and above which are showing either 'some' or 'serious' concerns as a prospect score have been included in this report. Risk owners continue to monitor their risks on a monthly basis.

## 8 Resource implications

All financial implications have been outlined in the report.

## 9 Equality Impact Assessment (EqIA)

A full programme of equality impact assessments has been carried out covering all Environment, Transport and Development activities, which will include those whose progress is reported here as appropriate. However, this report is not directly relevant to equality in that it is not making proposals which may have a direct impact on equality of access or outcome.

## 10 Any other implications

Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

## 11 Section 17 – Crime and Disorder Act

None

## 12 Risk implications / assessment

Progress against the mitigation of those risks currently identified as of corporate significance has been detailed within the report. Other risks are managed at either departmental or group level within the department. There has not been any areas of significant change against risk mitigation excluding changes to the risk scoring system; all continue to be monitored on a monthly basis.

## 13 Conclusion

13.1 The department is forecasting an underspend of £0.340m against its revenue budgets following further review of trends in waste to landfill levels. The Highways Capital Programme because of funding uncertainty is reporting a potential underspend of £1.633m.

13.2 There are currently three National Indicators that are 'off-track' with mitigation measures being take to remedy the situation where appropriate.

## 14 Action required

- i) Comment on the progress against ETD's service plan actions, risks and budget and consider whether any aspects should be identified for further scrutiny.

## Background Papers

None

## Officer Contact

If you have any questions about matters contained in this paper 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 and ask for Bev Herron or textphone 0344 800 8011 and we will do our best to help.

## Highways Capital Programme

## Appendix A

Scheme Name	Spend project to date (Prior years)	Original Programme 2010/11	Revised 2010/11 Programme	2010/11 Forecast Out -turn	2010/11 Variance	2010/11 Carry Forward	Spend to date - current year	Over/ (Under) Spend	2011/12 Out-turn	2012/13 Out-turn	Total Spend for project
Bridge Strengthening		1,700,000	1,635,108	1,856,651	221,543		289,509		2,000,000	0	3,856,651
Bus Infrastructure Schemes		770,000	535,625	572,839	37,214		73,381		800,000	0	1,372,839
Bus Priority Schemes		1,508,000	3,999,673	3,507,389	-492,284		646,076		375,000	0	3,882,389
Cycling		1,325,000	1,832,579	2,128,047	295,468		164,990		1,250,000	0	3,378,047
Fees for Future Schemes		274,000	0	0	0				450,000	0	450,000
Local Road Schemes		2,581,000	5,308,610	4,467,106	-841,504		2,142,749		3,300,000	0	7,767,106
Local Safety		1,315,000	1,675,932	1,401,973	-273,959		216,535		1,350,000	0	2,751,973
Other Schemes		30,000	207,471	240,540	33,069		90,287		125,000	0	365,540
Park & Ride		5,550,000	191,508	128,085	-63,423		18,175		5,500,000	0	5,628,085
Public Transport Interchanges		890,000	1,143,713	1,035,350	-108,363		592,019		4,073,000	0	5,108,350
Retentions/ Land costs on completed schemes		275,000	0	0	0				300,000	0	300,000
Road Crossings		800,000	374,594	624,667	250,073		69,057		750,000	0	1,374,667
Safer & Healthier Journeys to School		905,000	963,935	965,951	2,016		232,897		850,000	0	1,815,951
Structural Maintenance		33,434,000	36,161,377	35,568,244	-593,133		15,550,811		28,803,000	0	64,371,244
Traffic Management & Calming		2,927,000	4,288,498	4,397,778	109,280		1,179,039		1,151,000	0	5,548,778
Walking Schemes		1,185,000	1,181,216	1,610,199	428,983		1,168,115		1,900,000	0	3,510,199
LPSA Increasing the use of bus transport in Norwich		1,130,000	0	0	0				1,130,000	0	1,130,000
	0		0	0	0				0	0	0
Great Yarmouth Third River Crossing			800,000	1,380,000	580,000		319,239		0	0	1,380,000
Northern Distributor Road	10,082,293	3,200,000	3,041,104	1,421,273	-1,619,831		969,531		2,800,000	8,200,000	22,503,566
Norwich - A47 Postwick Hub	1,588,528	14,517,000	0	401,566	401,566		287,821		13,483,000	0	15,473,094
Kings Lynn CIF 2 (Community Infr Fund)		3,200,000	0	0	0	0			0	0	0
	0		0	0	0	0			0	0	0
Future Years Funding			0	0	0	0			0	32,099,000	32,099,000
											0
TOTAL	11,670,820	77,516,000	63,340,943	61,707,658	-1,633,285	0	24,010,231	0	70,390,000	40,299,000	184,067,478

## ETD - Other Capital

## Appendix E

Scheme Name	Spend Project to date (prior years)	2010/11 Programme	2010/11 Out-turn	2010/11 Variance	Spend to date - current year	2010/11 Carry Forward	Over/ (Under) Spend	2011/12 Out-turn	2012/13 Out-turn	Total Spend to date for project
Closed Landfill Sites-Capping & Restoration		599,886	599,886		111,839					599,886
Drainage Improvements		700,000	700,000		221,110			3,330,825		4,030,825
IT Schemes over £20,000 each		355,220	355,220							355,220
PROW, Pilgrim's Way (Walsingham Disused Railway Line) - surfacing of tar chip		20,000	20,000		19,683					20,000
PROW, Dersingham Picnic Site - works to toilet block		6,000	6,000		5,474					6,000
PROW; Footpath 16, Sutton; Footpaths 7 & 9, Stalham - surface improvement		14,000	14,000		14,000					14,000
PROW, Footpath 17, Dereham - surface improvement		10,000	10,000		10,000					10,000
PROW, Dereham Rushmeadow - boardwalk installation		19,700	19,700		19,653					19,700
PROW, Footpath 1, Trunch - surface improvement		15,000	15,000		7,985					15,000
PROW, Brancaster - boardwalk installation		35,000	35,000		34,995					35,000
Gapton Hall		66,371	66,371		65,412					66,371
Growth Point - Catton Park										
Growth Point - Mousehold Heath										
NE & SW Econets										
Lakenham Common & Yare Valley Connections										
Mile Cross Travellers Site Refurbishment										
Waste PFI (Contract B)		39,335	39,335		39,335					39,335
Various Sites - Structural Improvements		80,000	80,000		45,360					80,000
<b>TOTAL</b>		<b>1,960,512</b>	<b>1,960,512</b>		<b>594,846</b>			<b>3,330,825</b>		<b>5,291,337</b>

**Economic Development Capital Programme****Appendix C**

<b>Scheme Name</b>	<b>Spend Project to date (prior years)</b>	<b>2010/11 Programme</b>	<b>2010/11 Out-turn</b>	<b>2010/11 Variance</b>	<b>Spend to date - current year</b>	<b>2010/11 Carry Forward</b>	<b>Over/ (Under) Spend</b>	<b>2011/12 Out-turn</b>	<b>2012/13 Out-turn</b>	<b>Total Spend to date for project</b>
Investing in Communities - Internal Allocation	1,295,872	33,500	33,500		<b>33,500</b>					1,329,372
Investing in Communities	6,220,453	5,571	5,571		<b>5,571</b>					6,226,024
Industrial Sites Unallocated	16,127	1,970	1,970							18,097
Industrial Sites/Hethel Engineering Centre	5,039,192	6,114	6,114		<b>2,713</b>					5,045,306
Great Yarmouth Rail Sidings		29,660	29,660		<b>29,660</b>					29,660
Rural Internet Mobility Project	243,687	4,127	4,127		<b>4,127</b>					247,814
Growth Point - Catton Park	34,057	1,943	1,943							36,000
Growth Point Catton Park Educ Bldg		6,936	6,936		<b>6,936</b>					6,936
Growth Point - Mousehold Heath		24,605	24,605							24,605
NE & SW Econets	36,046	53,954	53,954		<b>339</b>					90,000
Lakenham Common & Yare Valley Connections	1,100	14,800	14,800		<b>(1,100)</b>					15,900
Genome Analysis Centre		2,000,000	2,000,000		<b>875,070</b>					2,000,000
Hethel Engineering Centre - Phase II	1,102,195	1,297,805	1,297,805		<b>850,665</b>					2,400,000
NORA		1,000,000	1,000,000							1,000,000
<b>TOTAL</b>	<b>13,988,729</b>	<b>4,480,985</b>	<b>4,480,985</b>		<b>1,807,481</b>					<b>18,469,714</b>

# Performance Indicators

# Appendix D

National Indicator (NI)	Description	Previous year-end result (March '10 unless otherwise stated)	Current performance	Year-end target	Current Performance alert	Comments
Related to 47	People killed or seriously injured in road crashes	395 (2009)	384 (Aug)	425	★	Figures are for a 12 month rolling period.
Related to 48	Children killed or seriously injured in road crashes	21 (2009)	17 (Aug)	31	★	
151	Overall Employment Rate (Working Age)	73.5 (Dec 08)	78 (Sept 09)	-	-	Annual measures. The authority is not directly responsible for these indicators. A decision was taken by the LAA Group not to set targets.
152	Working age people on out of work benefits	12.10 (Dec 09)	-	-	-	
153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.75 (Dec 09)	-	30.90	-	Annual measure.
154	Net additional homes provided	3,518 (March 09)	-	3372	-	Annual measure, 09/10 figure expected in February 2011.
155	Number of affordable homes delivered (gross)	789		860		Annual measure.
157	Processing of planning applications (County Matter) within 13 weeks	63.83%	70.59% (Sept 10)	77%	▲	
163	Proportion age 19 – 64 for males and 19 – 59 for females qualified to at least level 2	69.3 (Dec 09)	-	73	-	Annual measure.
164	Proportion age 19 – 64 for males and 19 – 59 for females qualified to at least level 3	42.89 (Dec 08)	-	-	-	Annual measures. Targets to be set by the Employment and Skills Agency towards the end of 2010.
165	Proportion age 19 – 64 for males and 19 – 59 for females qualified to at least level 4	25.6 (Dec 09)	-	-	-	
166	Median earnings of employees in the area	445.20	-	505.50	-	Annual measure.

National Indicator (NI)	Description	Previous year-end result (March '10 unless otherwise stated)	Current performance	Year-end target	Current Performance alert	Comments
167	Congestion - average journey time per mile during the morning peak	3:50 (2008/9)		-	-	This is a new indicator and we are currently monitoring in order to determine where target should be set.
168	Principal roads where maintenance should be considered	3%		3%	-	Annual measure.
169	Non-Principal classified roads where maintenance should be considered	11%		8%	-	Annual measure.
171	New business registration rate	43 (Mar 09)	-	48.30	-	Annual measure.
172	Percentage of small business in an area showing employment growth	14.08 (Mar 08)	-	-	-	Annual measure. 09/10 data expected in January 2011.
173	Flows on to incapacity benefits from employment		-	-	-	Department of Works and Pensions currently unable to provide data for indicator.
175	Access to services and facilities by public transport, walking and cycling	81.03%	81.06 (Aug 10)	80%	★	
176	Working age people with access to employment by public transport (and other specified modes)	75.80 (Dec 09)	-	-	-	Annual measure.
177	Local bus and light rail passenger journeys originating in the authority area	29,336,574	7,339,469 (June 10)	29,629,939	★	
178i	Bus services running on time (non-frequent services)	81.6%	84.44 (July 10)	85%	●	
182	Satisfaction of business with LA regulation services	78%	75% (Aug 10)	80%	▲	

National Indicator (NI)	Description	Previous year-end result (March '10 unless otherwise stated)	Current performance	Year-end target	Current Performance alert	Comments
185	CO <sub>2</sub> reduction from local authority operations	N/A	-	5%	-	2008/09 was taken as the baseline. DEFRA have not supplied 2009/10 information in order to enable the indicator to be calculated.
186	Per capita reduction in CO <sub>2</sub> emissions in the LA area	3.8 (Dec 08)	-	-	-	Annual measure.
188	Planning to adapt to climate change	2*		3*	-	Annual measure.
189	Flood and coastal erosion risk management	100%	-	-	-	Annual measure.
190	Achievement in meeting standards for the control system for animal health	2.3	-	3.0	-	Annual measure.
191	Residual household waste per household (Kg)	546.24Kg	535.66Kg	536.98Kg	★	
192	Percentage of household waste sent for reuse, recycling and composting	43.49%	45.28% (June)	48%	▲	
193	Percentage of municipal waste landfilled	55.91%	53.76% (June)	54%	-	
194	Air quality - % reduction in NO <sub>x</sub> and primary PM <sub>10</sub> emissions through local authority's estate and operations	N/A	-	-	-	2008/09 was taken as the baseline. DEFRA have not supplied 2009/10 information in order to enable the indicator to be calculated
197	Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented	56%	-	61%	-	Annual measure.
198	Children travelling to school - % travelling by car	29.93%	-	29.7%	-	Annual measure.

**Key to symbols:** On target or better is denoted by a green star alert (★); worse than target but within 5% variance is shown by a blue circle alert (●); worse than target, by a greater amount, is shown by a red triangle alert (▲)

\* NI188 levels are: 0) Baseline, 1) Public commitment and prioritised risk-based assessment, 2) Comprehensive risk-based assessment and prioritised action in some areas, 3) Comprehensive action plan and prioritised action in all priority areas, 4) Implementation, monitoring and continuous review.

Targets where applicable are set within service plans however some indicators are currently under review in light of Government announcements as to whether they should continue or not.

No.	Risk Description	Risk Score	Prospects	Risk Owner
<b>Corporate Level Risks</b>				
1	Failure to implement Norwich Northern Distributor Route (NDR)	L3 x I4 = 12	Some Concerns	Director of ETD
2	Failure to secure resources to improve the energy efficiency of NCC operations or prepare for CRC	L3 x I4 = 12	On Schedule	Director of ETD
3	Unforeseen extreme weather event causes major disruption to NCC services and/or assets	L2 x I4 = 8	On Schedule	Director of ETD
4	Failure to divert biodegradable municipal waste	L3 x I5 = 15	On Schedule	Director of ETD
<b>Departmental Level Risks (only those with a 'score' of 12 and above with a prospect of 'some' or 'serious concerns' are reported)</b>				
6	Insufficient funding to improve the transport Infrastructure	L3 x I4 = 12	Serious Concerns	Assistant Director Economic Development and Strategy
7	Failure to achieve desired outcomes from the Greater Norwich Development Partnership project	L3 x I5 = 15	Some Concerns	Assistant Director Economic Development and Strategy

**Key:** With regard to the 'Risk Score' – L = Likelihood and I = Impact. The multiplication of the two produces the score.

## Detailed Risk Updates

Information shown is from September 2010 – only risks at a Departmental or Corporate level with a prospect 'score' of 'some concerns' or 'serious concerns' are included.

Risk Name & Description				
Risk No. RM0201 - Failure to implement Norwich Northern Distributor Route (NDR)				
Risk Owner	Risk Score	Aspiration Score	Aspiration Date	Prospects
Director of ETD	L3 x I4 = 12	L2 x I4 = 8	2015	Some Concerns
Overview and Scrutiny Panel		Date Entered on Register	Level of risk	
Environment Transport and Development		April 2005	Corporate	
Risk Progress				
<p>In light of the recent funding announcement we are considering re-profiling the NDR project programme and hence the project expenditure for the remainder of the year.</p> <p>The expected JCS pre-examination meeting set for May 13 was replaced by an Exploratory Meeting (EM).</p> <p>The inspectors have since provided details of further information that they require to support the JCS and we are working to provide a response to this.</p> <p>Examination in Public hearing has been agreed with the Inspector to start week commencing 8/11/2010.</p>				
Tasks to mitigate the risk				
<ul style="list-style-type: none"><li>• Further develop NDR i.e. detailed design, traffic modelling and environmental surveys to inform the environmental statement and planning application.</li><li>• Review programme for Planning Application in light of current funding / economic situation and following Comprehensive Spending Review announcement</li></ul>				
Corporate Objective				
CP1 Lead a strategic approach to the development of the Norfolk Economy				

Risk Name & Description				
Risk No. RM8630 - Insufficient funding to improve the transport infrastructure				
Risk Owner	Risk Score	Aspiration Score	Aspiration Date	Prospects
Assistant Director Economic Development and Strategy	L3 x I4 = 12	L2 x I4 = 8	2010 and ongoing	Serious Concerns
Overview and Scrutiny Panel		Date Entered on Register	Level of risk	
		September 2008	Departmental	
Risk Progress				
Ongoing delivery of LTP2 going well although development of LTP3 potentially delayed further due to Member concerns over future financial situation. Work progressing on Community Infrastructure Levy and its application for Greater Norwich Development Partnership area. Awaiting outcome of comprehensive spending review to find out if key county transport projects will be funded. Work ongoing to investigate alternative sources of transport funding. Proposals for Norfolk Local Enterprise Partnership (LEP) submitted to Government. LEP will be bidding body to the Regional Growth Fund which could potentially fund transport projects if deemed key to delivering growth				
Tasks to mitigate the risk				
<ul style="list-style-type: none"><li>• Deliver Local Transport Plan.</li><li>• Engagement and lobbying of key organisations to develop more cross sector/partnership working e.g. NHS, HCA to position Norfolk to take advantage of ad hoc funding streams e.g.</li></ul>				

Low Carbon funds.
<ul style="list-style-type: none"> <li>Develop Community Infrastructure Levy and investigate other potential sources of funding e.g. TiF, workplace parking levy</li> </ul>
<b>Corporate Objective</b>
CP 1 To lead a strategic approach to the development of the Norfolk economy

Risk Name & Description				
Risk No. RM6446 - Failure to achieve desired outcomes from the Greater Norwich Development Partnership project				
Risk Owner	Risk Score	Aspiration Score	Aspiration Date	Prospects
Assistant Director Economic Development and Strategy	L3 x I5 = 15	L2 x I5 = 10	2010 and ongoing	Some Concerns
Overview and Scrutiny Panel		Date Entered on Register	Level of risk	
		February 2008	Departmental	
Risk Progress				
<p>The Joint Core Strategy was agreed by the Greater Norwich Development Partnership (GNDP) and submitted to the Inspector on 5 March 2010. The Inspector held an Exploratory Meeting on 13 May and issued a statement setting out a number of matters that require clarification. Consultation with respondents on 'Focussed Changes' to the JCS is taking place over six weeks ending on 30 August 2010. The results of the consultation and all additional evidence will be submitted to the Inspector by 4 October 2010 in advance of the Examination in Public, the EIP will start on 8 November 2010 and continue for 3 weeks. The biggest current risks to the GNDP are cuts in government funding to support major infrastructure requirements to support housing an job growth and the Inspector failing to find the Joint Core Strategy sound. The possibility of including the GNDP within the framework of the proposed Local Enterprise Partnership is being considered.</p>				
Tasks to mitigate the risk				
<ul style="list-style-type: none"><li>Partnership risk register to be maintained and monitored to ensure the approach to development remains consistent and the partnership and funding issues are addressed in a timely and efficient manner.</li><li>Partnership Manager to provide highlight reports to ETD's Executive Management Team every 2 months to inform on progress.</li><li>Head of group has regular progress meetings with partnership manager.</li><li>Directors meet regularly.</li></ul>				
Corporate Objective				
CP 1 To lead a strategic approach to the development of the Norfolk				

## **Environment, Transport and Development Strategic Review**

Report by the Director of Environment, Transport and Development

### **Summary**

The ETD Strategic Review is the department's review for transforming its services in line with the Norfolk Forward programme. This includes reviewing the current Partnership arrangements with May Gurney and Mott MacDonald in advance of the 8 year break point in the current contracts.

The critical success factors for the Review, as set out in the Strategic Outline Case, have been identified and agreed by Cabinet, and were discussed by Panel at their meeting in July 2010.

This report updates the Panel on the progress made on the review, in advance of a Cabinet decision on a way forward in January 2011.

This includes the findings of workstream 3 – size and prioritisation of the highways capital programme, which sets out a proposed way forward for priorities for investment of capital maintenance and improvement (as set out at Appendix B). The progress made by the other workstreams is set out at Appendix A.

Negotiations with May Gurney and Mott MacDonald (as existing service providers) are underway to identify potential additional financial benefits from existing arrangements, in parallel with work to assess a full range of alternative procurement options.

### **Action Required**

- (i) To provide any comments on the report and the latest developments within each of the workstreams for consideration by the Strategic Review Board.
- (ii) To consider the work of Workstream 3 (as set out at Appendix B) and comment on its findings, which will inform the development of the highway capital programme for 2010/12 and beyond, which will be reported to the Panel in January 2011.

## **1. Background**

- 1.1. As part of Norfolk Forward, there is a need for individual Departments to carry out appropriate service review and transformation to bring about change and modernisation. The ETD Strategic Review is the department's review for transforming its services in line with the Norfolk Forward programme. This includes reviewing the current Partnership arrangements with May Gurney and Mott MacDonald in advance of the 8 year break point in the current contracts. The review has three main stages:-

1. What services to deliver (including appropriate standards and service levels)
2. How to deliver these services (option appraisal)
3. Procurement of delivery arrangements.

- 1.2. A report was presented to the ETD Overview and Scrutiny Panel meeting on 21 July 2010 detailing the Strategic Review proposals for ETD. This was followed by a similar report to Cabinet on 9 August 2010. These reports provided specific information about the Partnership and the scope of the Strategic Review, its governance and timescales and presented the critical success factors to be included within the Strategic Outline Case. This report provides an update on progress so far.

## 2. **Workstreams update**

- 2.1. The review is being delivered through 10 individual workstreams. A summary update of progress for each of these workstreams is included within Appendix A.
- 2.2. The work carried out by workstream 3 - size and prioritisation of the highways capital programme – is now concluded, and is set out at Appendix B. This sets out a proposed way forward for priorities for investment of capital maintenance and improvement. This has been developed taking into account of the views the Strategic Review Board and the relevant Member Advisory Group (see para 3.1).
- 2.3. This will inform the Council's budget planning going forward, and the Panel's views are invited.

## 3. **Governance**

- 3.1. A cross-party Member Board has been set up to oversee the Review and regular meetings are held. In addition, a number of Member Advisory Groups (MAGs) have been set up to provide input to specific areas of the review, as follows:
- Transport Capital and Maintenance Programme
  - Public Rights of Way
  - Gypsy and Travellers
  - Historic Environment
- 3.2. These MAGs are chaired by the relevant Cabinet Member, and the findings are reported to the Board and are being used to progress individual workstreams. The 'Transport Capital and Maintenance Programme' MAG has concluded.

## 4. **Procurement options - update**

- 4.1. As set out in the 12 July report to Panel, by January 2011, the Council will need to decide between the two main procurement options:
1. To not exercise the right to break the contract at the year 8 break-point and offer the partners the opportunity to provide additional financial benefits to the Council; or
  2. Re-procure new contracts under arrangements that will be identified through the review. The status of these contracts, including their size and scopes, will be determined as part of the review.

The broad timescales to achieve this remain as set out in the July report to Panel.

- 4.2. On 9 August 2010, the Cabinet agreed that the Director of Environment, Transport and Development and the Head of Procurement to undertake a preliminary

renegotiation with the current Strategic Partners to identify potential additional financial benefits from existing arrangements, in parallel to exploring other procurement options.

- 4.3. The renegotiations are underway. The Director of Environment, Transport and Development and Head of Procurement are holding regular meetings with representatives from both May Gurney and Mott MacDonald. Key areas have been identified for further consideration and investigation. It is too early to confirm specific details at this stage and much of the information is commercially sensitive. The Board is reviewing progress at its meetings.
- 4.4. Work is being carried out to assess the alternative procurement options, as set out in the Strategic Outline Case considered by the Panel in July 2010. This includes a full range of options from 'do nothing' to 'outsourcing all services to a single provider'.
- 4.5. At the same time, the Procurement Team are carrying out work to ensure that we are ready to start a re-procurement exercise promptly, should the Cabinet decide in January 2011 to pursue re-procurement. This has included talking to other local authorities who are currently, or have recently, carried out procurement exercises to enable us to learn from their experience, share documents etc.

## 5. **Resource Implications**

- 5.1. **Finance** : There are no financial implications arising directly from this report. However, the strategic review project will require additional, expert resources including procurement, legal etc. The expected cost of these resources will be dependent on the agreed service delivery route and scale of procurement, more detail will be provided at the next update report to Panel. ETD has made an initial financial provision of £0.200m to meet additional procurement costs.  
  
The Review will be critical in enabling the Department to live within the financial envelope identified in the Council's budget planning.
- 5.2. **Staff** : This review is considering all options around future delivery of services. In some cases this may impact on staff. This is being managed as part of overall risk management.
- 5.3. **Property** : Since this review is considering all options around future delivery of services, there may be future implications around the current use of the estate.

