

Cabinet

Date: **Monday 4 July 2022**

Time: **10 am**

Venue: **Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH**

Membership

Cabinet Member:	Responsibility:
Cllr Andrew Proctor	Chair. Leader and Cabinet Member for Strategy & Governance.
Cllr Graham Plant	Vice-Chair. Deputy Leader and Cabinet Member for Growing the Economy.
Cllr Bill Borrett	Cabinet Member for Adult Social Care, Public Health & Prevention
Cllr Margaret Dewsbury	Cabinet Member for Communities & Partnerships
Cllr John Fisher	Cabinet Member for Children's Services
Cllr Tom FitzPatrick	Cabinet Member for Innovation, Transformation & Performance
Cllr Andrew Jamieson	Cabinet Member for Finance
Cllr Greg Peck	Cabinet Member for Commercial Services & Asset Management
Cllr Eric Vardy	Cabinet Member for Environment & Waste
Cllr Martin Wilby	Cabinet Member for Highways, Infrastructure & Transport

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and, members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

However, if you wish to attend in person it would be helpful if, you could indicate in advance that it is your intention to do so as public seating will be limited. This can be done by emailing committees@norfolk.gov.uk.

The Government has removed all COVID 19 restrictions and moved towards living with COVID-19, just as we live with other respiratory infections. However, to ensure that the meeting is safe we are asking everyone attending to practice good public health and safety

behaviours (practising good hand and respiratory hygiene, including wearing face coverings in busy areas at times of high prevalence) and to stay at home when they need to (if they have tested positive for COVID 19; if they have symptoms of a respiratory infection; if they are a close contact of a positive COVID 19 case). This will help make the event safe for all those attending and limit the transmission of respiratory infections including COVID-19.

A g e n d a

1 To receive any apologies.

2 Minutes

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To confirm the minutes from the Cabinet Meeting held on Monday 6 June 2022

3 Members to Declare any Interests

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

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

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

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

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

4 Matters referred to Cabinet by the Scrutiny Committee, Select Committees or by full Council.

5 To receive any items of business which the Chair decides should be considered as a matter of urgency

6 Public Question Time

Fifteen minutes for questions from members of the public of which due notice has been given. Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by 5pm on **Wednesday 29 June 2022**. For guidance on submitting a public question, view the Constitution at <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee>.

Any public questions received by the deadline and the responses will be published on the website from 9.30am on the day of the meeting and can be viewed by clicking this link once uploaded: [Click here to view public questions and responses](#)

7 Local Member Issues/Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given. Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by 5pm on **Tuesday 28 June 2022**.

Please note the change in deadline for Local Member Questions.

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| 8 Norwich Western Link Update | Page 36 |
| Report by the Executive Director of Community and Environmental Services | |
| 9 Norfolk Social Infrastructure Fund | Page 301 |
| Report by the Executive Director of Community and Environmental Services | |
| 10 Norfolk Minerals and Waste Local Plan | Page 316 |
| Report by the Executive Director of Community and Environmental Services | |
| 11 Safe, Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management, Parking Guidelines and Pre- application charging | Page 370 |
| Report by the Executive Director of Community and Environmental Services | |
| 12 Market Position Statement | Page 506 |
| Report by the Executive Director of Adult Social Services | |
| 13 Norfolk Fire and Rescue Service - Significant Incident Review Policy | Page 568 |
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- 14 Health, Safety and Well-being Annual Report 2021-22** Page 599
Report by the Executive Director of Transformation and Strategy
- 15 Corporately Significant Vital Signs** Page 625
Report by the Executive Director of Transformation and Strategy
- 16 Authority to Enact Revenue Pipeline** Page 644
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- 17 Strategic and Financial Planning 2023-24** Page 658
Report by the Executive Director of Finance and Commercial Services
- 18 Finance Monitoring Report 2022-23 P12: May 2022** Page 677
Report by the Executive Director of Finance and Commercial Services
- 19 Reports of the Cabinet Member and Officer Delegated Decisions made since the last Cabinet meeting:**
To note the delegated decisions made since the last Cabinet meeting.
- Decisions by the Cabinet Member for Highways, Infrastructure and Transport:**
- [Diss – Vinces Road - Junction Improvement – Waiting Restrictions](#)
 - [On-street Pay and Display and Residents Parking Permits in Norfolk](#)
 - [Levelling Up Fund Bid for the Southgates and Gyrotory Bus and Active Travel scheme in King's Lynn](#)
- Decision by the Executive Director of Community and Environmental Services:**
- [Extension of Civil Parking Enforcement Powers Delegated to Norwich City Council](#)
- Decision by the Leader and Cabinet Member for Governance and Strategy:**
- [Harleston Town Centre Refurbishment – Proposed Traffic Regulation Orders](#)
- Decision by the Cabinet Member for Innovation, Transformation and Performance:**
- [Future Network Procurement and Implementation](#)
- Decision by the Cabinet Member for Environment and Waste:**
- [Norfolk Local Access Forum appointments](#)
- Decision by the Cabinet Member for Commercial Services and Asset Management**
- [Letting of Compound land \(2.06ac\) at Lowlands Farm, Bacton, Norwich, NR12 0JP \(1007/100\)](#)

Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 24 June 2022



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Cabinet

Minutes of the Meeting held on Monday 6 June 2022 in the Council Chamber, County Hall, at 10am

Present:

Cllr Andrew Proctor	Chairman. Leader & Cabinet Member for Strategy & Governance.
Cllr Graham Plant	Vice-Chairman and Cabinet Member for Growing the Economy
Cllr Bill Borrett	Cabinet Member for Adult Social Care, Public Health and Prevention
Cllr Margaret Dewsbury	Cabinet Member for Communities and Partnerships
Cllr John Fisher	Cabinet Member for Children's Services
Cllr Tom FitzPatrick	Cabinet Member for Innovation, Transformation & Performance.
Cllr Andrew Jamieson	Cabinet Member for Finance
Cllr Greg Peck	Cabinet Member for Commercial Services and Asset Management
Cllr Eric Vardy	Cabinet Member for Environment and Waste

Executive Directors Present:

James Bullion	Executive Director of Adult Social Services
Paul Cracknell	Executive Director of Strategy and Transformation
Helen Edwards	Monitoring Officer and Director of Governance
Simon George	Executive Director of Finance & Commercial Services
Tom McCabe	Executive Director of Community & Environmental Services and Head of Paid Service

Cabinet Members and Executive Directors introduced themselves.

1 Apologies for Absence

- 1.1 Apologies were received from Cllr Wilby, the Cabinet Member for Highways, Infrastructure and Transport; Cabinet Members wished Cllr Wilby a speedy recovery. Sara Tough was also absent.

2 Minutes from the meeting held on Tuesday 3 May 2022.

- 2.1 Cabinet agreed the minutes of the meeting held on Tuesday 3 May 2022 as an accurate record.

3 Declaration of Interests

- 3.1 No interests were declared.

4 Matters referred to Cabinet by the Scrutiny Committee, Select Committees or by full Council.

- 4.1 None.

5 Items of Urgent Business

5.1 There were no matters of urgent business discussed.

6 Public Question Time

6.1 The list of public questions and the responses is attached to these minutes at appendix A.

6.2.1 Jonathan Dunning asked a supplementary question:

- The Council do excellent work supporting care providers; will you consult with employers and trade unions on what they believe is needed to improve retention rates for care providers?

6.2.1 The Cabinet Member for Adult Social Care, Public Health and Prevention thanked Mr Dunning for his question and noted that item 10 of the agenda “Delivering a social care quality framework for Norfolk” proposed to do this, with information on how being set out in the report.

7 Local Member Questions/Issues

7.1 The list of Local Member questions and the responses is attached to these minutes at Appendix B.

8. Local Transport Plan 4

8.1.1 Cabinet received the report setting out the final draft of the Local Transport Plan 4 together with the Local Transport Plan Strategy which had been reviewed alongside development of the Implementation Plan.

8.1.2 The Chairman introduced the report to Cabinet:

- The Transport Act 2000 confers a duty on the Council as Transport Authority to prepare a document, or two or more documents together, to be known as the Local Transport Plan.
- Norfolk County Council’s Plan contains the Local Transport Plan 4 strategy which came before Council in 2021 to set the policy tone and direction in which the Implementation Plan could be developed. The Strategy was adopted, in the knowledge that an Implementation Plan would be required.
- The revised strategy is in today’s papers. The report also contains the final draft of the Implementation Plan at Appendix B. The two documents came together as the complete Local Transport Plan 4 to be considered together to ensure they complemented each other.
- The Local Transport Plan 4 is a policy framework document in line with constitutional requirements and the timetable for its consideration was published for all Members and is set out in the report; the matter would also be considered by Scrutiny Committee. As a policy document, it was recommended for Cabinet to recommend it to full Council.
- There were risks for the authority in not having an up-to-date Local Transport Plan, therefore adopting it now would reduce or remove this risk. It was this approach that has driven the timetable
- The process taken to reach the current stage was shown in the report.
- The updated plan would be more accurate on where the Council planned

to be with its transport policy. It would help to meet ambitions and set solid aims to deliver the transport agenda. It would support a vibrant and sustainable economy and good strategic transport connections to make the county a more attractive place for business. It would encourage investment in the county, bringing forward new homes and jobs.

- It would also deliver better connections to reach jobs and training. It would support a greener, more resilient future through implementation of policies and actions to reduce carbon and would encourage switching to active travel and public transport and achieving a switch to clean fuel.
- Many journeys were too long for walking and cycling, and public transport was not viable for many people in rural areas including those with disabilities. The Local Transport Plan 4 supported the bus service improvement plan which aimed to address this.
- The Local Transport Plan would help with future funding bids. It would help the authority prioritise schemes and target activities. It would provide an up to date, transparent position on the rationale for projects and how to deal with issues and measures to bring forward.
- Officers had worked on development of the plan over the course of this year, including consultation on the implementation plan, strategy, and technological assessments supporting development of the plan, principally the strategic and environmental assessments and habitat regulation assessment.
- Waiting for government guidance to be published would mean a delay of 12 to 18 months or longer if government timescales were not met. Assurances had been given that the authority would undertake any work that is needed but it is unknown at present what will be required and whether this will mean the Plan would be reviewed.
- Council was aware of its statutory duty under the transport act 2000 “to take into account any policies announced by HM government and have regard to any guidance issued for the purposes of this paragraph by the secretary of state.”
- The Council was also aware of Government’s strategy of “Decarbonising Transport; Better Greener Britain” and took this into account during preparation of the Plan.
- There was no guidance yet on local transport plans and how to incorporate the statement in the transport decarbonisation plan on how local areas would deliver ambitious quantifiable carbon reductions of transport, taking into account differing transport requirements of different areas.
- Adopting the plan now would allow the Council to move forward with implementation to give a head start in achieving local and national policy objectives.
- The plan and consultation were considered by Infrastructure and Development Select Committee at its meeting on 25 May 2022, as set out in the supplementary agenda. The Committee supported the plan and proposed that the LTP should contain words to the effect that the council look to protect old and disused railway lines for transport use so that they can be used as greenways and active travel and if future circumstances allow, other uses such as rail.
- The local transport plan was not a development plan document and could not protect against future development but could indicate support for using disused railways as corridors for greenways and active travel in the short term. This action would maintain them as corridors and allow, if

appropriate, other uses to come forward.

- This could be dealt with by new action under policy 9 and inserting text in Objective 3: “we will continue to develop our programme for greenways and active travel on disused rail corridors and link it with Norfolk Trails network. This will maintain these corridors as transport routes and maintain the possibility in the longer term should it be considered appropriate that other uses such as rail come forward”.
- The Chairman moved the recommendations as set out in the report.

8.2 The Cabinet Member for Finance thanked the Infrastructure and Development Select Committee for their introduction of the plan to save and use discussed railway lines. He noted the importance of this initiative, tying in with the Jubilees Trail Project funded by the Council. He thanked the Lord Lieutenant and Deputy Lieutenants for the work they had done as part of this project.

8.3 The Cabinet Member for Environment and Waste thanked the Cabinet Member for Highways, Infrastructure and Transport and team for the comprehensive plan. He noted the increasing importance of active travel and the vision set out by the Government that half of journeys in towns would be walked or cycled. Many people used cars because local bus services did not suit their needs, so this being addressed in the plan would help make better, cleaner, more active communities and support towards the carbon plan.

8.4 The Cabinet Member for Innovation, Transformation and Performance noted the positive report and that the previous Local Transport Plan 3 was adopted in 2011. Work had been carried out since then including with local planning authorities to ensure sustainable development. He also noted the importance of maintaining the disused railway network.

8.5 The Cabinet Member for Children’s Services welcomed the policy and noted the changes which would benefit the Council. He proposed the inclusion of a statement in policy 17 discussing the aim to implement 20mph speed limits outside schools where appropriate. The Cabinet Member for Children’s Services asked for more information on progress of the Trowse Bridge. The Executive Director for Community and Environmental Services replied that the Council was working with partners including the Broads Authority to develop a way to move things forward with Trowse Bridge.

8.6 The Vice-Chairman noted that connectivity was being enhanced, giving better, faster and more reliable journeys and putting transport on a net zero trajectory by working in partnership with others. It was important to develop this work in an environmentally friendly way while providing jobs for the future, which was built into this plan.

8.7 The Cabinet Member for Finance highlighted policy 4 and 12 in his capacity as Chairman of Norfolk Coastal Partnership; he would like to work with the Cabinet Member for Highways, Infrastructure and Transport and the Cabinet Member for Environment and Waste to promote active travel by cycle lanes and other associated priorities in the Area of Outstanding Natural Beauty along the Norfolk Coast and use funding received to increase bus facilities.

8.8 Cabinet **RESOLVED:**

1. To approve and recommend to Full Council that the Local Transport Plan, comprising the Local Transport Plan 4 Strategy and Implementation Plan set out in Appendix A and Appendix B of the report, is adopted, and that this replaces the current Local Transport Plan (LTP3).
2. Cabinet is asked to agree that any further minor changes are delegated to the Director of Growth and Development.
3. To include appropriate wording, with regard to the aim to implement 20mph speed limits outside schools where appropriate. The wording of this would be agreed with the Director of Growth and Development.
4. To insert an appropriate new action in support of Policy 9 and additional text in the narrative under Objective 3: “we will continue to develop our programme for greenways and active travel on disused rail corridors and link it with Norfolk Trails network. This will maintain these corridors as transport routes and maintain the possibility in the longer term should it be considered appropriate that other uses such as rail come forward.”

8.9 Evidence and Reasons for Decision

The legal requirement for the Local Transport Plan (LTP4) Strategy to become the new policy for Norfolk County Council is that both the LTP4 Strategy and LTP4 Implementation Plan are adopted to form the LTP. The adoption of the LTP4 Strategy in 2021 means that the Implementation Plan is required for the LTP4 to become current policy and replace LTP3.

Adoption of the proposed plan will ensure that the county council has an up to date plan taking account of, and reflecting, amongst other things, current legislation and policy requirements; and that the council continues to meet the requirements of the relevant Act.

8.10 Alternative Options

Without an updated Local Transport Plan the LTP3 remains policy. LTP4 updates the strategy from LTP3 and is a much better reflection of where the authority wants to be in terms of transport policy.

9. Norfolk Investment Framework

9.1.1 Cabinet received the report setting out the evidence base and proposed Investment Framework.

9.1.2 The Vice-Chairman introduced the report to Cabinet:

- In August 2021, Cabinet agreed to commission an investment framework in response to a number of factors including the need to kickstart the economy’s recovery following the Covid-19 pandemic, changing policy context set out in the levelling up white paper and the move away from EU funding to a new national financial framework, with more competition for funding, highlighting the need to clearly evidence our challenges but also our scope to contribute to the National economy.
- The plans outlined in the paper seek to ensure that we have a clear framework for investment that addresses the challenges of our time and draws out the priorities that will generate growth in key sectors, supporting the ambition to create a higher skilled and more productive

workforce, as well as harnessing the opportunities to mitigate the impacts of climate change on the Norfolk economy and providing efficient public services to a spatially dispersed population.

- This is a framework that is focussed on delivering long term results over the next 20 years. There are many challenges that we face as a County which will lead to significant transformation of services including reforms for Adult Social Services as well as anticipated whole system change in Children’s Services over the next 5-8 years
- The exact interventions are unknown at this stage, but the framework enables us to pilot activities that will tackle some of these pressing challenges and create opportunities to innovate, to carry out preventative measures and to build a workforce that is prepared for the jobs of the future.
- The approach taken towards the Investment Framework was to create an evidence base focussing on the current picture of what Norfolk is like today, and what the future trends are, such as for sector growth. Many things have been tried in the past, but with resources spread too thinly, as has been the case in the past, they haven’t been able to deliver the step change required – meaning that the Norfolk economy remains a broadly low wage and low skilled one.
- Our approach means focussing our investments in a few key areas rather than spreading efforts too thinly as in the past which is why we have for the County.
- The framework will support us to achieve Norfolk’s levelling up ambitions: to transform our economy, leading a transition to a zero-carbon economy, to grow our skills base, to improve life chances of all residents and to deliver better local services
- The detailed evidence base which underpins the proposals is described at **2.3** and can be found in **Appendix A**, at pages **24-134**. It is the most comprehensive picture of the Norfolk economy to date, and takes account of the implications of the pandemic, sector growth projections, the national and local policy context, and investments already planned.
- Section **2.4** sets out the four high-level challenges that have been identified, based on this evidence and analysis:
 - To create new opportunities for Norfolk’s residents by increasing skills and labour market dynamism
 - To provide effective and efficient public services to a spatially-dispersed population
 - To strengthen and future-proof business clusters, to grow the economy and
 - To protect Norfolk’s economic and natural assets from climate change
- The report sets out the objectives for the period 2022-26 with examples of possible interventions so its clear how delivery against each grand challenge could be achieved and what success might look like.
- The framework was set out at appendix B of the report on pages 135-164.
- Our approach chimes with the Government levelling up white paper priority to boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging. That word ‘lagging’ is important – we want to drive that step change in pay, productivity, and skills that will put Norfolk on a more equal footing with other areas, and close some of the gaps between us and the regional or national position.

- **But we don't want that growth at any cost** - which is why the fourth Grand Challenge is about mitigating the impact of climate change, and harnessing all our collective efforts – particularly in relation to our cultural and economic assets.
- As mentioned at **2.5**, we have cast the net wide in engaging with partners, to understand the evidence and shape the framework priorities. From MPs to district councils, to businesses and small voluntary and community organisations.
- Feedback from Infrastructure and Development Select Committee was constructive. They stated that:
 - We must ensure that when proposals are brought forward they address inequality and focus on long term impacts
 - We should coordinate the efforts of different organisations such as the DWP and colleges when seeking to help people in deprived communities particularly with the role out of the multiply adult numeracy programme
 - There has been too much individual working and lack of joined up in past which hasn't helped residents being targeted.
 - Government could learn from the rigorous and long term approach taken here particularly in approach to apprenticeships. There are shortages across the board and challenges across all sectors. There are people who want to retrain but there is a high personal cost for this without help.
 - This approach has helped to shape the approach of the shared prosperity fund and will almost certainly help to influence going forwards.
- In terms of how this framework addresses inequalities we are still consulting on examples of interventions that will help deliver the Framework's objectives, with a workshop set for 16 June. Voluntary and community sector bodies are represented on the steering group which will oversee the Framework's implementation.
- In summary, this approach with its detailed evidence base and rigorous approach to drilling down into the major issues for Norfolk, focussed on developing solutions for how they could be tackled, and collaborative working will help to deliver that step change and address the major challenges of our time, in the short, medium and longer term.

9.2 The Cabinet Member for Adult Social Care, Public Health and Prevention noted that this framework supported the Government's levelling up agenda and suggested that this piece of work gave us the opportunity to input into negotiations with Government regarding levelling up and we should use it to do so. The Cabinet Member for Adult Social Care, Public Health and Prevention also noted that health outcomes were affected by employment and prosperity, with one key driver of health outcomes being poverty, therefore this framework would support the health agenda.

9.3 The Cabinet Member for Children's Services noted the importance of seeking investment in infrastructure and skills, particularly noting the investment in the successful apprenticeship strategy. Continued investment into careers fairs would also be important as they supported young people into employment.

9.4 The Cabinet Member for Finance endorsed the focus on key areas of skills, effective public services, strengthening business clusters and protection of

assets from climate change. He also endorsed the comments on silo working in the past and noted the plans to mitigate this moving forward.

- 9.5 The Cabinet Member for Innovation, Transformation and Performance noted that the digital aspect of growth had been taken into account to support setting up businesses in remote locations. Project Gigabit would allow people to upgrade their skills and access adult education. The Council's award winning LoRaWAN network was used by lots of businesses in the county and could help all sectors. Provision of a digital hub in Norwich supported new businesses.
- 9.6 The Cabinet Member for Environment and Waste felt the report was visionary and aspirational, noting the four grand challenges and how they could be built on to benefit the whole county. He noted the importance of developing industries other than farming and tourism to support employment in Norfolk.
- 9.7 The Cabinet Member for Communities and Partnerships noted that the Council was already supporting some aspects of the grand challenges through the work of adult learning who were supporting people to gain new skills and support job opportunities, and libraries working with business groups. This framework would build on this work and build on the economy.
- 9.8 The Cabinet Member for Commercial Services and Asset Management noted that Hethel Innovation Ltd and Scottow Enterprise Park were encouraging Small and Medium-sized Enterprises and small business start-ups, which was supporting young people to get into business.
- 9.9 The Vice-Chairman thanked officers for their work on this framework, engaging with colleges, the University, business and voluntary sector to ensure they had a chance to have a say in how Norfolk was developed moving forward
- 9.10 The Chairman noted the amount of work that had been done collaboratively and that the framework underpinned the work of Better Together for Norfolk.
- 9.11 Cabinet **RESOLVED** to endorse the Investment Framework, prioritise the four areas for county investment, and encourage partners to invest in these shared objectives.
- 9.12 **Evidence and Reasons for Decision**
Cabinet agreed the commissioning of this evidence base and framework in August 2021, with the rationale clearly set out in the paper. A strong evidence base, and clearly defined investment priorities, agreed with local stakeholders, would be required to compete for future funding and help the county build back better after the pandemic. The previous evidence-base only existed at a Norfolk and Suffolk level, and was commissioned by New Anglia LEP before the pandemic.

This new evidence base will support us to deliver a seismic shift in approach, seeking to improve pay, productivity and skills levels, and setting a framework for economic intervention. It is already proving invaluable in informing our proposals for a County Deal for Norfolk and will also be shared with district council colleagues and more widely with other partner organisations to support collaborative working towards a shared growth ambition for Norfolk.

Alternative Options

- 9.13 The report in August 2021 outlined the alternative options, including doing nothing and simply responding to calls for funding as they arise. This was not felt to be the best policy, as it would not deliver the strategic ambition to create a step-change in the economic profile of the county.

Alternative priorities could have been chosen for the Investment Framework, but there is a significant evidence-base that confirms that the four 'grand challenges' chosen represent the most important and pressing ones for the county as a whole.

10. Delivering a social care quality framework for Norfolk

- 10.1.1 Cabinet received the report setting out an update on the actions that have been undertaken to date and the proposed direction and governance to build a system approach for social care quality improvement across Norfolk.
- 10.1.2 The Executive Director for Adult Social Services introduced the report to Cabinet
- People in Norfolk deserve access to good quality care
 - Good or Outstanding care in Norfolk was at 70% compared to 83% nationally and 84% regionally. There was a target in Norfolk to reach 85%.
 - A co-production approach had been taken, and the report was open about the challenges faced.
 - Many actions had been taken, as set out in Section 4 of the report, but it was important to note that people and their views would be at the heart of the approach.
 - The report outlined that to reach the target of 85% as described above, 40 residential care homes would need to be improved or asked to leave the market if they were unable to do so and 11 nursing and home support providers.
- 10.1.3 The Cabinet Member for Adult Social Care, Public Health and Prevention introduced the report to Cabinet:
- The report supported the ambition for good quality care for all. It was important to note that the care was provided by independent businesses and not the council.
 - The Care act 2014 gave the council a duty to help influence independent providers to be the best that they can and the council had been looking at this for some time. This framework had been to People and Communities Select Committee and a cross party Member group had been set up to look at issues in the care market. This group came up with recommendations and proposals and an action plan that went back to the Select Committee in 2021 and to the Performance Review Panel, chaired by the Deputy Cabinet Member for Adult Social Care, Public Health and Prevention, in 2022.
 - There were 27,000 people employed in care in Norfolk and it was felt the cohesion around training support and recruitment could be pulled together better to increase its effectiveness.
 - It was felt that there was a role for the NHS in this arena, and it was important to challenge and work with them on the services they provided including on dementia care and providing more nursing care, which had a low supply.

- This framework pulled together key areas which had been talked about for some time and aims to work together with partners.
- The Cabinet Member for Adult Social Care, Public Health and Prevention moved the recommendations as set out in the report.

10.2 The Cabinet Member for Environment and Waste noted that the report recognised issues in the service and was a springboard for action which would benefit communities.

10.3 The Cabinet Member for Innovation, Transformation and Performance noted that the action plan stated that an aim for Norfolk to be a place where everyone could access good quality social care, and as a county with a higher-than-average older population it was important to work together to achieve this.

10.4 The Chairman noted the importance of co-production work to put this in place.

10.5 Cabinet **RESOLVED**

- To agree the approach for building a system wide strategic framework to secure care quality improvement in Norfolk
- To endorse the proposed governance arrangements for the oversight of this work

10.6 **Evidence and Reasons for Decision**

The quality of social care provision in Norfolk is low compared to the rest of the region and nationally. A different approach is needed to increase awareness and ownership of the reasons for poorer care quality and a joint approach to addressing change.

10.7 **Alternative Options**

None identified.

11. Capital Schools Programme

11.1.1 Cabinet received the report setting out a refreshed schools' capital programme and the updated financial position on other funding income and borrowing implications for Norfolk County Council.

11.1.2 The Cabinet Member for Children's Services introduced the report to Cabinet:

- A formula was in place to determine where schools would be built based on development of housing across the county, influenced by local demographics. This programme of school development was reviewed through the year to see if there was a need for uplifts for specific programmes.
- Developers had pre-purchased some materials, so no issues were foreseen at the time of reporting.
- The letter to Government from Natural England had brought a halt to most housing development so this may impact on the programme as set out.
- Government support for school development over the past years had been positive.
- A report was being taken to the Capital Development Group regarding increasing the standard of insulation in existing schools.

- 11.2 The Vice-Chairman noted the impact of the Natural England letter on housebuilding and the need to address this so development could progress.
- 11.3 The Cabinet Member for Finance congratulated the department for receipt of additional capital funding particularly in relation to the SEND school development programme. This spend would need to be monitored carefully. He noted the issues regarding the delay on house building and noted that paragraph 9.4 of the report raised in an interesting point. The risks of funds not being available due to issues outside of the Council’s control were very real.
- 11.4 The Cabinet Member for Innovation, Transformation and Performance noted that children going to good schools was important for supporting future employment so this report would support development of the Norfolk economy.
- 11.5 Cabinet **RESOLVED** to:
- Agree the proposed Schools’ Capital Programme for the next three years and beyond, and agree the inclusion of new schemes added
 - Review annually the funding gap taking into account other sources of external funding which have come forward
 - Note the impact of external grant funding received and revised financial profiling for NCC borrowing.

11.6 **Evidence and Reasons for Decision**

The ‘Norfolk multiplier’ for new homes is 28.1 primary age children per 100 homes (4 per year group) and 14.5 secondary age children per 100 homes (3 per year group). This is an average, with some parts of the County producing higher numbers and other parts lower. New developments can produce new patterns of place demand, and therefore an average can allow for variation.

Development size	New primary places	New secondary places
500	140	73
800	225	116
1000	281	145
1500	422	218

11.7 **Alternative Options**

The alternative option would be to only build places within the capital grant. The implication of this is a likely sharp increase in school transport costs and number of journeys across the County to provide school places as children attend schools outside of their catchment area.

12. **Creation of GNGB Strategic Investment Fund**

- 12.1.1 Cabinet received the report providing the background to the Greater Norwich Growth Board (GNGB) recommendation to drawdown £20m City Deal Borrowing to create a cyclable programme of funding to bring forward the delivery of major community infrastructure projects.
- 12.1.2 The Chairman introduced the report to Cabinet:

- The report was about the opportunity to bring forward major community infrastructure projects following the Greater Norwich Growth Board (GNGB) recommended to draw down £20m City Deal borrowing to create a cyclical programme of funding.
- In June 2021 the GNGB endorsed the in principle draw down of £20m city borrowing to create the cyclical programme of funding to create community infrastructure projects.
- Members of the GNGB were Broadland District Council, Norwich City Council and South Norfolk District Council as planning authorities, Norfolk County Council and the Local Enterprise Partnership, who jointly undertook to repay borrowing and interest through annual instalments from the infrastructure investment fund known as pooled CIL (Community Infrastructure Levy).
- The new strategic infrastructure fund would be used to finance projects sponsored by local district councils working with local developers. Developer contributions for these would be placed into the strategic infrastructure fund and used through the cyclical programme to fund future community infrastructure projects.
- There would be administrative duties for the county council as the lead authority for the city deal loan. The draw down from the public works loan board would be by Norfolk County Council as the GNGB's accountable body.
- The Legal Implications were covered in section 11 of the report.
- Annex 1 of the report set out the background to the Greater Norwich City Deal allowed access to £80m of lower cost loan funding.
- The way the scheme would work was set out from page 408-409 of the report.
- Legal arrangements were set out in section 5 of the report. Managing the cost of the infrastructure fund governance and reporting was set out in sections 6,7 and 8 of the report.
- The Chairman moved the recommendations as set out in the report

12.2 The Cabinet Member for Adult Social Care, Public Health and Prevention noted that this was about leveraging funding for future employment and the County and district councils working together to deliver outcomes for residents. He noted that effective Government policy was being delivered across this joint working and cross-party working arrangement.

12.3 The Chairman noted that there was also a Greater Norwich Growth Partnership and Local Plan; the three planning authorities, Norfolk County Council and Local Enterprise Partnership had worked together on these. .

12.4 Cabinet **RESOLVED**

1. To acknowledge the GNGB proposal to set up the Strategic Investment Fund as set out in Annex 1 of the report.
2. To agree that the County Council will act on behalf of the members of the GNGB as administrator of the £20m City Deal borrowing.

12.5 **Evidence and Reasons for Decision**

Annex 1 attached to the report provides the details of the GNGB proposal and the associated governance around the subsequent loan process.

This proposal enables the GNGB to accelerate the development of community infrastructure projects within the Greater Norwich area whilst transferring the risk to the district council who act as lead authority for each individual project.

12.6 Alternative Options

To create this new investment fund, no viable alternative options have been identified to the recommendations in this report.

13. Annual Treasury Management Outturn Report 2021-22

13.1.1 Cabinet received the report providing information on the Treasury Management activities of the County Council for the period 1 April 2021 to 31 March 2022.

13.1.2 The Cabinet Member for Finance introduced the report to Cabinet:

- This report was a backward-looking report giving an overview of the treasury activities for the previous year, 2021-22, and compliance with policy and strategy.
- The Council's gross external debt at 31 March 2022 was £901m including debt for PFI schemes and leasing. The level of actual debt was £854m. Norfolk County Council was committed to pay the unitary charge including debt to PFI providers and lease companies, so the gross debt was higher than actual debt.
- During the year, the council borrowed £110m; £80m as planned plus £30m deferred from 2020-21. This was used to fund previously agreed capital expenditure.
- The council took advantage of historically low long-term borrowing rates to fulfil borrowing earlier. Table 9.3 of the report showed when borrowing occurred, which was mostly in June, July and November 2021. The average cost was 1.78% fixed. Fifty-year Public Works Loan Board loan rates were around 2.4% at 31 March 2022 for comparison. The decision to borrow early therefore contributed £700,000 to savings for the council.
- Paragraph 7.1 of the report showed the bank rates rising after the council had completed borrowing requirements.
- Last month, May 2022, the strategy paper to Cabinet budgeted for an additional £80m of borrowing requirements in 2022-23. In view of this earlier borrowing, the average level of cash balances in 2021-22 was £291m.
- A more forensic approach was being taken to strategic decision making and officers would monitor whether the £80m borrowing would be required in 2022-23.
- Average interest rates earned in 2021-22 were 0.27%.
- Appendix B of the report noted the £5m repaid last year, saving £283,000 of interest. Some of the historic £5m debt repaid had interest of over 9%. Cabinet were asked to note that repayment would rise to over £15m in 22-23 and as table 9.5 of the report showed, would increase to £18.8m in 2024-25 and £25m the following year.
- Interests paid on external borrowing in 2021-22 was £30.904m. Average interest rates paid had fallen from 3.99% to 3.69%. This period of rising repayment levels and interest rates coincided with the end of the period of taking advantage of overprovided MRP had seen the repositioning of how the council accounted for MRP. Capital receipts of £8.9m and voluntary revenue contribution of £1.73m had been used to fund capital expenditure

of short life assets in 2021-22 reducing NRP requirements for future years.

- The Cabinet Member for Finance moved the recommendations as set out in the report.

13.2 The Chairman noted that this report was backward-looking however also showed expectations of future growth.

13.3 Cabinet **RESOLVED** to endorse and recommend to County Council the Annual Treasury Management Outturn Report 2021-22 as set out in Annex 1 of the report.

13.4 **Evidence and Reasons for Decision**

The annex attached to the report sets out details of treasury management activities and outcomes for 2021-22, including:

- Investment activities
- Borrowing strategy and outcomes
- Non-treasury investments
- Prudential indicators.

The Council's Treasury Management Panel has discussed and endorsed the recommendations in this report.

13.5 **Alternative Options**

In order to achieve treasury management in accordance with the Council's treasury management strategy, no viable alternative options have been identified to the recommendation in this report.

14. **Finance Monitoring Report 2021-22 Outturn**

14.1.1 Cabinet received the report giving a summary of the forecast financial position for the 2021-22 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2022, together with related financial information.

14.1.2 The Cabinet Member for Finance introduced the report to Cabinet:

- This was a historic report and gave confirmation that a balanced budget had successfully been brought. Nothing was carried over which would impact the ability to bring a balanced budget in March 2023.
- The council's £439.94m net budget had been successfully brought in line with last year's forecast and after transferring £77,000 to general reserves, balances had been increased to £23.84m.
- When the budget was set, reserves and provisions were estimated at £111.8m, but actual balances were found to be higher as a result of grants being brought forward including Covid-19 grants and use of reserves being deferred. Reserves and provisions were £50.5m higher than forecast at £178m. Commentary supplied by Adult Social Services at paragraphs 2.20 and 2.21 of the report were useful to note. 2022-23 would be a difficult financial year and Adult Social Services had therefore built a reserve to manage risk. The service was likely to require funds to manage pressures and wider transformational requirements in 2022-23 and beyond.

- In December 2021, the decision was taken to roll forward £18m of Covid-19 MHCLG grant tranche 5 funding to support the 2022-23 budget. Net total reserves and provisions at March 2022 were therefore £94.058 higher than assumed when the budget was set.
- Underlying pressures in Children' and Adult Social Services were shown in the report; overspend in Children's Services had been reduced to allow a minor underspend at the end of the year. Children's Services had received 100% of the savings budgeted.
- £8.9m of business reserves had contributed to a 91% savings achieved in Adult Social Services and this would be carried forward to next year and would contribute to a continued reliance on reserves. The challenge on Adult Social Services to meet the KPIs was a clear indication of the difficulties meeting the department and similar ones were seen in Children's Services, as set out in paragraph 2.5 of the report. These pressures were known and catered for in departmental reserves.
- Capital finance outturn included capex for 2021-22 of £254.869 of which £111.335m comprised prudential borrowing; total capital expenditure shown on page 543 appendix 3 of the report.
- The financing programme was shown on page 544 table 4 of the report.
- The Cabinet Member for Finance moved a change to recommendation 4 to say "to note" instead of "recommend to full Council" and moved the other recommendations as set out in the report.

14.2 The Cabinet Member for Children's Services was happy to report that a new SEND school had recently been opened in Fakenham.

14.3 Cabinet **RESOLVED**

1. To recognise that the revenue outturn for 2021-22 is a **balanced budget after transferring £0.077m to the general fund**
2. To note the COVID-19 funding available of **£106.490m**, including £27.382m brought forward from 2020-21 and the carry forward of **£31.125m** COVID-19 funding to 2022-23 to mitigate the on-going cost pressures and risks associated with infection prevention;
3. To recognise the saving shortfall of **£3.830m**; being 91% savings delivery in 2021-22, as described in Appendix 1 paragraph 6 of the report;
4. To note that the General Balances at 31 March 2022 be increased to **£23.840m** after a transfer of £0.077m from non-COVID related savings and underspends in Finance General.
5. To note the expenditure and funding of the revised current and future 2022-26 capital programmes, including the addition of £10.653m to the capital programme to address the capital funding requirements from various external sources as set out in Appendix 3, paragraph 1.3 of the report.

14.4 **Evidence and Reasons for Decision**

Three appendices are attached to the report giving details of the forecast revenue and capital financial outturn positions:

Appendix 1 summarises the revenue outturn position, including:

- Forecast over and under spends
- Covid-19 grant income
- Changes to the approved budget
- Reserves

- Savings

Appendix 2 summarises the key working capital position, including:

- Treasury management
- Payment performance and debt recovery.

Appendix 3 summarises the capital outturn position, and includes:

- Current and future capital programmes
- Capital programme funding
- Income from property sales and other capital receipts.

Additional capital funds will enable services to invest in assets and infrastructure as described in Appendix 3 section 4 of the report.

14.5 **Alternative Options**

To deliver a balanced budget, no viable alternative options have been identified to the recommendations in this report. In terms of financing the proposed capital expenditure, no further grant or revenue funding has been identified to fund the expenditure, apart from the funding noted in Appendix 3 of the report.

15. **Disposal, Acquisition & Exploitation of Property**

- 15.1.1 Cabinet received the report setting out proposals aimed at supporting Norfolk County Council priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.
- 15.1.2 The Cabinet Member for Commercial Services and Asset Management introduced the report to Cabinet:
- In November 2021, Norfolk County Council adopted the strategic property asset management framework 2021-22 to 2026-27 as policy. This had links to the council's priorities and Better Together for Norfolk. This framework had been through Corporate Select Committee and Scrutiny Committee before being approved.
 - The framework established the rules, cultures and key principles for management and exploitation of the property portfolio.
 - Appendix 1 of the report showed the outlined principles of the proposed policy covering the procedures which were set out in paragraph 2.1 of the report. On adoption of the policy these would be published on the Council's website
 - The second recommendation was to deal with the extension of a service level agreement with NPS property consultants to deliver property services to the council. As part of good contract management, the Service Level Agreement (SLA) was reviewed regularly, and performance and cost benchmarked. The council asked NPS to propose an extension to the current SLA of 3 years as it provided high quality services to the council and local residents. Fine tuning had been made to the SLA and savings and efficiencies made by NPS which were passed on to the council.
 - The third recommendation was disposal of county farms land. A review of the estate identified 8 land and property assets as surplus to operational

needs. Following a review by the Director of Property they were to be declared surplus to county council use. In each case the corporate property strategy group had confirmed there was no county council service use for the sites. Work would be undertaken to ascertain the value of the assets and it was proposed for them to be declared surplus so they could be disposed of or exploited to derive an income; disposals would be via open auction or tender.

- The fourth recommendation was regarding Thorpe Hamlet Daycare Nursery on the Lionwood Junior School Site, which was an academy school of Inclusive Schools Plus. In line with the approach for former children's centre buildings co-located with schools, it was proposed for a 125 year supplemental lease to be granted to Inclusive Schools Plus at nil rent in respect of the daycare nursery to provide early learning services. This would allow the County Council to meet sufficiency requirements of nursery places in the area.
- The Cabinet Member for Commercial Services and Asset Management moved the recommendations as set out in the report.

15.2 Cabinet **RESOLVED**

1. To reaffirm the current procedures and principles as detailed in Appendix 1 of the report for:
 - Declaring Norfolk County Council property assets (land and buildings) surplus.
 - Disposal, overage and clawback for the disposal of property assets (land and buildings) owned by Norfolk County Council.
 - Third party occupation of Norfolk County Council property assets (land and buildings).
 - Acquisition - Leased in/licensed in property assets (land and buildings), acquisition of freehold property assets (land and buildings).
2. To agree to the extension of the Service Level Agreement (SLA) with NPS Property Consultants for a further three years from 1 April 2023 terminating on 31 March 2026.
3. To formally declare the 8 Land and property holdings from the County Farms estate, as listed in Table 1 of the report, surplus to Council requirements and instruct the Director of Property to dispose. In the event of a disposal receipt for an individual property exceeding delegated limits the Director of Property in consultation with the Executive Director of Finance & Commercial Services and Cabinet Member for Commercial Services & Asset Management is authorised to accept the most advantageous offer.
4. To agree to the granting of a supplemental lease of Thorpe Hamlet Day Care Nursery, 63 Wolfe Road, Thorpe Hamlet Norwich NR1 4HT (4114/043) to Inclusive Schools Trust for use as nursery and early years provision on the agreed terms.

15.3 **Evidence and Reasons for Decision**

In respect of the Corporate Property Policies, adoption will improve the understanding of the procedures of disposing and acquiring property.

The reasons for extending Service Level Agreement (SLA) with NPS Property Consultants are outlined in the report.

In respect of leasing out Thorpe Hamlet Day Care Nursery it will ensure the continued use of the site for nursery and early years provision.

Declaring the sites and land holdings surplus to County Council use means that the Corporate Property Team can consider options for the disposal and exploitation of these sites.

15.4 **Alternative Options**

The adoption of the Corporate Property Policies formally acknowledges the current procedures and principles, the alternative would be not to do so.

Not to extend the Service Level Agreement (SLA) with NPS Property Consultants as permitted by the contract would mean the current contract ending 31 March 2023 and staff resources would need to be applied to negotiate a new SLA at a time when the County Council is responding to the challenges of the Covid pandemic and the international situation.

In respect of Thorpe Hamlet Day Care Nursery, no viable alternative.

Declaring sites and land holdings surplus is a result of the sites no longer being required for service delivery. The alternative would be to retain resulting in incurring holding costs for an asset that is not contributing to service delivery.

16. **Appointments to joint committees and internal bodies**

16.1.1 Cabinet received the report setting out appointments to Joint Committees, Internal and External bodies; authority to appoint to these bodies had been delegated to the Leader of the Council by the Council.

16.1.2 The Chairman introduced the report to Cabinet:

- Appendix a set out appointments to internal bodies, working groups and Member Champions.
- Appendix b set out appointments to Joint Committees and External Body appointments.
- The Chairman moved the recommendations as set out in the report.

16.2 Cabinet **RESOLVED** to note that the Leader has made appointments to the appropriate joint committees, internal panels/boards/working groups and external bodies, consulting with Group Leaders as to their appointees, where appropriate.

16.3 **Evidence and Reasons for Decision**

The Council has delegated authority to the Leader of the Council to appoint to the internal and external bodies.

16.4 **Alternative Options**

None.

17. **Reports of the Cabinet Member and Officer Delegated Decisions made since the last Cabinet meeting**

17.1 Cabinet **RESOLVED** to **note** the Delegated Decisions made since the last Cabinet meeting

The meeting ended at 11:31

Chairman of Cabinet

Cabinet
6 June 2022
Public & Local Member Questions

Public Question Time	
6.1	<p>Question from Patrick West We have seen significant increases in footfall in and around the Town of Cromer. Our Schools also have a larger number on the roll than in previously as the population has grown.</p> <p>However, It has now been 19 years since we have seen any investment in improvements for pedestrian access, active transport, or congestion relief, despite these increasing pressures.</p> <p>We wish to see some investment on schemes focussed particularly on safer pedestrian access in various locations, but the cost of these works will be beyond Local Members Fund and or Parish Partnership Funding alone. Would you commit to working with us to secure external funding in to address these issues?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport Whilst in many respects the matters you raise are positive, in that they show that Cromer is one of Norfolk's many thriving market towns, I appreciate that increased footfall can bring issues of congestion and there is a need to make sure people can move around the town on foot or bicycle. The county council is keen to work with local councils and others to improve places and to make sure that towns like Cromer can continue to thrive, especially to ensure planned future growth promotes healthy lifestyles and is as sustainable as possible.</p> <p>I will therefore ask officers to make contact with you to discuss the matters you raise and see how we can work together on these issues.</p>
6.2	<p>Question from Jonathan Dunning Regarding item 10 on today's agenda; I am sure Cabinet will recognise that low pay is a factor in poor comparative standards of adult social care in Norfolk so would Cabinet support the payment of the Real Living Wage, as set by the Living Wage Foundation, as a minimum for all those working on NCC adult care contract</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention Thank you for your question. As you are aware pay rates are determined by the employers as they seek to attract staff, which means they vary across the county. The Council has consistently supported the care market with above inflation increases (including a 6% increase last year) in the rates that it pays for care, an element of which supports maintaining the National Living Wage (currently £9.50). Some providers have told the Council that they already pay above the Real Living Wage (currently £9.90). Further detail re pay rates will be seen when home care and older adult residential care providers submit their data as part of the Government's "fair cost review", which is required to be completed this year (a 1p increase in pay rates is a cost of c£200,000 to the Council). It is important to remember that pay is not the only factor impacting on recruitment and retention of staff, career progression and job satisfaction are also factors. The Council, in partnership with the European Social Fund, provides free training for staff working in the sector to support development of staff skills and competencies and to provide opportunities for career development. The Council has also invested heavily in supporting provider recruitment and has funded a range of initiatives to support a greater understanding of the wider career opportunities available to people in social care and health sectors. The Council has established a Norfolk Care</p>

	<p>Academy which supports the on-boarding of applicants, supporting them to be work ready and matching them with provider vacancies. Our Norfolk Care Careers website provides a free platform for providers to advertise their jobs as all local advertising signposts applicants to this website.</p>
6.3	<p>Question from Mary Curson Norfolk County Council are developing a Climate Action Plan. Good practice is to engage with local community groups and other interested parties as part of the development process. Will the responsible Councillor and appropriate Council Officers enter into a dialogue with, for example, Norwich Friends of the Earth, to help formulate a robust Climate Action Plan?</p> <p>Response from the Cabinet Member for Environment and Waste The County Council's Climate Action Plan, following on from the adoption of our new Environmental Policy, will be developed over the coming months in partnership with key organisations including our District Councils, primarily through the Council's role within the Norfolk Climate Change Partnership (NCCP).</p> <p>In order to create a robust Climate Change Action Plan, officers will engage with a wide group of stakeholders and appropriate experts. Elected Members will continue to engage with this vital work through the County Council's committee structures and through the Environmental Member Oversight Group, chaired by the Cabinet Member for Environment and Waste.</p> <p>Supplementary question from Mary Curson No constituent should have to trawl through pages of documents, across various policies, to establish what climate action is being taken. Will Norfolk County Council's Climate Action Plan be fully budgeted, timed and accessible, with a dedicated net-zero date, not only for the Council's Estate but also the County of Norfolk?</p> <p>Response from the Cabinet Member for Environment and Waste Norfolk County Council has committed to developing a new Climate Action Plan which will set out our goals, ambitions and targets in a clear and accessible format, including those areas where we will work with other stakeholders and partners across the County, as distinct from our own estate.</p>

**Cabinet
6 June 2022
Local Member Questions**

	Local Member Issues/Questions
7.1	<p>Question from Cllr Alexandra Kemp The QEH Management have written to the Leader, asking him to write a letter to the Govt, as Leader of this Council, in support of their Strategic Outline Business Case and have offered to brief him, but have not yet had a reply. Has the Leader written to the Govt in strong support of the SOBC? There is no Plan B for King's Lynn beyond 2030, if Government does not fund the rebuild of the Queen Elizabeth Hospital. Parts of our hospital could have to close. Last May, this Council unanimously agreed my cross-party Motion to support the QEH in every way possible.</p> <p>Response from the Leader and Cabinet Member for Strategy and Governance Thank you for your question. A letter in response to the Strategic Outline Business Case was sent on 24 05 22.</p>
7.2	<p>Question from Cllr Rob Colwell I've heard from residents angry at the lack of walking and cycling routes out of King's Lynn to the east, with the A149 needing an over or under route to allow people to safely explore the beautiful West Norfolk Countryside. Will Councillor Wilby not only meet with me when he is next in the west to see first hand the problem, but reassure residents that this scheme will get the priority and funding it deserves?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport In partnership with the Borough Council we have recently developed a Local Cycling and Walking Infrastructure Plan (LCWIP) for King's Lynn. This has highlighted the need for improved crossing facilities over the A149, particularly to the north near Knights Hill and in the south nearer to Hardwick roundabout where we are keen to provide good Active Travel (walking and cycling) routes into the town from the West Winch growth area.</p> <p>We are also keen to update the Kings Lynn Transport Strategy, adopted in spring 2020, to incorporate the LCWIP measures and provide an updated Implementation Plan to guide investment. Subject to an internal growth bid we could commence this work next year.</p> <p>In the longer term, we have a strategic priority to improve the A149. To get government funding for this, the scheme must include extensive public transport and Active Travel aspects and these, of necessity, will include measures to assist pedestrians and cyclists crossing the road</p> <p>Supplementary question from Cllr Rob Colwell With the County Council only receiving £955,000 out of the £2,465,000 it bid for to get funding from tranche 3 of the Government's Active Travel Funding (for walking and cycling schemes) will you now publicise a new list that updates the original proposed schemes showing which ones have now been lost and which ones will go ahead?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport</p>

	<p>As this news has only recently been announced, we will provide an update on the County Council website shortly.</p>
7.3	<p>Question from Cllr Saul Penfold Now that the government policies on discharging patients from hospital into care homes at the onset of the pandemic have been declared "unlawful" can you tell us how many deaths resulted from this in Norfolk and would you like to take the opportunity to apologise to all those who lost loved ones?</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention Thank you for your question. I view every Covid related death during this pandemic as a tragedy and I am sure that you do as well. As you yourself state, the policy in question was not made or decided by Norfolk County Council, it is a matter of record that there were 713 Covid related deaths in care homes in Norfolk, it is not possible to know the route of introduction of infections of Covid into a specific setting once we had the levels of community infection we had during the pandemic, infections could come from any route. Care homes are part of Norfolk's communities and infections could come from visitors, staff or other admissions of residents.</p>
7.4	<p>Question from Cllr Brian Watkins The Chairman of the Office for Budget Responsibility has said that the impact of Brexit on the UK economy will be worse in the long run than that of the coronavirus pandemic. Would you accept that the problems caused by Brexit to the economy will be more long lasting and severe than people were led to believe during the referendum?</p> <p>Response from the Cabinet Member for Growing the Economy Thank you for your question. I do not agree with your assessment. I think that for those who promised immediate economic collapse following the leave vote, which did not happen, there are very few strings to grasp on to now and this question is one.</p> <p>Global finances face a myriad of pressures, not least the war in Ukraine. The UK economy remains strong and is enjoying better rates of growth than many of those who remain within the European Union.</p> <p>Second Question from Cllr Brian Watkins We are all aware that there was a sharp increase in scams during the pandemic, with many older and vulnerable people being put at particular risk. Many will now face cold calling from criminals asking for bank details so that they can illegally obtain the £150 energy rebate, and further Government cost-of-living hardship payments. What help and advice can the Council provide to help protect people against this type of criminal activity?</p> <p>Response from the Cabinet Member for Communities and Partnerships The council chairs the Norfolk Against Scams Partnership (NASP), Partners including the police, councils, voluntary organisations and businesses, work together to support residents and businesses in Norfolk to help protect them from scams, doorstep crime and fraud. The partners are committed to work together to raise awareness of scams.</p>

	<p>Together they take a stand against scams by assisting people to protect themselves, helping prevent people from being targeted by criminals; and identifying and supporting any victims of scams. The aims of the partnership are captured in the NASP charter.</p> <p>Criminals are quick to adapt, taking advantage of confusion over financial offers. The Trading Standards service issues scam alerts to both consumers and businesses on a weekly basis and people can sign up to receive a weekly email, detailing the latest scams, via the council website at: www.norfolk.gov.uk/business/trading-standards/scams . Trading Standards, along with other NASP partners will also continue to use media (including social media) opportunities to promote scam awareness and avoidance.</p>
7.5	<p>Question from Cllr Lucy Shires What do you think about people struggling so much with the cost of living crisis that they are having to go to the library to stay warm?</p> <p>Response from the Leader and Cabinet Member for Governance and Strategy The county's libraries have always provided a safe and welcoming space for residents in need. Where people arrive and have additional worries and financial concern the library teams are able to connect them to wider support offers such as the Norfolk Assistance Scheme. The recent Household Support Fund scheme has allocated £2.2m to specifically support people aged over 65 which should help a significant number of our residents</p>
7.6	<p>Question from Cllr Sharon Blundell Norfolk's Assistance Scheme says "If you have adequate savings to meet your basic living needs, unfortunately your application will be refused." How much in savings is considered adequate?</p> <p>Response from the Leader and Cabinet Member for Governance and Strategy Norfolk's Assistance Scheme will disregard up to £1,000 in savings. However, discretion may be applied in certain circumstances. For example, an elderly client with specific savings for a funeral.</p> <p>Second question from Cllr Sharon Blundell Can you tell us how people will be able to access the food hubs within the Nourishing Norfolk Network if they can't afford to drive there?</p> <p>Response from the Cabinet Member for Children's Services The food hubs which we have helped to fund, and are developed by the voluntary sector in conjunction with Norfolk Community Foundation, have been located in places where they provide the easiest access for residents in need. In the case of the Breckland bus, there is mobile provision to help reach a wider range of customers. The number of hubs is due to increase over the course of this year with 15 planned to open by the end of 2022.</p>
7.7	<p>Question from Cllr Dan Roper What is the council's current credit rating?</p> <p>Response from the Cabinet Member for Finance</p>

	<p>Thank you for your question.</p> <p>Like most local authorities, the County Council does not have nor require a credit rating as most of its borrowing is from the Public Works Loan Board. A few local authorities have obtained a credit rating when seeking to raise funding from the capital markets. This is a requirement for a bond issue when tend to be for a minimum of £250m. There is a cost to obtaining and maintaining a credit rating.</p>
7.8	<p>Question from Cllr Tim Adams Can the cabinet member confirm we have the lowest ever levels of roadworks and that there are significant delays in delivering repairs. Are there issues with this contract that we as Councillors need to be aware of?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport. Work on the highway is carried out by a wide range of organisations. For example, gas, water or broadband companies undertaking repairs or laying new apparatus. The recent extensive works on Sweetbriar Road in Norwich were the responsibility of Anglian Water. The County Council does undertake various repairs or improvements, via a range of contracts for the purposes of maintaining and improving the road network.</p> <p>The Highway Capital Programme was approved at Cabinet on 7 March 2022. This detailed the budget for 2022/23 and the next 2 years.</p> <p>We have a large highway capital programme which currently includes major expenditure on the Third River Crossing in Great Yarmouth</p> <p>The recent highway capital programme financial out-turns were; - 2019-20 £69,198,338 2020-21 £96,942,350 2021-22 £103,521,716</p> <p>These figures include a capital maintenance spend of 2019-20 £30,263,759.91 2020-21 £55,314,218.12 2021-22 £45,867,140</p> <p>Capital maintenance funding was boosted in 2020-21 by additional Government grants during the Covid Pandemic.</p> <p>In the last 12 months (June 2021 to May 2022), 97.2% of the highest priority defects (Priority A & Priority B) have been completed within the required timescales. 88.1% of the less urgent defects (Priority C and D) have been completed within timescales.</p> <p>Second question from Cllr Tim Adams What will be the impact of the removal of the £100m Government Weight Management (public health grant) on Norfolk?</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention.</p>

	<p>Thank you for your question. The grant was announced as a one-off fund in 2021/2022 and in Norfolk we focused the investment on meeting the needs of BAME communities, people with Severe Mental Health conditions, and in supporting men to manage their weight. These remain key priority groups for the Council and as a result I am delighted to confirm that for the financial year 2022/2023 Norfolk County Council is able continue to fund these services from its core Public Health Grant. Our routinely commissioned T2 Weight Management Service at Slimming World also continues unaffected.</p> <p>In the interests of clarity, it should be noted that the Government's announcement of 1 April 2022 in relation to the additional funding for local authority commissioned adult tier two behavioural weight management services was that this would "not be available in the financial year 2022-23". We do not know the Government's intention in relation to funding in future years.</p>
7.9	<p>Question from Cllr Alison Birmingham In respect of the decision to close Woodside Nursery, can the Cabinet Member for Childrens Services confirm where and when was the decision to close was taken, what alternatives were considered and how will the reduction in places affect the overall provision?</p> <p>Response from the Cabinet Member for Children's Services Our sufficiency analysis indicates there is no shortage of childcare in the local area for September.</p> <p>The nursery has been in financial deficit for a number of years, which meant that this was an unsustainable position.</p> <p>Senior officers reviewed all options in the Spring Term. The council has considered other options to enable the nursery to stay open. These have included increasing income by increasing fees, reducing expenditure, and closing the baby room permanently in February this year to make the best use of the remaining staff. Consideration has also been given to transferring the nursery to another provider, but as there is already a surplus of childcare places locally and a relatively small number of places at Woodside, the best approach for continuity of childcare for families, support for local providers and financial viability was closure. The final decision to pursue closure was made by the Learning and Inclusion Leadership Team on April 22nd 2022.</p> <p>Supplementary question from Alison Birmingham What steps are being made to assist children to move and settle into new nurseries and what plans are there for the site, which will incur costs even if left empty?</p> <p>Response from the Cabinet Member for Children's Services The nursery is not planned to close until 31st August and we expect to maintain provision until this date.</p> <p>Families have been signposted to the Family Information Service who have an up to date detailed list of childcare capacity in the local area. Any parents who make enquires should contact them via 0344 8008020 or email fis@norfolk.gov.uk. Our sufficiency analysis indicates there is no shortage of childcare in the local area.</p>

	<p>The building will be in use until the end of August when the council will consider the options regarding future use.</p>
7.10	<p>Question from Cllr Brenda Jones Can the Cabinet Member for Adult Social Care, Public Health and Prevention confirm what provisions are written into contracts with private sector care providers to ensure that care staff actually receive all the money paid by the council to improve their terms and conditions and how is this monitored?</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention Thank you for your question. As you have said in your question care providers are independent companies and therefore rates of pay are set by them for their employees and will vary from firm to firm across the county. The calculation of the amount the council pays for care will be made up of numerous elements that any company would expect to incur and comes to Cabinet for a decision every year. The specific Covid grants that related to workforce support required a signed return from the provider to confirm that it was spent in line with the conditions of each specific grant. The recent report to the Scrutiny Meeting on May 18th on these Covid related grants contains a significant amount of detail if you require more information.</p> <p>Supplementary question from Cllr Brenda Jones What provisions are written into contracts with private sector care providers to ensure that care staff are adequately trained and how is this monitored?</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention The Council's framework agreements have a clause: "The provider must ensure that the number and skills of staff are enough to meet the needs of the residents presently residing in the care (service)". Further clauses go on to reference planned induction, development and training (including specialist training, where required) and effective supervision.</p> <p>The Council's Integrated Quality Service monitor compliance with the contract via comprehensive Provider Assurance and Market Management Solution (PAMMS) audits and focussed Quality Monitoring Visits. From a combination of review of training matrices, interviews with staff and observing practice, evidence is gathered to inform our published reports. Providers are supported to improve and held to account in accordance with our Improvement and Escalation Policy. This exactly replicates the statutory duty imposed on all registered care services under the Health and Social Care Act 2008 which is monitored by the Care Quality Commission.</p>
7.11	<p>Question from Cllr Emma Corlett Can the Cabinet Member for Adult Social Care, Public Health and Prevention confirm how many patient on patient assaults have been reported to Norfolk County Council Safeguarding between May 2019 and May 2022 relating to NSFT in-patient wards in Norfolk, or Norfolk patients placed by NSFT in out of Trust or Out of Area beds?</p> <p>Response from the Cabinet Member for Adult Social Care, Public Health and Prevention Thank you for your question. The information is not collated in the form that has been asked for in the question and it is therefore difficult to respond in the timeframe</p>

	<p>available. Patient upon patient safeguarding concerns cannot be easily deciphered from the overall NHS NSFT safeguarding referrals received. However the Safeguarding Team is able to examine in depth the NHS NSFT referrals and site locations and feed back to you at a later date.</p>
7.12	<p>Question from Cllr Chrissie Rumsby Can the Cabinet Member for Communities and Partnerships confirm the approach she will take in engaging and providing a response to the recently published Government White Paper “Reforming Our Fire and Rescue Service”?</p> <p>Response from the Cabinet Member for Communities and Partnerships I will be meeting with the Chief Fire Officer and the Assistant Director of Performance & Governance on 08 June to discuss the approach that will be taken in engaging over, and providing a response to, the “Reforming our Fire & Rescue Service” White Paper. We will discuss the correct forum for dissemination of response after this.</p>
7.13	<p>Question from Cllr Jamie Osborn Community energy has the potential to power 2.2 million homes by 2030 and help increase energy security, reduce fuel bills, create local jobs, and reduce carbon emissions. Yet current licensing rules make it virtually impossible for local community energy schemes to get off the ground. The Local Energy Bill which is before Parliament and is backed by over 100 local authorities and over 300 MPs. Will Norfolk County Council add its backing to this bill?</p> <p>Response from the Cabinet Member for Environment and Waste We are supportive of any initiative that will help increase energy security, reduce fuel bills, create local jobs, and reduce carbon emissions. Norfolk County Council will consider fully the implications arising from any new Government legislation relating to local community energy, including through our Committees, at the Environmental Member Oversight Group (MOG), and through the Net Zero Board, chaired by the Head of Paid Service.</p> <p>On a practical level, Norfolk County Council has commissioned a LEAR (a Local Energy Asset Representation). This is a modelling tool that creates a baseline of energy assets within a local area to help understand energy constraints such as - energy demand, generation, storage and distribution assets, energy network constraints, and social factors like fuel poverty We hope to use this to help develop local energy projects.</p> <p>Second question from Cllr Jamie Osborn How are Norfolk County Council working with Evolution Academy Trust to ensure that the site at Angel Road continues as a site of community value?</p> <p>Response from the Cabinet Member for Children’s Services We are working with Evolution Academy Trust and the Department for Education to secure the return of the site to Norfolk County Council, when future use will be considered in line with policy.</p>
7.14	<p>Question from Cllr Ben Price Over the past year, opposition councillors have asked why there was no carbon assessment in the LTP4 that councillors were asked to vote on in November. We were repeatedly assured that details would be provided in the LTP4 Implementation</p>

	<p>Plan. The plan that is now published contains no quantified detail on how carbon targets are to be met.</p> <p>Does the Committee agree that in order to fulfil the mandate set by the vote in November, the quantifiable carbon reduction associated with actions in the implementation plan should be set out in detail?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport The Local Transport Plan has been prepared taking into account government guidance and sets out a target for carbon reduction together with a range of actions showing how the target will be met including reducing travel, mode shift to active travel and public transport, and a shift to clean fuels such as a switch to electric vehicles. We still await guidance on local transport plans and, as has been consistently stated, this will be given due consideration and any action considered necessary as a result taken. Until guidance is published, we do not know what it might say. It is considered better to move forward to adoption of an up to date plan rather than face a delay of what is likely to be over a year and potentially significantly longer.</p> <p>Supplementary question from Cllr Ben Price The Climate Change Committee states that at least a 12% reduction in total vehicle miles is needed, even with electrification, to meet carbon reduction targets. Why does the Implementation Plan not set quantifiable targets for reductions in total vehicle mileage?</p> <p>Response from the Cabinet Member for Highways, Infrastructure and Transport A range of actions will be needed in order to meet carbon reduction targets, not just a reduction in vehicle mileage. Progress against the pathway outlined in the plan for carbon reduction will be monitored and this will allow the range of actions to be tailored to take account of progress against meeting the target.</p>
7.15	<p>Question from Cllr Paul Neale Following the murder of Bobbi-Anne McLeod, Plymouth Council has established a commission on violence against women and girls and is implementing a training programme across schools, businesses, and social settings such as sports clubs to train men and boys to recognise and challenge misogynistic and inappropriate behaviour targeting women and girls. Will the Cabinet Member explore setting up a similar commission for Norfolk?</p> <p>Response from the Cabinet Member for the Leader and Cabinet Member for Governance and Strategy Thank you for your question. It raises some very important issues. I am working with the new Leader of Plymouth Council for the LGA and I will be happy discuss that with him and see if something similar for Norfolk is appropriate.</p> <p>Second question from Cllr Paul Neale Fuel bills are set to rise another £800 in October. Other county and unitary local authorities are collaborating with partners in establishing retrofit advice units to help with insulating homes to permanently bring down fuel bills. Will Norfolk County Council commit to the same to reduce the impact of the price rises?</p> <p>Response from the Cabinet Member for Environment and Waste</p>

	We will pick this matter up at the next Environment Policy Member Oversight Group and agree how to address this.
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Cabinet

Item No: 8

Report Title: Norwich Western Link Update

Date of Meeting: 4 July 2022

Responsible Cabinet Member: Cllr Martin Wilby (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Tom McCabe (Executive Director of Community and Environmental Services)

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 15/04/2022

Introduction from Cabinet Member

In December 2016 the County Council agreed a motion which stated the ‘...Council recognises the vital importance of improving our road infrastructure and that this will help to deliver the new jobs and economic growth that is needed in the years ahead.’ The Norwich Western Link (NWL) was included as one of three priority infrastructure schemes and is highlighted in the Norfolk Infrastructure Delivery Plan 2017-2027.

The NWL is a proposed new 3.9-mile-long dual carriageway between the western end of Broadland Northway and the A47. Traffic congestion, rat-running through local communities and delays to journeys are all significant issues on minor roads and within the local communities to the west of Norwich. Without intervention, these problems are expected to get worse with anticipated population and job growth in and around the city.

The NWL will bring crucial benefits to the county. If completed and open for use it would:

- i. Significantly reduce many journey times to the west of Norwich, with some more than halving, and shortening response times for many ambulances travelling to the Norfolk and Norwich University Hospital;

- ii. Lead to a reduction in carbon emissions from vehicles by making many journeys more efficient, which supports local and national carbon reduction targets;
- iii. Boost Norfolk's economy and support its businesses by reducing transport costs, opening up new markets and increasing productivity through quicker and more reliable journeys;
- iv. Improve road safety with over 500 fewer accidents involving a motor vehicle over the next 60 years;
- v. Take traffic off unsuitable local roads through communities including Weston Longville, which will see a reduction of approximately 80% in through traffic, leading to an improved quality of life of local residents from an environmental and safety perspective and supporting people to walk, cycle and use public transport;
- vi. Assessments undertaken to date indicate wider air quality and quality of life improvements through a reduction in traffic on a number of residential roads in the western suburbs of the city;
- vii. Create new habitats and improve existing ones across a wide area to the west of Norwich to support a range of wildlife and provide connectivity through green bridges and wildlife underpasses;
- viii. Strengthen network resilience as evidenced by the recent closure of Sweet Briar Road and the resultant spill over of traffic onto unsuitable residential streets across a large area in the west of the city

Complementary measures designed to maximise these benefits and support sustainable forms of transport are also intended to be delivered as part of the NWL project and separately also as part of the wider Transport for Norwich (TfN) Strategy. These include:

- A network of walking and cycling links that connect communities within local proximity to the NWL project, as part of the Sustainable Transport Strategy for the project
- Improvements to the Dereham Road corridor into Norwich with new bus lane proposals being developed as part of the Transforming Cities Fund project, which forms part of the ongoing TfN Strategy delivery

It is also important to acknowledge the improvements that have been delivered or are programmed within the Great Norwich area including the wider Transforming Cities programme; various active travel improvements; investment in the bus fleet including the introduction of electric buses; zero emission city development including funding from DfT; and various improvements planned as part of the wider Bus Services Improvement Plan. These are set out in more detail at para 1.2 to 1.5 below.

The benefits of the NWL project set out above are being carefully balanced against the potential environmental impacts and concerns that have been raised. The Council is taking its environmental responsibilities on this project very seriously and appropriate environmental mitigation measures are an essential part of the scheme

design, and a significant proportion of the scheme cost is allocated to ensure their provision, together with the delivery of biodiversity net gain. The project will aim to minimise and mitigate adverse effects it may have on nature and wildlife and will seek to create new habitats for wildlife and improve existing ones across a wide area to the west of the city. The project team are continuing to take an evidence-based approach and receiving advice from experts and statutory bodies to develop the design proposals.