## 6. **Other Implications**

- 6.1. **Legal Implications** : Legal Services are fully engaged in this process and all Legal Implications will be considered at appropriate stages of the review.
- 6.2. **Equality Impact Assessment (EqIA)** : An Equality Impact Assessment for the Strategic Review, generally, has been carried out (see the report to ETD Overview and Scrutiny Panel dated 21 July 2010 for further information).

An assessment has been carried out for workstream 3 - size and prioritisation of the highways capital programme. The proposals for priorities will help ensure that existing levels of access, in terms of the highway, do not significantly decline, by prioritising work to maintain the existing asset. The extent to which accessibility can be improved or increased through improvements to infrastructure, or provision of new infrastructure, will be reduced as a result of reduced funding being available for

this purpose and an increase in the use of lower cost options.

- 6.3. **Any other implications** : Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

## 7. **Section 17 – Crime and Disorder Act**

- 7.1. None.

## 8. **Conclusion**

- 8.1. The ETD Strategic Review is progressing well and is following the direction detailed in the Strategic Outline Case. It is currently on programme to achieve the timescale targets, primarily to provide a report to Cabinet in January 2011 setting out the preferred option for delivering ETD services in the period up to 2014. Workstream 3 has drawn to a conclusion and is included as an Appendix to this report.
- 8.2. A key area of work has been on the re-procurement of the ETD partnership contract. This has taken two main directions, the first being working with May Gurney and Mott MacDonald to determine whether they are able to provide additional financial benefits to the Council. The second has been outline work considering reprocurement options and the scope of any new contracts. Both of these are progressing well.

## **Action Required**

- (i) To provide any comments on the report and the latest developments within each of the workstreams for consideration by the Strategic Review Board.
- (ii) To consider the work of Workstream 3 (as set out at Appendix B) and comment on its findings, which will inform the development of the highway capital programme for 2010/12 and beyond, which will be reported to the Panel in January 2011.

## **Background Papers**

Report to Cabinet (12 July) with the scope of the Strategic Review and proposals to support an extension to the 8 year break clause in the contracts.

Reports to ETD Overview and Scrutiny Panel (21 July 2010) and Cabinet (9 August 2010) detailing the Strategic Review proposals for ETD, including the Strategic Outline Case.

## **Officer Contact**

If you have any questions about matters contained in this paper 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 and ask for David Allfrey or textphone 0344 800 8011 and we will do our best to help.

## ETD Strategic Review - Workstream updates

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### Workstream 1    Reviewing current practice for delivery arrangements

#### Scope

To look at the current partnership arrangements and assess its performance compared to similar arrangements within other Local Authorities and the Private Sector and to benchmark accordingly.

The workstream will focus upon whether the existing partnership continues to deliver value for money as determined at the inception of the Partnership and since the previous review in 2008. It will also be taken as an opportunity to review service delivery as a whole to ensure that all options are explored. The workstream will also be used to inform other workstreams within the programme, in particular workstream 2 'Procurement'.

#### Update

##### Options being explored include:

- Reviewing and benchmarking financial (including cost) and performance information.

##### Progress so far:

- Information obtained from other Local Authorities on service delivery methodology, and being reviewed by workstream leads.
- Benchmarking of financial data, in particular schedules of rates used within the Partnership, is complete and unit cost analysis is nearing completion.

##### Board consideration/decisions:

- Initial report considered - 21/05/10.
  - Agreed benchmarking work to be carried out in-house – 02/07/10.
  - Methodology for unit cost analysis considered - 06/08/10.
  - Findings of benchmarking of Mott MacDonald rates considered – 06/08/10.
  - Findings of benchmarking of May Gurney rates considered - 03/09/10.
  - Findings of unit cost analysis considered – 12/10/10.
  - Findings of re-negotiations with May Gurney and Mott MacDonald to be considered – 17/11/10.
- 

### Workstream 2    Procurement

#### Scope

To determine and consider options of future delivery of services and consider the necessary contractual arrangements that will be required across the workstreams, in particular any areas that may be subject to externalisation or changes to existing contracts. Although the Board will not need to make decisions until Stage Two of the Review, the work on pulling the options together has started.

#### Update

##### Options being explored include:

- Re-negotiation.
- A range of re-procurement options.

**Progress so far:**

- Cabinet agreement in principle to extend 8 year break point in partnership contracts by 6 months.
- Strategic Outline Case, including critical success factors, agreed (following discussions at Board).
- Negotiations with Mott MacDonald and May Gurney – initial meeting held 19/08/10, second meeting held 07/09/10.

**Board consideration/decisions:**

- 3 stage approach to procurement agreed - 21/05/10.
  - Timetable to end 2010 (key items for Board discussion) agreed – 06/08/10.
  - Strategic Outline Case, including re-procurement options, agreed, for further discussion by ETD Overview and Scrutiny Panel – 02/07/10.
  - Findings of re-negotiations with May Gurney and Mott MacDonald to be considered – 17/11/10.
  - Update on re-procurement options to be considered – 17/11/10.
- 

**Workstream 3    Size and prioritisation of the capital programme****Scope**

The project will assess likely future funding levels, what scope there may be to increase funding from other sources and give some indication of which, if any, are likely to be worthy of further investigation.

The project will review existing allocations of funding and the basis of prioritisation. It will consider the options for changing the current balance and how such a change would impact on achieving Local Transport Plan (LTP) objectives.

The project will consider whether alternative highway treatments, or combinations of treatments, could offer better value for money.

**Update****Options being explored include:**

- Exploring alternative funding opportunities.
- Reviewing the current method of prioritisation of work, standards and alternative solutions to improvements and existing assets

**Progress so far:**

- Data gathering completed.
- Further analysis of possible future funding scenarios carried out.
- Member Advisory Group set up for workstreams 3 and 4 – meetings held 12 and 26 August. Individual briefing meeting for Russell Wright held 19 August.
- Outcome from Advisory Group :
  - Most of the capital funding should be allocated to maintenance, however some improvements should be funded.
  - Where appropriate and value for money low cost treatments should be used including trods, slurry seal and surface dressing

**Board consideration/decisions:**

- Initial reports considered on 21/05/10 to 02/07/10.
  - Member Advisory Group set up for workstreams 3 and 4 – 12/08/10 and 26/08/10.
  - Feedback from Member Advisory Group considered - 03/09/10.
  - Findings of workstream 3 considered, and agreed to report to ETD Overview and Scrutiny Panel - 12/10/10 (see Appendix B).
- 

**Workstream 4    Routine maintenance priorities and delivery****Scope**

The workstream will explore scope for alternative ways to deliver routine maintenance, including voluntary and community resources and review the appropriate allocation of funding to each element of routine maintenance to refocus and reprioritise the work.

The project will develop a plan for rolling out the concept of Highway and Community Rangers across the county, to fit in with emerging organisational structure.

The workstream will consider scope to combine district and county council work on street scene activities, or other forms of joint working, to achieve economies including a potential trial in Great Yarmouth.

**Update****Options being explored include:**

- Roll out of successful Highways and Community Rangers pilot.
- Review of current standards and response times to maintenance work to ensure efficiency and effectiveness.
- Review of current winter services.
- Delegating of some functions to Town/Parish councils.

**Progress so far:**

- Appointments being made to posts in new structure as part of Organisational Review, including Highway and Community Rangers Manager posts. Workshops held with Parish Councils and launch of roll-out being planned for October.
- In discussions with Great Yarmouth Borough Council about possibility of a pilot for integrated street scene service delivery.
- Member Advisory Group held in August for workstreams 3 and 4
- Outcome from Advisory Group:
  - Workstream to look at response standards, processes and materials used.
  - Workstream to consider the most effective way of dealing with mud on road, private hedges and trees (inc getting legal advice where necessary)
  - Workstream to look at increased delegation to town/parish/district councils if it results in savings
  - Workstream to look at voluntary effort to help with winter maintenance of footways, overgrown hedges etc

**Board consideration/decisions:**

- Initial reports considered on 21/05/10 to 02/07/10.
  - Member Advisory Group to be set up for workstreams 3 and 4 – 12/08/10 and 26/08/10.
  - Feedback from Member Advisory Group considered - 03/09/10.
-

- Report on delegating work to third parties considered – 12/10/10.
  - Update on consultation with parish councils on package of work that could be delegated to them, and overall findings of workstream 4 – 17/11/10.
- 

## **Workstream 5    Integrated Waste**

### **Scope**

To prioritise, evaluate and implement opportunities for cash savings through integrating waste functions within public services in Norfolk.

To determine the most appropriate delivery method for Recycling Centre strategy, including Public Finance Initiative (PFI).

### **Update**

#### **Options being explored include:**

- The Norfolk Waste Partnership has elected a new chair, William Nunn, and is re-organising to focus on a number of issues including cost savings.
- A draft Recycling Centre strategy is being developed focussing on the cost savings that could be delivered through future procurements.

#### **Progress so far:**

- Cabinet considered a report on Recycling Centre Provision at their meeting 9 August. Agreed to keep Docking RC open on a part-time basis (Friday-Monday) and leases at Dereham and Thetford.

#### **Board consideration/decisions:**

- Initial report considered on 21/05/10.
- 

## **Workstream 6    Reshaping Public Transport Delivery**

### **Scope**

There is a good track record of innovation and efficiency in delivery in passenger transport. We intend to continue to develop the areas of work, but recognise that there may be other ways to achieve further reductions in spend by delivering services differently. We propose to implement opportunities for cash savings by delivering public transport services in Norfolk differently.

### **Update**

#### **Options being explored include:**

- Reviewing the supported local bus network, including identifying those with potential to become commercially viable.
- Developing and evaluating options for future park and ride service provision that enable us to remove the subsidy at park and ride sites and/or reduce costs/increase income.
- Identifying areas where demand responsive transport services could replace conventional subsidised services

#### **Progress so far:**

- In-depth discussions are continuing with individual bus operators to identify options for providing the park and ride bus service commercially or at significantly reduced subsidy level.
- Strategic discussions have commenced with major retailers, the City council, UEA and the N & N on the future provision of park and ride, and alignment of a city centre access strategy

- Modelling work on options for park and ride site closures and fare tariffs has been completed and the final report issued.
- Legal aspects relating to existing park and ride contractual arrangements with bus operators are being investigated to ensure that Norfolk County Council's interests are fully protected.
- Data collection and research has started to review and examine the local bus network to prioritise the areas that are more likely to be suitable for demand responsive transport.

**Board consideration/decisions:**

- Considered progress and highlighted commitment to achieving the County Council's stated policy to remove subsidy at park and ride sites – 06/08/10
  - Progress to be considered 17/11/10.
- 

## **Workstream 7    Norfolk Development Company**

### **Scope**

The kinds of things the Company could do would include site development, residential/commercial developments, master planning and coordination of private/public funding. This could be specifically targeted on rural areas, growth point areas, such as Greater Norwich Development Partnership, etc.

### **Update**

**Options being explored include:**

- Extent to which approach could be piloted with one or two districts, as part of a phased implementation.

**Progress so far:**

- Further work has been completed on legal aspects of the company.
- Co-ordinating the Norfolk response to the requirement to submit a proposal for a Local Enterprise Partnership has impacted on the progress of the Development Company.

**Board consideration/decisions:**

- To continue to progress the Development Company but in the context of a Norfolk Local Enterprise Partnership.
  - To be considered by the Board – January 2011 meeting.
- 

## **Workstream 8    Historic Environment**

### **Scope**

The existing proposal merges the two service areas to create a single integrated Historic Environment (HE) service in Environment Transport & Development. The combined service is reviewed to examine other delivery models in the context of local authority HE services in Norfolk and the future priorities for service improvements and on-going efficiencies, including relationships with Norfolk's building conservation trusts.

### **Update**

**Options being explored include:**

- The possibility of a Service Level Agreement (SLA) with District Council for Historic Buildings work.
- Income generation and exploring the most efficient way to work with existing trusts.
- Joint delivery models.

**Progress so far:**

- Discussions have commenced with District Councils about an SLA, similar to the existing Archaeology SLAs.
- Payments to the existing Trusts for this year have been put on hold.
- Contact has been made with Suffolk County Council.
- Member Working Group set up and site visits completed.

**Board consideration/decisions:**

- Initial report considered 02/07/10.
  - Agreed to establish a Member Advisory Group to look at the future of the Historic Buildings Work – 03/09/10.
  - Initial feedback from Member Advisory Group considered – 12/10/10.
  - Findings of workstream to be considered – 17/11/10.
- 

## **Workstream 9 Environment**

### **Scope**

To review income generation and the prioritisation of resources into the development, and maintenance of the environment operations and partnership work.

### **Update**

**Options being explored include:**

- A review of service standards and potential funding streams.
- To investigate possibility of increased joint working.

**Progress so far:**

- Potential options for future service delivery being identified and developed.
- Member Advisory Groups set up for 'Management of public rights of way network' and 'Gypsy and traveller services' – four meetings held, including site visits. Outcome identified the following areas for further development:-
  - PROW - 25% reduction in the overall budget to be achieved by reducing PROW maintenance (from three vegetation cuts per year to two), and a reduction in promotion.
  - scope for Parish Councils and local communities to take on the management of the PROW in their area.
  - Community self management and social housing management of permanent gypsy and traveller sites.

**Board consideration/decisions:**

- Initial report considered 02/07/10, including background papers.
  - Member Advisory Groups set up – 21/07/10.
- 

## **Workstream 10 Scope for Joint Working with Districts on Public Protection**

### **Scope**

This will be subject to an understanding of issues that create opportunity to improve through increased resilience, reduced cost and better service with easier access arrangements. These will build on existing arrangements or develop new areas of collaboration between the services of Public Protection to better meet the needs of Norfolk citizens and businesses.

- Review of potential for shared or collaborative arrangements for regulatory functions.

- Continue to develop EP collaboration – particularly on areas involving community resilience.
- Development of a business case for an e-planning system and potential for shared back office systems with districts.
- Reviewing collaboration on planning across Norfolk.
- Develop proposals for civil parking across Norfolk

## **Update**

### **Options being explored include:**

- Review of potential for shared or collaborative arrangements for regulatory functions.
- Continue to develop EP collaboration – particularly on areas involving community resilience.
- Reviewing collaboration on planning across Norfolk.
- Develop proposals for civil parking across Norfolk

## **Board consideration/decisions and recent progress**

### **Progress so far:**

- Civil Parking Enforcement – draft application submitted to DfT. Next stage is developing the delegations to districts and the legal agreements for the SLA, etc
- E-planning portal went live 13 September – electronic access to planning applications along with ability to submit applications electronically.
- Proposals being developed for Norfolk shared service for resilience
- Options being considered for future development/delivery arrangements for planning services

### **Board consideration/decisions:**

- Progress discussed in detail – 12/10/10.

## **Findings of Workstream 3 – Size and prioritisation of the highways capital programme**

### **1. Background**

- 1.1. The scope of the workstream was to assess likely future funding levels, what scope there may be to increase funding from other sources and give some indication of which, if any, are likely to be worthy of further investigation. The project was to review existing allocations of funding and the basis of prioritisation. To consider the options for changing the current balance and how such a change would impact on achieving Local Transport Plan (LTP) objectives, and to consider whether alternative highway treatments, or combinations of treatments, could offer better value for money.

### **2. Context of the Workstream**

- 2.1 The highways capital programme in 2009/10 was £56m and in 2010/11 is 63m, however the programmes of maintenance, bridges and improvements (excluding major projects) was £32m in 2009/10 and £34m in 2010/11 (reduced from £38m due to in-year budget reductions).
- 2.2 It is anticipated that Government support for the programme will reduce in the future years, but at this stage there are still no firm indications of the level of reduction. The DfT is currently consulting on the formula used to allocate funding, and the method of support, for example grant or supported borrowing.
- 2.3 The majority of the funding for the programme from Government is in the form of 'permission to borrow' and the borrowing approval has not been fully supported through general revenue support. In addition the County Council has provided £7m through prudential borrowing, to support the structural maintenance programme.
2. 5 Since 2004 the structural maintenance budget has reduced by some 35% in real terms.
2. 6 The highway asset is valued at around £7bn, and the current backlog of repairs is estimated to be £86m.

### **3.0 Process of the Workstream**

- 3.1 On 02 July 2010 the Strategic Review Board received a report that outlined the current and potential sources of funding, and considered the implications of possible reductions in the capital programme that funds improvements to the highways and planned maintenance works. It sought member's views on:
- Ideas for efficiency savings and lower cost treatments
  - Scope for new/alternative funding streams
  - The proportions of capital programme to be allocated to improvements relative to maintenance.
  - Whether budget reductions should be applied pro-rata across assets and scheme types or some assets and scheme types should be given priority.

- 3.2 The report reminded the Board that the Highways Act imposes a duty on the County Council to maintain the highway; it also gives powers to improve the highway. The Traffic Management Act imposes a duty to ensure the efficient use of the network. The Road Traffic Act imposes a duty to promote road safety which includes a requirement to undertake accident studies and take measures to prevent accidents.
- 3.3 The report discussed potential alternative funding sources, efficiencies and the relative priorities of funding maintenance and improvement works. The report concluded:
- Reducing the capital programme will impact on Corporate and Service Objectives, LAA Outcomes, and the condition of the highway assets.
- 3.4 The Board was asked to comment on the actions set out below:
- There will continue to be some opportunities to attract alternative funding sources, although less in recent years. Staff resources will be prioritised to seek out funding opportunities.
  - The Board should consider whether reductions should be applied pro-rata across the activities or prioritised, and in particular the relative priorities between:
    1. Maintaining what we have and building new infrastructure
    2. Existing highway assets, their maintenance/condition, and the importance of the national performance indicators.
    3. The types of improvement schemes.

On balance a mix of maintenance and improvements is suggested, but with a greater proportion on maintenance.
  - Reviewing the priority given to applying resources to target the two carriageway condition national indicators and give more emphasis to lower cost early interventions.
  - Adopting low cost solutions and standards such as trods, slurry seal and surface dressing wherever possible will give small but worthwhile savings but are only appropriate where they are safe, value for money and supported by the local member.
  - Scheme preparation process should be reviewed to gain member support for clearer decisions on schemes which are not value for money and to ensure only proportionate public involvement is undertaken.
  - The network of traffic sensitive streets should be reviewed and increased to be consistent and appropriate but also ensure a balance between the cost of works and the cost of disruption.
- 3.4 The Strategic Review Board agreed to the formation of a Member Advisory Group to discuss further the issues. The Group included, Cllrs Spratt, Wright Adams, Dixon and Strong. The Group concluded:
- Members recognised that it is difficult to be precise about priorities until budget levels are known. However they supported:
    - Priority for structural maintenance rather than improvements
    - Some improvements will be essential
    - Safety schemes, walking schemes, and some traffic management to be given priority for any improvement funding
    - Use of lower cost solutions such as trods, slurry seal and surface dressing, but only where appropriate.

- There was some support for focusing on high quality solutions with a longer life even if it results in a lower quantity of work.
- The current policy of funding structural maintenance from capital borrowing increases the overall cost of the work. There was member support for the principle of a return to funding this work to revenue, which will generate savings. However it was recognised that such an approach requires extra funding in the short term, to repay old borrowing costs and fund current structural maintenance needs from revenue, and therefore is unlikely to be deliverable in the short term.

#### 4.0 **The Way Forward - Maintenance**

4.1 The level of capital funding for 2011/12 and beyond is as yet unknown. The level of government support and the form of that support should be known later this year.

4.2 Whatever the level of funding it is suggested that priority should be given to maintenance of the highway assets. The Panel has been consulted on the priorities for investment in the assets and in July 2010 supported the priorities below:

- A roads – maintain current position.
- B & C roads – give priority to the more heavily trafficked routes and improve condition.
- Bridges - give priority to bridges on the HGV network.
- Traffic Signals – continue to fund the traffic signal controller programme at £1m for the next 3 years.
- Footways – maintain current position.
- U roads – give priority to more heavily trafficked roads in village centres.
- Drainage – local maintenance schemes.

It is suggested that these priorities remain appropriate and can be used to apportion the structural maintenance budget.

4.3 In delivering their priorities within lower budgets it is suggested that the following actions be:

- Reduce the target for the two national performance indicators (condition of principal and classified roads – A, B and C roads), whilst more roads would be recorded as ‘where maintenance should be considered’ this could allow earlier low cost maintenance interventions which could be more cost effective.
- Implement lower cost maintenance interventions, such as surface dressing and slurry seal, which have shorter design life.
- Restrict longer life treatments to the A & B road network where the consequence of works on traffic and temporary traffic management costs are significant.

Accept that the condition of some assets will deteriorate because we cannot maintain them as frequently. Unclassified roads may be the least unacceptable.

#### 5.0 **The Way Forward - Improvements**

- 5.1      •      It is suggested that the Panel should consider a significantly reduced improvements programme, perhaps around £2m. Within the programme priority would be given to safety schemes, walking schemes (footways), and some traffic management.
- 5.2      The Panel may wish to suggest alternative priorities for the prioritisation of the capital programme.
- 5.3      It is proposed that the findings of Workstream 3, and the comments from the Panel, are used to inform the development of the highways capital programme for 2011/12 and beyond which will be reported to the ETD Overview and Scrutiny Panel in January 2011.

## **Norwich City Agency Review**

Report by the Director of Environment, Transport and Development

### **Summary**

This report seeks comments on the draft Highways Agency Agreement between Norfolk County Council and Norwich City Council.

A comprehensive review of all highway functions of the current Agency Agreement has been carried out.

The new Agency Agreement identifies the services that are retained by the City and others moved to the County where there are clear benefits in changing arrangements. These are outlined where there are cost efficiencies and robustness of service.

### **Action Required**

- (i) To consider and comment on the proposed change to the Agency Agreement

## **1. Background**

- 1.1. The County Council has an agency agreement with Norwich City Council to carry out various highway and traffic functions within the City. The functions the City Council carries out on behalf of the County Council include some policy development as part of NATS, maintenance works, design and construction of improvement schemes, traffic management, improvements to safety and the co-ordination of programmes and works on the city highway network.
- 1.2. The Norwich City Highways Agency Agreement has been in place since the 1974 local government re-organisation and has been renewed every four years since that date. During this time the agreement has not significantly changed in principle although the Joint Highways Agency Committee was established in 1996. The current Agency Agreement ran from April 2006 for four years to March 2010. Due to the local Government Review, the current Agency Agreement was extended to March 2011.
- 1.3. The City Council is the planning authority and therefore leads in the determination of the development of the city and it is recognised that success in this results from both careful planning and realising opportunities. All development, particularly in cities, requires a robust transport infrastructure. In Norwich that infrastructure is primarily highway. As the County Council is the highway authority, development of all sorts requires a close working relationship between the two Councils. A highways agency agreement is a major contributor to improving that co-operation.
- 1.4. The County Council's Cabinet received a report with four options on 1 March 2010, including the comments of the Norwich Highways Agency Joint Committee and the County Council's Planning, Transportation and the Environment, Waste and

Economic Development Review Panel. It resolved to ask the Director of Environment, Transport and Development to develop a new agency agreement with Norwich City Council where some services are undertaken by the City and other by the County where there are clear benefits in changing arrangements.

- 1.5. The Panel is asked to comment on the Agreement before the County Council's Cabinet and the City Council's Executives consider the new Agreement.

## **2. Proposed Agreement**

- 2.1. Officers have reviewed all elements of the agreement in response to the brief set by the two councils. Attention has been given to how the agreement has operated in practice and a particular focus has been on the likely implications of the Comprehensive Spending Review (CSR). The key conclusions from this work are as follows:

### **2.2. Statutory functions**

- 2.2.1. The agency agreement requires the City Council to undertake a variety of statutory highway functions. These include highways safety inspections, network management and highways development control. These functions need to be carried out mostly irrespective of any works programme and therefore paid for via a lump sum payment to the City Council.
- 2.2.2. The functions are predominantly public facing and therefore it continues to make sense for the City Council to carry them out. However, as part of the process a base budget review has been carried out, and the City Council Agency now aligns itself with the County reorganised area administration charges.

### **2.3. Revenue maintenance**

- 2.3.1. The present agency agreement pays for the feasibility, design, programming, consultation and supervision of revenue maintenance (such as patching) via a 5.5% fee on the cost of the works. However, the true cost of providing these functions is typically greater than the 5.5% ceiling. This is particularly evident in moving from CityCare to the County Partnership as the former contractor carried out a greater proportion of current 'fee' type tasks.
- 2.3.2. To mimic the County Council approach in the Agency Agreement could provide a more robust approach to the delivery of routine maintenance; however, it would be relatively inflexible in light of overall changes to budgets and the level of work. It is therefore proposed to pay for the 'fee' tasks at cost (in the same way as for improvement schemes) – anticipated to be in the region of 10% of the works cost based on County Council experience.

### **2.4. Winter maintenance**

- 2.4.1. The present agency agreement requires the city council to provide a winter maintenance service which operates linked to but separate from the same service in the rest of the County. Whilst a review of the service for 2010/11 has reduced some costs, there is scope for greater efficiencies if a single countywide service is provided (e.g. route optimisation and reduced management/supervision costs). These efficiencies have yet to be quantified but are likely to be at least tens of thousands of pounds.