This report provides an update on work undertaken on the project since the 7 June 2021 and March 2022 Cabinet meetings and includes the development of the scheme design and the need to complete this work before undertaking a pre-application consultation. The recommendations reflect the position of the project now and need to be considered taking account of the strong case and need for the project, balancing that against the impacts set out in this report.

Recommendations:

- 1. Take account of the details presented in this report and approve the continued delivery of the NWL project.**
- 2. Following the above, delegate to the Executive Director of Community and Environmental Services in consultation with the Cabinet Member for Highways, Infrastructure & Transport, the authority to approve the details of an Addendum to the Outline Business Case, on the basis of the financial costs presented in this report, to be submitted to the Department for Transport (DfT), in order to secure up to c.£213.4m of government funding for the project for Norfolk.**
- 3. To acknowledge the revenue implications of the scheme, as outlined in paragraphs 6.4, 6.5 and 6.6 of this report, should the scheme not proceed.**
- 4. To recommend to the next available meeting of Full Council to include an increased amount of £52.7m in the future year forward capital programme (of which £7.9m is the increase in local contribution), based on the overall project budget being funded from £213.4m of DfT Grant and £37.7m local contribution, underwritten by the County Council (which would be funded through additional prudential borrowing if necessary).**
- 5. For the purpose of consultation to take forward the alignment refinement of the preferred route that is recommended in the Alignment Refinement Appraisal Report.**
- 6. To reapprove the commencement of the non-statutory pre-planning application consultation for the NWL project on the basis of that alignment, and to approve the details of the consultation as described by the updated Pre-application Consultation Plan included in Appendix D to this report (noting that the summary of the results of this consultation and the completion of the necessary assessment work, including consideration of alternatives in the Environmental Statement,**

- will be reported to a future Cabinet meeting where approval will be sought to submit a planning application for the finalised scheme).
7. To reaffirm authorisation granted to the Executive Director of Community and Environmental Services to take all appropriate actions necessary for the purpose of negotiating the terms and conditions to acquire by agreement (in advance of the compulsory purchase order) the land and new rights over land which are needed to allow the construction, operation and maintenance of the NWL project.
 8. To reaffirm agreement to acquire land required for the delivery of the NWL project by negotiated agreement and if this is not achievable in the timescales required, to agree in principle to the Council's use of compulsory purchase powers, and for authority to be delegated to the Executive Director of Community and Environmental Services to proceed with preparatory work (including land referencing and requisitions for information) to facilitate the drafting of, and all necessary steps to prepare for the making, publication and submission to the DfT for confirmation, of a compulsory purchase order (CPO) in support of the NWL project (noting that a further Cabinet resolution will be sought in due course, to authorise the making, publication and submission of the CPO and confirming the final details therein).
 9. To reaffirm agreement in principle to the Council's making of a side roads order (SRO) under the Highways Act 1980 to authorise works necessary in connection with the delivery of the NWL project, and to the subsequent making, publication and submission of the SRO to DfT for confirmation, and for authority to be delegated to the Executive Director of Community and Environmental Services to proceed with preparatory work to facilitate the drafting of, and all necessary steps to prepare for the making, publication and submission of the SRO to the DfT for confirmation (noting that a further Cabinet resolution will be sought in due course, to authorise the making, publication and submission of the SRO and confirming the final details therein).

1. Executive Summary

- 1.1 The NWL is an important component of wider transport infrastructure that is being delivered as part of the Transport for Norwich (TfN) Strategy. The delivery of the NWL and the TfN will provide significant future transport improvements across the city and provide a transport network that meets future demands in terms of both growth and sustainable options.
- 1.2 The County Council is continuing to drive significant investments in its 'Transport for Norwich' transport plans. This includes around £46m of investment currently being delivered as part of the 3-year programme of Transforming Cities Funding (TCF), which is seeing improvements in sustainable travel and more Active Travel investments. An £18m commitment from First Bus is also being invested to improve their fleet within the City.

- 1.3 In addition, and also working in partnership with First Bus, the County Council has recently received confirmation of the DfT funding as part of its Zero Emissions Bus Regional Area (ZEBRA) scheme. ZEBRA aims to encourage local authorities and local transport operators to accelerate the introduction of fully electric public transport. The funding of £3.3m from government and £3.6m from First Bus is being provided to enable the replacement of 15 single-decker Euro-3 compliant vehicles with 15 single-decker fully electric buses.
- 1.4 The County Council has also been successful in making a bid to secure £500,000 Zero Emission Transport City (ZETC) development funding from the government. Working with the Department for Transport (DfT), this will allow a detailed study to be carried out, which will explore, alongside residents, businesses and transport operators, the benefits and impacts that a zero emission zone in the city centre could bring and how it could be established.
- 1.5 In October 2021 the County Council also published its Bus Service Improvement Plan (BSIP) with the overall aim of increasing the number of journeys made by public transport. This will help it gain access to investment through the government's National Bus Strategy funding and the County Council has been awarded almost £50m funding from government to improve the county bus services, which will also include further investment in Norwich, as the major urban centre for Norfolk.
- 1.6 National Highways are also bringing forward over £300m of major improvements to the A47. The Secretary of State (SoS) recently granted development consent for the dualling of Blofield to North Burlingham. The examination of the Development Consent Order for the dual carriageway between North Tuddenham and Easton which provides a connection with the NWL was completed in February 2022 with the SoS expected to make a decision on this order around August 2022. Should the SoS confirm development consent then construction is expected to commence in 2023. The delivery of this improvement further highlights the need to deliver the NWL, to connect the A47 to the Major Road Network (Broadland Northway) to the west of Norwich.
- 1.7 The Local Transport Plan (LTP) and the TfN Strategy were both updated by the Council in late 2021. Since that time the process for completing the LTP Implementation Plan and the TfN Strategy Action Plan has commenced, and both are anticipated to be delivered in 2022. Both of these documents set the context for the wider transport strategies for Norfolk and Norwich and refer to the delivery of major infrastructure such as the A47 improvements and the NWL. Further details are provided in section 2.8 below.
- 1.8 The draft Greater Norwich Local Plan (GNLP) is currently undergoing independent examination and if adopted (anticipated by Spring 2023) will

replace the Greater Norwich Joint Core Strategy. Although there are no specific sites in the GNLP dependent on the NWL it would provide strategic improvement to the network to support the planned growth.

- 1.9 In July 2019, the NWL project was confirmed as a regional priority by Transport East, and a Strategic Outline Business Case (SOBC) was submitted to the Department for Transport (DfT). The SOBC was approved on 15 May 2020 by the DfT giving provisional entry into the DfT's Large Local Majors programme alongside funding to support the submission of the Outline Business Case (OBC).
- 1.10 When the Government launched its National Infrastructure Strategy in November 2020, they set out that investment in infrastructure would be a crucial part of the country's economic recovery following the coronavirus pandemic. The NWL project aligns with this Strategy by providing economic investment in the short term and longer term support for local businesses and their economic growth. It also helps with carbon reduction and the long term plans towards net zero emissions by 2050.
- 1.11 On 7 June 2021, Cabinet received a report which provided an update on work completed on the delivery of the NWL project and sought agreement on recommendations that included agreement to continue to deliver the NWL project and to submit the Outline Business Case (OBC) to the Department for Transport (DfT). Cabinet also agreed to award the design and build contract (to Ferrovial Construction) for the continued delivery of the detailed design for the project that would support the later planned non-statutory consultation process and submission of the planning application.
- 1.12 At its meeting on 7 June 2021, held after the Cabinet meeting referred to above, the County Council also resolved to endorse the decision taken by Cabinet and agreed the funding for the forward capital programme, with the local contribution underwritten by the County Council and funded through additional prudential borrowing.
- 1.13 The decisions made at the 7 June 2021 Cabinet were called into Scrutiny Committee and at its meeting of 23 June 2021 the Scrutiny Committee noted the call-in request but decided that no action was required.
- 1.14 In July 2021, the Government published its Transport Decarbonisation Plan which sets out what government, business and society will need to do to deliver the emissions reduction needed across all modes of transport, providing a pathway to achieving carbon budgets and net zero emissions by 2050.
- 1.15 On 20 October 2021 a report presented to Scrutiny Committee outlined the work undertaken since the 7 June 2021 Cabinet meeting. The committee also resolved that it noted the report provided and asked to receive a further

progress report in the new year after the timing of the planning application is known.

- 1.16 The Cabinet meeting of 7 March 2022 received an update report that outlined the work undertaken on the NWL since its 7 June 2021 meeting. The report provided details of the design development and set out details of work being undertaken to refine the alignment of the project in order to avoid a roost location used by a maternity colony of barbastelle bats.
- 1.17 The 7 March Cabinet meeting also received a report updating details relating to the Highways Capital Programme. The report included reference to a letter from DfT (dated 18 January) to Transport East and local authorities stating that “the Spending Review has challenged Ministers to make choices and to focus on key departmental priorities”. DfT set out that it was right to take the opportunity to review the national programme and they gave all scheme promoters and the relevant Sub-National Transport Bodies the option to reconsider the schemes in the current programme. At the Transport East Forum meeting on 4 March 2022, a paper was presented recommending agreement that Transport East continues to support those Major Road Network (MRN) / Large Local Majors (LLM) schemes (which included the NWL). This was agreed by the Forum and a reply has since been provided to DfT in response to their 18 January letter, reaffirming their support for the Norfolk projects in their Regional Evidence Base, which includes the NWL.
- 1.18 A further meeting of Scrutiny Committee on 23 March 2022 reviewed the Cabinet meeting details. The Committee noted the details but decided that no action was required.
- 1.19 This latest Cabinet report outlines the results of the design development work undertaken to date on the NWL. It also provides an update to the programme, budget forecast and risk register as a result of the latest stage of the design development work.

The Case for the NWL

- 1.20 The Case for the NWL project is set out in the Outline Business Case (OBC) as agreed by Cabinet and submitted to the Department for Transport (DfT) in June 2021. The June 2021 Cabinet report and the OBC set out the need for the NWL:
- There is a lack of strategic north-south and orbital connectivity between the A47 and the A1067, with only the A140 (outer ring road) and a relatively few low-standard rural local access roads linking the two.
 - Strategic employment sites to the north and west of Norwich, including Norwich Airport, have inadequate connectivity, increasing congestion and journey times, reducing productivity for businesses, and limiting their potential for targeted growth in future years.

- Communities including Weston Longville, Hockering, Ringland, Costessey, and Taverham experience rat-running and inappropriate traffic, resulting in severance in these areas, directly impacting the quality of life of local residents from an environmental and safety perspective.
- Norfolk's plans for both post-pandemic recovery and economic development are ambitious and all the more badly needed. Over the next decade, it aims to have 57,000 new jobs, many of which are expected to be located in its strategic employment sites. Tourism remains a core component of regeneration, with the promotion of the visitor economy part of the medium-term recovery efforts.
- The NWL will also support existing businesses and unlock opportunities for economic growth in Norwich by reducing traffic movements in and around the city. The NWL is expected to reduce through movements from the outer ring road, freeing up capacity to better accommodate planned housing and employment growth, improve public transport journey times and reliability and the conditions for active travel.
- The sustainable travel proposals fit with the aspirations of Transport for Norwich (TfN), which seeks a mode shift away from private cars and improvement in air quality, including the geographical linkage where the NWL and TfN interface at the western fringe of Norwich. This offers an integrated approach which offers good synergy with wider sustainable transport proposals across Norwich.
- Strategic road connectivity around northwest Norfolk is vital in achieving growth and recovery. The Norwich Western Link is designed to close the gap in the orbital network, strengthen the resilience of the surrounding routes, and provide better quality routes to the employment opportunities presented by more diverse development.

1.21 The OBC also sets out a number of problems that the proposed scheme has been developed to address. These include:

- Connectivity
- Congestion and delay
- Productivity gap
- Journey time reliability
- Road use in rural communities
- Speeding
- Severance
- Barriers to walking and cycling
- Personal injury collisions

1.22 All of the above problems are discussed in more detail within the OBC document and all of these remain relevant now. This report sets out some detailed changes to the project that have occurred since the submission of the OBC, but these do not change the overall need for the project that already exists.

- 1.23 Since the submission of the OBC there has also been a petition developed by one of the affected communities (Costessey Town Council) who have sought support for the delivery of the NWL. In the short period since its introduction in March 2022, the petition has achieved more than 5,000 signatures, demonstrating local support for the project. To ensure balance in reporting, there is also a separate petition developed by the Stop the Wensum Link group that has been running for a number of years and this has over 8,000 signatures. Neither petition has been formally submitted to the County Council.
- 1.24 More recently, the emergency closure from February to May 2022 of Sweet Briar Road (the outer ring road to the west of Norwich), due to a burst watermain, has highlighted the issues of a lack of highway network resilience that exists to the west of Norwich, and the benefit that the NWL could have provided. There are no other A-road connections between the A47 and the A1067 and therefore many of the suburban communities and outlying communities experienced increases in traffic. It demonstrated the potential issues for the highway network if sufficient infrastructure is not provided ahead of future anticipated growth in housing and employment.

2. Project Update

2.1 Design Development

- 2.1.1 At its meeting on 7 March 2022 Cabinet were informed of the extensive ecological surveys undertaken in 2019 and 2020 and that this information was being added to the ecological baseline data being used to develop the scheme design. In the summer of 2021, a suite of further bat surveys were carried out to support the understanding of bat activity and this data has recently also been published on the project website (www.norfolk.gov.uk/nwl). Following analysis of the data obtained from our 2021 surveys, it was determined that there is a roost location used by a maternity colony of barbastelle bats (that has a significant level of environmental protection) within woodland near to the northern section of the proposed road alignment agreed in 2019.
- 2.1.2 It was explained in the March 2022 report that work was ongoing to assess, refine and develop this section of the route alignment and to assess and address the need for mitigation to minimise the impact of the scheme on the roost location. Continuing to develop the design in response to evidence is an expected part of the process and previous refinements have been made since the preferred route was announced, including at the southern section to tie in with National Highways' A47 junction once more details of their North Tuddenham to Easton dualling scheme were confirmed.
- 2.1.3 The County Council has always been clear that it is taking its environmental responsibilities very seriously when developing this project. Our 2021 survey data has therefore been considered in the design development and bat experts

have supported this further activity to ensure the design proposals are able to be delivered whilst mitigating negative impacts on the identified maternity colony. The alignment refinement of the preferred route takes this into account.

2.1.4 Taking account of known constraints and features, seven options to refine the route within the 2019 preferred route corridor were considered. This exercise is set out in the Alignment Refinement Appraisal Report included as Appendix A to this report.

2.1.5 This process has involved the assessment of the seven refinement options against ecological factors (including mitigation for the Barbastelle bat, other protected species and designated sites) other environmental factors, costs and engineering factors. From this assessment Option 4 has been selected as the suitable refinement of the Preferred Route. Option 4 should be taken forward to public consultation on the basis that:

- It avoids direct impact on the roost location used by a maternity colony of Barbastelle Bats detailed in 2.1.1. This assessment also stands for the other refinement options however Options 4 and 5 result in the lowest loss of woodland resource for the Barbastelle Bat.
- Refinement Option 4 was assessed to have a lesser impact on the Wensum SAC and other ecological habitats. Option 5 was considered to have a greater impact on the Wensum SAC and floodplain habitat as a result of a wider, longer, curved viaduct to span the Wensum watercourse and floodplain including a greater potential for shading impacts on the river. Options 6 and 7 were also assessed to have a greater impact on the Wensum SAC and associated habitat in comparison to Option 4.
- Options 1 to 3 are shown to directly impact the ancient woodland with a need to remove trees to construct the highway. Options 4 and 5 maintain a buffer distance from the ancient woodland whilst Options 6 and 7 avoid impacts and are furthest away from the ancient woodland. Whilst options 6 and 7 avoid the impact on ancient woodland they are shown to perform worst for most other ecological and environment criteria.
- The requirement for a wider, longer viaduct structure for Option 5 meant that it was assessed to have the greatest negative impact on the existing visual landscape. Option 4 was assessed to have a more adverse impact on cultural heritage, namely the grade II listed barn located near Low Farm. Option 4 would also likely involve the purchase of a residential property that would not be returned to residential use.
- From the engineering and cost assessments of the refinement options, Option 4 was assessed to be more buildable and less expensive than Option 5. Again, this is mainly a consequence of the viaduct size for Option 5. Whilst Options 1 to 3 were considered more buildable and less expensive than Option 4 and 5, they were not favourable from the ecological and environment perspective. Options 6 and 7 were assessed to be the least buildable and the most expensive refinements.

- The additional adverse environment impacts, greater expense, and more challenging buildability of Option 5 are considered to amount to a clear and convincing reason for preferring Option 4 as the most suitable alignment refinement of the preferred route. This is accepting the potential level of harm that the option will cause to the setting of the grade II listed barn near Low Farm; and the associated case making that will be required to demonstrate the necessity of that harm.

2.1.6 It will be necessary to understand whether the different environmental and other impacts of the refined alignment have any implications for the selection of Option C (as now refined) as the preferred route for the NWL. The planning application process will provide an opportunity for further scrutiny by the decision-maker, and by third parties, of every stage of the options selection process and the consideration of alternatives throughout project development, including consideration of the environmental, engineering and cost factors influencing the decisions made during that process as well as the environmental acceptability of the chosen route itself, including any mitigation and compensatory measures proposed. The Environmental Impact Assessment (EIA) process will provide an appropriate place to ensure that full evaluation is given to the question of reasonable alternatives and to revisit, on a systematic basis, any discarded options that may be feasible. At this stage, subject to finalisation of the assessment of alternatives in the Environmental Statement, it is considered that Option C, including the recent alignment refinement of the preferred route, is likely to remain the better performing option in overall terms, balancing biodiversity, environmental, and deliverability considerations. As part of the approvals process, the Environmental Statement produced to support the planning application will report on all reasonable alternatives to the refined Option C route considered, including any of those discounted as part of the options selection process in July 2019 that continue to be feasible (noting that since then progress has been made on National Highway's A47 North Tuddenham to Easton dualling which would need to be considered). This process will also need to account for any changes in environmental designations and/or legislation that arise prior to the submission of the planning application.

2.1.7 The design proposals including an indicative visualisation being developed for the pre-application public consultation are included as Appendix B. These currently show a solution which retains trees either side of the carriageways that enables bats to cross at a safe height where the alignment passes through the Nursery Woodland area. This solution is still to be finalised and an alternative solution could be a green bridge. Whilst the pre-application consultation material will show the solution described above, it will note that a green bridge may be proposed as an alternative in the final planning application submission. The final proposal will achieve an appropriate mitigation for impact on bat species, whilst taking account of existing trees, construction requirements and cost.

2.2 Programme

2.2.1 The overall project programme has been reviewed and updated to take account of the necessary delay to allow work to be undertaken to assess, refine and develop the route alignment. The programme delay since submission of the OBC in June 2021 has been as a result of the findings of the environmental surveys during the summer of 2021. Work has been undertaken to complete the necessary alignment refinement of the preferred route set out in the previous section of this report. Work has also been ongoing to resolve the OBC assessment process with DfT.

2.2.2 In view of the delay to the programme, it has also been necessary to assess the details provided as part of the OBC submission. An addendum to the OBC has been developed, and this takes account of the slightly later opening year of 2026 (delayed from 2025 in the original submission).

2.2.3 It is proposed to start the pre-application consultation as soon as possible after the Cabinet meeting. It is the intention to report a summary of the results of the pre-application public consultation to Cabinet and to seek approval to submit a planning application.

2.2.4 Key milestone dates for the updated programme are as follows:

- Start of pre-application consultation - as soon as possible after the 4 July 2022 Cabinet meeting and the possible subsequent 20 July 2022 Scrutiny Committee meeting. It is anticipated to start in August 2022 and will extend to an 8 week period due to the summer holidays;
- Report summary results of the pre-application consultation to Cabinet and seek approval to make a planning application – Allowing time to review the consultation responses, develop the planning application (including the development of the full Environmental Statement) and draft the Cabinet report, the March 2023 Cabinet Meeting is suggested;
- Submit planning application – April 2023 (allowing time for Scrutiny Committee);
- Publish Compulsory Purchase Orders/Side Road Orders – May 2023;
- Public Inquiry (if required) – November 2023;
- Confirmation of Orders – August 2024;
- Submit Full Business case following completion of statutory processes – August 2024;
- Start of construction – Late 2024;
- Scheme open to public – Late 2026.

2.2.5 The above programme is subject to completion of the necessary statutory processes and the timely approval of the Full Business Case (FBC) by the DfT. As noted in the Cabinet report of 7 June 2021, the NWL has provisional entry into the DfT's Large Local Majors programme for the period 2020-2025, which

relates to schemes where construction is expected to commence by 2025. The updated programme remains consistent with that timescale, notwithstanding some slippage in the programme reported in June 2021. To keep the programme on course, it will be necessary to make the planning application in Spring 2023, which itself will require the completion of pre-application consultation and assembly of the necessary supporting information before then including those matters discussed in paragraph 2.1.6. There will be further opportunities for consultation with the public and other interested parties in the formal planning process in due course.

2.2.6 The changes to the programme show the start of construction in late 2024, which still enables an overlap with the timing of the planned A47 North Tuddenham to Easton project and can be coordinated with planned cabling works for offshore wind farms, which are in the location of the scheme and are currently going through their own statutory approvals processes.

2.3 Financial Implications

2.3.1 The scheme cost estimate as reported to Cabinet on 7 June 2021 has been reviewed and updated as part of the alignment refinement of the preferred route and programme review.

2.3.2 The overall budget requirement has increased to £251.1m (compared with the £198.4m included in the OBC), and the breakdown in scheme cost and suggested funding profile is set out in the tables below. At its meeting on 7 June 2021 the County Council endorsed the decision made by Cabinet and agreed the funding for the forward capital programme as required by the Constitution at Appendix 15 para 3.6.1. As this has been referred under that provision once, it does not need to be referred again but should Cabinet agree to an increased budget the County Council will need to endorse that decision.

2.3.3 An OBC addendum is planned to be submitted to DfT, to enable a change to the requested funding provision from their Large Local Majors funding programme. The request remains at 85%, however it has increased from £168.6m to £213.4m in line with the increased project costs. The local contribution set out in the June 2021 OBC was £29.8m and the anticipated adjusted local contribution has now increased to £37.7m if the uplifted contribution from DfT can be secured, an increase for the NCC underwritten value of £7.9m. As set out in the June 2021 Cabinet report, it is anticipated that the majority of the NCC funding will be from a combination of prudential borrowing and capital receipts. Government will continue to be providing most of the funding for this project, not Norfolk. For a local capital contribution of £37.7m it will be possible for the County Council to deliver a £251.1m major infrastructure improvement and therefore represents a good return on the local contribution investment.

Table: Breakdown of Scheme Costs

Scheme Element	2017-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Design, Investigations, Surveys, Procurement, Supervision and other Client Costs through to Construction	1,371,791	3,518,249	4,065,765	9,319,594	13,642,318	5,494,235	1,626,035				39,037,987
Statutory Undertakers Works							549,157		183,052		732,210
Land	27,233	1,438,998	1,068,772	335,181	752,547	2,459,647	9,007,145	1,531,441	949,403	-521,712	17,048,657
Construction, Supervision and other Client Costs	4,232	3,016	52,087	10,954			11,707,891	62,459,047	37,627,073	64,062	111,928,362
Total Cost (excluding risk)	1,403,256	4,960,263	5,186,624	9,665,729	14,394,866	7,953,882	22,890,229	63,990,488	38,759,528	-457,650	168,747,216
Risk					2,625,978	3,583,923	4,411,315	16,575,920	10,169,186		37,366,322
Total Cost at 2020:Q3 Prices	1,403,256	4,960,263	5,186,624	9,665,729	17,020,844	11,537,805	27,301,544	80,566,409	48,928,714	-457,650	206,113,539
Adjustment to outturn (inflation)					723,746	682,339	4,525,295	23,428,151	15,583,828	-24,433	44,918,925
Scheme Cost (outturn prices)	1,403,256	4,960,263	5,186,624	9,665,729	17,744,590	12,220,143	31,826,839	103,994,560	64,512,542	-482,083	251,032,464

Table: Funding Profile

Funding Package	2017-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	Total
Government / DfT Funding			1,024,000		13,754,478	8,162,824	28,115,027	99,895,376	62,425,890		213,377,594
Local Contribution	1,403,256	4,960,263	4,162,624	9,665,729	3,990,112	4,057,320	3,711,811	4,099,184	2,086,652	-482,083	37,654,870
Total	1,403,256	4,960,263	5,186,624	9,665,729	17,744,590	12,220,143	31,826,839	103,994,560	64,512,542	-482,083	251,032,464

2.3.4 The budget changes compared with the June 2021 OBC submission are set out in the table below.

Table: 2021 to 2022 budget changes

Scheme Element	2021 Total	Re-allocation of Inflation	2021 Adjusted Total	2022 Total	Movement
Design, Investigations, Surveys, Procurement, Supervision and other Client Costs through to Construction	23,780,932	-113,914	23,667,018	39,037,987	15,370,969
Statutory Undertakers Works	732,210		732,210	732,210	
Land	12,742,825		12,742,825	17,048,657	4,305,832
Construction, Supervision and other Client Costs	103,513,730		103,513,730	111,928,362	8,414,632
Total Cost (excluding risk)	140,769,697	-113,914	140,655,783	168,747,216	28,091,433
Risk	39,934,004	-6,240,301	33,693,702	37,366,322	3,672,620
Total Cost at 2020:Q3 Prices	180,703,701	-6,354,215	174,349,486	206,113,539	31,764,053

Adjustment to outturn (inflation)	17,683,007	6,354,215	24,037,222	44,918,925	20,881,703
Scheme Cost (outturn prices)	198,386,708		198,386,708	251,032,464	52,645,756

2.3.5 The table above shows the 2021 OBC budget figures, where some allowance for inflation was made within the specific cost headings the table shows the relevant adjustments to enable this to be compared alongside the revised budget figures for 2022. This is intended to provide greater clarity in respect of the inflationary allowances. It can be seen in the 'movement' column that almost half of the project cost increase is due to revised allowances for inflation and risk. It can also be seen that over £82m of the total £251m budget is an allowance for inflation and risk (c.33%).

2.4 Reasons for budget increase compared with OBC

2.4.1 **Inflation:** An allowance for inflation in the June 2021 OBC details has been significantly increased from c.£24.1m to £44.9m. The uncertainty in world markets due to the war in Ukraine has compounded prior events resulting in difficulty in obtaining materials as the world supply chains recover from the Covid-19 crisis, oil prices, tariffs on imports (from countries with no current agreement) and sterling exchange rates, new infrastructure output remaining at historically high levels which is principally supported by the roads, rail and electricity investment programmes, including work on HS2, and nuclear new build all resulting in unprecedented inflationary pressures since the submission of the OBC. The extended project programme has also compounded these inflationary drivers.

2.4.2 The tables below set out the assumed inflationary increases that are anticipated to occur over the life of the project.

Financial Year	Fees (Staff)	Fees (WSP (UK) Ltd)	Utilities (C3 figures received in 2019)	Land (Estimate base year of 2019-20)
2019-20	Forecast based on cost rates for 2021-22.		2.77%	Forecast based on cost rates for 2021-22.
2020-21			5.63%	
2021-22			8.56%	
2022-23	0.00%	5.38%	11.57%	2.77%
2023-24	2.77%	7.93%	14.66%	5.63%
2024-25	5.63%	10.55%	17.84%	8.56%
2025-26	8.56%	13.22%	21.11%	11.57%
2026-27	11.57%	15.97%	24.47%	14.66%

2027-28	14.66%	18.77%	27.93%	17.84%
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Contract Year	Construction - Stage One Works (Applied on the first and subsequent anniversaries)	Construction - Stage Two Works (Applied on the first and subsequent anniversaries)
Jul-2019 to Jun-2020	Inflation applies from the first anniversary of the starting date, being July 2021.	
Jul-2020 to Jun-2021		
Jul-2021 to Jun-2022		
Jul-2022 to Jun-2023	7.34%	18.75%
Jul-2023 to Jun-2024	10.31%	19.78%
Jul-2024 to Jun-2025	13.36%	21.77%
Jul-2025 to Jun-2026	16.50%	24.11%
Jul-2026 to Jun-2027	19.72%	27.19%
Jul-2027 to Jun-2028	23.03%	29.01%

2.4.3 The inflationary factors used in the forecasting of Design, Investigations, Surveys, Procurement, Supervision and Client Costs, Utilities, and Land are based on historic data combined with current knowledge of the relevant indices being the Consumer Price Indices (CPI) and the Highways Term Maintenance Indices (HTMI) whereas the inflationary factors used in the forecasting of Construction costs have been based on the analysis of multiple Building Cost Information Service (BCIS) indices which form part of the contractual inflationary mechanism which has been compared with the more general BCIS General Civil Engineering Indices which also provide a forward forecast through to December 2026.

2.4.4 The Construction inflationary assessment has therefore been aligned to industry forecasts but there remains a residual risk to the accuracy of this forecast. As a consequence, further variable inflationary forecasts have been considered in the assessment of inflationary risk, resulting in a further allowance being included in the updated forecast and included in the Adjustment to Outturn (Inflation) figures stated above.

2.4.5 **Design, Investigations, Surveys, Procurement, Supervision & Client Costs:** There has been additional work to complete the necessary adjustments to the project and to make further allowances to deliver the project based on updated information. The alignment refinement of the preferred route exercise has triggered necessary redesign work and additional site investigation work, including supervision. There is also an extended project programme (discussed

in section 2.2 above). Overall, taking into account the forecast to complete the necessary statutory processes, the increase is estimated to be £15.4m. £6.8m of the increased cost is a direct result of compensation events related to the alignment refinement work. £1.8m amount to staff and other costs which are a direct result of the extended project programme following the alignment refinement of the preferred route exercise. £1.8m can be attributed to compensation events instructed to the Contractor since award of contract. The remaining £5.0m increase is result of a comprehensive review of the anticipated costs going forward undertaken for the budget update.

2.4.6 Risk: The project risk register has been fully reviewed (see section 2.5 below) and taken account of what is known at this stage of the project and the issues that have been worked through. Additional risk allowances have been included within the risk register, with some that are related to the alignment refinement of the preferred route. An increase in the risk allowance of £3.7m has been included in the overall budget.

2.4.7 Construction: The alignment refinement of the preferred route has resulted in a balance of construction impacts, and therefore costs. The northern section of the project now has a reduced viaduct length, however there are notable changes to the earthworks (related also to highway alignment and drainage design) as well as some significant allowances for the provision of additional retaining wall structures through and adjacent to the woodland areas. Based on the level of design assessment completed to date, the allowances within the construction budget are considered to be sufficient for either a solution which retains trees either side of the carriageways that enables bats to cross at a safe height or a green bridge solution. An overall balance of cost shows a budget increase of £8.4m.

2.4.8 Land: The alignment refinement of the preferred route process has changed and increased the area of land required for the project, which has added some cost. In addition, there have been land cost increases resulting from market forces and increased compensatory payment due to the extended project programme. This has resulted in an assessed allowance increase in the budget of £4.3m.

2.5 Risk Register

2.5.1 A risk register is maintained for the project. Risks are identified by the project team and incorporated into the risk register. The risk allocation forms part of the overall scheme budget as set out in the table in section 2.3.

2.5.2 The risk register forms part of the OBC submitted to DfT in June 2021. A comprehensive review of the risk register has been undertaken as part of the work to refine part of the proposed route. The current risk register is included within the draft OBC Addendum (Appendix C to this report).

2.6 Outline Business Case

2.6.1 An OBC was submitted to DfT in June 2021 following the Cabinet approval.

2.6.2 DfT have been made aware that an alignment refinement of the preferred route exercise was being undertaken and have asked for an update on the cost and budget implications, how any variances in cost will be funded, updates to the project plan/timescales, updates necessary to the Strategic, Financial, Economic and Management Cases, and an update to the Environmental Impact Report (EIR).

2.6.3 It is proposed to submit the update as an Addendum Note which will be formally submitted to DfT as an update to the OBC submission made in June 2021. The draft OBC Addendum is attached as Appendix C.

2.6.4 The programme has been reviewed and updated. The key milestones are set out in section 2.2 above.

2.6.5 The budget implications are set out in section 2.3 above.

2.6.6 When the OBC was submitted to the DfT in June 2021 an Adjusted (including wider economic benefits) scheme Benefit to Cost Ratio (BCR) of 3.40 was presented. A sensitivity appraisal scenario was also presented within the OBC (June 2021) which considered:

- revised economic and population projections issued by the Office for Budget Responsibility in March 2020
- impact of COVID-19 on economic growth.

2.6.7 The sensitivity appraisal scenario gave an Adjusted BCR of 2.55.

2.6.8 There are three elements which have changed the NWL scheme Adjusted Benefit to Cost Ratio (BCR) since the Outline Business Case (OBC) was submitted in June 2021. These are:

- In July 2021 there were changes to DfT Transport Advisory Guidance (TAG) which meant that the sensitivity appraisal scenario became the Core Scenario meaning that the BCR became 2.55. Further DfT TAG was released in November 2021 which meant that the scheme BCR increased to 2.78. These changes impacted all projects nationally, not just the NWL.
- The scheme costs have increased as set out in section 2.3 above which results in a change in the BCR from 2.78 to 2.47. It is likely that other projects being assessed by DfT will also be impacted by increasing cost pressures, most notably related to current inflation levels, and this issue is not therefore exclusive to the NWL project.

- As part of the DfT review of the OBC submitted in June 2021 and following discussions with them the scheme was assessed using an alternative transport modelling methodology. This was in response to the scheme economics output results for the June 2021 assessment that provided a higher than usual Vehicle Operating Costs (VoC) value. When the NWL is included within the transport model, as expected with the introduction of this major new infrastructure, vehicles re-route to the NWL. This results in less overall distance being travelled by vehicles across the transport model network, with less wear and tear to vehicles and more efficient operation (ie less traffic delays). However, this has produced a higher than expected VoC value in the scheme economics. The alternative model methodology was undertaken to provide a further assessment of the NWL scheme benefits. The June 2021 assessment used the DfT TAG and both assessment methodologies are recommended within DfT TAG. The alternative methodology has generated a scheme BCR of 2.17.

2.6.9 As described above both model assessment approaches are equally valid giving an Adjusted BCR within a range from 2.17 to 2.47 based on the latest assumed overall budget position. This means the NWL is still considered to be in the 'high' value for money category (BCR between 2.0 and 4.0) according to DfT criteria for a transport infrastructure project.

2.6.10 The OBC Addendum includes a targeted update to the Environmental Information Report to reflect the alignment refinement of the preferred route. This concludes:

- The overall appraisal indicates that the operation of the NWL, without mitigation, is likely to generate a noise impact benefit.
- For air quality the assessment still concludes that overall, the NWL results in modest local air quality benefits at properties within 200m of the affected road network.
- For Greenhouse gasses the assessment still concludes that overall, the NWL Scheme is beneficial in achieving reductions in carbon emissions from the operation of vehicles in the road transport sector and supports national and regional policy initiatives towards the Net Zero target in 2050.
- There are no changes in the appraisal of Landscape
- For cultural Heritage the alignment change has resulted in a major adverse impact on a Grade II Listed building
- There are no changes in the appraisal of the Water Environment
- For Biodiversity there have been some changes to the impact scores for some biodiversity receptors however the overall biodiversity score does not change.

2.7 Pre-application Consultation

2.7.1 At its meeting of 6 June 2021 Cabinet agreed to the commencement of the pre-application consultation in the autumn of 2021, and to delegate to the Cabinet Member for Highways, Infrastructure & Transport in consultation with the Executive Director of CES, the authority to approve the details for that consultation. The approval of this plan was given by the Cabinet Member on 11 October 2021.

2.7.2 This report provides an updated pre-application consultation plan. Approval for this plan is sought from the Cabinet members at the meeting rather than through a delegated decision. The plan is provided as Appendix D to this report.

2.7.3 Given the relaxation of COVID restrictions since Autumn 2021, one of the more significant changes to the plan will be the inclusion of face-to-face consultation events, at venues still to be identified, rather than relying solely on 'online' events.

2.7.4 The objectives for the consultation are to:

- Receive feedback on elements which will be included in the planning application, particularly:
 - The design of the road, including its alignment and its structures, including the viaduct;
 - Environmental mitigation and enhancement measures;
 - Traffic mitigation measures;
- Understand any potential risks or objections so that these can be considered and acted upon as appropriate prior to the submission of the planning application;
- Update people on progress with the proposals that were consulted upon in the 2020 Local Access Consultation, namely the local roads that would be crossed by the NWL, the complementary measures set out in the Sustainable Transport Strategy, and the proposed changes to Public Rights of Way.

2.7.5 The pre-application consultation is programmed for 8 weeks commencing as soon as possible in Summer 2022.

2.7.6 The scheme design that will be used as the basis of the pre-application consultation is that shown in Appendix B of this report.

2.8 Local Transport Plan (LTP) and Transport for Norwich (TfN) Strategy update

2.8.1 There was an agenda item for the LTP adoption presented to Cabinet at its meeting in June 2022. That report asked Cabinet to agree the LTP, including the Implementation Plan, and to recommend its adoption to Full Council, which will be meeting on 19 July 2022. On the assumption that the Local Transport Plan is adopted, the revised LTP4 will replace the current plan, known as LTP3,

and become the local transport plan for the council. The LTP sets out an ambitious strategy for meeting Norfolk's needs, centring on reducing carbon and improving connectivity with a focus on public transport and active travel.

2.8.2 The LTP strategy includes improvements to the strategic transport connections with Policy 8 stating that "Our priority will be to improve major road and rail connections between larger places in the county, and to major ports, airports and cities in the rest of the UK." It identifies the NWL as being one of the priorities for enhancing strategic connections together with other priorities that include improvements to the major rail links to London and Cambridge, the A140 Long Stratton Bypass, the A10 West Winch Housing Access Road, and full dualling of the A47.

2.8.3 The June 2021 Cabinet report set out details related to the carbon benefits from transport predicted from the NWL project based on the modelling work completed and using the DfT assessment tool. This has now been updated and the NWL carbon position is updated in paragraph 3.6 below.

2.8.4 The Transport for Norwich Strategy was adopted by Cabinet in December 2021. Work is now underway to develop and progress the policy commitments within the strategy. An action plan is being developed in conjunction with partners. The Action plan will set out how this is to be achieved through existing and new areas of work such as continued implementation of the Transforming Cities programme and the Bus Service Improvement Plan.

2.8.5 A key action outlined in the Transport for Norwich Strategy is ensuring that new strategic connections are optimised to benefit the economy, this includes rail enhancements to Cambridge, Stansted, London and other destinations, main bus and coach links, the Norwich Western Link, A47 improvements, and Long Stratton Bypass.

3. Impact of the Proposal

3.1 The June 2021 Cabinet report set out the key impacts of the project against a range of headings, most of which have not changed. Notable changes to the impacts since June 2021 are:

3.2 **Economic:** The NWL would improve overall access to and around Norwich, the primary economic and major urban centre for the wider sub-region. It would improve access and journey times and journey reliability to the wider western area which would support the delivery of new and expanded business sites by providing the necessary highway infrastructure. Quicker, more reliable journeys will reduce business costs, increase labour market catchments, improve access to key strategic growth sites and support the visitor economy, both in and around Norwich, but also to major tourism areas to the north of Norwich. The project would also provide greater connectivity between

employment and housing areas, which is a consideration for employers planning to locate to new areas. While no housing development is dependent upon the NWL being delivered, increasing capacity on Norfolk's transport networks also supports the county to reach its targets for the provision of new housing. The BCR of the scheme has reduced compared to that presented in the June 2021 Cabinet report (see details in 2.6.6 above) but is still considered to be in the 'high' value for money category according to DfT criteria for a transport infrastructure project.

- 3.3 The economic benefits the NWL is expected to create for Norfolk, at 2010 prices, include:
- £353million worth of travel time benefits over 60 years, an average of just over £5.5million a year. This figure includes efficiencies and cost savings for businesses, people commuting to work and people travelling for all other purposes as well as reduced vehicle operating costs.
 - £26million worth of journey reliability benefits over 60 years, an average of £430,000 a year. More certainty over journey times allows for greater efficiency, with less time allowed for the journey which increases the number of journeys that can be made in a day (a significant benefit for businesses that rely on transporting goods or people).
 - Productivity gains of £97million over 60 years, an average of £1.6million a year, as a result of workers becoming more productive due to improvements in connectivity, leading to improved labour market interactions and knowledge sharing and linkages between intermediate and final goods suppliers.
- 3.4 The NWL is also expected to lead to improvements in road safety, with over 500 fewer accidents involving a motor vehicle over 60 years. This in turn would create a saving worth in the region of £20million in costs associated with road traffic collisions.
- 3.5 **Environment:** The effects of the NWL scheme on the environment have been a key consideration throughout its development. Assessments at each stage of the project have been undertaken to understand the potential effects of the scheme on the environment, and how they can be minimised and mitigated. The appointment of the design and build contractor at this stage in the project has enabled the contractor's developing design and construction proposals to inform the Environmental Impact Assessment (EIA) process. The findings of the EIA will be reported in the Environmental Statement that will be provided as part of the planning application. Significant work has been undertaken with regards to ecology and bats in the vicinity of the scheme, particularly the Barbastelle bat to inform the EIA and the design of the scheme and the environmental mitigation measures which has resulted in the alignment refinement at the northern end of the scheme.
- 3.6 The latest guidance for the calculation of emissions for transport schemes, as given in the DfT's Greenhouse Gas Workbook has been used to assess

changes to vehicle carbon emissions as a result of the NWL. The projections show that delivery of the Norwich Western Link would result in a reduction of over 450 000 tCO₂e (equivalent tonnes of carbon dioxide) over the 60 year appraisal period, supporting local and national carbon reduction targets. However, following further work assessing the scheme as part of the OBC approvals process, an alternative modelling approach has also been used (see section 2.6) which therefore provides a range of carbon reduction from 277,000 tCO₂e, to 450,000 tCO₂e. The total amount of carbon emitted during the construction of the NWL, based on an initial assessment of quantities of materials required to construct the NWL, is likely to be in the order of 100,000 tCO₂e. On the basis of this analysis, when considering both construction and operation, it is expected the NWL will be beneficial in achieving reductions in carbon emissions ranging from 177,000 tCO₂e, to 350,000 tCO₂e, supporting national and regional policy. The range presented is subject to further assessment and will be quantified and reported in the Environmental Statement that will be produced to support the planning application submission.

- 3.7 As set out in the June 2021 Cabinet report, carbon emissions resulting from the construction, operation and decommissioning of the road will be further developed now that a Contractor has been appointed. The contractor where practicable will adhere to the principles set out in Carbon Management in Infrastructure guidance (PAS 2080), the leading specification for quantifying carbon infrastructure in the UK, when designing and constructing the project, minimising emissions where practicable. Significant levels of planting, included as part of the project's environmental mitigation and enhancement aims, will also help to offset carbon emissions.

4. Evidence and Reasons for Decision

4.1 OBC Submission

4.1.1 The OBC sets out the reasons why the Council believes the proposed NWL should receive funding from the DfT's Large Local Major (LLM) fund and an explanation of the five cases is set out in the June 2021 Cabinet report and is therefore not repeated in this report. The OBC was submitted to DfT in June 2021 and is the second of three business case submission stages and will be followed by the Full Business Case once planning consent and statutory orders are confirmed. The OBC is currently being considered by DfT.

4.1.2 This report seeks Cabinet approval to submit an Addendum Note as set out in section 2.6 above to update DfT on the changes to the OBC submission resulting from the alignment refinement work. In particular the Addendum focusses on updates to the Finance and Economic Cases within the OBC.

4.1.3 Having approved the Strategic Outline Business Case in June 2020 and provided funding to support the development of the OBC as part of the Major

Road Networks programme, approval of the OBC by DfT would confirm the NWL Programme Entry status which would mean that the DfT would expect to fund the scheme subject to certain conditions such as any necessary statutory powers being obtained and there being no significant changes to costs, scheme design or expected benefits. Programme Entry does not guarantee funding or timing but gives authorities the confidence to proceed with the development and in particular to apply for the necessary statutory powers. It will be necessary to submit a Full Business Case to DfT once the statutory approvals have been confirmed.

4.2 Planning Process

4.2.1 The NWL is being developed in accordance with the legal process under the Town and County Planning Act 1990. Prior to the formal planning application being submitted a non-statutory pre-application public consultation will be undertaken as set out in section 2.7 above and Appendix D. A summary of the results of this consultation will be reported to a future Cabinet meeting where approval will be sought to submit a planning application for the finalised scheme. This report seeks Cabinet approval to proceed with the non-statutory pre-application public consultation on the basis of the alignment refinement of the preferred route as recommended in the Alignment Refinement Appraisal Report.

4.2.2 Arrangements remain in place to ensure that the role of the County Council as Planning Authority is kept completely separate from its role as the NWL scheme promoter as set out in the June 2021 Cabinet report.

4.3 Statutory Orders

4.3.1 This report seeks Cabinet approval to re-affirm the acquisition of land and new rights over land by agreement, and agreement in principle to the making, publication and submission to DfT for confirmation of a compulsory purchase order (CPO) and a side roads order (SRO) as set out in the June 2021 Cabinet report.

5. Alternative Options

5.1 The report to Cabinet in June 2021 set out the consideration of alternative options leading to the preferred route decision on the 15 July 2019 and explained the on-going work to understand the economic and environmental baseline. This work included a suite of further bat surveys carried out to support the understanding of bat activity in the summer of 2021.

5.2 The award of the contract, alongside on-going baseline surveys has allowed the design proposals to be developed further ahead of a pre-application consultation and this has included design refinements to the route to minimise

the impact of the scheme on an area of woodland that surveys have identified as containing a roost location used by a maternity colony of barbastelle bats.

- 5.3 Taking account of known constraints and features, a number of options to refine the route were considered as set out in section 2.1 of this report and the accompanying Alignment Refinement Appraisal Report in Appendix A. The alignment refinement of the preferred route shown in Appendix B is considered to be the most suitable option to take forward to public consultation, for the reasons given in paragraph 2.1.5 above.
- 5.4 The planning application process will provide an opportunity for further scrutiny by the decision-maker, and by third parties, of every stage of the options selection process and the consideration of alternatives throughout project development, including consideration of the environmental factors influencing the decisions made during that process as well as the environmental acceptability of the chosen route itself, including any mitigation and compensatory measures proposed.
- 5.5 The project has some significant risks to its delivery, which are set out in the project Risk Register and section 9 of this report. The final decision whether to grant planning and statutory orders consent by the decision makers will involve the drawing of a balance where the identified need and benefits of the project will be weighed against the environmental impacts.
- 5.6 An alternative approach to continuing the project to the programme as set out in section 2.2 above would be to stop a number of key activities such that some of the risks associated to the project (e.g. environmental mitigation, licencing approvals, world affairs and related inflationary implications) could be further investigated and discounted, closed or realised. Whilst this would reduce the initial project development expenditure in the forthcoming period, such an approach would need to be balanced against an inevitable longer delay to the overall delivery programme. This would definitely move the project into a later government spend review period and would very likely increase the project costs due to further inflation uplifts. This approach would bring significant uncertainty in terms of the potential to deliver the project, would undermine the potential to coordinate the construction works with the A47 improvement project, and would delay the realisation of the benefits the project brings, particularly for the existing communities.
- 5.7 A decision not to progress to planning application submission could be taken now, or prior to the planned submission (indicated as March 2023 in the programme section 2.2 above) which will result in the identified benefits as set out in this report and the June 2021 Cabinet report not being realised. The revenue implications of stopping the project are explained in section 6 of this report.

6. Financial Implications

- 6.1 Section 2.3 of this report provides an updated scheme budget following a review undertaken as part of the refinement of the route alignment. The overall budget allowance has increased to £251.1m (compared with the £198.4m included in the OBC as approved by Cabinet in June 2021). The reasons for the increase are explained in section 2.3 of this report.
- 6.2 The report to Cabinet in June 2021 included project cost details. This showed costs up to the end of 20/21 were £11.5m and projected costs for the 21/22 financial year were £12.3m. To the end of April 2022, the total project liability was projected to be £23.8m, including allowances for all property purchases completed and anticipated revenue generated from the sale of these properties. Not all of the projected 21/22 costs have occurred, and the profile shown in section 2.3 above shows an actual spend of £9.67m.
- 6.3 The latest project budget figures (in section 2.3) show the changes to the budget since the June 2021 Cabinet report. This provides an indication of the project costs anticipated year on year until completion of construction in 2026.

Implications on funding should the project not proceed to construction

- 6.4 There are risks to the project delivery that could result in it not proceeding to construction and thereby delivering a capital asset (see section 9 below). This could be due to a failure to secure statutory approvals or the failure to secure DfT funding. Should this happen the cost expended to develop the scheme to that point may need to be treated as revenue expenditure. As with all capital projects the authority takes on this risk of revenue expenditure implications where a project does not get delivered (ie where there is no capital asset delivered). Given the size of the County Council's capital programme it is not unusual for this risk to exist, and it has applied in the past to major projects such as the Broadland Northway and Great Yarmouth 3rd River Crossing. However, it does need to be considered fully when considering the risks associated with the NWL project, and potential mitigation should this revenue cost scenario occur.
- 6.5 The key budget decision milestones and anticipated forecast spend to that point are set out below:
- Stopping the project now would include previous year spend and current year spend and any commitments – estimated at £25.5m
 - At the submission of a planning application in Spring 2023 – £34.7m
 - At the Full Business Case (FBC) anticipated approval in Autumn 2024 - £45.7m.

Forecast	Jul-22	Mar-23	Nov-24
Design, Investigations, Surveys, Procurement, Supervision and other Client Costs through to Construction	24,077,418	32,802,802	40,897,417
Statutory Undertakers Works			
Land	1,399,096	1,833,266	4,745,243
Construction, Supervision and other Client Costs	70,289	70,289	70,289
Expenditure excluding risk	25,546,803	34,706,358	45,712,948
Risk allowance	588,625	2,458,606	7,471,572

Notes:

All figures derived from the revised forecast

Risk allowance figures above may not be incurred if the risks do not materialise

Acquisition of Low Farm in 2023/24

6.6 Generally capital schemes are funded by a mixture of grant and NCC contribution (either in the shape of Capital receipts or Borrowing). If NCC had to set aside separate revenue funding for each major project (or all capital projects until they were brought into service) to mitigate against potential write-off due to non-delivery, then it would not deliver such projects. To mitigate the risk on NWL the Executive Director of Finance and Commercial Services sits on the Project Board of major projects and also receives a full briefing on Finance/Delivery/Risk Management on a monthly basis to enable an informed opinion of the risk of non-delivery and the potential financial impact. Should the NWL not proceed to construction the hierarchy of how cost incurred to date would be funded would be as follows:

1. Review corporate centre revenue budgets to identify resources;
2. Review of ear-marked reserves to assess if their intended use is still required and if not reprioritise;
3. Instruct departments to work towards delivering in-year revenue savings where practicable;
4. The council has a General Fund Reserve that it sets aside for major financial shocks and any balance would need to be provided here;
5. If necessary replenish General Fund/Ear Marked reserves as part of the Medium Term Financial Strategy.

7. Resource Implications

7.1 Staff:

7.1.1 The project has a dedicated delivery team provided by the in-house Infrastructure Delivery Team, which is supported by WSP (the highways service term consultants), specialist legal advisors (including nplaw), and contract administration and cost specialists. Following the award of the contract, Ferrovial Construction have been appointed as the design and build contractor for the scheme.

7.2 Property:

7.2.1 None directly, but the identification of the preferred route in July 2019 opened up two lines of potential land acquisition for landowners affected by the NWL scheme, by virtue of owning land either on or adjacent to the route corridor. These are Blight, where land is required for the scheme itself, and discretionary purchase where no land is required.

7.2.2 Any land or properties acquired under either Blight Notice or Discretionary Purchase have to be managed by the Council during the period between acquisition and either their use for the Scheme or disposal through re-sale afterwards.

7.2.3 A Land Acquisition Audit Assurance Group was established for the NWL in 2019 in order to ensure the appropriate assurance and oversight of land related matters in regard to the scheme. The group comprises NCC Corporate Property and Finance and Commercial services teams alongside the Project Team and the land agents NPS acting on behalf of the Council. All decisions are presented to and made by the Project Board.

7.2.4 To date three parcels of land have been acquired, two via the acceptance of valid blight notices, and the other by agreement following discussions with the landowner. All purchases to date have been within the allowances made when setting the land acquisition budget.

7.2.5 As highlighted in the March 2022 Cabinet report a discretionary purchase request had been received. If approved, the alignment refinement of the preferred route will directly affect this property and it is anticipated that the discretionary purchase request will be withdrawn and replaced by a blight notice. If received this will be considered and, if accepted, the acquisition terms will likely be the subject of a future cabinet report.

7.2.6 The project is anticipating the potential need to acquire land by compulsory purchase order (CPO) and time has been allowed for this in the delivery programme. The case for CPO will be made as part of that process, however it is also important that the project has also tried where possible to acquire all necessary land by agreement. Accordingly, this report recommends that Cabinet agrees in principle to the Council's use of CPO powers and agrees to its taking the necessary preparatory steps towards making a CPO in parallel

with continuing to seek to acquire land for the scheme by agreement wherever possible.

7.3 IT:

7.3.1 None expected as a result of this report's recommendations.

8. Other Implications

8.1 Legal Implications:

8.1.1 There are no changes to the details as reported in June 2021.

8.2 Human Rights Implications:

8.2.1 There are no changes to the details as reported in June 2021.

8.3 Equality Impact Assessment (EqIA) (this must be included):

8.3.1 The EqIA is in the process of being updated ahead of the proposed pre-planning application consultation and once completed will be available to view should Members wish to do so.

8.4 Data Protection Impact Assessments (DPIA):

8.4.1 There are no changes to the details as reported in June 2021.

8.5 Health and Safety implications (where appropriate):

8.5.1 There are no changes to the details as reported in June 2021.

8.6 Sustainability implications (where appropriate):

8.6.1 Details of implications are included in section 3 of this report. There are no other changes to the details as reported in June 2021.

8.7 Any Other Implications:

8.7.1 The NWL project team continue to liaise with National Highways in relation to the A47 North Tuddenham to Easton project, which is due to receive a decision on the Development Consent Order by the Secretary of State in August 2022. This will enable construction of the A47 improvement to commence during 2023. The NWL project team are also continuing to liaise with the offshore energy providers regarding potential cable routes. At this time, assuming they are delivered, there are no anticipated impacts from those projects to the delivery of the NWL project.

9. Risk Implications / Assessment

9.1 The NWL project does face a range of risks, which were set out in the June 2021 Cabinet report. Section 5 above raises that the project has some significant risks to its delivery, and that the necessary approvals by the decision makers will involve the drawing of a balance where the identified need and benefits of the project will be weighed against the environmental impacts.

9.2 An update for the key risks is provided below:

- The June 2021 Cabinet report explained that the Design and Build contract is not for a fixed price and is subject to inflation and other price adjustments. The impact of war in Ukraine whilst the world supply chains recover from the Covid -19 crisis is resulting in unprecedented inflationary pressures as discussed in section 2.4.1 of this report;
- Other contract risks set out in the June 2021 Cabinet report such as budget events, compensation events and contract pain gain will remain present up to and during the construction stage;
- DfT funding towards the NWL is subject to final approvals of all statutory processes as set out in section 4.1.3. Until the Full Business Case approval is granted by DfT there is a risk that NCC would not be able to proceed to the construction phase;
- The A47 North Tuddenham to Easton improvement scheme being promoted by National Highways as a Development Consent Order (DCO) includes provision for improvements to the A47 Wood Lane junction and the NWL's future connection with that improved junction. The A47 DCO has completed the Examination in Public stage of the statutory process and is now awaiting a decision from the Secretary of State. Should the A47 DCO application be unsuccessful or is not brought forward for delivery it would not be possible to progress the NWL in its present form;
- Notwithstanding the work that has been undertaken by the project team to develop and incorporate suitable mitigation measures for known ecological species present in the area, Natural England (NE) may request changes to the proposed mitigation measures or not agree to a protected species licence due to the failure to meet the Favourable Conservation Status (FCS) test where NE require to be satisfied 'that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range' and/or the No Satisfactory Alternatives (NSA) and Purpose tests where all reasonable alternatives should be considered and discounted against the proposed solution. The Council as planning authority will need to consider the likelihood of a Licence being granted when determining whether or not to grant planning approval for the NWL;
- Similarly, further to the identification of ecological species present in the area, the project team will need to provide sufficient information (including in relation to the issues discussed in paragraph 2.1.6) to allow the Council as planning authority to have regard to its Regulation 9 duty under the Habitats Regulations and its duties under the Natural Environment and Rural Communities Act 2006 and be able to determine that the grant of planning approval would not put it in breach of those duties;
- The June 2021 Cabinet report explained that the planning application for the NWL will need to demonstrate that in bringing forward the NWL, the Council is compliant with national and local policy; it will also need to have regard to

any other material considerations relevant to the NWL scheme. The final decision for the decision maker will involve the drawing of a balance where the identified need and benefits of the project will be weighed against the environmental impacts;

- The June Cabinet report mentioned the carbon emission impacts resulting from the NWL. The current anticipated impacts forecast to arise during both the construction and operation of the NWL from work done to date are discussed in section 3.6 and 3.7 of this report;
- NCC is aware that Natural England (NE) are considering including an area south of the A1067 including part of the proposed route for the NWL on a shortlist for potential Site of Special Scientific Interest (SSSI) consideration due to the Barbastelle bat habitat it contains. A decision whether to shortlist by NE may be made in July 2022. Including this area on the shortlist is not a commitment by NE to designate a SSSI, only to investigate the site further. This further investigation could take many months if not years to complete. Until that is completed, the decision maker will continue to need to determine the extent to which impacts to bats will be a material consideration and the weight that needs to be applied to that consideration in light of Natural England's process taking place;
- Natural England has recently published guidance related to 'Nutrient Neutrality' for local planning authorities in Norfolk, and elsewhere nationally, to adopt a more rigorous approach to assess the effects of nutrient pollution where there is the potential to affect water quality resulting in adverse impacts on habitat sites, such the River Wensum SAC in Norfolk. The NWL would not cause increased nutrient pollution and the acquisition of land for the scheme is likely to reduce the extent of fertiliser run off from agricultural farmland compared to the baseline conditions. An assessment on the SAC and watercourse water quality will be undertaken through an assessment on the highways drainage design and in the Biodiversity and Air Quality assessments looking at nitrogen deposition from air quality changes on designated ecological sites. A full assessment in relation to this issue will be undertaken as part of the Environmental Statement and Habitat Regulations Assessment which will form part of the planning application submission for the NWL;
- There is a national skills shortage within the construction sector that is impacting on the availability of resources and the skills necessary to deliver the design and construction phases of projects. Whilst the County Council is well placed with inhouse resources as well as support from WSP, and has already established a construction design and delivery contractor team, there are risks that key staff could move to other jobs/projects and it could be difficult to replace them, or fee costs could increase to align with inflated salary costs.

10. Select Committee Comments

- 10.1 Not applicable, however the Project Team report regularly to the project Member Group.

11. Recommendations

- 1. Take account of the details presented in this report and approve the continued delivery of the NWL project.**
- 2. Following the above, delegate to the Executive Director of Community and Environmental Services in consultation with the Cabinet Member for Highways, Infrastructure & Transport, the authority to approve the details of an Addendum to the Outline Business Case, on the basis of the financial costs presented in this report, to be submitted to the Department for Transport (DfT), in order to secure up to c.£213.4m of government funding for the project for Norfolk.**
- 3. To acknowledge the revenue implications of the scheme, as outlined in paragraphs 6.4, 6.5 and 6.6 of this report, should the scheme not proceed.**
- 4. To recommend to the next available meeting of Full Council to include an increased amount of £52.7m in the future year forward capital programme (of which £7.9m is the increase in local contribution), based on the overall project budget being funded from £213.4m of DfT Grant and £37.7m local contribution, underwritten by the County Council (which would be funded through additional prudential borrowing if necessary).**
- 5. For the purpose of consultation to take forward the alignment refinement of the preferred route that is recommended in the Alignment Refinement Appraisal Report.**
- 6. To reapprove the commencement of the non-statutory pre-planning application consultation for the NWL project on the basis of that alignment, and to approve the details of the consultation as described by the updated Pre-application Consultation Plan included in Appendix D to this report (noting that the summary of the results of this consultation and the completion of the necessary assessment work, including consideration of alternatives in the Environmental Statement, will be reported to a future Cabinet meeting where approval will be sought to submit a planning application for the finalised scheme).**
- 7. To reaffirm authorisation granted to the Executive Director of Community and Environmental Services to take all appropriate actions necessary for the purpose of negotiating the terms and conditions to acquire by agreement (in advance of the compulsory purchase order) the land and new rights over land which are needed to allow the construction, operation and maintenance of the NWL project.**
- 8. To reaffirm agreement to acquire land required for the delivery of the NWL project by negotiated agreement and if this is not achievable in the timescales required, to agree in principle to the Council's use of compulsory purchase powers, and for authority to be delegated to the Executive Director of Community and Environmental Services to proceed with preparatory work (including land referencing and**

requisitions for information) to facilitate the drafting of, and all necessary steps to prepare for the making, publication and submission to the DfT for confirmation, of a compulsory purchase order (CPO) in support of the NWL project (noting that a further Cabinet resolution will be sought in due course, to authorise the making, publication and submission of the CPO and confirming the final details therein).

9. To reaffirm agreement in principle to the Council's making of a side roads order (SRO) under the Highways Act 1980 to authorise works necessary in connection with the delivery of the NWL project, and to the subsequent making, publication and submission of the SRO to DfT for confirmation, and for authority to be delegated to the Executive Director of Community and Environmental Services to proceed with preparatory work to facilitate the drafting of, and all necessary steps to prepare for the making, publication and submission of the SRO to the DfT for confirmation (noting that a further Cabinet resolution will be sought in due course, to authorise the making, publication and submission of the SRO and confirming the final details therein).

12. Background Papers

12.1 Links to previous committee papers:

- Scrutiny Committee 23 March 2022 – Follow this [link](#)
- Cabinet 7 March 2022 – Follow this [link](#)
- Scrutiny Committee 20 October 2021 – Follow this [link](#)
- Scrutiny Committee 23 June 2021 – Follow this [link](#)
- Cabinet 7 June 2021 – Follow this [link](#)
- Council Meeting 7 June 2021 – Follow this [link](#)
- Cabinet 3 February 2020 – Follow this [link](#)
- Cabinet 15 July 2019 Follow this [link](#)
- EDT Committee 8 March 2019 – Follow this [link](#)
- EDT Committee 09 November 2018 – Follow this [link](#)
- EDT Committee 12 October 2018 – Follow this [link](#)
- EDT Committee 20 October 2017 – Follow this [link](#) (Reports tab)
- EDT Committee 15 September 2017 – Follow this [link](#)
- Business and Property Committee 08 September 2017 – Follow this [link](#)
- Council Meeting 12 December 2016 - Follow this [link](#)
- EDT Committee 08 July 2016 – Follow this [link](#)
- EDT Committee 18 September 2014 – Follow this [link](#)

12.2 Link to National Highways (formerly Highways England) Information:

- A47 North Tuddenham to Easton Improvement Scheme via this [link](#)
- DCO application for A47 North Tuddenham to Easton Improvement Scheme via this [link](#)

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APPENDIX A to the cabinet report

Norwich Western Link

Document NCC/NWL/ARAR/001: Alignment Refinement Appraisal Report

Author: Norfolk County Council and WSP
Document Reference: NCC/NWL/ARAR/001
Version Number: 1.0
Date: 17/06/2022



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11 Appendices

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11.2 Appendix B: Drawing 70061370-09-25b-0001 and Drawing NCCT41793-03-C-16

11.3 Appendix C: Alignment Refinement Options Drawing (1-7)

11.4 Appendix D: Environment and Ecology detailed review tables



1 SCHEME INTRODUCTION

1.1 SCHEME OVERVIEW

The Norwich Western Link Road (NWL) is a highway scheme linking the A1270 Broadland Northway from its junction with the A1067 Fakenham Road to the A47 trunk road near Honingham.

The proposed scheme will comprise the following:

- Dualling the A1067 Fakenham Road westwards from its existing junction with the A1270 to a new roundabout located approximately 400m to the northwest.
- Construction of a new roundabout.
- Constructing a dual carriageway link from the new roundabout to a new junction with the A47 near Honingham.

The Scheme would cross the River Wensum and its flood plain by means of a viaduct. In addition, up to six other structures are proposed to cross minor roads and to provide habitat connectivity. The Scheme will include ancillary works such as provision for non-motorised users, necessary realignment of the local road network, including the stopping up of some minor roads, and the provision of environmental mitigation measures.

As part of a separate highways scheme, National Highways is proposing proposes to realign and dual the A47, from the existing roundabout at Easton to join the existing dual carriageway section at North Tuddenham. This scheme is presently the subject of an application for a Development Consent Order. It is expected that National Highways will construct the Honingham junction, and the Norwich Western Link will connect to the north-eastern side of that junction.

1.2 SCHEME OBJECTIVES

A range of objectives for NWL have been developed to align with high level objectives presented in national, regional, and local transport and environmental policy. Further specific objectives were developed to support high level objectives and respond to local challenges identified.

High level and specific objectives have been used to assess the suitability of NWL scheme options through the Option Appraisal Report (OAR) and Option Selection Report (OSR). At the Outline Business Case (OBC) stage of the scheme the high level and specific objectives were refined and approved by Norfolk County Council (NCC) Cabinet on 3 February 2020. These objectives are listed below.



High Level Objectives

- H1 Support sustainable economic growth
- H2 Improve the quality of life for local communities
- H3 Promote an improved environment
- H4 Improve strategic connectivity with the national road network

Specific Objectives

- S1 Improve connectivity and journey times on key routes within the Greater Norwich area.
- S2 Reduce the impacts of traffic on people and places within the Western area of Greater Norwich
- S3 Encourage and support walking, cycling and public transport use in Greater Norwich
- S4 Improve safety on and near the road network, especially for pedestrians and cyclists
- S5 Protect the natural and built environment, including the integrity of the River Wensum Special Area of Conservation (SAC)
- S6 Improve accessibility to key sites in Greater Norwich

1.3 SCHEME MILESTONES

In 2016 the NWL scheme was made a priority infrastructure project by NCC. From 2016 to December 2021 the following project milestones have occurred:

- **2018:** Public consultation on transport issues west of Norwich
- **2018/9:** Development of, and public consultation on, a shortlist of route options for the NWL
- **2019:** Preferred Route for the NWL agreed by NCC cabinet and project made a regional priority by Transport East
- **2020:** Strategic Outline Business Case for preferred route approved by Department for Transport (DfT)
- **2020:** Public consultation on local access completed
- **2020:** Environmental Impact Assessment Scoping Request
- **2021:** Outline Business Case for preferred route submitted to DfT



2 PREFERRED ROUTE

2.1 DEVELOPMENT OF OPTIONS

An extensive study was initially undertaken, examining possible interventions on the highway network to the west of Norwich which are recorded in the Norwich Western Link Road Option Assessment Report that was published in July 2019.

This study considered a wide range of interventions across all transport modes throughout the study area which comprised the land between the A46 and A1067 to the west of Norwich. A range of 82 options was generated which included a range of travel modes, approaches, and scales of option as a potential means of addressing the issues in the study area. This list included both infrastructure and non-infrastructure interventions and improvements.

The 82 options were sifted and assessed against the (then) Scheme Objectives and a series of environmental criteria.

The sifting process concluded that whilst initiatives to encourage greater use of more sustainable modes of travel are an integral part of the overall approach, such initiatives on their own could not realistically be expected to address the transport issues arising to the west of Norwich and that only a road-based intervention had the ability to cater for the full range of vehicular journeys passing through the area.

As such, six road-based options were identified based on the analysis of the shortlisted options.

2.2 OPTIONS SELECTION PROCESS

In July 2019 the NCC Cabinet decided on the preferred route for the NWL scheme. The decision making was informed by both the OSR and the accompanying report for the scheme, which considered the following shortlisted route options:

- **Route Option A:** Runs from the A47 at its junction with Wood Lane and Berrys Lane to the A1067 Fakenham Road, at its junction with Porters Lane and the B1535 to the south
- **Route Option B East:** Runs from the A47 at its junction with Wood Lane and Berrys Lane to the A1067 connecting to a new junction to the east of the existing junction connecting the A1067 to A1270
- **Route Option B West:** Runs from the A47 at its junction with Wood Lane and Berrys Lane to the A1067 connecting to a new junction near Attlebridge
- **Route Option C:** Runs from the A47 at its junction with Wood Lane and Berrys Lane to the A1067 Fakenham Road to the west of its junction with the A1270



- **Route Option D East:** Runs from the A47 to the east of its junction with Taverham Road to the A1067 Fakenham Road, at its junction with Porters Lane and the B1535 to the south
- **Route Option D West:** Runs from the A47 at its junction with Taverham Road to the A1067 Fakenham Road to the west of its junction with the A1270

The shortlisted options for considered at OSR stage are presented in Figure 1 below:



Figure 1: NWL OSR Stage shortlisted options

Within the OSR each option was assessed against the strategic and local objectives using the below criteria:

Engineering: An assessment of each shortlisted option in respect of land constraints, utilities interface, topography, tie in with the A47, departures from DMRB standards, drainage design and structural requirements.

Cost: A total project cost was estimated for each option combining an estimate for base construction cost and a quantitative risk value for each option (due to the full scope of mitigations being unknown).



Traffic And Economic Assessment: Traffic modelling was undertaken using the 2015 NATS model to assess the impact of proposed infrastructure associated with each of the shortlisted options. At the time of the OSR stage, the modelling was considered to be suitable for relative comparison of options, to inform the selection of a preferred option. DfT WebTAG methodology was used to inform an economic appraisal with an adjusted benefit cost ratio (BCR) calculated for each shortlisted option to determine the respective value for money. The traffic modelling was also used to inform the environmental appraisal for noise, air quality and greenhouse gases.

Environment (including Biodiversity): An assessment of the noise, greenhouse gas, historic environment, water environment, geology & soils, landscape, air quality and biodiversity impacts of each option. The OSR assessment was carried out in accordance with TAG Unit A3 (December 2015) and was a desk-based appraisal supported by some site survey. Known statutory designated environmental constraints at the time of the OSR had also been taken into account in the route development process. The constraints map used to inform assessment is included within Appendix A.

Feedback from public consultation on shortlisted options: Two rounds of consultation were undertaken presenting the shortlisted options to members of the public, affected landowners and key stakeholders. An analysis of questionnaire responses and more detailed narrative on responses from stakeholders was completed to determine the level of support for each of the shortlisted options.

A summary of the performance of the route options at option selection stage (July 2019) against these criteria is set out below.

2.3 PREFERRED ROUTE SELECTION

Engineering: In order to understand the engineering requirements, preliminary design of each option was undertaken which followed the design guidance in the DMRB applicable to roads of this nature. This involved an assessment of the Schemes against nine separate criteria:

- Horizontal alignment, land use and constraints - how far each route avoids impact
- Junctions and links – requirement and challenge of these
- Topography and profile – challenge of terrain / requirement for large embankment and cuttings
- Structures / bridges – complexity and number required
- Drainage – drainage strategy requirements



- Public utilities interaction – impacts on utilities with consideration of complexity and challenge of these
- Junctions with A47 dualling scheme – ease of accommodation within current known Highways England proposals
- Departures from standards – how physical constraints may affect design acceptability
- Buildability – complexity of construction including online / offline works, with each option being ranked for performance.

Route Option C ranked as the best performing option in six of the nine criteria, and the second best performing in a further two. It was ranked as the best performing route option from an engineering perspective. The second ranked scheme was B-East, which did not perform as well under the assessment due to a poorer fit with existing topography (potential increase in volume of earthworks), the need to dual a greater length of the A1067 carriageway and possible departures from DMRB standards in respect of the design of the scheme.

Option A performed poorly in respect of impact on existing land use, interface with utilities, buildability, and the need for the introduction of new or amendment of existing junctions. Option B West performed poorly due to the number of new structures/amendments to existing structures required, possible departures from standard and impact on land use. Both variants of option D ranked lowest for engineering criteria due to complexity of the junction tie in requirements with the A47, a poor fit with existing topography (potential increase in volume of earthworks), the greatest number of new/amendment to existing structures and being the most complex to construct (with the inclusion of an additional viaduct over the River Tud).

Cost: Option C was estimated as the third most expensive scheme. Option A was the least expensive option due to the utilisation of an existing highway link and a single carriageway solution. Option B West was the second least expensive option with no requirement to construct a new viaduct across the River Wensum. Option B East was estimated to be slightly more expensive than Option C due to the requirement to upgrade a greater length of the A1067 from single to dual carriageway. Both variants of option D were the most expensive, linked to the overall complexity of construction and tie in with the A47, the number of new structures and earthworks requirements.

Biodiversity: The impact of each of the shortlisted options on biodiversity was presented in the OSR using the table presented in Figure 2 (Table 5.3.3 in the OSR). The biodiversity assessment considered the likely impact on the River Wensum (SAC), barbastelle bats, other statutory designations, non-statutory designations, habitats, and other species. A constraints plan was used to inform the option selection process that included available baseline information for these features. Whilst the table items were not scored or weighted, likely impacts upon the SAC



were influential in the decision-making process given the legal protection afforded to this internationally designated site.

As per Table 8.2 of the OSR, Options C and both variants of Option D were assessed to be the best performing, being identified as having a 'large adverse' impact on biodiversity and ecological features, compared to Option B and Option A, which were assessed to have a 'very large adverse' impact on biodiversity and ecological features.

Environment: Option A was considered likely to result in the lowest number of adverse noise impacts. Option C and Option B East were considered to offer the best balance in terms of adverse noise impacts and scheme benefits. Option B West and Option D were likely to provide the least desirable balance.

Option B East, Option C and Option D (both variants) were assessed to have a moderate adverse impact on the historic environment. Options B West and A were assessed as having a large adverse impact on the historic environment.

Option A was assessed to have a minor benefit on local air quality. Option B (both variants) and Option C were considered to have a negative impact on local air quality in the long-term. Option D (both variants) resulted in the worst negative local air quality impact.

The assessment of greenhouse gas emissions for each option showed that Option A led to a net benefit in terms of emissions of greenhouse gases. The other options led to a dis-benefit of various levels. Option B West has the smallest dis-benefit. Option B East and Option C performed similarly (Option B East performed slightly worse than Option C). The variants of Option D led to the greatest emission of CO₂ emissions. This was undertaken in line with TAG Unit A3.4 (31 May 2019) methodology which assesses the impact of the options as a result traffic in operation. The assessment does not include consideration of the embedded carbon from construction.

Options A and B West were assessed as having a minor adverse impact on the water environment. Option B East, Option C and Option D (both variants) were assessed to have a moderate adverse impact on the water environment.



Ecological Feature	A	B (Western variant)	B (Eastern variant)	C	D (Both variants)	Route with biggest impact
River Wensum SAC	Blue	Red	Orange	Yellow	Orange	B (Western variant)
Barbastelle bats	Red	Red	Red	Yellow	Orange	A and B
Site of Special Scientific Interest (SSSI)	Blue	Red	Orange	Yellow	Orange	B (Western variant)
Ancient woodland – direct and indirect – approx. within 200m	Blue	Grey	Grey	Blue	Orange	D
Habitat of Principal Importance (HPI)	Blue	Orange	Orange	Red	Red	C and D
Woodland	Blue	Orange	Orange	Red	Red	C and D
County Wildlife Sites	Blue	Blue	Orange	Yellow	Red	D
Watercourses (excluding the River Wensum)	Yellow	Blue	Orange	Yellow	Red	D
Habitat fragmentation	Blue	Orange	Orange	Yellow	Red	D
Pond loss	Red	Orange	Orange	Grey	Grey	A
Reduction in HPI quality	Blue	Orange	Orange	Yellow	Red	D
Number of hedgerows dissected	Yellow	Orange	Orange	Yellow	Orange	B (Western variant)

Key	Likely Impacts
Red	Major
Orange	Moderate
Blue	Minor
Grey	Not applicable

Figure 2: OSR Table 5.33 July 2019 Version. Containing assessment of impacts upon biodiversity features.

Traffic And Economic Assessment: As part of the OSR, predicted traffic flow, journey time, and accident changes were analysed, and generally, all routes generated the most journey time savings for local roads nearest to them. Page 3 of the OSR confirms that Route Option C was modelled to attract the most NWL traffic,



catering for about 31,700 journeys per day, and Option A attracting the least NWL traffic.

This assessment showed the Options C, B East and B West represented high value for money schemes, with Option C having the highest benefit cost ratio. Both variants of Option D represented medium value for money and Option A low value for money

Public Consultation: Two rounds of public consultation from members of the public and a range of stakeholders were undertaken as part of the option selection process and recorded in the OSR Figure 7.7 of the OSR details the level of support for each of the shortlisted options. Option D was the most supported option and Option C was the second most supported option. Option B and Option A received significantly less support compared to Options C and D

2.4 Conclusion of the Preferred Route Selection process

The Option Selection Process was reported to Norfolk County Council Cabinet Meeting in July 2019¹. The Committee Report concluded (at Paragraph 4.4.7) that: ‘it is recommended that Option C is taken forward as the Preferred Route as this offers a solution which offers good value for money, is publicly acceptable, limits environmental impacts and is the least challenging option to deliver from an engineering and risk perspective.’

This recommended Route Option C be adopted as the preferred route option, as presented in Figure 3 below.

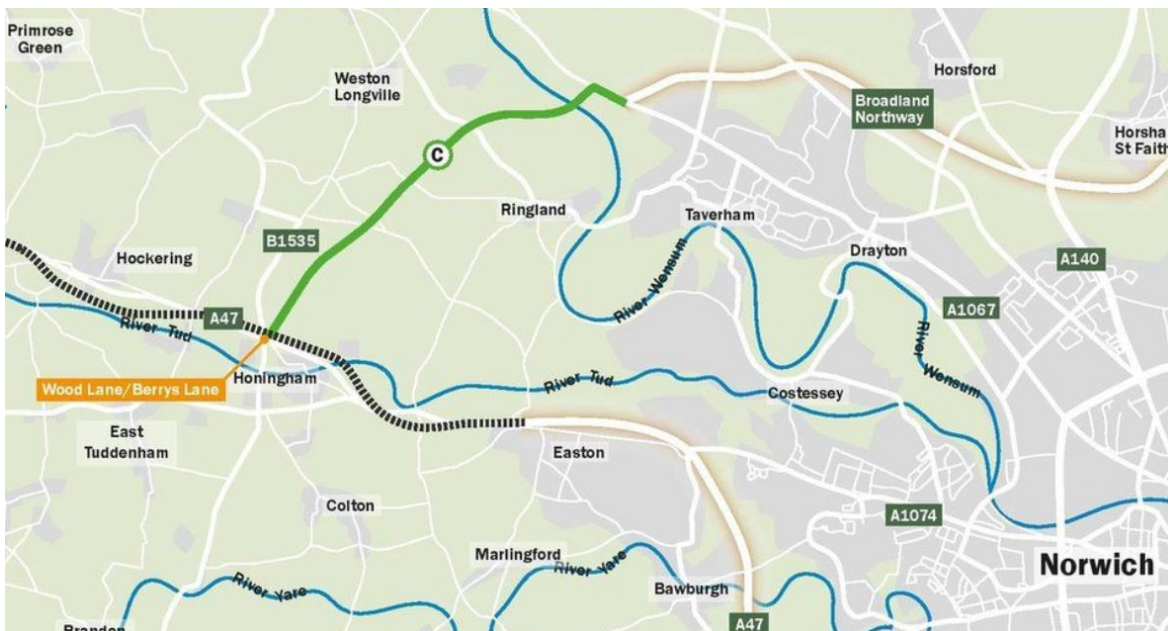


Figure 3: Plan of NWL preferred route (Option C)



3 NWL SCHEME PROGRESS SINCE PREFERRED OPTION SELECTION: ECOLOGICAL SURVEYS

Since July 2019 continued progress has been made on the development of the design for the preferred route. To inform this exercise, and in accordance with guidance, a series of ecological species surveys have been undertaken. This included surveys for bats between 2019-2021 as detailed below.

3.1 BAT SURVEY METHODS 2019-2021

Table 1 presents a summary of baseline bat surveys undertaken for the Scheme between 2019 and 2021.

Surveys in 2019 focused on the preferred route alignment for NWL, as known at the time of the surveys. The scope of these initial surveys was informed by the first commissioned initial ecological surveys (Phase 1 Habitat Survey), in late 2018.

In 2020, Radio-tracking surveys were planned to occur during August 2020. However, these were cancelled due to active protests that disrupted these surveys. Therefore, additional survey effort was deployed through dusk and dawn back-tracking methods, which were conducted in order to maximise the information gained over the 2020 activity period and compensate for the missing radiotracking. These surveys were based on a confirmed Scheme Boundary that had been subject to revisions since 2019.

In 2021, a full suite of radiotracking surveys was completed. Trapping surveys were undertaken at eight locations for three nights in May and four nights in both June and August.



Table 1: Summary of baseline bat surveys completed between 2019 and 2021

Year	Bat Baseline Surveys
2019	<ul style="list-style-type: none"> • Preliminary Bat Roost Assessments (PBRA); • Ground- Level Tree Assessments (GLTA); • Activity surveys / static detector surveys; • Single radiotracking survey May 2019 (not covering Northern Woodlands); and • Hibernation surveys.
2020	<ul style="list-style-type: none"> • Updated PBRA; • Updated GLTA; • Presence / absence roost surveys; • Activity surveys / static detector surveys; • Vantage point surveys; and • Back tracking surveys.
2021	<ul style="list-style-type: none"> • Winter activity / static detector surveys; • Bat activity / static detector surveys; • Vantage point surveys (later including work on Northern Distributor Road (NDR) crossings to inform mitigation); • Further gap- filling roost presence / absence surveys; and • Radiotracking.

3.2 BAT SURVEY RESULTS 2019-2021

Data gathered between 2019 and 2021 enables a comprehensive assessment of baseline conditions with respect to the local bat population. Results are reported in full in the suite of baseline survey reports, and key information relating to barbastelle bat activity and the route selection process is outlined below.

In 2019 and 2020, barbastelle bat activity was consistently high within Rose Carr and The Nursery between July to September (more than 25 passes per night in all three months). These locations are presented on Drawing 70061370-09-25b-0001 within Appendix B.

This indicated regular use of the woodland habitat, likely to be associated with nearby roost locations although no barbastelle bat roosts were identified within the Northern Woodlands. Existing third-party data confirmed barbastelle bat roost locations beyond the Scheme, to the east (Morton), north (Felthorpe) and south-east (Gravelpit Plantation). One new barbastelle bat roost location was confirmed through a climbing inspection of a tree located to the south of the Broadway.

In 2021, 22 barbastelles were tagged and tracked in May, June, and August to establish day roost locations, core and peripheral foraging areas and flight lines between roosts and foraging areas. A total of 28 barbastelle roosts were identified through these surveys. This included a barbastelle bat roost associated with the Primrose Grove maternity colony located within the boundary of the Preferred Route at Rose Carr.



The satellite roost on the south eastern edge of Rose Carr was used by two barbastelle bats originally tagged in Primrose Grove (bats 5 and 6, see WSP UK Ltd, 2022b), and known to use other roost sites in this location. An emergence survey confirmed a total of 18 barbastelle bats to be present on 15 June 2021. Further surveys on 23 June, 16 July, 21 July and 4 August 2021 did not record any bats emerging.

Drawing NCCT41793-03-C-16 within Appendix B that shows the distribution of this roost alongside additional barbastelle bat roosts outside the boundary of the Scheme. The drawing also indicates core and peripheral barbastelle foraging areas as determined through radiotracking work in 2021.

Vantage point surveys in 2020 and 2021 recorded barbastelle bats commuting between Primrose Grove and Rose Carr consistent with back-tracking observations from 2020 and the distribution of roosts used by the Primrose Grove barbastelle colony recorded through radio-tracking surveys in 2021.

3.3 IMPLICATIONS OF BAT SURVEY FINDINGS ON NWL PREFERRED ROUTE

Bats and their roosts are afforded strict legal protection, pursuant to the Habitats Directive and the Conservation of Habitats and Species Regulations 2017. These Regulations require that activities which would lead to the capture, injury, killing, disturbance of bats or the damage or destruction of a breeding site or resting place can only be taken forward if a licence is granted by Natural England.

Such a licence is subject to a number of legal tests, including the requirement that there must be no satisfactory alternative that will cause less harm to the species, and that the activity must not harm the long-term conservation status of the species; and will normally only be granted if some form of mitigation measures are agreed to be put in place.

This is important in the context of:

- NCC's duties under Regulation 9 of those Regulations (to exercise its functions so as to secure compliance with the Habitats Directive);
- its duties under section 40 of the Natural Environment and Rural Communities Act 2006 (in exercising its functions to have regard to the purpose of conserving biodiversity);
- Furthermore Natural England's standing advice (which the Government has indicated should be considered as a material planning consideration) requires local planning authorities (LPAs) to:
 - *make sure any mitigation or compensation conditions...[imposed]...do not conflict with the requirements of a bat mitigation licence*



- *be confident that Natural England will issue a licence; and*
- case law which indicates that planning authorities do not need to decide whether a licence would be issued and that the tests for issuing one have been met; but do need to reach a view on whether or not planning application proposals would be likely to both offend article 12(1) of the Habitats Directive and be unlikely to be licensed, based on the statements of Natural England.

A proposal must satisfy legal tests including the requirement that there must be no satisfactory alternative that will cause less harm to the species, and that the activity must not harm the long-term conservation status of the species. At the time of the OSR (2019), and selection of the preferred route, the presence of a barbastelle roost within the Preferred Route was not known.

The identification of the roost within Rose Carr, within the footprint of the Preferred Route, means that the licencing tests must be revisited for the Scheme, and, in light of the overall legal and planning context, alternative options reconsidered to be certain that there is no satisfactory alternative that will cause less harm to the species.

4 ALIGNMENT REFINEMENT EXERCISE

Due to the implications of the ecological survey findings (report Section 3.3) an alignment refinement exercise was undertaken on the Preferred Route (as presented in report Section 2) between Ringland Lane and the junction between the proposed NWL link /A1067.

A phased approach was taken to develop and assess options to refine the alignment of the Preferred Route between Ringland Lane and the junction between the NWL /A1067.

Firstly, seven refinement options were developed taking account of the following constraints:

- The requirement to avoid the barbastelle bat roost at Rose Carr (as detailed in report Section 3.2)
- The River Wensum SAC
- The River Wensum as a Water Framework Directive Waterbody
- The location of ancient woodland (identified through the Ancient Woodland Inventory)
- Further biodiversity constraints linking to Figure 1 of the report



- The historic environment, in particular the Barn 50m north of Low Farmhouse (Grade II Listed structure)
- Residential property locations

The seven options developed are presented in drawing format with Appendix C of this report.

The impact of the seven-refinement options accounting for the aforementioned constraints were assessed with results presented in Sections 5.0 to 7.0 of this report.

Further assessment on the refinement options was undertaken as follows:

An assessment of further environmental impacts undertaken at a same level as the impact assessments undertaken at the option selection stage of the scheme, but with an increased understanding of the ecological baseline.

An assessment of the change in total project cost of the refinement options

As assessment of the engineering viability of the refinement options

The results of the above assessments were used to determine the most suitable alignment refinement of the Preferred Route.

5 ECOLOGICAL ASSESSMENT: BAT MITIGATION

- With respect to barbastelle bats, all options remove direct impacts upon the Rose Carr roost. Furthermore:
- Options 1-5: Avoid direct impacts upon barbastelle bat roosts located in Rose Carr and Primrose Grove (For location refer Drawing 70061370-09-25b-0001 within Appendix B) . These options, particularly Options 4 and 5, also result in an overall reduction in woodland (and roost resource 1) loss. The woodland directly affected is largely within the area covered by previous bat surveys, meaning impacts upon bats can be reasonably quantified. These options would, however, sever The Nursery woodland that lies between Primrose Grove and Rose Carr. This woodland represents a north-south barbastelle commuting route and will require focussed mitigation to avoid habitat fragmentation. The aim of mitigation will be to maintain habitat connectivity, for example through retention of tree cover and supplementary planting to facilitate bat movement between retained woodland either side of the alignment or installation of a green bridge with associated landscaping.
- Options 6 and 7: Avoid direct impacts upon barbastelle roosts located in Rose Carr and Primrose Grove and retain habitat connectivity between these two



areas. These do, however, require greater woodland loss than Options 1-5, particularly Options 4 and 5, and the impacts of this loss upon bats are unquantified because the revised route alignment extends beyond the current survey area. For Options 6 and 7, mitigation to ensure habitat connectivity would likely include a green bridge or underpass through Spring Hills, and a viaduct above the woodland belt to the north adjacent to the floodplain. There is the potential for Options 6 and 7 to lead to notable fragmentation of the roost resource across the wider landscape, and to result in a considerable barrier between known roosts at the Dinosaur Park and the Northern Woodlands (For location refer Drawing 70061370-09-25b-0001 within Appendix B).

At this stage, it is assumed that mitigation to maintain habitat connectivity is feasible as this is consistent with the earlier options appraisal. Although the roost resource associated with woodland affected by Options 6 and 7 is unquantified (due to these options lying largely beyond the extent of baseline surveys completed), it is reasonable to expect a similar level of resource to other woodland areas for which survey data is held. As such, Options 1-5 are preferred at this stage of the evaluation given the reduced loss of woodland extent and associated impacts upon barbastelle bat roost resource. Options 1-5 (particularly Options 4 and 5) would also reduce impacts on badger, breeding birds and Habitats of Principal Importance as noted below. Considering Options 1-5, Options 1-3 require a level of woodland loss at the northern extreme of Primrose Grove. While there are no known roosts here based on existing data, there would still be a loss of roost resource. This leaves Options 4 and 5 as the favoured alternatives for bats alone.

6 ECOLOGICAL ASSESSMENT

The seven options were assessed against other ecological factors as follows:

- Habitats;
- Designated sites;
- Badger;
- Water Vole & Otter;
- Desmoulin's Whorl Snail; and
- Birds

A summary tabular review of these outcomes is provided in Appendix D. A summary of assessment is provided under the relevant sub heading below.



6.1 HABITATS

All seven options avoid the loss of Habitat of Principal Importance (HPI) at Rose Carr. Options 1-4 would impact a field edge strip lowland meadow HPI to the east of Rose Carr. This habitat is however recently planted and is considered unlikely to qualify as 'irreplaceable' habitat. Options 1 to 4 would also impact HPI hedgerow noting that the hedgerow is not classified as Important under Hedgerow Regulations 1997.

Option 5 will lead to the severance of additional hedgerows to the east of the preferred alignment. A wider viaduct associated with Option 5 also has the potential to provide additional impacts on floodplain habitats associated with the River Wensum.

Options 6 and 7 will lead to loss of woodland habitat within Spring Hills and wet woodland to the north-west of Rose Carr. Whilst no National Vegetation Classification (NVC) surveys have been undertaken in these areas, it is considered likely that HPI (and irreplaceable) habitats are represented.

6.2 DESIGNATED SITES

Options 1-4 will have broadly equivalent effects on the River Wensum SAC. While the crossing locations for these four options will involve small differences, it is anticipated that the habitat potentially impacted will be consistent and therefore a moderate impact applies for each of the options. Options 1-4 will however avoid any loss of habitat at Spring Hills County Wildlife Site (CWS). However, Options 1-3 will involve a small element of direct habitat loss at the northern extent of Primrose Grove CWS (which is also designated as Ancient Woodland). Option 4 would not result in any loss of Primrose Grove CWS although it will be immediately adjacent to the site. Option 5 will involve a small element of loss of habitat at Spring Hills CWS and also with a wider viaduct that would have a greater potential for shading effects on the River Wensum SAC.

Options 6 and 7 will involve a greater loss of habitat at Spring Hills CWS and River Wensum Pastures CWS.

6.3 BADGER

Options 1-7 all avoid the loss of any known main setts and therefore the requirement for appropriate mitigation through the provision of a replacement sett will not be required.

There is however limited available baseline survey data from Spring Hills; however, it is considered likely that Options 6 and 7 will impact main and subsidiary setts at this location.

6.4 OTTER AND WATER VOLE

Options 1-4 will lead to broadly equivalent impacts on Water vole through the crossing of the same watercourses (including the River Wensum) albeit in slightly



different locations. No Otter holts have been located in and baseline surveys and this finding applies to Options 1-4.

Option 5 avoids Watercourse 7, which supports a low-density population of water voles though does cross additional watercourses not covered in previous surveys.

Options 6 and 7 cross watercourses in the Wensum floodplain which while no survey data is currently held for these locations, are likely to support Water Vole.

6.5 DESMOULIN'S WHORL SNAIL

Options 1-5 avoid one of the Desmoulins Whorl Snail locations recorded in baseline surveys, so that this location can be maintained for this species without compensation. With Option 5 limited data is however available for the area of floodplain impacted.

The route of Option 6 does not overlap with known locations of this species in contrast to Option 7 which has the potential to impact known densities.

6.6 BIRDS

For Options 1-5, the absence of woodland loss at Rose Carr will maintain the territories of breeding birds at that area including Red List species such as Song Thrush.

Options 6 and 7 will also avoid loss of woodland breeding bird habitat at Rose Carr, but they will result in equivalent direct impacts on the breeding bird community at Spring Hills.

7 ENVIRONMENT ASSESSMENT

The seven options presented have been assessed against the environmental topics to see how each performed for each environmental topic area. The finding of this review is presented in summary tabular format in Appendix D. A summary of assessment is provided under the relevant subheadings below.

7.1 CULTURAL HERITAGE

7.1.1 Built Heritage

Option 1 to 4 bring the road into the immediate setting of the Grade II listed Barn 50m northwest of Low Farmhouse, increasing overall impact to the asset, potentially resulting in substantial harm in National Planning Policy Framework (NPPF) terms and major adverse effects. Option 5 is aligned further away from the Low Farm Listed Building. This would still impact on the setting of the barn by introducing a new built form in its wider rural landscape but to a lesser degree than Option 1 to 4. Options 6 & 7 have the least overall impact to the Grade II listed Barn 50m northwest



of Low Farm House, though will have some potential impact on the woodland associated with Morton Hall Estate, though it is considered any impact would cause less than substantial harm.

This assessment has been carried out and at this stage no mitigation has been brought forward for the Grade II listed barn. Detailed assessment and consideration of mitigation options will follow in later stages.

7.1.2 Archaeology

Based on current understanding Options 1 to 4 cross through land parcels where prehistoric activity has been recorded during previous archaeological investigations; these options would likely result in a moderate adverse effect on known non-designated heritage assets. Option 5 would cross through an area of known non-eased the impact on one known non-designated heritage asset (World designated multi-period cropmarks likely resulting in a moderate adverse. Both Option 6 and 7 will cross through the former World War Two accommodation and training at Morton Hall likely resulting in a moderate adverse effect. All of the above effects are prior to the implementation of an approved mitigation strategy. The strategy proposed will aim to offset the adverse effects to negligible.

There is also the potential for all seven options to impact upon currently unrecorded buried archaeological assets. Archaeological evaluation, in the form of trial trenching of the preferred Option, would be required to determine the nature, survival, extent and significance of any archaeological remains present and to inform an appropriate archaeological mitigation strategy where required. The option with the greatest land take/ground disturbance would have the potential to result in a more extensive impact upon possible buried archaeological assets.

7.2 ARBOCULTURE

7.2.1 Ancient/Veteran Trees

The viaduct, associated with all options, impacts a veteran tree within the floodplain of the river Wensum. The impact on the veteran tree within the floodplain will be fully assessed as part of the environment statement with a compensation strategy recommended. Within the section of scheme where alignment refinement options are being considered, none of the 7 options impact any other veteran trees.

7.2.2 Ancient Woodland

Options 1 to 3 directly impact part of an ancient woodland by passing through it. Option 4 and 5 pass close to the ancient woodland but maintain a buffer distance from it. Options 1 to 3 impact on the ancient woodland to a greater degree as they directly require loss of woodland and/or impact on the root protection area. Option 4 and 5 are slightly further back and with engineering solutions could maintain a minimum 15m buffer from the woodland edge through design, for example through



the use of retaining walls to minimise footprint. Options 4 and 5 would meet Natural England/Forestry commission standing advice on minimum buffer distances to ancient woodland. Options 6 & 7 avoid ancient woodland in the Ancient Woodland inventory.

The impact of the alignment refinement options on Ancient Woodland in respect to air quality are detailed within section 7.7 of this report.

7.3 WATER ENVIRONMENT

Option 1 to 4 have shorter viaduct routes across the floodplain requiring less infrastructure, in particular fewer piers. The piers are perpendicular to the flow direction reducing impacts on flows and velocities. In addition, the viaduct crosses the Wensum on a straight rather than sinuous reach simplifying the flow regime beneath the viaduct.

Option 5 requires a large, curved viaduct that would increase the amount of infrastructure in the floodplain and increases the potential operational shading impact on the channel and floodplain, with increased risk of losing shade intolerant macrophytes within the SAC.

Options 6 & 7 have a large encroachment into the floodplain with a longer viaduct required increasing the potential impact compared to Option 1 to 4.

7.4 GROUNDWATER

Options 1 to 4 are considered to have a risk of minor adverse impacts with mitigation in relation to risk of groundwater flooding and pollution. There is the potential for greater impacts for Option 5 to 7 given these options would require more infrastructure in the floodplain.

7.5 TRANSPORT

A high-level appraisal of the 7 options has been carried out in relation to typical environmental performance criteria based on anticipated effects on users of the transport network. These criteria are similar to those used in Environmental Statements.

For the purposes of this appraisal, transport effects have been considered in relation to user safety, driver delay, fear and intimidation, severance and Non-Motorised User effects.

The user safety effects are unlikely to vary substantially for each option. All refinement options expected to offer substantial improvement in highway safety and contribute towards accident reduction by offering a more suitable and higher capacity route than currently exists in the Do-Nothing scenario



Effects on driver delay are expected to be very similar in all options, with the new dual carriageway alignment in all cases offering substantial reduction in driver delay across the highway network, and enabling orbital movement around Norwich, with a purpose-built highway available to avoid more congested routes, and no junctions along the alignment, the scheme in all cases is expected to offer moderate positive benefit.

Fear and Intimidation is likely to reduce for all options as the result of a new all-purpose highway suitable for HGVs will alleviate pressure on unsuitable roads in the rural west of Norwich area. This will also make walking and cycling more pleasant on existing roads and the highway geometry will be designed to modern standards with reduced risk of vehicle to vehicle conflicts on existing roads.

Severance effects of all options are expected to be low in magnitude with around 80% reductions in traffic through Weston Longville as a result of the scheme, all of the options would also reduce community severance significantly.

Non-Motorised User effects will be low in all cases as all Options will provide a new viaduct crossing Ringland Footpath 1 which is not currently well utilised but will be retained in situ for all options. All options will enhance the Public Rights of Way Network locally by opening up new routes and improving connectivity of the existing fragmented sparse network. There is expected to be no discernible difference in Non-Motorised User effects

7.6 LANDSCAPE & VISUAL

Options 1, 2, 3, 4 and 5 have the potential to result in impacts on the heritage listed barn setting and users of several Public Rights of Way. Option 6 and 7 have the potential to impact Priority Habitat Deciduous Woodland and may have an increased impact on views from private properties to the north but the routes are located further away from Public Right of Way and heritage listed barn.

Option 5 involves a much wider viaduct and significantly more viaduct piers in the landscape with the worst overall outcome for landscape & visual receptors.

The appraisal above is based on Low Farm being purchased and not returned to residential use.

7.7 AIR QUALITY

Options 1, 2 and 3, which encroach into the Ancient Woodland, are the worst of the seven options in terms of negative air quality impacts due to vehicle exhaust emissions of NO_x and ammonia. Options 4 and 5 are set further back from the Ancient Woodland and would consequently have smaller impacts.

Options 6 and 7 are furthest from the Ancient Woodland and listed building to south and would have the smallest air quality impacts at these locations.



The alignment refinement option taken forward would be subject to detailed assessment in the environment statement. Pending assessment these options may require further consideration of a compensation strategy in line with Natural England’s standing advice.

7.8 NOISE

Each Option may result in significant effects at nearby residential properties. In general, the options perform similarly from an operational noise perspective. The further the scheme is from receptors, generally the lesser the noise impacts will be.

Options 1 to 5 will mean the scheme alignment is closer to properties to the southeast and this may result in greater impacts in some areas. However, these options will mean the scheme is further from the residential properties to the northwest on the A1067, so the impacts at these properties may be smaller.

Options 6 and 7 could result in greater impacts at the residential properties to the northwest of the Scheme on the A1067.

8 ENGINEERING ASSESSMENT

An engineering assessment of the seven refinement options has been undertaken using the same engineering criteria as used at OSR stage as summarised in section 2.1 of this report. This assessment undertaken in this section of the report excluded the assessment of how the scheme ties into the A47 given that the junction tie in was not affected by the alignment refinement exercise.

Each of the seven options was ranked against one another including an assessment comparison against the preferred route alignment as of July 2019. These results are presented in Table 2.

Table 2: Engineering Assessment of refinement options

Engineering	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7
Horizontal Alignment, Land Use and Constraints	5	5	5	4	3	1	1
Junctions and Links	1	3	7	3	8	1	3
Topography and Profile	1	1	1	1	1	6	6



Structures/Bridges	1	1	1	4	5	6	6
Drainage	1	1	1	1	1	1	1
Public Utilities interaction	1	1	1	1	1	1	1
Departures from Standards	1	1	1	1	1	1	1
Buildability	1	1	1	4	5	6	6
Overall	1	2	3	4	5	5	6

From the engineering assessment it is considered that all options for the refinement are considered buildable. Option 1 represents the refinement with the least challenges in respect to engineering, and therefore the most buildable. Refinement Option 7 represents the scheme with most engineering challenges and most complex to construct.

9 COST ASSESSMENT

A cost assessment of the seven refinement options has been undertaken based on a consideration of the scope of each option. This has included the following:

- The length of highway
- The complexity and size of the viaduct structure
- Earthwork’s requirements
- Utility diversion requirements
- Other structures required

Using the scope assessment each of the seven refinement options has been ranked in order of expense, presented in Table 3 below. Ranking one corresponds to the least expensive scheme to deliver, ranking 7 corresponds to the most expensive.

Table 3: Cost Ranking of refinement options

Refinement Option	Cost Ranking 1 to 8
1	1
2	=2
3	=2



4	4
5	5
6	6
7	7

10 APPRAISAL CONCLUSION

The route selection process, which led to the identification of the preferred route for the NWL scheme, is set out in Chapter 2 of this document. As evidenced in the OSR, Route Option C was considered to be the best performing option from an engineering perspective, had the highest BCR, would attract most traffic and was considered to be acceptable to the public.

Detailed ecology surveys of the Preferred Route have been carried out which identified a previously unknown impact on bats and their habitats. Based on the data that has been gathered and the legal and planning tests applying to the consideration of impacts to bats, a refinement exercise has been undertaken to avoid direct impacts on bats and their habitats as well as the loss of trees.

An assessment of seven refinement options to the Preferred Route, that would minimise and avoid direct impacts on bats and their habitats was carried out. Further assessment of each refinement option was undertaken considering ecological, environmental, engineering and cost criteria.

On balance refinement option 4 is selected as the most suitable alignment refinement of the Preferred Route. This is presented by the dotted green line on Figure 5 below.

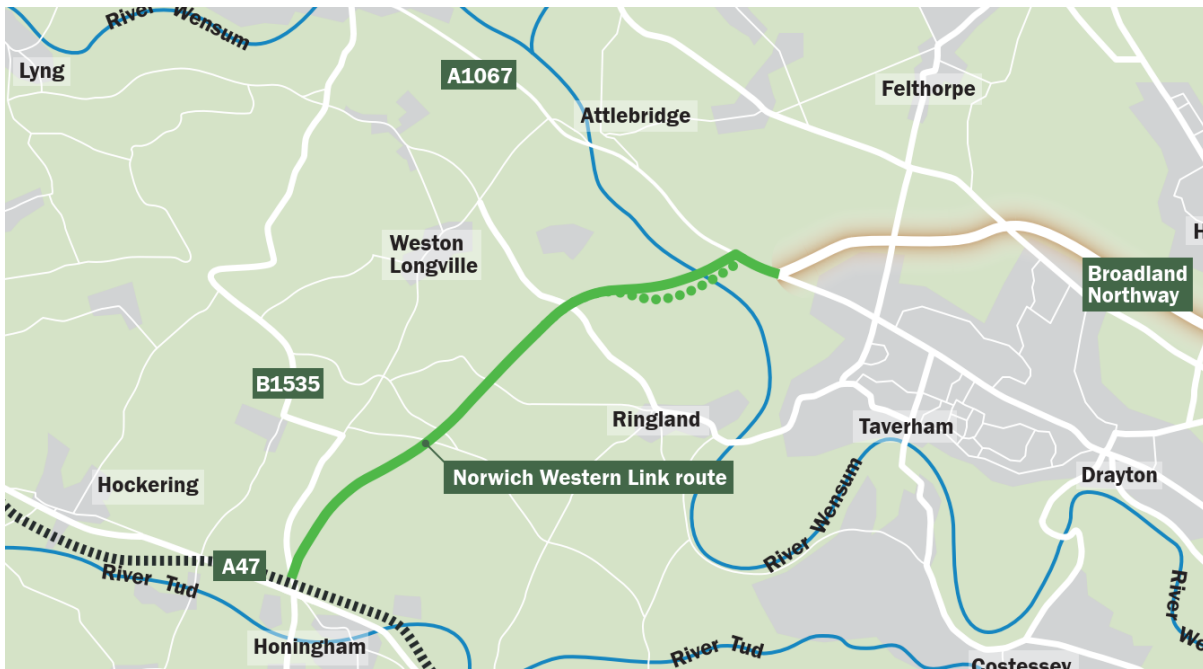


Figure 5: Chosen refinement of previous preferred route (refinement represented by dotted green line)

All refinement options assessed achieve the outcome of avoiding direct impact on the barbastelle bat satellite roost within Rose Carr and are considered feasible in being able to develop mitigation that maintain habitat connectivity. Refinement options 4 and 5 are considered favourable as they are assessed to result in the lowest loss of woodland resource for the Barbastelle Bat.

Refinement option 4 is assessed to have a lesser impact on the Wensum SAC and other ecological habitats. Option 5 is considered to have a greater impact on the Wensum SAC and floodplain habitat as a result of a wider, longer, curved viaduct to span the Wensum watercourse and floodplain including a greater potential for shading impacts on the river. Options 6 and 7 were also assessed to have a greater impact on Wensum SAC and associated habitat in comparison to Option 4.

Options 1 to 3 are shown to directly impact the ancient woodland with a need to remove trees to construct the highway. Options 4 and 5 maintain a buffer distance from the ancient woodland whilst Options 6 and 7 avoid impacts and are furthest away from the ancient woodland. Whilst options 6 and 7 avoid the impact on ancient woodland they are shown to perform worst for most other ecological and environment criteria.

The requirement for a wider, longer viaduct structure for Option 5 means that it is assessed to have the greatest negative impact on the existing visual landscape. Option 4 is assessed to have a more adverse impact on cultural heritage, namely the grade II listed barn located near Low Farm. Option 4 would also likely involve the purchase of a residential property that would not be returned to residential use. From the engineering and cost assessments of the refinement options, Option 4 is



assessed to be more buildable and less expensive than Option 5. Again, this is mainly a consequence of the viaduct size for Option 5. Whilst options 1 to 3 are considered more buildable and less expensive than option 4 and 5, they are not favourable from the ecological and environment perspective. Options 6 and 7 are assessed to be the least buildable and the most expensive refinements.

From the information assessed throughout this report, the additional adverse environment impacts, greater expense, and more challenging buildability of Option 5 are considered to amount to a clear and convincing reason for preferring Option 4 as the most suitable refinement of the previous preferred route.

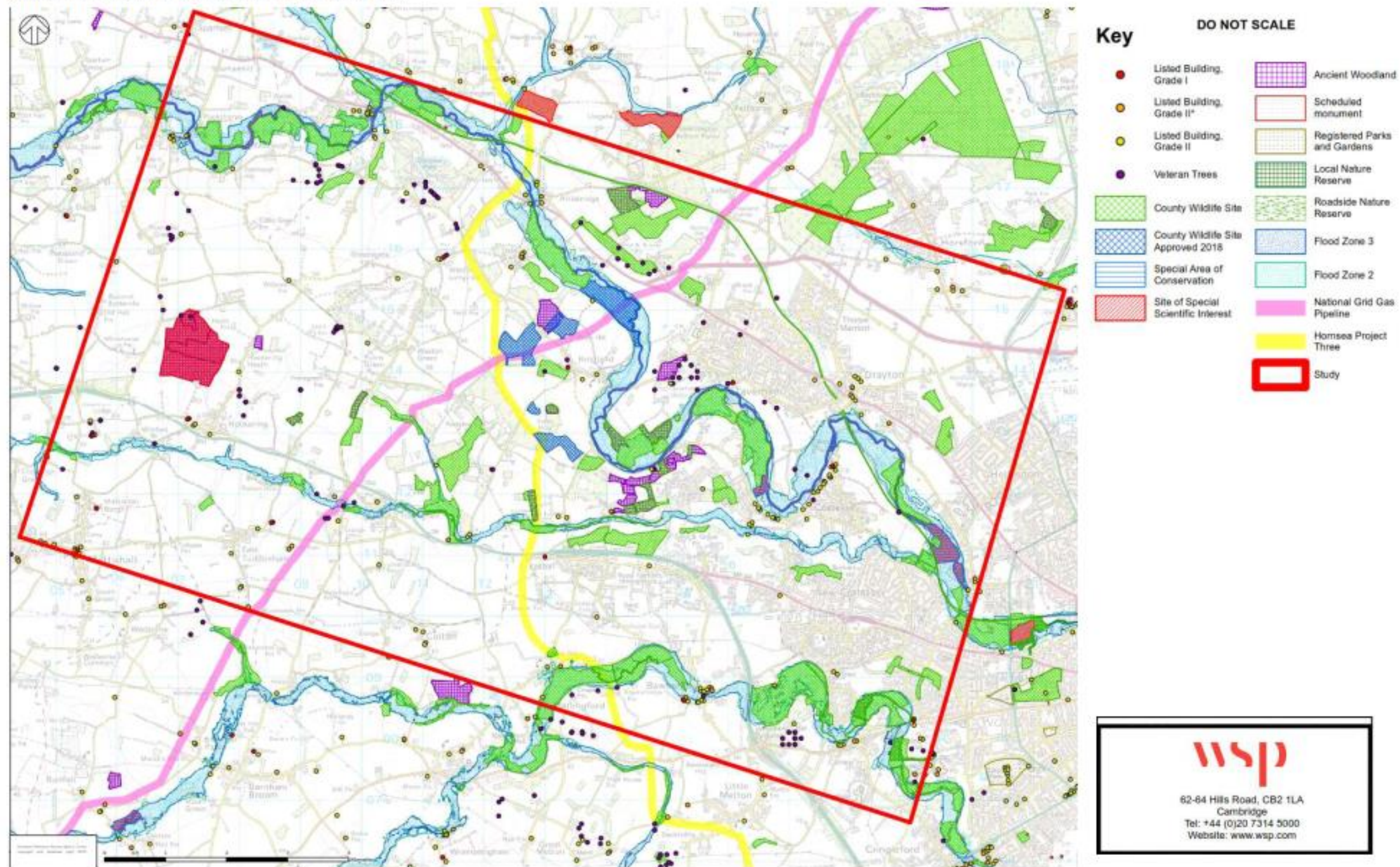
It is recommended that the Option 4 realignment of the Preferred Route is the scheme taken forward to planning application for the NWL.

11 APPENDICES

11.1 APPENDIX A: OPTION SELECTION REPORT CONSTRAINTS PLAN



Figure 2.11 - Environmental constraints in the study area



11.2 APPENDIX B: DRAWING 70061370-09-25B-0001 AND DRAWING NCCT41793-03-C-16

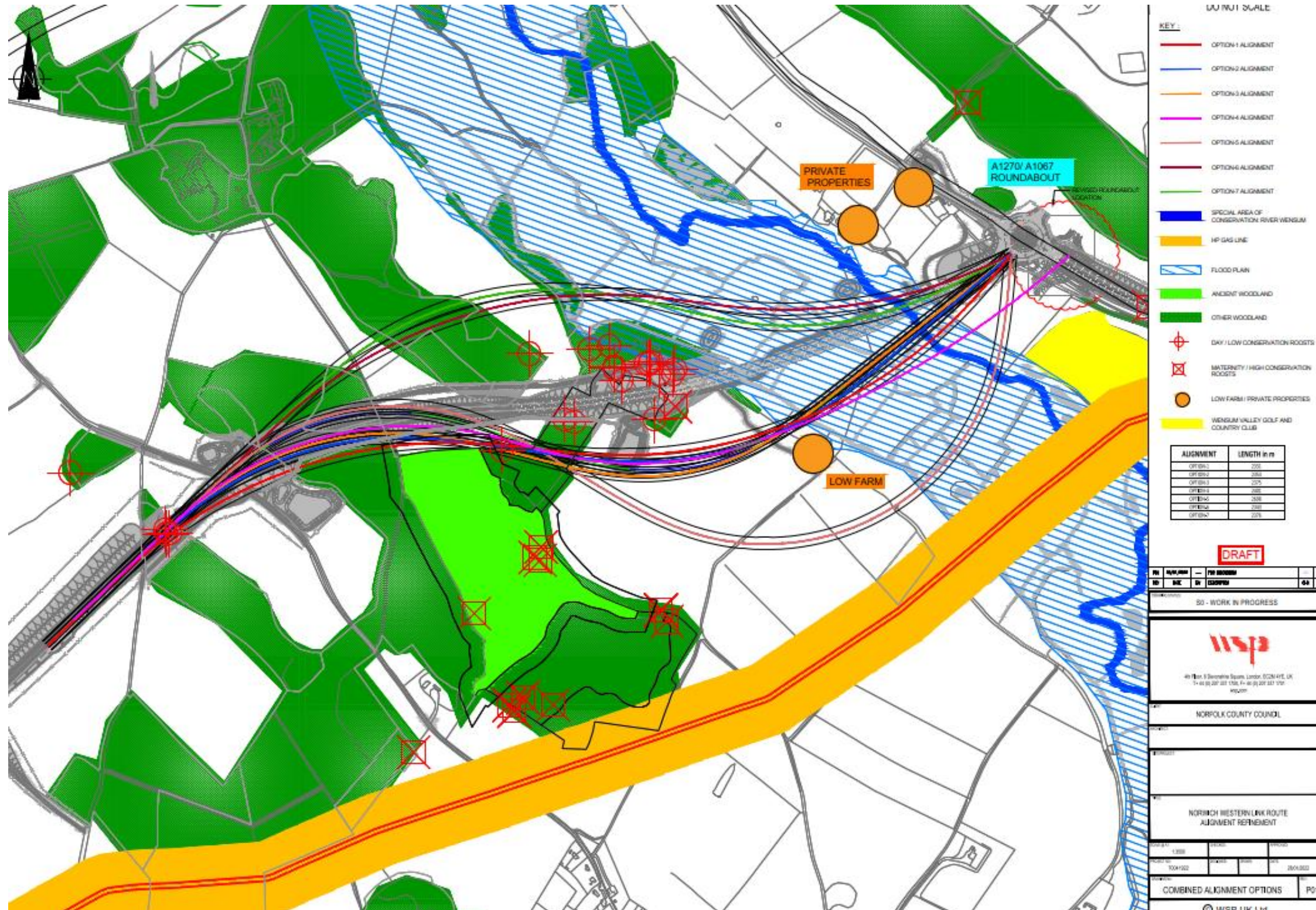
Drawing 70061370-09-25b-0001



Drawing NCCT41793-03-C-18



11.3 APPENDIX C: ALIGNMENT REFINEMENT OPTIONS DRAWING (1-7)



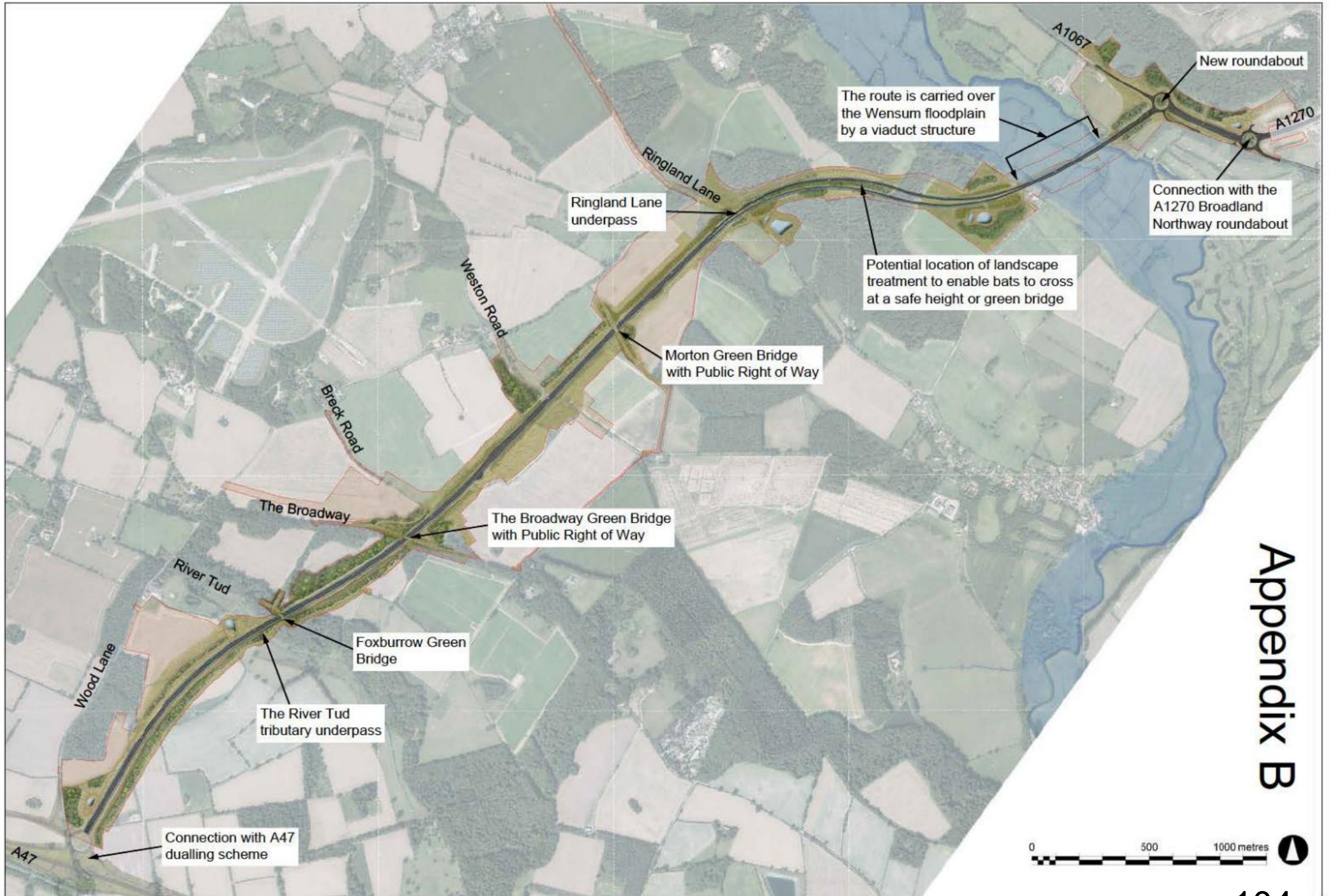
11.4 APPENDIX D: ENVIRONMENT AND ECOLOGY DETAILED REVIEW TABLES

Likely high impact	
Likely moderate/high impact	
Likely moderate impact	
Likely moderate/low impact	
Likely low impact	

Topic	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7
Ecology Barbastelle Bats							
Ecology Other Bats							
Ecology Water Vole / Otter							
Ecology Badger							
Ecology Habitat							
Ecology Designated Sites							
Ecology Desmoulin's Whorl Snail							
Ecology birds							
Cultural Heritage – Built Heritage							
Cultural Heritage – archaeology							
Ancient Woodland							
Arboriculture							
Water Environment							
Groundwater							
Population & Human Health *							
Landscape and Visual *							
Noise & Vibration *							
Air Quality *							
Climate Change (excludes embedded carbon from construction)							

* Scores based on Low Farm being purchased and not returned to residential use.

Note: Transport results are excluded from the above table. Outcome assessed to be positive for all options.



Appendix B



Potential location of landscape treatment to enable bats to cross at a safe height or green bridge

The route is carried over the Wensum floodplain by a viaduct structure

A1067

New roundabout

Appendix B



APPENDIX C

Norwich Western Link Project

**Document NCC/NWL/OBCADD/001:
Addendum to June 2021 Outline
Business Case**

Author: Norfolk County Council

Document Reference: NCC/NWL/OBCADD/001

Version Number: V.01

Date: 22 June 2022



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GLOSSARY OF ABBREVIATIONS AND DEFINED TERMS

Acronym	Meaning
AMCB	Analysis of Monetised Costs and Benefits
AST	Appraisal Summary Table
BCR	Benefit Cost Ratio
DfT	Department for Transport
NCC	Norfolk County Council
NWL	Norwich Western Link
OBC	Outline Business Case
QRA	Quantified Risk Assessment
TEE	Transport Economic Efficiency
VfM	Value for Money



1 INTRODUCTION

1.1 Background

1.1.1 The Outline Business Case (OBC) for Norwich Western Link (NWL) was submitted to the Department for Transport (DfT) in June 2021.

1.1.2 Since this submission a contract between Norfolk County Council (NCC) and Ferrovial Construction (UK) Limited has been executed in July 2021, which has 3 stages:

- Stage 1 – design and support through the statutory approvals process;
- Stage 2 – construction;
- Stage 3 – initial maintenance, particularly in relation to the environmental measures.

1.1.3 The preferred route for the NWL was agreed by the County Council’s Cabinet in July 2019 and the award of the contract has allowed the Council to work with Ferrovial Construction to further develop the design proposals.

1.2 This Addendum

1.2.1 As a result of the ongoing design development work, and the subsequent updates to the programme, budget forecast and risk register, this addendum provides an update to the OBC originally submitted in June 2021. Table 1-1 below provides a summary of the updates provided.

Table 1-1 Contents of this addendum

Chapter	Title	Description
2.0	Update to the Strategic Case	Provides an update to the Strategic Case provided in the June 2021 OBC



Chapter	Title	Description
3.0	Update to the Economic Case	Provides an update to the Economic Case provided in the June 2021 OBC
4.0	Update to the Financial Case	Provides an update to the Financial Case provided in the June 2021 OBC
5.0	Update to the Commercial Case	Confirms that no update to the Commercial Case provided in the June 2021 OBC is required
6.0	Update to the Management Case	Provides an update to the Management Case provided in the June 2021 OBC

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2 UPDATE TO THE STRATEGIC CASE

2.1 Introduction

2.1.1 The Strategic Case, as set out in Chapter 2 of the June 2021 OBC, demonstrated that the NWL is needed for Norfolk. It detailed how the scheme fits into a wider strategy for development, and demonstrates that it aligns with national, regional and local strategic policy objectives. In particular Section 2.12 outlined the process undertaken to identifying the route option to take forward for further development and design.

2.2 Update to Strategic Case

2.2.1 As part of the ongoing scheme development work since June 2021 surveys were commissioned to inform the scheme design. These surveys included ground investigation surveys, topographical surveys, utility apparatus surveys, drainage surveys, ecological surveys, and vehicle surveys.

2.2.2 In the summer of 2021, a suite of further bat surveys was carried out to support the understanding of bat activity. Following analysis of the data obtained from these surveys, it was determined that there is a roost location used by a maternity colony of barbastelle bats (that has a significant level of environmental protection) within woodland near to part of the proposed road alignment.

2.2.3 Therefore, as part of the ongoing design development, work has been undertaken to assess, refine and develop the relevant length of the route alignment, and to assess the need for mitigation to minimise the impact of the scheme on the relevant area of woodland.

2.2.4 Taking account of known constraints and features, a number of ways to refine the route within the chosen route corridor were considered. This process has involved consideration of ecological factors (including specifically to bats), other environmental factors, costs and engineering factors. The results have been set out in an Alignment Refinement



Appraisal Report, which identified the best performing and most suitable option to take forward.

2.2.5 At its meeting of 4 July 2022, the County Council’s Cabinet received an update report that outlined the results of the alignment refinement appraisal work undertaken on the NWL. The report to Cabinet included the Alignment Refinement Appraisal Report and also provided an update to the programme, budget forecast and project risks as a result of this work.

2.2.6 An indication of the scope of the refinement to the alignment is shown as the dotted line on Figure 1-1 below.

Figure 2-1 Scope of the alignment refinement





3 UPDATE TO THE ECONOMIC CASE

3.1 Introduction

3.1.1 Chapter 3 of the June 2021 OBC presented the Economic Case for the NWL scheme and appraised the proposed scheme to identify its economic impacts, and the resulting Value for Money (VfM). This identified an Adjusted (including wider economic benefits) scheme Benefit Cost Ratio (BCR) of 3.40.

3.1.2 A sensitivity appraisal scenario was also presented within the OBC (June 2021) which considered:

- revised economic and population projections issued by the Office for Budget Responsibility in March 2020;
- impact of COVID-19 on economic growth.

3.1.3 The sensitivity appraisal scenario gave an Adjusted BCR of 2.55.

3.1.4 In July 2021 there were changes to DfT Transport Advisory Guidance (TAG) which meant that the sensitivity appraisal scenario became the Core Scenario meaning that the BCR became 2.55. Further DfT TAG was released in November 2021 which meant that the scheme BCR increased to 2.78.

3.2 Update to Economic Case

3.2.1 As part of the DfT review of the OBC submitted in June 2021 and following discussions with them the scheme was assessed using an alternative transport modelling methodology. The update to the Economic Case, using both the original Core Growth (Sensitivity Appraisal) Scenario and the alternative transport methodology Scenario, is contained in Appendix A. This is accompanied by the following updated documents:

- The updated breakdown of costs presented in the Economic Case in Appendix A, align with the breakdown required for the DfT Cost Proforma, which is provided in Appendix B;



- The updated Public Accounts Table, in the format required by DfT, is provided in Appendix C. The apportionment of costs between local and central government is discussed in the update to the Financial Case (Appendix A);
- The updated Analysis of Monetised Costs and Benefits (AMCB) Tables for both scenarios are provided in Appendix D;
- The Appraisal Summary Tables (AST) for both scenarios are provided in Appendix E;
- An updated Economic Efficiency of the Transport System Tables for both scenarios are provided in Appendix F.

3.2.2 This OBC Addendum also includes a targeted update to the Environmental Impact Report to reflect the alignment refinement and an updated Biodiversity Worksheet. This is contained in Appendix G.

3.2.3 The updated BCR, using the Core Growth (Sensitivity Appraisal) Scenario is identified as 2.47. Using the Alternative Transport Methodology Scenario, the BCR is identified as 2.17.

3.2.4 This gives the Adjusted BCR within a range from 2.17 to 2.47 based on the latest assumed overall budget position. This is still considered to be in the 'high' value for money category (BCR between 2.0 and 4.0) according to DfT criteria for a transport infrastructure project.



4 UPDATE TO THE FINANCIAL CASE

4.1 Introduction

- 4.1.1 Chapter 4 of the June 2021 OBC provide the Financial Case for the NWL and identified the cost of delivering the scheme as £198,387 million at out-turn prices from a price base of 2020. This chapter provides an update to the Financial Case.
- 4.1.2 The scheme risks identified within the OBC Risk Register have been actively managed, updated and reported to the Project Board on a monthly basis. In addition, a further Quantified Risk Assessment (QRA) has been undertaken as a result of the completed design development work described in Section 2.0.
- 4.1.3 The scheme risks will continue to be managed in line with the risk management strategy set out in Section 6.9 of the June 2021 OBC.

4.2 Update to Costs

- 4.2.1 The updated Financial Case for the scheme is contained in Appendix A of this document.
- 4.2.2 The updated base scheme costs are £168.747million. The scheme costs include a risk allowance taken from the latest Quantitative Risk Assessment. The updated total scheme costs, including risk and inflation, are £251.033million.
- 4.2.3 Funding is sought via the Large Local Majors programme through the National Roads Fund. Central government/DfT funding of £213.378million (85%) is sought to deliver the scheme, with the majority of the funds being spent during the financial years 2023-2026. A local contribution of £37.655million (15%) of the scheme implementation costs is required.



5 UPDATE TO THE COMMERCIAL CASE

5.1 Introduction

5.1.1 Chapter 5 of the June 2021 OBC provided the Commercial Case for the NWL and outlined the commercial viability of the proposed scheme and the procurement strategy used to engage the market. It also outlined the approach to risk allocation and transfer, contract and implementation timescales, and the approach to managing of the contract.

5.2 Update to Commercial Case

5.2.1 The Commercial Case remains unchanged from that submitted in the June 2021 OBC submission.

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6 UPDATE TO THE MANAGEMENT CASE

6.1 Introduction

6.1.1 Chapter 6 of the June 2021 OBC provided the Management Case for the NWL and set out the processes and controls in place to manage the implementation of the scheme, and track and realise future benefits. It demonstrated the way in which the scheme will be delivered in accordance with best practice, project planning, governance structure, risk management, communications and stakeholder management, benefits realisation and assurance.

6.1.2 This chapter provides the following updates to the June 2021 OBC Management Case:

- The programme for delivery;
- The scheme risk register.

6.2 Update to Management Case

Update to Programme

6.2.1 Table 6.4 of the June 2021 OBC provided details of the construction programme. The programme has been reviewed and the scheme milestones are contained in Appendix H.

6.2.2 The updated key delivery milestones are shown in Table 6.1 below.

Table 6-1 Update to key delivery milestones

Milestones	Current Estimate
Large Local Majors (LLM) approval to progress to the next stage of development	Completed
OJEU notice (start of procurement process)	Completed
Design and Build Contractor appointment	Completed
Formal Pre-application Public Consultation	August 2022
Planning Application submission	April 2023



Milestones	Current Estimate
Completion of design stage of Design and Build Contract (Stage 1)	October 2023
Public Inquiry (if required)	November 2023
Confirmation of all statutory orders and consents	August 2024
Full Business Case (FBC) submission	August 2024
Start of construction work	Late 2024
Road open	Late 2026

6.2.3 As a result of this updated programme, Table 6.2 below provides the updated assurance and approval milestones.

Table 6-2 Update to assurance and approvals milestones

Milestones	Current Estimate
NCC Cabinet approval to submit Outline Business Case	Completed
NCC Cabinet approval to appoint Design and Build Contractor	Completed
NCC Cabinet authority to conduct Pre-Application Consultation	Completed
DfT OBC Approval (anticipated)	September 2022
NCC Cabinet authority to submit Planning Application	March 2023
NCC approval to submit Full Business Case	August 2024
DfT Full Business Case decision (anticipated)	November 2024

Update to Risk Management Strategy

6.2.4 Sections 6.9 of the June 2021 OBC detailed the risk management strategy for the NWL

6.2.5 A Risk Register was initially developed in June 2018 to consider risks associated with the scheme. It is a live document and is updated monthly as the project progresses with new risks added when identified and updating progress on existing risks, as well as marking some as closed when appropriate. The Risk Register is reported to Project Board for challenge / review.



6.2.6 The updated Risk Register is contained in Appendix I.

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Norfolk County Council

NORWICH WESTERN LINK

OBC Addendum - Update to the Economic Case
and Financial Case





Norfolk County Council

NORWICH WESTERN LINK

OBC Addendum - Update to the Economic Case and
Financial Case

TYPE OF DOCUMENT (VERSION) PUBLIC

PROJECT NO. 70041922

DATE: JUNE 2022



Norfolk County Council

NORWICH WESTERN LINK

OBC Addendum - Update to the Economic Case and
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QUALITY CONTROL

Issue/revision	First issue	Revision 1	Revision 2	Revision 3
Remarks	Final			
Date	17 June 2022			
Prepared by	Lisa Agnew / Craig Drennan			
Signature				
Checked by				
Signature				
Authorised by	Craig Drennan			
Signature				
Project number	70041922			
Report number				
File reference	\\uk.wspgroup.com\central data\Projects\700419xx\70041922 - Norwich Western Link\02 WIP\TP Transport planning\03 Document\OBC\OBC addendum scheme costs\OBC Addendum - Final\NWL OBC Addendum report_170622.docx			

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1 INTRODUCTION

1.1 BACKGROUND

- 1.1.1. This addendum report provides updated Economic and Financial Cases for the Norwich Western Link (NWL) following cost increases forecast for the scheme due to an alignment refinement. It provides updated Economic Case information following:
- Changes to DfT Guidance
 - Changes to scheme cost
 - Change to methodology.
- 1.1.2. Along with a Core Growth scenario a sensitivity appraisal scenario was also presented within the Outline Business Case (OBC) in June 2021 which considered:
- revised economic and population projections issued by the Office for Budget Responsibility in March 2020
 - impact of COVID-19 on economic growth.
- 1.1.3. In July 2021 there were changes to Department for Transport (DfT) Transport Analysis Guidance which updated the DfT Transport Analysis Guidance Data Book and removed specific mention of sensitivity testing. The impact of this change to DfT Transport Analysis Guidance meant that the sensitivity appraisal scenario became the Core Scenario.
- 1.1.4. The increased scheme costs have been identified since the submission of the OBC in June 2021. These updated costs take account of an alignment refinement along with changes in materials and inflation levels since the OBC (June 2021) submission.
- 1.1.5. Following the review of the OBC (June 2021) and the EAR (May 2021) by the DfT and after further discussions a Core Growth (Sensitivity Appraisal) i.e., Alternative Methodology scenario was produced.
- 1.1.6. The outcome of all the above has been included within this OBC Addendum.

2 ECONOMIC CASE

2.1 COSTS

- 2.1.1. The cost of the proposed scheme has been estimated at 2020 prices, as set out in the Financial Case. It includes all costs associated with scheme preparation and construction, including land costs.
- 2.1.2. The costs have been calculated in line with DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022), which uses the following methodology:
- Estimation of a base cost estimate
 - Incorporation of a real cost increases
 - Application of risk-cost adjustment
 - Application of optimism bias-cost adjustment
 - Rebase cost to Department base year
 - Discount cost to Department base year
 - Convert costs to market prices.
- 2.1.3. Costs have been estimated under two broad headings:
- Investment costs (scheme preparation and construction)
 - Maintenance and renewal costs.
- 2.1.4. The breakdown of costs presented above, align with the breakdown required for the Department for Transport Cost Pro-forma.
- ESTIMATION OF BASE COST ESTIMATES**
- 2.1.5. The initial capital cost estimate of the scheme is **£168.747 million** in 2020 Q3 prices as shown in Table 2-1. This includes costs for construction, statutory undertakers work, land and other costs such as professional fees.
- 2.1.6. In line with DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022), sunk costs have not been included in the following tables as these are costs that represent expenditure prior to the economic appraisal, and cannot be retrieved apart from land costs.

Table 2-1: Investment Costs (£000s) at 2020 Q3 prices

Investment costs	Total Cost	Cost excluding Sunk Costs
Construction cost	111,928,362	111,869,027
Statutory undertakers	732,210	732,210
Professional fees	39,037,987	30,082,182
Land	17,048,657	17,048,657
Total	168,747,216	159,732,076

- 2.1.7. This base cost estimate does not take account of real increases in costs and must therefore be adjusted to provide real costs that account for the effects of inflation.

SCHEME MAINTENANCE AND RENEWAL COSTS

2.1.8. The whole life costs of the scheme have also been estimated. A breakdown of the estimated capital renewal, annual maintenance and operation costs is presented in Table 2-2.

Table 2-2: Breakdown of capital maintenance, renewal and operating costs

Year after opening	Costs (£m) at base price 2020 Q3	Costs (£m) adjusted for inflation
Total (60 years)	30.070	63.614

INFLATION ADJUSTMENT

2.1.9. The inflation rates used on the scheme costs are set out in Table 2-3. The total inflation figure is £44.919m.

Table 2-3: Inflation Rates

Inflation Rates:	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Fees						
▪ Staff		2.77%	5.63%	8.56%	11.57%	14.66%
▪ Consultancy (Environmental and Planning)	5.38%	7.93%	10.55%	13.22%	15.97%	18.77%
▪ Consultancy (Commercial)	2.87%	5.82%	8.85%	11.97%	15.18%	18.48%
Utilities	11.57%	14.66%	17.84%	21.11%	24.47%	27.93%
Land	2.77%	5.63%	8.56%	11.57%	14.66%	17.84%
Construction						
Stage One Work	7.34%	10.31%	13.36%	16.50%	19.72%	23.03%
Stage Two Work	18.75%	19.78%	21.77%	24.11%	27.19%	29.01%

INCORPORATION OF REAL COST INCREASES

2.1.10. The first step of cost adjustment is to incorporate real cost increases. A real cost adjustment is calculated by inflating base costs by the construction cost index to bring them to their nominal values, and then dividing by the rate of general inflation to give their 'real' value. Using the real cost adjustment to multiply by the initial base estimate derives a 'real' capital cost estimate as shown in Table 2-4.