2.4.2. Such an approach could continue to take account of the Norwich 'heat island' effect which reduces demand for precautionary salting. In addition, City Council staff could continue to contribute to the determining whether to act, albeit alongside County Council staff and in respect of the County as a whole.

2.4.3. Winter maintenance in the city relies on salt storage at the former CityCare Mile Cross depot. This will not be available for the 2011/12 season and at county wide approach would avoid the need to secure an alternative by serving Norwich from the Ketteringham and Aylsham depots. This element of the Agency review will be concluded in 2011 in readiness for the 2011/12 winter.

## **2.5. Agency agreement administration**

2.5.1. The level of specific administration activity associated with the Agency Agreement has increased in recent years. These tasks include financial administration, wider programme management and performance management.

2.5.2. With improving Information Technology (IT) and the majority of works now procured by the City Council via the County Council partnership, there is scope to streamline and reduce the level of administrative activity considerably. It is estimated that the potential financial saving from streamlined administration is £75,000, which represents a 13% saving on fixed costs associated with the agreement (i.e. the lump sum payment plus administration costs). This change needs further development but has the potential to save at least 1 FTE between the City and County Councils.

## **2.6. Capital fee based work**

2.6.1. As with County Council staff, City Council staff, involved with scheme feasibility, design, consultation and supervision, are paid from the relevant capital budget through fees. Whilst for both councils fees for improvement schemes are paid at cost those for structural maintenance are paid in the County at cost – but in the City they have been limited to 5.5% of the works value.

2.6.2. Typically, the level of fee incurred by County staff on structural maintenance is 10%. The 5.5% ceiling is a long standing arrangement dating from the 1980s and whilst it may have been reasonable at that time, it no longer is given the increasing technical complexity of schemes and responsibilities, improved traffic management and increased expectations for public involvement.

2.6.3. It is therefore proposed to pay City staff involved in structural maintenance at cost as well. Control would be exercised by the County Council through project management procedures. In addition, to the extent that there is scope to reduce typical fee levels, the expectation would be that this would apply equally to work carried out by both councils.

## **2.7. Technical pool**

2.7.1. Technical design and supervision staff employed by the City Council on agency functions will be pooled with equivalent staff within the county council to be deployed according to work priorities within the county as a whole. Such sharing already occurs to some degree but by making it more formal it would help to cement common working practices (e.g. use of information technology) as well as improve resilience, particularly for the City Council.

- 2.7.2. The size of the resource provided by the City Council will be determined by the outcome of the CSR and the likely medium term implications on workloads as determined by the two councils.
- 2.7.3. The City Council has a particular strength in urban design. Whilst not suggesting that this resource should be formally incorporated into the agreement it is recommended that the councils work together to share this capability as required. This has already proved successful on some of the Growth Point related projects.
- 2.8. **Information technology**
- 2.8.1. The present agreement has benefited from integration of information technology around county council systems. There are particular efficiencies in improved access to county council systems – for example in relation to programme and project management tools, access to information and standardisation of work practice. It is recommended that as part of a new agreement the objective should be to achieve complete integration of systems.
- 2.9. **Works delivery**
- 2.9.1. With the end of the CityCare contract, the city council is procuring highway works via the County Council partnership. This also includes highway type works which are not on highway land (and therefore are not part of the agreement) such as housing areas. Common contractual arrangements provide scope for significant potential economies. It is therefore proposed that the two councils continue to work on such a basis subject to normal procurement tests.
- 2.10. **Parking**
- 2.10.1. The City Council carries out civil parking enforcement duties in Norwich and it is not proposed to change this successful arrangement which is being rolled out in similar form in the rest of the county. Through the Agency Agreement, Norwich Joint Highways Agency Committee are consulted on changes to the City Council's off street parking tariffs helping to ensure their integration with wider parking strategy such as the development of park and ride. It is proposed to continue this arrangement.
- 2.11. **Casualty reduction**
- 2.11.1. The County Council will take on the responsibility of Casualty Reduction function where the performance monitoring, review and identification of remedial schemes are allocated to an area of established skill base with proportional economy changes. Such an approach has occurred in practice within the present agreement with city council staff focussing on customer interface related to road casualties and scheme detailed design and implementation.
- 2.12. **Highway structures**
- 2.12.1. The County Council will continue to take responsibility for highway structures in Norwich ensuring consistency across the whole county and recognising the difficulty City Council faces in retaining specialist skills in a small team.

### 2.13. **Strategic transport policy coordination**

- 2.13.1. Strategic Management had been improved by establishing at officer level teams to encompass strategic workstreams of the GNDP, NATS implementation, etc. This will help further integrate highway and transport issues with broader regeneration and economic development.

### 2.14. **Intelligent travel systems**

- 2.14.1. The County Council will take the lead in the development of Intelligent Transport Systems where core strategies and expertise exist in the Travel and Transport Services Group for innovative public transport measures being developed.

### 2.15. **European funding**

- 2.15.1. The City Council is a member of the CIVITAS Forum. It is therefore recommended that in this role the city council provides an initial lead and intelligence on EU initiatives (through, for example, the CIVINET network) such as they may effect urban sustainable transport and in particular as they relate to potential funding streams. There will be a need to pursue opportunities in this regard to support the delivery of the NATS Implementation Plan.

## 3. **Resource Implications**

- 3.1. **Finance** : The cost of running the Agency is likely to reduce by 10% with a further reduction from rationalisation of winter maintenance.
- 3.2. **Staff** : the proposals include some potential reduction in staff but this proposal needs further detailed development.
- 3.3. **Property** : none.
- 3.4. **IT** : The proposals included in this report relate to development of IT and are recommended to improve efficiency. IT systems are already provided by Norfolk County Council as part of its ongoing service delivery.

## 4. **Other Implications**

- 4.1. **Legal Implications** : If Members support the proposed changes to the Agency Agreement a legal agreement will be drafted.
- 4.2. **Human Rights** : None.
- 4.3. **Equality Impact Assessment (EqIA)** : None. Having an Agency Agreement promotes equality by bringing departmental service aligned to users.
- 4.4. **Any other implications** : Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

## 5. **Section 17 – Crime and Disorder Act**

- 5.1. None.

## 6. **Risk Implications/Assessment**

- 6.1. The proposed level of staffing is believed to be adequate for the City Council to undertake their duties under the agreement. Performance will continue to be monitored and reported to NHAC. Resource can be reviewed at any time under the agreement.

## 7. **Alternative Options**

- 7.1. Not to extend the agreement. If this option is to be taken, all staff whose role is more than 50% related to the Agency Agreement would TUPE to the County Council and appropriate accommodation would have to be provided.

## **Action Required**

- (i) To consider and comment on the proposed change to the Agency Agreement.

## **Background Papers**

## **Officer Contact**

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

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## **Impact of Winter 2009/10 – an Update**

Report by the Director of Environment, Transport and Development

### **Summary**

Following the confirmation of the additional winter damage funding in April 2010, and through utilising the Norfolk Strategic Partnership, £3.5m of capital funding and £0.6m of revenue funding will have been spent by the end of October 2010 on repairing the highway asset.

This additional funding has enabled a targeted response to be implemented ensuring the most appropriate and cost effective form of treatment has been used to repair damage to the road surface caused by the coldest winter for 30 years.

The extra funding has resulted in an additional 159km of road being surface dressed and resurfaced.

The additional funding has enabled the sites most affected by the winter to be repaired. It is believed that this has brought the highway asset condition back to pre-winter levels, although this can only be confirmed through the annual condition surveys reported to Members annually in July.

All of the Government's allocation has been spent and 96% of the County Council's allocation will be spent by the end of November 2010. 100% spend will be achieved by the end of the financial year.

### **Action Required**

Members are asked to note and comment on the contents of the report.

## **1. Background**

- 1.1. Last winter was the second severe winter in succession, and the coldest for 30 years. The prolonged period of winter conditions caused severe damage to the highway, in particular causing the road surface to break up and potholes to form. Due to the severity which affected authorities nationwide, in late March 2010 central government awarded Norfolk County Council a grant of £2,814,300 for repairs to the highway. In addition, in April 2010 Cabinet agreed additional County Council funding of £2m for road repairs necessary due to winter damage. However, following the in-year budget reductions this was reduced to £1.8m.
- 1.2. As the prolonged cold spell progressed, sites requiring attention were being identified and the works programme for 2010/11 was being reviewed to accommodate these higher priority sites. This enabled a programme of works to be determined and prioritised very quickly once the funding was announced. The funding enabled the identified winter damage sites to be repaired, as well as reinstating the deferred sites.

- 1.3. The Norfolk Strategic Partnership arrangements with Mott MacDonald and May Gurney enabled additional resources to be secured quickly and competitively to deliver the increased programme with a target date for completion of the winter damage sites prior to the next winter. The first resurfacing schemes were completed in July 2010.

## 2. Funding

- 2.1. £4.6m of additional funding was added to the 2010/11 Highways programme for winter damage repairs. This was split between £1.7m for surface dressing works and £2.3m for road resurfacing schemes as part of the Capital Structural Maintenance programme. The remaining £600,000 was allocated to the Revenue Highway Maintenance Fund for immediate patching of the road surface.
- 2.2. The additional funding will bring the total 2010/11 expenditure on surface dressing schemes to around £10.6m, and the total spend on resurfacing schemes to around £15.8m, including £5.2m of detrunked roads funding for Scole Bypass in 2010/11.

## 3. Delivery

- 3.1 The attached Appendix A details the original proposed locations, budget, date of works, length of road treated in km, and area treated. All of the Government's allocation has been spent and 96% of the County Council's allocation will be spent by the end of November 2010. 100% spend will be achieved by the end of the financial year.
- 3.2 From the information in the appendix, it can be seen that the overwhelming majority of winter damage schemes were completed by the end of October 2010. This date is critical as cold temperatures and freezing condition which break up vulnerable road surfaces are typically encountered from November onwards. Of the 20 planned resurfacing schemes, 17 were completed before the end of October, and the A1122 Nordelph scheme is currently under construction. All of the proposed surface dressing works have been completed. This will restore and protect just under 160km of the road network and will consolidate pot-hole repairs already carried out. The table below summarises how this compares with delivery figures for the original budget allocation. The figures for resurfacing include the planned schemes which should be delivered by the end of the current financial year.

	Original Planned Length	Additional Length Delivered
Surface Dressing	484 km	146 km
Surfacing	31 km	13 km
<b>Total</b>	<b>515 km</b>	<b>159 km</b>

- 3.3 The £600,000 revenue funding for patching works enabled a greater volume of work to be undertaken in the first few months of 2010/11, whilst enabling sufficient budget to be retained for dealing with damage during the forthcoming winter and without reducing activity in other areas of routine maintenance. Therefore, by the end of October 2010 all £600,000 of revenue, and £3.5m of the £4m capital allocation will have been spent on improving the highway network.

- 3.4 The three remaining resurfacing schemes which will spend the balance of the allocation are the:
- A1122 Nordelph – The type of pavement failure has been unusual (involving embankment slippage) and has required detailed site investigations and analysis to ensure the underlying failure will be addressed by the remedial works. Design work is now complete and works are currently on site.
  - B1108 Watton – to ensure cost effectiveness and minimise disruption, these works are planned to be co-ordinated with the outstanding works to complete the developer works on the B1108. Works will start as soon as the developer funding for the works has been agreed, which is believed to be imminent.
  - B1108 Earlham Road, Norwich – planned works have been delayed to enable co-ordination with other works in the area to maximise cost effectiveness and minimise disruption.

In the interim, these sites have been regularly inspected to ensure safety for road users.

#### 4. **Other Winter Issues**

- 4.1 Following an increase in the percentage of surface dressing failures in 2008 (2.8%) and 2009 (4.1%), where there were areas of chipping loss, the County Council's Partnership Highway Laboratory was asked to investigate. This investigation covered short term remedial works and also a longer term study into possible enhancements to the current processes and programme.
- 4.2 The five recommendations for this longer term study were:
- A. Reconfigure the existing regime of installer self certification to require May Gurney provide evidence / copies of data they currently collect, in particular relative to the spraybar distribution tests (before morning and afternoon laying shifts or after a stoppage) and of the bitumen test of batch supplied for sample testing by the Council's Laboratory.
  - B. Supervision: increase the amount of Council testing and supervision. On the basis of the current programme three (Full Time Equivalent) posts would be required (one for each of the three dressing gang May Gurney currently use). This resource would be used primarily during the dressing season from April to August, but could be involved in other parts of the process.
  - C. Treatments: review surface dressing specifications (e.g. alternative binders, greater use of 'racked in designs' or 'double dressings').
  - D. Geographical spread: review on a risk assessed basis the geographic order of surface dressing after the coastal strip.
  - E. Timing: consider shortening the dressing season (to less than that recommended in Road Note 39) so that all works are complete by end of July.
- 4.3 Several of the above issues have already been investigated and the outcome has been incorporated into the summer 2010 surface dressing programme. This includes:
- considerably more information (including Contractor test results) submitted to the NCC Laboratory;
  - NCC supervision for the majority of surface dressing work on site, resulting in

fewer risks being taken by the Contractor;

- more regular checks on the jets of the sprayers, to ensure even application;
- using 6mm chippings from mid-August to reduce risk of failures;
- use of double dressing to reduce risk of failure on several sites.

4.4 The investigations have also culminated in a workshop meeting in mid-October 2010. The outcome of this workshop is still being analysed, although as detailed above there has already been improvements and enhancements applied to the 2010 surface dressing programme.

## 5. **Resource Implications**

5.1 **Finance** : All of the Winter Damage funding will have been spent on surface dressing and resurfacing works by the end of the financial year. All of the DfT funding has been spent by the end of October 2010 and the requirements of the Offer Letter have been met in full.

## 6. **Other Implications**

6.3 **Equality Impact Assessment (EqIA)** : The additional funding has been spent on maintaining existing assets and therefore there are no implications.

6.4 **Communications** : The list of completed schemes has been sent to the DfT and has also been posted on the County Council's website, as specified in the DfT Offer Letter.

6.6 **Any other implications:** Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

## 7. **Section 17 – Crime and Disorder Act**

7.1 None

## 8. **Risk Implications/Assessment**

8.1 Any scheme specific risks and implications have been assessed and mitigated during the development of each scheme.

## 9. **Alternative Options**

9.1 There are no alternative options for the Winter Damage funding as this has now been spent or committed to programmed schemes.

## **Action Required**

- (i) Members are asked to note and comment on the contents of the report.

## Background Papers

6 April 2010 Cabinet paper on Post-Winter Damage to Highways

## Officer Contact

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

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## Appendix A: 2010 Winter Damage Funding - Schemes delivered

Scheme Type	Description	Cost	Actual or Programmed Completion Date	Length Treated (km)	Area Treated (m2)	Comments
Resurfacing	A148 Little Snoring	£217,000	Oct-10	0.93	7,305	
Resurfacing	C555 Red Lion Street, Aylsham	£49,000	Jul-10	0.18	1,180	
Resurfacing	U32016 Brunel Way, Thetford	£162,000	Sep-10	0.60	4,300	
Resurfacing	A10/A134 Tottenhill Roundabout		Jul-10	0.30	4,173	£150,000 budget funded from Detrunked roads budget
Resurfacing	B1112 Hockwold	£129,000	Oct-10	0.72	4,859	
Resurfacing	A1122 Nordelph	£850,000	Nov-10	4.60	32,772	
Resurfacing	A1067 Great Witchingham	£267,000	Sep-10	0.70	5,046	
Resurfacing	A149 Catfield	£109,000	Oct-10	0.19	1,883	
Resurfacing	B1108 Church Street, Hingham	£86,000	Aug-10	0.25	1,835	
Resurfacing	A1066 /A1088 Hurth Way Roundabout, Thetford					Surface patched instead of resurfaced
Resurfacing	B1135 Whinburgh	£146,000	Sep-10	0.66	3,991	
Resurfacing	A146/A47 Trowse	£153,000	Aug-10	0.10	2,749	
Resurfacing	B1108 Watton	£69,000	Mar-11	0.54	4,050	
Resurfacing	B1077 Scoulton (Patching)	£25,000	Jul-10	0.40	750	
Resurfacing	U40665 Whitard Road, Norwich	£58,000	Jul-10	0.32	2,240	
Resurfacing	C817 Rosary Road, Norwich	£81,000	Aug-10	0.67	4,000	
Resurfacing	C874 Plumstead Road, Norwich	£115,000	Oct-10	0.36	2,160	
Resurfacing	B1108 Earlham Road (West Parade to 47), Norwich	£55,000	Nov-10	0.51	4,533	
Resurfacing	B1112 Methwold Road, Northwold (Brookville)	£63,000	Oct-10	0.39	2,320	
Resurfacing	C6 Barroway Drove, Stow Bardolph	£65,000	Sep-10	0.10	414	
Surface Dressing	A134 Lyndford Stag	£19,000	Jul-10	0.31	2,244	
Surface Dressing	A143 Haddiscoe	£56,000	Jul-10	1.94	11,461	
Surface Dressing	B1077 Attleborough Queens Road	£16,000	Jul-10	0.40	2,714	
Surface Dressing	B1077 Attleborough Station Road	£42,000	Jul-10	0.94	7,081	
Surface Dressing	North Area (North Norfolk, Broadland & Gt Yarmouth) - C & U roads	£554,000	Sep-10	48	177,340	
Surface Dressing	South Area (South Norfolk & Breckland) - C & U roads	£589,000	Sep-10	54	225,674	
Surface Dressing	West Area - C & U roads	£292,000	Sep-10	36	134,053	
Surface Dressing	Norwich City - C & U roads (surface dressing & patching works)	£111,000	Aug-10	3.91	16,409	
Patching Works	Various Sites across the County & City	£600,000				
	<b>Total</b>	<b>£4,978,000</b>				
<b>Additional Winter Damage funding</b>						
	NCC additional funding	£1,800,000				
	DfT additional funding - Capital	£2,214,300				
	DfT additional funding - Revenue	£600,000				
	<b>Total</b>	<b>£4,614,300</b>				
<b>Notes:</b>						
1. These schemes have been managed as part of the overall countywide structural maintenance programme. Savings made on schemes have enabled A1122 Nordelph scheme to be progressed						

## **Norfolk Highway Gating Trials**

Report by the Director of Environment, Transport and Development, and  
Harold Bodmer, Director of Community Services

### **Summary**

This report seeks to update Members on the progress of Norfolk's highways gating pilots.

The two gating proposals implemented at Dolman Square, Gt Yarmouth and Pilot Street, King's Lynn have been in place for more than 18 months. The results of the review indicate that both of the schemes have been successful in reducing anti-social behaviour, crime and increasing quality of life. Local residents of both pilots wish to see the schemes retained.

A proposed gating policy has been developed which would give local Community Safety Partnerships (formerly known as Crime and Disorder Reduction Partnerships – CDRPs) responsibility for the assessment of appropriate schemes. It is the policy of Norfolk County Council to seek to restrict access to Public Rights of Way for the purposes of preventing or reducing persistent crime and or anti-social behaviour where:

- Consideration has been given to alternative interventions that may be more appropriate and cost effective in tackling the specific problems
- Requests for gating orders have been fully accessed and endorsed by the local Operational Partnership Team (OPT) for community safety
- It is determined that this will improve the quality of life for the local community
- Consideration has been given to access by emergency vehicles.

This policy would give the local OPT responsibility for the assessment of appropriate schemes. The OPT would be required to consult the relevant Highways Maintenance Manager and local members. It is proposed that costs are met as follows:

- Capital costs of delivery are met from Safer & Stronger Communities Fund (SSCF) received from Government.
- Design and legal costs i.e. drafting of the gating order – possibly funded by the Community Safety Partnership from the Area Based Grant.
- On-going revenue costs i.e. maintenance costs – the local District Council Estates Department would be best placed to maintain gates – consultation required.

This report will also go to the Community Services Overview & Scrutiny Panel in November, prior to Cabinet in December 2010.

### **Action Required**

1. Note the contents of this report.
2. Support extending the period of gating the two existing pilot schemes by an additional period of 24 months, and support the proposed policy/process (see Section 2) by which future schemes are approved, and
3. comment on the most appropriate source of funding for the costs of the statutory process.

## 1. **Background**

- 1.1. In July 2006 Cabinet Members were informed of a new power under Section 2 of the Clean Neighbourhoods and Environment Act 2005 which is available for use by councils who are the highways authority from April 2006. This power allows councils to make a 'Gating Order' to prevent or regulate passage along a highway (usually an alleyway) in order to prevent crime or anti-social behaviour from occurring.
- 1.2. At that time Cabinet Members approved undertaking pilot gating scheme in Gt Yarmouth. More recently in July 2007 a further trial, in King's Lynn, was approved by Cabinet Members.
- 1.3. Experience from these trials has been used to inform the development of a policy to define how this power will be used in Norfolk.

## 2. **Gating Pilots**

- 2.1. Pilot closures were suggested following consultation with Crime and Disorder Reduction Partnerships (CDRPs) in Great Yarmouth and King's Lynn, where there were specific gating schemes that they wished to pursue. These are:
  - Dolman Square, Great Yarmouth: a single alleyway which had been the subject of longstanding antisocial issues;
  - Pilot Street, King's Lynn: a single point gating of an alleyway showing significant crime, disorder and antisocial issues associated with the night time economy;

### 2.2. **Dolman Square Gating**

Questionnaires were sent to the nine residents surrounding the gating at Dolman Square. In addition the Police and the Neighbourhood Manager also completed the questionnaire.

In summary, the responses to this were as follows:

- 82% thought the gating had made a difference to them/members of their household. 9% said it had not.
- 91% thought that crime and antisocial behaviour had reduced as a result of the gating. 9% said it had not.
- 64% of respondents thought their household felt safer because of the gate. 9% did not agree and 27% did not comment.
- 10% of respondents thought that the gating had produced a negative impact on the locality. 82% said it had not and 9% failed to comment.
- 91% said that they want the gates to stay in place for an additional 12 month period. 9% disagreed.

- 2.3. Some of the reasons for retaining the gates for an additional period are cited as:

- "there have been no incidents reported since the gates were installed.
- "the gating has been a great success"
- "the gates have improved the area by 100% and should remain".

- 2.4. The local Police have said that there have been no incidents reported since the gates were installed. It has been an unquestioned success and should be recommended as a long term solution for similar situations where quality of life issue in urban areas are threatened by anti-social behaviour. The Neighbourhood Manager for the Dolman area has also made similar positive comments about the benefits of the gates.

## 2.5. **Pilot Street Gating, Kings Lynn**

- 2.5.1 Questionnaires were sent to the seven residents surrounding the gating at Pilot Street, King's Lynn. In addition, Norfolk Fire and Rescue Service also completed the questionnaire.

In summary, the responses to this were as follows:

- 88% thought the gating had made a difference to them/members of their household.
- 100% thought that crime and antisocial behaviour had reduced as a result of the gating.
- 88% of respondents thought their household felt safer because of the gate. 12% did not comment.
- No respondents thought that the gating had produced a negative impact on the locality. 88% said it had not and 12% failed to comment.
- 88% said that they want the gates to stay in place for an additional 12 month period. 12% did not comment.

- 2.5.2 Reasons for retaining the gating for an addition period are cited as:

- Reduction in drunken behaviour.
- Feel safer.
- Reduction in car vandalism and damage to property.

## 2.6. **Local Member's View**

- 2.6.1 Whilst this scheme has been in place for a shorter period than the Dolman Square gating, it has been equally successful. As a result the local Member, Councillor Mickelburgh is supportive of the current scheme and considers that it should remain in place to ensure that no further anti-social problems recur.

## 2.7. **Future Gating Schemes**

- 2.7.1 Based on the number of anecdotal requests made for gating of the highway over the last 12 -18 months it is likely that a relatively small number of applications will be made each financial year. Typically, we may expect up to 4 per year, however, not all applications will be fully compliant with the legislation, and therefore, would not be approved.

2.7.2 More recently a formal request has been received from Breckland District Council officers working in Swaffham on the Pride Breckland Initiative. It is their belief that the gating of a specific footway near to dwellings will do much to improve the current anti-social conditions that residents there experience. BDC officers and members of Pride in Breckland consider this gating to be a key issue in the work they are undertaking.

2.7.3 In response BDC have offered to fund all gating costs (estimated cost £1k) with the exception of legal charges/costs which may be in the region of £3k-4k which they expect the County Council to fund.

## 2.8. **Policy Proposal for Gating Highways for the purpose of preventing or reducing crime and/or anti-social behaviour**

2.8.1 It is the policy of Norfolk County Council to seek to restrict access to public rights of way for the purposes of preventing or reducing persistent crime and / or anti-social behaviour, where:

- consideration has been given to alternative interventions that may be more appropriate and cost effective in tackling the specific problems;
- requests for gating orders have been fully assessed and endorsed by the local Operational Partnership Team for community safety;
- it is determined that this will improve the quality of life for the local community, and
- consideration has been given to access by emergency vehicles for schemes effecting vehicular access.

Judgements on the quality of life will balance crime and anti-social behaviour issues with other priorities, such as sustainable travel, safer routes to school, health, and recreation.

2.8.2 In attaining the above it is proposed that ETD and CSP play to their strengths of their respective roles, which are that:

ETD will consider the appropriateness of proposals from a highway view point.

CSPs will vet proposals in terms of records, evidence concerned about the gating's functionality in terms of improving the safety and social environment of the locale and ensure funding is provided by an appropriate party.

## 2.9. **Proposed Assessment Process**

2.9.1 Local Operational Partnership Teams (OPTs) for community safety will be responsible for the assessment, and vetting of all applications for gating. The relevant Highways Maintenance Manager must be consulted on the proposal prior to considering approval/rejection.

2.9.2 The OPT must consult with the local Member (district and County) to ensure that they are supportive of the proposal.

- 2.9.3 Following approval NCC's Community Safety Team will, make arrangements for County Legal Services to be instructed to ensure that evidence to support the application is adequate and relevant to the CN&EA 2005.
- 2.9.4 Fully approved applications would then be processed by Legal Services to provide the requisite Gating Order (CN&EA 05).
- 2.9.5 It is suggested that in parallel with the processing of the gating Order a detailed specification for the gate(s) would be drafted in readiness for manufacture and erection
- 2.9.6 It is important to consider who will maintain/repair the gates when finally in place. It is suggested that this responsibility is passed to the local District Council Estates Department which are experienced in this type of work and who will be able to respond quickly to any vandalism of locks etc. The County Strategic Group(Crime Reduction) is to consider the issue of district authority responsibility for maintenance of gates, and determined that this would need to be agreed on a case by case basis.

### **3. Resource Implications**

#### **3.1. Finance :**

Both pilot schemes have been accommodated within existing resources of what was Planning and Transportation (now Environment, Transport and Development) in relation to the statutory process of consultation and the making of the Gating Order. This is not considered appropriate going forward, given the significant pressure on highway budgets and the fact that Gating Orders deliver community safety benefits, rather than transport objectives.

The Community Safety Team will provide co-ordination with CSPs ensuring effective assessment of evidence for potential Gating Orders, consistent with their role of promoting involvement and responsibility in all aspects of community safety at a local and county level.

It is recommended that future costs are met as follows:

- Capital costs ie the gate, fittings and installation – funded from the SSCF grant for Community Safety.
- Design and legal costs ie drafting of the gating order and biennial reviews – possibly funded by the County Strategic Group (Crime Reduction) from the Area Based Grant. This proposal has been discussed by CSG (CR) – partners were critical of NCC for not picking up the costs associated with administering the scheme.
- On-going revenue costs ie maintenance costs – the local District Council Estates Department would be best placed to maintain gates.

The Community Safety Team will provide co-ordination with OPTs ensuring effective assessment of evidence for potential Gating Orders, consistent with their role of

promoting involvement and responsibility in all aspects of community safety at a local and county level. As a small team, there is no scope within the team's budget for funding of the legal and design costs necessary to fund gating orders.

Where funding by Community Safety Partnership is not possible it is suggested that third parties ie district councils/local initiatives are approached to contribute towards the proposed gating.

#### 4. **Other Implications**

4.1. **Equality Impact Assessment (EqIA) :** None

4.2. **Health and safety implications :** None

4.3. **Any other implications :** Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

#### 5. **Section 17 – Crime and Disorder Act**

5.1. Use of the power under the Clean Neighbourhoods and Environment Act 2005 provides a clear focus for the County Council to show how it is delivering under the wider general duty under Section 17 of the Crime & Disorder Act (1998) – to do all that it can to reduce crime and disorder in Norfolk.

5.2. This is an important contribution to the County Council's role as one of the statutory partners on Norfolk's 7 community Safety Partnerships. This will help to make crime and anti-social behaviour hotspots safer, and improve the quality of life in these communities – a key measure in Norfolk's LAA.

#### 6. **Risk Implications/Assessment**

6.1. Not applicable

#### 7. **Alternative Options**

7.1. The County Council could choose not to exercise the power available to it under CNEA 2005 (which allows councils to make a 'Gating Order' to prevent or regulate passage along a highway in order to prevent crime or anti-social behaviour from occurring). If so there would be no need to agree a policy for effective use of this power.

7.2. However, as a statutory partner in Norfolk's Community Safety Partnerships this would be very difficult to justify, given the Section 17 implications stated in section 5 above.

#### 8. **Reason for Decision**

8.1. The gating schemes in Great Yarmouth and King's Lynn have progressed as anticipated. However, the overall process has taken longer than expected. This is, in the main, due to working with new legislation (Clean Neighbourhoods and Environment Act 2005) for the first time. We now have a more realistic understanding of this legislation and its timescales for the gating process and this

can be built upon in future schemes to reduce time and therefore cost.

- 8.2. Current legislation prevents highway authorities from making Gating Orders permanent; they can only be temporary.
- 8.3. It is recommended that the existing pilot gating schemes continue for a further period of up to 24 months. After this they can be reassessed.
- 8.4. It is also recommended that for all future gating schemes the initial period of gating will be 12 months, followed by a consultation to assess its performance. Extensions to the initial period will be up to 24 months. After this, a further consultation will be undertaken to further assess performance.

## Action Required

- (i) Note the contents of this report.
- (ii) Support extending the period of gating the two existing pilot schemes by an additional period of 24 months, and support the proposed policy/process (see Section 2) by which future schemes are assessed, and
- (iii) comment on the most appropriate source of funding for the costs of the statutory process.

## Background Papers

1. Crime and Disorder Act 1998 Section 17.
2. Clean Neighbourhoods Act 2005.
3. Review Panel/Cabinet Report July 2006.
4. Cabinet (Urgent Business) Report July 2007.

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**Minerals and Waste Development Framework**  
**Sixth Annual Report (2009-10)**

Report by the Director of Environment, Transport and Development

**Summary**

Section 35 of the Planning and Compulsory Purchase Act 2004 requires every local planning authority to make an Annual Monitoring Report (AMR) to the Secretary of State. This report, covering the previous financial year, must be produced and published before the end of December. The AMR shows that the amount of waste going to landfill in Norfolk continues to fall. Production of the Core Strategy and Site Allocations documents has taken longer than planned; this was to enable additional consultation and to take advantage of the abolition of the Regional Strategy (the East of England Plan). The Sixth Norfolk Minerals and Waste AMR (2009/10) is attached as Appendix 1 to this report. The Minerals and Waste AMR has four main sections:

**1. Review of the Norfolk Minerals and Waste Development Scheme (the Scheme): April 2009 – March 2010**

The review of the MWDS has identified that delivery of the Development Plan Documents is taking longer than the current adopted timetable for document production. A formal revision to the MWDS is therefore necessary; this is attached as Appendix 2. This reporting year there have been further consultations (Regulation 25 stage) on the Waste Site Allocations DPD and the Mineral Site Allocations DPD; with just over 1,000 individuals and/or organisations making around 7,500 comments. Further details are included within the report.

**2. Policy Performance: April 2009 – March 2010**

Between 1 April 2009 and 31 March 2010, 45 applications were determined, of which 39 were approved. Two appeals were determined in the reporting period, one of which was allowed and the other dismissed. One planning application was granted approval contrary to Council policy.

**3. Minerals Core Output Indicators: 2009 calendar year**

Sand and gravel production in 2009 was 1,378,000 tonnes and carstone production was just 66,000 tonnes. At 31 December 2009 the landbank for sand and gravel stood at fractionally over 6 years and the landbank for carstone stood at 8.6 years.

**4. Waste Core Output Indicators April 2009 – March 2010**

Waste input into Norfolk's non-hazardous landfill sites decreased to 416,000 tonnes. The non-hazardous landfill landbank is calculated to last until 2025/26. The quantity of non-hazardous waste recycled in Norfolk decreased, as did the quantity of inert waste recycling. The landbank for inert landfill sites and quarry restoration stands at 6.9 years, assuming waste inputs remain the same as the average of the last three years.

**Action Required**

- (i) To endorse the findings of the AMR and to resolve that the AMR be submitted to Cabinet and then to the Secretary of State.
- (ii) To recommend that Cabinet resolve that the revised Minerals and Waste Development Scheme shall have effect from 18 January 2011.

## 1. **Background**

- 1.1. Section 35 of the Planning and Compulsory Purchase Act 2004 requires every local planning authority to make an annual report to the Secretary of State. This report, covering the period 1 April-31 March, must be produced and published before the end of December (i.e. this AMR covers the 2009/10 period).
- 1.2. The AMR must contain information on:
  - a) how the timetable for document production set out in the Minerals and Waste Development Scheme (MWDS) has been followed (or otherwise), with reasons for any differences;
  - b) the extent to which the 'saved' policies of the Minerals Local Plan (2000) and Waste Local Plan (2004) are being used in planning application decisions; and
  - c) report on the core output indicators as set out by the Department for Communities and Local Government (set out in paragraph 1.3 below).
- 1.3. For minerals and waste development, the core output indicators are as follows:

### **Minerals**

M1 Production of primary land won aggregates

M2 Production of secondary and recycled aggregates

*(secondary aggregates are by-product wastes that can be used for aggregate purposes and recycled aggregates are produced from recycling construction waste such as crushed concrete)*

### **Waste**

W1 Capacity of new waste management facilities

W2 Amount of municipal waste arising, and managed by management type

### **Environmental Quality**

E3 To show the amount of renewable energy generation by installed capacity and type (*this AMR reports on the levels of energy generated from landfill gas in the Waste section*).

- 1.4. The AMR has four main sections:
  1. Review of the Norfolk Minerals and Waste Development Scheme (MWDS): April 2009 – March 2010.
  2. Policy Performance: April 2009 – March 2010.
  3. Minerals Core Output Indicators: 2009 calendar year.
  4. Waste Core Output Indicators April 2009 – March 2010.
- 1.5. The review of the MWDS has identified that progress on the Development Plan Documents is taking longer than the current adopted timetable for document production (the reasons for this are set out in paragraphs 2.4-2.7 below). A formal revision to the MWDS is therefore necessary; this is attached as Appendix 2.

## 2. Contents of Report

### Review of Minerals & Waste Development Scheme

- 2.1. Two consultations were carried out during the 2009/10 reporting period on Minerals and Waste Development Plan Documents (DPDs):
  - Minerals Site Allocations DPD – a further Issues and Options stage.
  - Waste Site Allocations DPD – a further Issues and Options stage.
- 2.2. The consultation period for both these documents ran from 19 October to 11 December 2009. 1,045 people/organisations responded to the Minerals Site Allocations: Further Issues and Options (Preferred Options) consultation and 548 people/ organisations responded to the Waste Site Allocations: Further Issues and Options (Preferred Options). These individuals and organisations made a total of 7,500 comments. Further details of these consultations can be found in the AMR (Appendix 1 to this paper).
- 2.3. The adopted Scheme (June 2007) sets out the timetable for producing minerals and waste DPDs. During the 2009-10 period, the Core Strategy and Minerals and Waste Development Management Policies DPD was scheduled to have been adopted (May 2009) and the two Site Allocations DPDs were scheduled to have been publicly examined (October 2009) and then adopted (April 2010).
- 2.4. These deadlines were not met. The key reason for the delays was highlighted in the 2008-9 AMR, and was the time taken to process the exceptionally large number of representations received to the Minerals and Waste Site Allocations consultation in autumn 2008. In addition, it was felt that a further round of public consultation on the Site Allocations DPDs was appropriate following the publication of the Publication Core Strategy DPD and due to changes submitted to a number of the proposed site allocations.
- 2.5. Consultation on the Publication Core Strategy DPD was took place from May-July 2010) for representations of soundness to be made on the document, with the intention to submit the Core Strategy to the Secretary of State for formal examination in September 2010. 64 people and organisations made valid representations on the Core Strategy.
- 2.6. However, on 6 July 2010 the Secretary of State for Communities and Local Government announced that he had formally revoked Regional Strategies with immediate effect. As the East of England Plan contained a number of minerals and waste policies (in particular apportioning minerals and waste figures to each county), Cabinet (on 13 September) and County Council (on 27 September 2010) agreed to make a series of modifications to the Core Strategy. The (Revised) Publication Core Strategy was issued for an eight week representations period on 22 October, ending on 17 December 2010.
- 2.7. The additional Core Strategy Publication stage has meant a further delay in the Core Strategy timetable, and a consequent delay in later stages of the Minerals and Waste Site Allocations DPDs (the Site Allocations DPDs will not be formally submitted to the Secretary of State until the Core Strategy has been adopted).
- 2.8. Appropriate adjustments to the Scheme have been made to ensure a realistic future timetable, and Cabinet will be asked to approve the revised Scheme (attached as Appendix 2 to this report) at its meeting on 6 December.

- 2.9. The Core Strategy will be formally submitted in January 2011, with the formal Hearing stage of the examination (held by the independent Inspector) expected to take place in April. The Inspector's Report is expected in August, with formal adoption to follow in September.
- 2.10. A further public consultation stage will take place on the two Site Specific Allocations DPDs early in 2011. The two Site Specific Allocations DPDs will be subject to a Publication representations period in autumn 2011, with submission to follow in February 2012. The formal Hearing stages and adoption will follow later in 2012 and 2013.
- 2.11. Should Cabinet approve the revised Scheme, it will need to be formally submitted to the Secretary of State. The SoS then has to decide whether to make any amendments to the MWDS before it can be adopted, but it is not thought likely that he will intervene.

### **Policy Performance**

- 2.12. Planning policies (set out in the Minerals Local Plan and Waste Local Plan) are used in the determination of planning applications. As a measure of their performance, the frequency of use and effectiveness is reported in the AMR. Two tests of the effectiveness of policies are:
- An allowed appeal which might indicate the policy is flawed; and
  - An approval of planning permission contrary to the development plan which might indicate that the policy is out of date.
- 2.13. Between 1 April 2009 and 31 March 2010, 45 applications were determined, of which 39 were approved. The most frequently quoted policies related to amenity and highways. The policies that constituted grounds for refusal for five waste management planning applications were on industrial/brownfield land, countryside protection, amenity, landscape, highways and water resources.
- 2.14. Two appeals were determined in the period between 1 April 2009 and 31 March 2010, as follows:
- The first appeal was made against the refusal of a planning application for the change of use of part of the former Anglian Water Services site in North Walsham to a non-hazardous liquid waste transfer station (and associated elements). The Planning Inspectorate dismissed the appeal on 7/10/2009;
  - The second appeal was made against non-determination of a planning application for a new transformer and energy generator at a waste management site at Thurlton. The Planning Inspectorate allowed the appeal on 2/2/2010.
- 2.15. One planning application was granted approval contrary to County Council policy in the period between 1 April 2009 and 31 March 2010, a green and kitchen/food waste composting operation at Marsham. The proposal was considered to be a departure from Policy WAS4 (countryside protection) but Policy WAS1 (hierarchy framework) was considered to be applicable and, when combined with mitigating landscape works, was considered to make the development acceptable.

### **Core Output Indicators: Minerals**

- 2.16. Sand and gravel production in 2009 was 1,378,000 tonnes, representing a decrease of 13% over the 2008 figure. Production of sand and gravel continues to be well below the high levels of the late 1980s and early 1990s, and below the average for the last 20 years of about 2.55 million tonnes (mt) per annum.
- 2.17. Carstone production in 2009 was just 66,000 tonnes, representing a 70% decrease from the 2008 figure. This is significantly lower than the average for the last twenty years of 245,000 tonnes and the average for the last ten years of 165,000 tonnes.
- 2.18. At 31/12/2009 the landbank for sand and gravel stood at just over 6 years (6.04) based on the current apportionment figure of 2.98 mtpa, a figure below the seven-year minimum set out in MPS1. However, the Publication version of the Core Strategy, which was agreed by the Cabinet and County Council in September 2010, reduces the annual apportionment figure for sand and gravel to 2.57 million tonnes per year. Using this figure, the landbank is fractionally over the 7-year minimum at 7.01 years (as at 31/12/09).
- 2.19. At 31/12/2009, the carstone landbank stood at 8.6 years, below the minimum 10-year landbank set out in MPS1.

### **Core Output Indicators: Waste**

- 2.20. The waste management data included in the Annual Monitoring Report and summarised below includes all types of waste managed in Norfolk. This includes municipal and household waste, commercial and industrial waste, inert waste, construction and demolition waste, and hazardous waste.
- 2.21. Waste input into non-hazardous landfill sites in 2009/10 was 416,000 tonnes, a decrease of approximately 14% from the 2008/9 figure and a 35% reduction from the 2007/8 figure. The current landfill voidspace (as at 31/3/10) is estimated to be 8.03 million cubic metres, and is expected to last until 2025/26.
- 2.22. The quantity of inert waste recycled in 2009/10 was 325,000 tonnes, 115,000 tonnes above the 2008/9 figure, but 78,000 tonnes below the 2007/8 figure of 403,000 tonnes. The landbank for inert landfill sites and quarry restoration stands at 6.9 years, assuming waste inputs remain at the average of the last three years. Using the same assumption, there is sufficient capacity to last until late 2022.
- 2.23. In recent years there has been a marked increase in the recycling/composting of non-hazardous waste and the quantity recycled/composted in 2009/10 was 645,000 tonnes, the lowest figure of the last three years. However, this figure is still substantially above totals from the years prior to 2007/8.
- 2.24. The total amount of waste handled in 2009/10 was 1,877,000 tonnes. This is the lowest figure since the calendar year 2003, a drop of 490,000 tonnes on 2008/9, and reflects in large part the impacts of the recession on the quantities of commercial and industrial waste produced.

## **3. Resource Implications**

- 3.1. **Finance** : Currently the MWDS shows the Core Strategy and Development Management Policies DPD, the Minerals Site Allocations DPD and the Waste Site Allocations DPD as being behind schedule. Appropriate resources have been reallocated to the end of 2010/11 financial year, to enable the stages of the revised timetable falling within the 2010/11 financial year to be met.

- 3.2. **Staff** : The staff required to continue the preparation of the Norfolk Minerals and Waste Development Framework are all in post.
4. **Other Implications**
- 4.1. **Legal Implications** : There is a duty under Section 35 of the Planning and Compulsory Purchase Act 2004 to make an annual report to the Secretary of State.
- 4.2. **Human Rights** : None.
- 4.3. **Equality Impact Assessment (EqIA)** : The conclusion of an EqIA screening is that the Minerals and Waste Annual Monitoring Report is not relevant to diverse groups in Norfolk.
- 4.4. **Communications** : None, apart from the fact that the next round of public consultation on the Site Specific Allocations DPDs will not take place until (probably) March or April 2011.
- 4.5. **Any other implications** : Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.
5. **Section 17 – Crime and Disorder Act**
- 5.1. No implications.
6. **Risk Implications/Assessment**
- 6.1. None. There is now no Planning Delivery Grant money available from the Government if plan-making targets have been met.

## Action Required

- (i) To endorse the findings of the AMR and to resolve that the AMR be submitted to Cabinet and then to the Secretary of State.
- (ii) To recommend that Cabinet resolve that the revised Minerals and Waste Development Scheme shall have effect from 18 January 2011.

## Background Papers

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# Norfolk County Council

## Norfolk Minerals and Waste Development Framework

Sixth Annual Monitoring Report

December 2010

# Norfolk County Council

## Norfolk Minerals and Waste Development Framework

### Sixth Annual Monitoring Report

December 2010

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## 1.0 Introduction

Section 35 of the Planning and Compulsory Purchase Act 2004 (unchanged in the amendments made in 2008) requires every local planning authority to make an annual report to the Secretary of State. This report must be produced and published before the end of December. The AMR should contain information on the implementation of the Minerals and Waste Development Scheme (MWDS), the extent to which the policies set out in Local Development Documents are being achieved and report on the core output indicators as set out by the Department for Communities and Local Government. This approach has been taken as the preparation of Local Development Documents is ongoing and therefore the emphasis has been on the performance of 'saved' policies and associated 'core output indicators'.

Progress on document production will be monitored against the milestones in the Local Development Scheme. As well as reporting on the progress of the Local Development Framework, this AMR will also report on the effectiveness of consultations undertaken during the reporting year.

The AMR covers the performance of 'saved' policies (selected policies from the Norfolk Minerals Local Plan (2004) and Norfolk Waste Local Plan (2000)). This includes information such as the number of times a policy has been used in determining a planning application, policies that were used in refusing an application and also the outcomes of any appeals.

For minerals and waste development the core output indicators can be found in the document entitled *Regional Spatial Strategy and Local Development Framework: Core Output Indicators – Update 02/2008* (Department for Communities and Local Government). The core output indicators are as follows:

<b>Minerals</b>	
<b>M1</b>	Production of primary land won aggregates by mineral planning authority
<b>M2</b>	Production of secondary and recycled aggregates by mineral planning authority
<b>Waste</b>	
<b>W1</b>	Capacity of new waste management facilities by waste planning authority
<b>W2</b>	Amount of municipal waste arising, and managed by management type by waste planning authorities

<b>Environmental Quality</b>	
<b>E3</b>	To show the amount of renewable energy generation by installed capacity and type <sup>1</sup>

The AMR has the following four main sections:

- Review of the Norfolk Minerals and Waste Development Scheme (MWDS): April 2009 – March 2010 (although reporting on the timetable is as up-to-date as possible).
- Policy Performance: April 2009 – March 2010.
- Minerals Core Output Indicators: 2009 calendar year.
- Waste Core Output Indicators April 2009 – March 2010.

---

<sup>1</sup> This AMR will report on the levels of energy generated from landfill gas in the Core Output Indicator: Waste Chapter.

## 2.0 Review of the Minerals and Waste Development Scheme

### 2.1 Minerals and Waste Development Scheme

The MWDS (June 2007) 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.

Table 1 compares the dates by which planning policy documents were timetabled to be produced in the MWDS with actual progress on the documents.

<b>Table 1: MWDS timetable for planning documents to be produced compared with actual date produced/to be produced</b>		
<b>Stage</b>	<b>Date timetabled in the Development Scheme</b>	<b>Actual date produced/anticipated production date</b>
<b>Core Strategy and Development Management Policies DPD</b>		
<b>Issues and Options (Regulation 25 Stage)</b>	May 2007	May 2007
<b>Preferred Options (Regulation 26 Stage)</b>	January 2008	February 2008
<b>Publication of DPD (Regulation 27)<sup>2</sup></b>	May 2008	May 2010 & October 2010
<b>Submission of DPD (Regulation 30)<sup>3</sup></b>	May 2008	January 2011
<b>Hearing Commencement (Regulation 34 Stage)</b>	November 2008	April 2011
<b>Adoption (Regulation 36 Stage)</b>	May 2009	September 2011
<b>Waste Site Specific Allocations DPD</b>		
<b>Issues and Options (Regulation 25 Stage)<sup>2</sup></b>	January 2008	February 2008
<b>Public Participation (Regulation 25 Stage)<sup>4</sup></b>	October 2008	October 2009 & April 2011
<b>Publication of submission DPD (Regulation 27)<sup>5</sup></b>	March 2009	September 2011

<sup>2</sup> This is a new stage which came into force in the amended Town and Country Planning Regulations 2008.

<sup>3</sup> This used to be Regulation 28 and has changed as of the amended Town and Country Planning Regulations 2008.

<sup>4</sup> This used to be Regulation 26, the preferred options stage and has changed as of the amended Town and Country Planning Regulations 2008.

<sup>5</sup> This is a new stage which came into force in the amended Town and Country Planning Regulations 2008.

<b>Submission of DPD (Regulation 30)<sup>6</sup></b>	March 2009	January 2012
<b>Hearing commencement (Regulation 34 stage)</b>	October 2009	May 2012
<b>Adoption (Regulation 36)</b>	April 2010	October 2012
<b>Minerals Site Specific Allocations DPD</b>		
<b>Issues and Options (Regulation 25 Stage)<sup>2</sup></b>	January 2008	February 2008
<b>Public Participation (Regulation 25 Stage)<sup>7</sup></b>	October 2008	October 2009 & April 2011
<b>Publication of submission DPD (Regulation 27)<sup>8</sup></b>	March 2009	September 2011
<b>Submission of DPD (Regulation 30)<sup>9</sup></b>	March 2009	January 2012
<b>Hearing commencement (Regulation 34)</b>	October 2009	December 2013
<b>Adoption (Regulation 36)</b>	April 2010	May 2013

Following publication of the Revised Core Strategy and Development Control DPD (new regulation 27) in October 2010 the next key milestone is the submission of the Core Strategy and Development Management Policies DPD (new regulation 30).