Table 2-4: Real adjusted Costs (£m)

Items	2020	2021	2022	2023	2024	2025	2026	Total
Scheme Base Cost including inflation	2.535	9.666	15.119	8.636	27.415	87.419	53.861	204.651
Real Adjustment Factor	1	1.01	1.04	1.07	1.08	1.10	1.13	
Investment Cost w/Real adjustment	2.535	9.587	14.475	8.084	25.390	79.273	47.496	186.840

CONSIDERATION OF OPTIMISM BIAS COST ADJUSTMENT

2.1.11. In accordance with the updated DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022), an exercise has been undertaken to establish whether optimism should be applied to the base costs in line with the project stage i.e., Stage 2 (Outline Business Case) and the type of scheme i.e., road scheme, or whether risk-cost adjustment should be applied instead.

2.1.12. This exercise has been undertaken to comply with the following paragraph extracted from DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022):

“Scheme promoters may then choose to present either the QRA cost estimate or the optimism-bias-adjusted cost estimate in their appraisal and Benefit Cost Ratio (BCR). However, given Reference Class Forecasting (RCF) represents a less bespoke but more overarching (top-down) measure of risk, one would typically expect the OB estimate to be a higher than the QRA estimate, and b) in the majority of cases, the estimate that is chosen to be reported in appraisal in order to fully reflect the potential risks of the project in question.”

2.1.13. The recommended optimism bias uplifts for each stage of a transport project and type of scheme for Local Authority projects are set out in Table 2-5.

Table 2-5: Recommended optimism bias uplifts (Source: TAG Unit A1.2, Scheme Costs, May 2022)

Category	Types of projects	Stage 1 Strategic Outline Business Case	Stage 2 Outline Business Case	Stage 3 Full Business Case
Road	Motorway, Trunk roads, Local roads	46%	23%	20%

2.1.14. Using an optimism bias adjustment of 23% applied to scheme base cost including inflation i.e., £204.651m would generate an uplift of **£47.069m**. Applying the optimism bias adjustment of 23% to the Investment Cost w/Real adjustment value i.e., £186.840m would generate an uplift of **£42.973m**.

2.1.15. The alternative risk cost-adjustment, which is the weighted average of all outcomes and probabilities from the Quantified Risk Assessment (QRA) of scheme investment costs, was also calculated and valued at **£37.366m** in 2020 Q3 prices. The risk element is 22.1% of the total cost i.e., £168.747m.

- 2.1.16. Given that the value of Optimism Bias is greater than the QRA value, the Optimism Bias value of **£47.069m** rather than the QRA value has been used within the appraisal for robustness. The Optimism Bias uplift of **£47.069m** has been applied to the total real costs as shown in Table 2-6.

Table 2-6: Costs (£m) adjusted for Optimism Bias

Item	2020	2021	2022	2023	2024	2025	2026	Total
Total real costs (without OB)	2.535	9.587	14.475	8.084	25.390	79.273	47.496	186.840
Optimism bias (23%): total	0.583	2.224	3.477	1.986	6.305	20.106	12.388	47.069
Total risk adjusted costs with real cost adjustment	3.118	11.811	17.952	10.070	31.695	99.379	59.884	233.909

REBASE COST TO DFT BASE YEAR

- 2.1.17. For appraisal purposes, all costs should be presented in the DfT's base year, 2010. Costs are deflated to the correct price base by multiplying them by the ratio of the inflation index in the desired base year to the inflation index in the year currently being used. Costs have been adjusted to 2010 prices using DfT Transport Analysis Guidance Data Book values as shown in Table 2-7.

Table 2-7: Rebased Costs (£m) to 2010 Prices

Item	2020	2021	2022	2023	2024	2025	2026	Total
Public investment costs with Optimism Bias	3.118	11.811	17.952	10.070	31.695	99.379	59.884	233.909
GDP deflator factor	0.8031	0.8031	0.8031	0.8031	0.8031	0.8031	0.8031	
Public investment costs with deflation	2.504	9.485	14.417	8.087	25.454	79.811	48.093	187.851

DISCOUNT COST TO DFT BASE YEAR

- 2.1.18. For the purposes of the Economic Appraisal, all the costs have been adjusted to 2010 prices using DfT Transport Analysis Guidance Data Book values as set out in the annual parameters table as shown in Table 2-8.
- 2.1.19. A discount factor based on the HM Treasury "Green Book" is applied, to adjust costs occurring in different periods to a standard base year of 2010. An annual discount rate of 3.5% was applied for the first 30 years and 3% for years 31 to 60. This reflects the lower weighting placed on costs (and benefits) incurred at a future date compared to those incurred in the present.

Table 2-8: Scheme Costs Discounted to 2010 Present Value

Item	2020	2021	2022	2023	2024	2025	2026	Total
Public investment costs with deflation	2.504	9.485	14.417	8.087	25.454	79.811	48.093	187.851
Discount factor	0.7089	0.6849	0.6618	0.6394	0.6178	0.5969	0.5767	
Public investment costs with deflation & discounting	1.775	6.496	9.541	5.171	15.725	47.639	27.735	114.082

CONVERT COSTS TO MARKET PRICES

- 2.1.20. The last stage in preparing costs for appraisal is to convert them from the factor cost to the market price unit of account. This is done by using the indirect tax correction factor of 1.190, as per the DfT Transport Analysis Guidance Data Book.
- 2.1.21. In line with T DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022), the Present Value of Costs (PVC) only includes investment and operating costs incurred by the public sector. Private sector contributions to the scheme costs are not included in the PVC but are recorded as negative values in the Transport Economic Efficiency (TEE) table and Present Value of Benefits (PVB).
- 2.1.22. The Present Value of Costs (PVC) is presented in Table 2-9.

Table 2-9: Present Value of Costs (£m)

Risk adjusted costs in £	Scheme Preparation and Construction Cost	Maintenance, Renewal and Operation (60 yrs)	Total
Public Sector risk adjusted costs	186.840	28.064	214.904
Public investment costs with Optimism Bias	233.909	28.064	261.973
Public investment costs with deflation & discounting	114.082	5.948	120.03
PVC with Market Price Adjustment - Public sector costs only	135.758	7.078	142.836

- 2.1.23. The total discounted Present Value of Costs (PVC) is **£135.758m** without maintenance costs and **£142.836m** including maintenance costs.

2.2 PUBLIC ACCOUNTS TABLES

- 2.2.1. The Public Accounts (PA) Table has been produced in the format required by DfT. The apportionment of costs between local and central government is discussed in the Financial Case.

2.3 APPRAISAL OF SCHEME IMPACTS

2.3.1. The appraisal of the scheme impacts has considered:

- Changes to DfT Transport Analysis Guidance
- Changes to scheme cost
- Change to methodology.

2.3.2. The impact of these changes is considered in the following sections.

2.4 JUNE 2021 OBC SUBMISSION

2.4.1. The Initial Benefit Cost Ratio (BCR) has been calculated for the scheme with the revised costs as shown in Table 2-10.

Table 2-10: Analysis of Monetised Costs and Benefits – Initial (£m)

	Scenarios			
	Core Growth	Low Growth	High Growth	Core Growth (Sensitivity)
Noise	£0.038	-	-	-
Air Quality	£0.072	-	-	-
Greenhouse Gases (Environmental assessment)	£19.475	£17.445	-	-
Physical Activity	£8.876	£8.876	£8.876	£8.876
Accidents/Safety	£18.582	£12.793	£12.778	£11.496
Economic Efficiency: Consumer Users (Commuting)	£58.488	£52.234	£84.319	£43.158
Economic Efficiency: Consumer Users (Other)	£167.804	£142.272	£208.363	£140.112
Economic Efficiency: Business Users and Providers	£88.569	£70.836	£116.071	£69.491
Wider Public Finances (Indirect Taxes)	-£53.272	-£46.916	-£59.742	-£39.398
Initial Present Value of Benefits (PVB)	£308.632	£257.540	£370.665	£233.735
Present Value of Costs (PVC)	£142.836	£142.836	£142.836	£142.836
Net Present Value (NPV)	£165.796	£114.704	£227.829	£90.899
Initial Benefit Cost Ratio (BCR)	2.16	1.80	2.60	1.64

Note: £m 2010 prices, discounted to 2010.

Note: This is not a direct comparison as only the Core Growth scenario includes impacts for Noise, Air Quality and Greenhouse Gases. The Low Growth scenario includes Greenhouse Gases impacts.

- 2.4.2. The monetised benefits for the scheme range from £233.735m for the Core Growth (Sensitivity) scenario to £370.665m for the High Growth scenario. Based on the scheme impacts and costs the scheme has an initial Value for Money (VfM) category of High i.e., BCR of 2.16 for the Core Growth scenario.
- 2.4.3. The other scenarios sit within the Medium to High VfM category as shown in Table 2-10.
- 2.4.4. DfT Transport Analysis Guidance recommends that this Initial BCR be modified to include additional elements to create an Adjusted BCR. This Adjusted BCR includes monetised impacts from Level 2 benefits i.e., Reliability and Wider Economic Impacts as shown in Table 2-11.

Table 2-11: Analysis of Monetised Costs and Benefits (£M) – Adjusted

	Core Growth TUBA 1.9.14	Core Growth (Sensitivity) TUBA 1.9.14
Initial Present Value of Benefits (PVB)	£308.632	£233.735
Reliability	£26.291	£90.692
Output Change	£7.881	
Agglomeration	£89.257	
Labour Supply	£0.330	
Adjusted Present Value of Benefits (PVB)	£432.391	£324.427
Present Value of Costs (PVC)	£142.836	£142.836
Net Present Value (NPV)	£289.555	£181.591
Adjusted Benefit Cost Ratio (BCR)	3.03	2.27

- 2.4.5. Following the inclusion of wider economic impacts in the appraisal the Adjusted BCR increases to **3.03** for the Core Growth scenario and **2.27** for the Core Growth (Sensitivity) and remains in the **High** VfM category.
- 2.4.6. Following the submission of the OBC (June 2021) and the EAR (May 2021) DfT guidance was updated i.e., July 2021. This updated the DfT Transport Analysis Guidance Data Book and removed specific mention of sensitivity testing. Effectively the Core Growth (Sensitivity) scenario became the Core Growth scenario i.e., Initial PVB decreased from £308.632m to £233.735m as shown in Table 2-11.
- 2.4.7. An updated version of TUBA i.e., 1.9.17 was released in November 2021 with the results shown in Table 2-12. This shows that the Initial PVB increases to £262.570m with an increase in the Initial BCR to 1.84.

Table 2-12: Analysis of Monetised Costs and Benefits – Initial (£m)

	Core Growth (Sensitivity) TUBA 1.9.17
Noise	-
Air Quality	-
Greenhouse Gases (Environmental assessment)	-
Physical Activity	£8.876
Accidents/Safety	£11.496
Economic Efficiency: Consumer Users (Commuting)	£52.612
Economic Efficiency: Consumer Users (Other)	£159.535
Economic Efficiency: Business Users and Providers	£73.736
Wider Public Finances (Indirect Taxes)	-£43.685
Initial Present Value of Benefits (PVB)	£262.570
Present Value of Costs (PVC)	£142.836
Net Present Value (NPV)	£119.734
Initial Benefit Cost Ratio (BCR)	1.84

Note: £m 2010 prices, discounted to 2010

2.4.8. Table 2-13 shows that the Adjusted PVB is £353.262m with an Adjusted BCR of 2.47.

Table 2-13: Analysis of Monetised Costs and Benefits (£M) – Adjusted

	Core Growth (Sensitivity) TUBA 1.9.17
Initial Present Value of Benefits (PVB)	£262.570
Reliability	£90.692
Output Change	
Agglomeration	
Labour Supply	
Adjusted Present Value of Benefits (PVB)	£353.262
Present Value of Costs (PVC)	£142.836
Net Present Value (NPV)	£210.426
Adjusted Benefit Cost Ratio (BCR)	2.47

2.6 SENSITIVITY ASSESSMENT – ALTERNATIVE METHODOLOGY

- 2.6.1. Following the review of the OBC (June 2021) and the EAR (May 2021) by the DfT and after discussions with them a Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology was produced.
- 2.6.2. This was in response to the scheme economics output results producing a higher than expected Vehicle Operating Costs (VoC) value which the DfT questioned as this has not been evident in other scheme assessments.
- 2.6.3. When the NWL is included within the transport model vehicles are rerouted to the NWL as you would expect with the introduction of new infrastructure. This results in less overall distance being travelled, by vehicles, across the transport model network with less wear and tear to vehicles which have given rise to a higher than expected VoC value in the scheme economics.
- 2.6.4. As of result of this higher than expected VoC value and after discussions with the DfT further assessment work was undertaken to understand more about the scale of those VoC benefits and to assess the robustness of the NWL scheme benefits.
- 2.6.5. The June 2021 assessment used DfT Transport Analysis Guidance and both assessment methodologies are recommended within DfT Transport Analysis Guidance.
- 2.6.6. Table 2-14 shows an Adjusted BCR of 2.17 for the Alternative Methodology scenario which is in the High Value for Money category.

Table 2-14: Analysis of Monetised Costs and Benefits (AMCB)

Item	OBC: Core Growth (Sensitivity) scenario (June 2021) (£m) TUBA 1.9.17	Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology (April 2022) (£m) TUBA 1.9.17
Noise	-	£0.027
Air Quality	-	£0.564
Greenhouse Gases (Environmental assessment)	-	£19.371
Physical Activity	£8.876	£8.876
Accidents	£11.496	£28.411
Economic Efficiency: Consumer Users (Commuting)	£52.612	£67.505
Economic Efficiency: Consumer Users (Other)	£159.535	£49.484
Economic Efficiency: Business Users and Providers	£73.736	£56.684
Wider Public Finances (Indirect Tax Revenues)	£43.685	£11.828
Initial Present Value of Benefits (PVB)	£262.570	£242.750
Present Value of Costs (PVC)	£142.836	£142.836
OVERALL IMPACTS		
Net Present Value (NPV)	£119.734	£99.914
Initial Benefit to Cost Ratio (BCR)	1.84	1.70
Wider Economic Impacts & Reliability	£90.692	£66.877
Adjusted Present Value of Benefits (PVB)	£353.262	£309.627
Net Present Value (NPV)	£210.426	£166.791
Adjusted Benefit Cost Ratio (BCR)	2.47	2.17

2.7 VALUE FOR MONEY STATEMENT

2.7.1. In considering overall Value for Money, attention must be paid to the Initial BCR and Adjusted BCR, as well as non-monetised impacts. The Value for Money statement provides a summary of these considerations and is presented in Table 2-14 for the Core Growth (Sensitivity Appraisal) scenario and Table 2-15 for the Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology.

Table 2-14: Value for Money Statement for the Core Growth (Sensitivity Appraisal) scenario

	Core Growth (Sensitivity Appraisal) scenario	Detail
Initial Benefit to Cost Ratio	1.84	Calculated using DfT Transport Analysis Guidance
Adjusted Benefit to Cost Ratio	2.47	Includes wider impacts
Qualitative Assessment	At this time these are considered to be Adverse	The Environmental Statement will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further
Key Risk	There is an Optimism Bias element of £47.069m	Optimism Bias assumed to be 23% of the scheme base cost including inflation i.e., £204.651m
Value for Money category	High	Initial BCR is in the Medium VfM category while the Adjusted BCR is in the High VfM category, which is supported by the qualitative assessment

Table 2-15: Value for Money Statement for the Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology scenario

	Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology	Detail
Initial Benefit to Cost Ratio	1.70	Calculated using DfT Transport Analysis Guidance
Adjusted Benefit to Cost Ratio	2.17	Includes wider impacts
Qualitative Assessment	At this time these are considered to be Adverse	The Environmental Statement will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further
Key Risk	There is an Optimism Bias element of £47.069m	Optimism Bias assumed to be 23% of the scheme base cost including inflation i.e., £204.651m
Value for Money category	High	Initial BCR is in the Medium VfM category while the Adjusted BCR is in the High VfM category, which is supported by the qualitative assessment

2.7.2. As described above both model assessment approaches are equally valid giving an Adjusted BCR within a range from 2.17 to 2.47 based on the latest assumed overall budget position. This means the NWL is still considered to be in the High Value for Money category i.e., BCR between 2.0 and 4.0, according to DfT criteria for a transport infrastructure project

2.8 SWITCHING VALUE ANALYSIS

OBC CORE GROWTH (SENSITIVITY) SCENARIO

- 2.8.1. Switching value analysis on the OBC Core Growth (Sensitivity) scenario has been undertaken to determine how a change in costs or benefits would alter the Value for Money (VfM) category for the NWL scheme.
- 2.8.2. Table 2-16 and Table 2-17 provide the changes that would be required, either in scheme costs or benefits, for the NWL scheme to shift from High VfM category (as indicated by the Adjusted BCR) to the Medium or Very High categories on either side of its current position.

Table 2-16: Changing the Adjusted BCR to Medium VfM

Factor	Core Growth
Benefits	Benefits would need to decrease by £69.018m or 19.5%
Costs	Costs would need to increase by £33.795m or 23.7%

- 2.8.3. If the costs were to remain the same, benefits would need to decrease by 19.5% to lower the NWL scheme into the Medium VfM category.
- 2.8.4. If benefits were to stay the same, costs would need to increase by 23.7% to lower the NWL scheme into the Medium VfM category.

Table 2-17: Changing the Adjusted BCR to Very High VfM

Factor	Core Growth
Benefits	Benefits would need to increase by £219.510m or 62.1%
Costs	Costs would need to decrease by £54.521m or 38.2%

- 2.8.5. To switch the NWL scheme into the Very High VfM category, if the costs were to remain the same, benefits would need to increase by 62.1%.
- 2.8.6. If benefits were to stay the same, costs would need to decrease by 38.2.0% to switch the NWL scheme into the Very High VfM Category.

CORE GROWTH (SENSITIVITY APPRAISAL) I.E, ALTERNATIVE METHODOLOGY SCENARIO

- 2.8.7. Switching value analysis on the Core Growth (Sensitivity Appraisal) i.e., Alternative Methodology scenario has been undertaken to determine how a change in costs or benefits would alter the Value for Money (VfM) category for the NWL scheme.

2.8.8. Table 2-18 and Table 2-19 provide the changes that would be required, either in scheme costs or benefits, for the NWL scheme to shift from High VfM category (as indicated by the Adjusted BCR) to the Medium or Very High categories on either side of its current position.

Table 2-18: Changing the Adjusted BCR to Medium VfM

Factor	Core Growth
Benefits	Benefits would need to decrease by £25.383m or 8.2%
Costs	Costs would need to increase by £11.978m or 8.4%

2.8.9. If the costs were to remain the same, benefits would need to decrease by 8.2% to lower the NWL scheme into the Medium VfM category.

2.8.10. If benefits were to stay the same, costs would need to increase by 8.4% to lower the NWL scheme into the Medium VfM category.

Table 2-19: Changing the Adjusted BCR to Very High VfM

Factor	Core Growth
Benefits	Benefits would need to increase by £263.145m or 85.0%
Costs	Costs would need to decrease by £65.429m or 45.8%

2.8.11. To switch the NWL scheme into the Very High VfM category, if the costs were to remain the same, benefits would need to increase by 85%.

2.8.12. If benefits were to stay the same, costs would need to decrease by 45.8% to switch the NWL scheme into the Very High VfM Category.

2.9 LOW GROWTH AND HIGH GROWTH

2.9.1. An assessment has been undertaken for the Low Growth scenario and High Growth scenario. It has been agreed with the DfT that the TUBA scheme benefits will be pro-rated from the Core Growth (Sensitivity Appraisal) i.e., Alternative Methodology scenario.

2.9.2. The assessment is shown in Table 2-20 and shows that the Adjusted BCR for the Low Growth scenario is 2.14 while the Adjusted BCR for the High Growth scenario is 2.76.

Table 2-20: Low Growth and High Growth scenario

Item	Core Growth (Sensitivity Appraisal) scenario i.e., Alternative Methodology (April 2022) (£m)	Low Growth	High Growth
Noise	£0.027	-	-
Air Quality	£0.564	-	-
Greenhouse Gases (Environmental assessment)	£19.371	£17.445	-
Physical Activity	£8.876	£8.876	£8.876
Accidents	£28.411	£12.793	£12.778
Economic Efficiency: Consumer Users (Commuting)	£67.505	£60.287	£97.318
Economic Efficiency: Consumer Users (Other)	£49.484	£41.955	£61.445
Economic Efficiency: Business Users and Providers	£56.684	£45.335	£74.285
Wider Public Finances (Indirect Tax Revenues)	£11.828	£10.417	£13.265
Initial Present Value of Benefits (PVB)	£242.750	£197.108	£267.967
Present Value of Costs (PVC)	£142.836	£142.836	£142.836
OVERALL IMPACTS			
Net Present Value (NPV)	£99.914	£54.272	£125.131
Initial Benefit to Cost Ratio (BCR)	1.70	1.38	1.88
Wider Economic Impacts & Reliability	£66.877	£108.767	£126.742
Adjusted Present Value of Benefits (PVB)	£309.627	£305.875	£394.709
Net Present Value (NPV)	£166.791	£163.039	£251.873
Adjusted Benefit Cost Ratio (BCR)	2.17	2.14	2.76

3 FINANCIAL CASE

3.1 INTRODUCTION

3.1.1. The Financial Case outlines the proposed financing of the scheme in terms of the affordability of the proposal, the source of funding, annual breakdown of provisions and outturn costs. This section considers the potential costs and associated financial case for the preferred scheme and describes:

- How much the scheme is expected to cost, and how this has been calculated
- The anticipated profile of expenditure (including whole life costs)
- Risks that could affect the cost of the scheme
- How the scheme will be paid for, and by whom

3.2 COSTS

3.2.1. Scheme costs have been developed for the preferred option in line with DfT Transport Analysis Guidance Unit A1.2 (Scheme Costs, May 2022).

3.2.2. The cost estimate is based upon a price base of 2020 Q3. The estimated cost of the scheme at outturn prices excluding VAT is £251.033 million. The estimated cost of the scheme is shown in Table 3-1.

SCHEME PREPARATION AND CONSTRUCTION

3.2.3. The cost of scheme preparation and construction has been estimated based on discussions held with tenderers as part of the competitive dialogue process. NCC have undertaken an independent review of these costs, and any differences were discussed to generate a revised, robust cost base.

3.2.4. Subject to funding, construction of the NWL will start in late 2024 and the new scheme will open to traffic in late 2026.

3.2.5. There is guidance to follow for scheme economic assessments if the scheme Opening Year is later than the transport model Opening Year. This states that:

“If scheme opening is only 1 or 2 years after the first modelled year then the modelled year data can be used to represent the scheme opening year.”

3.2.6. The transport model data is for 2025 and 2040 hence the current 2025 modelled year can be used for the scheme economic assessment.

PROFILE

3.2.7. The assumed annual profile of expenditure is shown in Table 3-2.



Table 3-1: Breakdown of Scheme Costs

Scheme element	pre 21/22	21/22	22/23	23/24	24/25	25/26	26/27	Total
Design, Investigations, Surveys, Procurement, Supervision and Client Costs through to Construction	8,955,804	9,319,594	13,642,318	5,494,235	1,626,035			39,037,986
Statutory Undertakers Works					549,157		183,052	732,210
Land	2,535,004	335,181	752,547	2,459,647	9,007,145	1,531,441	427,692	17,048,657
Construction, Supervision and other Client Costs	59,335	10,954			11,707,891	62,459,047	37,691,135	111,928,362
Total Cost (excluding Optimism Bias or Risk)	11,550,144	9,665,729	14,394,865	7,953,882	22,890,228	63,990,488	38,301,879	168,747,215
Risk			2,625,978	3,583,923	4,411,315	16,575,920	10,169,186	37,366,322
Total Cost (2020 Q3 prices)	11,550,144	9,665,729	17,020,843	11,537,805	27,301,543	80,566,408	48,471,065	206,113,537
Adjustment to outturn (inflation)			723,746	682,339	4,525,295	23,428,151	15,559,395	44,918,926
Scheme Cost (outturn prices)	11,550,144	9,665,729	17,744,589	12,220,144	31,826,838	103,994,559	64,030,460	251,032,463

Table 3-2: Annual Spend Profile %

Scheme Element	pre 21/22	21/22	22/23	23/24	24/25	25/26	26/27	Total
Design, Investigations, Surveys, Procurement, Supervision and Client Costs through to Construction	22.94%	23.87%	34.95%	14.07%	4.17%	0%	0%	100%
Statutory Undertakers Works					75.00%		25.00%	100%
Land	14.87%	1.97%	4.41%	14.43%	52.83%	8.98%	2.51%	100%
Construction, Supervision and other Client Costs	0.05%	0.01%			10.46%	55.80%	33.67%	100%

RISK ALLOWANCE

Estimating uncertainty

- 3.2.8. The final cost of delivering the schemes will not be known until after completion of the detailed design and land purchase, and completion of the statutory process. For this reason, the scheme cost estimates include allowances to account for this uncertainty, or risk. During the project lifecycle, the risk associated with cost estimates is determined by the level of detailed knowledge at each respective stage. As the level of detail increases, the level of risk, and the risk-adjusted costs usually reduce.
- 3.2.9. To reflect the uncertainty associated with known risks, a Quantified Risk Assessment (QRA) has been undertaken¹. The QRA has been developed from an understanding of each specific risk and the probable effects of that risk along with an assessment of the likelihood of occurrence and cost, based on a detailed understanding of the projects costs which is driven from the cost plan/forecast.
- 3.2.10. The current risk adjustment has been calculated as £37.366m or 23.4% of the total scheme costs.

OUT-TURN PRICE ADJUSTMENT

- 3.2.11. The cost estimates assume a price base of 2020 Q3. An allowance is therefore made for expected inflation between the date of the cost estimate and the date when the expenditure is expected to occur. This is influenced by the profile of expenditure set out in Table 3-2. The uplift factors to reflect price inflation are shown in Table 2-3 in the Economic Case.

3.3 BUDGETS/FUNDING COVER

FUNDING STRATEGY

- 3.3.1. It is anticipated that the scheme will be funded entirely from public finances.
- 3.3.2. The most appropriate funding solution for the scheme is via the Large Local Majors (LLM) programme. LLM schemes should aim for the local or third-party contribution to be at least 15% of the total scheme costs.
- 3.3.3. The proposed funding breakdown for the scheme is detailed in Table 3-3. This assumes a maximum LLM funding contribution of 85%.

¹ Risk allowance is a factor applied to project costs to act as a contingency for unforeseen circumstances.

Table 3-3: Funding request (£m)

	Pre 21/22	21/22	22/23	23/24	24/25	25/26	26/27	Total
Government/ DfT funding	1.024	0	13.754	8.163	28.115	99.895	62.427	213.378
Local contribution	10.526	9.666	3.990	4.057	3.712	4.099	1.605	37.655
Total	11.550	9.666	17.745	12.220	31.827	103.995	64.030	251.033

LOCAL AUTHORITY CONTRIBUTION

3.3.4. A local contribution, underwritten by NCC, will account for 15% of the scheme costs, which totals **£37.655m**. The exact composition of the local authority contribution from 2021/22 has not yet been finalised, but is expected to come from a combination of the following:

- Funding through the New Anglia LEP
- Possible borrowing through Public Works Loan Board (PWLB)
- Consideration of borrowing via the new UK National Infrastructure Bank.

3.3.5. The details of the local funding mechanism will be clarified as the scheme is developed. In view of the uncertainty about the sources of local funding, Norfolk County Council will underwrite these costs. The local contribution is confirmed in the signed declaration by Norfolk County Council's Section 151 officer, which is included in the Bid Cover Sheet. The declaration also confirms that the Council will underwrite any increase in costs above those set out in the Business Case.

3.3.6. The Council is also prepared to enter into credit arrangements under the prudential borrowing powers from the Local Government Act 2003.

3.3.7. On the basis of the above, the scheme is therefore considered to be affordable from a local perspective.

3.4 EXPECTED WHOLE LIFE COSTS

3.4.1. Although the request for funding is for a contribution towards the capital costs of delivering the scheme, the business case must also consider its whole-life costs. These include the costs of operating and maintaining the highway (including any structures) and associated infrastructure as well as the longer-term costs of infrastructure renewal. This will include the costs associated with maintaining the landscaping and the environmental mitigation measures.

Maintenance and renewals

3.4.2. Maintenance and renewals costs include:

- Highways maintenance liabilities including communication equipment, drainage clearance, road and street lighting operation, winter maintenance (i.e. application of salt and snow clearance) and infrastructural and safety inspections
- Longer term highways renewals, including re-surfacing and renewing the road pavement, care and upkeep of the verge, winter gritting and any associated works
- Structures maintenance liabilities including inspection, deck waterproof replacement, concrete repairs and VRS replacement.

- 3.4.3. An indicative cost of has been developed based on structures, length of highway and planned renewals programme for each aspect. This would be included as part of NCC annual maintenance programme. This will be further developed as the detailed design is produced.

3.5 ACCOUNTING IMPLICATIONS

- 3.5.1. The preferred option is expected to have the following implications on public accounts:
- Central government/DfT funding of £213.378m (85%) is sought to deliver the scheme, with the majority of the funds being spent during the financial years 2023-2026
 - A local contribution of £37.655m (15%) of the scheme implementation costs is required
 - The maintenance costs for the scheme are expected to cost £30.07m in 2020 Q3 prices over a 60 year period, the funding for which will be sourced from the annual maintenance budget.

FUNDING COVER FOR WHOLE LIFE COSTS

- 3.5.2. The whole life costs will also need to be met by NCC, and provision will be made for this in the Council's budgets for highways and bridge maintenance, which are funded through LTP allocations. It is considered that the NWL will form part of the MRN and would be maintained as part of that network with funding provision specific to the MRN.

3.6 SUMMARY OF THE FINANCIAL CASE

- 3.6.1. The base scheme costs are **£168.747m**. The scheme costs include a risk allowance taken from the latest QRA.
- 3.6.2. The total scheme costs, including risk and inflation, are **£251.033m** at out-turn costs.
- 3.6.0. Funding is sought via the Large Local Majors programme through the National Roads Fund. Central government/DfT funding of **£213.378m** (85%) is sought to deliver the scheme, with the majority of the funds being spent during the financial years 2023-2026. A local contribution of **£37.655m** (15%) of the scheme implementation costs is required.
- 3.6.1. NCC's Section 151 Officer has provided a Letter of Intent to confirm the Council's financial obligations towards the scheme.



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Appraisal Cost Proforma Summary Sheet

Assumptions:

Price Year Base (Earliest - 1998)	2020
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Note: Promoters are requested to enter the price year base they are using into the above

Investment cost optimism bias (%)	23%
Operating cost optimism bias (%)	0%

QRA P(80) (total)	37,366
QRA P(50) (total)	
Design Year Operating Cost (usually 15 years from opening year)	798
Operating Cost (all years total)	65,704

COST BREAKDOWN:

All values in £,000's (thousands)

Financial Year	Investment Cost (in price year base in cell C3, excluding risk)	Cost including real cost inflation (Base Cost)	Risk adjusted cost using QRA P (mean)	Base cost including Optimism Bias	Base cost including OB deflated and discounted to 2010 Market Prices
2020/21	2,535	2,535	2,535	3,118	2,112
2021/22	9,666	9,587	9,587	11,811	7,730
2022/23	14,395	14,475	17,101	17,952	11,354
2023/24	7,954	8,084	11,668	10,070	6,153
2024/25	22,890	25,390	29,801	31,695	18,713
2025/26	63,990	79,273	95,849	99,379	56,690
2026/27	38,302	47,496	57,665	59,884	33,005

Totals for remaining appraisal years:

Totals:	159,732	186,840	224,206	233,909	135,757

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Public Accounts (PA) Table

	ALL MODES	ROAD INFRASTRUCTURE	BUS and COACH	RAIL	OTHER
Local Government Fundi TOTAL					
Revenue	0				
Operating Costs	7.078				
Investment Costs	20.364				
Contributions	0				
Grant/Subsidy Payments	0				
NET IMPACT	27.442				
					(7)
Central Government Funding: Transp					
Revenue	0				
Operating costs	0				
Investment Costs	115.394				
Contributions	0				
Grant/Subsidy Payments	0				
NET IMPACT	115.394				
					(8)
Central Government Funding: Non-Tra					
Indirect Tax Revenues	-11828				
					(9)
TOTALS					
Broad Transport Budget	142.836				
					(10) = (7) + (8)
Wider Public Finances	-11828				
					(11) = (9)

Notes: Costs appear as positive numbers, while revenues and 'Developer and Other Contributions' appear as negative numbers.
All entries are discounted present values in 2010 prices and values.

APPENDIX D – Update to the Analysis of Monetised Costs and Benefits Table

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Analysis of Monetised Costs and Benefits

Noise		(12)
Local Air Quality		(13)
Greenhouse Gases		(14)
Journey Quality		(15)
Physical Activity	8876	(16)
Accidents	11496	(17)
Economic Efficiency: Consumer Users (Commuting)	52612	(1a)
Economic Efficiency: Consumer Users (Other)	159535	(1b)
Economic Efficiency: Business Users and Providers	73736	(5)
Wider Public Finances (Indirect Taxation Revenues)	-43685	(11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	262570	$(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)$
Broad Transport Budget	142836	(10)
Present Value of Costs (see notes) (PVC)	142836	$(PVC) = (10)$
OVERALL IMPACTS		
Net Present Value (NPV)	119734	$NPV = PVB - PVC$
Benefit to Cost Ratio (BCR)	1.84	$BCR = PVB / PVC$

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Analysis of Monetised Costs and Benefits

Noise	27	(12)
Local Air Quality	564	(13)
Greenhouse Gases	19371	(14)
Journey Quality	0	(15)
Physical Activity	8876	(16)
Accidents	28411	(17)
Economic Efficiency: Consumer Users (Commuting)	67505	(1a)
Economic Efficiency: Consumer Users (Other)	49484	(1b)
Economic Efficiency: Business Users and Providers	56684	(5)
Wider Public Finances (Indirect Taxation Revenues)	11828	(11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	242750	$(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)$
Broad Transport Budget	142836	(10)
Present Value of Costs (see notes) (PVC)	142836	$(PVC) = (10)$
OVERALL IMPACTS		
Net Present Value (NPV)	99914	$NPV = PVB - PVC$
Benefit to Cost Ratio (BCR)	1.70	$BCR = PVB / PVC$

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

APPENDIX E – Update to the Appraisal Summary Table

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Appraisal Summary Table: Core Growth (Sensitivity) scenario		Date produced:	16-Jun-22	Contact:		
Name of scheme:	Norwich Western Link	Name		Organisation	Norfolk County Council	
Description of scheme:	The Norwich Western Link will comprise a new dual carriageway all-purpose road to the west of Norwich, from the A47 to the A1067/A1270, including a new viaduct bridge over the River Wensum and its floodplain. The scheme will provide a direct connection between the Strategic Road Network and the A1270 Broadland Northway through the west of Norwich. This will complete an orbital route around Norwich, which forms part of the Major Road Network.	Role				
Impacts	Summary of key impacts	Assessment				
		Quantitative	Qualitative	Monetary £(NPV)	Distributional 7-pt scale/ vulnerable grp	
Economy	Business users & transport providers The scheme provides business user benefits, with nearly all of the benefits being from journey time savings totalling with £73.736m in user benefits. There are increases in vehicle operating costs, with a benefit of over £5.777m	Value of journey time changes(£)		73.737		
		Net journey time changes (£)				
		0 to 2min	2 to 5min	> 5min		
		34.199	8.905	30.633		£73,736,000
Reliability impact on Business users	Reliability has been assessed in line with TAG Unit A1.3, Section 6.3 (Reliability – urban roads) based on the calculation of the standard deviation of journey times from journey time and distance for each O-D (origin-destination) pair					
Regeneration	N/A					
Wider Impacts	WSP's Wider Impacts in Transport Appraisal (WITA) tool has been used. The tool estimates the following impacts: agglomeration, labour supply and output change in imperfectly competitive markets as described in TAG units A2.1 to unit A2.4. The Reliability element has been included within this value as a pro-rata'd exercise was undertaken from the OBC Core Growth scenario.	W11 (Agglomeration impacts), W12 (Output change in imperfectly competitive markets impacts) and W13 (Tax revenues arising from labour market impacts): £90.692m		£90,692,000		
Environmental	Noise	Not assessed for the Core Growth (Sensitivity) Scenario		NA		
	Air Quality	Not assessed for the Core Growth (Sensitivity) Scenario		N/A		
	Greenhouse gases	Not assessed for the Core Growth (Sensitivity) Scenario	Change in non-traded carbon over 60y (CO2e)		N/A	
			Change in traded carbon over 60y (CO2e)			
	Landscape	There would be subdivision of fields, disrupting field patterns locally. There would be sections of embankment and cutting through the landscape which would affect the pattern locally but the viaduct would have a wider impact. Field patterns are easily substitutable, although loss of mature hedgerow trees would take much longer to re-establish. The viaduct across the River Wensum will introduce a new feature into this landscape and will have a significant impact on tranquillity in the north. The road will also alter tranquillity locally along its entire length, although more limited than the viaduct due to it largely being at-grade or in cutting. The alignment, which is duelled, is larger than the existing road infrastructure through this landscape and therefore out of character. There will be some loss of woodland and arable farmland altering land cover locally.	N/A	Moderate Adverse	N/A	
	Townscape	Scoped out of WebTAG and AST appraisal.	N/A	N/A	N/A	
	Historic Environment	The Proposed Scheme would have a moderate adverse effect on the setting (context) of nearby listed buildings, and will adversely affect the appreciation and understanding of the characteristic historic environmental resource in the area of proposed road construction. The Proposed Scheme would have a low, moderate or major adverse effect on known non-designated assets. The Proposed Scheme would have a low, moderate or major direct impact on previously unrecorded significant historic environment non-designated assets, resulting in loss of features such that their integrity is substantially compromised. The heritage significance of such assets would depend on their nature, date, extent and survival but might be local or regional (potentially national if extensive and well preserved).	N/A	Moderate adverse (built heritage) Low.	N/A	
Biodiversity	The possible biodiversity impacts include loss of woodland, hedgerows and wetland, degradation of habitats and impacts to protected species through loss of habitat, disturbance, severance of habitat, fragmentation and killing/injury of individuals. Impacts could occur during construction and operation of the Proposed Scheme. Mitigation and compensation strategies are being developed to reduce the identified possible impacts. Mitigation measures include a range of design features such as sensitive timing of construction works and the use of green bridges and underpasses. Compensation measures include planting new areas of woodland and enhancing existing woodlands. The most significant impact which cannot be mitigated for, in the short term, is the loss of woodland which bats use as foraging habitat.	N/A	Large adverse	N/A		
Water Environment	No structures are proposed within the channel of the River Wensum or within 10m of the River Wensum. This is expected to minimise impacts to the river flow and channel morphology of the River Wensum. The Proposed Scheme requires the construction of a maintenance access track immediately adjacent to the proposed viaduct to enable inspection of the viaduct over its design life. The track will not require crossing of the River Wensum but will need to be constructed within the floodplain of the River Wensum and cross the land drains located within this area. The access track will be constructed at grade to prevent adverse effects to floodplain storage or flood flow conveyance. Structures such as culverts into a watercourse can potentially remove natural bed substrate and bank-side habitat, as well as change flow dynamics and sediment transport through the Tributary of the River Tud. Crossings of watercourses and any new watercourse channels are expected to maintain the capacity of the channel, ensure no increased flood risk up to the 1 in 100-year event considering the potential effects of climate change, be designed in accordance with DMRB guidance, and be sensitive to ecological requirements. The Drainage Strategy at this stage of the assessment indicates that infiltration to ground and discharge to nearby watercourses will be utilised to discharge road runoff. A robust surface water drainage system will be expected to ensure discharge from the Proposed Scheme does not increase flood risk elsewhere up to and including the 1 in 100-year event and allowing for climate change effects and provides sufficient attenuation to restrict the rate and volume of discharge to those agreed with Norfolk County Council (NCC) as the Lead Local Flood Authority (LLFA). A broad range of potential runoff pollutants, such as hydrocarbons (fuel and lubricants), fuel additives, metal from corrosion of vehicles, de-icer and gritting material, can accumulate on road surfaces. These can subsequently be washed off the road during rainfall events, polluting the receiving groundwater water bodies. Implementation of a Construction Environmental Management Plan (CEMP) and passive treatment incorporated into sustainable drainage systems (SuDS) should be considered and adhered to during construction and operation of the Proposed Scheme, to reduce the risk of contamination to the water environment. Mitigation for reduced groundwater recharge due to the introduction of hardstanding should be considered during detail design stage of the Proposed Scheme.	N/A	Slight Adverse	N/A		
Social	Commuting and Other users The scheme provides Commuting and Other user benefits, with most of the benefits being from journey time savings totalling £135.606m in user benefits. This are increases in vehicle operating costs, with a benefit of £76.540m.	Value of journey time changes(£)		135.608		
		Net journey time changes (£)				
		0 to 2min	2 to 5min	> 5min		
		60.864	15.187	59.557	£212,147,000	
	Reliability impact on Commuting and Other users					
	Physical activity	The impacts on Physical Activity has been assessed with DfT's AMAT for three of the four wider walking and cycling interventions. The NWL is forecast to have a beneficial impact of £8.876 million.			£8,876,000	
	Journey quality	Journey Quality has been assessed for traveller care, traveller views and traveller stress. Traveller care impacts have been assessed as moderately beneficial. Traveller views impacts have been assessed as neutral to beneficial, and traveller stress impacts have been assessed as large beneficial.		Moderate Beneficial		
	Accidents	COBALT (COst and Benefit to Accidents – Light Touch) has been used to understand the likely impact of the scheme on accidents in the study area. The impacts on users and road safety (accidents) has been appraised for a period of 60 years from the first year of scheme opening. The results indicate that the scheme will result in a reduction of 432 accidents over the 60 year appraisal period, leading to a reduction of 541 casualties (1 Fatal, 42 Serious and 498 Slight).	The results indicate that the scheme will result in a reduction of 432 accidents over the 60 year appraisal period, leading to a reduction of 541 casualties (1 Fatal, 42 Serious and 498 Slight)		£11,496,000	
	Security	Based on the assessment undertaken, the security impacts have been assessed as moderate/large beneficial. This is due to the provision of lighting and illuminated signs on the new link, and the reduction in junctions and stop start traffic.		Moderate Beneficial		
	Access to services	The scheme has not been designed to address accessibility, there is no change in the routes served by the public transport system, although there may be complementary public transport measures considered separately to the NWL at a later time.		Neutral		
Affordability	The scheme has not been designed to address the affordability of the transport system, there will be no change in fares/travel costs in users apart from those already identified through TUBA via Car Fuel and Non-Fuel operating costs		Neutral			
Severance	There are more roads forecast to experience decreases in flow rather than increases in flow in the study area; thus, showing a beneficial impact of the scheme on traffic flow, therefore the change in vehicle flows are not anticipated to negatively impact pedestrian movement. Where existing routes are severed, new crossing facilities will be provided, which should mitigate the impact of the new road.		Slight Beneficial			
Option and non-use values	The scheme will not substantially change the availability of transport services within the study area.		Neutral			
Public	Cost to Broad Transport Budget	The cost to the broad transport budget is £142.836m			£142,836,000	
	Indirect Tax Revenues	The indirect tax revenues are £43.685m			-£43,685,000	

Appraisal Summary Table: Core Growth scenario		Date produced:	15-Jun-22	Contact:			
Name of scheme:	Norwich Western Link	Name		Organisation	Norfolk County Council		
Description of scheme:	The Norwich Western Link will comprise a new dual carriageway all-purpose road to the west of Norwich, from the A47 to the A1067/A1270, including a new viaduct bridge over the River Wensum and its floodplain. The scheme will provide a direct connection between the Strategic Road Network and the A1270 Broadland Northway through the west of Norwich. This will complete an orbital route around Norwich, which forms part of the Major Road Network.	Role					
Impacts	Summary of key impacts	Quantitative	Assessment	Qualitative	Monetary £(NPV)	Distributional 7-pt scale/ vulnerable grp	
Economy	Business users & transport providers	Value of journey time changes(£)			51,137,000		
		0 to 2min	Net journey time changes (£)	2 to 5min	> 5min		
		13,744	10,204	27,189			
	Reliability impact on Business users	Reliability has been assessed in line with TAG Unit A1.3, Section 6.3 (Reliability – urban roads) based on the calculation of the standard deviation of journey times from journey time and distance for each O-D (origin-destination) pair					
	Regeneration	N/A					
	Wider Impacts	WSP's Wider Impacts in Transport Appraisal (WITA) tool has been used. The tool estimates the following impacts: agglomeration, labour supply and output change in imperfectly competitive markets as described in TAG units A2.1 to unit A2.4:		W1: Agglomeration impacts £40,008m W2: Output change in imperfectly competitive markets impacts £5,665m W3: Tax revenues arising from labour market impacts £0,586m			
Environmental	Noise	The study area for the assessment has been derived based on guidance within the Design Manual for Roads and Bridges (DMRB), LA 111 Noise and Vibration, May 2020 and is set to a distance of 600m from the kerb of any new roads associated with the scheme. There are 52 residential dwellings within the study area and no additional other sensitive receptors. Generally, within the study area, noise levels are predicted to increase as a result of the scheme, with large increases predicted at isolated receptors towards the centre of the study area where low baseline levels are anticipated. However, some receptors along Wood Lane and Paddy's Lane are predicted to experience noise level reductions as a result of less vehicles using these roads in favour of the scheme. The National Highways A47 North Tuddenham to Easton scheme has been included in both the Do-minimum (without scheme) and Do-something (with scheme) scenarios for the purpose of this assessment.		Households experiencing increased daytime noise in forecast year: 36 Households experiencing reduced daytime noise in forecast year: 9 Households experiencing increased night time noise in forecast year: 3 Households experiencing reduced night time noise in forecast year: 8	NA	£27,000	Noise impacts are experienced by those in the middle income quintiles. Children and young people experience noise disbenefits
		Air Quality	The appraisal has been undertaken using the Impact Pathways approach. Overall, with the Proposed Scheme there are modest improvements in local air quality in terms of NO2 and PM2.5 at locations with relevant human exposure. The overall monetary valuation takes into account ecosystem damage costs. No Air Quality Management Areas are included in the air quality study area. The Proposed Scheme links map onto PCM links which are all compliant with the NO2 limit value both with and without scheme. No exceedances of air quality standards are predicted.	NO2 Change in NO2 assessment score over 60 year appraisal period: -38,720.65 (between 'with scheme' and 'without scheme' scenarios). In 2025 there are 20,654 properties with improvement, 2,808 properties with no change, and 2,808 properties with deterioration. In 2040 there are 20,654 properties with improvement, 1,497 properties with no change, and 2,873 properties with deterioration. PM2.5 Change in PM2.5 assessment score over 60 year appraisal period: -9,467.40 (between 'with scheme' and 'without scheme' scenarios). In 2025 there are 1,682 properties with improvement, 1,682 properties with no change, and 2,489 properties with deterioration. In 2040 there are 20,696 properties with improvement, 1,250 properties with no change, and 3,078 properties with deterioration.	N/A	NPV of change in NO2: £94,721 NPV of change in PM2.5: £250,118 Total NPV of change in air quality: £563,552	Air quality impacts are experienced across all quintiles. Children and young people experience air quality benefits
	Greenhouse gases	The greenhouse gases appraisal for road transport emissions has been undertaken in accordance with TAG Unit A3 methodology. The calculations are based on the traffic forecasts for the do-minimum and do-something model scenarios for 2025 (opening year) and 2040 (design year), as generated by the Norwich Area Transport Strategy (NATS) traffic model for the OBC. Non-traded CO2e emissions (petrol and diesel vehicles) and CO2e traded emissions (electric vehicles) have been calculated in accordance with DMRB LA 114. The substantial differences in the findings compared to those for Scheme Option C' those presented in the SOBC are largely attributed to the major updates to the NATS model for the OBC and DMRB methodology (previously HA 207/07) for calculating emissions of greenhouse gases from road traffic. Comments on assumptions and uncertainty: 1) Emissions have been calculated across the whole of the NATS model simulation area. 2) Emissions have been estimated for scenarios in 2025 and 2040. For each year between the emissions have been determined by linear interpolation. In the absence of any data for the intervening years, this pragmatic approach adds a degree of uncertainty to the TAG calculations for these years. 3) The NATS model future forecast year is 2040. Beyond 2040 no traffic growth has been assumed. In reality some inter-annual variations in traffic levels and emissions can be expected. This factor adds a degree of uncertainty to the appraisal. 4) Emissions have been estimated based on vehicle fleet composition forecasts which were published pre-COVID-19. The likely impact of COVID-19 on fleet composition in future years cannot be predicted with any certainty at this present time.	Change in non-traded carbon over 60y (CO2e)		-257,567		
			Change in traded carbon over 60y (CO2e)		-2,606		
	Landscape	There would be subdivision of fields, disrupting field patterns locally. There would be sections of embankment and cutting through the landscape which would affect the pattern locally but the viaduct would have a wider impact. Field patterns are easily substitutable, although loss of mature hedgerow trees would take much longer to re-establish. The viaduct across the River Wensum will introduce a new feature into this landscape and will have a significant impact on tranquillity in the north. The road will also alter tranquillity locally along its entire length, although more limited than the viaduct due to it largely being at-grade or in cutting. The alignment, which is dually, is larger than the existing road infrastructure through this landscape and therefore out of character. There will be some loss of woodland and arable farmland altering land cover locally.	N/A	Moderate Adverse	N/A		
	Townscape	Scoped out of WebTAG and AST appraisal.	N/A	N/A	N/A		
	Historic Environment	The Proposed Scheme would have a moderate adverse effect on the setting (context) of nearby listed buildings, and will adversely affect the appreciation and understanding of the characteristic historic environmental resource in the area of proposed road construction. The Proposed Scheme would have a low, moderate or major adverse effect on known non-designated assets. The Proposed Scheme would have a low, moderate or major direct impact on previously unrecorded significant historic environment non-designated assets, resulting in loss of features such that their integrity is substantially compromised. The heritage significance of such assets would depend on their nature, date, extent and survival but might be local or regional (potentially national if extensive and well preserved).	N/A	Moderate adverse (built heritage) Low, moderate or major adverse (buried remains)	N/A		
	Biodiversity	The possible biodiversity impacts include loss of woodland, hedgerows and wetland, degradation of habitats and impacts to protected species through loss of habitat, disturbance, severance of habitat, fragmentation and killing/injury of individuals. Impacts could occur during construction and operation of the Proposed Scheme. Mitigation and compensation strategies are being developed to reduce the identified possible impacts. Mitigation measures include a range of design features such as sensitive timing of construction works and the use of green bridges and underpasses. Compensation measures include planting new areas of woodland and enhancing existing woodlands. The most significant impact which cannot be mitigated for, in the short term, is the loss of woodland which bats use as foraging habitat.	N/A	Large adverse	N/A		
	Water Environment	No structures are proposed within the channel of the River Wensum or within 10m of the River Wensum. This is expected to minimise impacts to the river flow and channel morphology of the River Wensum. The Proposed Scheme requires the construction of a maintenance access track immediately adjacent to the proposed viaduct to enable inspection of the viaduct over its design life. The track will not require crossing of the River Wensum but will need to be constructed within the floodplain of the River Wensum and cross the land drains located within this area. The access track will be constructed at grade to prevent adverse effects to floodplain storage or flood flow conveyance. Structures such as culverts into a watercourse can potentially remove natural bed substrate and bank-side habitat, as well as change flow dynamics and sediment transport through the Tributary of the River Tud. Crossings of watercourses and any new watercourse channels are expected to maintain the capacity of the channel, ensure no increased flood risk up to the 1 in 100-year event considering the potential effects of climate change, be designed in accordance with DMRB guidance, and be sensitive to ecological requirements. The Drainage Strategy at this stage of the assessment indicates that infiltration to ground and discharge to nearby watercourses will be utilised to discharge road runoff. A robust surface water drainage system will be expected to ensure discharge from the Proposed Scheme does not increase flood risk elsewhere up to and including the 1 in 100-year event and allowing for climate change effects and provides sufficient attenuation to restrict the rate and volume of discharge to those agreed with Norfolk County Council (NCC) as the Lead Local Flood Authority (LLFA). A broad range of potential runoff pollutants, such as hydrocarbons (fuel and lubricants), fuel additives, metal from corrosion of vehicles, de-icer and gritting material, can accumulate on road surfaces. These can subsequently be washed off the road during rainfall events, polluting the receiving groundwater water bodies. Implementation of a Construction Environmental Management Plan (CEMP) and passive treatment incorporated into sustainable drainage systems (SuDS) should be considered and adhered to during construction and operation of the Proposed Scheme, to reduce the risk of contamination to the water environment. Mitigation for reduced groundwater recharge due to the introduction of hardstanding should be considered during detail design stage of the Proposed Scheme.	N/A	Slight Adverse	N/A		
Social	Commuting and Other users	Value of journey time changes(£)			146,311,000		
		0 to 2min	Net journey time changes (£)	2 to 5min	> 5min		
		50,451	32,474	63,386			
	Reliability impact on Commuting and Other users						
	Physical activity	The impacts on Physical Activity has been assessed with DfT's AMAT for three of the four wider walking and cycling interventions. The NVL is forecast to have a beneficial impact of £8.876 million.					
	Journey quality	Journey Quality has been assessed for traveller care, traveller views and traveller stress. Traveller care impacts have been assessed as moderately beneficial. Traveller views impacts have been assessed as neutral to beneficial, and traveller stress impacts have been assessed as large beneficial.					
	Accidents	COBALT (Cost and Benefit to Accidents – Light Touch) has been used to understand the likely impact of the scheme on accidents in the study area. The impacts on users and road safety (accidents) has been appraised for a period of 60 years from the first year of scheme opening. The results indicate that the scheme will result in a reduction of 929 accidents over the 60 year appraisal period, leading to a reduction of 1,150 casualties (93 Serious and 1057 Slight)		The results indicate that the scheme will result in a reduction of 929 accidents over the 60 year appraisal period, leading to a reduction of 1,150 casualties (93 Serious and 1057 Slight)		£28,411,000	
	Security	Based on the assessment undertaken, the security impacts have been assessed as moderate/large beneficial. This is due to the provision of lighting and illuminated signs on the new link, and the reduction in junctions and stop start traffic.					
	Access to services	The scheme has not been designed to address accessibility, there is no change in the routes served by the public transport system, although there may be complementary public transport measures considered separately to the NVL at a later time.					
	Affordability	The scheme has not been designed to address the affordability of the transport system, there will be no change in fares/travel costs in users apart from those already identified through TUBA via Car Fuel and Non-Fuel operating costs					
	Severance	There are more roads forecast to experience decreases in flow rather than increases in flow in the study area, thus, showing a beneficial impact of the scheme on traffic flow, therefore the change in vehicle flows are not anticipated to negatively impact pedestrian movement. Where existing routes are severed, new crossing facilities will be provided, which should mitigate the impact of the new road.					
	Option and non-use values	The scheme will not substantially change the availability of transport services within the study area.					
Public	Cost to Broad Transport Budget	The cost to the broad transport budget is £142,836m					
	Indirect Tax Revenues	The indirect tax revenues are £11,828m					

APPENDIX F – Update to the Economic Efficiency of the
Transport System Table

DRAFT

Economic Efficiency of the Transport System (TEE)

Non-business: Commuting		ALL MODES TOTAL	ROAD Private Cars and LGVs	BUS COACH Passengers	and RAIL Passengers	OTHER	
User benefits							
Travel time		60169					
Vehicle operating costs		-7557					
User charges		0					
During Construction & Maintenance		0					
COMMUTING		52612 (1a)	0	0	0		0
Non-business: Other		ALL MODES TOTAL	ROAD Private Cars and LGVs	BUS COACH Passengers	and RAIL Passengers	OTHER	
User benefits							
Travel time		75437					
Vehicle operating costs		84097					
User charges		0					
During Construction & Maintenance		0					
NET NON-BUSINESS BENEFITS: OTHER		159534 (1b)	0	0	0		0
Business			Goods Vehicles	Business Cars & LGVs	Passengers	Freight	Passengers
User benefits							
Travel time		73736	48528	25208			
Vehicle operating costs		5777	5591	186			
User charges		0					
During Construction & Maintenance		0					
Subtotal		79513 (2)	54119	25394	0	0	0
Private sector provider impacts						Freight	Passengers
Revenue		0					
Operating costs		0					
Investment costs		0					
Grant/subsidy		0					
Subtotal		0 (3)				0	0
Other business impacts							
Developer contributions		0 (4)					
NET BUSINESS IMPACT		79513 (5) = (2) + (3) + (4)					
TOTAL							
Efficiency Benefits (TEE)		291659 (6) = (1a) + (1b) + (5)					

Notes: Benefits appear as positive numbers, while costs appear as negative numbers. values

Economic Efficiency of the Transport System (TEE)

Non-business: Commuting		ALL MODES	ROAD	BUS and COACH		RAIL	OTHER	
User benefits		TOTAL	Private Cars and LGVs	Passengers	Passengers	Passengers		
Travel time		76017						
Vehicle operating costs		-8512						
User charges		0						
During Construction & Maintenance		0						
COMMUTING		67505	0	0	0	0	0	
(1a)								
Non-business: Other		ALL MODES	ROAD	BUS and COACH		RAIL	OTHER	
User benefits		TOTAL	Private Cars and LGVs	Passengers	Passengers	Passengers		
Travel time		70294						
Vehicle operating costs		-20805						
User charges		0						
During Construction & Maintenance		0						
NET NON-BUSINESS BENEFITS: OTHER		49489	0	0	0	0	0	
(1b)								
Business								
User benefits		Business Goods Vehicles		Cars & LGVs		Passengers	Freight	Passengers
Travel time		51136	30816	20320				
Vehicle operating costs		5548	4547	1001				
User charges		0						
During Construction & Maintenance		0						
Subtotal		56684	35363	21321	0	0	0	0
(2)								
Private sector provider impacts				Freight		Passengers		
Revenue		0						
Operating costs		0						
Investment costs		0						
Grant/subsidy		0						
Subtotal		0			0	0	0	0
(3)								
Other business impacts								
Developer contributions		0						
(4)								
NET BUSINESS IMPACT		56684	(5) = (2) + (3) + (4)					
(5)								
TOTAL								
Efficiency Benefits (TEE)		173678	(6) = (1a) + (1b) + (5)					
(6)								

Notes: Benefits appear as positive numbers, while costs appear as negative numbers. values

APPENDIX G – Update to the Environmental Impact Report
(including Biodiversity Worksheet)

DRAFT



Norfolk County Council

NORWICH WESTERN LINK

Environmental Impact Report



Image Courtesy of Mike Page'



Norfolk County Council

NORWICH WESTERN LINK

Environmental Impact Report

TYPE OF DOCUMENT (VERSION) PUBLIC

PROJECT NO. 70041922

OUR REF. NO. 70041922-WSP-EIR

DATE: JUNE 2022

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QUALITY CONTROL

Issue/revision	First issue	Revision 1	Revision 2	Revision 3
Remarks	Draft	Updated following client comments	Final	Draft
Date	March 2021	May 2021	June 2021	June 2022
Prepared by	H Smith/			Various
Signature				
Checked by	S Johnson/ H Bilston/ M Ashcroft	C Middleton	C Middleton	
Signature				
Authorised by	S Goane	S Goane / L Wooller	S Goane / L Wooller	
Signature				
Project number				
Report number				
File reference				

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NOISE TAG WORKBOOK

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GREENHOUSE GASES TAG WORKBOOK

APPENDIX E

LANDSCAPE TAG WORKBOOK

APPENDIX F

HISTORIC ENVIRONMENT TAG WORKBOOK

APPENDIX G

BIODIVERSITY TAG WORKBOOK

APPENDIX H

WATER ENVIRONMENT TAG WORKBOOK

1 INTRODUCTION

1.1 INTRODUCTION

This Environmental Impact Report (EIR) has been developed as part of the Outline Business Case for the Norwich Western Link scheme (NWL) and has been prepared on behalf of Norfolk County Council (NCC) for consideration by the Department for Transport (DfT).

This report forms an addendum to the original EIR for consideration by DfT following the completion of the localised alignment refinement north of Ringland Lane and updated traffic modelling..

1.2 PURPOSE OF THIS APPRAISAL

1.2.1. This TAG Environmental Appraisal has been prepared in support of the Outline Business Case (OBC) for the Norwich Western Link.

1.2.2. The methods used in the undertaking of the environmental appraisal followed the principles set out in the Department for Transport (DfT) guidance Transport Analysis Guidance (TAG) Unit A3 Environmental Impact Appraisal (May 2019). This provides guidance for appropriately qualified environmental practitioners on appraising the impact of transport proposals on the built and natural environment, and on people. This appraisal is not intended to be an alternative to, or a replacement for, a statutory Environmental Impact Assessment (EIA) (if required).

1.2.3. The reporting of the environmental appraisal is provided in the form of a Worksheet for each of the topics and an Appraisal Summary Table (AST), provided as part of the Economic Case of the OBC.

1.2.4. The environmental topics covered in this environmental appraisal are:

- Noise;
- Air Quality;
- Greenhouse Gases;
- Landscape;
- Historic Environment;
- Biodiversity; and
- Water Environment.

1.2.5. This report presents the findings set out in the AST, supported by TAG Worksheets, for the environmental topics listed above. It also includes a short account of the impacts associated with each of the environmental topics.

1.3 SCHEME LOCATION

1.3.1. The NWL is located to the east of Norwich and seeks to provide a link between the A47 in the south and the A1067 in the north. The Norwich Western Link will comprise a new dual carriageway all-purpose road to the west of Norwich, from the A47 to the A1067/A1270, including a new viaduct bridge over the River Wensum and its floodplain. The Scheme will provide a direct connection between the Strategic Road Network and the A1270 Broadland Northway through the west of Norwich. This will complete an orbital route around Norwich, which forms part of the Major Road Network. The location is shown in **Figure 1-1** with the alignment refinement illustrated with the green dashed line.

1.3.2. The Scheme is comprised of:

- A dual carriageway road, including a viaduct over the River Wensum and associated floodplain
- An "at grade" junction with the A1067;
- Dualling of a section of the existing A1067 between the proposed NWL roundabout and existing A1270 roundabout;
- A bridge carrying the NWL over Ringland Lane;
- New pedestrian crossing points, green bridges and bat underpasses where deemed to be required;
- Diversion and extension of existing Public Rights of Way and field paths to create a coherent joined up network; and
- Surface water drainage - principally infiltration basins, sediment forebays and associated carrier drains/ channels.

1.3.3. The Scheme also includes landscaping, planting, ancillary works, environmental mitigation work and Biodiversity Net Gain measures and a wider network of cycle-friendly route options where traffic relief from the NWL enables improved cycle priority.



Figure 1-1 - Scheme Location

2 NOISE

2.1 INTRODUCTION

- 2.1.1. This section presents the noise appraisal for the Scheme, undertaken to help inform the OBC. The appraisal methodology and baseline conditions are described, followed by a summary of the findings of the noise appraisal, including the outcome of the TAG Unit A3 noise analysis.
- 2.1.2. The noise assessment to inform the OBC was originally undertaken in 2020 but has now been updated based on revised traffic data provided in 2022. The alignment of the Scheme has also been revised since the 2020 noise assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West). The findings reported within this chapter do not account for the changes to the Scheme design but do reflect the revised traffic data provided in 2022. This is considered acceptable given the limited number of receptors in proximity to the northern end of the Scheme, it is considered that the general pattern of predicted impacts will be similar for the revised Scheme as that presented within this Chapter (which is based on the 2022 traffic data but 2020 Scheme design). Further, the net present value for noise is small in comparison to the overall cost benefit ratio for the Scheme. It is therefore considered unlikely that the change to the Scheme design would have a notable influence on the overall cost benefit ratio for the Scheme.
- 2.1.3. Table 2-1 includes a definition of basic acoustic terms used in this chapter.

Table 2-1 - Glossary of Basic Acoustic Terms

Term	Definition
A-weighting, dB(A)	The human ear has a non-linear frequency response, being less sensitive at low and high frequencies and most sensitive in the mid-range frequencies. The A-weighting scale is applied to measured sound pressure levels so that these levels correspond more closely to the subjective response.
Decibel (dB)	The unit of measurement used for sound pressure levels. The decibel scale is logarithmic rather than linear. The threshold of hearing is 0 decibels while the threshold of pain is about 130 decibels.
Facade	Sound level that is determined 1 metre (m) in front of a window or door in a facade.
Free-field	The sound level that is measured or calculated, in the open, without any reflections from nearby surfaces except the ground.

2.2 BASELINE CONDITIONS

- 2.2.1. Initial consultation with Broadlands DC has been undertaken with regard to the noise and vibration assessment as part of the Environmental Impact Assessment (EIA) process. Further consultation will be undertaken as the EIA process continues and will be reported within the Environmental Statement (ES).
- 2.2.2. At the northern end of the NWL, the noise climate is dominated by road traffic noise from Fakenham Road (A1067). Moving south, there is some contribution to the noise climate from road traffic on the nearby local roads. At the southern end of the NWL, the noise climate is dominated by road traffic noise from the A47. The disused RAF Attlebridge airfield is located approximately 3km west of the proposed route and is thought not to significantly affect the noise climate.

- 2.2.3. The A47 is managed by Highways England and is proposed to be dualled and slightly re-routed at the southern end of the NWL (not within the scope of the NWL). As the A47 dualling works are assumed to be complete prior to the opening of the NWL, the assessment of the NWL presented in this report has assumed the A47 is dualled in both the 'with' and 'without' NWL traffic scenarios¹. Consequently, the noise impacts from the A47 dualling and re-routing will not be considered in this OBC assessment. Based on information available at this stage it has been assumed that the A47 will be surfaced with a low noise road surface and this has been incorporated into the acoustic model.
- 2.2.4. Generally, except for receptors at the northern and southern ends of the NWL close to the A1067 or the A47, the NWL covers a fairly rural area, with existing ambient noise levels being relatively low.
- 2.2.5. To account for the potential contribution from sources of noise not included in the acoustic model or excluded from the calculation (for example, as a result of the vehicle flow falling below the threshold for valid calculations of $L_{A10,18h}$), an adjustment for existing ambient noise has been applied. This is especially relevant for more remote locations away from existing roads, where the acoustic model may potentially under-estimate noise levels.
- 2.2.6. From 30 April to 2 May 2019 a noise survey was undertaken as part of the options selection stage for the NWL. This survey was undertaken at three locations to inform the acoustic modelling that was undertaken at that stage. Measurement position 3 was located at 47 The Street, Ringland which, although outside the study area for the NWL (discussed below), is indicative of the area between the A47 and the A1067 where ambient noise levels are low. Based on the measured noise levels, 34 dB $L_{A10,18h}$ during the daytime and 26 dB L_{night} during the night-time have been added to the acoustic model. These underlying levels are sufficiently low not to affect the noise levels in areas where road traffic noise is dominant but have been applied to help ensure that the existing noise levels in more remote areas are not under-estimated and hence that the future changes in noise levels are not over-estimated.
- 2.2.7. There are no Noise Important Areas (NIAs) within 600 metres of the NWL. The nearest NIA to the NWL is NIA 5201, located on the existing A47, approximately 1km from the southern end of the NWL.

2.3 METHODOLOGY

- 2.3.1. The appraisal has been completed in accordance with the TAG Unit A3 guidance for Noise Impacts. The methodology references DMRB guidance where appropriate, however, this is not a full and complete assessment under DMRB, as a proportionate appraisal has been undertaken, with the scope and methodology being tailored to support the OBC.

¹ The same approach will be adopted in the forthcoming Environmental Impact Assessment (EIA), with the outcomes being reported in the form of an ES.

TAG UNIT A3 ENVIRONMENTAL IMPACT APPRAISAL, DEPARTMENT FOR TRANSPORT

- 2.3.2. With regards to noise impacts, the TAG Unit A3 impact appraisal used to focus on annoyance, however, this emphasis has now shifted in light of growing evidence on the links between environmental noise and health outcomes. Defra has produced guidance on transport-related noise using an ‘impact pathway’ approach to include:
- Annoyance;
 - Sleep disturbance; and
 - Health impact, including heart disease (acute myocardial infarction, or AMI), stress and dementia.
- 2.3.3. The methodology includes five steps as follows:
- Scoping;
 - Quantification of noise and impacts;
 - Estimation of the affected population;
 - Monetary valuation of changes in noise impact; and
 - Consideration of the distributional impacts of changes in noise.