The Core Strategy and Development Management Policies DPD was due to be published in May 2008 and the Preferred Options for the Minerals Site Specific Allocations DPD and the Waste Site Specific Allocations DPD were due to take place in October 2008. Neither stage took place in 2008. The Site Specific Allocations consultation took place from October to December 2009 and the publication of the Pre-Submission Core Strategy took place in May 2010. The principal reason for the delay was a result of the unprecedented response to the consultation on the two Site Specific Allocations DPDs in February to April 2008; approximately 59,000 comments were received in total. Processing these representations took up far greater resources and time than anticipated.

The pre-submission version of the Core Strategy and Development Management Policies DPD was published for representations of soundness in May 2010, for eight weeks. However, following the Government's

<sup>6</sup> This used to be Regulation 28 and has changed as of the amended Town and Country Planning Regulations 2008.

<sup>7</sup> This used to be Regulation 26, the preferred options stage and has changed as of the amended Town and Country Planning Regulations 2008.

<sup>8</sup> This is a new stage which came into force in the amended Town and Country Planning Regulations 2008.

<sup>9</sup> This used to be Regulation 28 and has changed as of the amended Town and Country Planning Regulations 2008.

announcement in July 2010 that it was revoking Regional Strategies with immediate effect, it was decided to review a number of the Core Strategy policies that were originally drafted so as to be in conformity with the East of England Plan. A further round of pre-submission consultation will therefore take place from October-December 2010.

The Core Strategy is expected to be formally submitted to the Secretary of State in January 2011, with the hearing stage of the examination likely to take place in September. The Inspector's binding report is expected in summer 2011, with adoption to follow at the next available Cabinet and County Council meetings.

The pre-submission version of the Minerals Site Specific Allocations DPD and the Waste Site Specific Allocations DPD will not be published for public representations until the Planning Inspector's report on the examination of the Core Strategy and Development Management Policies DPD has been received, so publication is likely to take place in autumn 2011. Following formal submission of the DPDs, formal examination of the two DPDs is likely to take place consecutively, so the exact timing of this and subsequent stages is not known with certainty, however, dates for these stages have been included in Table 1, based on the 'LDF: Examining Development Plan Documents: Procedure Guidance' (August 2009) published by the Planning Inspectorate).

As detailed above, the review of the MWDS has identified that delivery of the Development Plan Documents is taking longer than the current adopted timetable for document production. A formal revision to the MWDS timetable is therefore necessary.

### **Planning & Housing Delivery Grant**

The Planning & Housing Delivery Grant process has now been ended by the Government, with no further grants to be made to local authorities via this route. Consequently there will be no further reporting on this matter in any future AMRs.

## **2.2 Formal Revision of the Minerals & Waste Development Scheme**

It is clear from the dates in Table 1 above that there has been considerable slippage in some of the Scheme dates, and the main reasons for this is outlined in section 2.1. A revised Minerals and Waste Development Scheme has therefore been prepared, using the actual or anticipated dates included in Table 1, and the County Council's Cabinet will be asked to approve it at their meeting on 6 December 2010.

## 2.3 Consultation Participation and Response

This reporting year there have been Further Issues and Options (Preferred Options) consultations (Regulation 25 stage) on the Waste Site Allocations DPD and the Mineral Site Allocations DPD. The consultations on both documents were held from 19 October to 11 December 2009.

For this consultation feedback could be lodged through our website using an electronic consultation system, emailed, faxed or posted to us using dedicated forms, although letters and emails were also accepted. Hard copies of the consultation documents were distributed to all of the statutory (specific and general) consultees, minerals and waste industry and other non-statutory consultees, and parish councils for reference and comment. The intention was that parish councils would be in a good position to bring awareness to the local communities. The documents were available to view in each of the District Council Offices, at the County Council, all Norfolk libraries and Council Information Centres and on Norfolk County Council's website. A letter was also sent to everyone who had responded to a previous consultation on the Local Development Framework to inform them of the 2009 consultation.

1,045 people/ organisations responded to the Minerals Site Allocations: Further Issues and Options (Preferred Options) consultation during the consultation period. Approximately an additional 40 people have responded to the document after the consultation period ended. 548 people/ organisations responded to the Waste Site Allocations: Further Issues and Options (Preferred Options) consultation during the consultation period. Approximately an additional 10 people responded to the document after the consultation period ended. These individuals and organisations lodged approximately 7,500 representations. Of those who have responded to the Minerals Site Allocations DPD, 95% were raising an objection to at least one site. Of those responding to the Waste Site allocation DPD, 90% were raising objections to at least one site. All the issues raised, whether received during or after the consultation period, have been recorded.

The majority of responses were made via paper submissions either by letter or using the form provided (80%); the next most popular method for the submission of responses was by email (13%); followed by responses made using the e-consultation website (6%). To give an idea of the type of feedback received and the public feeling it is useful to note the percentages of representations categorised as support (2%), objection (90%) or comment (8%); for the consultation as a whole. Representations received for the Minerals Site Allocations DPD showed an increase of the average for those categorised as objections (93%), and those classed as support (1.5%) or comment (5.5%) were lower than the average for the whole consultation. Consequently for representations received on the Waste Site Allocations DPD objections lower than the average (82%), and those classed as support (2.5%) or comment (15.5%) were higher than the average.

The level of responses made to the consultation documents was a marked reduction in comparison with the previous Site Allocations consultation at the Issues and Options stage; it is considered that this is due to two main factors:

- The consultation documents and correspondence emphasised that all comments made to the 2008 consultation were still valid and re-submission of a previous consultation response was therefore not necessary;
- The 2009 consultation was the first time that Norfolk County Council had published its views on the suitability of the sites. 55 of the potential mineral extraction sites and 32 of the waste management sites were adjudged to be unacceptable in the consultation document, including some sites which generated a large number of objections during the 2008 consultation.

The consultation methods outlined previously, have demonstrated the County Council's commitment to widely publicise the consultation and involve the whole community. Diversity monitoring was also carried out as part of the consultation process. A total of 140 people completed the voluntary diversity monitoring form. The proportion of female and male respondents was roughly in line with the overall figures for the region with male respondents making up 51.5% of the total.

The age of respondents showed a marked bias towards older respondents with 85% aged 45 or over, compared the 41% of Norfolk population as a whole in this age group. Younger people were particularly underrepresented in the consultation (3.7% aged 0-29) compared with the figures in Norfolk's population age structure (37% aged 0-29). Questions regarding ethnicity were skipped by some respondents to diversity monitoring form; however the results that were obtained showed an absence of Visible Minority Ethnic groups as defined by the Office of National Statistics, with all respondents who answered the question on ethnicity coming from either 'white British' or 'white other' groups.

Possible reasons for the demographic make up of respondents could be that the majority of proposed sites for mineral extraction and many waste management sites are located in the countryside where there are larger proportions of both older people and individuals from white ethnic groups. Norfolk has a concentration of younger people and individuals from Visible Minority Ethnic groups within the urban areas, which are less likely to feel that they might be impacted by the proposals in the Site Allocations DPDs, and are therefore less likely to respond.

On 28 May 2010 the Pre-Submission Core Strategy and Development Management Policies DPD was published for eight weeks (until 23 July 2010) for representations of soundness to be made on the document. 64 people and organisations made valid representations on the Core Strategy. Due to this stage being a formal 'representations of soundness' period and not a public consultation stage, diversity monitoring was not carried out.

### 3.0 Policy Implementation 2009/10

#### 3.1 Summary of Policy used in Reasons for Approval/Refusal

There were 45 planning applications for minerals and waste development determined between 1 April 2009 and 31 March 2010. All but six applications were approved. The policies referred to in the reasons for approval or refusals were as follows:

Policy Number	Policy Description	Number of Times Used	
		Approval	Refusal
MIN 2	Landscape Protection	2	-
MIN 3	Landscape Protection	2	-
MIN 4	Nature Conservation	2	-
MIN 5	Nature Conservation	1	-
MIN 6	Amenity	12	1
MIN 8	Archaeology	4	-
MIN 9	Highways	10	1
MIN 10	Water Resources	10	-
MIN 12	Restoration	3	-
MIN 14	Aggregates Landbank	2	-
MIN 15	Aggregates Landbank	1	-
MIN 35	Planning Considerations	2	-
MIN 36	Planning Control	10	-
WAS 1	Waste Hierarchy	2	-
WAS 3	Industrial/Brownfield Land	1	1
WAS 4	Countryside Protection	2	1
WAS 6	Landfill	1	-
WAS 9	Landscape	2	1
WAS 10	Landscape	21	2
WAS 11	Nature Conservation	1	-
WAS 12	Nature Conservation	6	-
WAS 13	Amenity	25	1
WAS 14	Archaeology	1	-
WAS 15	Archaeology	1	-
WAS 16	Highways	19	4
WAS 18	Water Resources	9	2
WAS 19	Water Resources	1	-
WAS 22	Public Waste Recycling Centres	5	-
WAS 24	Sewage and Sludge	2	-
WAS 34	Planning Control	6	-

## 3.2 Refused Applications

Six planning applications were refused approval due to non compliance with policy in the period between 1 April 2009 and 31 March 2010. These were:

<b>Location/ Planning App. Ref.</b>	<b>Proposal</b>	<b>Policies used in grounds for refusal</b>	
Bixley C/7/2009/7013	Use of land and existing buildings as waste transfer station for categories 1, 2a and green waste	WAS 3 WAS 4 WAS 9 WAS 16 WAS 18	Industrial/Brownfield Land Countryside Protection Landscape Highways Water Resources
Easton C/7/2009/7011	Variation of Condition 1 of PP C/7/07/7036	MIN 9	Highways
Horstead with Stanninghall C/5/2009/5010	To allow importation, storage and resale of aggregate materials	WAS 16	Highways
Hockwold cum Wilton C/2//2009/2021	Variation of conditions 4, 6 and 9 of PP C/2/2006/2001 to allow the recovery of fuel from source separated edible oils and fats	WAS 10 WAS 13 WAS 16	Landscape Amenity Highways
East Winch C/2/2009/2011	Variation of condition 1 of planning permission reference C/2/1990/2442 to enable operation and restoration of the landfill site to be extended until 31 December 2026	WAS 10 WAS 16 WAS 18	Landscape Highways Water Resources
Briston C/1/2008/1014	The processing and removal of surplus sand and gravel and soils arising from the construction of two linked agricultural reservoirs	MIN 6	Amenity

### Bixley:

Twins Farm, Old Stoke Road, Bixley. *Use of land and existing buildings as waste transfer station for categories 1, 2a and green waste.*

The reasons for refusal as listed on the decision notice were as follows (*these are summarised*):

1. The application site forms part of an agricultural yard and is not therefore either industrial or brownfield land and is contrary to 'saved' policy WAS 3 (Brownfield Land) of the Norfolk Waste Local Plan (2000) and Planning Policy Statement 1: Delivering Sustainable Development (PPS1).
2. The application site is situated in the open countryside and is therefore contrary to 'saved' policy WAS 4 (Countryside Protection) of the Norfolk Waste Local Plan (2000) and PPS1.
3. The application is located in the river valley of the River Tas and is contrary to 'saved' policy WAS 9 (Landscape) in the Norfolk Waste Local Plan (2000) and PPS1.
4. The proposal is contrary to 'saved' Norfolk Waste Local Plan policy WAS 16 (Traffic), Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), and Planning Policy Statement 10: Planning for Sustainable Waste Management (2005).
5. No ecological surveys have been submitted with the application to demonstrate that the potential protected species or their habitats would not be adversely affected and as such the proposal is not in accordance with Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), and Planning Policy Statement 9: Biodiversity and Geological Conservation (2005).
6. It is the County Council's view that a permanent permission would pose an unacceptable risk to contamination of surface and groundwater resources. As such the proposal is not in accordance with 'saved' Norfolk Waste Local Plan (2000) policy WAS 18 (Water Resources), Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), Planning Policy Statement 10: Planning for Sustainable Waste Management (2005), and Planning Policy Statement 23: Planning and Pollution Control (2004).

### Easton

Easton Quarry, Easton, nr Costessey. *Variation of Condition 1 of PP C/7/07/7036*

The (*summarised*) reasons for refusal as listed on the decision notice were as follows:

1. The application seeks retrospective planning permission for the continued use of a bagging plant within an existing quarry. However, planning permission for the quarry itself, granted under reference C/7/2002/7009, required the site to be restored by 30 June 2009. The unrestored quarry has now become unauthorised and as such there is no justification for this

development. The County Planning Authority therefore cannot grant planning permission as the proposal would not be in accordance with PPS1.

2. The applicant has made little attempt to progress, and has ultimately failed to sign, a Section 106 Legal Agreement, so without a Legal Agreement in place, the application is not in accordance with adopted Minerals Local Plan Policy MIN 9 (Traffic).

#### Horstead with Stanninghall

Horstead Quarry. *To allow importation, storage and resale of aggregate materials*

The reasons for refusal as listed on the decision notice were as follows:

1. Without the provision of Section 106 agreement to control the routing of the proposed HGVs the developer would be free to use any route to the site, which includes routes that are not suitable to accommodate such vehicles. The County Council therefore considers the development as it stands would be detrimental to highway safety.

#### Hockwold-cum-Wilton

Freedom Farm, Cowles Drove. *Variation of Conditions 4, 6 and 9 of PP C/2/2006/2001 to allow the recovery of fuel from source separated edible oils and fats*

The (*summarised*) reasons for refusal as listed on the decision notice were as follows:

1. The proposal is to allow the recovery of fuel from source separated oils and fats, but insufficient information has been submitted in relation to the control of noise and odour to indicate that the proposal would not have an unacceptable impact on amenity. As a result, the application is not in accordance with saved Norfolk Waste Local Plan (2000) Policy WAS 13 (Amenity), Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), Planning Policy Statement 23: Planning and Pollution Control (2004), and Planning Policy Statement 10: Planning for Sustainable Waste Management (2005).
2. Insufficient information has been submitted to progress the Section 106 Agreements and as a result the application would be in conflict with saved Norfolk Waste Local Plan (2000) Policy WAS 16 (Traffic), Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), and Planning Policy Statement 10: Planning for Sustainable Waste Management (2005).
3. The application site is located in the countryside and is considered to be contrary to saved Norfolk Waste Local Plan Policy WAS 10 (Landscape), Policy WM1 (Waste Management Objectives) of the East of England Plan (2008), and Planning Policy Statement 1: Delivering Sustainable Development.

### East Winch

Mill Drove, Blackborough End. *Variation of Condition 1 of planning permission reference C/2/1990/2442 to enable operation and restoration of the landfill site to be extended until 31 December 2026*

The reasons for refusal as listed on the decision notice were as follows.

1. The application site is situated in the countryside. The County Planning Authority considers that there is insufficient information to demonstrate that the proposal would not cause unacceptable harm to the landscape and visual appearance of the countryside in terms of the final landform. As a result, the application documentation has failed to demonstrate that the proposal is in accordance with adopted Waste Local Plan (2000) WAS 10 (Landscape).
2. The County Planning Authority considers that insufficient information has been submitted to demonstrate that the highway network serving the site is suitable and is able to accommodate the traffic generated for the extended period of time requested in this application. As a result the application documentation has failed to demonstrate that the proposal is in accordance with adopted Waste Local Plan (2000) WAS 16 (Traffic).
3. The existing landfill site overlies a highly vulnerable major aquifer with no natural barrier. The County Planning Authority, in consultation with the Environment Agency, considers that there is insufficient information to demonstrate that the engineering of the site would not result in an unacceptable risk of pollution to groundwater. As a result, the application documentation has failed to demonstrate that the proposal is in accordance with Waste Local Plan (2000) WAS 18 (Water Resources).

### Briston

Land adjacent to Breck Farm. *The processing and removal of surplus sand and gravel and soils arising from the construction of two linked agricultural reservoirs.*

1. In the opinion of the County Planning Authority, the adverse impact upon amenity associated with the additional traffic movements arising from the development outweigh the environmental benefits that would accrue from the proposal. As a result, the application is contrary to saved policy MIN 6 of the Adopted Norfolk Minerals Local Plan (2004).

### 3.3 Appeals

Two appeals were determined in the period between 1 April 2009 and 31 March 2010.

#### 1. Marshgate, North Walsham

Location/Planning Application Reference	Proposal
The Old Works, Marshgate C/1/2007/1011	Change of use of part of the former Anglian Water Services site to a non-hazardous liquid waste transfer station; construction of four storage tanks and storage, weighbridge, treatment building, and portacabin and additional 1 metre high walling and metal roof over existing lagoons; retention of portacabins, toilets and storage container, hardstanding and surfacing for car and lorry parking.

This appeal was made against the refusal of the planning application. The policy reasons given for the refusal were as follows:

Policy Reasons
Contrary to policies T2 (Norfolk Structure Plan 1999) and WAS16 Highways (Norfolk Waste Local Plan 2000)
Contrary to Policy WAS18 Water Resources (Norfolk Waste Local Plan 2000)

The Planning Inspectorate dismissed the appeal on 07/10/2009.

#### 2. Thurlton

Location/Planning Application Reference	Proposal
Crossways Farm, Thurlton C/7/2009/7021	New transformer and energy generator

This appeal was made against the non-determination of the planning application.

Policy Reason
The application was not determined due to the applicant's failure to submit sufficient information to ensure there was no conflict with Policy WAS10 of the Waste Local Plan and the application did not address all outstanding issues on the site.

The Planning Inspectorate allowed the appeal on 02/02/2010. In allowing the appeal the Planning Inspector considered that there was no conflict with Policy

WAS10 and that the regularisation of other matters should be dealt with under a further application.

### **3.4 Applications Approved Contrary to Policy**

One planning application was granted approval contrary to County Council policy in the period between 1 April 2009 and 31 March 2010.

C/5/2008/5012 – Wood Farm, Marsham

The proposal was for a green and kitchen/food waste composting operation processing up to 45,000 tonnes per year.

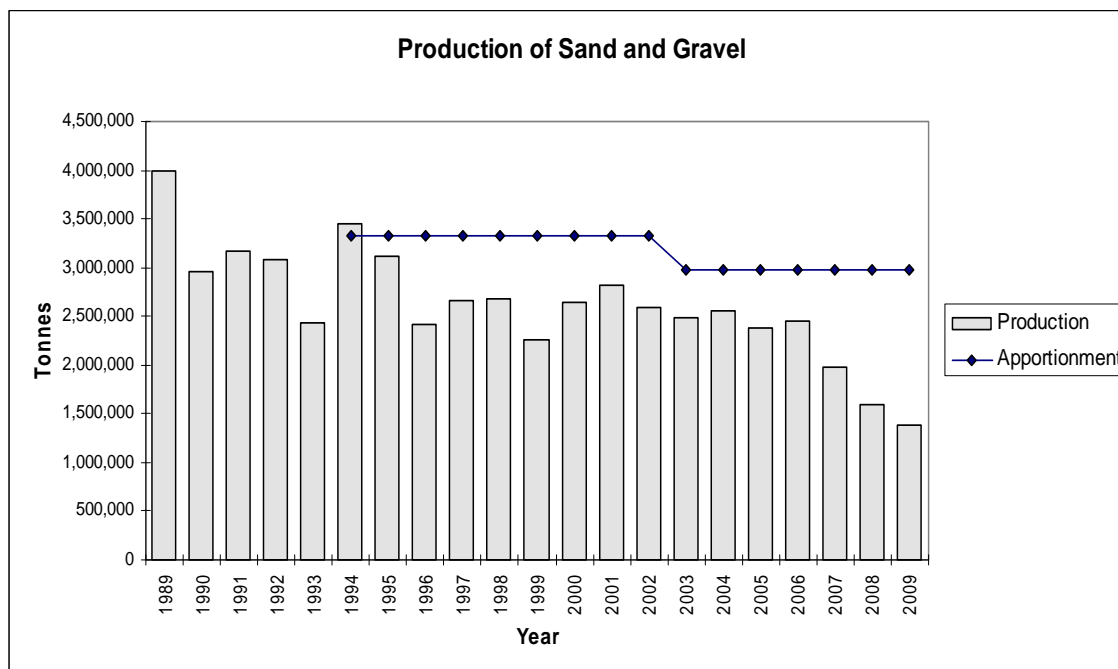
The proposal was considered to be a departure from Policy WAS4 (countryside protection). Policy WAS1 (hierarchy framework) was considered to be applicable and, when combined with mitigating landscape works, was considered to make the development acceptable.

## 4.0 Core Output Indicators: Minerals

Annual monitoring of aggregate production and reserves in Norfolk has been carried out since 1975. In 2009 almost all the active sites produced sand and gravel, although there are four carstone (a type of sandstone) quarries in West Norfolk producing fill and aggregates. In addition there is one peat working, three clay workings, three active chalk workings and one major silica sand operation in the County. These existing sites are listed in Appendix A.

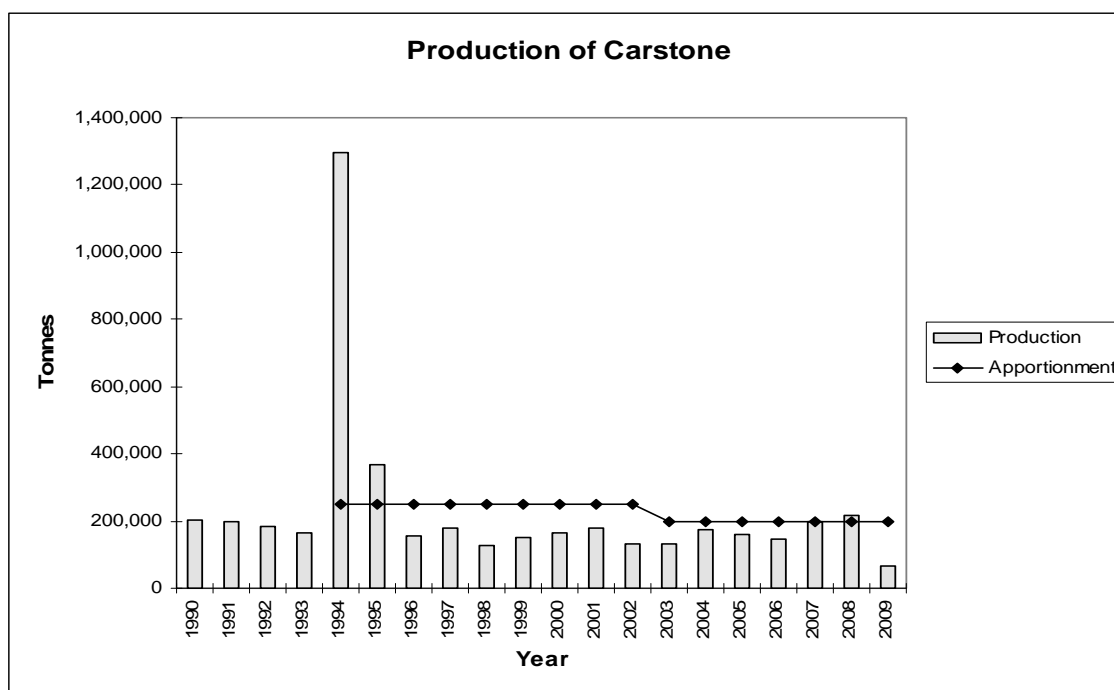
### 4.1 Sand and gravel production

Sand and gravel production in 2009 was 1,378,000 tonnes, representing a decrease of 13% over the 2008 figure. Production of sand and gravel continues to be well below the high levels of the late 1980s and early 1990s and below the average for the last twenty years of about 2.55 million tonnes (mt) per annum. Information on secondary and recycled aggregate is given in Section 4.3.



## 4.2 Carstone production

Carstone production in 2009 was 66,000 tonnes, representing a decrease of 70% from the 2008 figure. This is substantially below the average for the last twenty years (of 229,000 tonnes) and lower than the average for the last ten years of 156,000 tonnes.



These figures do not provide a complete picture of actual consumption within the county as they do not include imports of material, particularly rock, or exports to other counties. However, it may be assumed that generally consumption will have reflected the current production trend.