SCOPING (STEP 1)

- 2.3.4. TAG Unit A3 requires that scoping should be consistent with the scoping of the environmental assessment, with the aim being to decide how noise impacts should be appraised and to define a study area for the NWL. The noise appraisal should be proportional to the NWL and its likely impact, with analysis being no more detailed than is required to support robust decision making.
- 2.3.5. TAG Unit A3 notes (in paragraph 2.2.3) that consideration needs to be given to how to address night-time noise and that for road-based schemes, “*conversion between different noise measures is considered sufficiently robust for the effects of night-time noise on sleep disturbance to be transformed from daytime measures*”. This approach has been adopted for the NWL, through the use of the formulas contained in TRL Project Report PR/SE/451/02².
- 2.3.6. Paragraph 2.2.6 of TAG Unit A3 notes that the guidance “*does not specify any analysis for situations where noise impacts on potentially noise sensitive non-residential receptors such as schools or hospitals*”. Where impacts are likely to be significant, the TAG Unit A3 guidance is that they should be reported separately.

² TRL Limited. Project Report PR/SE/451/02. Converting the UK Traffic Noise Index $L_{A10,18h}$ to EU Noise Indices for Noise Mapping. P G Abbott & P M Nelson (TRL Limited). 2002.

- 2.3.7. For road schemes, TAG Unit A3 makes reference to the DMRB Volume 11, Section 3, Part 7 Noise and Vibration³. This guidance was superseded in 2019 by DMRB LA 111 Noise and vibration⁴, which itself was most recently updated in May 2020.

QUANTIFICATION OF NOISE IMPACTS (STEP 2)

- 2.3.8. The NWL is likely to affect noise levels in the area, as experienced at nearby sensitive receptors, in the following ways. It will:
- change the physical alignment of existing traffic links at their junction with the NWL and introduce new traffic along the length of the NWL; and
 - have the potential to alter vehicle flow characteristics, such as traffic volumes, composition, and speeds on the existing road network.
- 2.3.9. TAG Unit A3 requires the likely noise impacts to be quantified and to this end reference is made to the Calculation of Road Traffic Noise (CRTN)⁵. A 3-dimensional digital acoustic model has been prepared using CadnaA® software to quantify the likely road traffic noise levels during the operational phase of the NWL, with calculations following the methodology in CRTN (see paragraph 2.3.22 onwards).
- 2.3.10. TAG Unit A3 includes some guidance on how to deal with property demolitions or house building, stating that “*where there are grounds to confidently predict changes in the affected number of households between the without scheme and with scheme cases, this should be reflected in the appraisal*”. However, it is understood that no significant housing developments are currently proposed within the study area for the NWL. Therefore, no committed developments have been included in the monetary valuation of noise impacts. Potential noise impacts on any committed developments within the study area for the operational noise assessment will be considered within the EIA.
- 2.3.11. The CRTN has been used to predict road traffic noise levels in terms of $L_{A10,18h}$. The following corrections have been used to calculate relevant daytime and night-time noise levels for use in the TAG Unit A3 assessment:
- $L_{Aeq,16h} = L_{A10,18h} - 2$ dB (from paragraph 2.2.13 of TAG Unit A3); and
 - $L_{night} = 0.90 \times L_{A10,18h} - 3.77$ dB (from TRL Report PR/SE/451/02, Method 3 for non-motorway roads).

³ Design Manual for Roads and Bridges (DMRB). Volume 11 Environmental Assessment. Section 3 Environmental Assessment Techniques. Part 7 HD 213/11 – Revision 1 – Noise and Vibration. The Highways Agency, Transport Scotland, Welsh Government and the Department for Regional Development Northern Ireland. 2011.

⁴ Design Manual for Roads and Bridges. Sustainability & Environmental Appraisal. LA 111 Noise and Vibration Revision 2. Highways England. 2020.

⁵ The Calculation of Road Traffic Noise. The Department of Transport and Welsh Office. 1988

- 2.3.12. The output from the quantification process is a matrix of households experiencing different noise levels in the with-scheme and without-scheme scenarios. The noise levels are defined in 3 dB wide bands running from 45 dB to 81 dB for both $L_{Aeq,16h}$ and L_{night} .
- 2.3.13. The calculations have been carried out for the NWL opening year and a forecast (or future) year 15 years after opening:
- do-minimum, opening year 2025, (without-scheme)⁶;
 - do-something, opening year 2025, (with-scheme)⁷;
 - do-minimum, forecast year 2040, (without-scheme); and
 - do-something, forecast year 2040, (with-scheme).
- 2.3.14. The acoustic model has been used to predict receptor specific noise levels at a height of 4 metres. The façade subject to the greatest magnitude of change has been used in the analysis in line with the guidance in DMRB LA 111.
- 2.3.15. It should be noted that paragraph 2.2.17 of TAG Unit A3 notes the following regarding night-time impacts “*As well as through the monetisation process described in step three below, night noise impacts should be assessed by determining the number of households where the WHO Interim Night Noise Target of 55 dB L_{night} noise level is exceeded for the last forecast year in the with and without scheme cases*”. For this analysis, it is considered appropriate to use a different sift mechanism, based on the highest noise level, to derive a representative noise level for each dwelling. This is because the use of the façade with the greatest magnitude of noise change may not identify the highest noise level affecting the property.

ESTIMATION OF THE AFFECTED POPULATION (STEP 3)

- 2.3.16. The matrix of the numbers of residential receptors experiencing without-scheme and with-scheme noise levels in 3 dB bands for $L_{Aeq,16h}$ and L_{night} have been entered into the TAG Noise Workbook to estimate the likely affected population and to monetise the impact.
- 2.3.17. The TAG Noise Workbook contains dose-response functions for each impact pathway for road traffic noise. These functions describe, at different noise levels, the percentage of the population affected (for sleep disturbance and annoyance/amenity) or the increased risk of adverse health outcomes (for acute myocardial infarction (AMI), stroke and dementia).
- 2.3.18. These relationships, in combination with the matrix of information generated during Step 2 (regarding the number of households experiencing different with-scheme and without-scheme noise levels), can be used to estimate the number of people affected under each impact pathway.
- 2.3.19. The TAG Noise Workbook goes on to develop per household, marginal monetary values for each impact pathway (based on an average of 2.3 people per household). These values are contained

⁶ In this chapter the terms ‘do-minimum’ and ‘without-scheme’ have been used interchangeably

⁷ In this chapter the terms ‘do-something’ and ‘with-scheme’ have been used interchangeably

within the workbook and so the estimation of the population affected for each impact pathway is effectively subsumed within the monetary valuation described in the next sub-section (Step 4).

MONETARY VALUATION OF NOISE IMPACTS (STEP 4)

- 2.3.20. The TAG Noise Workbook generates the following outputs, which are intended to complement each other:
- the net present value of the change in noise, both as an overall value and broken down into the five impact pathways; and
 - quantitative results in the form of the number of households experiencing increased or decreased noise in the forecast year during the day and night.
- 2.3.21. The monetary valuation is based on the estimation of the number of Disability-Adjusted Life Years (DALYs) lost (or gained) under each impact pathway, taking into account a value of £60,000 per DALY.

CALCULATION OF ROAD TRAFFIC NOISE (CRTN), 1988

- 2.3.22. The CRTN memorandum describes the procedures for calculating noise from road traffic. The factors which may influence road traffic noise levels at source can be divided into two groups:
- road related factors - gradient and surface type; and
 - traffic related factors - flow, speed and the proportion of heavy-duty vehicles.
- 2.3.23. The Basic Noise Level (BNL) is described in the CRTN. It does not relate to any specific receptor, but rather is a measure of source noise, at a reference distance of 10 m from the nearside carriageway edge of a specific length of highway. It is determined by obtaining the estimated noise level from the 18-hour traffic flow and then applying corrections for vehicle speed, percentage of heavy vehicles, gradient and road surface as described in CRTN.
- 2.3.24. The propagation of noise is also covered in CRTN and includes corrections for distance and, if appropriate, either ground cover or screening. Other receptor specific corrections include the (angle of) view of the road and reflections either from the façade of the receptor and or from reflecting structures on the far side of the road.

STUDY AREA

- 2.3.25. TAG does not provide guidance in relation to defining a noise study area, and so reference is made to the DMRB LA 111 which includes (in paragraph 3.44, Note 1) the following advice on the extent of a suitable study area for the operational road traffic assessment, although it is acknowledged that the study area can be varied for individual projects.

“An operational study area defined as the following can be sufficient for most projects, but it can be reduced or extended to ensure it is proportionate to the risk of likely significant effects:

- 1) *the area within 600 m of new road links or road links physically changed or bypassed by the project;*
- 2) *the area within 50 m of other road links with potential to experience a short term BNL change of more than 1.0 dB(A) as a result of the project.”*

- 2.3.26. For this TAG Unit A3 assessment and in line with DMRB LA 111 guidance, the main study area has been determined based on a 600 metre buffer around the NWL and the existing road links replaced

by the NWL. Detailed road traffic noise predictions have been undertaken at all receptors within this area.

2.3.27. Whilst there is the potential for the NWL to have an impact beyond the main study area, it would not be proportionate to quantify these impacts as part of the TAG calculations. It is expected that these impacts would be both positive and negative, with some roads relieved by the NWL and others busier as a result of traffic using different routes to access the NWL. Further consideration of the potential noise level impacts on the wider road network will be considered during the forthcoming EIA.

DATA SOURCES

- OS MasterMap from Ordnance Survey;
- OS AddressBase Plus from Ordnance Survey;
- 1 m 2019 DTM (digital terrain model) Lidar from the Defra survey data download website;
- 3d engineering drawings of the Highways England A47 Tuddenham to Easton dualling (interim design fix C, August 2020) that were available at the time of preparation of the OBC;
- 3d engineering drawings of the Norwich Western Link (reference design, Drawing No. NCCT41793-03-D-01 3D) that were available at the time of preparation of the OBC; and
- traffic data (flow, composition and speed) used in the development of the OBC for individual links within the Traffic Reliability Area.

2.3.28. These data have been utilised as follows.

Table 2-2 - Data Utilised in the TAG Unit A3 Appraisal

Model Layer	Existing Model	Future Model
Roads	All roads aligned to OS MasterMap base mapping. Relevant traffic data for the do-something scenarios (opening and forecast years) have been assigned to each link. It has been assumed that the A47 and A1270 have a low noise road surface.	For existing roads unaffected by the Scheme, as for Existing Model. The Scheme has been aligned with 3d engineering drawings. Relevant traffic data for the do-something scenarios (opening and forecast years) have been assigned to each link. It is assumed that the Scheme has a low noise road surface.
Viaducts	N/A	3d engineering drawings were used to align the viaduct carrying the Norwich Western Link over the River Wensum and associated flood plain in the do-something scenarios.
Topography	1 m 2019 DTM lidar used to generate height contours at 1 m spacing. 3d engineering drawings for the proposed A47 dualling have been used to generate height contours along the length of this route.	As for existing topography, except for the Scheme corridor where the 3d engineering drawings have been used to generate height contours at 0.1 m spacing along the length of this route.
Buildings	Polygonised footprints extracted from OS MasterMap	
Calculation points	OS AddressBase Plus data used to identify the use of the building	

- 2.3.29. The NWL reference design includes significant earth bunding at locations along the route which have been included in the acoustic modelling for the NWL. The reference design also includes a three metre high barrier on the outer carriageway edge of each of the River Wensum viaducts. This barrier has been assumed to have acoustic qualities, and so the associated noise level benefits have been included in the calculations.

2.4 IMPACT APPRAISAL AND POTENTIAL MITIGATION

SENSITIVE RECEPTORS

- 2.4.1. Existing residential receptors within the study area have been identified using OS AddressBase® data in combination with information on the location of buildings taken from provided OS MasterMap data. A total number of 52 dwellings are located within the main study area (see paragraph 2.3.25) and have, therefore, been included within the assessment.
- 2.4.2. In addition, TAG Unit A3 requires that consideration be given to other noise-sensitive non-residential receptors such as schools, hospitals and designated sites. Whilst no other sensitive buildings have been identified within the study area, the River Wensum is a Site of Special Scientific Interest (SSSI) and so should be considered as a noise sensitive receptor. However, as the TAG Unit A3 analysis focusses on human receptors, this area has not been included in the TAG calculations for the NWL. The effect of noise on the SSSI will be considered during the forthcoming EIA. At that time and given that the River Wensum occupies a large area within which the noise impacts are likely to vary, the impacts on this receptor will be considered across the area as a whole, rather than at specific locations.

IMPACT APPRAISAL

- 2.4.3. The output spreadsheet from the TAG Unit A3 Noise Workbook is provided in Appendix A.
- 2.4.4. The results of the noise appraisal are summarised below. As discussed in paragraph 2.1.2, the noise modelling undertaken to inform this report is based on updated traffic data (2022) produced for the alignment refinement, however, the general pattern of impacts is anticipated to be similar for the alignment refinement. These values have been generated by analysing data for each residential receptor based on the façade with the greatest magnitude of noise change:
- In the forecast year, 36 households would experience an increase in daytime noise, whilst ten households would experience a decrease in daytime noise.
 - In the forecast year, three households would experience an increase in night-time noise, whilst ten households would experience a decrease in night-time noise.
 - The overall appraisal indicates that the operation of the NWL is likely to generate a beneficial noise impact and that the 'net present value of change in noise' is calculated to be £26,756.
 - The impact pathways described earlier in this chapter have been assessed, and the NWL is likely to generate a beneficial effect for all pathways. The following net present values have been calculated:
 - Sleep disturbance: £35,093;
 - Amenity: £9,926;
 - AMI: £6,857;

- Stroke: £2,089; and
- Dementia: £3,179.

2.4.5. Paragraph 2.2.7 of TAG Unit A3 states “As well as through the monetisation process described in step three below, night noise impacts should be assessed by determining the number of households where the WHO Interim Night Noise Target of 55 dB L_{night} noise level is exceeded for the last forecast year in the with and without scheme cases”.

2.4.6. In the Do-minimum forecast year three receptors are predicted to exceed the target value of 55 dB L_{night} . In the Do-something forecast year two receptors (which also exceed the target value in the Do-minimum forecast year) are predicted to exceed the target value of 55 dB L_{night} .

DISCUSSION OF IMPACTS

2.4.7. Whilst the TAG Unit A3 assessment indicates an overall positive result in monetary terms for the NWL, it should be noted that a broad range of impacts is anticipated within the study area.

2.4.8. The properties expected to experience the largest beneficial changes in noise level are those located on Wood Lane and Paddy’s Lane. Noise level decreases are predicted at these receptors as a result of fewer vehicles using these roads in favour of the NWL. It is likely that some of these receptors will experience significant beneficial effects in terms of the EIA.

2.4.9. Adverse impacts are predicted across the majority of the rest of the study area as a result of the NWL, particularly at isolated receptors towards the centre of the study area where ambient noise levels are currently low. Whilst the absolute noise levels are likely to be fairly low, a high magnitude of change is anticipated at many receptors.

2.4.10. Some of these adverse impacts are not reflected in the TAG calculations due to the 45 dB $L_{Aeq, 16h}/L_{night}$ cut-off value embedded within the TAG Unit A3 Noise Workbook, and this, in part, is the reason for the overall positive monetary value. During the forthcoming EIA assessment, further consideration will be given to all numerical and other contextual factors associated with these receptors when determining the significance of the predicted noise levels and changes. Nevertheless, it is likely that a number of receptors in the study area will be found to experience a significant adverse effect in terms of the EIA

2.4.11. An EIA is to be undertaken by WSP and an ES will be prepared, which will contain more detailed design information and a more thorough impact assessment. More detail will be provided in the ES regarding the predicted noise level changes and likely significant effects of the NWL and further consideration will also be given to mitigation measures where appropriate.

2.4.12. A high level Construction and Environment Management Plan (CEMP) and Mitigation Plan will be produced as part of the ES submission which will detail the measures required to mitigate the identified impacts. This will help give certainty on the delivery of the mitigation and compensation measures. A more detailed CEMP will be taken forward by the contractor post Planning Submission.

2.5 SUMMARY

2.5.1. A noise appraisal has been undertaken following the methodology presented in TAG Unit A3, Environmental Impact Appraisal, dated May 2019.

2.5.2. A 3-dimensional digital acoustic model has been generated based on the guidance contained within CRTN and the DMRB LA 111. The noise modelling undertaken to inform this report is based on

updated traffic data (2022) for the alignment refinement, however, the general pattern of impacts is anticipated to be similar for the revised Scheme alignment.

- 2.5.3. The affected population has been estimated and the monetary valuation of changes in noise impact has been determined using the TAG Unit A3 Noise Appraisal Workbook (see Appendix A).
- 2.5.4. The overall appraisal indicates that the operation of the NWL, without mitigation, is likely to generate a beneficial noise impact, and the 'net present value of change in noise' is calculated to be £26,756. Whilst this indicates a positive scheme from a noise perspective, it should be noted that large adverse impacts are predicted at many receptors within the study area, although these are mostly at low levels (which in turn means they have less influence on the overall monetised value of the NWL). As the financial value for noise is anticipated to have a minimal influence on the overall cost benefit ratio for the Scheme, it has not been considered necessary to update the noise modelling to reflect the revised Scheme design at this stage.
- 2.5.5. It is anticipated that the NWL would generate a characteristic pattern of noise impacts:
 - Noise decreases for properties located adjacent to roads which will be relieved by the NWL; and
 - Noise increases at isolated properties within the corridor of the new road where the baseline noise levels are expected to be low.
- 2.5.6. Whilst consideration has been given to mitigation measures at earlier stages, resulting in the inclusion of the River Wensum viaduct barriers and earth bunding along the NWL, further measures to minimise adverse impacts arising from the operation of the NWL will be considered during the forthcoming EIA assessment.
- 2.5.7. The ES is being prepared by WSP, which will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further.

3 AIR QUALITY

3.1 INTRODUCTION

3.1.1. This section presents the air quality impacts appraisal for the NWL, which was undertaken in accordance with TAG Unit A3. The air quality assessment to inform the OBC was originally undertaken in 2020 but has now been updated based on revised traffic data provided in 2022. The alignment of the Scheme has also been revised since the 2020 noise assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

3.2 LEGISLATION

3.2.1. The relevant ambient air quality legislation is given in **Table 3-1**.

Table 3-1 – Relevant Air Quality Standards and Legislation

Pollutant	Measured as	Concentration (µg/m ³)	Legislation	Requirement
Nitrogen dioxide (NO ₂)	Annual mean	40	Part IV of the Environment Act 1995 and The Air Quality (England) Regulations 2000 (as amended 2002)	Standard set as an objective. Under the Environment Act, local authorities are required to review air quality within their areas and where objectives are not likely to be achieved are required to declare an Air Quality Management Area (AQMA) and put in place an Air Quality Action Plan to bring about improvement.
			Directive 2008/50/EC on ambient air quality and cleaner air for Europe The Air Quality Standards Regulations 2010 (as amended 2016)	Standard set as a limit value. The Secretary of State must ensure that levels of do not exceed the limit value.
PM _{2.5} (particulate matter less than 2.5 micrometres in diameter)	Annual mean	20	Directive 2008/50/EC on ambient air quality and cleaner air for Europe. Environment (Miscellaneous Amendments) (EU Exit) Regulations 2020, includes an amendment to the Air Quality Standards Regulations 2010 setting the limit value for PM _{2.5} as 20µg/m ³ .	Standard set as a limit value. The Secretary of State must ensure that levels of do not exceed the limit value.

3.3 CONSULTATION

3.3.1. Over the course of the project there has been consultation with the Environmental Health Officer for Broadland DC. Further consultation will be undertaken as part of the separate Environmental Impact Assessment process, which is to be reported within the ES.

3.4 STUDY AREA

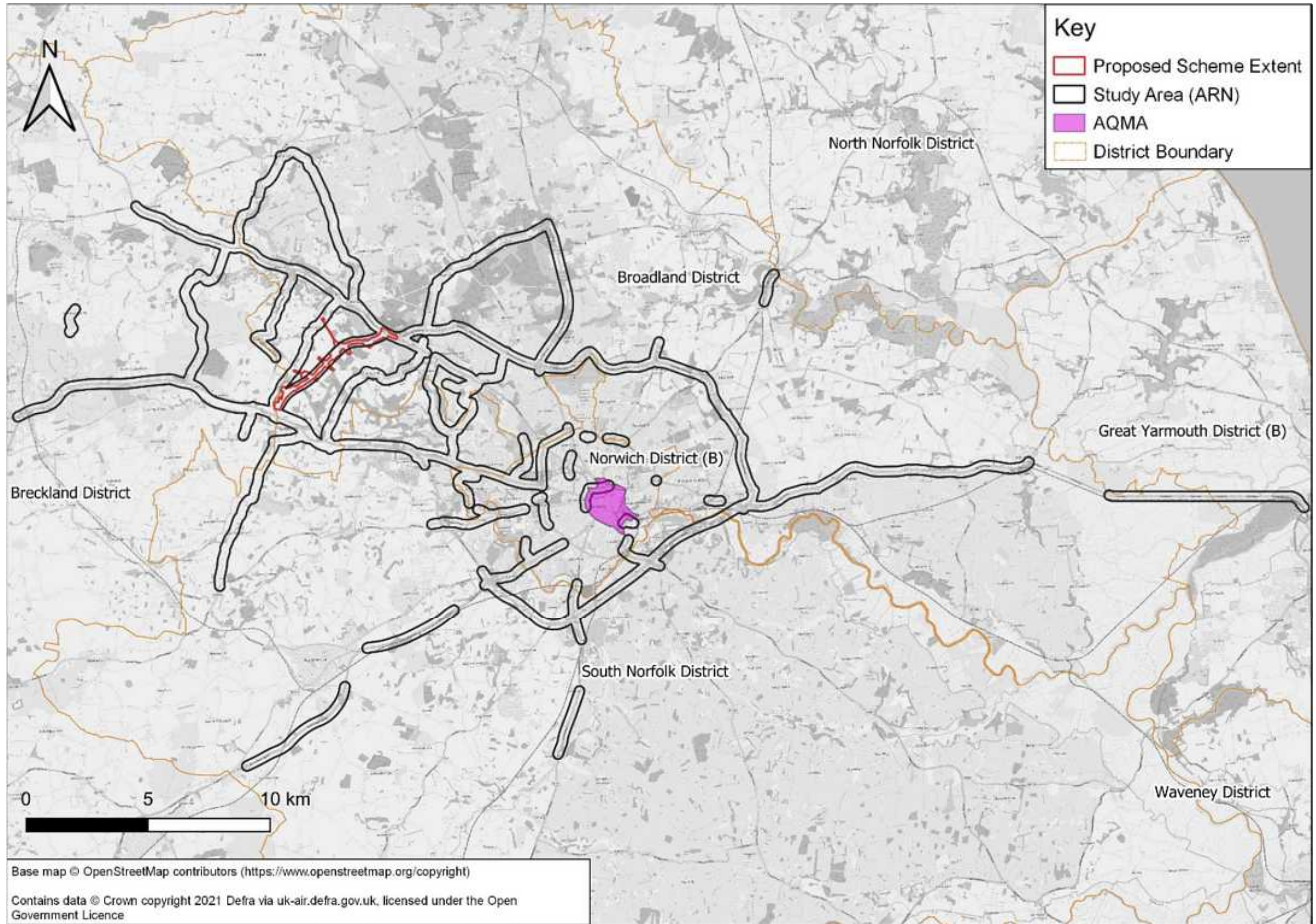
3.4.1. The air quality study area was determined by defining the affected road network (ARN) using Design Manual for Roads and Bridges (DMRB) LA 105 scoping criteria⁸. For this appraisal, a link qualifies as part of the ARN where there is:

- Change in annual average daily traffic (AADT) flow of 1,000 vehicles or more; or
- Change in AADT flow of heavy duty vehicles of 200 or more; or
- Change in road alignment of 5 metres (m) or more.

⁸ DMRB HA 207/07 Air Quality guidance and associated Interim Advice Note 170/12, which are referred to in TAG Unit A3 (May 2019) guidance, were superseded by LA 105, which is available to download at: <https://www.standardsforhighways.co.uk/dmrbl/> [accessed April 2022]

It should be noted that as the scheme is not part of the Strategic Road Network, the DMRB speed pivoting and banding approach to vehicle emissions has not been applied.

3.4.2. As illustrated in



- 3.4.3. **Figure 3-1**, the ARN, which includes the NWL, extends from Dereham in the west along the A47 to Great Yarmouth in the east, and includes adjoining roads. The ARN also extends into Norwich and includes section of the ‘A147 inner ring road, to the west and north of the city centre.’
- 3.4.4. The air quality study area encompasses 200m around the ARN. All impacts beyond 200m will be imperceptible and are therefore scoped out.
- 3.4.5. The air quality study area intersects several local authority districts, including: Breckland District Council (DC), Broadland DC, South Norfolk DC, Norwich City Council (CC) and Great Yarmouth Borough Council (BC).

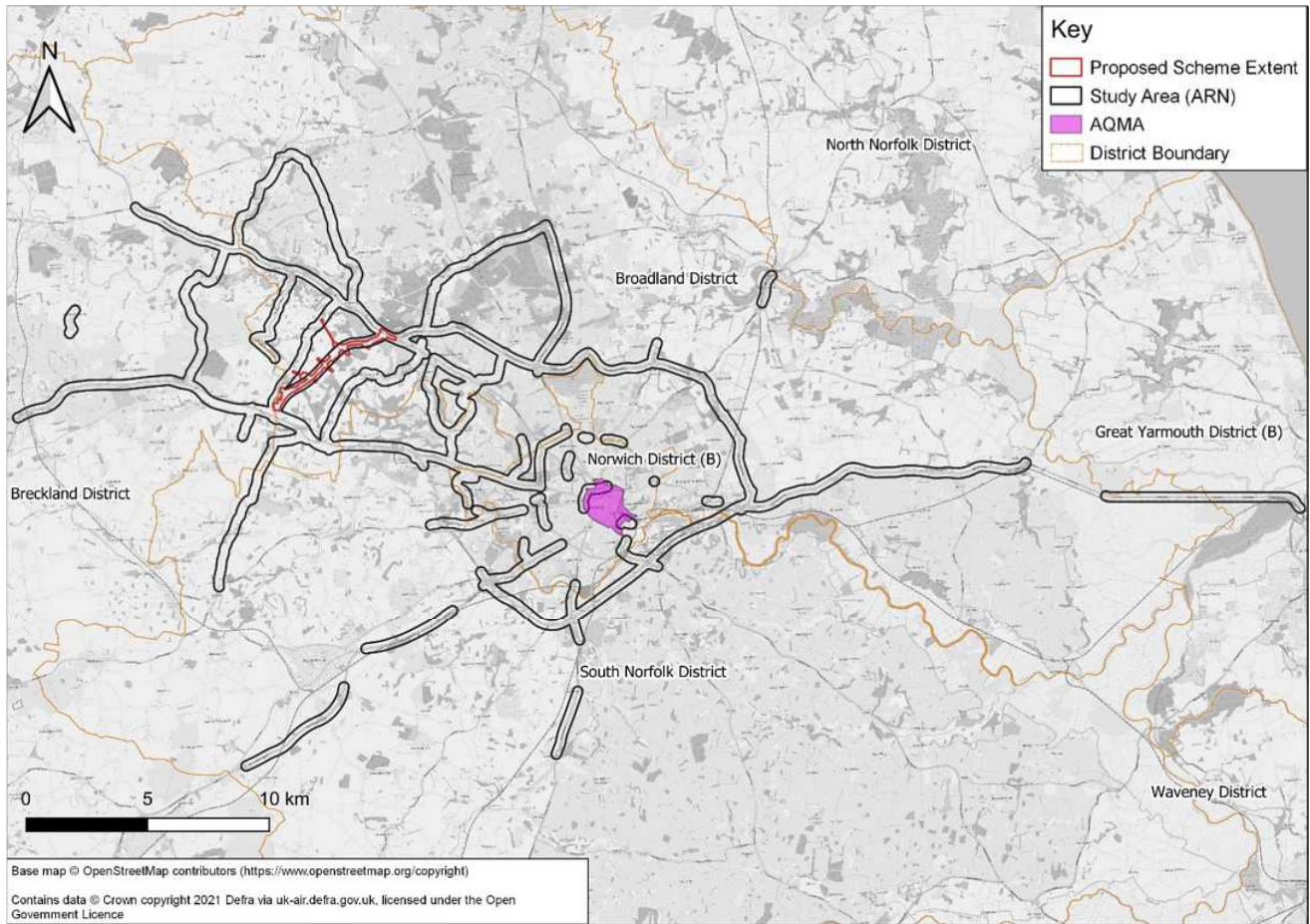


Figure 3-1 - Air Quality Study Area

3.5 APPRAISAL METHODOLOGY

3.5.1. The appraisal was undertaken following TAG Unit A3 on Air Quality Impacts and involved:

- Quantitative assessment based on modelling to determine vehicle emissions of oxides of nitrogen (NO_x) and fine particulate matter (PM_{2.5}) with and without the Scheme in the opening year (2025) and design year (2040) scenarios, and dispersion modelling to determine annual mean concentrations of nitrogen dioxide (NO₂) and PM_{2.5} at the relevant receptors in each scenario. Concentrations were predicted by dispersion modelling using ADMS-Roads model software⁹.
- Monetary valuation of the Air Quality Impacts using the impact pathways approach, which accounts for changes in human exposure to annual mean NO₂ and PM_{2.5} concentrations at relevant receptors and overall emissions of NO_x and PM_{2.5} to determine the effects of impacts that do not directly affect households such as ecosystem damage.

⁹ Further information on ADMS-Roads can be found on the Cambridge Environmental Research Consultants webpage: <http://www.cerc.co.uk/environmental-software/ADMS-Roads-model.html>

3.5.2. Data sources used to inform this appraisal include:

- Breckland DC¹⁰, Broadland DC¹¹, South Norfolk DC¹¹, Norwich CC¹² and Great Yarmouth BC¹³ Local Air Quality Management reports;
- WSP baseline NO₂ diffusion tube survey undertaken between September 2019 and March 2020 (see **Appendix B** for details);
- Traffic data without and with the Scheme in 2025 (opening year) and 2040 (design year) from the Norwich Area Transport Strategy Model (2019 base year);
- Road source emissions data from Defra's Emissions Factors Toolkit (version 11.0)¹⁴;
- Meteorological data for 2019 from Norwich airport – used in predicting pollutant concentrations at receptors;
- Background and roadside pollutant concentration data from Defra's 2018-based Pollution Climate Mapping (PCM) model^{15,16};
- Conversion of modelled NO_x concentrations to NO₂ concentrations using Defra's NO_x to NO₂ calculator (version 8.1)¹⁷; and
- Ordnance Survey AddressBase data, provided by NCC under Contractor Licence, to identify sensitive receptor locations with relevant exposure to annual mean pollutant concentrations.

3.6 BASELINE CONDITIONS

3.6.1. An overview of baseline air quality conditions within the air quality study area (**Figure 3-1**) is given in **Table 3-2**.

3.6.2. Due to the Government's Covid-19 pandemic restrictions in 2020, pollutant concentrations reported by local authorities for that year were markedly lower than for 2019. This was mainly due to substantial reductions in road traffic during that time. Following the lifting of the restrictions, traffic has returned to

¹⁰ Breckland DC, Annual Air Quality Reports. Available at: [Air quality reports – Breckland Council](#)

¹¹ Broadland District Council and South Norfolk District, Air Quality Reports. Available at: [Broadland and South Norfolk Air Quality Reports – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

¹² Norwich City Council, Air Quality Monitoring Reports and Assessments. Available at: [Air quality monitoring reports and assessments | Norwich City Council](#)

¹³ Great Yarmouth Borough Council, Pollution – Advice on Local Air Quality. Available at: [Where can I get advice on local air quality? - Great Yarmouth Borough Council \(great-yarmouth.gov.uk\)](#)

¹⁴ Defra (2021) Emissions Factors Toolkit (version 11.0 ~~10.1~~). Available at: [Emissions Factors Toolkit | LAQM \(defra.gov.uk\)](#)

¹⁵ Defra (2020) Background Maps (2018 reference year). Available at: [Background Maps | LAQM \(defra.gov.uk\)](#)

¹⁶ Defra (2020) NO₂ and PM projections data (2018 reference year). Available at: [2020 NO₂ and PM projections data \(2018 reference year\) - Defra, UK](#)

¹⁷ Defra (2020) NO_x to NO₂ calculator (version 8.1). Available at: [NO_x to NO₂ Calculator | LAQM \(defra.gov.uk\)](#)

pre-pandemic levels. The baseline conditions were therefore considered in relation to monitoring data in years including and proceeding 2019.

Table 3-2 - Baseline Conditions Within the Air Quality Study Area

Local Authority	NO ₂	PM _{2.5}	Summary
Breckland DC			
Broadland DC	<p>For 2019, there were four Broadland DC NO₂ monitoring sites within the air quality study area: BN1 on the A47 at North Burlingham; BN11 on Reepham Road at Hellesdon; BN12 on Boundary Road at Hellesdon; BN13 on Mile Cross Lane at Hellesdon. The highest concentration was 28µg/m³ at BN11.</p> <p>In 2019/20, five WSP roadside monitoring sites were located within the air quality study area in this district: NWL_2 and NWL_3 on the A1067 Fakenham Rd; NWL_5 on the A1067 over the River Wensum at Attlebridge; NWL_6 on the A1067 at Lenwade; and NWL_7 on the A47 north of Honingham. The highest annual mean concentration for 2019 was 31.6µg/m³ at NWL_7.</p> <p>There are no AQMA's for NO₂ within the air quality study area in this district.</p> <p>The main sources of NO_x are road traffic emissions from vehicles on the B1150, A47, A140, A1042, A1067, A1151, A1194, A1242 and A1270.</p> <p>The PCM model predictions for roadside annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard. The highest concentration is 31.7µg/m³ on the A140 (census ID 802026505) north of the junction with the A1042. Predicted concentrations for later years are lower.</p> <p>Background annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard.</p>	<p>For 2019, there were no monitoring sites or AQMAs for PM_{2.5} within the district.</p> <p>The main sources of PM_{2.5} are road traffic emissions from the A1067, A1270, A140, A1042 and A47.</p> <p>Background annual mean PM_{2.5} concentrations for 2019 are well below the 20µg/m³ standard.</p>	<p>Overall, baseline air quality is likely to be good within the air quality study area in this district.</p>
South Norfolk DC	<p>For 2019, there were four South Norfolk DC monitoring sites within the air quality study area: DT1 on Newmarket Rd at Cringleford; DT2 on Longwater Lane at Costessey; DT9 on Bungay Rd; and DT11 at Thickthorn Cottages off the B1172 Norwich Rd. The highest concentration was 23.9µg/m³ at DT9.</p> <p>In 2019/20, two WSP roadside monitoring sites were within the air quality study area in this district: NWL_8 on the A47 west of Easton; and NWL_9</p>	<p>For 2019, there were no monitoring sites or AQMAs for PM_{2.5} within the district.</p> <p>The main sources of PM_{2.5} are road traffic emissions from the A11 and A47.</p> <p>Background annual mean PM_{2.5} concentrations for 2019 are well below the 20µg/m³ standard.</p>	<p>Overall, baseline air quality is likely to be good within the air quality study area in this district.</p>

Local Authority	NO ₂	PM _{2.5}	Summary
	<p>on the A1074 Dereham Rd at New Costessey. The highest concentration was 32.7µg/m³ at NWL_9.</p> <p>The main sources of NO_x are road traffic emissions from vehicles on the A11, A47 and A140.</p> <p>The PCM model predictions for roadside annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard. The highest concentration for 2019 is 28.3µg/m³ on the A1074 (census ID 802058422). Predicted concentrations for later years are lower.</p> <p>Background annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard.</p>		
Norwich CC	<p>For 2019, there were five Norwich CC monitoring sites within the air quality study area: DT1 at 256 King St; DT21 at Rotary House; DT22 at Carrow Bridge House; DT25 at 24 Bargate Court; and DT29 at 4 Chapelfield North. The highest concentration was 43.5µg/m³ at DT29, which is within the Norwich Central AQMA and exceeds the standard of 40µg/m³.</p> <p>In 2019/20, one WSP roadside monitoring site was within the air quality study area: NWL_10 on the A1074 Dereham Road, where the annual mean concentration for 2019 was 29.6µg/m³.</p> <p>The air quality study area encroaches on the AQMA, which was declared in 2012 due to exceedances of the annual mean NO₂ standard.</p> <p>The main sources of NO_x are road traffic emissions from vehicles on the B1108, B1150, A11, A140, A146, A147, A1067, A1074, A1151, A1042, A1054, A1242 and A1402.</p> <p>The PCM model predictions for roadside annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard. The highest concentration for 2018 is 33.2µg/m³ on the A1054 (census ID 802008756). Predicted concentrations for later years are lower.</p> <p>Background annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard.</p>	<p>For 2019, there were no monitoring sites or AQMA's for PM_{2.5} within the district.</p> <p>The main sources of PM_{2.5} are road traffic emissions from the B1108, B1150, A11, A140, A146, A147, A1067, A1074, A1151, A1042, A1054, A1242 and A1402.</p> <p>Background annual mean PM_{2.5} concentrations for 2019 are well below the 20µg/m³ standard.</p>	<p>Except for the Norwich Central AQMA, baseline air quality is likely to be good within the air quality study area in this district.</p>

Local Authority	NO ₂	PM _{2.5}	Summary
Great Yarmouth BC	<p>For 2019, there were no Great Yarmouth DC NO₂ monitoring sites within the air quality study area.</p> <p>The main sources of NO_x are road traffic emissions from vehicles on the A47 and A149.</p> <p>The PCM model predictions for roadside NO₂ concentrations within the air quality study area are well below the 40µg/m standard. The highest concentration for 2018 is 29.8µg/m³ on the A47 (census ID 802048491). Predicted concentrations for later years are lower.</p> <p>Background annual mean NO₂ concentrations for 2019 are well below the 40µg/m³ standard.</p>	<p>For 2019, there were no monitoring sites or AQMA's for PM_{2.5} within the district.</p> <p>The main sources of PM_{2.5} are road traffic emissions from vehicles on the A47 and A149.</p> <p>Background annual mean PM_{2.5} concentrations for 2019 are well below the 20µg/m³ standard.</p>	<p>Overall, baseline air quality is likely to be good within the air quality study area in this district.</p>

3.6.3. **Figure 3-2** shows annual mean NO₂ concentrations, as the most extensively measured pollutant.

DRAFT

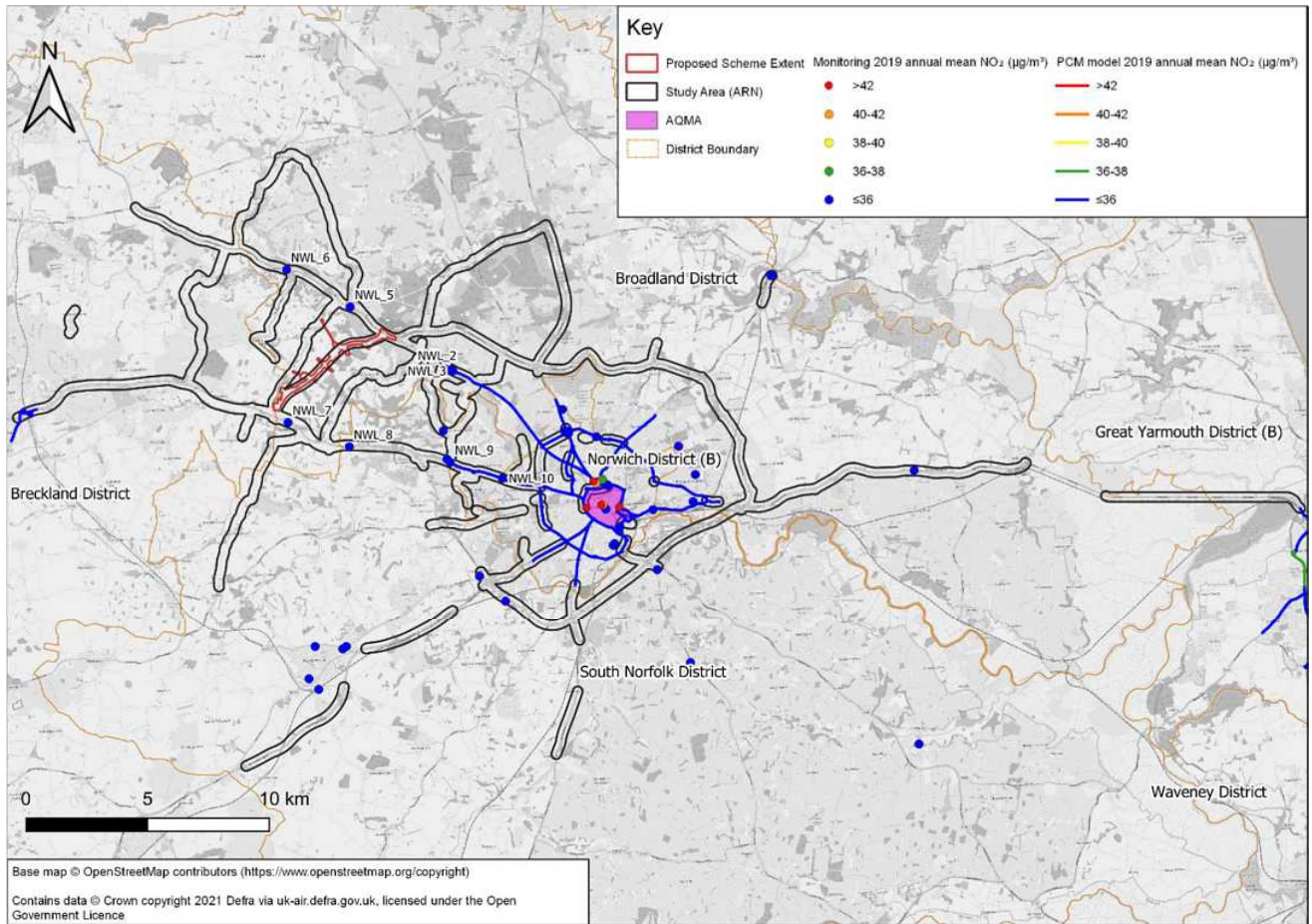


Figure 3-2 - Baseline Conditions within the Study Area

3.7 APPRAISAL SUMMARY

- 3.7.1. The Air Quality Impacts TAG sheet is provided in **Appendix C**.
- 3.7.2. As reported in the AST, with the NWL there are modest improvements in local air quality in terms of NO₂ and PM_{2.5} at locations with relevant human exposure. The overall monetary valuation takes into account ecosystem damage costs. The Norwich Central AQMA is included in the air quality study area. The NWL links map onto PCM links which are all compliant with the NO₂ limit value both with and without scheme. No exceedances of air quality standards are predicted.

3.8 MITIGATION

- 3.8.1. The NWL itself will mitigate traffic congestion on the road network and reduce journey times, which in-turn will reduce pollutant concentrations at receptors along routes that would otherwise experience higher volumes of traffic and emissions. The appraisal indicates no specific need for air quality mitigation.

NO₂

- 3.8.2. In 2025 there are 20,676 properties with improvement, 1,540 properties with no change, and 2,808 properties with deterioration. In 2040 there are 20,654 properties with improvement, 1,497 properties with no change, and 2,873 properties with deterioration.

- 3.8.3. The NPV of change for NO₂ over the 60-year appraisal period (2025-2084 inclusive) is a benefit of £101,733.

PM_{2.5}

- 3.8.4. In 2025 there are 20,853 properties with improvement, 1,682 properties with no change, and 2,489 properties with deterioration. In 2040 there are 20,696 properties with improvement, 1,250 properties with no change, and 3,078 properties with deterioration.
- 3.8.5. The NPV of change for PM_{2.5} over the 60-year appraisal period (2025-2084 inclusive) is a benefit of £489,228.

3.9 COMMENTS ON ASSUMPTIONS AND UNCERTAINTIES

- 3.9.1. Impacts in the design year (2040) are based on vehicle emissions factors and background concentrations for 2030 as the last forecast year in Defra's Emissions Factors Toolkit version 11.1 and 2018-based background map dataset. 2030 emissions factors and background concentrations are applied in all years thereafter, up to the end of the 60-year appraisal period (2084). Consequently, any improvements in air quality that may occur after 2030 are not factored into the appraisal. In this respect the appraisal is considered to be conservative.
- 3.9.2. Traffic growth has not been forecast beyond 2040 and so traffic levels are assumed to be the same in all years thereafter, up to the end of the 60-year appraisal period). This is a limitation, which is commonly encountered in TAG appraisal. It is not considered to be a significant limitation as vehicle emissions should continue to diminish into the future as 'zero emissions' vehicles replace conventional vehicles thereby neutralising the effect of further traffic growth.

3.10 CONCLUSION

- 3.10.1. Overall, the NWL results in modest local air quality benefits at properties within 200m of the ARN.

4 GREENHOUSE GASES

4.1 INTRODUCTION

- 4.1.1. This section presents the greenhouse gases (GHG) appraisal for the sensitivity test for NWL, which was undertaken in accordance with TAG Unit A3.
- 4.1.2. The GHG assessment to inform the OBC was originally undertaken in 2020 but has now been updated based on revised traffic data provided in 2022. The alignment of the Scheme has also been revised since the 2020 noise assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

4.2 LEGISLATION

- 4.2.1. The Climate Change Act 2008¹⁸ introduced a legally binding target to reduce GHG emissions to at least 80% below base year (1990) levels by 2050. This target has more recently been amended to 100% by The Climate Change Act 2008 (2050 Target Amendment) Order 2019¹⁹.
- 4.2.2. The Act introduced 'carbon budgets', which set maximum GHG emission limits not to be exceeded during set periods, to achieve specified reductions in GHG emissions versus base year levels.
- 4.2.3. 'The Sixth Carbon Budget - The UK's path to Net Zero' was published in December 2020²⁰. This sets out the carbon budget that will run between 2033 and 2037. It is reported that under the 'Balanced Pathway', options to reduce emissions - including take-up of zero emission technologies and reduction in travel demand - combine to reduce surface transport emissions by around 70% to 32 million tonnes CO₂e by 2035 from 113 million tonnes for 2019, and to approximately 1 million tonnes CO₂e by 2050.

4.3 CONSULTATION

- 4.3.1. No formal consultation has been undertaken to date in relation to the GHG emissions, however discussions with the Norfolk County Council Sustainability Manager have been held to discuss the council's latest Environmental Policy which includes targets related to resource efficiency and carbon reduction. A key aspiration captured within the policy is for the council to collectively achieve 'net zero'

¹⁸ The Climate Change Act 2008 c.27. Available at: <https://www.legislation.gov.uk/ukpga/2008/27/contents> [accessed January 2021]

¹⁹ The Climate Change Act 2008 (2050 Target Amendment) Order 2019 No.1056. Available at: <https://www.legislation.gov.uk/uksi/2019/1056/contents/made> [accessed January 2021]

²⁰ Climate Change Committee (2020), 'The Sixth Carbon Budget - The UK's path to Net Zero'. Available at: <https://www.theccc.org.uk/publication/sixth-carbon-budget/> [accessed January 2021]

carbon emissions on estates by 2030, but within wider areas, work towards ‘carbon neutrality’ also by 2030²¹.

4.4 STUDY AREA

4.4.1. The GHG study area includes all road links within the simulation area of the Norwich Variable Demand Model (VDM).

4.5 APPRAISAL METHODOLOGY

4.5.1. The greenhouse gases appraisal for road transport emissions has been undertaken in accordance with TAG Unit A3 Greenhouse Gases²². The calculations are based on the traffic forecasts for the do-minimum and do-something model scenarios for 2025 (opening year) and 2040 (design year), as generated by the VDM for the OBC. Non-traded CO₂e emissions (petrol and diesel vehicles) and CO₂e traded emissions (electric vehicles) have been calculated in accordance with DMRB LA 114 ‘Climate’ methodology²³.

4.6 BASELINE CONDITIONS

EXISTING BASELINE

4.6.1. GHG emissions occur constantly and widely as a result of human and natural activity including energy consumption (fuel, power), industrial processes, land use and land use change. Baseline transport emissions for 2019 within Norwich, Norfolk, and nationally are presented in **Table 4-1** for context²⁴.

Table 4-1 – Baseline Transport Emissions (Tonnes of CO₂) for 2019

Emissions Sources	Norwich	Norfolk	National
Road Transport (A roads)	52,600	977,100	49,580,900
Road Transport (Motorways)	-	-	27,602,400
Road Transport (Minor roads)	51,200	740,600	42,886,200

²¹ Norfolk County Council. Environmental Policy. Presented and approved at Full Council on 25 November 2019. Available at: <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/natural-environment-policies/environmental-policy> [accessed January 2021]

²² Available at: <https://www.gov.uk/guidance/transport-analysis-guidance-tag>

²³ Available at: <https://www.standardsforhighways.co.uk/dmrb/>

²⁴ Department for Business, Energy & Industrial Strategy. UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2019. Available at: <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019> [accessed May 2022]

Transport Other	11,400	153,400	2,439,800
Diesel Railways	2,900	13,300	1,794,200
Transport Total	118,00	1,884,500	124,303,400

FUTURE BASELINE

- 4.6.2. Future baseline end-user traffic GHG emissions (modelled using data from the Scheme’s sensitivity assessment traffic model) are presented in **Table 4-2** for the year 2025 (the first operational year of the Scheme) and the future modelled year 2040. In addition, the average annual and total GHG emissions from 2025 to 2084 are presented for comparison with the 60-year operational period of the Scheme.

Table 4-2 - Baseline GHG Emissions (Tonnes of CO₂e) for 2025, 2040 and 2025-2084

Scenario	2025 (operational year)	2040 (future year)	Average per year (2025-2084)	Total (2025-2084)
Baseline ('Do Minimum')	622,470	442,055	466,110	27,966,625

4.7 APPRAISAL SUMMARY

- 4.7.1. The GHG TAG sheet is provided in **Appendix D**.
- 4.7.2. The sensitivity assessment shows that the Scheme gives rise to lower CO₂e emissions compared to the do-minimum situation, with savings (benefits) over the 60-year appraisal period (2025 - 2084 inclusive) of 249,280 tonnes in non-traded carbon associated with conventional (petrol and diesel) vehicles, and 2,606 tonnes from traded carbon associated with electric vehicles (i.e. electrical power generation sources).
- 4.7.3. The differences are generally associated with lower values of total annual vehicle kilometres in each year that are predicted due to the Scheme. For 2025, the distance travelled over the simulated road network is predicted to be approximately 11.33 million vehicle kilometres in the do-minimum scenario compared to 11.26 million vehicle kilometres in the do-something scenario - a reduction of approximately 74,479 vehicle kilometres. For 2040, the distance travelled over the simulated road network is predicted to be approximately 13.4 million vehicle kilometres in the do-minimum scenario compared to 13.24 million vehicle kilometres in the do-something scenario - a reduction of approximately 156,464 vehicle kilometres.
- 4.7.4. Over the 60-year appraisal period, the financial benefit in terms of carbon savings from the operation of vehicles in road transport sector due to the Scheme is estimated at £19,370,545.

4.8 MITIGATION

- 4.8.1. As demonstrated by the VDM, the Scheme will provide shorter route options – bringing about shorter journeys by road vehicle and reducing traffic levels on strategic routes such as the A47. This in-turn is expected to bring down CO₂e emissions from road transport within the study area.

- 4.8.2. At this stage of the project, specific GHG mitigation requirements have not been identified. The GHG assessment that is to be undertaken for the EIA will be more detailed – including consideration of emissions from construction activities and embodied carbon and will confirm any specific requirements for mitigation.

COMMENTS ON ASSUMPTIONS AND UNCERTAINTIES

- 4.8.3. The calculated emissions are predictions, which are based on the best available predicted traffic data and government supported methods for calculating emissions and monetary valuation.
- 4.8.4. Emissions have been calculated across the whole of the VDM simulation area and smaller minor roads within this area may not be represented. However, it is expected that traffic levels and changes on such roads are likely to be relatively small compared the roads that are included. Any such omission is unlikely to substantially affect the findings of the GHG appraisal.
- 4.8.5. Emissions have been estimated for scenarios in 2025 and 2040. For each year between the emissions have been determined by linear interpolation. In the absence of any data for the intervening years, this pragmatic approach adds a degree of uncertainty to the TAG calculations for these years.
- 4.8.6. The VDM future forecast year is 2040. Beyond 2040 no traffic growth has been assumed. In reality some inter-annual variations in traffic levels and emissions can be expected. This factor adds a degree of uncertainty to the appraisal.
- 4.8.7. Emissions have been estimated based on vehicle fleet composition forecasts which were published pre-COVID-19. The likely impact of COVID-19 on fleet composition in future years cannot be predicted with any certainty at this present time.
- 4.8.8. The DfT TAG GHG workbook addresses uncertainty in valuation by presenting upper and lower estimates of the net present value of the carbon impacts. For the Scheme the upper estimate is £29,055,818 and the lower estimate is £9,685,273.

4.9 CONCLUSION

- 4.9.1. Overall, the Scheme is beneficial in achieving reductions in carbon emissions from the operation of vehicles in the road transport sector and supports national and regional policy initiatives towards the Net Zero target in 2050.

5 LANDSCAPE

5.1 INTRODUCTION

- 5.1.1. This section presents the Landscape and Visual appraisal for the Scheme, required to identify any potential constraints in relation to landscape and visual features to help inform the OBC. This includes a summary of the baseline conditions, methodology and the likely operational impacts of the NWL on the environmental features.
- 5.1.2. The landscape assessment to inform the OBC was originally undertaken in 2020 but has now been updated due to the alignment of the Scheme being revised since the 2020 landscape assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

5.2 BASELINE CONDITIONS

- 5.2.1. Consultation with Norfolk County Council Landscape Team, as well as Broadland District Council and Breckland District Council landscape officers, was conducted in March 2020 in order to discuss and agree the location of viewpoints for the Landscape and Visual Impact Assessment (LVIA). Design Workshops were also established with landscape officers from the relevant local authorities to ensure they were informed of the latest developments and emerging designs and were able to provide meaningful input and feedback to the design development.
- 5.2.2. The NWL runs through agricultural land to the north west of Norwich. The landscape is a wet lowland shallow valley in the northern section of the study area, whilst to the south, the land rises and gently undulates becoming a plateau. The River Tud valley is located to the south east of the study area. It is a landscape characterised by predominately regular fields of arable farming throughout, although mixed plantation woodland and emergence of pig rearing is present in various sections of the route. The Wensum Valley Hotel, Golf and Country Club is located to the north west of the study area.
- 5.2.3. The prevailing field pattern within the study area is small to medium sized fields contained by hedgerow and infrequent mature trees. There are medieval manors which form country house estates such as Morton Hall to the north and Easton Estate to the south. There are small ponds throughout this landscape, often uniform in shape. The river valley to the north and east following the River Wensum is wet meadow and contains a number of small lakes.
- 5.2.4. The closest large settlement to the study area is Norwich itself, however the study area encompasses a relatively rural landscape with small settlements and isolated dwellings. The biggest settlement is Honingham located to the south, with Ringland and Weston Longville other notable settlements within this landscape.
- 5.2.5. The study area has several minor roads which cross through the landscape and the more substantial A47 and A1067 highways to the south and north respectively. The wind turbines to the east of the Scheme on the old airfield and the overhead line which runs north to south, combined with roads, are notable influences within this landscape and potentially reduce the sense of tranquillity.

5.3 METHODOLOGY

- 5.3.1. An initial appraisal of potential landscape and visual impact has been undertaken for the NWL. This has followed guidance contained in Chapter 5 – The Environmental Capital Approach and Chapter 6 – Impacts on Landscape in TAG Unit A3²⁵. Information on the pattern, tranquillity, cultural associations and land cover elements have been provided in a summary worksheet along with other key landscape environmental resources. An appraisal of how the NWL would fit within the landscape have been provided, along with an overall potential impact on landscape and visual receptors using the standard seven-point scale defined in TAG Unit A3.
- 5.3.2. The appraisal has been carried out based on the reference design, desk-based research and an awareness of the existing landscape context from a review of Ordnance Survey (OS) mapping, aerial mapping and a site visit. A brief review of National Character Areas²⁶ and the Broadland District Landscape Character Assessment²⁷ has been undertaken but there has been no detailed study of local character.

5.4 IMPACT APPRAISAL

TOWNSCAPE

- 5.4.1. The NWL is predominantly located within agricultural land, where the overriding character is of agricultural fields with sparse settlement. There is a lack of built environment that would warrant a townscape appraisal of the study area, other than that identified within a landscape appraisal.
- 5.4.2. It has therefore been concluded that this environmental topic area (Townscape) is not relevant to the decision-making process and an appraisal of this topic area has not been undertaken for the Scheme.

LANDSCAPE

- 5.4.3. The NWL is anticipated to introduce a major road into the landscape, which would cut through the landscape, disrupting field patterns, removing woodland and changing local land cover. This would likely result in a noticeable change in the landscape pattern. While not a totally uncharacteristic feature in the landscape, the A47 and A1067 run east to west at the northern and southern extents of the NWL, the scale of the NWL would be uncharacteristic and dissimilar to existing landscape elements, such as Ringland Lane, Breck Road, and The Broadway.
- 5.4.4. The NWL would be visible to receptors within the landscape and is likely to have adverse effects on the visual amenity of private and public receptors.
- 5.4.5. The proposed viaduct over the River Wensum is anticipated to introduce a highly visible, hard and linear feature into the landscape, dominating the River Wensum wet lowland valley and would be uncharacteristic and out of proportion with the surrounding landscape. Moving traffic (and

²⁵ Department for Transport, (2019). TAG UNIT A3 Environmental Impact Appraisal

²⁶ Natural England, (2014). National Character Area profiles: No.84. Mid Norfolk & No.78. Central North Norfolk

²⁷ Broadland District Council, (2013). Landscape Character Assessment - Supplementary Planning Document (SPD)

headlights) would become elevated in the landscape, making it more visible, reducing tranquillity and adding uncharacteristic movement into a static landscape.

- 5.4.6. There would be the loss of agricultural land, ponds, woodland, field trees, sections of hedgerow and hedgerow trees. Some of this loss could be replaced through mitigation planting. There would also be fragmentation of agricultural fields. The loss of existing landscape features would likely have an adverse effect on the overall landscape character, and the likely scale of the Scheme would detract and increase the presence of man-made influences into this landscape at the local scale.
- 5.4.7. The overall impact on the landscape is anticipated to be **moderate adverse**. This is because of the scale of the NWL, while not totally uncharacteristic of the surrounding landscape, is likely to be at a much larger scale. The proposed viaduct would be particularly uncharacteristic and out of proportion with the surrounding landscape. An appraisal of how the NWL would fit within the landscape has been provided, along with an overall potential impact on landscape and visual receptors using the standard seven-point TAG Unit A3 scale in Appendix E.

POTENTIAL MITIGATION

- 5.4.8. The appraisal of landscape and visual impact (through use of TAG and AST) are carried out prior to mitigation. A high-level CEMP and Mitigation Plan will be produced as part of the ES submission which will detail the measures required to mitigate the identified impacts. This will help give certainty on the delivery of the mitigation and compensation measures. A more detailed CEMP will be taken forward by the contractor post Planning Submission.
- 5.4.9. Potential mitigation measures for adverse landscape and visual effects typically include replacing vegetation lost through construction of the NWL and to restore and enhance landscape character. The loss of existing vegetation will be avoided where possible and new bunds and native planting will be introduced to provide visual screening to sensitive receptors. Earthworks will be designed with appropriate slope profiles to integrate into the surrounding landscape. The design of proposed structures will consider landscape character and visual amenity, designed as a coherent 'family' in their visual appearance with a continuity of form and detailing. The viaduct, while still sitting within the 'family' of structures, is considered further due to its significance within the landscape. The viaduct is designed to complement its setting and achieve a distinctiveness without dominance that does not compete with the landscape. The broad principles are set out in the Environmental Scoping Report March 2020 and more detailed measures will be provided in the ES.

SUMMARY

- 5.4.10. The landscape is predominantly gently undulating arable farmland, with plateau to the south, located between two shallow river valleys. River Tud in the south and River Wensum in the north being the larger of the valleys with noticeable difference in character of wet meadow and mosaic of lakes and drainage ditches. There is some human influence, of note is the over-head line and two wind turbines to the west, with the A47 and A1067 roads noticeable from the plateau. Settlement is sparse, mainly small farmsteads - the biggest settlement is Honingham located to the south. Land cover is predominately arable fields, contained by clipped hedgerow and infrequent mature trees, with some fields turned to pig rearing. Mixed plantation woodland is common throughout this landscape, often following field boundaries. Roads are generally small lanes, gently curved, and following the field boundaries.

- 5.4.11. The NWL would alter the local landscape character through the introduction of the viaduct, loss of woodland and the width of the new road (dual carriageway). There would be subdivision of fields and sections of embankment and cutting through the landscape which would affect the field pattern and tranquillity locally, however, the viaduct would have a wider impact introducing a new feature into this landscape and will have a significant impact on tranquillity in the north.
- 5.4.12. An ES is being prepared by WSP, which will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further.

DRAFT

6 HISTORIC ENVIRONMENT

6.1 INTRODUCTION

- 6.1.1. This section of the report provides a high-level appraisal of the likely historic environment impacts specific to the NWL. The historic environment comprises above ground and buried heritage assets, including buildings, structures, monuments, and landscapes of heritage interest, including, where appropriate, the setting of sensitive (designated) heritage assets, along with archaeological remains and palaeoenvironmental deposits.
- 6.1.2. Statutory provision for the safeguarding of heritage assets has been made at a national and local level. For this reason, their presence or potential presence can constitute a constraint and may affect the initial appraisal of a scheme and in the subsequent design, planning and programming.
- 6.1.3. The historic environment assessment to inform the OBC was originally undertaken in 2020 but has now been updated due to the alignment of the Scheme being revised since the 2020 historic environment assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

6.2 BASELINE CONDITIONS

- 6.2.1. Consultation has taken place with Norfolk County Council County Archaeologist, regarding the scope of the assessment for buried heritage assets and the scope of archaeological evaluation work required.

DESIGNATED HERITAGE ASSETS

- 6.2.2. There are no known statutorily designated heritage assets such as scheduled monuments, registered parks or gardens or registered battlefields within the area of NWL. There are no known conservation areas as defined by the Local Planning Authority (LPA). Norfolk does not have any Archaeological Priority Areas.
- 6.2.3. DMRB guidance state that the study area should include the setting of any designated heritage asset or other cultural heritage resource in the footprint of the NWL or within the zone of influence or potentially affected by noise. Professional judgement was used to define a 500m buffer around the Red Line Boundary for the identification of non-designated heritage assets and 1km buffer for designated heritage assets, due to the longer views and hence the potential impacts upon the setting of these assets. In addition, professional judgement will be used to scope in assets located beyond the 1km study area where there is the potential for settings impacts.
- 6.2.4. The 1km study area around the site contains 17 listed buildings, of which two are listed Grade I (high heritage significance in accordance with DMRB criteria), one is listed Grade II* (high significance) and 14 are listed Grade II (medium significance).
- 6.2.5. The two Grade I listed buildings are the Church of St Peter (NHLE ref: 1171129) in Ringland, 920m south-east of the NWL, and the Church of All Saints including Boundary Wall to Churchyard (NHLE ref: 1372689) in Weston Longville, 390m south-west of the NWL (at Ringland Lane/Marl Hill Road). The Grade II* listed building is the Church of St Margaret (NHLE ref: 1051548), a ruin of a former 11th–13th century church building, 565m north-east of the NWL. The Grade II listed buildings are

located between 5m and 1km from the NWL. The presence of curtilage structures associated with these buildings within the site is considered unlikely, with the exception of Barn 50m north-west of Low Farm House, but it would be considered as part of a more detailed future assessment. Curtilage is the original property boundary of the listed building and, whilst an associated structure within the curtilage may not be specifically mentioned in the statutory description, may be covered by the listing protection.

NON-DESIGNATED HERITAGE ASSETS

- 6.2.6. There have been 12 investigations that were either carried out within the site or extended into the site.
- 6.2.7. A geophysical survey of the Norwich Western Link route was carried out from November 2020 to March 2021. A total of 102Ha was surveyed. The results of the survey found probable and possible archaeological activity along the length of the route.
- 6.2.8. Six of the other investigations were in the northern part of the site and were carried out as part of work connected with the construction of the Norwich Northern Distributor Route (NNDR), and comprised geophysical survey and trial trenching along the whole route of the NNDR. Four parcels of the geophysical survey, Area F1, Area F1a, Area F1b and Block 2, and two areas of trial trenching Block F1a and Block F2, extended into the site.
- 6.2.9. The trial trenching in Block F1a recorded several ditches and pits which contained possible middle Bronze Age pottery, late Bronze Age to early Iron Age pottery, 11th century pottery and struck and burnt flints. No archaeological features or finds were recorded during the Block 2 trial trenching.
- 6.2.10. Trial trenching at Old Hall Farm in 2019 was undertaken the northern part of site, to the south of the A1067. Eleven trial trenches were excavated. Three trenches revealed ditches and pits with later Neolithic/early Bronze Age pottery.
- 6.2.11. A watching brief on the Ringland to Attlebridge Replacement Water Main in 2012 took place along Weston Road in the central part of the site. No significant archaeological features or artefacts were uncovered.
- 6.2.12. A geophysical survey and trial trench evaluation were carried out for the A47 Improvement Works (North Tuddenham to Easton) in 2019 and 2020. A total of 48 areas were investigated. Areas 21 and 22 extended into the southern part of the site. The geophysical survey in Areas 21 and 22 recorded ferrous/magnetic disturbance at the edges of both areas, but there were no certain archaeological features recorded. Four trenches in Area 21 and eight in Area 22 contained archaeological features, comprising a total of twelve ditches, two pits and four postholes. Finds recovered comprised isolated post-medieval pottery and metalwork and possible later medieval metalwork.
- 6.2.13. A geophysical survey was undertaken on the proposed Dudgeon extension onshore cable route. Two of the survey areas (Area 15 and Area 16) extended into the central part of the site. No results of the survey are recorded on the HER.
- 6.2.14. An evaluation was undertaken on the route of the Hornsea pipeline in 2022. Eleven trenches were excavated in the central part of the NWL site. The archaeological features that were recorded were limited to post-medieval field boundaries.

6.2.15. Within the site boundary the following non-designated heritage assets are recorded on the Norfolk Historic Environment Record (HER). An initial indication of the likely significance of the assets has been included as part of this appraisal:

- The findspot of prehistoric flint flakes (HER ref: 18044). This asset is of likely low significance;
- A possible Roman field system, identified from cropmarks (HER ref: 53485). This asset is of medium or possibly high heritage significance, depending on nature and extent;
- An area of post-Roman features and prehistoric finds, found during the evaluation on the Norwich Northern Distributor Road (HER ref: 63365), the significance of which is low or medium;
- Possible Iron Age/Roman field boundaries and enclosures, identified from cropmarks (HER refs: 54357, 50610, 50615). These assets are of medium or high significance, depending on their nature and extent;
- Later medieval/post-medieval field systems; field boundaries/trackways, identified from cropmarks (HER refs: 50608, 50609, 50614, 50616, 54364). These assets are of likely low significance;
- Undated ditches and pits (HER refs: 50605, 50619, 53625, 53681, 54356), identified from cropmarks. These assets are of unknown significance;
- A World War 2 accommodation and training site (HER ref: 53474). This asset is of medium significance;
- Attlebridge Airfield (HER ref: 3063) and associated structures dating to World War 2 (HER refs: 40750, 40754, 40755, 40756, 40757, 40758, 41342,). These assets are of low or medium significance;
- A possible World War Two military structure (HER ref 50611). This asset is of medium significance;
- A World War 1 and 2 military training site (HER ref: 50618). This asset is of medium significance;
- Honingham Park, a post-medieval landscape park (HER ref: 44183). This asset is of medium significance; and
- Two records of features found during an evaluation at the A47 improvement works: Undated ditches and pit, and a post-medieval ditch and undated ditches and discrete features (HER refs 65195 and 65196).