## 4.3 Secondary and Recycled Aggregate

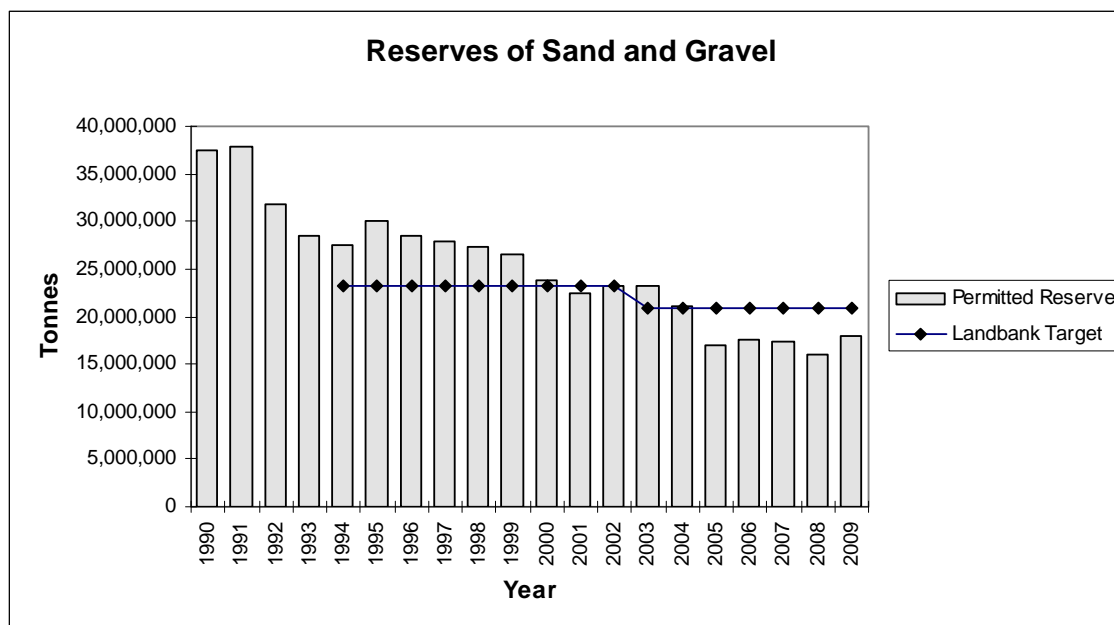
Secondary aggregates are by-product wastes e.g. power station ash and colliery spoil that can be used for industrial and low-grade aggregate purposes, either solely or mixed when mixed with primary aggregates.

Recycled aggregates are aggregates produced from recycled construction waste such as crushed concrete, planings from road surfacing etc.

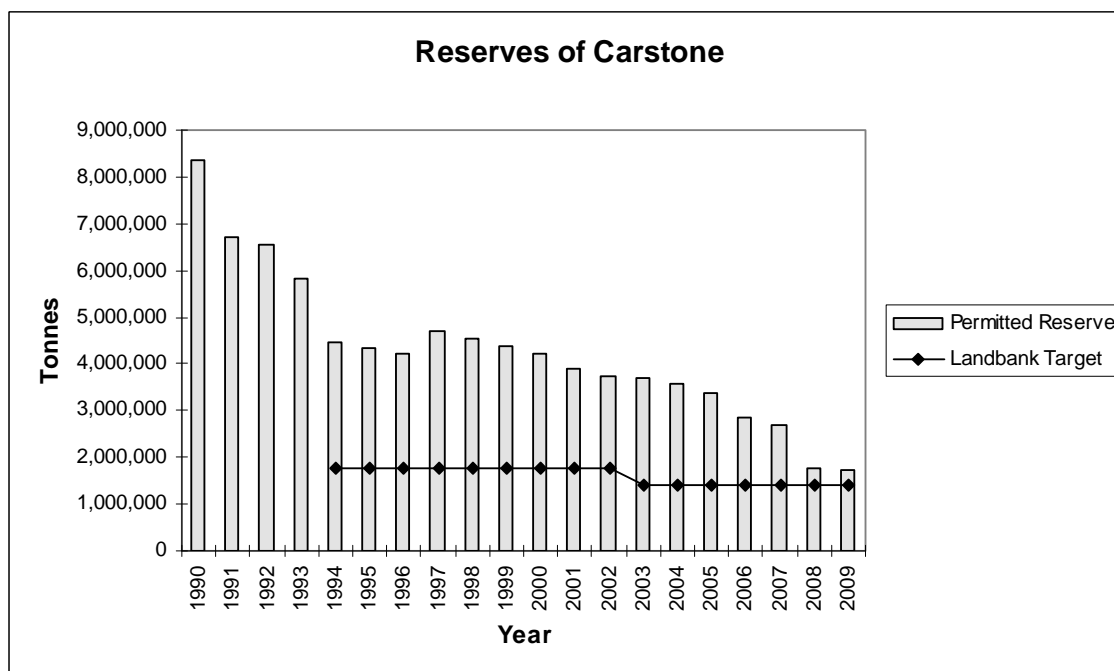
In 2009/10 26,000 tonnes of material was brought onto sites and recycled or screened and then sold. This is 13% up on the previous year's figure, but still 47% down on 2007/08. As this is only the third year that this figure has been reported it is not possible to draw any meaningful conclusions from the data. The figure is likely to be an underestimate because recycled aggregate is also produced from inert, construction and demolition waste at waste facilities, but this has not been assessed separately.

## 4.4 Permitted Reserves

**Permitted reserves of sand and gravel** as at 31 December 2009 were 18,021,000 tonnes, an increase of 12% on the 2008 figure.



**Permitted reserves of carstone** fell in the same period by 2.4% to 1,729,000 tonnes. No further permissions for carstone were granted this year.



## 4.5 Landbank for Sand and Gravel and Carstone

	<b>Sand and gravel</b>	<b>Carstone</b>
<b>Permitted reserves (as at 31/12/09)</b>	18,020,878	1,728,874
<b>Annual apportionment</b>	2,980,000	200,000
<b>Landbank (years)</b>	6.04	8.64

The adopted Minerals Local Plan (2004) policy MIN15 states that ‘proposals for extraction of sand and gravel and carstone on new sites will not normally be permitted when the landbank exceeds the seven-year level’. However, Minerals Policy Statement 1: Planning and Minerals (2006) states: “MPAs should use the length of the landbank in its area as an indicator of when new permissions for aggregates extraction are likely to be needed. The landbank indicators are at least 7 years for sand and gravel and at least 10 years for crushed rock.” The sand and gravel and carstone landbanks at 31/12/2009 are therefore below the landbank indicators in MPS1.

However, the Pre-Submission version of the Core Strategy, which was agreed by the Cabinet and County Council in September 2010, reduces the annual apportionment figure for sand and gravel to 2.57 million tonnes per year. Using this figure, the landbank is fractionally over the 7-year minimum at 7.01 years (as at 31/12/09).

## 4.6 New Capacity in Norfolk

The table demonstrates the new mineral capacity approved between 1 April 2009 and 31 March 2010. These were:

<b>Location</b>	<b>Applicant</b>	<b>Type of Facility</b>	<b>Capacity (tonnes)</b>	
			<b>Per Annum</b>	<b>Total</b>
Crimplesham	Frimstone	Sand and Gravel Pit	85,000	1,250,000
Burgh Castle	Folkes Plant	Sand and Gravel Pit	28,000	28,000
Longham	Tarmac	Sand and gravel pit.	187,500	1,500,000

## 5.0 Core Output Indicators: Waste

### 5.1 Waste Categories

The List of Wastes Regulations 2005 redefined the way waste types are categorised. These terms are outlined in the table below and have been used throughout this document. However when reporting on new capacities as a result of approved planning permissions, the terminology used in the application is retained and therefore varies between the previous and current categories. It is also useful to note that a distinction will no longer be drawn between solid and liquid waste in the AMR as has been the case in the past.

New Waste Categories	New Definitions
Inert	Non-hazardous waste as defined by The List of Wastes Regulations 2005 (excluding construction and demolition waste) which will not decompose. Includes: subsoil, concrete, hard-core, brickwork, stone, glass, concrete, tiles, ceramics.
Construction and Demolition	Non-hazardous construction and demolition waste as defined by the List of Wastes Regulations 2005. Including: bricks, concrete, wood, metal, soil, glass, tiles, ceramics, plastic.
Non-Hazardous	All non-hazardous waste as defined by The List of Wastes Regulations 2005 not included in other sections. Therefore this category excludes inert and construction/ demolition waste. This category includes, for example: municipal (household), commercial and industrial wastes, and scrap metal.
Hazardous	All hazardous waste (except hazardous clinical waste) as defined by The List of Wastes Regulations 2005. For example: asbestos, acids, oils, petroleum products, paint, mercury, solvents, undepolluted end-of-life vehicles.
Clinical	Hazardous and non-hazardous human and animal healthcare wastes as defined by the List of Wastes Regulations 2005.

A survey was first carried out in 1995 in respect of waste inputs in 1994 and further annual surveys have been carried out since. The last survey was carried out for the period April 2008 to March 2009. All future surveys will be based on the financial year. Questionnaires are sent to all operators of waste handling facilities in Norfolk that have been granted planning permission by the County Council. Since 1994 data has been obtained on the quantity of waste recovered, quantity of waste disposed of (within and outside the County) and the remaining airspace capacity of landfill sites. This monitoring report also lists the quantity of waste imported into the County and the quantity of energy recovered at those facilities with the means of recovering energy and new capacity permitted in 2009/10.

Information was received from 49 waste operators out of a total number of 98 representing a 50% response rate. Additional information was received from the Environment Agency and estimates have been made for the remainder.

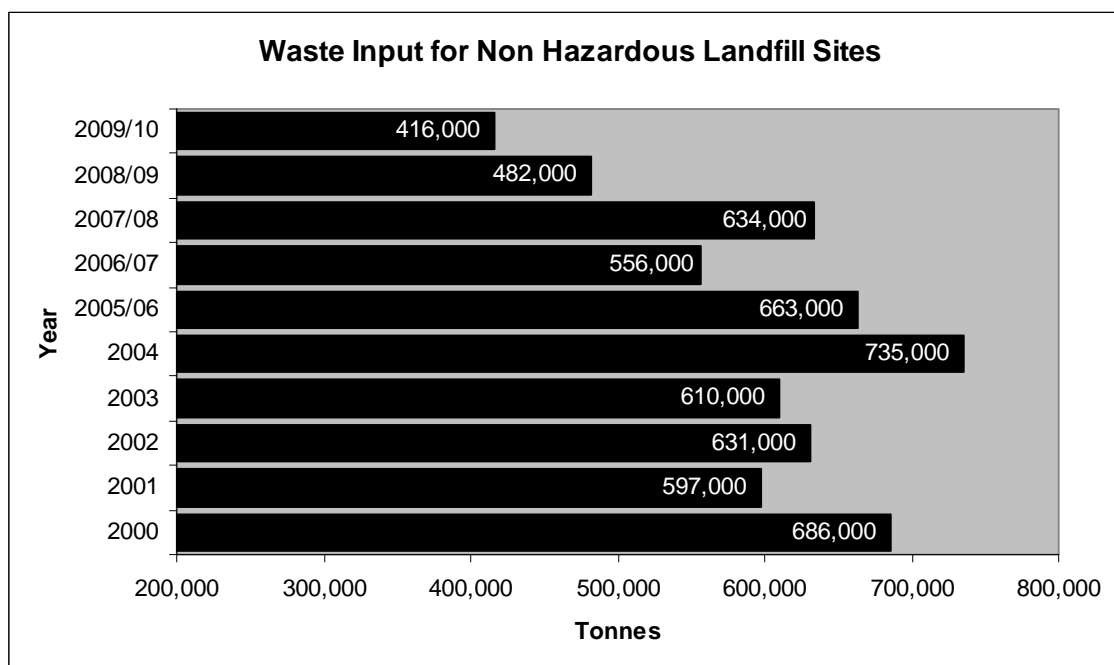
## 5.2 Landfill

### Non-hazardous landfill sites

Non-hazardous waste comprises waste which decomposes and can include materials as diverse as household waste, paper, vegetable matter and food processing waste. Non-hazardous landfill sites also take a quantity of inert waste for restoration and engineering purposes. In the reporting year 42,716 tonnes of inert waste was taken by 5 non-hazardous landfill sites listed below.

Aldeby	Waste Recycling Group
Attlebridge	Biffa Waste Services Ltd
Blackborough End	Waste Recycling Group
Edgefield	Norfolk Environmental Waste Services Ltd
Feltwell	Waste Recycling Group

Waste input in 2009/10 into non-hazardous landfill sites was 416,000 tonnes. The average input over the last three years has been 510,000 tonnes. At 31/03/10 the volume of permitted void capacity was estimated to be 8.03 million cubic metres. Whilst a larger void capacity has planning permission, it is unlikely to be operational capacity due to the need to engineer sites to meet the requirements of the Landfill Directive and subsequent re-permitting requirements by the Environment Agency leading to revised site contours. Therefore the void capacities at the sites affected by re-permitting requirements have been recalculated by the operators.



To calculate how long the remaining non-hazardous landfill voidspace will last, conversion factors have been applied for the density of inert waste (1 tonne occupies 0.67 cubic metres) and non-hazardous waste (1 tonne occupies 1 cubic metre). The conversion factor for non-hazardous waste has been

updated, from the conversion factor for non-inert waste stated in the current Norfolk Waste Local Plan, to ensure Norfolk County Council's approach is consistent with the approach used by the Environment Agency.

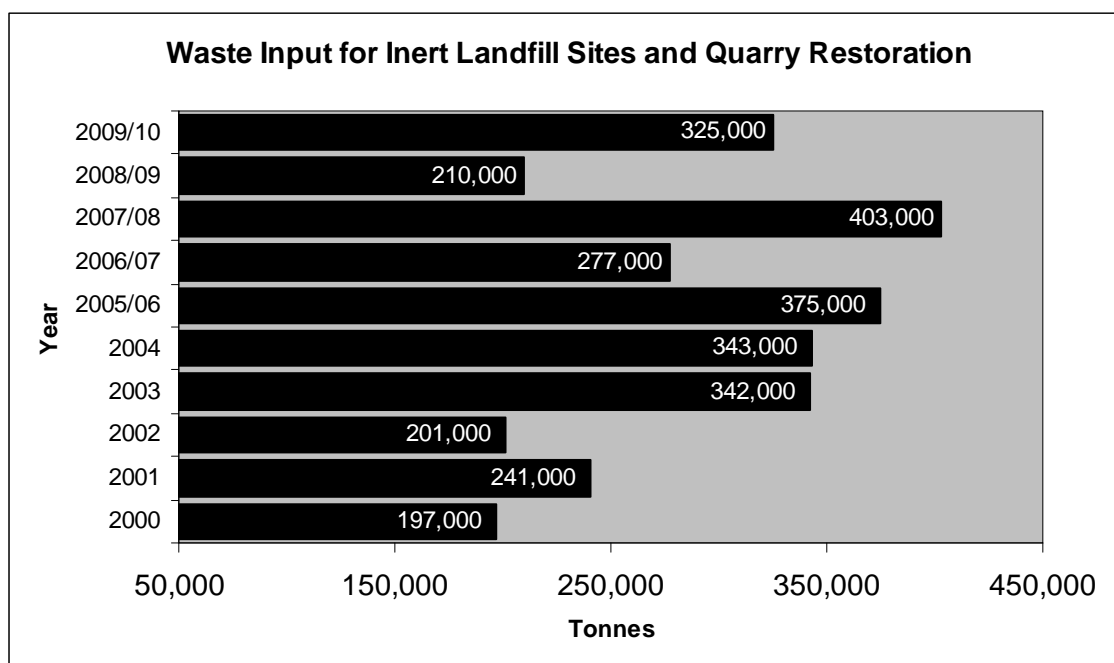
The length of time that the remaining non-hazardous landfill voidspace will last has been calculated using two scenarios, as follows:

- The first scenario assumes that waste inputs remain the same as the average for the last three years. Using this assumption, Norfolk's non-hazardous landfill voidspace would last until mid 2026. This scenario is illustrated in Table B3 in Appendix B.
- The second scenario uses the forecast waste arisings for Commercial and Industrial and London waste in the evidence base for the proposed revision to the East of England Plan and Norfolk County Council's own municipal solid waste arisings forecasts. This scenario includes both recycling/ composting targets and recovery targets. By applying the recycling/composting and recovery targets to the tonnage of waste arisings forecast for Norfolk, the amount of waste to be disposed of to landfill, up to the end of 2026, has been calculated. Using this approach, and taking into account a continued proportion of inert and construction & demolition waste disposal to non-hazardous landfill, Norfolk's non-hazardous landfill capacity is calculated to last until 2025/26. This scenario is illustrated in Table B2 in Appendix B.

### **Inert landfill sites and quarry restoration using inert waste**

Waste input in 2009/10 into inert landfill sites and for quarry restoration was over 325,000 tonnes. This compares with 210,000 tonnes in 2008/09 and 403,000 tonnes in 2007/08. The 325,000 tonnes deposited in 2009/10 consisted of 240,000 tonnes used in quarry restoration and 85,000 tonnes deposited in inert landfill sites. At 31.03.10 the volume of permitted air-space was estimated to be 2,672,500 cubic metres. This figure has increased due to two new quarries being permitted that will require inert material for restoration.

After applying a conversion factor for the density of inert waste (1 tonne occupies 0.67 cubic metres), and assuming that waste inputs remain the same as the average for the last three years, it is calculated that **inert landfill and quarry restoration sites will last 12.7 years, until late 2022**. Inert waste is also used for engineering works, including the capping of non-inert landfill sites and the restoration of mineral workings.



### 5.3 Imported Waste to landfill

Waste imported to Norfolk's landfill sites and for quarry restoration, from outside the County, in 2009/10 was as follows:

Inert landfill sites and quarry restoration		Non-hazardous landfill sites	
Within region, outside county	Outside region	Within region, outside county	Outside region
1,080 tonnes	0 tonnes	17,007 tonnes	1,137 tonnes

The quantity of waste imported from outside the county and deposited at inert landfill sites and quarry restoration sites is equivalent to less than 1% of the total deposited at these sites. For non-hazardous landfill sites the equivalent is 4.3%. The majority of the waste received at non-hazardous landfill sites originating outside the region was asbestos.

## Renewable energy generation

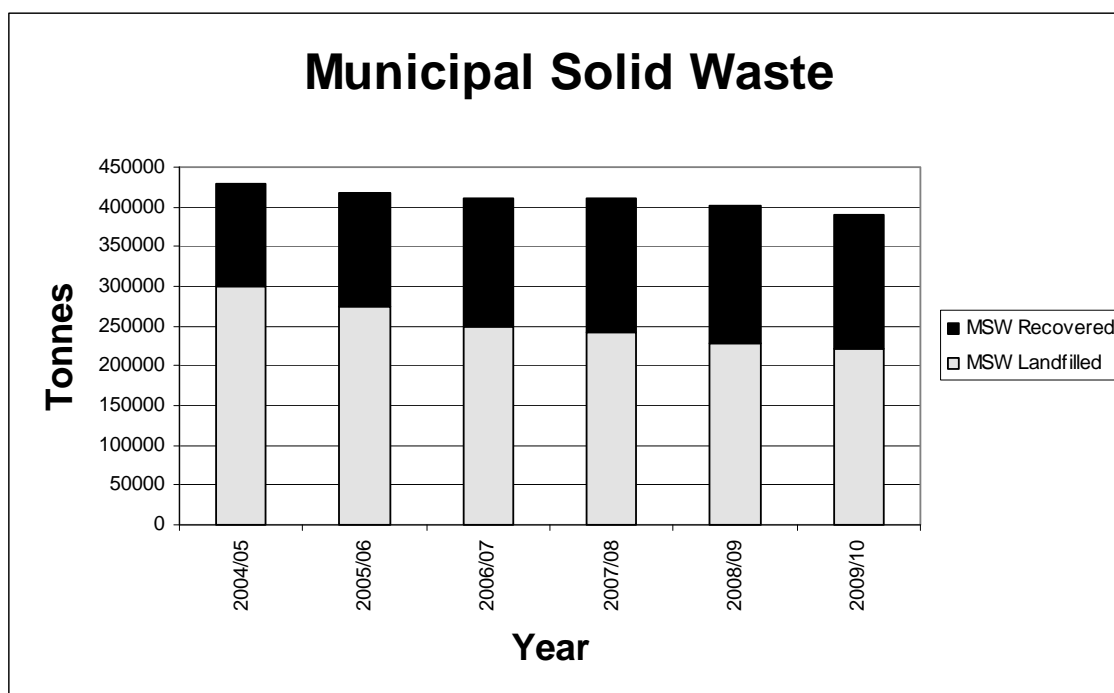
The current installed capacity for energy generation at Norfolk's landfill sites in 2008/09 was the equivalent of 14.33 megawatt hours (MWH).

<b>SITE</b>	<b>Current maximum capacity MWH</b>
Beetley	0.36
Blackborough End	3.6
Costessey	2.40
Mayton Wood	1.20
Snetterton	0.36
Edgefield	1.15
Attlebridge	1.2
Feltwell	2.06
Aldeby	2.0
<b>TOTAL</b>	<b>14.33</b>

## 5.4 Municipal Waste

Below is a table outlining the quantity of municipal waste arising in Norfolk and how it was managed in 2009/10. The proportion of municipal waste sent to landfill came to 55.9%; which continues the trend of an annual decrease. Municipal waste in Norfolk over the reporting year totalled 395,412 tonnes, a reduction compared with previous years.

<b>Management type</b>	<b>Quantity managed</b>	
	<b>Tonnes</b>	<b>Percentage</b>
Recycled	109,079	27.6
Composting	59,414	15.0
Reuse	534	0.1
Landfilled	221,136	55.9
Energy from Waste	4,796	1.2
Incinerated without Energy from Waste	453	0.1
<b>TOTAL</b>	<b>395,412</b>	

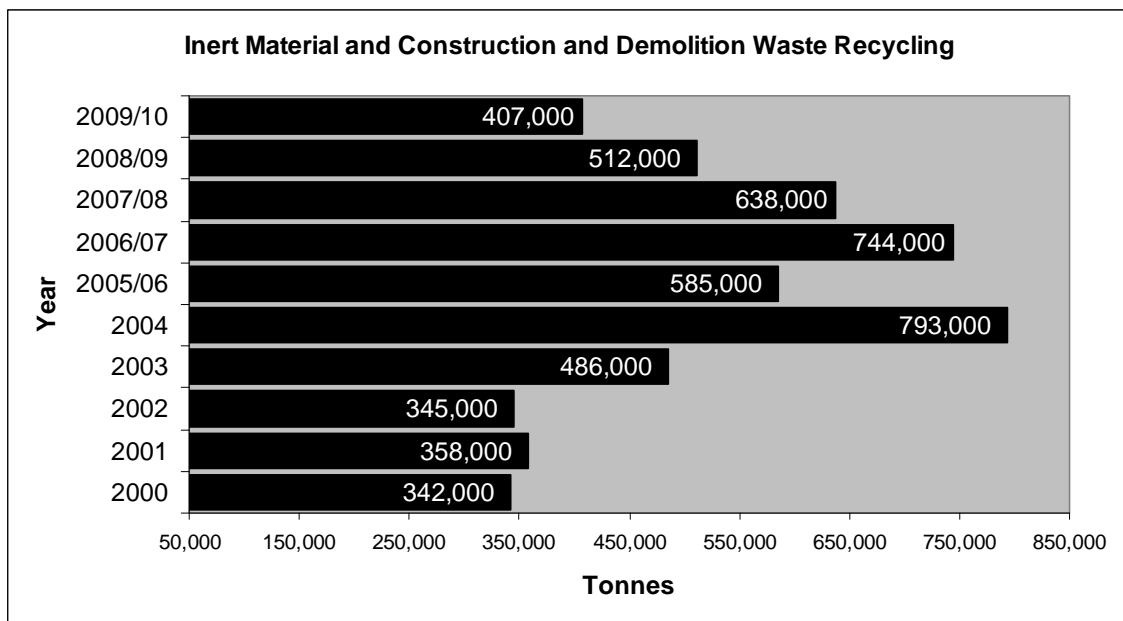


The now-revoked East of England Plan (Policy WM4 and Appendix C) set annual apportionment figures for the quantity of municipal waste that Norfolk should plan to manage. The table below compares the forecasts for municipal waste in the former East of England Plan with the actual municipal waste arising in Norfolk. Over the past five years the actual municipal waste arising in Norfolk has been significantly lower (by nearly 397,000 tonnes) than the quantity apportioned in the now-revoked East of England Plan.