POTENTIAL FOR POSSIBLE, PREVIOUSLY UNRECORDED ARCHAEOLOGICAL REMAINS

6.2.16. There is a moderate to high potential for previously unrecorded non-designated heritage assets within the site boundary. Any previously unrecorded assets could be of low, medium or high significance, depending on their nature, date, extent and survival.

6.2.17. The River Wensum and River Tud Valley geology includes areas of natural sand and gravel which, along with the riverine topography, provide an indication of suitability for early settlement due to the preference for well-drained gravels close to predictable resources provided by rivers. The study area therefore has moderate to high potential for archaeological remains, the value and integrity of which, are likely to be insufficiently understood to inform an assessment at this stage. River alluvium may contain well-preserved (due to waterlogging) palaeoenvironmental remains. Such remains have evidential value for the past environment in which prehistoric and later people lived and would be of low or medium heritage significance.

6.2.18. The proposed site boundary is outside the known historic settlements of Weston Longville, Honingham and Ringland, and thus the potential for buried remains is likely to be low, other than

agricultural features such as field ditches. In terms of the integrity of the historic landscape, this appears to have remained largely in terms of field parcels and boundaries that would have been established following Parliamentary enclosure, other than in the area of the airfield.

- 6.2.19. Due to the land being agricultural there is a high potential for buried archaeological remains from the prehistoric period onwards to survive along the NWL. Mechanised ploughing will have caused some disturbance to any archaeological remains present to a depth of around 0.3–0.4m, although cut features such as pits and ditches are likely to survive intact.

6.3 METHODOLOGY

- 6.3.1. This appraisal uses information derived from a Heritage Constraints Report for the Norwich Western Link which was produced by WSP in April 2019 as part of the initial optioneering exercise.²⁸ Baseline data was also consulted online to ensure that it is up to date. An accompanying TAG worksheet has been produced for according to the Department for Transport (DfT) TAG Unit A3 Environmental Impact Appraisal. The key data sources comprised:

- National Heritage List for England (NHLE). Statutory designations, including scheduled monuments; statutorily listed buildings; registered parks and gardens; and registered battlefields;
- Norfolk Historic Environment Record (HER) Primary repository of archaeological information including past investigations, local knowledge, find spots, and documentary and cartographic sources;
- Broadland District Local Planning Authority. Information on Conservation Areas;
- British Geological Survey (BGS). Solid and drift geology and topography, which can provide an indication of potential for early human settlement;
- National Library of Scotland. Online historic Ordnance Survey mapping from the 1st edition (1860s/70s) onwards; and
- Google Satellite imagery and Streetview. The imagery was scrutinised to assist with the appraisal of possible impacts to the setting of designated heritage assets.

- 6.3.2. The study area comprised a 500m buffer around the Red Line Boundary for the identification of non-designated heritage assets and 1km buffer for designated heritage assets, due to the longer views and hence the potential impacts upon the setting of these assets.

- 6.3.3. A site visit was undertaken on 6 June 2019 as part of the optioneering exercise. This was a rapid visual appraisal of above ground heritage assets potentially impacted by five route options that were under consideration at the time. Assets were viewed from publicly accessible areas.

- 6.3.4. A second site visit was undertaken on 7 November 2019 as part of the Strategic Outline Business Case (SOBC). Surveyors undertook an initial visual assessment of designated heritage assets potentially impacted by the preferred option, including possible impacts to heritage significance through changes to setting. Heritage assets were viewed from publicly accessible areas. Surveyors did not enter the internal spaces of any above ground heritage assets.

²⁸ Norwich Western Link Heritage Constraints Report (WSP, April 2019)

- 6.3.5. A third site visit was undertaken on 16 and 17 March 2021 as part of the Historic Environment Desk Based Assessment (HEDBA). Surveyors undertook a walkover of the whole of the proposed route and a visual assessment of designated heritage assets potentially impacted by the preferred option, including possible impacts to heritage significance through changes to setting. Surveyors did not enter the internal spaces of any above ground heritage assets. Surveyors were not able to view assets located within the Morton Hall Estate.
- 6.3.6. A geophysical survey was carried out from November 2020 to March 2021 over 102Ha of the site. Probable and possible archaeological activity was identified, including possible enclosures with internal features. Anomalies possibly relating to burnt/fired material have also been identified. Agricultural activity has been identified in the form of modern ploughing trends, former mapped and unmapped field boundaries and ridge and furrow cultivation.

6.4 IMPACT APPRAISAL

ABOVE GROUND HERITAGE ASSETS

- 6.4.1. There are unlikely to be any direct impacts (i.e. physical removal or alteration) on designated heritage assets.
- 6.4.2. The NWL has the potential to impact on the significance of designated heritage assets located beyond the site boundary through changes to their setting. Setting is the way in which an asset is understood and experienced and is not an asset in itself. Changes to setting could include the loss of surrounding rural and agricultural land, impacts from traffic flow and noise, and impacts from road infrastructure, including road lighting.
- 6.4.3. The Church of St Peter, dating to the 13th–15th centuries, is located in Ringland, approximately 920m south-east from the site boundary at its closest point. The asset has a visual and historic relationship to its churchyard and to designated heritage assets in Ringland. The asset is also defined by its location in the village of Ringland. Long views out from the asset will be characterised by the surrounding rural and agricultural landscape. The NWL could potentially impact on the asset's setting through the introduction of a new built form in the wider surrounding rural landscape. This would potentially impact on how the church is currently experienced, notably in journeys towards or away from the asset.
- However, it would not impact on the asset's relationship to its churchyard or to Ringland, while distance from the site is likely to reduce any impacts to the asset's immediate rural landscape.
- 6.4.4. The Church of All Saints including Boundary Wall to Churchyard largely dating to the 13th–14th centuries, is located in Weston Longville, approximately 390m south-west of the site boundary at its closest point (Ringland Lane/Marl Hill Road). The asset will have a visual and historic relationship to its churchyard and to designated heritage assets in Weston Longville. The asset is also defined by its location in Weston Longville and by surrounding rural and agricultural land. The NWL could potentially impact on the asset's setting through the introduction of a new built form in the wider surrounding rural landscape. This would potentially impact on how the church is currently experienced, notably in journeys towards or away from the asset.

However, It would not impact on the asset's relationship to its churchyard or to Weston Longville. The passing places on Ringland Lane and possible works to facilitate construction access between Marl Hill Road and Ringland Lane would not impact on the asset's significance.

- 6.4.5. The Grade II* listed Church of St Margaret is largely a ruin of a 11th–13th century church building, located approximately 565m north-east from the site boundary at its closest point. The asset is defined by its relationship to a group of Grade II listed buildings at Morton Hall. These are: Water Cistern at South East Corner of St Margaret's Churchyard (NHLE ref: 1170905), Garden Walls to West of Morton Hall (NHLE ref: 1170917), Morton Hall (NHLE ref: 1051549) and Garden Walls Including Owl House at Home Farm, Morton Hall Estate (NHLE ref: 1390577). The asset is also defined by its surrounding rural landscape. The NWL could potentially impact on assets by introducing a new built form in the wider surrounding rural landscape, some of which is historically connected to the Morton Hall Estate, together with a likely increase in traffic noise. However, it would not impact on the asset's relationships to each other as part of the Morton Hall Estate. The passing places on Ringland Lane and possible works to facilitate construction access between Marl Hill Road and Ringland Lane would not impact on the asset's significance.
- 6.4.6. The nearest Grade II listed building to the Scheme is Barn 50m north-west of Low Farm House (NHLE ref: 1051550), a 17th century threshing barn, located approximately 5m east of the site boundary. The proximity of the asset to the route would introduce a new built form into the asset's immediate and wider setting. The asset's isolated position and surrounding rural agricultural landscape would be significantly impacted by the Scheme, as would that of the farm complex, altering how the designated heritage asset is currently experienced. Visual and noise impacts would also become very prominent in the asset's setting. However, the asset's historic relationship to the village of Ringland would not be impacted.
- 6.4.7. The Grade II listed buildings in Weston Longville and Honingham are defined by their relationships to each other and to the surrounding wider landscape. Potential impacts are unlikely, while the passing places on Ringland Lane and possible works to facilitate construction access between Marl Hill Road and Ringland Lane would not impact on the assets' significance. The NWL would not impact on the assets' key relationships.
- 6.4.8. The NWL could also potentially impact on two isolated Grade II listed buildings located beyond the site boundary. These are the Grade II listed The Lodge (NHLE ref: 1390576), 1.2km north-east of the site boundary and Stables and Coach House to Honingham Hall (NHLE ref: 1372666), just over 1km south-east of the site boundary. This would primarily be through the loss of surrounding rural and agricultural land, historically connected to the Morton Hall and Honingham Hall estates, as well as by potential visual or noise impacts.
- 6.4.9. Taken overall, the NWL would potentially have a **major adverse effect** on the setting (context) of the Grade II listed Barn 50m north-west of Low Farm House and potentially a **minor adverse effect** on the setting (context) of other listed buildings located beyond the site boundary. It will potentially adversely affect the appreciation and understanding of the characteristic historic environmental resource.

BURIED HERITAGE ASSETS

- 6.4.10. Within the site boundary the non-designated heritage assets described in the Baseline Conditions and previously unrecorded non-designated assets could potentially be impacted. Possible

palaeoenvironmental remains in the Wensum valley could be affected locally by the excavation for the viaduct piers.

- 6.4.11. Works carried out as part of the initial site set up, including preliminary topsoil stripping across the site and any temporary access roads and temporary work compounds and topsoil storage areas, the installation of site fencing and welfare facilities could cause an impact. The excavations for the proposed road would entirely remove any archaeological remains within the excavation footprint. The excavation of any new attenuation ponds, planting, landscaping, service trenches and drains would entirely remove any archaeological remains within the trench footprint.
- 6.4.12. Prior to the implementation of an agreed mitigation strategy, the NWL would result in a **number of low, moderate or major adverse effects** on the undesignated heritage assets recorded on the HER along with any previously unrecorded buried heritage assets, resulting in loss of features such that their integrity is substantially compromised. The severity of environmental effect would depend on the significance of the asset. The heritage significance of such assets would depend on their nature, date, extent and survival but might be local or regional (potentially national if extensive and well preserved). A more detailed assessment for planning would consider the individual effects in greater detail.
- 6.4.13. An accompanying TAG worksheet has been produced in line with the Department for Transport (DfT) TAG Unit A3 Environmental Impact Appraisal.

6.5 POTENTIAL MITIGATION

- 6.5.1. Where any potential adverse effects resulting from the NWL are identified, strategies to reduce the impact of the NWL should be examined. Where the effects are on the setting of heritage assets, and where the setting is judged to contribute the significance of the asset, the impacts may be mitigated by design, such as the introduction of screening or an appropriate road lighting scheme.
- 6.5.2. For below ground remains, the impacts can be reduced where feasible and warranted, through either mitigation by design, allowing remains to be preserved *in-situ*, or through preservation by record (i.e. archaeological excavation).
- 6.5.3. The Norfolk County Archaeologist and the Historic England regional office for the East of England should be approached for an opinion, as well as the relevant conservation officers for the area. Following best practice, this should be undertaken in addition to and preferably before the formal scoping process.
- 6.5.4. Following further assessment and consultation, recommendations for preliminary site-based archaeological investigations will be made. This might typically include a staged programme of non-intrusive geophysical survey, followed by targeted archaeological trial evaluation trenches. Sufficient time should be allowed in the planning programme to allow the results of such work to feed into the planning submission documents. The results of the assessment and site-based evaluation, along with informal and formal consultations should enable the formulation of appropriate mitigation through design considerations, targeted archaeological excavation in advance of construction and recording, and/or archaeological monitoring during preliminary groundworks. The successful implementation of an agreed programme of archaeological mitigation would aim to reduce or offset any adverse effects to negligible.
- 6.5.5. A high-level CEMP and Mitigation Plan will be produced as part of the ES submission which will detail the measures required to mitigate the identified impacts. This will help give certainty on the

delivery of the mitigation and compensation measures. A more detailed CEMP will be taken forward by the contractor post Planning Submission.

6.6 SUMMARY

- 6.6.1. In conclusion, the NWL would have a major and minor moderate adverse effect on the setting (context) of listed buildings located beyond the site boundary. It will adversely affect the appreciation and understanding of the characteristic historic environmental resource. Impacts may be mitigated by design, such as the introduction of appropriate screening.
- 6.6.2. The NWL also would result in a number of low, moderate or major adverse effects on the undesignated heritage assets recorded on the HER along with any previously unrecorded buried heritage assets. The impacts can be reduced where feasible and warranted, through either mitigation by design, allowing remains to be preserved in-situ, or through preservation by record (i.e. archaeological excavation).
- 6.6.3. Further surveys took place in 2020 and 2021 to complete the Archaeological baseline and will feed into the future assessment work for the NWL. The ES is being prepared by WSP, which will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further.

7 BIODIVERSITY

7.1 INTRODUCTION

- 7.1.1. This section describes the existing biodiversity baseline and the anticipated impacts of the NWL on biodiversity features present within the Biodiversity Study Areas. Outline details on mitigation and compensation strategies for the features have been provided. All biodiversity features scoped into the ES²⁹ (as described in the '2020 Scoping Report') have informed the TAG appraisal in support of the OBC. Biodiversity features scoped into the ES comprise: designated sites, habitats, flora and fauna. Further details specific to each feature are provided below.
- 7.1.2. Baseline data collection commenced in July 2018 based on the six potential highway alignment options. Survey work continued, focussing on the Preferred option (the NWL) from July 2019. Survey work is ongoing and is expected to be completed by the end of September 2022. This biodiversity section outlines the baseline findings gathered to date.
- 7.1.3. The biodiversity assessment to inform the OBC was originally undertaken in 2020 but has now been updated due to the alignment of the Scheme being revised since the 2020 biodiversity assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

7.2 CONSULTATION

- 7.2.1. Over the course of the project there has been statutory consultation with Natural England and the Environment Agency to agree approaches to survey and assessment and to discuss mitigation and compensation proposals. Additionally, an Ecology Liaison Group has been set up with a good range of conservation groups who are active in recorded species and habitats in Norfolk, represented.

7.3 STUDY AREA

- 7.3.1. The Biodiversity section of the 2020 Scoping Report contains details on the approximate study areas for the biodiversity features potentially impacted by the NWL.
- 7.3.2. **Table 7-1** sets out study areas for features considered further to the 2020 Scoping Report which will also be reported in the ES.

Table 7-1 - Study Area for Additional Scope in Biodiversity Features

Biodiversity Feature	Study Area
Non-vascular plants, fungi and lichens	<u>Desk Study</u> Biological records for all non-vascular plant, fungi and lichen species within and up to 2km from the Scheme.
	<u>Field Survey</u> National vegetation classification (NVC) within the Scheme. Fungi survey - all woodland and grassland within the Scheme.

²⁹ NWL EIA Scoping Report 2020

Biodiversity Feature	Study Area
	Lichen survey 200m buffer from Scheme.
Ancient / veteran hedgerows	<u>Desk Study</u> Within and directly connected (root protection area) to the Scheme.
	<u>Field Study</u> Within and directly connected (root protection area) to the Scheme.

7.4 BASELINE CONDITIONS

7.4.1. The TAG provides details on the various biodiversity features of relevance to the Scheme.

BIODIVERSITY CONTEXT

7.4.2. The following sources were consulted to collate historical ecological records within the relevant study areas of the Scheme.

- Ordnance Survey (OS) website (www.ordnancesurvey.co.uk);
- Online photographic resources, including publicly accessible aerial photography;
- The Multi-agency Geographic Information for the Countryside (MAGIC) service; and
- Norfolk Biodiversity Information Service (NBIS).

7.4.3. Records were limited to statutory and non-statutory designated sites and species records from 2010 onwards. In addition, reports containing the results of bat surveys completed by third parties to inform nearby development schemes were reviewed to extract historical bat roost and activity records.

Designated Sites

7.4.4. The following internationally designated sites are within 10km of the Scheme, increased to 30km for bats (**Table 7-2**).

Table 7-2 – Internationally Designated Sites

Site and designation	Approximate distance and direction from Scheme
River Wensum Special Area of Conservation (SAC)	Within the Scheme footprint
Norfolk Valley Fens SAC	6.3km north-east
Paston Barns SAC	c. 26km north-east

7.4.5. Given the distance and lack of identifiable potential effect pathways from the Scheme to Paston Barns SAC and Norfolk Valley Fens SAC, these sites have been scoped out of the assessment. This approach has been agreed with Natural England.

7.4.6. Nationally statutory designated sites have been considered up to 5km from the Scheme. Of the five sites identified, listed in the 2020 Scoping Report, one is scoped into the ES (**Table 7-3**).

Table 7-3 – Nationally Designated Sites Scoped into the ES

Site and designation	Approximate distance and direction from Scheme
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River Wensum SSSI	Within the Scheme footprint
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7.4.7. Non-statutory designated sites have been considered within a 2km buffer, or beyond where sites are potentially hydrologically linked to the Scheme. Impacts on County Wildlife Sites (CWS) at distances greater than 200m, or not hydrologically linked to the NWL are not considered likely and so have been discounted. Those sites within 200m have been considered based on potential air quality impacts. Table 7-4. includes those CWSs that will be considered within the ES.

Table 7-4 – Local Non-Statutory Designated Sites Scoped into the ES

Site and designation	Approximate distance and direction from the NWL Boundary
River Wensum Pastures, Ringland Estates County Wildlife Sites (CWS) (Ref: 2303)	Within the NWL Boundary
Broom & Spring Hills CWS (Ref: 1341)	Within the NWL Boundary
Wensum Pastures at Morton Hall CWS (Ref: 2070)	Within the NWL Boundary
Land adjoining Foxburrow Plantation CWS (Ref: 2116)	Within the NWL Boundary
Fakenham Road, Roadside Nature Reserve (RNR) (Ref: 2116)	Within the NWL Boundary
Primrose Grove CWS (Ref: 2305)	15m south
Old Covert, Wood Lane CWS (Ref 2109)	10m west
Gravelpit Plantation and Church Hill CWS (Ref: 2304)	10m east
Mouse Wood CWS (Ref: 2050)	15m west
Attlebridge Hills CWS (Ref: 1343)	20m north
Triumph & Foxburrow Plantations CWS (Ref:1344)	400m north
Walsingham Plantation CWS (Ref: 1351)	510m east
Hall Hills/Ringland Covert CWS (Ref: 2105)	570m east
Church Hill Common CWS (Ref: 1340)	630m east
Fen West of East Tuddenham CWS (Ref: 660)	660m south
Fen Plantation CWS (Ref: 2117)	670m south
River Tud at Easton and Honingham CWS (Ref: 250)	675m south-east
Park Grove CWS (Ref: 2033)	730m west
Dryhill Plantation CWS (Ref: 2113)	900m east
Church Meadow, Alder Carr, Three Corner Thicket and Nursery Plantation CWS (Ref: 2296)	960m south-east
Jennis' Wood CWS (Ref: 2113)	1.1km east

Site and designation	Approximate distance and direction from the NWL Boundary
Marriott's Way CWS (Ref: 2176)	1.2km north
Ave's Gap CWS (Ref:2306)	1.3km east
Lake adjacent to Concrete Plant CWS (Ref: 1346)	1.6km north-west
Bush Meadow Plantation CWS (Ref: 1347)	1.7km north-west
Weston Meadow CWS (Ref: 1345)	1.7km west
Lenwade Pits (East) CWS (Ref: 1349)	1.8km north-west
Taverham Mill CWS (Ref 256)	1.9km south-east
Ringland Pits CWS (Ref: 1339)	2km east

HABITAT

Ancient Woodland

- 7.4.8. Two parcels of ancient woodland, as listed on the national Ancient Woodland Inventory, are present within 200m of the NWL Boundary:
- Primrose Grove is approximately 15m to the south of the NWL Boundary;
 - Mouse Wood is located approximately 10m to the west of the NWL Boundary, separated by Wood Lane (B1535) which provides an access route to the NWL Boundary.

- 7.4.9. The results of the woodland survey undertaken for the NWL are described in the section detailing National Vegetation Classification (NVC).

Important Hedgerow Survey

- 7.4.10. A hedgerow survey was undertaken in 2020. The survey identified a total of 25 hedgerows within or partially within the NWL Boundary. All of the hedgerows, aside from one, were concluded to qualify as HPI under the Natural Environment and Rural Communities Act (NERC) 2006.
- 7.4.11. A total of eighteen hedgerows qualified as Important (as defined under the Hedgerow Regulation 1997), however none of the hedgerows were found to contain ancient or veteran features.

Habitats of Principal Importance (HPI)

- 7.4.12. The desk study identified the following habitats on Natural England's Priority Habitat Inventory (PHI) within the Scheme, and up to 200m from the NWL footprint:
- Floodplain Grazing Marsh³⁰;

³⁰ UK Biodiversity Action Plan Priority Habitat Descriptions: Coastal and Floodplain Grazing Marsh - <http://data.jncc.gov.uk/data/82b0af67-d19a-4a89-b987-9dba73be1272/UKBAP-BAPHabitats-07-CoastFloodGrazingMarsh.pdf>

- Deciduous Woodland³¹; and
- Lowland Fens³².

- 7.4.13. Phase 1 Habitat and National Vegetation Classification (NVC) surveys have been completed to provide baseline habitat data and to consider the types and distribution of habitats. The results of these results in relation to HPI are summarised under 'Detailed Botanical and Habitat Assessment' below.
- 7.4.14. It should be noted that Lowland Fens although noted in desk study information, is not a habitat type which has been recorded within the Scheme.

River Habitat Survey

- 7.4.15. A River Habitat Survey (RHS) was completed in summer 2020 along a 500m stretch of the River Wensum which encompassed the NWL Boundary. The survey data will inform the ES and the Water Framework Directive (WFD). The Habitat Modification Score (HMS) determined the Site to be 'obviously modified'. The Habitat Quality Assessment (HQA) class for the River Wensum was calculated as 3, describing the habitat quality as 'Fair'.

Biodiversity Net Gain

- 7.4.16. The biodiversity baseline calculation will include all habitats (other than irreplaceable³³ habitats and statutory designated sites) within the NWL prior to development. This baseline is informed by the Phase 1 habitat and UKHab data and results of the condition assessment, with reference to the Biodiversity Metric 3.1 (Natural England 2022³⁴). The metric constitutes industry recognised best practice for quantifying whether a development is able to achieve biodiversity net gain.

DETAILED BOTANICAL AND HABITAT ASSESSMENT

Phase 1 Habitat Survey

- 7.4.17. A Phase 1 Habitat Survey covering the NWL Boundary was completed in 2020 to record dominant plant species and classify habitats according to their vegetation type. The survey will be updated in 2022 to verify the findings of the previous survey and cover new areas not previously surveyed following changes to the Scheme Boundary. The update survey will record habitats following the UK

³¹ UK Biodiversity Action Plan Priority Habitat Descriptions: Lowland Mixed Deciduous Woodland - <http://data.jncc.gov.uk/data/2829ce47-1ca5-41e7-bc1a-871c1cc0b3ae/UKBAP-BAPHabitats-30-LowlandMixedDecWood.pdf>

³² UK Biodiversity Action Plan Priority Habitat Descriptions: Lowland Fens - <http://data.jncc.gov.uk/data/6fe22f18-fff7-4974-b333-03b0ad819b88/UKBAP-BAPHabitats-27-LowlandFens.pdf>

³³ Following Defra guidance, irreplaceable habitats (e.g. veteran trees) within the Scheme will be identified and excluded from biodiversity unit calculations. It is noted that net-gain or no net-loss of biodiversity cannot be achieved for the Scheme as a whole if there is a negative impact on an irreplaceable habitat or statutory designated site for nature conservation. As such a different approach will be taken for irreplaceable habitats.

³⁴ Natural England (2019). ARCHIVE SITE for the Biodiversity Metric 2.0 and the Biodiversity Metric 3.0 User Guide. Natural England Joint Publication.

Habitat Classification Definitions Version 1.1 so that the data can be used to inform the Biodiversity Net Gain (BNG) assessment. The results of the survey will also be used to inform the ES.

- 7.4.18. The survey recorded a range of habitats within the NWL Boundary, including the River Wensum and Wensum Valley with its associated floodplain grazing marsh, streams and ditches. Moving south from the floodplain, the NWL Boundary incorporates sections of a series of woodlands which have been referred to collectively as the 'Northern Woodlands', relating to their northerly position within the NWL Boundary. Continuing south, the NWL Boundary becomes predominantly an intensive arable landscape occasionally intersected by hedgerows, with a segment of an unnamed woodland also included to the south of Ringland Lane. As the NWL progresses in a southerly direction, The Broadway woodland is reached with Foxburrow Plantation woodland following this, which is bordered to the south by Foxburrow Stream and associated wet grassland area. Intensive arable land, compartmented by hedgerows, forms the remaining area of the NWL Boundary to its southern end.

National Vegetation Classification (NVC)

- 7.4.19. An NVC survey, covering woodland and grassland habitats within the NWL Boundary, was undertaken in 2021 to complete the baseline. Nine different NVC communities/sub-communities were recorded within the grassland/arable margin survey areas, with a further five mosaics/transitional communities recorded. Within the woodland survey areas there were four different communities/sub-communities recorded; , some woodlands were found to be a poor fit to standard NVC habitat communities as they predominantly comprise non-native conifers, these areas were not assigned a classification.
- 7.4.20. Habitats of Principal Importance (HPI) recorded within the NWL Boundary during NVC surveys comprised lowland meadows HPI, purple moor-grass and rush pasture HPI, lowland mixed deciduous woodland HPI and wet woodland HPI.

Macrophyte Survey

- 7.4.21. Macrophyte surveys have been undertaken on the River Wensum in 2019 and 2020 and on the adjoining floodplain ditches in 2020. Species of note recorded during the survey of the River Wensum include water crowfoot *Ranunculus fluitans*. This species is listed within the qualifying habitats description on the River Wensum SAC designation. Fragments of water crowfoot were recorded in the floodplain ditches however these were smothered in silt and displayed early signs of decomposition.
- 7.4.22. A macrophyte survey was also undertaken in Summer 2021 on Foxburrow Stream.
- 7.4.23. Update macrophyte surveys covering the River Wensum, adjoining floodplain ditches and Foxburrow Stream will be undertaken in 2022 to complete the baseline following changes to the Scheme Boundary.
- 7.4.24. The results of the surveys will be used to inform the ES.

Non-vascular Plants, Fungi and Lichen Survey

- 7.4.25. A fungal survey undertaken in October 2020 and May 2021 determined the habitats surveyed (i.e. areas of woodland and hedgerows within the Scheme boundary) to be of local ecological importance for fungi. No rare or protected fungi were recorded.

- 7.4.26. A lichen survey of the potential zone of influence of the Scheme alignment was undertaken in September 2021. The 22 lichen species recorded in the four Survey Areas have no formal national conservation status.

Veteran / Ancient Trees and Hedgerow Survey

- 7.4.27. An arboriculture assessment in 2020 identified the presence of 36 ancient or veteran features within the Scheme. The assessment also concluded that hedgerow plants did not qualify as ancient or veteran³⁵.

FAUNA

Terrestrial Invertebrate Survey

- 7.4.28. Terrestrial invertebrate surveys covering the NWL Boundary were undertaken in 2021 to complete the baseline. The survey recorded a diverse range of invertebrate fauna, which included 43 species currently regarded as Nationally Rare, Scarce, Data Deficient, or Section 41 Species of Principal Importance.

Aquatic Macroinvertebrate Survey

- 7.4.29. Surveys for aquatic macroinvertebrates have been undertaken in 2020. The macroinvertebrate communities identified in the samples taken were classified as Moderate to Fairly High conservation value (River Wensum, Foxburrow Stream and Ringland Ditch) with the exception of Hall Ditch, which achieved Fairly High conservation value in the spring and High conservation value in the autumn.
- 7.4.30. Update macroinvertebrate surveys covering the River Wensum, adjoining floodplain ditches and Foxburrow Stream will be undertaken in 2022 to complete the baseline following changes to the Scheme Boundary.
- 7.4.31. The results of the surveys will be used to inform the ES.

White-clawed crayfish Survey

- 7.4.32. Surveys have been undertaken within the River Wensum in 2019. Survey work identified the presence of the non-native signal crayfish *Pacifastacus leniusculus* within the stretch of the River Wensum which was surveyed. No white-clawed crayfish *Austropotamobius pallipes* were recorded. No further surveys are required and this feature has been scoped out of the assessment.

Desmoulin's whorl snail Survey

- 7.4.33. Survey work in 2019, 2020 and 2021 has identified Desmoulin's whorl snail *Vertigo moulinsiana* within the Scheme. The results indicated the continued presence of a large population within the south-eastern section (south), as well as the continued presence of this species in the central floodplain ditch within the Scheme Boundary.

³⁵ WSP (2021a) Norwich Western Link - Ancient Hedgerow Report. Cambridge

Fish Survey

- 7.4.34. Electric fishing surveys in 2020 recorded a range of fish species including: chub *Squalius cephalus* pike *Esox lucius*, and dace *Leuciscus leuciscus* within the River Wensum. Brook lamprey *Lampetra* spp were recorded in adjoining ditches of the River Wensum. No fish were recorded within the Foxburrow Plantation stream. Bullhead *Cottus gobio* were not caught during the fish surveys, however, were observed during the aquatic macroinvertebrate survey of the River Wensum.
- 7.4.35. Update fish surveys covering the River Wensum, adjoining floodplain ditches and Foxburrow Stream will be undertaken in 2022 to complete the baseline following changes to the Scheme Boundary.
- 7.4.36. The results of the surveys will be used to inform the ES.

Amphibians

- 7.4.37. Great crested newt (GCN) *Triturus cristatus* surveys were undertaken on ponds within and up to 500m from the NWL Boundary. Ponds which returned a positive result for GCN eDNA were then subject to further population size class assessment surveys in 2021. The survey identified the presence of 'small' population in a single water body (15) situated approximately 280m from the Scheme boundary.

Common Toad Survey

- 7.4.38. The impact assessment for common toad *Bufo bufo* will be informed by a desk-based habitat level assessment which will also feed into the Biodiversity Net Gain (BNG) assessment. This approach has been agreed with Natural England following consultation.

Reptile Survey

- 7.4.39. Reptile survey work in 2019 and 2020 has identified low numbers of common reptile species (common lizard *Zootoca vivipara*, grass snake *Natrix helvetica* and slow-worm *Anguis fragilis*), within the Scheme.

Birds

Wintering Birds

- 7.4.40. Wintering bird surveys were undertaken in 2019/20 and 2020/21 to complete the baseline. No observations of significant over-wintering assemblages were made during the 2019/20 survey. A total of 74 species, including 39 which are legally protected or species of conservation concern, was recorded during the 2020/21 survey.

Breeding Birds

- 7.4.41. Several species listed on Schedule 1 of the Wildlife and Countryside Act 1981 (as amended), including hobby *Falco subbuteo*, kingfisher *Alcedo atthis*, barn owl *Tyto alba* and red kite *Milvus milvus*, were recorded during a breeding bird survey undertaken in 2021.

Barn Owl Survey

- 7.4.42. Barn owl surveys completed in 2021 identified a total of three occupied breeding sites (OBS) and thirteen potential nest sites (PNS). While one POBS is immediately adjacent to the Scheme none are within the NWL Boundary.

Bats

- 7.4.43. A suite of bat surveys has been completed to inform the Scheme since 2019. The data confirms that the local bat assemblage contains at least nine species that forage and, or commute within the NWL Boundary. Of these, common and soprano pipistrelle are the most abundant as would be expected given their generalist habitat preferences. The assemblage also contains rarer species, notably the barbastelle which utilises habitat within the Survey Area for roosting and foraging.
- 7.4.44. The baseline surveys included: radiotracking surveys (focusing on barbastelle bat), vantage point surveys, automated bat detector surveys, bat tracking surveys, hibernation surveys and emergence/re-entry roost surveys. In addition, existing third party data (gathered to inform nearby schemes) has been reviewed to extract existing contextual roost records and activity data.

Bat Surveys of Trees (excluding radio-tracking)

- 7.4.45. Surveys between 2019 and 2021 inclusive identified a total of 36 trees supporting bat roosts within the Survey Area (Scheme plus buffer), comprising the following:
- One barbastelle summer day roost;
 - Five brown long-eared bat *Plecotus auritus* summer day roosts, one brown long-eared bat maternity roost and one brown long-eared bat hibernation roost;
 - Twelve soprano pipistrelle *Pipistrellus pygmaeus* roosts, including summer day roosts. One tree supporting a hibernation roost for soprano pipistrelle;
 - Four common pipistrelle *Pipistrellus pipistrellus* roosts, all of which were summer day roosts;
 - Three summer day roosts for Natterer's bat *Myotis nattereri*;
 - Two trees with unidentified *Myotis* sp. roosts, including a hibernation roost and a summer day roost;
 - One tree supporting a hibernation roost for both an individual noctule *Nyctalus noctula* and individual brown long-eared bat;
 - One summer day roost for an unidentified *Pipistrellus* sp., and one hibernation roost for unidentified *Pipistrellus* sp.;
 - Three trees supporting roosts of unknown species.

Bat Surveys of Structures

- 7.4.46. Of the 29 structures assessed for suitability to support roosting bats, five were confirmed to be used by roosting bats, eight were assigned a high roosting suitability, four were considered to have moderate suitability, and five were assigned low suitability to support roosting bats. Summer day roosts were recorded in six of the seven structures that were subjected to further survey in 2021, three of which were already confirmed roosts. Five hibernation roosts were also identified.

Bat Activity Surveys

- 7.4.47. Vantage point surveys undertaken in 2020 and 2021 identified barbastelle and *Myotis* sp. commuting routes across the NWL Boundary.
- 7.4.48. Further vantage point surveys will be undertaken in 2022 to supplement the baseline.

Radio-tracking

- 7.4.49. Radio-tracking was initially undertaken in May 2019, with follow-up survey-work conducted in 2021 to complete the baseline. The primary species of interest was barbastelle, and secondary priority species included bats from the genera *Myotis*.

- 7.4.50. A total of 38 bat roosts were located during the radio-tracking surveys, of which 26 were verified through emergence surveys. Most roosts were recorded in trees and one roost supporting brown long-eared bats was identified in a residential bungalow. Barbastelle and brown long-eared bats were confirmed to be using the Scheme for foraging, and barbastelle were confirmed as using the Survey Area for roosting.

Back Tracking Surveys

- 7.4.51. Back-tracking surveys completed in 2020 recorded barbastelle commuting and foraging activity across the NWL Boundary.

Automated Detector Surveys

- 7.4.52. Automated static detectors were deployed across the Scheme and in adjacent habitat between 2019 and 2021. The data analysis for 2021 is ongoing and will be reported in full to support the ES baseline.
- 7.4.53. The confirmed species or species groups recorded to be using habitats within proximity of the NWL during the automated bat detector surveys in 2020 comprised: *Myotis* sp.; *Nyctalus* sp.; serotine bat *Eptesicus serotinus*; barbastelle; brown long-eared bat; common pipistrelle; soprano pipistrelle; and Nathusius' pipistrelle.
- 7.4.54. The River Wensum, Rose Carr and The Nursery, Long Plantation, the woodland south of Ringland Lane, The Broadway, and Foxburrow Plantation recorded the highest numbers of bat passes per night in 2020.
- 7.4.55. Further automated detector surveys will be undertaken in 2022 to supplement the baseline.

Badger Survey

- 7.4.56. Badger *Meles meles* setts and evidence of commuting and foraging activity was recorded during surveys undertaken between 2019 and 2022.
- 7.4.57. Badger surveys identified a single sett with a single partially used entrance hole in a woodland in the south of the Scheme, and badger latrines, hair, and snuffle holes were also recorded in this area.
- 7.4.58. In the northern woodlands, the field survey identified one active main sett and one potential main sett, along with four annex setts, five subsidiary setts, and 16 outlier setts. Additional signs of badger recorded in these areas included latrines, badger hair, snuffle holes, and bedding. A number of prominent mammal runs were also present.

Badger Bait Marking Survey

- 7.4.59. Badger bait marking surveys were undertaken in 2021 to establish the territory sizes of badger clans that may be impacted by the Scheme. The surveys identified mixing between four setts, as well as distinct territorial boundaries between two other setts.
- 7.4.60. Survey work has identified the presence of badger within the Scheme. Evidence of setts, commuting and foraging activity have been recorded.

Otter Survey

- 7.4.61. Otter *Lutra lutra* surveys were undertaken in 2020 and 2021 following the recording of an otter on the River Wensum during a white-clawed crayfish survey in 2019. No otter holts were considered to

be present at the time of survey, but otters are considered to be utilising habitats within the area surveyed.

Water Vole Survey

- 7.4.62. Water vole *Arvicola amphibius* surveys were undertaken in 2019, 2020 and 2021, with the latest survey covering a wider area of the River Wensum and associated floodplain ditches to inform mitigation and areas for compensation and enhancement.
- 7.4.63. Surveys in 2020 confirmed the presence of a medium population of water voles in the River Wensum and a low population in a single adjoining floodplain ditch. No evidence of water voles was recorded in Foxburrow Stream and therefore water voles have been considered likely absent from this watercourse.

Other Species of Principal Importance (SPI) – Mammals

- 7.4.64. Brown hare *Lepus europaeus* and hedgehog *Erinaceus europaeus* (both Species of Principal Importance (SPI)) have been recorded within the Scheme during ecological survey work undertaken to date. The impact assessment for additional SPI mammals will be informed by a desk-based habitat level assessment, and this will inform the BNG assessment.

7.5 METHODOLOGY

- 7.5.1. The appraisal of the likely impacts on biodiversity has been undertaken in accordance with TAG Unit A3 Chapters 5 and 9. The appraisal highlights the importance of identified key resources (features), using guidance contained in Table 9 and 10 of TAG Unit A3, to ascribe biodiversity value.
- 7.5.2. The Scheme has been developed with consideration for the Mitigation Hierarchy. Ecological impacts upon features have been avoided where possible (e.g. the avoidance of ancient woodland loss). Where avoidance is not possible impacts have been mitigated (e.g. through the provision of green bridges and underpasses) and, where necessary, compensated for (e.g. through the provision of alternative habitat). The Scheme will look to achieve a minimum of 10% biodiversity net gain through following DEFRA guidance on The Biodiversity Metric 3.1.
- 7.5.3. It is important to note that the baseline data collection is ongoing and will not be completed until August 2022. The appraisal is based on data collected and analysed to end of May 2022 and professional judgement regarding the magnitude of possible impact arising from the Scheme design.
- 7.5.4. TAG assesses construction and operational impacts together and assumes that mitigation measures will be adopted as part of the development of the NWL. Table 7-5 provides high level details on possible impacts and the mitigation and compensation strategies which are currently being considered. Overall Assessment Scores are assigned to each feature based on the biodiversity value and magnitude of impact (with anticipated mitigation measures). The assessment scale ranges from Large Beneficial to Very Large Adverse.

- 7.5.5. Where schemes include plans for mitigation, this should generally be taken account of in the appraisal of impacts as set out by TAG guidance³⁶. For the purpose of this assessment all mitigation including habitat creation in close proximity to the relevant key environmental resource to help conserve existing biodiversity interest is factored in. TAG requires mitigation not in close proximity to relevant key environmental resources to be excluded; in a scenario where habitat creation proposals alter this assessment would need to be revisited.
- 7.5.6. Outline mitigation strategies relevant to key biodiversity features are provided in **Table 7-5**.
- 7.5.7. The assessment presented here will be refined and updated as part of the Ecological Impact Assessment and Habitat Regulations Assessment which will feed into the EIA process. This assessment does not pre-empt the outcome of the EIA.

7.6 IMPACT APPRAISAL AND POTENTIAL MITIGATION

- 7.6.1. The majority of surveys for habitats and species impacted by the NWL have been completed, and outline mitigation and compensation strategies have been developed based on the data currently available. **Table 7-5** provides preliminary details on the strategies which are currently being considered. The outline strategies will be further discussed and agreed with statutory consultees.
- 7.6.2. A high-level CEMP in addition to Ecological and Bat Mitigation Strategy documents will be produced as part of the ES submission. These will detail the measures required to mitigate the identified impacts. Ongoing strategic work will focus on the development of a framework for habitat creation that will focus on key ecological features known to be present at NWL. This will help give certainty on the delivery of the mitigation and compensation measures. A more detailed CEMP will be taken forward by the contractor post Planning Submission.

Table 7-5 – Potential impacts and high-level mitigation and compensation strategies for biodiversity features

Biodiversity feature	Possible impact (in the absence of mitigation)	Mitigation/compensation strategy being considered (not all confirmed) in construction and operation phases of development
Designated Sites		
River Wensum SAC and SSSI	Habitat loss, pollution, degradation of habitat, shading, disturbance.	High viaduct to avoid shading impacts. Pollution prevention measures. Measures to protect riparian and aquatic habitats from disturbance or loss.
County Wildlife Sites (CWS) within Scheme boundaries:	Habitat loss, degradation, pollution, disturbance.	Modification of footprint to reduce habitat loss. Protection measures for retained habitats. Creation of new habitat as part of landscaping and biodiversity net gain strategy.

³⁶ Department for Transport (2021). TAG Unit A3, Environmental Impact Appraisal. Available online: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/983703/tag-unit-a3-environmental-impact-appraisal.pdf

Biodiversity feature	Possible impact (in the absence of mitigation)	Mitigation/compensation strategy being considered (not all confirmed) in construction and operation phases of development
River Wensum Pastures, Ringland Estates CWS, Broom & Spring Hills CWS, Wensum Pastures at Morton Hall CWS, Primrose Grove CWS, Land adjoining Foxburrow Plantation CWS and Fakenham Road Roadside Nature Reserve (RNR) (Ref: 2116),		The Fakenham Road RNR is likely to be lost as a result of the Scheme and habitat creation targeted at hoary mullein is being considered.
County Wildlife Sites up to 200m of the Scheme boundaries: Old Covert, Wood Lane CWS, Gravelpit Plantation and Church Hill CWS, Mouse Wood CWS, Attlebridge Hills CWS, River Tud at Easton and Honingham CWS, Church Meadow, Alder Carr, Three Corner Thicket and Nursery Plantation CWS, Taverham Mill CWS and Ringland Pits CWS	Habitat loss, degradation, pollution, disturbance.	Protection measures during construction and future enhancement to mitigate potential effects identified in relation to the operational phase.
Protected and notable species		
Terrestrial invertebrates	Habitat loss (subject to further survey), habitat degradation, pollution	Provision of compensatory habitat through a landscaping and biodiversity net gain strategy.
Aquatic invertebrates	Habitat loss (subject to further assessment), habitat degradation, pollution.	Protection of retained habitats. Pollution prevention measures. Provision of a viaduct over the River Wensum to minimise habitat loss. Enhancement of existing water courses.
Desmoulin's whorl snail	Killing/injury of individuals during construction, habitat loss, pollution, degradation of habitat, impacts from nitrogen deposition	Protection of retained habitats. Pollution prevention measures. Habitat enhancement in areas of the River Wensum floodplain over 200m away from the Scheme. Provision of a viaduct over the River Wensum to minimise habitat loss.
Fish including brook lamprey and bullhead	Habitat loss, degradation of existing habitat, disturbance, pollution	Pollution prevention measures. Enhancement of existing water courses. Provision of a viaduct over the River Wensum.
Great crested newt	Possible habitat loss, disturbance.	Clearance 0.75ha of terrestrial habitat within 500m of Water Body 15 to proceed under a non-licensed Method Statement.
Common toad	Killing/injury of individuals during construction, habitat	Enhancement of existing aquatic habitat within the floodplain, provision of new terrestrial habitat through a landscaping and biodiversity net gain strategy.

Biodiversity feature	Possible impact (in the absence of mitigation)	Mitigation/compensation strategy being considered (not all confirmed) in construction and operation phases of development
	loss, pollution, death by vehicle collision	Provision of a viaduct over the River Wensum reducing habitat loss. Provision of wildlife underpasses.
Reptiles	Killing/injury of individuals during construction, death by vehicle collision habitat loss, pollution.	Provision of a viaduct over the Wensum reducing habitat loss. Sensitive timing of works. Habitat manipulation to encourage reptiles to move from the NWL prior to development. Provision of new foraging/basking/sheltering habitat through a landscaping and biodiversity net gain strategy.
Birds – breeding and winter	Habitat loss, degradation of habitat (subject to further survey), disturbance.	Protection of retained habitats. Sensitive timing of works. Provision of bird boxes to replace lost nesting habitat. Provision of compensatory bird habitat through a landscaping and biodiversity net gain strategy.
Barn owl	Habitat loss, death by vehicle collision.	<p>A suitably qualified ecologist to undertake nest exclusion measures at the OBS adjacent to the Scheme, involving removing and relocating the nest box to an appropriate location away from construction works and in advance of works. This will take place outside of the breeding season (September to February inclusive), and therefore it is not envisaged that a licence will be required.</p> <p>A pre-works check for nesting barn owl will also be carried out on the two PNS by a suitably qualified ecologist prior to the felling of these trees.</p> <p>Measures will also be included to reduce collision risk such as regular management of verges and appropriate screening.</p> <p>Provision of compensatory habitat through a landscaping and biodiversity net gain strategy. Provision of barn owl boxes in the wider area adjacent to the NWL, at sufficient distance to avoid road traffic collision mortality.</p>
Bats	Roost loss, severance of commuting routes and foraging areas, disturbance, mortality / injury resulting from collision with traffic.	<p>Retention, creation and enhancement of roosting, foraging and commuting habitat. Where habitat must be removed provision of replacement bat foraging and roosting habitat as part of the comprehensive landscaping and biodiversity net gain strategy. Provision of suitable crossing features such as landscape treatment retaining trees, green bridges and underpasses to reduce effects of habitat fragmentation. Provision of bat boxes and alternative measures of creating replacement roost resource. Sensitive lighting strategy (largely avoiding lighting beyond baseline conditions).</p> <p>Works undertaken under a European Protected Species Mitigation Licence (EPSML) as necessary. Soft felling of trees with prior exclusion of bats as appropriate and sensitive timing of works. Provision of temporary habitat / guides which seeks to minimise habitat fragmentation during construction.</p>
Badger	Sett destruction, disturbance, death by vehicle collision.	Closure of certain badger setts under development licence from Natural England. Sensitive timing of works.

Biodiversity feature	Possible impact (in the absence of mitigation)	Mitigation/compensation strategy being considered (not all confirmed) in construction and operation phases of development
		<p>Pre-construction badger survey. Measures to mitigate disturbance, pollution and potential killing/injury of badgers during the construction phase.</p> <p>Retention, creation and enhancement of woodland, hedgerow, scrub and grassland The provision of compensatory foraging habitat through a landscaping and biodiversity net gain strategy where existing habitat requires removal. Provision of pipe culverts, fencing, underpasses and green bridges to reduce effects of habitat fragmentation.</p>
Otter	Possible habitat loss (subject to further survey), disturbance, barrier to movement, death by vehicle collision.	Retention and enhancement of aquatic habitats. Provision of measures to reduce effects of habitat fragmentation, including a viaduct over the River Wensum. Measures to mitigate disturbance, pollution and potential killing / injury of otters during the construction phase of the Scheme.
Water vole	Killing/injury of individuals during construction, habitat loss (subject to further survey), disturbance, pollution.	<p>Retention and enhancement of aquatic habitats. Provision of a viaduct over the River Wensum and underpasses to reduce effects of habitat fragmentation.</p> <p>Works under a Conservation Licence Sensitive timing of works. Measures to mitigate disturbance, pollution and potential killing/injury of water voles during the construction phase of the Scheme.</p>
Brown hare	Killing/injury of individuals during construction, habitat loss, death by vehicle collision	Wildlife underpasses and green bridges to help reduce the severance impacts. Provision of replacement habitat through a landscaping and biodiversity net gain strategy.
Hedgehog	Killing/injury of individuals during construction, habitat loss, death by vehicle collision.	Wildlife underpasses and green bridges to help reduce severance impacts. Provision of habitat through landscaping and biodiversity net gain strategy.
Habitats and Protected/Notable Vascular and Non-Vascular Plant, Fungi and Lichens		
Ancient woodland	Degradation/disturbance of habitat (subject to further surveys), pollution.	Avoidance of habitat loss of ancient woodland. Protection of retained woodland.
Woodland and trees (non-ancient)	Habitat loss, degradation/disturbance of habitat (subject to further surveys).	Protection of retained habitats. Creation and enhancement of woodland habitat through a landscaping and biodiversity net gain strategy.
Ancient and veteran trees	Habitat loss, degradation/disturbance of habitat (subject to further surveys).	Avoidance of habitat loss of ancient and veteran trees. Protection of retained ancient and veteran trees.
Floodplain grazing marsh	Habitat loss, degradation/disturbance of habitat, pollution (subject to further surveys).	Protection of retained habitats. Pollution prevention measures. Provision of compensatory habitat through a landscaping and biodiversity net gain strategy.

Biodiversity feature	Possible impact (in the absence of mitigation)	Mitigation/compensation strategy being considered (not all confirmed) in construction and operation phases of development
Hedgerows	Habitat loss, severance, degradation, pollution.	Protection of retained hedges. Creation and enhancement of hedgerows.
Rivers/streams	Habitat loss, pollution, degradation of habitat, shading.	Provision of a viaduct over the River Wensum to avoid direct habitat loss and shading impacts. Pollution prevention measures. Protection of retained habitat. Provision of underpasses. Enhancement of existing water courses.
Macrophytes	Habitat loss, pollution, degradation of habitat.	Provision of a high viaduct to avoid shading impacts. Pollution prevention measures. Enhancement of existing water courses.
Non-vascular plants, fungi and lichens	Habitat loss, pollution, degradation (subject to further surveys).	Provision of compensatory habitat through a landscaping and biodiversity net gain strategy.

BIODIVERSITY NET GAIN AND VETERAN / ANCIENT TREE AND HEDGEROW STRATEGY

Biodiversity Net Gain

- 7.6.3. Biodiversity Net Gain (BNG) is an objective and approach to development that leaves biodiversity in a better state than before. It is anticipated that BNG will be made mandatory within the new Environment Bill, with the expectation that developments deliver at least a 10% BNG. A BNG strategy for the Scheme is currently being developed.
- 7.6.4. BNG for the Scheme will be delivered with reference to the 10 good practice principles published by Chartered Institute of Ecology and Environmental Management (CIEEM), Construction Industry Research and Information Association (CIRIA) and Institute of Environmental Management and Assessment (IEMA)³⁷. The NWL will impact veteran / ancient trees and important hedgerows which are considered in policy terms an irreplaceable habitat (see below) and crosses an SAC. Therefore, in line with the best practice principles, BNG cannot be claimed for the whole Scheme. The aim is to achieve BNG for all applicable habitats. A separate strategy for veteran / ancient trees and important hedgerows is currently being developed.
- 7.6.5. Natural England advised that BNG should be considered on a landscape scale and that it should target woodland and wetland. Barbastelle bat will be a particular focal point for the BNG strategy. It is anticipated that BNG delivery will be focussed within the 6km core sustenance zone for barbastelle bat³⁸ roosts recorded in proximity to the Scheme. Approaches for BNG delivery are likely

³⁷ CIEEM, CIRIA, IEMA (2016). Biodiversity Net Gain – Good practice principles for development (2016)

³⁸ Bat Conservation Trust (2016). Core sustenance zones: determining zone size. 04.02.19.

to include woodland creation and woodland management to enhance the woodlands in the long term for barbastelle bat and other species.

Ancient Woodland and Ancient/Veteran Trees Strategy

7.6.6. Ancient woodland was identified from inventory data at an early stage of routing and the importance of avoiding these areas and maintaining a minimum buffer of 15m will be achieved. Ancient/veteran trees are equally important, but the inventory is a voluntary database and incomplete. Survey has identified ancient/veteran trees and some will be removed under the scheme. Retained trees will be protected and suitably buffered. A strategy is currently under development and further information regarding mitigation will be included within the ES following a complete baseline.

7.7 SUMMARY

7.7.1. The TAG assessment (see Appendix G) has concluded that there are Large Adverse impacts on the following features:

- Bats (all species).

7.7.2. The Scheme will require the removal of up to up to 4.8ha broadleaved and mixed semi-natural woodland and 6.3ha mixed or coniferous plantation woodland, and 5.5km of hedgerow. Tree roosting resource within the areas removed and retained woodland close to the Scheme will be reduced, and this will include the removal, or potential degradation of roost resource. Known roosts affected by the Scheme include hibernation roosts used by small numbers of bats, summer roosts used by small numbers of bats and a maternity roost. The removal of habitat will also change the availability of foraging and commuting habitat.

7.7.3. In the absence of mitigation, the Scheme has potential to affect bats, through direct effects upon confirmed bat roosts and removal or degradation of habitat used by foraging and commuting bats, including rarer species, notably the barbastelle bat. A European Protected Species (EPS) licence will therefore be required to ensure compliance with the relevant protective legislation pursuant to bats and their roosts.

7.7.4. An Outline Bat Mitigation Strategy has been drafted and is subject to consultation. It has been developed to outline the principles for mitigation which will be prepared in greater detail to meet WPS licensing requirements.

7.7.5. Detailed designs for the Scheme are subject to refinement, and habitat loss will be avoided where possible in line with the mitigation hierarchy.

7.7.6. The outline bat mitigation strategy includes habitat creation and enhancement components and seeks to increase the area of habitat available to the local bat assemblage in the longer term. The following measures are proposed:

- Where practicable, woodland will be retained on site to maintain habitat availability and reduce the requirement for mitigation. Semi-natural woodland will also be replaced on a 1:3 area ratio, to include planting on and off-site. These new areas will in time provide suitable habitat for foraging and roosting bats. A minimum of 11.1ha further woodland will be also enhanced to provide habitat resource during the construction phase and the time required for new habitat to become established; and,
- on-site hedgerow planting will be undertaken at a 1:1 replacement ratio, and further hedgerow creation and enhancement is proposed to strengthen and connect the wider habitat network used

by bats off-site. Hedgerows will be managed to benefit a range of biodiversity, including the local bat population; and,

- habitat creation and enhancement measures proposed for the River Wensum floodplain will also benefit bats that forage in association with riparian habitat.

7.7.7. The Outline Bat Mitigation Strategy also includes features to promote continued landscape permeability and design features to guide bat movement away from or above the traffic corridor:

- Landscape permeability will be preserved through a combination of habitat retention, creation and enhancement and provision of landscape treatment retaining trees, green bridges and underpasses. There will be at least three mitigation structures and two underpasses designed specifically to facilitate bat movement, including the wide-span viaduct above the River Wensum. The viaduct will function to allow bats to continue commuting and foraging along the river corridor without obstruction; and,
- woodland retention and landscaping will be designed to create safer opportunities for bats to fly above the traffic corridor in Long Plantation and Gravelpit Plantation, where the Scheme is in cutting.

7.7.8. Mitigation for impacts to roosting resource includes:

- Roost retention and protection;
- Roost removal using appropriate methods and seasonal timing; and
- The provision of replacement and additional roosting resource, including the veteranisation of trees and installation of bat boxes.

7.7.9. Mitigation for foraging resource that aims to maintain the overall area and quality of foraging resource available to the local bat assemblage will be achieved through a combination of habitat retention, creation and enhancement. Habitat creation and enhancement off site will be provided within the core sustenance zone used by the local bat population, for barbastelle bats this represents land up to approximately 6km from known barbastelle bat roosts. Larger areas of woodland intended to provide higher quality foraging and roosting resources to the local bat population will be generally set back from the road by at least 100m to reduce the risk of traffic collision injury and mortality.

7.7.10. The mitigation strategy remains under development, reflecting the refinement to the northern alignment and desire to add greater detail ahead of EPS licensing. At this stage a precautionary approach to assessment continues to be taken, and as such the magnitude of effect upon bats is assessed to be 'intermediate negative' defined as '*The key environmental resource's integrity will not be adversely affected, but the effect on the resource is likely to be significant in terms of its ecological objectives.*'. This may be updated subject to completion of the ecological impact assessment and finalisation of the associated mitigation strategy.

7.7.11. The combination of a high value biodiversity feature and an effect of intermediate negative magnitude gives a large adverse effect. It should be noted that this assessment is precautionary and reflects the status of the detailed design and outline mitigation strategy.

7.7.12. The TAG assessment has concluded that there are Moderate Adverse impacts on the following features:

- Wensum Pastures at Morton Hall CWS;
- Land adjoining Foxburrow Plantation CWS;

- Broom & Spring Hills CWS;
- Fakenham Road RNR;
- Ancient/veteran trees;
- Important Hedgerows;
- Lowland meadow HPI;
- Purple moor-grass and rough pasture HPI; and
- Lowland mixed deciduous woodland HPI.

- 7.7.13. A Moderate Adverse impact is expected on the above CWS's due to habitat loss and/or severance which could impact the integrity of the CWS. The habitat creation strategy for the Scheme will seek to compensate for this habitat loss, and an underpass will be included to ensure the stream within the Land adjoining Foxburrow Plantation will maintain flow post construction into the River Tud.
- 7.7.14. The Fakenham Road RNR is designated because of the presence of hoary mullein *Verbascum pulverulentum*. This site will be lost due to the construction of the NWL. A compensation strategy will be developed which will aim to recreate the habitat and lead to an increase in hoary mullein within the study area.
- 7.7.15. Ancient/veteran trees will be removed as a result of the Scheme if a suitable root protection area cannot be adequately maintained, to provide an appropriate buffer distance, typically of at least 15m. Indirect impacts from nitrogen deposition will be modelled as part of an assessment of air quality impacts. A strategy for ancient/veteran trees is under development which will help to mitigate the impact of the loss of the trees and will be presented within the ES. However, they are regarded as an irreplaceable habitat and will not be factored into BNG calculations.
- 7.7.16. A total of eight hedgerows qualified as Important (as defined under the Hedgerow Regulation 1997), however none of the hedgerows were found to contain ancient or veteran features. Mitigation for impacts to hedgerows will involve creation and enhancement.
- 7.7.17. The NWL bisects areas of lowland mixed deciduous woodland HPI. The woodland to be lost is not ancient. As part of the compensation strategy new woodland will be planted and existing woodland will be enhanced for biodiversity benefit in the longer term. Ancient woodland within Primrose Grove CWS is located 15 m from the Scheme boundary.
- 7.7.18. The NWL also bisects a single area of purple moor-grass and rough pasture HPI near Foxburrow plantation. Lowland meadow HPI is present within the Scheme boundary north of Fakenham Road and also a strip between Rose Carr and Low Farm.
- 7.7.19. The assessment for all other features ranges from slight adverse or neutral impacts based on the adoption of preliminary mitigation and compensation measures stated in **Table 7-5**. This includes the River Wensum SAC and SSSI which through the viaduct design of the Scheme, impacts are largely avoided.
- 7.7.20. This assessment is based on the data which has been collected and analysed up to May 2021. It is a provisional impact assessment and has been undertaken before the Ecological Impact Assessment, Habitats Regulations Assessment and Water Framework Directive (WFD) assessment have been completed.
- 7.7.21. The overall assessment score for the NWL is a Large Adverse Impact due to the loss of woodland foraging habitat available to the local bat assemblage which includes the rarer barbastelle bat. This is a precautionary assessment and reflects the status of the mitigation strategy which is yet to be

finalised as set out above. Effects upon all other biodiversity features are assessed to be moderate adverse or of lesser significance.

- 7.7.22. Further surveys are planned in 2022 which will complete the ecological baseline and will feed into the future assessment work for the NWL. The ES is in preparation and will contain more detailed design information and a full assessment of ecological impacts (in line with CIEEM guidelines). The ES will take into account the final design and final mitigation strategies designed to avoid and reduce impacts upon biodiversity features and where possible deliver enhancements.

DRAFT

8 WATER ENVIRONMENT

8.1 INTRODUCTION

- 8.1.1. This section presents Water Environment appraisal for the NWL, required to identify any potential constraints in relation to the Water Environment to help inform the OBC. This includes a summary of the baseline conditions, methodology and the likely impact of the NWL on the nearby sensitive receptors.
- 8.1.2. The water assessment to inform the OBC was originally undertaken in 2020 but has now been updated due to the alignment of the Scheme being revised since the 2020 water assessment for the OBC (the main change being at the northern end of the Scheme which has moved to the West).

8.2 BASELINE CONDITIONS

- 8.2.1. Over the course of the project there has been statutory consultation with Natural England and the Environment Agency to agree approaches to survey and assessment and to discuss mitigation and compensation proposals. In addition, consultation has also been held with Norfolk County Council as Lead Local Flood Authority.

SURFACE WATER

- 8.2.2. The NWL crosses the River Wensum. The River Wensum is a low gradient groundwater (chalk aquifer) dominated chalk stream. The River Wensum lies within the Anglian River Basin District (RBD); the Management Catchment is Broadland Rivers, and the Operational Catchment is the Wensum. The waterbody is designated as heavily modified and is currently achieving Moderate status. The hydromorphological status 'Supports Good' and hydrological regime currently 'Does Not Support Good'.
- 8.2.3. The floodplain of the River Wensum in this locality is mostly comprised of managed grassland with areas of fen, wet grassland, woodland and wet woodland. The floodplain has historically been drained for agricultural purposes by a series of Internal Drainage Board 'main drains' and other smaller land drains managed by Norfolk Rivers Internal Drainage Board (IDB). The main drains run parallel to the river, and then join the main channel below each impoundment.
- 8.2.4. The NWL crosses one unnamed ordinary watercourse, named the Tributary of the Tud or Foxburrow Stream, located between Honingham and Weston Green under the jurisdiction of Norfolk County Council (NCC) as Lead Local Flood Authority (LLFA). The watercourse flows south from Weston Green and joins the River Tud to the east of Honingham approximately 2km downstream of the NWL. In addition to this, the NWL crosses two significant overland flow paths between Weston Road (NGR TG 11652 14387) and Ringland Lane (NGR TG 12528 15116), believed to be ephemeral ordinary watercourses. The flow paths discharge to the River Wensum.
- 8.2.5. The River Tud, a main river and tributary of the River Wensum, is located approximately 300m to the south of the southern extent of the NWL. The River Tud rises from its source on East Dereham and flows in an easterly direction for approximately 27km to its confluence with the River Wensum below Hellesdon Mill approximately 14.8km downstream of the NWL crossing over the River Wensum (NGR 619831, 310153).

GROUNDWATER

- 8.2.6. The Study Area is dominated by White Chalk Subgroup (bedrock geology), designated a major aquifer and Principal Aquifer by the Environment Agency. These are deemed capable of supporting water supplies and/or river baseflow at a regional scale, meaning they usually provide a high level of water storage.
- 8.2.7. The superficial deposits in the study area are dominated by Sheringham Cliffs Formation to the north and these deposits are composed of sands and gravels. Alluvium and River Terrace Deposits are present along the river channel. The Alluvium is composed of clay, silt, sand and gravel and the River Terrace Deposits are composed of sand and gravel. The south of the site is dominated by the Lowestoft Formation and its composition varies between clay, sand and gravel. There are also sporadic superficial Head Deposits and Happisburgh Glacigenic Formation deposits in the study area. Both are variable in composition and are generally composed of poorly sorted clay, silt, sand and gravel.
- 8.2.8. The Lowestoft Formation, Alluvium and River Terrace Deposits are classified as Secondary A Aquifers by the Environment Agency. Secondary A Aquifers are defined as permeable strata capable of supporting water supplies at a local rather than strategic scale, and in some cases forming an important source of baseflow to rivers. The Head Deposits are classified as Secondary B Aquifers and these are defined as having low permeability layers which may store and yield limited amounts of groundwater but may support local water supplies. The Sheringham Cliffs Formation is classified as both a Secondary A and Secondary Undifferentiated Aquifers by the Environment Agency. Secondary Undifferentiated Aquifers are geologies which have been classed as either Secondary A or B Aquifers historically.
- 8.2.9. The site is located within a Groundwater Source Protection Zone (SPZ) Total Catchment Zone 3. The purpose of SPZs is to provide additional protection to safeguard drinking water quality through constraining the proximity of an activity that may impact upon drinking water. Zones around location sites are defined by groundwater travel times to an abstraction. SPZ Total Catchment Zone 3 is defined as the area around a source within which all groundwater recharge is presumed to be discharged at source and defined by a 400-day travel time to the source.

FLOOD RISK

Fluvial Flood Risk

- 8.2.10. Review of the Environment Agency Flood Map for Planning (Rivers and Sea) indicates that the majority of the study area is located in the low-risk Flood Zone 1 where the risk of flooding from fluvial sources is less than 1 in 1000 (0.1%) in any year. However, the study area does include sections located in the medium risk Flood Zone 2, where the risk of fluvial flooding is between 1 in 1000 (0.1%) and 1 in 100 (1%) in any year, and the high-risk Flood Zone 3, where there is a greater than a 1 in 100 (1%) risk of fluvial flooding in any year. The mapped fluvial flood zones are associated with the River Wensum and the unnamed ordinary watercourse located between Honingham and Weston Green.
- 8.2.11. Flooding from the River Wensum in the vicinity of the NWL is largely confined to the surrounding rural floodplain and open green space. According to historic flooding records kept by the Environment Agency, the largest flood on the Wensum occurred in 1912. More recently, two rainfall events occurred on 27 May and 20 July 2014 and resulted in the flooding of 80 properties within the

Norwich urban area. Along the reach of interest, no flooding incidents have been reported. There are a number of receptors within the wider area including villages both upstream and downstream of the NWL (Attlebridge and Ringland) as well as other isolated properties in the mapped fluvial floodplain within the study area.

Surface Water Flood Risk

- 8.2.12. Review of the Environment Agency Flood Risk from Surface Water map indicates that sections of the study area are at high, medium and low risk of flooding from surface water sources. Flooding from surface water is typically associated with natural overland flow paths and local depressions in topography where surface water runoff can accumulate during or following heavy rainfall events.
- 8.2.13. In this locality, it is believed that areas at risk of surface water flooding are limited to fluvial flow associated with ephemeral ordinary watercourses and drainage ditches that are not mapped on the flood map due to catchment size. This indicates that fluvial flood flows will broadly remain within the watercourse channels up to the 1 in 1000-year event. The most notable of these are between Weston Road (NGR TG 11652 14387) and Ringland Lane (NGR TG 12528 15116) where two significant overland flow paths are identified (as discussed above), believed to be ephemeral ordinary watercourses coinciding with the location of Head deposits in this area.

Other Sources

- 8.2.14. There is reservoir flood risk in the study area as indicated by the Environment Agency Flood Risk from Reservoirs map. Within the study area, the maximum breach extents are mapped to flow beneath the existing A1067 Fakenham road bridge and conveyed downstream within the River Wensum floodplain. The Flood Risk from Reservoirs Map only represents reservoirs designated under the Reservoirs Act 1975 with a volume of 25,000m³ or greater and does not include other large storage features.

8.3 METHODOLOGY

- 8.3.1. The study area for the assessment of impacts to surface water features has been defined by the likely risk to these features. The risk of direct impacts has considered features within 0.5km of the Red Line Boundary (RLB). This is considered appropriate for assessment of risks such as spillage or overland migration of contaminants from professional judgement and experience of similar Schemes. The risk of indirect impacts to surface water features is dependent on hydraulic connectivity and flow characteristics (i.e. how easily pollutants could migrate downstream) however a study area of up to 1km is considered appropriate for the assessment of risks to downstream water quality and geomorphology from professional judgement and experience of similar Schemes.
- 8.3.2. The study area for the assessment of impacts to groundwater resources includes features up to 1km from the NWL. The importance of groundwater receptors greater than 1km from the NWL will be considered with regard to the connectivity to features within the study area. Receptors considered to be of high importance will be included in the study area. These features may include groundwater abstractions (public and private), local and regional aquifers. The study area is considered appropriate for the assessment of indirect effects.
- 8.3.3. The current study area for the assessment of flood risk is defined by the likely extent of changes to flood extents as a result of the NWL, although at this stage a distance of 1km is considered appropriate for identification of receptors that may be affected by the NWL.

- 8.3.4. The potential impacts of the Scheme on the Water Environment have been assessed in accordance with guidance and best practice. The following information sources have been used to inform the assessment:
- TAG Unit A3 – Environmental Impact Appraisal, Department for Transport, May 2019³⁹;
 - Design Manual for Roads and Bridges LA 113 - Road drainage and the water environment⁴⁰;
 - Geology of Britain Viewer, British Geological Survey, 2020⁴¹;
 - Catchment Data Explorer, Environment Agency 2020⁴²;
 - Designated Sites View, Natural England, 2020⁴³;
 - Transport Analysis Guidance (TAG), Department of Transport, 2019⁴⁴;
 - Norwich Western Link, Environmental Scoping Report, Norfolk County Council, 2020⁴⁵;
 - Magic Map (Nature on the Map), Defra, 2020⁴⁶; and
 - Environment Agency’s online interactive maps, which hold flood risk and environment data for features including flood risk from rivers, surface water and reservoirs and aquifer and groundwater vulnerability mapping.
- 8.3.5. The guidance and best practice information listed above has been used to undertake a qualitative assessment of the potential impacts of the Scheme upon various features of the water environment. To appraise the magnitude and significance of the NWL, guidance in TAG Unit A3 – Environmental Impact Appraisal has been followed using best judgement for the most likely impact on each feature or group of features.
- 8.3.6. The data available online on the EA’s interactive maps will only be accurate to when the maps and datasets were last updated by the EA. The maps are designed to be viewed at different scales, for example, groundwater, where data will be collated and interpreted at a higher level and therefore may not reflect local ground conditions at a location.

³⁹ Environmental Impact Appraisal, Transport Analysis Guidance (TAG) Unit A3. Department for Transport, May 2019. Available at: <https://www.gov.uk/transport-analysis-guidance-webtag>. Last accessed October 2020.

⁴⁰ Highways England (2019) DMRB LA 113 Road drainage and the water environment. Available at <https://www.standardsforhighways.co.uk/dmrb/search/d6388f5f-2694-4986-ac46-b17b62c21727>. Last accessed October 2020.

⁴¹ Geology of Britain Viewer, British Geological Survey (2019) available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Last accessed October 2020.

⁴² Environment Agency’s online Catchment Data Explorer, Environment Agency (2019) available at: <https://environment.data.gov.uk/catchment-planning/>. Last accessed October 2020.

⁴³ Designated Sites View, Natural England. <https://designatedsites.naturalengland.org.uk/>, Last accessed October 2020.

⁴⁴ Environmental Impact Appraisal, Transport Analysis Guidance (TAG) Unit A3. Department for Transport, May 2019. Available at: <https://www.gov.uk/transport-analysis-guidance-webtag>. Last accessed October 2020.

⁴⁵ Natural England, MAGIC Map. Available at: <https://magic.defra.gov.uk/> Last accessed October 2020.

⁴⁶ Norwich Western Link, Environmental Impact Assessment Scoping

8.4 IMPACT APPRAISAL AND POTENTIAL MITIGATION

- 8.4.1. Receptors identified in this assessment include: The River Wensum; Tributary of the River Tud; mapped fluvial floodplains; and the underlying groundwater body (combined superficial and bedrock aquifer). The assessment presented below is post mitigation. A full appraisal of potential impacts to surface water and groundwater is provided in the Water Environment impacts worksheet in Appendix E; a summary of potentially significant impacts is given below.

SURFACE WATER

- 8.4.2. The appraisal considers the proposed superstructure crossing the River Wensum, comprising a viaduct with piers within the floodplain. No structures are proposed within the channel of the River Wensum and footprint within a 9m zone of River Wensum. This is expected to minimise impacts to the river flow and channel morphology.
- 8.4.3. The NWL requires the construction of a maintenance access track immediately adjacent to the proposed viaduct to enable inspection of the viaduct over its design life. The track will not require crossing of the River Wensum but will need to be constructed within the floodplain of the River Wensum and cross the land drains located within this area. This will need to be assessed for potential impacts relating to fragmentation/disruption to floodplain connectivity.
- 8.4.4. The proposed crossing of the Tributary of the River Tud will introduce a culvert into the river channel that will remove natural bed substrate and bank-side habitat, as well as potentially change flow dynamics and sediment transport. This in turn could increase sediment deposition or scour. Crossings of watercourses and any new watercourse channels are expected to maintain the capacity of the channel, ensure no increased flood risk up to the 1 in 100-year event considering the potential effects of climate change, be designed in accordance with DMRB guidance, and be sensitive to ecological requirements.
- 8.4.5. The Drainage Strategy at this stage of the assessment indicates that infiltration to ground and discharge to nearby watercourses will be utilised to discharge road runoff. Surface water runoff is likely to contain high levels of sediment and hydrocarbons that can pollute surface water and groundwater features. A robust treatment system will therefore be required including measures to manage accidental spillages.
- 8.4.6. The impact of the NWL on the River Wensum is predicted to be **Negligible with Low Significance**. This is attributable to the high importance of the ecological and hydromorphological quality of the River Wensum and the low risk associated with works to the new bridge crossing.
- 8.4.7. The impact of the NWL on the Tributary of River Tud (Foxburrow Stream) is predicted to be **Minor Adverse with Insignificant Significance** to the ecological and hydromorphological quality of the Tributary of River Tud associated with the required culverting of this minor watercourse.
- 8.4.8. The impact of the NWL on the ecological quality of floodplain of the River Wensum is predicted to be **Minor Adverse with Low Significance** associated with the construction of the maintenance access track.

GROUNDWATER

- 8.4.9. Any potential changes to groundwater flow may impact the Public Water Supply and river baseflows. Local groundwater flooding can occur as a result of below ground structures (piles/foundations/lined ponds/SuDS) having the potential to create a groundwater flow barrier which could result in

groundwater level rise in shallow aquifers and potentially cause groundwater flooding. The impact is considered to be **Negligible/Minor Adverse** with a significance of **Low Significance**. More detailed assessments are required for the River Wensum crossing which include the most significant below ground structures (bridge foundations).

- 8.4.10. Construction activities will require soil stripping and excavation, removing or reducing the protective cap on groundwater aquifers. Reducing the thickness of unsaturated layers increases groundwater vulnerability. This includes but is not limited to the construction of drainage structures proposed for the NWL. The Scheme design will need to consider potential mitigation requirements during the construction and detail design phase to reduce the impact on the groundwater water bodies. Potential risks imposed may be reduced, mitigated and managed with the implementation of industry best practice and solutions tailored for the NWL.
- 8.4.11. A broad range of potential runoff pollutants, such as hydrocarbons (fuel and lubricants), fuel additives, metal from corrosion of vehicles, de-icer and gritting material, can accumulate on road surfaces. These can subsequently be washed off the road during rainfall events, polluting the receiving groundwater water bodies. Implementation of a CEMP and passive treatment incorporated into SuDS should be considered and adhered to during construction and operation of the NWL, to reduce the risk of contamination to the water environment. With the above mitigation measure in place the magnitude of impact to groundwater quality is considered to be **Minor Adverse** with a significance of **Low Significance**.
- 8.4.12. Mitigation for reduced groundwater recharge due to the introduction of hardstanding should be considered during detail design stage of the Scheme. There is potential for a minor beneficial magnitude of positive impact the groundwater water bodies to be implemented during design phase of the mitigation measures.

FLOOD RISK

- 8.4.13. The north of the NWL will pass through the fluvial Flood Zones 2 and 3 associated with the River Wensum. As discussed above the proposed crossing of the River Wensum will comprise of a viaduct. Piers will be located in the floodplain spaced approximately 70m apart with no embankments proposed, and no structures will be located within the channel of the River Wensum or within 10m of River Wensum. The viaduct soffit will be situated above the 1 in 100-year flood level; the soffit levels and available freeboard will be confirmed at planning stage informed by detailed modelling. This is expected to minimise impacts to flood flow conveyance or loss of flood storage. The design of the structure will be agreed with the relevant authorities at ES stage. It is also expected that the access track will be constructed at grade to prevent adverse effects to floodplain storage or flood flow conveyance.
- 8.4.14. Any loss of fluvial flood storage or impact associated with flood flow conveyance will be compensated to ensure no increased risk of flooding to the NWL or elsewhere up to the 1 in 100-year event considering the potential effects of climate change.
- 8.4.15. The proposed crossing of natural overland flow paths could increase surface water flood risks if hydraulic connectivity is not maintained, both through blockage of these flow paths or if overland flow inadvertently overwhelms the Scheme's surface water drainage system. In order to protect the NWL and maintain hydrological continuity, consideration will be given to maintaining these overland flow paths beneath the NWL.

- 8.4.16. The NWL will replace currently undeveloped land with impermeable surface that could increase the rate and volume of surface water runoff. A robust surface water drainage system will be expected to ensure discharge from the NWL does not increase flood risk elsewhere up to and including the 1 in 100-year event and allowing for climate change effects. The required attenuation and restriction of the rate and volume of discharge will be agreed with NCC as the LLFA.
- 8.4.17. The impact of the NWL on flood flow conveyance and storage in the floodplain of the River Wensum is predicted to be **Minor Adverse with a Low Significance** associated with the construction of the proposed viaduct and maintenance access track.
- 8.4.18. The impacts of the NWL on flood flow conveyance of the Tributary of River Tud (Foxburrow Stream) is predicted to be **Minor Adverse with Insignificant Significance** associated with the construction of the NWL crossing and culvert.
- 8.4.19. A high-level CEMP and Mitigation Plan will be produced as part of the ES submission which will detail the measures required to mitigate the identified impacts. This will help give certainty on the delivery of the mitigation and compensation measures. A more detailed CEMP will be taken forward by the contractor post Planning Submission.

8.5 SUMMARY

- 8.5.1. The overall Summary Assessment score for the NWL is predicted to be **Moderate Adverse**. This is attributable to the high importance to the River Wensum and the **Negligible** impact of the ecological and hydromorphological quality of the River Wensum and the low risk associated with works to the new bridge crossing. A **Moderate Adverse** impact is predicted to the tributary of the River Tud; the mapped fluvial floodplain; and the underlying groundwater body (combined superficial and bedrock aquifer). Measures are being developed to further mitigate and compensate for these issues.
- 8.5.2. A conservative approach to the loss of floodplain has been taken until quantitative analysis of potential effects is undertaken to inform the need for compensatory storage or other mitigation.
- 8.5.3. The ES is being prepared by WSP, which will contain more detailed design information and a more thorough impact assessment subsequently providing more site-specific mitigation measures to attempt to reduce impacts and risks further.

Appendix A

NOISE TAG WORKBOOK

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Noise Workbook - Worksheet 1

Proposal Name: Test

Present Value Base Year

Current Year

Proposal Opening year:

Project (Road, Rail or Aviation):

Net present value of change in noise (£):

positive value reflects a net benefit (i.e. a reduction in noise)

Net present value of impact on sleep disturbance (£):

Net present value of impact on amenity (£):

Net present value of impact on AMI (£):

Net present value of impact on stroke (£):

Net present value of impact on dementia (£):

Quantitative results

Households experiencing increased daytime noise in forecast year:

Households experiencing reduced daytime noise in forecast year:

Households experiencing increased night time noise in forecast year:

Households experiencing reduced night time noise in forecast year:

Qualitative Comments:

The study area for the assessment has been derived based on guidance within the Design Manual for Roads and Bridges (DMRB), LA 111 Noise and Vibration, May 2020 and is set to a distance of 600m from the kerb of any new roads associated with the scheme. There are 52 residential dwellings within the study area and no additional other sensitive receptors. Generally, within the study area, noise levels are predicted to increase as a result of the scheme, with large increases predicted at isolated receptors towards the centre of the study area where low baseline levels are anticipated. However, some receptors along Wood Lane and Paddy's Lane are predicted to experience noise level reductions as a result of less vehicles using these roads in favour of the scheme.

The Highways England A47 dualling scheme has been included in both the Do-minimum (without scheme) and Do-something (with scheme) scenarios for the purpose of this assessment.

Data Sources:

Norwich Western Link Reference Design

Highways England A47 Dualling Interim Design Fix C Design

OS Mastermap data (from which buildings and roads were extracted)

OS Addressbase Plus Data

2019 LIDAR 1m DTM data

Road traffic flows as provided by project transport consultants

Appendix B

NO2 DIFFUSION TUBE SURVEY

DRAFT



Annualised Results for 2018 from WSP NO₂ Diffusion Tube Survey between 9 September 2019 and 6 March 2020

Site ID	Site Name	X, Y Coordinates	Annualised NO ₂ Concentration (µg/m ³)
NWL_1	Castle Meadow	623203, 308616	Insufficient data capture
NWL_2	A1067 Fakenham Road	616984, 314157	21.0
NWL_3	A1067 Fakenham Road	617039, 314101	23.0
NWL_4	River Wensum at Scheme crossing	-	Site access not granted
NWL_5	A1067 over the River Wensum at Attlebridge	612822, 316727	20.0
NWL_6	A1067 at Lenwade	610205, 318259	18.5
NWL_7	A47 north of Honingham	610271, 311986	27.7
NWL_8	A47 west of Easton	612784, 310988	10.6
NWL_9	A1074 Dereham Rd, New Costessey	616934, 310350	25.5
NWL_10	A1074 Dereham Rd, Norwich	619069, 309691	25.9

Notes:

a) All sites were located at roadside.

b) Annualisation of survey data has been undertaken for 2018 in accordance with Defra LAQM.TG(16) procedure. This process used ratified monitoring data from established Automatic Urban and Rural Network background sites at Norwich Lakenfields and Wicken Fen covering the year 2018 and extending to the end of the survey in 2020, and a bias adjustment factor of 0.89 (national factor for 2018 Gradko 50% TEA/Acetone diffusion tube preparation).

c) The diffusion tube at site NWL_1 was co-located with the Norwich CC Castle Meadow (CM1) continuous automatic monitoring station. Only 2 months of data were collected due to tubes going missing between changeovers.

Appendix C

AIR QUALITY TAG WORKBOOK

DRAFT



Air Quality Valuation Workbook - Worksheet 3

Scheme Name: Norwich Western Link
 Present Value Base Year:
 Current Year:
 Proposal Opening year:
 Project (Road/Rail or Road and Rail):

Overall Assessment Score:

Damage Costs Approach (Emissions)

Present value of change in NOx emissions (£):
 Present value of change in PM2.5 emissions (£):
 OR
 Present value of change in PM10 emissions (£):

Impact Pathways Approach (Concentrations)

Present value of change in NO2 concentrations (£):
 Of which:
 Concentration costs:
 Other impacts:
 Present value of change in PM2.5 concentrations (£):
 Of which:
 Concentration costs:
 Other impacts:

Total Change

Total value of change in air quality (£):
*positive value reflects a net benefit (i.e. air quality improvement)

Quantitative Assessment:

Impact Pathways Approach (Concentrations)

Change in NO2 assessment scores over 60 year appraisal period:
 (between 'with scheme' and 'without scheme' scenarios)
 Change in PM2.5 assessment scores over 60 year appraisal period:
 (between 'with scheme' and 'without scheme' scenarios)

Damage Costs Approach (Emissions)

Change in NOx emissions over 60 year appraisal period (tonnes):
 (between 'with scheme' and 'without scheme' scenarios)
 Change in PM2.5 emissions over 60 year appraisal period (tonnes):
 (between 'with scheme' and 'without scheme' scenarios)
 OR
 Change in PM10 emissions over 60 year appraisal period (tonnes):
 (between 'with scheme' and 'without scheme' scenarios)

Qualitative Comments:

The air quality impacts appraisal has been undertaken in accordance with TAG Unit A3 methodology. The calculations are based on the traffic forecasts for the do-minimum and do-something model scenarios for 2025 (opening year) and 2040 (design year), as generated by the Norwich Area Transport Strategy (NATS) traffic model for the OBC.

The affected road links map onto PCM links which are all compliant with the NO2 limit value both with and without scheme. The Impact Pathways approach has been applied in valuation. This accounts for impacts in terms of changes in human exposure to ambient concentrations of air pollutants, and impacts that do not directly affect households such as ecosystem damages which are determined in terms of changes in emissions.

Comments on assumptions and uncertainties:

- 1) Impacts in the design year (2040) are based on vehicle emissions factors and background concentrations for 2030 as the last forecast year in Defra's Emissions Factors Toolkit version 11.0 and 2018-based background map dataset. 2030 emissions factors and background concentrations are applied in all years thereafter, up to the end of the 60 year appraisal period (2084). Consequently, any improvements in air quality that may occur after 2030 are not factored into the appraisal. In this respect the appraisal is considered to be conservative.
- 2) Traffic growth has not been forecast beyond 2040 and so traffic levels are assumed to be the same in all years thereafter, up to the end of the 60 year appraisal period). In this respect the appraisal is considered to be conservative.

Sensitivity Analysis:

Upper estimate net present value of change in air quality (£):
 Lower estimate net present value of change in air quality (£):

Data Sources:

Traffic data from NATS model output. Emissions from Defra Emissions Factors Toolkit v11.0. Defra 2018-based background pollutant maps. Pollution Climate Mapping model, 2018 reference year (Open Government Licence v3.0). Property counts derived from Ordnance Survey AddressBase data (under contractor licence from NCC).

Appendix D

GREENHOUSE GASES TAG WORKBOOK

DRAFT



Greenhouse Gases Workbook - Worksheet 1

Scheme Name: Norwich Western Link

Present Value Base Year:

Current Year:

Proposal Opening year:

Project (Road/Rail or Road and Rail):

Overall Assessment Score:

Net Present Value of carbon dioxide equivalent emissions of proposal (£):

*Positive value reflects a net benefit (i.e. CO2e emissions reduction)

Quantitative Assessment:

Change in carbon dioxide equivalent emissions over 60 year appraisal period (tonnes):
(between 'with scheme' and 'without scheme' scenarios)

Of which Traded

Change in carbon dioxide equivalent emissions in opening year (tonnes):
(between 'with scheme' and 'without scheme' scenarios)

Net Present Value of traded sector carbon dioxide equivalent emissions of proposal (£):

(N.B. this is not additional to the appraisal value in cell I17, as the cost of traded sector emissions is assumed to be internalised into market prices. See TAG Unit A3 for further details)

*Positive value reflects a net benefit (i.e. CO2e emissions reduction)

Change in carbon dioxide equivalent emissions by carbon budget period:

	Carbon Budget 1	Carbon Budget 2	Carbon Budget 3	Carbon Budget 4
Traded sector	0	0	0	-145,131,802
Non-traded sector	0	0	0	-10052,20814

Qualitative Comments:

The greenhouse gases appraisal for road transport emissions has been undertaken in accordance with TAG Unit A3 methodology. The calculations are based on the traffic forecasts for the do-minimum and do-something model scenarios for 2025 (opening year) and 2040 (design year), as generated by the Variable Demand Model (VDM) for the OBC sensitivity assessment. Non-traded CO2e emissions (petrol and diesel vehicles) and CO2e traded emissions (electric vehicles) have been calculated in accordance with DMRB LA 114.

Comments on assumptions and uncertainty:

- 1) Emissions have been calculated across the whole of the VDM model simulation area.
- 2) Emissions have been estimated for scenarios in 2025 and 2040. For each year between the emissions have been determined by linear interpolation. In the absence of any data for the intervening years, this pragmatic approach adds a degree of uncertainty to the TAG calculations for these years.
- 3) The VDM model future forecast year is 2040. Beyond 2040 no traffic growth has been assumed. In reality some inter-annual variations in traffic levels and emissions can be expected. This factor adds a degree of uncertainty to the appraisal.
- 4) Emissions have been estimated based on vehicle fleet composition forecasts which were published pre-COVID-19. The likely impact of COVID-19 on fleet composition in future years cannot be predicted with any certainty at this present time.

Sensitivity Analysis:

Upper Estimate Net Present Value of Carbon dioxide Emissions of Proposal (£):

Lower Estimate Net Present Value of Carbon dioxide Emissions of Proposal (£):

Data Sources:

Traffic data for do-minimum and do-something scenarios in 2025 and 2040 were derived from the VDM model.

Appendix E

LANDSCAPE TAG WORKBOOK

DRAFT



TAG Landscape Impacts Worksheet

Features	Step 2	Step 3				Step 4
	Description	Scale it matters	Rarity	Importance	Substitutability	Impact
Pattern	The landscape to the northern end of the proposed route is a wet lowland shallow valley containing the River Wensum. To the south, the land rises up and gently undulates, becoming a plateau of small to medium regular sized fields contained by hedgerow. The River Tud valley with its associated drainage features is located to the southeast. Irregular blocks of woodland cut through this landscape, reducing the order and regularity of field pattern. There are scattered farmsteads through the landscape, along with small settlements - the most notable being Honingham to the south and Weston Longville to the west. Small lanes also cut through the landscape, generally fairly straight with gentle curves.	Local	Common feature at a local scale	Important at the local and regional level	Easily substitutable, although loss of mature hedgerow trees would take much longer (over 25 years) to re-establish.	Slight Adverse The Proposed Scheme would bisect and subdivide fields locally, however the alignment is reflective of the pattern of existing roads within this landscape.
Tranquillity	There is some human influence within this landscape, including scattered farmsteads and small settlements, as well as historic estates such as Morton Hall to the north. Ringland and Weston Longville are notable settlements within this landscape. The wind turbines to the east on the old airfield and overhead line which runs north to south are also notable influences within this landscape. Some arable fields have been turned into pig rearing. Views from the plateau give a wider perception of human influence, particularly of traffic along the A47 and A1067. The eastern and western fringes of the study area have the greatest human influence. Perception/ actual tranquillity levels likely to be reduced where large roads are visible or where certain human influences are more visible (pig rearing and wind turbines).	Local	Not rare locally	Important at the local level.	Not easily substitutable in the north, but easier to maintain in the south through replacement hedgerow planting.	Moderate Adverse The introduction of the viaduct over the River Wensum will substantially reduce tranquillity in the wider area, and locally to the south due to the road being largely in cutting or at-grade, with short sections on embankment influencing a wider area.
Cultural	The landscape has long been associated with farming. Field patterns are largely intact from 14th century, however there is evidence of larger fields and removal of hedgerows in some areas. There are medieval manors which form 18th-century country house estates such as Morten Hall to the north and Easton Estate to the south.	Local	Not rare locally or regionally	Important at local and regional scale.	Not easily substitutable, although former field boundaries can be readily replaced.	Slight Adverse The proposed route would bisect the landscape and alter the pattern of enclosure.
Landcover	Landcover is predominately arable farming throughout this landscape with mixed plantation woodland, although some fields have been turned over to pig rearing. There are small ponds throughout this landscape often regular in shape. The river valley to the north and east following the River Wensum is wet meadow and small lakes. Field are contained by hedgerows and infrequent mature trees.	Predominant landcover common at local to regional scale, others less common.	Not rare locally or regionally	Important at the local level.	Easily substitutable.	Moderate Adverse The Proposed Scheme would introduce a new viaduct and large dual carriageway through the landscape, and result in the loss of some of the plantation woodland and arable fields.
Summary of character	The landscape is gently undulating arable farmland, with plateau to the south, located between two shallow river valleys. River Tud in the south and River Wensum in the north being the larger of the valleys with noticeable difference in character of wet meadow and mosaic of lakes and drainage ditches. There is some human influence, of note is the over-head line and two wind turbines to the west, with the A47 and A1067 noticeable from the plateau. Settlement is sparse, mainly small farmsteads - the biggest settlement is Honingham located to the south. Land cover is predominately arable fields, contained by clipped hedgerow and infrequent mature trees, with some fields turned to pig rearing. Mixed plantation woodland is common throughout this landscape, often following field boundaries. Roads are generally small lanes, gently curved, and following the field boundaries.	Common locally	Not rare locally or regionally	Important at the local and regional level	The majority of elements are easily substitutable, although the loss of mature hedgerow trees would take much longer to re-establish. Tranquillity is also difficult to substitute. Loss of long views along the river valley is not easily substitutable along with historic elements, which would not be easily replaceable.	Moderate Adverse The Proposed Scheme would alter the local landscape character through the introduction of the viaduct, loss of woodland and the width of the new road (dual carriageway). However, its impact is limited to the immediate surroundings due to the road being largely in cutting or at-grade and the presence of woodland blocks.

Reference Sources

MAGIC, Google Earth, Ordnance Survey Mapping, Natural England - National Character Area 78: Central North Norfolk, Breckland District LCA (2007), South Norfolk Landscape Assessment (2001), Broadland District Council Local Development framework - Landscape Character Assessment SPD (2013)

Step 5 - Summary Assessment Score

Moderate Adverse

Qualitative Comments

There would be subdivision of fields, disrupting field patterns locally. There would be sections of embankment and cutting through the landscape which would affect the pattern locally but the viaduct would have a wider impact. The viaduct across the River Wensum will introduce a new feature into this landscape and will have a substantial impact on tranquillity in the north. The road will also alter tranquillity locally along its entire length, although more limited than the viaduct due to it largely being at-grade or in cutting. The alignment, which is duelled, is larger than the existing road infrastructure through this landscape and therefore out of character. There will be some loss of woodland and arable farmland altering land cover locally.

Appendix F

HISTORIC ENVIRONMENT TAG WORKBOOK

DRAFT



Step 2		Step 3			Step 4
Feature	Description	Scale it matters	Significance	Rarity	Impact
Form	<p>Designated heritage assets (physically affected by the Scheme) 1. None.</p> <p>Designated heritage assets (possible setting impact) 2. Two Grade I listed buildings. 3. One Grade II* listed building. 4. Fourteen Grade II listed buildings.</p> <p>Non-designated heritage assets (palaeoenvironmental, prehistoric, Roman and undated/multi-period) 5. Cropmarks of a possible Roman field system (53485). 6. Post-Roman and undated features and prehistoric finds (63365) 7. Cropmarks of undated and multi-period linear ditches (50605) 8. The findspot of prehistoric flint flakes (18044). 9. Cropmarks of undated and multi-period linear ditches (54356) 10. Cropmarks of possible Iron Age/Roman field boundaries (54357). 11. Cropmarks of possible Iron Age to Roman date enclosures (50610). 12. Cropmarks of possible Iron Age to Roman date enclosures (50615). 13. The cropmarks of undated linear ditches (50619). 14. Cropmarks of undated possible ditches (53625). 15. Cropmarks of undated ditch (53681). 16. Moderate to high potential for possible, previously unrecorded remains of these periods 17. Moderate potential for palaeoenvironmental remains in the Wensum valleys.</p> <p>Non-designated heritage assets (medieval, post-medieval) 18. World War Two accommodation and training site at Morton Hall (53474). 19. Cropmarks of field boundaries and trackways of probable post medieval date (50608). 20. Cropmarks of probable post medieval date field boundaries (50609). 21. Cropmarks of probable post medieval former field boundaries (50614). 22. Cropmarks of a linear boundary or trackway of unknown, but possibly later medieval to post medieval date (50616). 23. A possible World War Two military structure (50611). 24. World War One to Two date military training site (50618). 25. Attlebridge World War Two Airfield (3063). 26. Honingham Park, a post-medieval landscape park (44183). 27. Cropmarks of field boundaries of unknown but possible medieval to post-medieval date (54364). 28. World War Two air raid shelter at Attlebridge Airfield (40750). 29. World War Two air raid shelter at Attlebridge Airfield (40754). 30. World War Two air raid shelter at Attlebridge Airfield (40755). 31. World War Two air raid shelter at Attlebridge airfield (40756) 32. World War Two fuel store at Attlebridge airfield (40757). 33. World War Two building at Attlebridge airfield (40758). 34. World War Two structure at Attlebridge Airfield (41342). 35. Undated ditches and a pit (65195). 36. Post-medieval ditch and undated ditches and discrete features (65195).</p>	<p>1. N/A 2-4. The protection of Listed Buildings is a national concern (<i>Planning (Listed Buildings and Conservation Areas) Act 1990</i>). 5. The Roman field system is of regional importance. 6. The undated features and prehistoric finds are of local or regional importance. 7. The undated and multi-period linear ditches are of regional importance. 8. The findspot of prehistoric flint flakes is of local importance. 9. The undated and multi-period linear ditches are of regional importance. 10. Iron Age/Roman field boundaries are of regional importance. 11. Iron Age/Roman enclosures are of regional or national importance. 12. Iron Age/Roman enclosures are of regional or national importance. 13. The undated linear ditches are of regional importance. 14. The undated possible ditches are of regional importance. 15. The undated ditch is of regional importance. 16. Previously unrecorded remains are of undetermined importance. 17. Possible palaeoenvironmental remains are of local importance. 18. The World War Two accommodation and training site at Morton Hall are of regional importance. 19. The field boundaries and trackways of probable post medieval date are of local importance. 20. The probable post medieval date field boundaries are of local importance. 21. The probable post medieval former field boundaries are of local importance. 22. The linear boundary or trackway of unknown, but possibly later medieval to post medieval date is of local importance. 23. The possible World War Two military structure is of local importance. 24. The World War One to Two date military training site is of regional importance. 25. Attlebridge World War Two Airfield is of regional importance. 26. Honingham Park is of regional importance. 27. The field boundaries of unknown but possible medieval to post-medieval date are of local importance. 28. The World War Two air raid shelter at Attlebridge Airfield is of local importance. 29. The World War Two air raid shelter at Attlebridge Airfield is of local importance.</p>	<p>1. N/A 2. The Grade I listed buildings are of High significance. 3. The Grade II* listed building is of High significance. 4. The Grade II listed buildings are of Medium significance. 5. The Roman field system is of Medium significance. 6. The undated features and prehistoric finds are of Low or Medium significance. 7. Cropmarks of undated and multi-period linear ditches are of Low or Medium significance. 8. The findspot of prehistoric flint flakes is of Low significance. 9. The undated and multi-period linear ditches are of Medium significance. 10. Iron Age/Roman field boundaries are of Medium significance. 11. Iron Age/Roman enclosures are of Medium or High significance. 12. Iron Age/Roman enclosures are of Medium or High significance. 13. The undated linear ditches are of Low or Medium significance. 14. The undated possible ditches are of Low or Medium significance. 15. The undated ditch is of Low or Medium significance. 16. Previously unrecorded remains are of undetermined significance. 17. Possible palaeoenvironmental remains are of Low significance. 18. The World War Two accommodation and training site at Morton Hall are of Medium significance. 19. The field boundaries and trackways of probable post medieval date are of Low significance. 20. The probable post medieval date field boundaries are of Low significance. 21. The probable post medieval former field boundaries are of Low significance. 22. The linear boundary or trackway of unknown, but possibly later medieval to post medieval date is of Low significance. 23. The possible World War Two military structure is of Low significance. 24. The World War One to Two date military training site is of Medium significance. 25. Attlebridge World War Two Airfield is of Medium significance. 26. Honingham Park is of Medium significance. 27. The field boundaries of unknown but possible medieval to post-medieval date are of Low significance. 28. The World War Two air raid shelter at Attlebridge Airfield is of Low significance.</p>	<p>1. N/A 2. Nationally, 2.5% of listed buildings are Grade I, making them rare and of 'exceptional interest.' 3. Nationally, 5.8% of listed buildings are Grade II*, making them rare and of 'more than special interest.' 4. Nationally, 92% of listed buildings are Grade II, making them less rare but still of national importance. 5. Roman field systems are relatively rare. 6. Post-Roman and undated features and prehistoric finds are relatively common. 7. Cropmarks of undated and multi-period linear ditches are common. 8. Findspots of prehistoric flint flakes are common. 9. The undated and multi-period linear ditches are relatively common. 10. Iron Age/Roman field boundaries are relatively rare. 11. Iron Age/Roman enclosures are relatively rare. 12. Iron Age/Roman enclosures are relatively rare. 13. Undated linear ditches are relatively common. 14. Undated possible ditches are relatively common. 15. Undated ditches are relatively common. 16. The rarity of any unrecorded remains is unknown. 17. Palaeoenvironmental remains are common within alluvial deposits. 18. World War Two accommodation and training sites are relatively rare. 19. Field boundaries and trackways of probable post medieval date are common. 20. Post medieval date field boundaries are common. 21. Post medieval former field boundaries are common. 22. Linear boundaries or trackways are common. 23. World War Two structures are relatively rare. 24. World War One to World War Two military training sites are relatively rare. 25. World War Two airfields are relatively rare. 26. Landscape parks are relatively rare. 27. The field boundaries of unknown but possible medieval to post-</p>	<p>Large or Minor Adverse (Built heritage) Low, Moderate or Major Adverse (Archaeology)</p>

	<p>37. High potential for possible, previously unrecorded remains of these periods.</p> <p>38. Post-medieval Historic Landscape Characterisation areas.</p>	<p>30. The World War Two air raid shelter at Attlebridge Airfield is of local importance.</p> <p>31. The World War Two air raid shelter at Attlebridge Airfield is of local importance.</p> <p>32. The World War Two fuel store at Attlebridge airfield is of local importance.</p> <p>33. The World War Two building at Attlebridge Airfield is of local importance.</p> <p>34. The World War Two structure at Attlebridge Airfield is of local importance.</p> <p>35. The undated ditches and a pit are of local importance.</p> <p>36. Post-medieval ditch and undated ditches and discrete features are of local importance.</p> <p>37. Previously unrecorded remains are of undetermined importance.</p> <p>38. N/A.</p>	<p>29. The World War Two air raid shelter at Attlebridge Airfield is of Low significance.</p> <p>30. The World War Two air raid shelter at Attlebridge Airfield is of Low significance.</p> <p>31. The World War Two air raid shelter at Attlebridge Airfield is of Low significance.</p> <p>32. The World War Two fuel store at Attlebridge airfield is of Low significance.</p> <p>33. The World War Two building at Attlebridge Airfield is of Low significance.</p> <p>34. The World War Two structure at Attlebridge Airfield is of Low significance.</p> <p>35. The undated ditches and a pit are of low significance.</p> <p>36. Post-medieval ditch and undated ditches and discrete features are of low significance.</p> <p>37. Previously unrecorded remains are of undetermined significance.</p> <p>38. N/A.</p>	<p>medieval date are of Low significance.</p> <p>28. World War Two air raid shelters are relatively rare</p> <p>29. World War Two air raid shelters are relatively rare.</p> <p>30. World War Two air raid shelters are relatively rare.</p> <p>31. World War Two air raid shelters are relatively rare</p> <p>32. World War Two fuel stores are relatively rare.</p> <p>33. World War Two buildings are relatively rare.</p> <p>34. World War Two structures are relatively rare.</p> <p>35. The undated ditches and a pit are relatively common.</p> <p>36. Post-medieval ditch and undated ditches and discrete features are relatively common.</p> <p>37. The rarity of previously unrecorded remains is unknown.</p> <p>38. Post-medieval Historic Landscape Characterisation areas are common.</p>	
Survival	<p>1. N/A.</p> <p>2-4. The listed buildings are likely to have a good level of survival. Note that the Grade II* listed Church of St Michael is largely a ruin.</p> <p>5. The level of survival of the Roman field system is unknown.</p> <p>6. The level of survival of the Post-Roman and undated features and prehistoric finds is unknown.</p> <p>7. The level of survival of undated and multi-period linear ditches is unknown.</p> <p>8. No survival, the flint flakes will have been removed.</p> <p>9. The level of survival of undated and multi-period linear ditches is unknown.</p> <p>10. The level of survival of Iron Age/Roman field boundaries is unknown.</p> <p>11. The level of survival of Iron Age/Roman enclosures is unknown.</p> <p>12. The level of survival of Iron Age/Roman enclosures is unknown.</p> <p>13. The level of survival of undated linear ditches is unknown.</p> <p>14. The level of survival of undated possible ditches is unknown.</p> <p>15. The level of survival of undated ditch is unknown.</p> <p>16. The level of survival of previously unrecorded remains is unknown.</p> <p>17. The level of survival of palaeoenvironmental remains is unknown.</p> <p>18. The level of survival of the World War Two accommodation and training site is unknown.</p> <p>19. The level of survival of field boundaries and trackways of probable post medieval date is unknown.</p> <p>20. The level of survival of probable post medieval date field boundaries is unknown.</p> <p>21. The level of survival of probable post medieval former field boundaries is unknown.</p> <p>22. The level of survival of a linear boundary or trackway of unknown, but possibly later medieval to post medieval date, is unknown.</p> <p>23. The level of survival of the possible World War Two military structure is unknown.</p> <p>24. The level of survival of the World War One to Two date military training site is unknown.</p> <p>25. Attlebridge World War Two Airfield has a good level of survival.</p> <p>26. Honingham Park has a good level of survival.</p>	<p>2-4 37: The level of survival is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-4 37: The level of survival is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-4 37: The level of survival is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	N/A

	<p>27. The level of survival of field boundaries of unknown but possible medieval to post-medieval date is unknown.</p> <p>28. The level of survival of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>29. The level of survival of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>30. The level of survival of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>31. The level of survival of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>32. The level of survival of the World War Two fuel store at Attlebridge airfield is unknown.</p> <p>33. The level of survival of the World War Two building at Attlebridge Airfield is unknown.</p> <p>34. The level of survival of the World War Two structure at Attlebridge Airfield is unknown.</p> <p>35. The level of survival of the undated ditches and pit is unknown.</p> <p>36. The level of survival of the post-medieval ditch and undated ditches and discrete features is unknown.</p> <p>37. The level of survival of previously unrecorded remains is unknown.</p> <p>38. N/A.</p>				
Condition	<p>1. N/A.</p> <p>2. The condition of the Grade I listed buildings is unknown.</p> <p>3. The condition of the Grade II* listed building is unknown.</p> <p>4. The condition of the Grade II listed buildings is unknown.</p> <p>5. The condition of the Roman field system is unknown.</p> <p>6. The condition of the Post-Roman and undated features and prehistoric finds is unknown.</p> <p>7. The condition of the undated and multi-period linear ditches is unknown.</p> <p>8. The condition of the flint flakes is unknown.</p> <p>9. The condition of the undated and multi-period linear ditches is unknown.</p> <p>10. The condition of the Iron Age/Roman field boundaries is unknown.</p> <p>11. The condition of the Iron Age/Roman enclosures is unknown.</p> <p>12. The condition of the Iron Age/Roman enclosures is unknown.</p> <p>13. The condition of the undated linear ditches is unknown.</p> <p>14. The condition of the undated possible ditches is unknown.</p> <p>15. The condition of the undated ditch is unknown.</p> <p>16. The condition of any previously unrecorded remains is unknown.</p> <p>17. The condition of any palaeoenvironmental remains is unknown.</p> <p>18. The condition of the World War Two accommodation and training site is unknown.</p> <p>19. The condition of the field boundaries and trackways of probable post medieval date is unknown.</p> <p>20. The condition of the probable post medieval date field boundaries is unknown.</p> <p>21. The condition of the probable post medieval former field boundaries is unknown.</p> <p>22. The condition of the linear boundary or trackway of unknown, but possibly later medieval to post medieval date, is unknown.</p> <p>23. The condition of the possible World War Two military structure is unknown.</p> <p>24. The condition of the World War One to Two date military training site is unknown.</p> <p>25. The condition of the Attlebridge World War Two Airfield is unknown.</p> <p>26. The condition of Honingham Park is unknown.</p> <p>27. The condition of the field boundaries of unknown but possible medieval to post-medieval date is unknown.</p>	<p>2-37. The condition is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-37. The condition is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-37. The condition is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>N/A</p>

	<p>28. The condition of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>29. The condition of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>30. The condition of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>31. The condition of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>32. The condition of the World War Two fuel store at Attlebridge airfield is unknown.</p> <p>33. The condition of the World War Two building at Attlebridge Airfield is unknown.</p> <p>34. The condition of the World War Two structure at Attlebridge Airfield is unknown.</p> <p>35. The condition of the undated ditches and pit is unknown.</p> <p>36. The condition of the post-medieval ditch and undated ditches and discrete features is unknown.</p> <p>37. The condition of any previously unrecorded remains is unknown.</p> <p>38. N/A.</p>				
Complexity	<ol style="list-style-type: none"> 1. N/A. 2. The complexity of the Grade I listed buildings will include their relationships to other heritage assets and to the wider rural landscape. 3. The complexity of the Grade II* listed building will include its relationship to other heritage assets and to the wider rural landscape. 4. The complexity of the Grade II listed buildings will include their relationships to other heritage assets and to the wider rural landscape. 5. The complexity of the Roman field system is unknown. 6. The complexity of the Post-Roman and undated features and prehistoric finds is unknown. 7. The complexity of the undated and multi-period linear ditches is unknown. 8. The complexity of the flint flakes is unknown. 9. The complexity of the undated and multi-period linear ditches is unknown. 10. The complexity of the Iron Age/Roman field boundaries is unknown. 11. The complexity of the Iron Age/Roman enclosures is unknown. 12. The complexity of the Iron Age/Roman enclosures is unknown. 13. The complexity of the undated linear ditches is unknown. 14. The complexity of the undated possible ditches is unknown. 15. The complexity of the undated ditch is unknown. 16. The complexity of any previously unrecorded remains is unknown. 17. The complexity of any palaeoenvironmental remains is unknown. 18. The complexity of the World War Two accommodation and training site is unknown. 19. The complexity of the field boundaries and trackways of probable post medieval date is unknown. 20. The complexity of the probable post medieval date field boundaries is unknown. 21. The complexity of the probable post medieval former field boundaries is unknown. 22. The complexity of the linear boundary or trackway of unknown, but possibly later medieval to post medieval date, is unknown. 23. The complexity of the possible World War Two military structure is unknown. 24. The complexity of the World War One to Two date military training site is unknown. 25. The complexity of the Attlebridge World War Two Airfield is unknown. 26. The complexity of the Honingham Park is unknown. 27. The complexity of the field boundaries of unknown but possible medieval to post-medieval date is unknown. 	<p>2-37. The complexity is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-37. The complexity is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	<p>2-37. The complexity is not directly relevant to the impacts on heritage assets.</p> <p>38. N/A.</p>	N/A

	<p>28. The complexity of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>29. The complexity of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>30. The complexity of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>31. The complexity of the World War Two air raid shelter at Attlebridge Airfield is unknown.</p> <p>32. The complexity of the World War Two fuel store at Attlebridge airfield is unknown.</p> <p>33. The complexity of the World War Two building at Attlebridge Airfield is unknown.</p> <p>34. The complexity of the World War Two structure at Attlebridge Airfield is unknown.</p> <p>35. The complexity of the undated ditches and pit is unknown.</p> <p>36. The complexity of the post-medieval ditch and undated ditches and discrete features is unknown.</p> <p>37. The complexity of any previously unrecorded remains of these periods is unknown.</p> <p>38. N/A.</p>				
Context	<p>1. N/A.</p> <p>2. Grade I listed buildings: relationships to assets in Weston Longville and Ringland. Both Grade I listed buildings will have historic and visual relationships to their churchyards and to the immediate rural landscape. Rural.</p> <p>3. Grade II* listed building: relationship to Grade II listed buildings at or in the vicinity of Morton Hall. Relationship to immediate rural landscape. Rural.</p> <p>4. Grade II listed buildings: relationships to assets in Weston Longville and Honingham. Relationships to immediate rural landscapes. Rural.</p> <p>5 – 38. Rural.</p>	<p>2-4. Potential impacts to the context of the listed buildings through changes to their immediate setting. Setting is the way in which an asset is understood and experienced and is not an asset in itself. Changes to setting could include the loss of surrounding rural and agricultural land, impacts from traffic flow and noise, and impacts from road infrastructure, including road lighting.</p> <p>5-37. The context is not impacted.</p> <p>38. N/A</p>	<p>2-4. Potential impacts to the context of the listed buildings through changes to their immediate setting. Setting is the way in which an asset is understood and experienced and is not an asset in itself. Changes to setting could include the loss of surrounding rural and agricultural land, impacts from traffic flow and noise, and impacts from road infrastructure, including road lighting.</p> <p>5-37. The context is not impacted.</p> <p>38. N/A.</p>	<p>2-4. Potential impacts to the context of the listed buildings through changes to their immediate setting. Setting is the way in which an asset is understood and experienced and is not an asset in itself. Changes to setting could include the loss of surrounding rural and agricultural land, impacts from traffic flow and noise, and impacts from road infrastructure, including road lighting.</p> <p>5-37. The context is not impacted.</p> <p>38. N/A.</p>	N/A
Period	<p>1. N/A.</p> <p>2. Later medieval.</p> <p>3. Early and Later medieval.</p> <p>4. Post-medieval.</p> <p>5. Roman.</p> <p>6. Undated/prehistoric.</p> <p>7. Undated/multi-period.</p> <p>8. Prehistoric.</p> <p>9. Undated/multi-period.</p> <p>10. Iron Age/Roman.</p> <p>11. Iron Age/Roman.</p> <p>12. Iron Age/Roman.</p> <p>13. Undated.</p> <p>14. Undated.</p> <p>15. Undated.</p> <p>16. Unknown.</p> <p>17. Palaeoenvironmental.</p> <p>18. Modern.</p> <p>19. Post-medieval.</p> <p>20. Post-medieval.</p> <p>21. Post-medieval.</p>	2-38. The period is not impacted	2-38. The period is not impacted	2-38. The period is not impacted	N/A

	<p>22. Later medieval/post-medieval. 23. Modern</p> <p>24. Modern. 25. Modern. 26. Post-medieval. 27. Later medieval/post-medieval. 28. Modern.</p> <p>29. Modern. 30. Modern.</p> <p>31. Modern 32. Modern. 33. Modern. . Modern. 35. Unknown</p> <p>36. Post-medieval</p> <p>35. Unknown. 36. Post-medieval.</p>				
Reference Sources					
<p>National Heritage List for England Norfolk Historic Environment Record Norwich Western Link Heritage Constraints Report (WSP 2019)</p>					
Step 5 - Summary Assessment Score					
<p>Moderate Adverse (Built heritage) Low, Moderate or Major Adverse (Archaeology)</p>					
Qualitative Comments					
<p>The Scheme would have a moderate adverse effect on the setting (context) of nearby listed buildings, and will adversely affect the appreciation and understanding of the characteristic historic environmental resource in the area of proposed road construction.</p> <p>The Scheme would have a low, moderate or major adverse effect on known non-designated assets. The Scheme would have a low, moderate or major direct impact on previously unrecorded significant historic environment non-designated assets, resulting in loss of features such that their integrity is substantially compromised. The heritage significance of such assets would depend on their nature, date, extent and survival but might be local or regional (potentially national if extensive and well preserved). The heritage significance will be determined through future assessment, including preliminary site-based archaeological investigations.</p>					

Appendix G

BIODIVERSITY TAG WORKBOOK

DRAFT



Step 2		Step 3			Step 4	Step 5		
Area	Description of feature/ attribute	Scale (at which attribute matters)	Importance (of attribute)	Trend (in relation to target)	Biodiversity and earth heritage value	Magnitude of impact	Assessment Score	
River Wensum Special Area of Conservation (SAC)	<p>Biodiversity</p> <p>Chalk-fed river, designated for: Annex I habitat as a primary reason for selection:</p> <ul style="list-style-type: none"> - Watercourses of plain to montane levels with a water crowfoot <i>Ranunculus fluitantis</i> and <i>Callitriche-Batrachion</i> vegetation. - The Wensum represents sub-type 1 in lowland eastern England. <p>Annex II species as a primary reason for selection:</p> <ul style="list-style-type: none"> - White-clawed (or Atlantic stream) crayfish <i>Austropotamobius pallipes</i> - Annex II species present as a qualifying feature: - Desmoulin's whorl snail <i>Vertigo moulinsiana</i> - Brook lamprey <i>Lampetra planeri</i> - Bullhead <i>Cottus gobio</i> <p>To date surveys have confirmed the likely absence of white clawed crayfish from the stretch of the River Wensum which was considered relevant to the Scheme and the presence of: Water crowfoot <i>Ranunculus fluitantis</i>, Bullhead, Brook lamprey and Desmoulin's whorl snail either within the Wensum or in the supporting ditches within the floodplain.</p>	International	<p>High</p> <p>Primary habitat: Sub-type 1 has a limited distribution in the UK, being found only in those areas where chalk is present, and is therefore restricted to southern and eastern England.</p> <p>Primary species: White-clawed crayfish. One of only four watercourses in Norfolk that are known to support white-clawed crayfish.</p> <p>Other qualifying feature: Desmoulin's whorl snail. The site supports one of the largest populations in the UK.</p> <p>Other qualifying feature: Brook lamprey. The Wensum has a healthy population of brook lamprey, with clean water and suitable areas of gravels, silt or sand required for spawning.</p> <p>Other qualifying feature: Bullhead. Sites have been selected to encompass the natural geographical range of the species and to represent the range of ecological situations in which it occurs, e.g. both upland and lowland rivers, and both acidic and base-rich situations.</p>	<p>Target Feature</p> <p>Anthropogenic influences have had a dramatic effect on the ecology and hydrology of the River Wensum, in particular at sites up and downstream of mill structures, sites affected by channel modification inc. over-widening and deepening, sites affected by excessive silt ingress, sites that are heavily maintained and sites that lack natural riparian vegetation.</p> <p>The following document has been published that includes specific restoration targets for the qualifying features of the SAC: <i>European Site Conservation Objectives: Supplementary advice on conserving and restoring site features (Natural England 2019).</i></p>	Very high	Internationally important site with limited potential for substitution.	Minor negative	Slight adverse

River Wensum Site of Special Scientific Interest (SSSI)	<p>Biodiversity</p> <p>Overlaps with River Wensum SAC (see above cell). Notified for:</p> <ul style="list-style-type: none"> - Flowing waters - Type I: naturally eutrophic lowland rivers with a high base flow. - Flowing waters - Type III: base-rich, low-energy lowland rivers and streams, generally with a stable flow regime - Population of RDB mollusc – Desmoulin's whorl snail. - S25 - <i>Phragmites australis</i> - Eupatorium cannabinum tall-herb fen. - S3 - <i>Carex paniculata</i> swamp. - S4 - <i>Phragmites australis</i> swamp and reed-beds - S5 - <i>Glyceria maxima</i> swamp - S7 - <i>Carex acutiformis</i> swamp - White-clawed crayfish <p>To date, surveys have confirmed the likely absence of white clawed crayfish from the stretch of the River Wensum which was considered relevant to the Scheme and the presence of Desmoulin's whorl snail either within the Wensum or in the supporting ditches within the floodplain.</p>	National	High	<p>The River Wensum is a SSSI of national importance, supporting a diverse range of protected habitats and species.</p> <p>The trend for the SSSI is currently unknown. No assessments within the last five years.</p> <p>Target species - See above for trends regarding white-clawed crayfish and Desmoulin's whorl snail.</p> <p>Of the 36 SSSI units for this site, 6 were considered to be in 'Favourable' condition in 2010, with the remaining 30 considered to be in 'Unfavourable - Recovering' condition.</p>	High	Minor negative	Slight adverse
River Wensum Pastures, Ringland Estates County Wildlife Site (CWS)	<p>Biodiversity: Predominantly an improved cattle-grazed pasture adjacent to the River Wensum, crossed by a network of drains supporting a species-rich flora associated with aquatic habitats.</p>	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to the habitats associated with this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
Wensum Pastures at Morton Hall CWS	<p>Biodiversity: Predominantly improved cattle-grazed pasture adjacent to River Wensum, crossed by a network of drains supporting a species-rich flora associated with aquatic habitats.</p>	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Intermediate negative	Moderate adverse
Land adjoining Foxburrow Plantation CWS	<p>Biodiversity: Part of a larger area known collectively as Foxburrow Plantation and The Waterfence. It consists of an extensive area of wet, species-rich grassland situated in the bottom of a spring-fed valley.</p>	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Intermediate negative	Moderate adverse
Broom & Spring Hills CWS	<p>Biodiversity: Semi-natural deciduous woodland dominated by oak and sycamore.</p>	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Intermediate negative	Moderate adverse

Primrose Grove CWS	Biodiversity: Structurally varied, predominately consisting of semi-natural broad-leaved and mixed woodland, with some compartments considered to be ancient. Broad-leaved woodland comprised with varying proportions of oak, beech, sycamore and ash. Mixed woodland is represented by Douglas Fir and Scot's Pine.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
Attlebridge Hills CWS	Biodiversity: Structurally varied, broad-leaved semi-natural woodland. The canopy is dominated by mature oak, sycamore, sweet chestnut with extensive areas of mixed coppice of hazel, sycamore and sweet chestnut.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to the habitats associated with this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
Gravelpit Plantation and Church Hill CWS	Biodiversity: Closed canopy semi-natural broad-leaved and mixed plantation woodland, with some stands considered to be ancient in origin. Canopy dominated to varying degrees by oak, ash and sycamore, and the shrub layer is comprised of hawthorn, hazel and holly.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
Old Covert, Wood Land CWS	Biodiversity: A coppice woodland with standards that are not listed on the Ancient Woodland Inventory, although it may have once been part of a larger, Ancient Woodland. The wood is managed as coppice and for shooting.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
Mouse Wood CWS	Biodiversity: Citation refers to an ancient, replanted woodland which is now predominantly a commercially-managed conifer plantation surrounded mainly by arable farmland. The extent of the existing ancient woodland is unknown.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Minor negative	Slight adverse
River Tud at Easton and Honingham CWS	Biodiversity: Citation refers to a watercourse supporting a species-rich aquatic, marginal and emergent riverine flora.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Neutral	Neutral
Church Meadow, Alder Carr, Three Corner Thicket and Nursery Plantation CWS	Biodiversity: Citation refers to a site comprising mainly cattle grazed, in improve wet pasture, bisected by spring-fed ditches. With areas of wet and dry woodland.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Neutral	Neutral
Taverham Mill CWS	Biodiversity: Citation refers to a fishing lake surrounded by marshy and neutral grassland and a mixture of planted and semi-natural woodland on acid soil.	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Neutral	Neutral
Ringland Pits CWS	Biodiversity: Citation refers to a flooded disused gravel workings adjacent to the River Wensum .	County	Medium - Site of county value supporting Habitat of Principal Importance.	Unknown - The Norfolk BAP does not identify a trend in relation to this CWS.	Medium - County value site with limited potential for substitution.	Neutral	Neutral

Fakenham Road Roadside Nature Reserve (RNR)	Biodiversity: Species: Hoary mullein <i>Verbascum pulverentum</i> . Phase 1 habitat surveys of this area have identified the presence of this species.	County	Medium - Site of county value, with only one qualifying feature behind the designation.	Unknown - The Norfolk BAP does not identify a trend in relation to this species.	Medium - County value site with limited potential for substitution.	Major negative	Moderate adverse
Ancient Woodland	Biodiversity: Ancient Woodland is an irreplaceable habitat which is important for many reasons, including its value to wildlife, i.e. bats, birds and fungi. An Ancient Woodland Inventory site within 200m of the scheme forms part of Primrose Grove CWS. In addition, Mouse Wood CWS is also listed as an Ancient Woodland Inventory site. The Scheme is 15m from Primrose Grove ancient woodland (south) and Mouse Wood ancient woodland (west) is located adjacent to the pre-existing Wood Lane, a road considered as a possible access route to the Scheme.).	National	High - The route has potential to impact on ancient woodland. Ancient woodland is considered one of the richest land-based habitats for wildlife.	Declining - Ancient woodland is in significant national decline, with a current UK coverage of only 2%.	High - National value habitat with no potential for substitution.	Minor negative	Slight adverse
Ancient / Veteran Trees	Biodiversity: A number of veteran and ancient trees are present within the Scheme, both as stand-alone features or other important habitats. Veteran and ancient trees are considered irreplaceable habitats, and a BS5837 survey has been completed by Arboriculturists to identify trees which are veteran or ancient.	County	High - The BS5837 survey has identified a number of veteran and ancient trees within the Scheme. Veteran and ancient trees are considered to be an irreplaceable habitat and are of high value to a range of wildlife.	Declining - These habitat are listed as a priority under the Natural and Rural Communities Act (2006) due to the declining trend nationally. The Norfolk BAP does not identify a trend in relation to these habitat types locally.	Medium - County value species with no potential for substitution.	Major negative	Moderate adverse
Important Hedgerows	Biodiversity: Ecologically important hedgerows are recognised as hedgerows that are at least 30 years old which support a mixture of native woody species and other associated features such as mature trees, woodlands, parallel/connecting hedges, and important woodland ground flora as stated in the Hedgerow Regulations 1997. Hedgerow surveys have been completed this year which have identified the presence of a number of important hedgerows along the Scheme. Hedgerows are listed as a target species in the Norfolk Biodiversity Action Plan.	County	High - Hedgerow surveys have identified a number of important hedgerows within the Scheme, which will be impacted. Hedgerows are an important landscape feature and provide habitat connectivity and high value to a range of wildlife.	Declining - The lengths of managed hedgerow decreased by 6.1% between 1998 and 2007. Abundance and distribution of hedgerow trees are declining, as recognised by the Countryside Survey 2000.	Medium - County value habitat with limited potential for substitution.	Intermediate negative	Moderate adverse
HPI - Hedgerows	Biodiversity: Hedgerows are a Habitat of Principal Importance (HPI habitat), and is a target habitat as part of the Norfolk Biodiversity Action Plan. This habitat is present within the boundaries of the Scheme. Hedgerows provide habitat connectivity for a range of species throughout the landscape.	Local	Medium – Hedgerow surveys identified that all hedgerows within the Scheme qualified as HPI. The route will impact hedgerows of local value.	Declining - The lengths of managed hedgerow decreased by 6.1% between 1998 and 2007. Abundance and distribution of hedgerow trees are declining, as recognised by the Countryside Survey 2000.	Medium - Local value species with potential for substitution.	Minor negative	Minor adverse

HPI – Lowland meadows	Biodiversity: Lowland meadows is a Habitat of Principal Importance (HPI habitat), and is a target habitat as part of the Norfolk Biodiversity Action Plan (referred to as 'Lowland meadows and pastures'. This habitat is present within the boundaries of the Scheme. These habitats are known to support botanical diversity and provide value to a range of breeding and wintering birds and the great crested newt.	Local	Medium - Detailed habitat surveys undertaken in 2021 identified four areas of Lowland meadows HPI. The route will impact lowland meadows of local value.	Declining - most semi-natural grassland has been lost in the latter half of the 20 th century, with 73% of the grassland occurring in 1947 disappearing by 1984 (Smyth, 1988). This loss has been accompanied by a loss in subsidiary habitats, such as ponds and hedgerows	Medium - Local value species with potential for substitution.	Major negative	Moderate adverse
HPI – Purple moor-grass and rush pasture HPI	Biodiversity: Purple moor-grass and rush pasture is a Habitat of Principal Importance (HPI habitat), and is a target habitat as part of the Norfolk Biodiversity Action Plan (referred to as 'fens'. This habitat is present within the boundaries of the Scheme. These habitats support a wide variety of plant and animal species.	Local	Medium - Detailed habitat surveys undertaken in 2021 identified one area of Purple moor-grass and rush pasture HPI. The route will impact purple moor-grass and rush pasture of local value.	Declining - Norfolk is particularly rich in fen habitats, supporting a large proportion of the UK total for some types. Habitat type is declining national due to a decline in traditional management and impacts due to agricultural run-off. Declining	Medium - Local value species with potential for substitution.	Major negative	Moderate adverse
HPI - Rivers and Streams	Biodiversity: The Scheme will intersect the River Wensum, an internationally designated site (see site details above) and Foxburrow Stream, a tributary of the River Tud, which flows west to east in the southern aspect of the NWL. Foxburrow Stream is considered to be of County value.	County	High - More than 85% of all the chalk streams in the world are in England and they are threatened nationally due to impacts from agricultural and urban development. See above for details of River Wensum SAC and SSSI designation.	Declining - Increases in population pressure leading to water pumping.	Medium - Local value species with potential for substitution.	Minor negative	Slight adverse
HPI - Lowland Mixed Deciduous Woodland	Biodiversity: Lowland mixed deciduous woodland is a Habitat of Principal Importance (HPI). All woodland types are considered ecologically valuable habitat, providing habitat features for a range of species.	Local	Medium - Detailed habitat surveys undertaken in 2021 identified seven areas of Lowland Mixed Deciduous Woodland HPI. The route will impact lowland mixed deciduous woodland of local value.	Declining - HPI habitats (such as lowland deciduous woodlands) are listed as a priority under the Natural and Rural Communities Act (2006) due to the declining trend nationally. The Norfolk BAP does not identify a trend in relation to these habitat types locally.	Medium - Local value species with potential for substitution.	Major negative	Moderate adverse
HPI - Wet Woodland	Biodiversity: Wet woodland is a Habitat of Principal Importance (HPI). All woodland types are considered ecologically valuable habitat, providing habitat features for a range of species.	Local	Medium - Detailed habitat surveys undertaken in 2021 identified one area of wet woodland HPI. The route will impact wet woodland of local value.	Declining - HPI habitats (such as lowland deciduous woodlands) are listed as a priority under the Natural and Rural Communities Act (2006) due to the declining trend nationally. The Norfolk BAP does not identify a trend in relation to these habitat types locally.	Medium - Local value species with potential for substitution.	Neutral	Neutral
Vascular and Non-Vascular Plants	Biodiversity: The Scheme supports a diverse range of habitats with the potential to support protected/notable vascular and non-vascular plants. The presence/potential presence of protected and notable flora along the Scheme have been identified through Phase 1 habitat surveys, NVC surveys and desk-based searches. Species of vascular and non-vascular plants are listed as Norfolk Biodiversity Action Plan species.	Local	Medium - It is anticipated that the Scheme will impact areas of protected and notable vascular and non-vascular plants.	Unknown - The Norfolk BAP does not identify a trend in relation to these species locally.	Medium - Local value species with potential for substitution.	Minor negative	Slight adverse

Macrophytes	Biodiversity: Macrophyte surveys have identified the water crowfoot species associated with the River Wensum SAC designation. These surveys will be updated in 2022.	International	High - See SAC information above.	Unknown - The Norfolk BAP does not identify a trend in relation to these species locally.	Very high - Designated features of SAC only.	Neutral	Neutral
Fungi	Biodiversity: The Scheme supports a diverse range of habitats with the potential to support protected/notable fungi. The presence/potential presence of protected and notable fungi along the Scheme have been identified through Phase 1 habitat surveys and desk-based searches. Species of fungi are listed as Norfolk Biodiversity Action Plan species.	Local	Medium - A fungal survey undertaken in October 2020 and May 2021 determined the habitats surveyed to be of local ecological importance for fungi. It is anticipated that the Scheme will impact areas of protected and notable flora, fungi, bryophyte and lichen surveys.	Unknown - The Norfolk BAP does not identify a trend in relation to these species locally.	Medium - County value species with potential for substitution.	Minor negative	Slight adverse
Lichens	Biodiversity: The Scheme supports a diverse range of habitats with the potential to support protected/notable lichens. The presence/potential presence of protected and notable lichens along the Scheme have been identified through Phase 1 habitat surveys and desk-based searches. Species of lichen are listed as Norfolk Biodiversity Action Plan species.	Local	Medium - A lichen survey undertaken in 2021 recorded 22 lichen species, none with formal national conservation status. It is anticipated that the Scheme will impact areas of protected and notable flora, fungi, bryophyte and lichen surveys.	Unknown - The Norfolk BAP does not identify a trend in relation to these species locally.	Medium - County value species with potential for substitution.	Neutral	Neutral
Fish	Biodiversity: The River Wensum SAC and its tributaries are designated for brook lamprey and bullhead. A fish survey completed in 2020 confirmed the presence of a range of coarse fish on the River Wensum in the vicinity of the Scheme which included pike, chub, dace, roach, gudgeon and minnow. It is also highly likely that other species including bullhead and European eel are also present in the River Wensum. A survey of the connected ditches on the floodplain in the vicinity of the Scheme highlighted the presence of river/brook lamprey (<i>Lampetra</i> spp.), minnow and three-spined stickleback. A survey of the Foxburrow Stream (tributary of the River Tud) resulted in no fish being observed or captured within the survey area.	International	High - See SAC information above. Additionally the route will cross minor watercourses (including drains), that may support fish. The network of connected ditches on the floodplain adjacent to the River Wensum and the marginal sediment beds within them are a particularly important habitat for lamprey.	Unknown - No trend has been identified nationally or locally for the two fish for which the SAC is designated.	Very high - Designated features of SAC (bullhead and brook lamprey only).	Neutral	Neutral
Reptiles (common and widespread species)	Biodiversity: Areas of rough grassland and scrub present along the length of the Scheme are likely to be suitable to support reptiles. Reptile surveys completed in 2019 and 2020 have confirmed the presence of low numbers of reptiles including grass snake and slow worm.	Local	Medium - widespread species of reptile, including slow worm and grass snake are known to be present in areas of suitable habitat, and the Scheme is likely to impact reptile populations on a local level.	Unknown - The Norfolk BAP does not identify a trend in relation to these species.	Medium - reptiles are a species of medium biodiversity value on a national and local level.	Minor negative	Slight adverse

Great Crested Newt <i>Triturus cristatus</i>	Biodiversity: Great crested newts are protected under the following legislation: Annexe II and IV of the Habitats Directive Conservation of Habitats and Species Regulations (Schedule 2) Wildlife and Countryside Act (1981) (Schedule 5)	Local	High - complete baseline survey determined that no breeding ponds will be impacted by the Scheme, but GCN presence confirmed within 500m of the Scheme.	Target species - GCN are targeted by the Norfolk BAP due to a major population decline in the Broads. The main objective in Norfolk is to maintain range and viability of the local population.	High - GCN are of high biodiversity value on a local and national level.	Neutral	Neutral
Birds	Biodiversity: Habitats present are suitable for use by birds. The arable fields and grasslands provide potential foraging habitat for passage/over-wintering birds such as mixed thrush flocks, skylarks and other typical species. Arable fields and areas of the flood plain are used by a small number of wetland birds. The Scheme also supports extensive and diverse habitat which are likely to support breeding birds typical of these habitats (e.g. farmland, woodland) and confirmed the use of the habitats on-Site by a range of breeding bird species, including barn owl and kingfisher, which are a Schedule 1 species under the Wildlife and Countryside Act (1981).	Local	Medium - The route will impact breeding and wintering birds at a local level. Several species listed on Schedule 1 of the Wildlife and Countryside Act 1981 (as amended), including hobby, kingfisher, barn owl and red kite, were recorded during a breeding bird survey undertaken in 2021.	Unknown - The Norfolk BAP identifies a range of bird species in significant decline on a county level.	Medium - The site is likely to support a diversity range of breeding and wintering bird species of local importance.	Minor negative	Slight adverse
Barn Owl	Barn owl <i>Tyto alba</i> are a Schedule 1 species under the Wildlife and Countryside Act (1981), and is a Norfolk Biodiversity Action Plan species. Incidental sightings of barn owl were recorded during surveys for other species, and barn owl tree and building roosts were identified during building surveys.	Local	High - barn owl are a Schedule 1 species and are targeted by the Norfolk Biodiversity Action Plan. The Scheme will result in the disturbance to OBS in the absence of mitigation, and severance and/or loss of foraging habitat.	Declining - the Norfolk BAP states that barn owl populations crashed in the 20th century in England and Wales. A more recent study in 1997 indicated that, while still declining, the rate of decline was beginning to slow. The 'State of the UK Barn Owl population - 2019' report suggests an overall rise in nesting occupancy of known barn owl nest locations across the UK. The surveys completed in Norfolk found that brood sizes of barn owl were small, and hypothesised that this may be due to poor food availability.	High - Barn owl are of high biodiversity value on a National and Local level.	Minor negative	Slight adverse

<p>Bats (General)</p>	<p>Biodiversity: Habitats present within the Scheme, including woodlands, hedgerows, mature trees, waterbodies and scrub provide suitable habitat for foraging, commuting and roosting bats.</p> <p>Surveys completed since 2019 have confirmed the presence of brown long-eared, common pipistrelle, soprano pipistrelle, Nathusius' pipistrelle, noctule, Leisler's, serotine, <i>Myotis sp.</i> and barbastelle. Bat activity surveys have confirmed the use of habitats across the site as commuting routes and foraging areas, and tree emergence/re-entry surveys, radio-tracking and ground level tree assessment (GLTA) and climbing surveys have confirmed the presence of roosting bats within trees and a structure across the Scheme.</p> <p>There are four bat species listed in the Norfolk Biodiversity Action Plan: Noctule brown long-eared <i>Plecotus auritus</i>, soprano pipistrelle <i>Pipistrellus pygmaeus</i> and barbastelle <i>Barbastella barbastellus</i>.</p>	<p>County</p>	<p>High - Baseline data collected to date indicates that the route will sever bat commuting routes, and result in the loss of foraging and roosting habitat.</p>	<p>Target species - The Norfolk BAP targets four species (including barbastelle) to reduce decline.</p>	<p>High - Bats are protected under the Conservation of Habitat and Species Regulations 2017 and are notably in decline across the UK due to a range of factors including habitat loss. Barbastelle is an Annex II species of European importance.</p>	<p>Intermediate negative</p>	<p>Large adverse</p>
<p>Bats (Barbastelle <i>Barbastella barbastellus</i>)</p>	<p>Biodiversity: A rare bat species of national importance which is known to roost within the local area. The route is located within the Core Sustenance Zone (CSZ) for barbastelle. Barbastelle are offered specific protection under: Annex II and IV of the Habitats Directive Wildlife and Countryside Act 1981 (Schedule 5) Near Threatened on the IUCN Red List of Threatened species (Piraccini, 2016) Species of Principal Importance (SPI) under section 41 of the Natural Environment and Rural Communities Act 2006 (NERC). Norfolk Biodiversity Action Plan Species.</p> <p>There is a known presence of barbastelle roosts within the local area, and this has been confirmed through radio-tracking studies in 2019 and in 2021, tree emergence surveys, tree-climbing surveys and various bat activity surveys.</p>	<p>National</p>	<p>High - Barbastelle are targeted by the Norfolk Biodiversity Action Plan and are protected under Schedule 5 of the Wildlife and Countryside Act (1981) and Annex II and IV of the Habitats Directive. Baseline surveys completed to-date indicate that the Scheme will sever commuting routes and result in the loss of foraging habitat.</p>	<p>Target species - Although a trend in relation to the target species is not known the Norfolk BAP targets barbastelle (as well as three other bat species) to reduce decline.</p>	<p>Very High - Bats are protected under the Conservation of Habitat and Species Regulations 2017 and are notably in decline across the UK due to widespread habitat loss. Barbastelle is an Annex II species of European importance.</p>	<p>Intermediate negative</p>	<p>Large adverse</p>
<p>Badgers <i>Meles</i></p>	<p>Biodiversity: Badgers are offered protection under the Protection of Badgers Act 1992. Woodlands, hedgerows and grassland provide suitable habitat for foraging badgers, and suitable locations for sett construction. Walkover badger surveys completed in between 2019 and 2022 (as well as observations whilst completing other species surveys) have identified a number of badger setts along the Scheme. These setts were further</p>	<p>Local</p>	<p>High - Badger surveys identified a single sett in a woodland in the south of the Scheme, and one active main sett and one potential main sett, along with four annex setts, five subsidiary setts, and 16 outlier setts in the northern woodlands.</p>	<p>Unknown - The Norfolk BAP does not identify a trend in relation to this species, although nationally badgers have shown a significant increase in numbers (c.88% since the 1980s).</p>	<p>Medium - badger are a species of medium biodiversity value on a national and local level.</p>	<p>Minor negative</p>	<p>Slight adverse</p>

	surveyed through bait marking techniques in March 2021.						
Otter <i>Lutra lutra</i>	<p>Biodiversity: Otter are targeted by the Norfolk Biodiversity Action Plan and are protected under Schedule 5 of the Wildlife and Countryside Act (1981) and the Conservation of Habitats and Species Regulations (2017).</p> <p>Surveys confirmed the presence of Otter within the River Wensum and associated floodplain watercourse, with field signs including spraints, footprints and direct sightings.</p>	Local	Medium - Otter have been identified as being present in the watercourses to be intersected by the Scheme.	Target species - Otter populations are increasing both locally (Norfolk) and nationally.	High - Otter are a species of high biodiversity value on a national and local level.	Minor negative	Slight adverse
Water Vole <i>Arvicola amphibius</i>	<p>Biodiversity:</p> <p>Water vole are targeted by the Norfolk Biodiversity Action Plan and are protected under Schedule 5 of the Wildlife and Countryside Act (1981).</p> <p>In addition to the River Wensum and Tud a series of small watercourses and drains, in connection with the route may support water vole. Watervole presence has been confirmed in the River Wensum. No evidence of water voles was recorded in Foxburrow Stream and therefore water voles have been considered likely absent from this watercourse.</p>	Local	Medium - Water vole are targeted by the Norfolk Biodiversity Action Plan and are protected under Schedule 5 of the Wildlife and Countryside Act (1981).	Target species - Water vole decline in Norfolk is mainly due to population fragmentation and isolation.	Medium - Water vole are a species of medium biodiversity value on a national and local level.	Minor negative	Slight adverse
SPI - Brown Hare <i>Erinaceus europaeus</i>	<p>Biodiversity Habitats within the Scheme include open arable farmland and fields, which offer value to brown hare <i>Lepus europeaus</i>, and many incidental sightings of brown hare have been recorded within the Scheme.</p>	Local	Low - brown hare are not a target species in the Norfolk Biodiversity Action Plan and are relatively widespread within the UK.	Declining - brown hare have been in decline for the last 30 years, however recent figures suggest that the species is recovering.	Low - brown hare are a species of low biodiversity value on a national and local level.	Minor negative	Slight adverse
SPI - Hedgehog <i>Erinaceus europaeus</i>	<p>Biodiversity Habitats within the Scheme comprise a mosaic of woodland, grassland, wetland and arable, which offers value to hedgehog <i>Erinaceus europaeus</i>.</p>	Local	Low - hedgehog are not a target species in the Norfolk Biodiversity Action Plan and are relatively widespread within the UK.	Declining - it is estimated that hedgehog numbers have declined by almost 40% in the past decade.	Low - hedgehog are a species of low biodiversity value on a national and local level.	Minor negative	Slight adverse
SPI - Common Toad <i>Bufo bufo</i>	<p>Biodiversity Habitats within the Scheme include floodplains, woodlands, the River Wensum and other watercourses, and a number of ponds are present within proximity of the Scheme. These habitats are likely to support common toads, a UK Biodiversity Action Plan species, and this species has been observed within habitats across the Scheme.</p>	Local	Low - common toad it not a target species in the Norfolk Biodiversity Action Plan and are relatively widespread within the UK.	Declining - recent research by Froglife has identified a decline in toad populations of 68% over the last 30 years, however this is still a widespread species.	Low - common toads are a species of low biodiversity value on a national and local level.	Minor Negative	Slight adverse

Desmoulin's Whorl Snail	Biodiversity: Records have been provided of Desmoulin's Whorl Snails in the local area. Survey work in 2019, 2020 and 2021 identified Desmoulin's whorl snail <i>Vertigo moulinsiana</i> within the Scheme. The results indicated the continued presence of a large population within the south-eastern section (south), as well as the continued presence of this species in the central floodplain ditch within the Scheme Boundary.	International	High - See SAC information above.	Target species - Targeted because of its declining in Norfolk due to destruction of wetlands, habitat degradation, particularly as a result of changes in hydrology and possibly the introduction of grazing.	Very high - Primary feature of SAC. Internationally important site with limited potential for substitution.	Minor Negative	Slight adverse
Aquatic Macroinvertebrates	Biodiversity: The watercourses and ponds present within the Scheme and the local area are likely to support a range of aquatic macroinvertebrates, which may include notable or protected species. Macroinvertebrate surveys will be updated in 2022.	County	High - The River Wensum SAC and SSSI is designated for white-clawed crayfish and Desmoulin's whorl snail. The scheme will impact upon aquatic macroinvertebrates at a County level.	Target species - the only aquatic macroinvertebrate in decline across Norfolk and is targeted by the Norfolk BAP is the Norfolk hawkler <i>Aeshna isoceles</i> . The local objective is to maintain the current range in Norfolk by preventing loss of freshwater sites and create new habitat with a view to increase the range in Norfolk by 2020.	Medium - freshwater habitats may support notable aquatic macroinvertebrate species.	Minor negative	Slight adverse
Terrestrial Invertebrates	Biodiversity: The diverse range of habitats present along the Scheme, including woodland, scrub and grassland are likely to support a range of terrestrial invertebrates. Invertebrate surveys were completed in 2021.	Local	Medium - The range of habitats along the route support 43 species currently regarded as Nationally Rare, Scarce, Data Deficient, or Section 41 Species of Principal Importance, as well as terrestrial invertebrates that are widespread and common throughout the UK.	Target species - The Norfolk BAP identifies a declining trend in certain invertebrate species. Ground beetle, brush-thighed seed-eater beetle, flixweed flea beetle and silver-studded blue butterfly are all target species of the Norfolk BAP. It is unknown whether these species are present in the vicinity of the route option.	Medium - The project has the potential to affect terrestrial invertebrate species.	Minor Negative	Slight adverse
Reference Sources							
<p>River Wensum. European Site Conservation Objectives: Supplementary advice on conserving and restoring site features (Natural England 2019). Norfolk BAP: https://www.norfolkbiodiversity.org/assets/Uploads/Water-vole2.pdf. Wildlife and Countryside Act 1981 Schedule 1: http://www.legislation.gov.uk/ukpga/1981/69/schedule/1. Wildlife and Countryside Act 1981 Schedule 5: http://www.legislation.gov.uk/ukpga/1981/69/schedule/5. NERC Act Section 41 Species of Principal Importance: http://publications.naturalengland.org.uk/publication/4958719460769792. Froglife: https://www.froglife.org/2018/03/23/amphibian-and-reptile-declines-uk-perspective/ BTO: https://app.bto.org/birdtrends/species.jsp?&s=kingf</p>							
Summary Assessment Score							
Large Adverse							

Qualitative Comments							
Overall the Assessment Score is Large Adverse due to the potential impacts on bats, largely associated with the loss of woodland leading to a reduction in available foraging habitat. Compensation proposals are being developed which will include the enhancement of existing woodlands to benefit bats and the creation of new woodland which, in the long term, will help to compensate for the loss of woodland.							