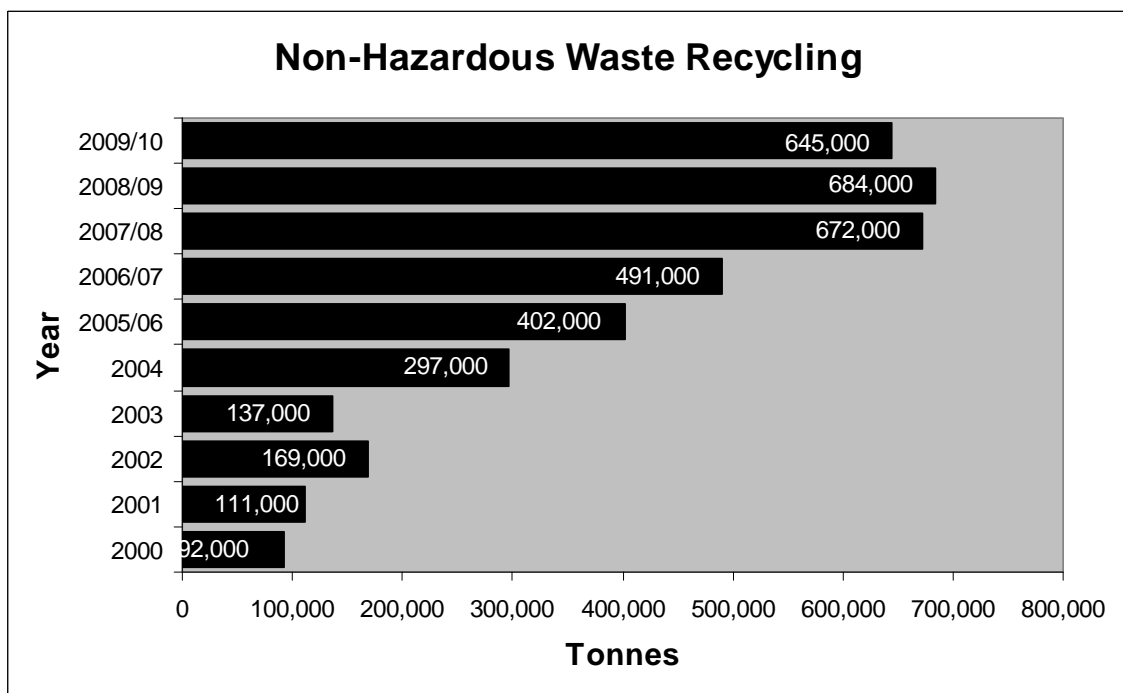
Date	RSS municipal solid waste apportionment (tonnes)	Actual municipal solid waste arising (tonnes)
2005/6	450,000	418,547
2006/7	468,000	410,256
2007/8	486,000	410,188
2008/9	505,000	401,712
2009/10	524,000	395,412
<b>Total</b>	<b>2,433,000</b>	<b>2,036,115</b>

## 5.5 Waste Recovery

It is estimated that in 2009/10 over 407,000 tonnes of the inert and construction & demolition waste, received at transfer stations and recycling centres, was recycled. This compares with 512,000 tonnes in 2008/09 and 638,000 tonnes in 2007/08.



The quantity of non-hazardous waste recycled/composted in 2009/10 was over 645,000 tonnes. This compares with over 684,000 tonnes in 2008/09 and 672,000 tonnes in 2007/08.



The origins and destinations of waste received at, or exported for disposal from, Norfolk's transfer stations, treatment and recovery facilities in 2009/10 were as follows:

	<b>Waste type (quantity in tonnes)</b>					
	<b>Inert</b>	<b>C&amp;D</b>	<b>Non-hazardous</b>	<b>Hazardous</b>	<b>Clinical</b>	<b>Total</b>
<b>Received from within Norfolk</b>	210,476	179,293	1,076,920	33,633	1,152	<b>1,501,474</b>
<b>Received from outside Norfolk, but within the region</b>	13,401	15,386	268,875	10,611	177	<b>308,450</b>
<b>Received from outside the region</b>	1,651	452	17,070	7,022	1	<b>26,196</b>
<b>Disposal to landfill within Norfolk</b>	15,347	46,648	239,950	3,619	5	<b>305,569</b>
<b>Exported to the region for disposal to landfill</b>	0	4,898	40,194	957	805	<b>46,854</b>
<b>Exported outside the region for disposal to landfill</b>	0	0	4,185	212	0	<b>4,397</b>
<b>Recycled or composted</b>	209,152	149,769	645,383	31,236	0	<b>1,035,550</b>

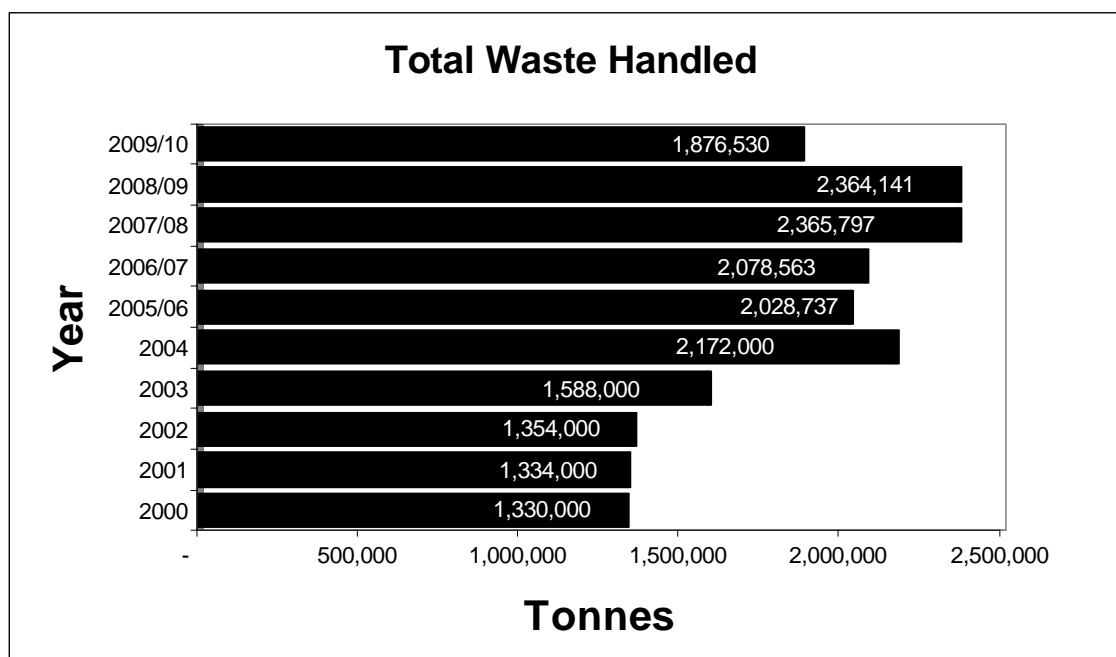
In 2009/10 imported waste represented 18.2% of the total waste received at transfer stations and recovery facilities in Norfolk. There is a decrease of 11% in the quantity of waste imported to Norfolk facilities in 2009/10 compared to 2008/09. In the same period the quantity of waste exported for disposal outside of Norfolk reduced by 28%.

The following table shows the quantity of waste handled in Norfolk by each type of waste management facility. The table does not include any End-of-Life Vehicle de-pollution sites because the majority of these sites have planning permission granted by the relevant district council instead of the County Council. Waste may be handled at more than one facility. For example, green waste received at a household waste recycling centre will also be composted at one of the compost facilities.

<b>Facility Type</b>	<b>No. of Sites</b>	<b>Input from outside Norfolk but within Region (tonnes)</b>	<b>Input from outside Region (tonnes)</b>	<b>Input from within Norfolk (tonnes)</b>	<b>Recycled or compost (tonnes)</b>	<b>Sent to landfill within Norfolk (tonnes)</b>	<b>Sent to landfill outside Norfolk (tonnes)</b>
<b>Compost</b>	9	30,313	7,339	63,467	99,188	2,235	0
<b>HWRC</b>	19	0	0	68,093	44,102	22,528	0
<b>Incineration/ Power station</b>	7	59,093	82	307,800	689	730	0
<b>Transfer / treatment of inert waste only</b>	31	2,227	152	116,130	123,602	154	0
<b>Metal recycling</b>	5	20,017	0	234,694	219,994	25,998	545
<b>Transfer / treatment of waste</b>	55	196,800	18,625	711,289	547,974	253,927	50,234

## 5.6 Waste Handled in Norfolk

The total waste handled in 2009/10 was 1,876,530 tonnes. To avoid double counting waste that may be handled at more than one facility, this figure is calculated from the total amount of waste landfilled in Norfolk plus the total amount of waste recycled or segregated for recycling at transfer stations and recycling facilities in Norfolk.



## 5.7 New Capacity in Norfolk

The table demonstrates the increased throughput of waste as approved in the period between 1 April 2009 and 31 March 2010. These were:

Location	Applicant	Type of facility	Anticipated throughput (annual, tonnes)	Type of waste (waste class)
Stanfield Quarry	East Anglian Stone	Landfill to aid restoration	12,000 tonnes in one year	1 (inert)
Frans Green	Ady's Skip Hire	Waste transfer building	7,000	1 and 2A
Crimplesham Quarry	Frimstone	Quarry Restoration and Inert Waste Recycling	60,000 tonnes landfill 25,000 tonnes recycling	1 (inert)
Fakenham	Robin Whitby	In-filling of former railway cutting	4,350	1 (inert)
Wood Farm, Marsham	Crane and Sons Farms	Green waste and food waste composting	45,000	2A and 2B
Longham Quarry	Tarmac	Quarry restoration	70,000	1 (inert)

The main conclusions to be drawn from the 2009/10 Survey of Waste Facilities are as follows:

- Waste input into non-hazardous landfill sites in 2009/10 was 416,000 tonnes, a decrease of approximately 14% from the 2008/09 figure and about 94,000 tonnes below the 3 year average of 510,000 tonnes;
- Norfolk's non-hazardous landfill capacity is calculated to last until 2025/26;
- The landbank for inert landfill and quarry restoration sites stands at 12.7 years, assuming waste inputs remain the same as the average for the last three years;
- The quantity of inert waste recycled in 2009/10 was 407,000 tonnes; well below the 10 year average of 521,000 tonnes;
- In recent years there has been a marked increase in the recycling/composting of non-hazardous waste and the quantity recycled/composted in 2009/10 was approximately 275,000 tonnes higher than the 10 year average of 370,000 tonnes; and
- The overall quantity of waste handled in Norfolk in 2009/10 was much less than 2008/09, and slightly more than the 10 year average of approximately 1,849,177 tonnes.

## 6.0 Conclusion

6.1 The key findings from the Sixth Annual Monitoring Report are:

- The key milestone set out in the MWDS (June 2007) in the reporting period April 2009 to date were not met and a formal revision to the MWDS is therefore necessary and proposed;
- Policy performance was generally satisfactory - one planning application was approved contrary to Waste Local Plan policy WAS9 (countryside protection);
- The level of permitted reserves of sand and gravel increased by 12% over the previous year with the result that the landbank was just over 6 years, below the minimum seven-year landbank indicator set out in MPS1;
- The level of permitted reserves of carstone decreased by 2.3% over the previous year with the result that the landbank was 8.6 years, below the minimum ten-year landbank indicator; and
- Waste input into non-hazardous landfill sites in 2009/10 decreased by about 13.7% from the 2008/09 figure and was about 94,000 tonnes below the 3 year average of 510,000 tonnes. The quantity of non-hazardous waste recycled in Norfolk decreased, as did the quantity of inert and construction & demolition waste recycling.

## Appendix A

### Existing Mineral Sites

<b>Sand and Gravel Quarries</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Beeston Regis	Carter Concrete	Britons Lane
Attlebridge	Cemex	Reepham Road
Costessey (Long Dale)	Longwater Gravel	Alex Moorhouse Way, Longwater Ind Est
Holt	Cemex	Ducks Hole Farm, Hunworth Road
Beetley	Barker Bros	Roosting Hills
Bittering	Tarmac	Reed Lane
Litcham	East Anglian Stone	Punch Farm, Watery Lane
Crimplesham	Frimstone	Main Road
Tottenhill	Cemex	Watlington Road
Wormegay	Delta Roadstone	New Road
Pentney	Middleton Aggregates / Tarmac	Abbey Farm
Middleton	Middleton Aggregates	Mill Drove
Earsham	Earsham Gravels	Bath Hills Road
Kirby Cane	Cemex	Leet Hill
Carbrooke	Four Leaf Enterprises	Mill Lane
Shropham	Ennstone Johnston	Swangey Lane
Easton	Lafarge	County Showground
Stanfield	East Anglian Stone	Nr Highfields Lodge on B1146
Feltwell	Frimstone	Lodge Road
Burgh Castle	Folkes Plant	Butt Lane
Raveningham / Norton Subcourse	Cemex	Loddon Road
East Bilney	Middleton Aggregates	Rawhall Lane
Spixworth	Lafarge	Grange Farm, Buxton Road
Coxford	Longwater Gravel	Abbey Quarry, Docking Road
Middleton	Delta Roadstone	Mill Drove
Carbrooke	Frimstone	Summer Lane
Mundham	Earsham Gravels	Mundham Road
Easton (Longdell Hills)	Cemex	Costessey Quarry, Longdell Hills
Weeting	Lignacite	Off High Street, Brandon
Horstead	Longwater Gravel	Grange Farm, Buxton Road, Horstead
Horstead	Tarmac	Trafford Estate, Horstead
Buxton (Mayton Wood)	Frimstone	Adj Mayton Wood Landfill
Swardeston (Mangreen)	Lafarge	Mangreen Hall Farm

<b>Carstone Quarries</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Middleton	Middleton Aggregates	Mill Drove
Snettisham	Frimstone	Norton Hill
Middleton	Delta Roadstone	Mill Drove
Middleton	Frimstone	Mill Drove

<b>Silica Sand Quarries</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Leziate	WBB Minerals	Station Road

<b>Peat Workings</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Oxborough	John Brown (Gazeley) Ltd	Oxborough Wood

<b>Clay Workings</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Middleton	Middleton Aggregates	Setch Road
West Dereham	Middleton Aggregates (clay for landfill engineering)	Off Ryston Road / Lime Kiln Road
West Caister	Bloor Homes (borrow pit)	West Road

<b>Chalk Quarries</b>		
<b>Parish</b>	<b>Operator</b>	<b>Address</b>
Caistor St Edmund	Needham Chalks Ltd	Norwich Road
Hillington	West Norfolk Super Lime	Grimston Road
Castle Acre	Needham Chalks Ltd	Dunham Road

## Appendix B

### Forecast waste quantities for Norfolk

Annual tonnages of waste requiring management based on forecast arisings figures for commercial & industrial and London waste in the evidence base for the Draft East of England Plan >2031 and Norfolk County Council's own municipal solid waste (MSW) arisings forecast.

TABLE B1

Year	MSW	C&I	London waste	Total waste
<b>2009/10</b>	395,412	1,000,000	116,000	1,511,412
<b>2010/11</b>	395,412	988,000	105,000	1,488,412
<b>2011/12</b>	395,412	983,000	94,000	1,472,412
<b>2012/13</b>	400,355	978,000	83,000	1,461,355
<b>2013/14</b>	405,359	976,000	73,000	1,454,359
<b>2014/15</b>	410,426	973,000	62,000	1,445,426
<b>2015/16</b>	415,556	970,000	51,000	1,436,556
<b>2016/17</b>	420,750	966,000	48,000	1,434,750
<b>2017/18</b>	426,009	962,000	45,000	1,433,009
<b>2018/19</b>	431,334	958,000	42,000	1,431,334
<b>2019/20</b>	436,726	954,000	40,000	1,430,726
<b>2020/21</b>	440,875	951,000	37,000	1,428,875
<b>2021/22</b>	445,063	949,000	34,000	1,428,063
<b>2022/23</b>	449,291	947,000	31,000	1,427,291
<b>2023/24</b>	453,559	945,000	28,000	1,426,559
<b>2024/25</b>	457,868	944,000	25,000	1,426,868
<b>2025/26</b>	462,218	943,000	22,000	1,427,218
<b>2026/27</b>	466,609	942,000	19,000	1,427,609
<b>TOTAL</b>	<b>7,708,234</b>	<b>17,329,000</b>	<b>955,000</b>	<b>25,992,234</b>

## Recovery, recycling and landfill requirements

TABLE B2

Year	MSW & C&I recycling/ composting	MSW & C&I treatment capacity	MSW & C&I recovery	MSW & C&I & imported London waste to landfill	Remaining non-hazardous landfill capacity
2009/10	596,028	150,000	113,000	829,384	7,146,700
2010/11	584,028	150,000	106,000	798,384	6,348,316
2011/12	607,559	200,000	153,000	711,853	5,636,463
2012/13	626,866	200,000	151,000	683,489	4,952,974
2013/14	638,202	200,000	160,000	656,157	4,2996,817
2014/15	658,567	368,859	293,087	493,772	3,803,045
2015/16	683,082	702,484	290,987	462,487	3,340,558
2016/17	693,558	693,192	301,154	440,038	2,900,520
2017/18	713,065	674,944	302,355	417,589	2,482,931
2018/19	730,993	658,341	306,873	393,468	2,089,463
2019/20	750,668	640,058	308,046	372,012	1,717,451
2020/21	770,726	621,147	308,718	349,131	1,368,320
2021/22	780,804	613,259	319,407	327,852	1,040,468
2022/23	800,902	595,389	321,111	305,278	735,190
2023/24	811,019	587,540	332,111	282,708	452,482
2024/25	831,156	570,712	335,570	260,142	192,340
2025/26	842,314	562,904	347,323	237,518	-45,187
2026/27	862,492	546,117	350,094	215,023	-260,201
<b>TOTAL</b>	<b>12,955,029</b>	<b>8,734,946</b>	<b>4,800,557</b>	<b>8,236,285</b>	

### Recycling/compost assumptions

- Norfolk's household waste recycling rate was 43.48% in 2009/10 and is planned to increase to 46.98% (a 2.5% increase) in 2011/12 when kitchen waste collection services (for composting/anaerobic digestion) are expected to be expanded by the district councils. The recycling/ composting rate is expected to increase to 48% in 2015/16 and to increase to 50% in 2018/19. The recycling/composting rate is then assumed to remain at 50% until the end of 2026/27.
- No recycling/composting of imported London waste is expected.

### Treatment assumptions

- In 2009/10 and 2010/11 no additional treatment of MSW will be expected as Norfolk will not have the facilities in place for additional treatment. From 2011/12 up to and including 2013/14, 50,000 tonnes of the MSW arisings that are not recycled/ composted/ source-segregated-AD are projected to be treated. From 2014/15 all MSW that has not been recycled/ composted/ source-segregated-AD will be treated because the Landfill Directive requires waste to be pre-treated prior to landfill.
- From 2009/10, up to and including 2014/15, 150,000 tonnes of the C&I waste arisings that are not recycled/ composted/source-segregated-AD will be treated. This is based on the minimum quantity of C&I waste that will need to be recovered based on the evidence for the Draft East of

England Plan>2031. Prior to 2015/16 is considered too early for Norfolk to have the facilities to pre-treat all waste at central facilities, in addition to pre-treatment at the source of waste production. From 2015/16 all C&I waste that has not been recycled/composted / source-segregated-AD will be treated.

- No imported London waste will be treated.

### **Recovery assumptions**

- 80% of the MSW treated will be recovered and diverted from landfill.
- The evidence for the Draft East of England Plan>2031 included maximum quantities of C&I waste to be landfilled. Therefore all waste that is not recycled/ composted /source-segregated-anaerobically-digested or landfilled will be recovered. 11% of waste will be recovered in 2009/10 increasing to 17% in 2025/26. The percentage of waste recovered does not increase significantly over the period because the main increase is in recycling/composting/source-segregated-AD.
- No recovery of imported London waste is expected

### **Landfill assumptions**

- All imported London waste is assumed to be landfilled.
- All MSW that is not recycled or recovered is landfilled.
- All C&I waste that is not recycled or recovered is landfilled.
- Norfolk's non-hazardous landfill capacity at 31/03/2010 is 8,030,000m<sup>3</sup>. 11% (883,300 m<sup>3</sup>) of non-hazardous landfill capacity will be taken up by inert waste, leaving 7,146,700m<sup>3</sup> voidspace for non-hazardous waste.

**Landfill voidspace based on waste inputs remaining the same as the average of the last 3 years**

Waste input to Norfolk's non-hazardous landfill sites (excluding hazardous waste)

<b>2009/10</b>		<b>2008/9</b>		<b>2007/08</b>	
Inert & C&D	Non-hazardous	Inert and C&D	Non hazardous	Inert and C&D	Non-hazardous
42,716 (tonnes)	370,916 (tonnes)	31,435 tonnes	450,663 tonnes	98,204 tonnes	534,838 tonnes
28,620m <sup>3</sup>	370,916 m <sup>3</sup>	21,062m <sup>3</sup>	450,663m <sup>3</sup>	65,797m <sup>3</sup>	534,838m <sup>3</sup>
399,536m <sup>3</sup>		471,725 m <sup>3</sup>		600,635 m <sup>3</sup>	

Average annual waste input to non-hazardous waste landfill sites (excluding hazardous waste) over last three years = 490,632 m<sup>3</sup>

Non-hazardous waste conversion factor of 1 tonne: 1 m<sup>3</sup>.

Inert waste conversion factor of 1 tonne: 0.67 m<sup>3</sup>.

Norfolk's non-hazardous landfill capacity at 31/03/2010 is 8,030,000m<sup>3</sup>.

**TABLE B3**

<b>Year</b>	<b>Waste input (m3)</b>	<b>Remaining non-hazardous landfill capacity</b>
2009/10	490,632	8,030,000
2010/11	490,632	7,539,368
2011/12	490,632	7,048,736
2012/13	490,632	6,558,104
2013/14	490,632	6,067,472
2014/15	490,632	5,576,840
2015/16	490,632	5,086,208
2016/17	490,632	4,595,576
2017/18	490,632	4,104,944
2018/19	490,632	3,614,312
2019/20	490,632	3,123,680
2020/21	490,632	2,633,048
2021/22	490,632	2,142,416
2022/23	490,632	1,651,784
2023/24	490,632	1,161,152
2024/25	490,632	670,520
2025/26	490,632	179,888
2026/27	490,632	-310,744

# **Norfolk County Council**

## **Minerals and Waste Development Framework**

### **Minerals and Waste Development Scheme**

To show month and year of Scheme being brought into effect



**Norfolk** County Council  
at your service

# **Norfolk County Council**

## **Minerals and Waste Development Framework**

### **Minerals and Waste Development Scheme**

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## 1. Introduction

- 1.1 The current system for the preparation of development plans was introduced in the Planning and Compulsory Purchase Act 2004. The Government brought in the reforms with the aim of:

- speeding up the preparation of plans;
- ensuring that plans are monitored and reviewed and kept up to date; and
- achieving more effective involvement with the community.

A detailed explanation of the system can be found in Planning Policy Statement 12: Local Spatial Planning ([www.communities.gov.uk](http://www.communities.gov.uk)) and in The Plan-Making Manual (hosted at [www.pas.gov.uk](http://www.pas.gov.uk)).

- 1.2 The former system of structure plans and local plans was replaced by the requirement to produce a **Local Development Framework**, a term used to describe a folder of **Local Development Documents**. There are three types of Local Development Document:

- **Development Plan Documents** such as a **Core Strategy and Site Specific Allocations** of land. All such documents are subject to independent examination;
- **Supplementary Planning Documents** which expand on policies and provide more detail. Such documents are not subject to independent examination but, as with development plan documents, they are subject to community involvement procedures and sustainability appraisal; and
- A **Statement of Community Involvement**.

A Local Development Framework must also include the following:

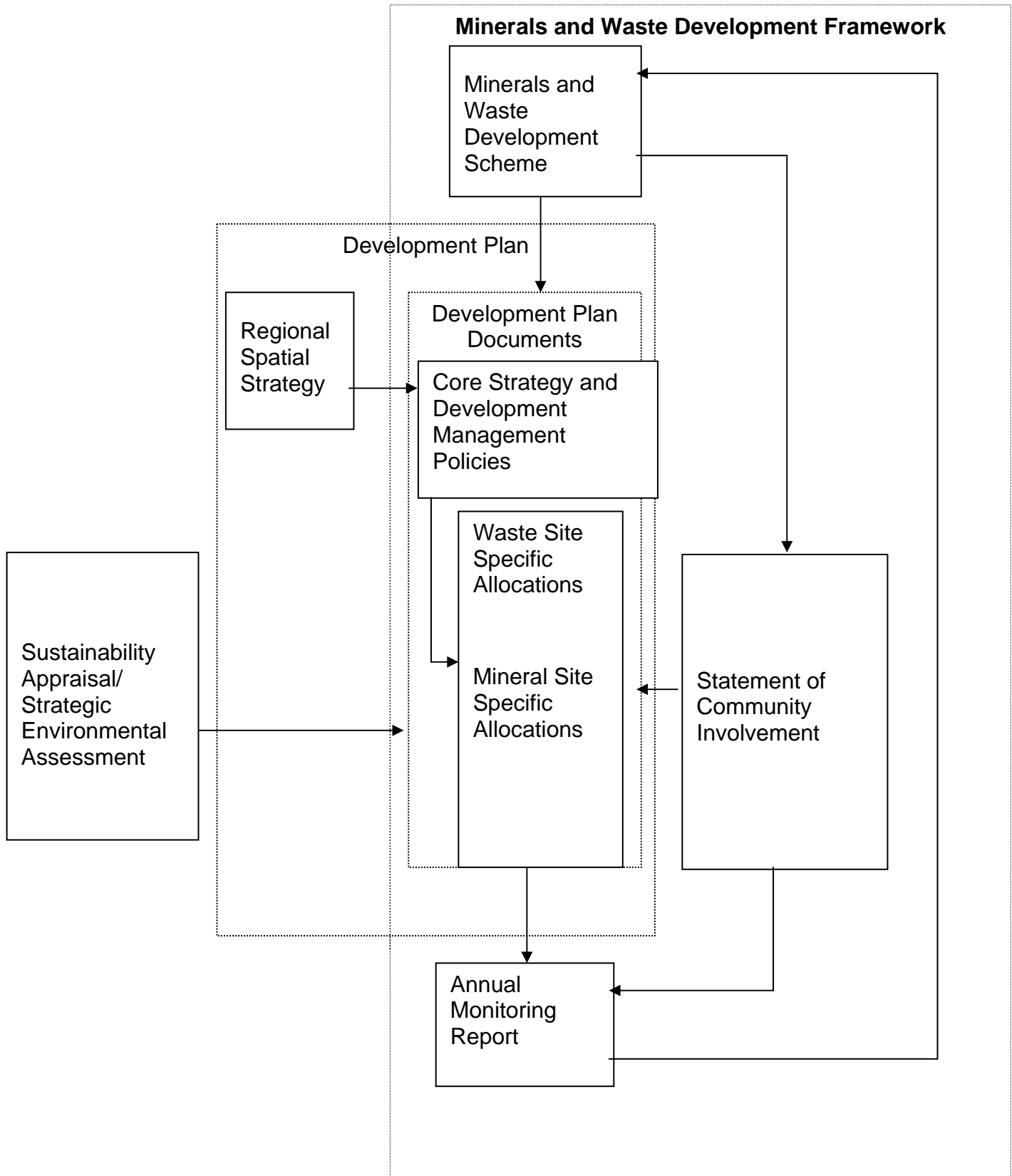
- A **Local Development Scheme**; and
- An **Annual Monitoring Report**.

All the highlighted terms are explained further in the Glossary.

- 1.3 County councils are responsible for minerals and waste planning matters. As a result, they are specifically required to produce a Local Development Framework known as a **Minerals and Waste Development Framework**. This Framework represents a portfolio of all the Local Development Documents which will comprise the spatial minerals and waste planning strategy for the County (see the Diagram on page 5). These local documents will, once adopted, be the statutory development plan and the basis on which all minerals and waste planning decisions will be made.

- 1.4 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. It provides a starting point for the community, other stakeholders and individuals to find out the County Council's minerals and waste planning policies in respect to a particular place or issue and the status of those policies.

## Norfolk Minerals and Waste Development Framework and Related Documents



## **2. A Minerals and Waste Planning Framework for Norfolk**

### **Community strategies**

- 2.1 The County Council has a duty under Part 1 of the Local Government Act 2000 to prepare a Community Strategy and to 'ensure the economic, social and environmental well being of the area'. In 2003 the County Council set up a County Strategic Partnership to oversee the production of a Community Strategy for Norfolk. The Strategic Partnership Board has senior level representation from business and industry locally and regionally, local government, the church, voluntary organisations and learning and training organisations. The Community Strategy, *Norfolk Ambition*, was prepared in 2003 and updated in 2008. The Minerals and Waste Development Framework for Norfolk is informed by the County Council's Community Strategy and will, where appropriate, reflect aspects of the Strategy that have a land use perspective.

### **Saved plans**

- 2.2 On commencement of the Planning and Compulsory Purchase Act 2004 all existing Local Plans and relevant Structure Plan policies were automatically saved for three years. At the end of this three-year period, in September 2007, only relevant Minerals Local Plan, Waste Local Plan and Norfolk Structure Plan policies were saved; they will remain extant until adoption of the appropriate Local Development Document.

### **Documents comprising the Minerals and Waste Development Framework for Norfolk**

- 2.3 The Minerals and Waste Development Framework for Norfolk will comprise the following documents:
- Minerals and Waste Development Scheme;
  - Statement of Community Involvement
  - Core Strategy and Minerals and Waste Development Management Policies DPD;
  - Waste Site Specific Allocations DPD;
  - Minerals Site Specific Allocations DPD;
  - Proposals maps; and
  - Annual monitoring reports.
- 2.4 Details of the Statement of Community Involvement and the DPDs and their roles, chains of conformity and main milestones are given in Table 2. Further details are set out below in Section 3.

### **How the documents fit together**

- 2.5 Details of the existing DPD policies which remain 'saved' are contained in Appendix 1. Details of the Local Development Documents (and the

Statement of Community Involvement) that will replace these plans and form part of the first Minerals and Waste Development Framework for Norfolk are given below.

- 2.6 **The Statement of Community Involvement** 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 major minerals and waste planning applications). It will look at the service level agreement between the County Council and its community and stakeholders, and include methods to secure close working with the Local Strategic Partnership. The document is considered fundamental to all future production of development plans as it will enable locally based requirements and community expectations to be addressed at an early stage within plan preparation. This document was the first LDD to be published, in March 2007, and will be the first to be updated (AMRs notwithstanding).
- 2.7 **Core Strategy and Minerals and Waste Development Management Policies DPD** will set out the strategic vision for minerals and waste development throughout Norfolk. The strategic policies in this document will provide a review, update and replacement of the 'saved' minerals and waste policies contained within the existing adopted Norfolk Minerals Local Plan and the Norfolk Waste Local Plan. The DPD will contain measurable objectives (to enable successful monitoring) and, where necessary, may contain area based strategic policies. The Core Strategy is a priority document because all of other DPDs must be in conformity with the Core Strategy. This document will also provide detailed development management policies for assessing minerals and waste planning applications within Norfolk.
- 2.8 **Waste Site Specific Allocations DPD** – the Norfolk Waste Local Plan is a criteria based plan rather than containing specific site allocations, but the Waste Site Specific Allocations DPD will have to be site specific to accompany the policies of the Core Strategy.
- 2.9 **Minerals Site Specific Allocations DPD** will identify specific sites and, if justified, future areas of search for mineral working.

#### **Timetable**

- 2.10 Table 1 provides an overview of the updated timetable for preparing the DPDs and the Statement of Community Involvement.

#### **Proposals maps**

- 2.11 The proposals map in the Norfolk Minerals and Waste Local Plans will be saved and gradually reviewed following the adoption of the Core Strategy and Minerals and Waste Site Specific Allocation DPDs. Proposals maps will be adopted successively each time a DPD that includes a policy requiring spatial expression is adopted.

## **Annual monitoring reports**

- 2.12 The County Council is required to prepare annual 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.

The County Council assesses:

- 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;
- what impact the policies set out in the DPDs are having on other targets set at national or local level;
- 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.

## **Sustainability appraisal and strategic environmental assessment**

- 2.13 Sustainability appraisal is a systematic and iterative appraisal process which incorporates the requirements of the Strategic Environmental Appraisal directive (2001/42/EC). As a result, DPD preparation needs to:

- Identify strategic alternatives;
- Collect baseline monitoring information;
- Predict significant environmental effects more thoroughly;
- Secure greater consultation with the public and environmental authorities; and
- Address and monitor the environmental effects of the plan.

- 2.14 As part of the process the Council must:

- Prepare an environmental report on the significant effects of options and the draft plan;
- Carry out consultation on the draft plan and accompanying environmental report;
- Take into account the environmental report and the results of consultation in decision making; and
- Provide information when the plan is adopted and show how sustainability appraisal has been taken into account.

### **3. Profiles Of Each Local Development Document**

#### **3.1 Statement of Community Involvement**

##### **Overview**

<b>Role and Subject</b>	Norfolk County Council's service level agreement with stakeholders and the community, covering engagement in the plan making process
<b>Coverage</b>	The administrative area of Norfolk
<b>Status</b>	Non-development plan document
<b>Conformity</b>	Meeting minimum consultation requirements in the regulations and will have regard to the community strategy

##### **Timetable**

Adopted March 2007. As stated in paragraph 1.21 of the adopted SCI, the County Council's website shows a 'live' version of the SCI, which takes into account minor changes, and this will continue. A formal revision of the SCI is not thought necessary at the present time.

### 3.2 Core Strategy and Minerals & Waste Development Management Policies DPD

#### Overview

<b>Role and Subject</b>	To provide the core strategy and development management policies for minerals and waste planning in Norfolk until 2026
<b>Coverage</b>	The administrative area of Norfolk
<b>Status</b>	Development plan document
<b>Conformity</b>	None needed

#### Timetable

<b>Stage</b>	<b>Dates</b>
Evidence gathering	January 2007
Public consultation on issues and options (Regulation 25)	May – June 2007
Public consultation on preferred options (old Regulation 26)	February – March 2008
Pre-submission and public participation (Regulation 27)	(i) May – July 2010 (ii) October – December 2010
Submission (Regulation 30)	January 2011
Pre-Hearing meeting	March 2011
Hearing (Regulation 34)	May 2011
Inspector's Binding Report	August 2011
Adoption (Regulation 36)	September 2011

#### Arrangements for Production

Organisational lead	Assistant Director Public Protection
Political management	Cabinet
Internal resources	Planning Services Section Policy Team
External resources	Strategic Partnership
External stakeholder resources	Local Strategic Partnership
External community & stakeholder involvement	Meet the requirements as set out in the Statement of Community Involvement

### 3.3 Waste Site Specific Allocations DPD

#### Overview

<b>Role and Subject</b>	To identify site specific allocations for waste management facilities up to 2026
<b>Coverage</b>	The administrative area of Norfolk
<b>Status</b>	Development plan document
<b>Conformity</b>	Conformity with the Core Strategy and Minerals & Waste Development Management Policies DPD

#### Timetable

<b>Stage</b>	<b>Dates</b>
Evidence gathering	September 2007
Public consultation on issues and options (Regulation 25)	February 2008 – April 2008
Public consultation on preferred options (Regulation 25)	(i) October – December 2009 (ii) April – June 2011
Pre-submission and public participation (Regulation 27)	September - November 2011
Submission (Regulation 30)	January 2012
Pre-Hearing meeting	March 2012
Hearing (Regulation 34)	May 2012
Inspector's Binding Report	September 2012
Adoption (Regulation 36)	October 2012

#### Arrangements for Production

Organisational lead	Assistant Director Public Protection
Political management	Cabinet
Internal resources	Planning Services Section Policy Team
External resources	Strategic Partnership
External stakeholder resources	Local Strategic Partnership
External community & stakeholder involvement	Meet the requirements as set out in the Statement of Community Involvement

### 3.4 Minerals Site Specific Allocations DPD

#### Overview

<b>Role and Subject</b>	To identify site specific allocations and/or areas of search for mineral working
<b>Coverage</b>	The administrative area of Norfolk
<b>Status</b>	Development plan document
<b>Conformity</b>	Conformity with the Core Strategy and Minerals & Waste Development Management Policies DPD

#### Timetable

<b>Stage</b>	<b>Dates</b>
Evidence gathering	September 2007
Public consultation on issues and options (Regulation 25)	February 2008 – April 2008
Public consultation on preferred options (Regulation 25)	(i) October – December 2009 (ii) April – June 2011
Pre-submission and public participation (Regulation 27)	September - November 2011
Submission (Regulation 30)	January 2012
Pre-Hearing meeting	October 2012
Hearing (Regulation 34)	December 2013
Inspector's Binding Report	April 2013
Adoption (Regulation 36)	May 2013

#### Arrangements for Production

Organisational lead	Assistant Director Public Protection
Political management	Cabinet
Internal resources	Planning Services Section Policy Team
External resources	Strategic Partnership
External stakeholder resources	Local Strategic Partnership
External community & stakeholder involvement	Meet the requirements as set out in the Statement of Community Involvement

## 4. Programme Management

- 4.1 Tables 1 and 2 set out the timetable for the production of the Minerals and Waste Development Scheme. At this stage, assumptions have been made about the exact availability of the Planning Inspectorate to hold examinations and produce reports. When these details are known with certainty the Minerals and Waste Development Scheme will, if necessary, be adjusted.
- 4.2 The document profiles in Section 3 identify management responsibilities for the areas of work. Key contacts are:
- Planning Services Manager (staff and resource management)
  - Principal Planning & Policy Officer (programme overview)
  - Senior Planner (day-to-day programme, consultant liaison)
- 4.3 The Planning Services Manager will ensure that the Annual Monitoring Report is produced on time and that the information is fed into the annual review of the Minerals and Waste Development Scheme.

### Resources

- 4.4 The following resources will be made available for preparing the Minerals and Waste Development Framework:

4.5	pc of time spent on the Minerals and Waste Development Framework
Assistant Director (Public Protection)	2
Planning Services Manager	10
Principal Planning & Policy Officer	65
Senior Planner (Minerals & Waste)	75
Planner	75

### Planning Consultants

Assistance from the Strategic Partnership and external consultants, where appropriate.

## **Procedures and reporting protocols**

- 4.6 For each DPD and the Statement of Community Involvement, the levels of political responsibility are as follows:
- Cabinet approval required for all stages
  - Cabinet Scrutiny Panel will have the role of ensuring that the evidence base is robust and that real community and stakeholder engagement takes place
  - The project will include a Member Reference Group consisting of ten County Councillors. Meetings will be held when required
  - Full Council resolution will be required for submission and adoption stages
- 4.7 Responsibility for the preparation of all the required committee reports lies with the Director of Environment, Transport & Development.

## **Identified priorities**

- 4.8 The priority as at the end of 2010 is identified in Table 1 as follows:
- The Core Strategy and Minerals & Waste Development Management Policies DPD
  - Waste Site Specific Allocations DPD
  - Minerals Site Specific Allocations DPD

The reasons behind these priorities are set out in Chapter 2.

## **Evidence Base**

- 4.9 Comprehensive survey and monitoring information is needed to develop evidence bases to identify opportunities, constraints and issues. The table below identifies a list of background technical work which has already been completed or which will be undertaken in preparation for the Minerals and Waste Development Framework. Further information will also be collected through the sustainability appraisal process

<b>Background Document</b>	<b>Availability</b>	<b>Dates</b>
Norfolk Minerals Local Plan and in particular detailed information in respect of 'Investigation Areas'.	County Council publication	Adopted January 2004
Annual survey of mineral facilities	Reports available from the County Council	Available annually since 1997
Annual monitoring reports on the implementation of minerals policies	Reports available from the County Council	Available annually since 1999
Annual Monitoring Reports of the East of England Regional Aggregates Working Party	East of England Regional Aggregates Working Party publication	Available annually
Norfolk Waste Local Plan	County Council publication	Adopted December 2000
Annual survey of waste facilities	Reports available from the County Council	Available annually since 1997
Annual Monitoring Reports on the implementation of waste policies	Reports available from the County Council	Available annually since 2000
Joint Municipal Waste Management Strategy for Norfolk	County Council publication	Second revision March 2006
Study of existing waste facility capacity and future needs in the East of England	East of England Regional Technical Advisory Body	2005
East of England Construction and Demolition Waste Arisings – final report	East of England Regional Technical Advisory Body	2009
Detailed Assessment of East of England Waste Arisings for the East of England Regional Assembly	East of England Regional Technical Advisory Body	2009
East of England Study into Markets for Hard to Recycle Materials	East of England Regional Technical Advisory Body	2008
Study into Commercial and Industrial Waste Arisings	East of England Regional Technical Advisory Body	2009
Hazardous Waste Study for the East of England Final Study Report	East of England Regional Technical Advisory Body	2007

## **Monitoring and Review**

- 4.10 Annual monitoring reports will need to be submitted to the Secretary of State by the end of each year and based upon the period 1 April to 31 March. It is expected that the first full annual monitoring report will not be submitted until December 2006. However it is expected that planning authorities will submit a report in December 2005 setting out data on a range of indicators, as far as practicable, that will be needed to monitor policies.
- 4.11 **Risk Analysis**  
The ability of the Council to meet the timetable set out in Table 1 depends on a number of factors and the key risks associated with them (and ways in which they may be managed) are set out below:

### **Staff resources**

In-house resources for the day to day work on the preparation of the local development documents are limited to two full time planners, with one part-time planner (four days per week) and one planner on secondment until April 2011.

### **Political decision making**

The rigidity of the structure of committee meetings and the need to report to an Overview & Scrutiny panel as well as Cabinet could lead to milestones being missed. As a result a project structure has been devised that includes a Member Reference Group, consisting of ten County Councillors to provide political direction for reporting to Cabinet. The MRG meets as and when necessary.

### **Soundness of the Plan/ legal challenges**

To avoid future legal challenges the Council will work in close association with the Planning Inspectorate and stakeholders at the key stages in production of the Plan to ensure that all of the correct procedures are adhered to and that the proposed policies are in compliance with national policy.

### **Fiscal resources**

It is the Council's intention to ensure that adequate resources are made available to achieve the proposed timetable.

### **Input from other consultees**

At various stages in the process other agencies/bodies such as the Planning Inspectorate, Natural England, Environment Agency, English Heritage etc will be consulted and their views will be central to the preparation of the plan documents. The Council has no influence over the capacity of these bodies to comment on the documents but it is hoped that with early engagement and correspondence they will be better placed to comment within the proposed timetable.

## 5. Glossary

**Annual monitoring report** – part of the local development framework, the report will assess the implementation of the local development scheme and the extent to which policies in development plan documents are being successfully implemented.

**Core strategy** – sets out the long-term spatial vision for minerals and waste planning in the County, and the spatial objectives and strategic policies to deliver that vision.

**Development plan documents** – spatial planning documents within a local development framework that are subject to independent examination. Together with regional policies set out in a regional spatial strategy they form the ‘development plan’.

**Local development document** – the collective term in the Act for development plan documents, supplementary plan documents and the statement of community involvement.

**Local development framework** - the name for the folder of local development documents including the annual monitoring reports and the local development scheme.

**Local development scheme** - sets out the programme for preparing local development documents.

**Minerals and waste development plan documents** – spatial planning documents within a minerals and waste development framework that are subject to independent examination.

**Minerals and waste development document** - the collective term in the Act for minerals and waste development plan documents, supplementary plan documents and the statement of community involvement.

**Minerals and waste development framework** - the name for the folder of minerals and waste development documents including the annual monitoring reports and the local development scheme.

**Minerals and waste development scheme** - sets out the programme for preparing minerals and waste development documents.

**Proposals map** – the proposals map illustrates on a base map all policies contained in development plan documents, together with any saved policies

**Site specific allocations** – allocations of sites for specific or mixed uses or development to be contained in development plan documents.

**Statement of community involvement** – sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.

**Strategic environmental assessment** – an assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.

**Sustainability appraisal** – a tool for appraising policies to ensure they reflect sustainable development

## Appendix

### List of Saved Policies

Councils are required to indicate in their mineral and waste development schemes which of the saved policies they intend to replace, delete or merge into the new development plan documents.

Minerals Local Plan Policy number	Subject	Replaced, merged or deleted. Document identified for replaced policies.
MIN 1	Landscape protection	Delete
MIN 2	Landscape protection	Replace in Core Strategy
MIN 3	Landscape protection	Replace in Core Strategy
MIN 4A	Nature conservation	Replace in Core Strategy
MIN 4B	Nature conservation	Replace in Core Strategy
MIN 5	Nature conservation	Replace in Core Strategy
MIN 6	Amenity	Replace in Core Strategy
MIN 7	Archaeology	Merge with policy MIN 8 in Core Strategy
MIN 8	Archaeology	Merge with policy MIN 7 in Core Strategy
MIN 9	Traffic	Replace in Core Strategy
MIN 10	Water resources/flood protection/drainage	Replace in Core Strategy
MIN 11	Agriculture	Replace in Core Strategy
MIN 12	Over concentration of mineral workings	Replace in Core Strategy
MIN 13	Record of the operator	Delete
MIN 14	Aggregate landbank	Replace in Core Strategy
MIN 15	Phasing	Replace in Core Strategy
MIN 16	Silica sand landbank	Replace in Core Strategy
MIN 17	Investigation areas	Replace in Core Strategy
MIN 18	Safeguarding	Replace in Core Strategy
MIN 19A	Recycled/secondary aggregates	Merge with policy MIN 19B in Core Strategy
MIN 19B	Recycled/secondary aggregates	Merge with policy MIN 19A in Core Strategy
MIN 20	Marine dredged aggregates	Delete
MIN 21	Imported material	Delete
MIN 22	Rail depots	Replace in Core Strategy
MIN 23	Alternative transport	Replace in Core Strategy
MIN 24	Industrial plant	Replace in Core Strategy
MIN 25	Borrow pits	Replace in Core Strategy
MIN 26	Exploration	Replace in Core Strategy
MIN 27	Oil and gas	Delete
MIN 28	Pentney	Delete
MIN 29	Blackborough End	Delete

Minerals Local Plan Policy number	Subject	Replaced, merged or deleted. Document identified for replaced policies.
MIN 30	Leziate	Delete
MIN 31	Bittering/Bilney/Beeston	Delete
MIN 32	Costessey	Delete
MIN 33	Applications	Delete
MIN 34	Environmental assessment	Delete
MIN 35	Planning considerations	Replace in Core Strategy
MIN 36	Planning control	Replace in Core Strategy
MIN 37	Restoration	Replace in Core Strategy
MIN 38	Nature conservation restoration	Replace in Core Strategy
MIN 39	Conditions	Delete
MIN 40	Enforcement	Delete
MIN 41	Damaged land	Delete
MIN 42	Mineral review	Delete
MIN 43	Interim development orders	Delete
MIN 44	Implementation	Delete

Waste Local Plan Policy number	Subject	Replaced, merged or deleted. Document identified for replaced policies.
WAS 1	Hierarchy framework	Replace in Core Strategy
WAS 2	Resource recovery	Replace in Core Strategy
WAS 3	Industrial land and brownfield sites	Replace in Core Strategy
WAS 4	Countryside protection	Replace in Core Strategy
WAS 5	Incineration	Replace in Core Strategy
WAS 6	Landfill	Replace in Core Strategy
WAS 7	Safeguarding sites	Replace in Core Strategy
WAS 8	Landscape	Delete
WAS 9	Landscape	Merge with MIN 2 in Core Strategy
WAS 10	Landscape	Merge with MIN 3 in Core Strategy
WAS 11	Nature conservation	Merge with MIN 4A and 4B in Core Strategy
WAS 12	Nature conservation	Merge with MIN 5 in Core Strategy
WAS 13	Amenity	Merge with MIN 6 in Core Strategy
WAS 14	Archaeology	Merge with MIN 7 & MIN 8 in Core Strategy
WAS 15	Archaeology	Merge with MIN 7 & MIN 8 in Core Strategy

Waste Local Plan Policy number	Subject	Replaced, merged or deleted. Document identified for replaced policies.
WAS 16	Traffic	Merge with MIN 9 in Core Strategy
WAS 17	Airport safeguarding	Replace in Core Strategy
WAS 18	Water resources	Merge with MIN 10 in Core Strategy
WAS 19	Water resources	Merge with MIN 10 in Core Strategy
WAS 20	Agriculture	Merge with MIN 11 in Core Strategy
WAS 21	Record of the operator	Delete
WAS 22	Public waste recycling centres	Replace in Core Strategy
WAS 23	Scrapyards	Replace in Core Strategy
WAS 24	Sewage and sludge	Replace in Core Strategy
WAS 25	Safeguarding	Replace in Core Strategy
WAS 26	Clinical waste	Replace in Core Strategy
WAS 27	Nuclear and radioactive wastes	Replace in Core Strategy
WAS 28	Inert waste major projects	Replace in Core Strategy
WAS 29	Mining of waste	Replace in Core Strategy
WAS 30	Transport	Merge with MIN 23 in Core Strategy
WAS 31	Information required	Delete
WAS 32	Environmental assessments	Delete
WAS 33	Planning considerations	Merge with MIN 35 in Core Strategy
WAS 34	Planning control	Merge with MIN 36 in Core Strategy
WAS 35	Planning Control	Merge with MIN 38 in Core Strategy
WAS 36	Conditions and legal agreements	Delete
WAS 37	Site monitoring and enforcement	Delete
WAS 38	Plan review	Delete
WAS 39	Plan review	Delete

Appendix 2

Minerals and Waste Development Scheme    Timetable 2010 – 2013

Milestone Plan	2010												2011												2012											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Core Strategy and Minerals and Waste Development Management Policies DPD					2					2			3		4		5			6	7															
Waste Site Specific Allocations DPD																1					2				3		4		5				6	7		
Minerals Site Specific Allocations DPD																1					2				3								4		5	
Proposals Maps																					U													U		

Milestone Plan	2013											
	J	F	M	A	M	J	J	A	S	O	N	D
Core Strategy and Minerals and Waste Development Management Policies DPD												
Waste Site Specific Allocations DPD												
Mineral Site Specific Allocations DPD				6	7							
Proposal Map					U							

KEY Milestones Plan		
1.	Public participation	Regulation 25
2.	Pre-Submission of DPD	Regulation 27
3.	Submission of DPD	Regulation 30
4.	Pre-hearing meeting	
5.	Hearing	Regulation 24
6.	Inspector’s binding report	
7.	Adoption	Regulation 36

U = Update following adoption of development plan documents