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Appendix H

WATER ENVIRONMENT TAG WORKBOOK

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Description of study area/ summary of potential impacts	Key environmental resource	Features	Quality	Scale	Rarity	Substitutability	Importance	Magnitude	Significance
<p>Study area:</p> <p>The study area includes features within 1km of the Red Line Boundary (RLB).</p> <p>Potential Impacts:</p> <p>Increased pollution risk to surface water and groundwater Increased sedimentation within watercourses Impacts to the hydromorphological, physio-chemical and ecological quality of watercourses Increased flood risk associated with new structures Impact to groundwater flow pathways</p>	River Wensum	Water supply	Medium - main river, good chemical quality, supports private abstractions.	Regional	Medium	Cannot be substituted	Medium	Negligible	Insignificant
		Biodiversity	Very High - channel of the Wensum designated SAC and SSSI.	Regional	High	Cannot be substituted	Very High	Negligible	Low
		Transport and dilution of waste products	Medium - large catchment, receives local discharge, WWTW downstream of study area.	Regional	Medium	Limited potential for substitution	Medium	Negligible	Insignificant
		Recreation	Medium - flow through urban and public areas	Local	Low	Limited potential for substitution	Medium	Negligible	Insignificant
		Hydromorphology	Medium - heavily modified classification but supports good ecological status	Regional	Medium	Cannot be substituted	Very high	Negligible	Low
		Conveyance of flow and material	High - main river, large catchment, flows through mix of urban and rural areas	Regional	Medium	Cannot be substituted	High	Negligible	Insignificant
	Floodplain of the River Wensum	Conveyance of flow and material	Medium - provides local flood flow conveyance route, functional floodplain protecting the local area and downstream Norwich City.	Local	Medium	Cannot be substituted	Medium	Minor Adverse	Insignificant
		Biodiversity	Very High - functional floodplain, habitat of principal importance - floodplain grazing marsh.	Local	Medium	Limited potential for substitution	High	Minor Adverse	Low significance
	Tributary of River Tud or Foxburrow Stream	Water supply	Low - quality unknown, may support agricultural uses although likely to have low flow	Local	Low	Limited potential for substitution	Low	Negligible	Insignificant
		Biodiversity	Medium - significantly modified, potential supporting habitat for otter and water vole	Local	Medium	Limited potential for substitution	Medium	Minor Adverse	Insignificant
		Transport and dilution of waste products	Low - likely to receive runoff from adjacent land	Local	Low	Limited potential for substitution	Low	Negligible	Insignificant
		Recreation	Low - no known recreational or amenity value	Local	Low	Limited potential for substitution	Medium	Negligible	Insignificant
		Hydromorphology	Low - heavily modified	Local	Low	Limited potential for substitution	Low	Minor Adverse	Insignificant
		Conveyance of flow and material	Medium - provides local flood flow conveyance route	Local	Low	Limited potential for substitution	Medium	Minor Adverse	Insignificant

	Combined Groundwater Aquifers (Secondary and Principal Aquifers)	Groundwater quality	Very High - Groundwater aquifer (Combined Secondary A, Secondary B and Principal Aquifers), Source Protection Zone 3, Multiple Private Abstractions	Regional	High	Limited potential for substitution	High	Minor Adverse	Low significance
		Groundwater flow (conveyance)	Very High - Groundwater aquifer (Combined Secondary A, Secondary B and Principal Aquifers), Source Protection Zone 3, Multiple private abstractions, provides River Wensum baseflow, shallow groundwater in the River Wensum floodplain	Regional	High	Limited potential for substitution	High	Minor Adverse	Low significance
		Water resource	Very High - Groundwater aquifer (Combined Secondary A, Secondary B and Principal Aquifers), Source Protection Zone 3, Multiple private abstractions, important baseflow contribution to the River Wensum SSSI & SAC, River Tud	Regional	High	Limited potential for substitution	Very High	Negligible	Low significance
Reference Sources									
OS mapping, EA Flood Map for Planning, EA Flood Risk from Surface Water mapping, EA Catchment Data Explorer, Defra MAGIC geographical information portal, Geology of Britain Viewer									
Summary Assessment Score									
Minor Adverse									
Qualitative Comments									
<p>No structures are proposed within the channel of the River Wensum and the footprint within a 10m zone of River Wensum will be reduced as far as practicable. This is expected to minimise impacts to the river flow and channel morphology of the River Wensum.</p> <p>Scheme requires the construction of a maintenance access track immediately adjacent to the proposed viaduct to enable inspection of the viaduct over its design life. The track will not require crossing of the River Wensum but will need to be constructed within the floodplain of the River Wensum and cross the land drains located within this area. The access track will be constructed at grade to prevent adverse effect to floodplain storage or flood flow conveyance.</p> <p>Structures such as culverts into a watercourse can potentially remove natural bed substrate and bank-side habitat, as well as change flow dynamics and sediment transport through the Tributary of the River Tud. Crossings of watercourses and any new watercourse channels are expected to maintain the capacity of the channel, ensure no increased flood risk up to the 1 in 100-year event considering the potential effects of climate change, be designed in accordance with DMRB guidance, and be sensitive to ecological requirements.</p> <p>The Drainage Strategy at this stage of the assessment indicates that infiltration to ground and discharge to nearby watercourses will be utilised to discharge road runoff. A robust surface water drainage system will be expected to ensure discharge from the Scheme does not increase flood risk elsewhere up to and including the 1 in 100-year event and allowing for climate change effects and provides sufficient attenuation to restrict the rate and volume of discharge to those agreed with Norfolk County Council as the Lead Local Flood Authority.</p> <p>Implementation of a CEMP and passive treatment incorporated into SuDS should be considered and adhered to during construction and operation of the Scheme, to reduce the risk of contamination to the water environment.</p> <p>Mitigation for reduced groundwater recharge due to the introduction of hardstanding should be considered during detail design stage of the scheme.</p>									

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Task Name	Duration	Start	Finish
Options Selection Report (OSR)	0 days	Completed	Completed
Regional priority status agreement – Transport East meeting	0 days	Completed	Completed
Preferred route established – decision at July Cabinet	0 days	Completed	Completed
Strategic Outline Business Case (SOBC) together with the Regional Evidence Base (REB) submission to DfT	0 days	Completed	Completed
DfT SOBC acceptance / conditional approval	0 days	Completed	Completed
Outline Business Case (OBC) submission	0 days	Completed	Completed
DfT OBC approval / programme entry	0 days	Wed 7/9/22	Wed 7/9/22
OJEU notice (start of procurement process)	0 days	Completed	Completed
Design and Build Contractor appointment	0 days	Completed	Completed
Pre-application Consultation (finalise materials, consultation period and analyse results)	82 days	Wed 20/07/22	Fri 11/11/22
Planning Application Submission	0 days	Wed 29/03/23	Wed 29/03/23
Publication of CPOs	0 days	Fri 12/05/23	Fri 12/05/23
Publication of SROs	0 days	Fri 12/05/23	Fri 12/05/23
Start of CPO Publication Period	0 days	Mon 15/05/23	Mon 15/05/23
Start of SRO Publication Period	0 days	Mon 15/05/23	Mon 15/05/23
End of CPO Publication Period	0 days	Mon 26/06/23	Mon 26/06/23
End of SRO Publication Period	0 days	Mon 26/06/23	Mon 26/06/23
Determination of planning decision – assuming decision is ‘not called in’ by the Secretary of State	0 days	Wed 06/09/23	Wed 06/09/23
Confirmation of Public Inquiry from Secretary of State	0 days	Wed 27/09/23	Wed 27/09/23
Start of Public Inquiry	0 days	Thu 02/11/23	Thu 02/11/23
Completion of Public Inquiry	0 days	Wed 13/12/23	Wed 13/12/23
Completion of Stage 1 work	0 days	Fri 27/10/23	Fri 27/10/23
SoS Decision	0 days	Wed 12/06/24	Wed 12/06/24
Publication Notice of Confirmation of CPO (NCC)	0 days	Wed 26/06/24	Wed 26/06/24
Publication Notice of Confirmation of SRO (NCC)	0 days	Wed 26/06/24	Wed 26/06/24

Norwich Western Link - Scheme Programme Milestones

Start of Statutory Challenge Period	0 days	Thu 27/06/24	Thu 27/06/24
End of Statutory Challenge Period	0 days	Wed 07/08/24	Wed 07/08/24
Confirmation of all statutory orders and consents (includes statutory challenge period)	0 days	Wed 07/08/24	Wed 07/08/24
Submission of pre-commencement planning conditions	0 days	Fri 26/07/24	Fri 26/07/24
Discharge of pre-commencement planning conditions	0 days	Mon 21/10/24	Mon 21/10/24
Full Business Case (FBC) submitted to DfT	0 days	Thu 21/08/24	Thu 21/08/24
DfT approval of Final Business Case	0 days	Thu 14/11/24	Thu 14/11/24
Land acquired	0 days	Thu 14/11/24	Thu 14/11/24
Start of Construction	0 days	Fri 15/11/24	Fri 15/11/24
Scheme open to public	0 days	Thu 17/12/26	Thu 17/12/26

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NWL Risk Register

Prepared by (Risk Register Owner)
Date last updated

Brett Rivett
07/06/2022

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum	Most Likely	Maximum
Strategic	A - Funding / Third parties	A04	18/06/2018	There may be a delay in the funding approval (OBC and/or OBC) from DFT due to a general election being called or other factors impacting the sign off of the business cases.	Delay to scheme development. Programme delay.	2	1	2	LOW	Ensure scheme is high on the political agenda. Council and Business Rate Pool grants funding the scheme so far. Programme to be revised with new anticipated funding announcement date. Engagement with DFT to reinforce the need for the scheme	3	1	3	LOW	3	1	3	LOW	35.50%	£127,219	£254,439	£763,316	15/11/2024	Open
Strategic	A - Funding / Third parties	A05	18/06/2018	The project may receive a legal challenge based on the planning and environmental processes followed, or if environment factors are encountered during surveys.	Delay to programme and the associated costs of tackling a legal challenge. Prolonged public inquiry. Judicial review of the scheme	3	2	6	MEDIUM	Keep stakeholders apprised of progress and engaged with the project. Treat all stakeholders fairly and equitably. Stakeholder management plan. Continue to build robust evidence base and ensure all scheme benefits are identified, following webTAG guidance. Provision of a Robust EAST process. Audit trail and evidence base supporting business case. Legal review and guidance at key milestones - vulnerability assessment	4	2	8	MEDIUM	3	2	6	MEDIUM	35.50%	£184,160	£368,321	£552,481	15/11/2022	Open
Strategic	A - Funding / Third parties	A06	18/06/2018	The value of the land required for the project may increase above the anticipated costs (inflation or otherwise).	Cost increase. Delays whilst land value negotiations take place.	3	1	3	LOW	Ensure the estimate costs are refreshed at all stages and based on historic costs.	3	1	3	LOW	3	1	3	LOW	35.50%	See 'Adjustment to outturn (Inflation)'			18/11/2024	Open
Strategic	A - Funding / Third parties	A08	18/07/2018	The project may fail to secure budget for scheme funding profile from NCC and DFT due to changes in policy, change in MP support, or change in local support.	Depending on the timing of the event, notice to proceed to Stage Two and Stage Three may not be issued or the contract between NCC and Ferrovial may need to be terminated.	2	1	2	LOW	Demonstrate need for scheme so that buy-in and funding is secured. Identify and track bid opportunities inclusion for local funding. Consider opportunities for developer funding. Demonstrate lessons from previous schemes and proven track record of delivery.	3	1	3	LOW	3	1	3	LOW	35.50%				15/11/2024	Open
Strategic	A - Funding / Third parties	A10	18/07/2018	Changes to UK relationship with the European Union affecting trading conditions.	Price increase in construction materials due to the value of the pound decreasing. Increased tariffs and or boarder delays.	2	1	2	LOW	External political uncertainty - difficult to gauge at this stage. Monitor situation and consider financial / programme / procurement of any changes in relationship. Estimates will be calculated in a rigorous manner taking into account inflation along with a realistic delivery programme. Consider alternative materials/construction methods.	2	1	2	LOW	2	1	2	LOW	13.00%	£47,610	£95,221	£142,831	18/12/2026	Open
Operational	A - Funding / Third parties	A16	17/01/2020	Reinstatement of temporary land occupied to deliver the project is not acceptable to landowners, as reinstatement fails to meet the standard recorded prior to temporary occupation.	Additional cost to reinstate to original condition or to acquire land.	2	1	2	LOW	Earthworks strategy to ensure suitable materials are retained to reinstate temporary land requirements back to their original condition, i.e. suitable quality and volume of topsoil, subsoils, etc. - Identify areas, produce a plan/sketch, identify landowner/tenant details - Identify the current use of the temporary land. - Collate information about any discussions with affected landowners to date. Future usage? Reinstatement details? - NPS to advise on condition surveys, agree timescales, cost etc. Is this within the scope? - Agree selling strategy with Ferrovial. Extent of topsoil strip and proposed reinstatement.	3	1	3	LOW	2	1	2	LOW	13.00%	£50,671	£101,342	£202,683	18/12/2026	Open
Operational	A - Funding / Third parties	A17	28/01/2021	Addition of new Third Party Agreements or amendment to the existing Third Party Agreements included in the Scope introduces additional or varied constraints.	Additional costs and programme implications.	2	1	2	LOW	Early negotiation and conclusion of TPA's. Ensure TPA's do not impose additional constraints which will effect the way the Contractor provides the works.	3	1	3	LOW	3	1	3	LOW	35.50%	£113,415	£226,829	£453,658	18/11/2024	Open
Operational	A - Funding / Third parties	A18	06/05/2022	Revenue generated from re-sale of properties acquired may exceed that assumed in the laned estimate.	Increased return to the project.	3	1	3	LOW		3	1	3	LOW	3	1	3	LOW	35.50%		£-177,386	£-225,311	18/11/2024	Open
Strategic	B - Programme / Contract	B03	18/06/2018	Legal work may not completed on time.	Delays to statutory notifications required under planning consent requirements. Reputational damage due to loss of confidence in NCC's capability to deliver	2	1	2	LOW	Engage early with NCC legal team and understand timescale - input to delivery programme, lessons learned from NDR	2	1	2	LOW	2	1	2	LOW	13.00%	£62,886	£153,560	£439,294	18/11/2024	Open
Strategic	B - Programme / Contract	B04	18/06/2018	The planning process may impose unexpected conditions on the project.	Costs to address the conditions to allow licences to be released. This could include design updates, more land purchase. Compression of the programme between the determination of planning and start of works	3	3	9	MEDIUM	Work with LPAs from early stage including programmed share of draft conditions. Consider requirements and lessons learnt from other projects including Broadland Northway.	3	3	9	MEDIUM	3	3	9	MEDIUM	35.50%	£450,751	£901,502	£1,803,003	18/11/2024	Open
Strategic	B - Programme / Contract	B05	18/06/2018	The A47 dualling construction programme may change.	Delays to construction programme. Cost impact to re-sequence work	3	1	3	LOW	Work with National Highways and understand delivery programme for A47 and key interfaces, programme phasing to minimise impact e.g. southern section for later delivery.	3	3	9	MEDIUM	3	1	3	LOW	35.50%	£27,458	£82,373	£164,745	29/07/2022	Open
Strategic	B - Programme / Contract	B06	18/06/2018	Landowners may object to the scheme or to selling their land.	Potential delays or difficulties negotiating during the CPO process. Cost increase to agree a route and mitigation which impacts the BCR. Reputational damage for NCC with local landowners. Change of landowner leads to disagreement on proposals	2	1	2	LOW	Work in consultation with landowners from an early stage and use of statutory powers. Delivery programme to allow for inquiry timescales	4	1	4	LOW	3	1	3	LOW	35.50%	£90,235	£180,469	£680,488	15/11/2024	Open
Strategic	B - Programme / Contract	B12	02/07/2018	NCC Decisions may not be made in a timely manner due to change of staff, loss of decision making personnel or absence of decision making personnel.	Delay to programme while decisions aren't made	2	1	2	LOW	Programme to include key committee dates and milestones - deliverables to be ready in time for review to aid decision making, member steering group to keep members apprised.	2	3	6	MEDIUM	2	1	2	LOW	13.00%	£33,044	£66,087	£132,175	18/12/2026	Open
Strategic	B - Programme / Contract	B17	30/03/2020	Stage One - Pandemic - virus strain known as severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) or the disease known as coronavirus disease 2019 (COVID-19) (including, in both instances any mutation or variant thereof) preventing external meetings being held with stakeholders and public consultation activities from proceeding.	Delay to programme	4	1	4	LOW	Online meetings to be held where possible and further exchange of information electronically. Re-programme liaison groups and public consultations	3	3	9	MEDIUM	3	1	3	LOW	35.50%				18/11/2024	Open
Strategic	B - Programme / Contract	B18	12/06/2020	The programme for adoption of the GNL and LTP are delayed	The NWL programme does not align with the plan making process. Reference to these policies would need to consider their stage in development	1	1	1	LOW	Engagement with the GNL, LTP team and Counsel to understand the programme for inclusion of the NWL. Ensure appropriate 'weight' is given to these policies at time of submission by working with WSP Planning.	4	3	12	MEDIUM	1	1	1	LOW	2.50%				29/03/2022	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum £22,334,226	Most Likely £37,366,322	Maximum £69,162,534
Operational	B - Programme / Contract	B20	16/09/2020	Stage One - Pandemic - virus strain known as severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) or the disease known as coronavirus disease 2019 (COVID-19) (including, in both instances any mutation or variant thereof) impacts the Client's and Contractor's resource.	Delays to the programme and/or increased cost: Staff availability - infections/self-isolation, Reliance on technologies (resilience), Sufficiency of programme and Stage One deliverables, Local and/or national lockdowns preventing the Contractor obtaining further SI/GI data, Prolonged surveys and or investigations, Consultations and/or inquiry prolonged and Increased inflationary pressures due to delay/prolongation.	3	1	3	LOW	Compliance with guidance. Contractor's risk under the contract, unless events directly associated with the pandemic prevent the Contractor's from completing the whole of the works by the planned Completion date or stop the work in totality ... clause 19. Client risk if laws change by comparison to the las known at the contract date.	3	1	3	LOW	3	1	3	LOW	35.50%	£63,610	£146,430	£292,861	18/11/2024	Open
Operational	B - Programme / Contract	B21	16/09/2020	Stage Two - Pandemic - virus strain known as severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) or the disease known as coronavirus disease 2019 (COVID-19) (including, in both instances any mutation or variant thereof).	Delays to the programme and/or increased cost: Staff availability - infections/self-isolation, Reliance on technologies (resilience), Sufficiency of programme and Stage One deliverables, Local and/or national lockdowns preventing the Contractor obtaining further SI/GI data, Prolonged surveys and or investigations, Consultations and/or inquiry prolonged and Increased inflationary pressures due to delay/prolongation.	2	2	4	LOW	Compliance with guidance - Construction Leadership Councils Site Operating Procedures to be introduced. Client risk if events directly associated with the pandemic prevent the Contractor's from completing the whole of the works by the planned Completion date or stop the work in totality or laws change by comparison to the las known at the contract date. Shared risk under the contract if the PWDD exceeds the total of the Prices, prior to the PWDD exceeding the total of the Prices the risk is retained by the Contractor.	2	2	4	LOW	2	2	4	LOW	13.00%	£200,696	£401,497	£802,995	18/12/2026	Open
Operational	B - Programme / Contract	B22	16/09/2020	Inflationary factors impacted by: 1) Increased national infrastructure delivery programme, 2) Pandemic - virus strain known as severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) or the disease known as coronavirus disease 2019 (COVID-19) (including, in both instances any mutation or variant thereof) and 3) Brexit. 4) Invasion of Ukraine.	Inflation in excess of historic trends used for the purpose of the forecast, driven by: 1) Supply and demand 2) Increases in aggregate tax, fuel levies, road tax, landfill tax, etc.	3	3	9	MEDIUM	Outside of the Client's and Contractor's control ... can only monitor. Contractor risk under the contract ... other than recovery through X1. Shared risk under the contract if the PWDD exceeds the total of the Prices, prior to the PWDD exceeding the total of the Prices the risk is retained by the Contractor.	4	3	12	MEDIUM	4	3	12	MEDIUM	65.50%	See 'Adjustment to outturn (Inflation)'			18/12/2026	Open
Strategic	B - Programme / Contract	B23	29/03/2021	The delivery of the Sustainable Transport Strategy is outside of the main D&B contract	Late changes to the D&B Contractors scope of work Potential programme implications subject to STS delivery timescales	3	3	9	MEDIUM	Work with other departments in NCC to determine the best delivery route for the STS. Once confirmed, ensure the work is included in the forward plan.	3	3	9	MEDIUM	3	3	9	MEDIUM	35.50%				20/03/2025	Open
Strategic	C - Scope Change / Change	C01	18/06/2018	Early assumptions made for engineering design found to be insufficient following receipt of further information. Note: Risk considers the adequacy of the Tender Design where the engineering solution deviates from the Reference Design (accepted deviations).	Design changes required, Cost increases during design due to increased design requirements (more concrete, greater level of excavation etc) Reputational damage Delivery delays	2	2	4	LOW	Undertake sensitivity testing on key design parameters and assumptions. Consider robust/resilient case. Carry out desk study, ground investigation and topographical survey	1	2	2	LOW	1	2	2	LOW	2.50%	£23,542	£50,349	£97,433	29/06/2023	Open
Strategic	C - Scope Change / Change	C03	18/06/2018	National Highways may change the A47 junction design, requiring an update to the NWL alignment.	Additional cost, in both design and construction Delay to the design programme Increased land take Increased land costs Significant change may require additional environmental surveys Change in scheme design may have an increased environmental impact	2	1	2	LOW	Regular co-ordination with National Highways to ensure that the NWL aligns and ties in with the A47 scheme.	1	1	1	LOW	1	1	1	LOW	2.50%	£13,230	£26,459	£52,918	29/06/2023	Open
Strategic	C - Scope Change / Change	C05	18/06/2018	DfT standard departures may not be approved without changes or adjustments. Note: Risk considers the transition from NCC/Contractor design to National Highways design at interface with A47.	Redesign to meet the standards at the tie in point with the A47 (Contractor design at/to the tie will need National Highways approval (transition)). Increased costs to overall scheme to meet acceptable standards. Delays while negotiating the departures.	1	1	1	LOW	Design the interface with National Highways network at the A47 and the NWL approach to DMRB standards. Confirm the impact of DfT's updates to DMRB standards on the previous outline designs. Carry out preliminary designs to meet requirements of DMRB/national standards wherever possible - and minimise need for Departures.	1	1	1	LOW	1	1	1	LOW	2.50%	£13,230	£26,459	£52,918	29/06/2023	Open
Strategic	C - Scope Change / Change	C06	18/06/2018	There may be a variation between actual site conditions and assumptions used in design, such as the GI and topographical survey. Note: Risk considers the adequacy of the revised Tender Design (Route Refinement) where the engineering solution deviates from the Tender Design.	Ground works costs increase Land take may increase, The drainage design may need revision	3	2	6	MEDIUM	Intrusive ground investigation surveys to be undertaken sufficiently soon in programme (including ground water monitoring and infiltration testing). Ensure surveys are robust to minimise unknown changes in conditions. Review Ferrovial GI Factual report and identify the differences. Identify implications i.e. impact on viaduct, other structures, drainage, earthworks, etc.	3	4	12	MEDIUM	3	4	12	MEDIUM	35.50%	£387,077	£951,654	£2,854,962	18/12/2026	Open
Strategic	C - Scope Change / Change	C08	18/07/2018	Design departures subject to NCC approval may not be granted. Note: Risk considers the deviations accepted through dialogue and the acceptability as part of the planning process.	Approvals not achieved so scheme cannot proceed. Designs require modification to address approval issues.	2	3	6	MEDIUM	Engage with NCC technical approval team and seek early advice on any potential departures. Confirm design freeze date with NCC, and seek NCC's early input to design decisions.	2	3	6	MEDIUM	1	3	3	LOW	2.50%	£47,605	£114,448	£228,896	29/06/2023	Open
Strategic	C - Scope Change / Change	C10	02/07/2018	The DfT may make updates which affect traffic modelling.	The cost of re-modelling or re-working of models based on new data Programme delay whilst outputs are revised Effect on scheme benefits	1	1	1	LOW	Early assessment of any DfT updates.	1	3	3	LOW	1	1	1	LOW	2.50%	£26,980	£73,198	£146,396	29/06/2023	Open
Strategic	C - Scope Change / Change	C13	08/05/2019	The scope of the works to introduce cycle and footway provision is yet to be fixed in relation to the preferred route.	Additional scope and costs to provide Delays if stakeholder consultations lead to changes	2	2	4	LOW	Carry out further investigation to determine existing trails, links and PROW, and understand desire line. Liaise with NCC and local stakeholders to gauge their views on measures being proposed.	2	2	4	LOW	2	2	4	LOW	13.00%	£54,494	£108,987	£217,975	29/06/2023	Open
Strategic	C - Scope Change / Change	C15	12/08/2020	Changes to technical standards and guidance on which the design/assessment of the scheme are based.	Design changes lead to programme delay. Cost increases for additional/improved provisions. Challenge to funding application if compliance cannot be demonstrated.	2	1	2	LOW	Assess any changes in guidance and incorporate into the emerging proposals	2	1	2	LOW	2	1	2	LOW	13.00%	£65,219	£130,437	£260,875	05/09/2023	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum	Most Likely	Maximum
																						£22,334,226	£37,366,322	£69,162,534
Operational	C - Scope Change / Change	C16	25/01/2021	Reduction or increase in the permanent land requirements over that shown on the tender design drawings. Note: Contemplates changes from land requirements considered for the revised Tender Design (Alignment Refinement).	Cost associated with the requirement to take additional land or reduce the requirements. Delays to scheme due to the requirement to survey and review the additional land. Requirement for further consultation	2	1	2	LOW	Permanent land requirements to be discussed with the Contractor during Stage One, objective is to: Reduce the permanent land requirements, Minimise future maintenance liabilities for retained and Reduce the over-all cost burden.	2	1	2	LOW	2	1	2	LOW	13.00%	£11,983	£23,966	£47,931	05/09/2023	Open
Operational	C - Scope Change / Change	C17	25/01/2021	Reduction or increase in the temporary land requirements over that shown on the tender design drawings. Note: Contemplates changes from land requirements considered for the revised Tender Design (Alignment Refinement).	Cost associated with the requirement to take additional land or reduce the requirements. Delays to scheme due to the requirement to survey and review the additional land. Requirement for further consultation	2	1	2	LOW	Temporary land requirements to be discussed with the Contractor during Stage One, objective is to: Reduce the temporary land requirements, Provide sufficient land to remove constraints that are impeding efficient design/delivery, Reduce the over-all cost burden.	2	1	2	LOW	2	1	2	LOW	13.00%	£29,957	£59,914	£119,828	05/09/2023	Open
Strategic	C - Scope Change / Change	C18	25/01/2021	Design change required to maintain connectivity for walking and cycling. The A47 scheme includes a new walking and cycling route towards Hockering which passes to the north of the Wood Lane junction, across the proposed NWL.	Additional crossing or other design changes to accommodate the re-routing of the new route leading to Additional costs Objection to proposals from stakeholders	2	2	4	LOW	Discussions with National Highways to consider design solution. Consider alternative routing of NMU's on the NWL	5	2	10	MEDIUM	2	2	4	LOW	13.00%	£121,996	£243,998	£399,030	05/09/2023	Open
Operational	C - Scope Change / Change	C19	25/01/2021	'Stopping Up' of Weston Road and Breck Road is opposed.	Construction of Weston Road and Breck Road Overbridges, including all design costs, construction costs and programme implications.	1	3	3	LOW	Maintain dialogue with key supporters of the change to minimise risk of objection gaining momentum.	1	3	3	LOW	1	3	3	LOW	2.50%				05/09/2023	Open
Operational	C - Scope Change / Change	C20	27/01/2021	Early access to land which has not been acquired to carry out ecological mitigation works is not possible. Note: Risk considers access to 'off-site' areas required for mitigation purposes.	Delay and disruption to the programme for Stage Two Work and Stage Three Work. Increase in Contractors costs	2	2	4	LOW	Identification of alternative areas for mitigation works. Advance negotiation with landowners. Increase compensatory payments.	3	3	9	MEDIUM	2	2	4	LOW	13.00%	£93,848	£187,696	£563,087	19/10/2023	Open
Strategic	C - Scope Change / Change	C21	29/01/2021	Sustainable transport strategy - provisions. Development of the shortlisted wider measures (1, 3, 4, 5 and 7E).	Additional design, construction and programme implications.	2	3	6	MEDIUM	As designs develop further, continue to monitor costs and implications of the proposals.	2	3	6	MEDIUM	2	3	6	MEDIUM	13.00%	£244,837	£400,300	£666,537	30/06/2022	Open
Strategic	C - Scope Change / Change	C22	19/02/2021	Sufficiency of the Contractor's Budget for Stage Two Work	Increases the difference between the Price of Work Done to Date and the total of the Prices for Stage Two, hence increasing the amount the Client pays. Programme effects, works not included in the Accepted Programme.	4	3	12	MEDIUM	Subject to Budget Events being raised and assessed.	4	3	12	MEDIUM	4	3	12	MEDIUM	65.50%	£1,872,469	£3,898,262	£5,879,708	18/11/2024	Open
Operational	C - Scope Change / Change	C23	19/02/2021	Value engineering opportunities.	Reduces the total of the Prices for Stage Two. Programme effects, works included in the Accepted Programme omitted.	3	2	6	MEDIUM	Drive through proposed opportunities.	3	2	6	MEDIUM	2	2	4	LOW	13.00%	£-91,085	£-303,778	£-516,471	18/11/2024	Open
Operational	C - Scope Change / Change	C25	30/11/2021	Changes to the Scope instructed by the Project Manager (not covered by specific risks detailed herein), including any ambiguities or inconsistencies as previously noted under risk K05.	Ambiguity in requirements/site information, access issues, late issue of information, unforeseen ground conditions, STATS and traffic management issues may all give rise to disputes and claims	5	2	10	MEDIUM	Change will be subject to full scrutiny to ensure it is kept to an absolute minimum.	4	2	8	MEDIUM	4	2	8	MEDIUM	65.50%	£561,575	£1,534,756	£2,200,713	18/12/2026	Open
Operational	C - Scope Change / Change	C27	04/05/2022	Additional Ground Investigation works required over that set out in the GISR.	Additional works attracting cost and time.	3	1	3	LOW	Norfolk Labs to review GISR.	3	1	3	LOW	3	1	3	LOW	35.50%	£232,075	£464,151	£928,302	05/09/2023	Open
Operational	C - Scope Change / Change	C28	04/05/2022	Failure to agree the assessment of events that can change the Budget for Stage Two Work (Clause X22.6 refers).	Escalation to the Senior representatives for resolution (X22.6(5)). Escalation to the Project Board Members for resolution (X22.6(6)). If the above steps do not resolve the matter, the notice to proceed to Stage Two and Stage Three cannot be issued (X22.5(3)). Procurement of Stage Two and Stage Three Work.	4	1	4	LOW	Contractor and or Project Manager to comply with the conditions of contract when assessing events that can change the Budget for Stage Two Work. Procurement of the Stage Two and Stage Three Works to maintain programme.	4	3	12	MEDIUM	4	3	12	MEDIUM	65.50%	£6,293,864	£3,918,001	£7,733,430		Open
Operational	C - Scope Change / Change	C29	04/05/2022	On-going design development linked with the alignment refinement works. Note: Risk considered the on-going development of bat mitigation measures between chainage 2200 and the south abutment of the viaduct.	Cost and programme implications resulting from changes to the revised Tender Design.	4	1	4	LOW	Options: 1) Delay commencement of detailed design of revised Tender Design between chainage 2200 and South abutment until feedback from stakeholders obtained as to preferential solution. 2) Proceed with detailed design of revised Tender Design between chainage 2200 and South abutment. 3) Proceed with alternative Tender Design (Green Bridge) between chainage 2200 and South abutment. 4) Proceed with detailed design of revised Tender Design between chainage 2200 and South abutment and develop Tender Design for alternative green bridge through to selection of preferential solutions (abortive works/costs but possible mitigation through mitigation of programme effects).	4	1	4	LOW	4	1	4	LOW	65.50%	£801,235	£935,723	£1,070,212	05/09/2023	Open
Strategic	D - Weather Events	D01	18/06/2018	Adverse weather conditions e.g. high winds, flooding, extremes of temperature. Note, this risk considers the effect adverse weather conditions would have on the works to be carried out by the Client and/or Others. Risk D02 and D03 consider the effect on the works to be provided by the Contractor.	Delays to surveys and provision of data by the Client or Others.	3	1	3	LOW	Time works to minimise risk, contingency in delivery programme/budget	2	1	2	LOW	2	1	2	LOW	13.00%	£46,587	£69,881		05/09/2023	Open
Operational	D - Weather Events	D02	10/08/2020	Adverse weather conditions greater than 1 in 10 year event.	Delay and disruption to Stage One and Stage Two. Client liability (compensation event) if the event is a consequence of rainfall, air temperature or snow. Shared liability if the event is a consequence of other weather events such as wind. Likelihood increased due to occurrence of more adverse weather patterns.	3	2	6	MEDIUM	Time works to minimise risk, contingency in delivery programme/budget. Best practice to be adopted, ensuring earthworks are sealed with adequate and appropriate run-off to avoid scouring and pollution. Other protective works to be considered during the development of the method statements. Maintain original programme, i.e. provide the works within the same timescales as set out in the first Accepted Programme, thus not changing the Client's risk profile.	3	2	6	MEDIUM	3	2	6	MEDIUM	35.50%	£411,240	£822,480	£1,644,960	18/12/2026	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum	Most Likely	Maximum
Operational	D - Weather Events	D03	10/08/2020	Adverse weather conditions less than 1 in 10 year event.	Delay and disruption to Stage One and Stage Two. Shared liability, regardless of the weather event. Traditional construction methodology more susceptible to delay due to wind speeds.	4	1	4	LOW	Time works to minimise risk, contingency in delivery programme/budget. Best practice to be adopted, ensuring earthworks are sealed with adequate and appropriate run-off to avoid scouring and pollution. Other protective works to be considered during the development of the method statements. Risk profile unchanged if tender construction programme can be maintained.	4	1	4	LOW	4	1	4	LOW	65.50%	£22,334,226	£37,366,322	£69,162,534	18/12/2026	Open
Strategic	E - Design Risk Products / Materials	E04	18/06/2018	Change in structure type, appearance and span arrangement - Viaducts.	Redesign works and possible delay Increase in costs May impact on land requirements	2	3	6	MEDIUM	Investigate various structure types, appearance and span arrangements. Consider input from architectural advisers. Allow margin in preliminary sizing of bridge elements so later minor changes in parameters don't require significant redesign. Seek agreement from all stakeholder prior to proceeding with design.	1	3	3	LOW	1	3	3	LOW	2.50%	£38,134	£95,506	£191,012	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E05	02/07/2018	RSA may require changes in the later design stages.	Late design changes impact on programme The cost implication of reviewing and updating designs	3	1	3	LOW	Where possible design to conform to technical standards, within known constraints. Confirm the recommendations of the road safety auditors and adjust designs if required. Programme audits between design stages to allow for updates to be captured at subsequent design stage. Seek early review/ input from Road safety team at NCC.	3	2	6	MEDIUM	3	1	3	LOW	35.50%	£161,678	£323,357	£646,714	18/12/2026	Open
Strategic	E - Design Risk Products / Materials	E08	08/05/2019	The assumption that the wildlife overbridges will be a standard width may change. Note: Relates to GB1, GB2 and GB4.	Additional costs for design and construction will be incurred if it is established that wider or more complicated structures are required.	4	2	8	MEDIUM	Confirm number, location and requirement for Wildlife bridges from Ecology team. Design and include proposals in works package to Contractor.	4	2	8	MEDIUM	4	2	8	MEDIUM	65.50%	£706,912	£1,599,478	£2,696,332	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E09	08/05/2019	The scope to address the supplementary measures to the NWL may increase following full investigation and local traffic issues.	Additional costs for design and construction to provide supplementary measures Possible delays if further consultation is required.	1	1	1	LOW	An allowance has been made as part of the cost plan. Confirm during the OBC risk phase to ensure this is sufficient/ updated in Cost Risk assessment Carry out further investigation to appreciate local traffic issues that could be addressed - weight restriction, vehicle restrictions, traffic calming etc. Liaise with NCC and local stakeholders to gauge their views on measures being proposed.	3	1	3	LOW	3	1	3	LOW	35.50%	£124,250	£177,500	£230,750	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E11	29/11/2019	NMU and land access strategy may fail to gain support of LPA, PRoW and landowners.	Redesign work and possible programme delay Additional structures required to cross NWL - cost and programme delay Additional compensation to landowners PRoW objection - planning and programme delay	3	1	3	LOW	Carry out a detailed assessment of the existing PRoW routes, including user surveys on affected routes that cross the NWL Engage with PRoW team and landowners to understand existing arrangement for land access and use of PRoW network. Develop a considered strategy that minimised severance and preserves access. Coordinate with National Highways for A47 works and access arrangements - Honningham Restricted Byway and Easton Estate.	3	1	3	LOW	3	1	3	LOW	35.50%	£117,110	£187,860	£375,719	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E12	31/03/2020	Additional structures needed to cross the IDB drains to facilitate maintenance access track for viaduct inspection/maintenance and another structure to facilitate NMU route east of Tud Tributary culvert.	Additional scope and costs to design Potential hydrological / ecological constraints EA or NE objection poses risk to planning	3	1	3	LOW	Agree requirements with IDB/EA/NE.	3	1	3	LOW	3	1	3	LOW	35.50%	£234,220	£285,485	£570,969	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E13	21/05/2020	The highway and junction layouts indicated in the Reference Design are based on 2015 base year traffic survey data. More current traffic survey information is being obtained from 2019 surveys that will be used as basis for updating the traffic model in 2020. There is a risk that the difference in the data may result in geometric design changes. Note: Risk considers the sufficiency of the forecast allowance for design changes required to accommodate the revised forecast flows.	Late design changes impact on programme The cost implication of reviewing and updating designs Change to the Contractors Tender Price	4	1	4	LOW	Undertake a sensitivity check of the existing 2015 base year model. Identify possible capacity issue with current design with possible change scenarios. Expedite modelling based on 2019 base survey data to ensure that information is available for any design reviews prior to the planning submission.	3	2	6	MEDIUM	3	1	3	LOW	35.50%	£163,300	£326,600	£653,200	05/09/2023	Open
Strategic	E - Design Risk Products / Materials	E14	03/05/2022	Proceeding with the revised tender design in the absence of GI data and/or additional GI data. Note: Relates to the revised Tender Design which incorporates the refined route.	Potential change to foundations if GI does not confirm assumptions. Late design changes once survey information becomes available Cost and programme impact. Conservative assumptions stifle contractor efficiencies	3	2	6	MEDIUM		3	2	6	MEDIUM	3	2	6	MEDIUM	35.50%	£218,117	£413,055	£826,109	29/06/2023	Open
Operational	F - Environmental	F01	18/06/2018	During construction protected species not previously identified may be found to be present in location of project.	Make area safe for protected species Relocate where applicable Schedule relocation at suitable time Delays to project and associated cost for rehoming and delays	2	2	4	LOW	Maintain survey data and ensure it is up to date, time ecology species surveys to maximise shelf life An ecological watching brief could be maintained prior to the start of construction. Integration between Ecology and Environment teams - any new information to be escalated.	2	2	4	LOW	2	2	4	LOW	13.00%	£69,521	£139,041	£258,582	18/12/2026	Open
Operational	F - Environmental	F02	18/06/2018	Contamination and/or fly tipping is discovered on the land during the site surveys or identified/occurs during Stage One and Stage Two.	Additional cost in the procurement process for testing, treating and removal of material. Disposal of fly tipping and/or treatment of contaminated land.	3	1	3	LOW	Undertake desk based assessment and intrusive investigation of appropriate areas pre-submission of the application to target these areas. If appropriate, align Contaminated land testing with GI's scheduled to reduce costs.	3	1	3	LOW	3	1	3	LOW	35.50%	£35,500	£88,750	£177,500	18/12/2026	Open
Strategic	F - Environmental	F03	18/06/2018	Lack of access to undertake environmental surveys until CPO process completed (Stage Two access date).	Incomplete surveys and hence assessments may not be suitable for submission to the determining authority Delay to programme while surveys are undertaken A complete survey season of baseline information required to determine mitigation	4	1	4	LOW	Work with landowners to agree access and undertake worst case assessment if suitable to do so. Ensure programme has sufficient time for access and seasonal surveys (including statutory powers notifications). Use of entry notices to gain access	4	1	4	LOW	4	1	4	LOW	65.50%	£166,489	£166,489	£332,979	04/08/2023	Open
Operational	F - Environmental	F04	18/06/2018	Invasive species may be found to be present in location of project.	Additional cost for testing and treating and removal prior to construction commencing	2	1	2	LOW	When full access is granted to the entire route the presence or likely absence of invasive species will be able to be confirmed. Working towards full land access.	2	1	2	LOW	2	1	2	LOW	13.00%	£66,271	£132,541	£248,832	18/12/2026	Open
Operational	F - Environmental	F05	18/06/2018	Archaeological remains that require significant intrusive investigation may be found to be present.	Risk to pre-construction programme and cost from survey requirements pre-application Re-route scheme to avoid known sites of archaeological value. Will also result in increased costs and delays to activities/ programme	3	2	6	MEDIUM	Work with Historic England and the archaeological officer of NCC to agree scope of the assessment. Identify a suitable WSI in advance of intrusive works to ensure that archaeological matters are appropriately addressed at all suitable stages. Archaeological desk study, Geotech surveys, trial trenching along preferred route, avoid any nationally significant archaeology. Geophysics post PRA	3	2	6	MEDIUM	3	2	6	MEDIUM	35.50%	£207,595	£374,384	£622,784	02/09/2022	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status					
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum £22,334,226	Most Likely £37,366,322	Maximum £69,162,534	
Strategic	F - Environmental	F06	02/07/2018	Failure to reach agreement with relevant consultees with regard to significant environmental impacts and mitigation. E.g. SAC/SSSI. This could include NE not accepting the design e.g. of the viaduct and/or bat mitigation measures - underpasses/green bridges.	Potential objectors to the project that could jeopardise delivery	3	1	3	LOW	Regular meetings and progress updates with NE and the EA so an agreement can be reached. Produce technical notes on specific impacts for agreement with NE/EA.	3	1	3	LOW	3	1	3	LOW	35.50%	£194,989	£389,979	£779,958	08/12/2022	Open	
Strategic	F - Environmental	F08	02/07/2018	Noise impacts are deemed to require mitigation.	Mitigation required such as acoustic fencing or false cutting; this could lead to additional land take or visual impacts. Cost increases	3	1	3	LOW	Noise assessment in EIA - seek adequate buffer zone from nearest receptors. Incorporate bunding in areas in closest proximity to residential receptors at outline design phase. Flexibility in highway fencing arrangements to incorporate a solid acoustic barrier if required. Modelling to inform noise assessments and mitigation design.	3	1	3	LOW	3	1	3	LOW	35.50%	£139,047	£278,094	£556,189	30/06/2022	Open	
Strategic	F - Environmental	F09	02/07/2018	Significant adverse environmental effects identified in the application.	This may be deemed unacceptable the determining authority compared to the scheme benefits Increased mitigation costs Programme delay to refine application	1	1	1	LOW	See F10 with regard to ensuring that the mitigation is not wholly inappropriate. Work with engineers to try and 'design out' significant effects so that they don't arise in the first place. Emphasise scheme benefits.	3	3	9	MEDIUM	2	1	2	LOW	13.00%	£68,794	£137,587	£275,175	30/08/2022	Open	
Strategic	F - Environmental	F10	02/07/2018	Unconfirmed scope of mitigation required for environmental impacts. Note: Risk considers the sufficiency of the ecological mitigation plan (TN037) and any subsequent revisions.	Increase in land take Increase in costs	3	2	6	MEDIUM	Undertake environmental assessment as soon as practicable to do so, such that measures can be incorporated into the design at an early stage. Work with engineers and attend workshops/meetings. Mitigation to be agreed in principle with regulators and key stakeholders as early as practicable. Early discussion with LPA and other regulators / stakeholders during pre-application period.	3	2	6	MEDIUM	3	2	6	MEDIUM	35.50%	£90,235	£488,917	£977,834	30/08/2022	Open	
Strategic	F - Environmental	F13	02/07/2018	Aboriginal surveys identify ancient or veteran trees that requires mitigation.	Land take impacts Design changes to retain ancient/veteran trees where possible, leading to programme delays	1	1	1	LOW	Minimise impact through design	2	1	2	LOW	2	1	2	LOW	13.00%				30/08/2022	Open	
Strategic	F - Environmental	F14	18/06/2018	The project may require extra mitigation to avoid listed building effects.	1.Costs associated with the additional landscaping/ change the scheme to avoid impacts	1	1	1	LOW	Work with Historic England and the heritage officer of NCC to agree scope of the assessment. Review listed buildings and map re proximity for each options seeking to select lower risk options.	4	1	4	LOW	4	1	4	LOW	65.50%	£135,094	£180,125	£225,156	30/08/2022	Open	
Strategic	F - Environmental	F15	18/07/2018	The project may have inadequate pollution control solution and management and control of the volume of runoff during flood events designed into scheme.	Adverse effects on SAC/SSSI	1	1	1	LOW	Work with EA to ascertain suitable pollution control mechanisms and location/capacity/Design of attenuation ponds. Maintain regular correspondence with Natural England and the Environment Agency with regard to any survey information and emerging assessment conclusions. Work with both consultees to identify mitigation measures.	1	1	1	LOW	1	1	1	LOW	2.50%	£13,057	£26,114	£52,227	30/08/2023	Open	
Strategic	F - Environmental	F17	18/07/2018	The shadow analysis shows that the project impacts the integrity of the River W even at 12m high.	Increased scheme height mitigation/design change. Worst case scenario additional compensation will be needed in the River Wensum to reduce the impact. Impact to NCC's reputation in the area	1	1	1	LOW	Undertake shadow analysis to fully understand shading impacts. Look at changing the design to ensure shading is not unacceptable in HRA terms. Extra consultation with NE. NE approval in advance of planning application submission	2	2	4	LOW	2	1	2	LOW	13.00%	£68,794	£137,587	£275,175	31/08/2022	Open	
Strategic	F - Environmental	F20	18/06/2018	Additional flood risk mitigation required.	More land take Increased costs	3	1	3	LOW	Design to minimise land take, identify and agree mitigation with EA and land take requirements. Design robust mitigation for 1:100 year + CC (2016 allowances) with level for level flood plain compensation. Early assessment of impacts in hydraulic model to understand likely land take requirements.	2	1	2	LOW	2	1	2	LOW	13.00%	£85,044	£170,087	£340,175	31/08/2022	Open	
Strategic	F - Environmental	F24	18/06/2018	River Wensum SAC prevents crossing of R Wensum (Natura 2000 site).	Increased land take for mitigation - ponds outside extents of extreme flood with conveyance system. The proposals will need to meet the tests as set out in the habitats directive. Should the tests not be met, then consent for the scheme would be in jeopardy	1	1	1	LOW	Maintain regular correspondence with Natural England and the Environment Agency with regard to any survey information and emerging assessment conclusions. Work with both consultees to identify mitigation measures that draw upon their specialist knowledge.	1	1	1	LOW	1	1	1	LOW	2.50%				31/08/2022	Open	
Strategic	F - Environmental	F26	18/12/2018	Adverse visual impacts created onto the Golf course and other sensitive receptors within view of the viaduct options may require mitigation.	Cost to implement greater than expected mitigation of the visual impacts from the viaduct and other sections of the scheme.	2	1	2	LOW	Consider earth bunding for visual screening in the design and maximise length of alignment in cutting.	2	1	2	LOW	2	1	2	LOW	13.00%	£54,381	£108,763	£217,526	31/08/2022	Open	
Strategic	F - Environmental	F31	29/01/2019	Long term groundwater monitoring may be requiring prior to construction.	Programme delay. Cost implication.	3	1	3	LOW	Consultation with statutory authorities on requirements.	3	1	3	LOW	3	1	3	LOW	35.50%	£40,381	£80,763	£161,525	31/03/2022	Open	
Strategic	F - Environmental	F33	04/04/2019	The scheme may not pass the NPPF Sequential Test that requires development to first be directed to lower risk flood zones.	Application of Exception Test will be required to justify that location in flood zones provides wider sustainability benefit that outweighs flood risk and does not increase flood risk elsewhere. Sustainability benefits of scheme to be confirmed by planning team. Impact on flood risk to be assessed in the FRA.	1	1	1	LOW	Continue to show how flood risk has been considered in the design and next stages of work, using evidence base information.	1	4	4	LOW	1	1	1	LOW	2.50%		£31,423	£62,846		03/02/2023	Open
Strategic	F - Environmental	F34	06/08/2019	The project may incur costs due to the lack of a design freeze early enough in advance of work on the OBC, Scoping Report and the ES.	The risk could be a delay in programme and deliverables due to re-doing of environmental assessment work. Abortive work if it changed halfway through the environmental assessment work for all stages, Continuous request for changes to completed designs	3	2	6	MEDIUM	Agree a definition and deadlines for design freezes of the route with all members of the team (Highways, environment etc) and with the client so it is clear what design everyone is working to. A new version of the design should not be used by any member of the team until next design freeze even if it is being updated by design team in between. To agree scope of allowable design changes and design freeze dates for design and build Contractor to comply with, and allocate clear responsibility for planning and EIA deliverables between WSP and Contractor as early as possible.	4	2	8	MEDIUM	3	2	6	MEDIUM	35.50%	£90,235	£453,658	£907,317	29/06/2023	Open	
Strategic	F - Environmental	F35	06/08/2019	Additional wildlife structures become required further to the new or additional information becoming available from surveys (i.e. bats and wildlife underpasses, or additional species being identified that require additional wildlife structures).	The cost associated with designing and implementing the structures Cost associated with addressing the highways alignment issues raised by the introduction of the new structures. Particularly the road profile which impacts on the land take.	2	3	6	MEDIUM	Allow a risk amount in the cost estimates to cover the additional cost of providing the underpass. Maintain wildlife bridge near the viaduct, even if it may not be required, as if it is not required but other wildlife structures become necessary this may balance the cost. Engagement between ecology team and design teams to identify as early as possible any potential additional wildlife structures needed. Use bat data from static detectors to evaluate requirement of bat structures	2	3	6	MEDIUM	2	3	6	MEDIUM	13.00%	£231,371	£462,742	£727,156	29/06/2023	Open	
Strategic	F - Environmental	F37	11/09/2019	The project red line boundary may increase due to ecology mitigation or the release of further requirements for constructability.	Programme delays to reach agreement with landowners/CPO additional land Cost and programme implications of increasing the project red line.	2	1	2	LOW	Confirm 'potential' compound areas in procurement process. Ensure the worst case scenario is captured and Ecology and other teams have input	3	4	12	MEDIUM	2	1	2	LOW	13.00%	£47,931	£119,828	£239,656	05/09/2023	Open	

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						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum £22,334,226	Most Likely £37,366,322	Maximum £69,162,534
Strategic	F - Environmental	F38	02/12/2019	Large amount of badger activity identified within northern woodlands (November 2019). Main sett location provided by NCC but no further details as access denied. Impacts to a main badger sett expected and therefore mitigation could involve creation of artificial sett. This will have to be located within the same territory as the existing sett, not within a neighbouring territory. Badger bait marking surveys therefore proposed.	Cost and programme and design implications.	1	1	1	LOW	Proposal for badger bait marking surveys in these woodlands. This will allow for the ecology team to map badger territories and identify a potential location for an artificial badger sett.	2	1	2	LOW	1	1	1	LOW	2.50%				30/08/2022	Open
Strategic	F - Environmental	F39	03/12/2019	The exact areas required for biodiversity net gain (BNG) delivery is unknown at this stage.	Sufficient off-site land not available or secured. Increased land costs Programme delay for land negotiations and challenge at inquiry	4	2	8	MEDIUM	High level BNG assessment being undertaken based on available survey data and aerial imagery. Update once the BNG assessment is complete following confirmation of RLB and subsequent habitat survey updates.	4	2	8	MEDIUM	4	2	8	MEDIUM	65.50%	£440,488	£880,975	£1,761,950	31/07/2022	Open
Strategic	F - Environmental	F40	02/12/2019	The planning application is "called in" by the Secretary of State for a decision. This is done for particularly controversial or technically challenging planning applications, and is a possibility for NWL.	Programme delay and cost increase for scheme development	4	1	4	LOW	Allow for public inquiry in scheme programme and budget Ensure submission documents are fit for future processes, in conjunction with WSP Planning, Legal advisors and NNC Planners.	4	2	8	MEDIUM	4	1	4	LOW	65.50%				06/09/2023	Open
Strategic	F - Environmental	F42	02/12/2019	The planning application takes longer than 18 weeks to determine.	Programme delay	2	1	2	LOW	Early engagement with LPA ensure sufficient resource available for determination. Offer Member's briefings at appropriate stages within determination period.	4	3	12	MEDIUM	3	1	3	LOW	35.50%	£90,235	£180,469	£360,939	06/09/2023	Open
Strategic	F - Environmental	F43	29/01/2020	The planning application is viewed by NCC (acting as the Local Planning Authority) as being 'contrary to the development plan'.	This would make getting planning permission more difficult. The Scheme would have to be justified based on 'material considerations', which is a higher bar than getting planning permission for a scheme that is in accordance with the development plan. Also increase the risk that the Secretary of State calls the application in.	3	3	9	MEDIUM	Early engagement with the LPA. Ultimately accordance with the development plan is a matter of judgement, and the planning statement be used to seek NCC's feedback on the approach that has been taken to the issue.	4	1	4	LOW	4	1	4	LOW	65.50%	£166,489	£332,979	£665,957	06/09/2023	Open
Strategic	F - Environmental	F44	26/02/2020	Ecology and environment survey data becoming 'out of date' in relation to the planning application date. This is dependant upon the type of flora/fauna and associated habitat.	Cost implications of repeating surveys Delay to planning application Design changes as a result of further information	2	1	2	LOW	Plan re-surveying in case of programme slippage.	4	4	16	MEDIUM	4	1	4	LOW	65.50%	£252,027	£330,239	£660,479	03/02/2023	Open
Strategic	F - Environmental	F47	12/08/2020	Objectors disrupt environmental surveys (Protestor action, see risk P01). Note: Risk considers the impact on the Stage One Work which is reliant on the output from environmental surveys and other exploratory works.	Incomplete surveys and hence assessments may not be suitable for submission to the determining authority Delay to programme while surveys are rescheduled Increase in survey costs Impact on staff physical and mental wellbeing	3	1	3	LOW	Monitor social media and assess whether disruption to surveys is likely. If disruption is likely, take additional measures such as increasing staff numbers, informing the police and other security measures	3	4	12	MEDIUM	3	1	3	LOW	35.50%		£117,938	£235,877	31/08/2022	Open
Strategic	F - Environmental	F48	08/09/2020	A47 and NWL could have different results, assessment and conclusions from environmental surveys, e.g. ecology surveys. Different approaches may be taken for the required ecology mitigation e.g. for barbatselle bats	Implications for dialogue with statutory and non statutory consultees. Possible confusion over different results and approaches to the management of ecological features	1	3	3	LOW	Regular dialogue with National Highways Sweco Ecologist and NCC Ecologist to understand A47 emerging ecology results and approaches to mitigation.	3	3	9	MEDIUM	1	3	3	LOW	2.50%				03/02/2023	Open
Strategic	F - Environmental	F49	09/10/2020	Late receipt of data or feedback from stakeholders relating to EIA/ES.	Delay to submission of the planning application Costs associated with updating assessments and planning documents Challenge to submission based on new evidence	2	1	2	LOW	Bring forward surveys as much as possible. Ensure comprehensive early engagement with stakeholders and the public to minimise unexpected late changes.	3	4	12	MEDIUM	2	1	2	LOW	13.00%	£50,021	£52,939	£105,877	03/02/2023	Open
Strategic	F - Environmental	F50	10/06/2021	Changes to existing tools, or development of new tools to calculate biodiversity net gain or environmental net gain	Changes to design required to comply with requirements, leading to programme delays and increased costs Planning application rejected as not compliant with policy	2	2	4	LOW	Agree assessment tools to be used with the LPA/Statutory Environmental Bodies and Understand future developments and implement appropriate methodology	2	2	4	LOW	1	3	3	LOW	2.50%				08/12/2022	Open
Strategic	G - Third Parties / Statutory Undertakers	G01	18/06/18	Utility diversion cost/risk/timescale/access. Note, this risk considers the sufficiency of the allowances in the forecast (based on C3 Estimates), the programme effects and whether further constraints are placed on the statutory undertaker whilst diverting the services.	Increased costs as a result of change to design / construction works and Planned STATS maintenance work conflicts with the proposed scheme construction	3	1	3	LOW	Undertake consultations with utility owners to understand proposals at an early stage. Ensure utility information is kept up to date.	3	1	3	LOW	3	1	3	LOW	35.50%	£167,776	£351,142	£702,283	20/07/2023	Open
Strategic	G - Third Parties / Statutory Undertakers	G02	18/06/2018	Conflict of potential route with Orsted and Equinor cable routes.	Feasibility/safety issues leading to redesign of scheme - extra costs and delays	2	2	4	LOW	Undertake consultations with Orsted and Equinor to understand proposals for routing the cables at an early stage. Consult with the HSE to understand the critical hazard zones with input from the LPA.	3	2	6	MEDIUM	3	2	6	MEDIUM	35.50%	£383,110	£1,039,408	£2,078,817	08/12/2022	Open
Operational	G - Third Parties / Statutory Undertakers	G03	18/06/2018	Utility company diversions not given sufficient planning lead in-time. Note, this risk considers the sufficiency of operations to ensure the statutory undertaker is fully acquainted with the project, has received the required orders / confirmations / consents / etc and has the required resource to carry out the diversionary works in the required timescales.	Materials and resourcing scheduling compromised leading to design and/or build change/disruption.	1	1	1	LOW	Identify utility constraints and liaise with statutory undertakers at an early stage to seek advice on diversion and protection requirements and timescales.	1	1	1	LOW	1	1	1	LOW	2.50%	£9,619	£19,239	£38,477	20/07/2023	Open
Operational	G - Third Parties / Statutory Undertakers	G04	18/06/2018	Unknown buried services may be discovered on site above the levels assumed in the estimate. Note, this risk considers the sufficiency of the searches and identification of existing services the are effected by the project.	Increased cost Delays to activities whilst services are addressed	4	1	4	LOW	Undertake asset record searches and consult statutory undertakers	4	1	4	LOW	4	1	4	LOW	65.50%	£395,854	£791,709	£1,583,418	30/09/2021	Open
Operational	G - Third Parties / Statutory Undertakers	G07	11/09/2019	The HSE, LPA or National Grid may object to the project on grounds of works within proximity to a high pressure gas installation, and impose restrictions on the proposed land-use within the vicinity of the pipeline. Note, this risk considers any constraints that may be imposed due to the proximity of nationally important services and the potential safety implications.	Increased construction costs to manage requirements. Design changes to address concerns Diversion of gas main	2	1	2	LOW	Liaise with the HSE and NG to confirm the gas main consultation zones and agree limitations of work within these zones. Ensure works classified as Level 2 or Level 3 sensitivity are located beyond the Inner and Middle Consultation Zones. Ensure compounds, crossing roads and all works avoid the gas main. Where conflicts arise, confirm if NCC accept a Departure from Standard for the side road designs.	3	2	6	MEDIUM	2	1	2	LOW	13.00%	£50,021	£66,087	£132,175	06/09/2022	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum £22,334,226	Most Likely £37,366,322	Maximum £69,162,534
Operational	G - Third Parties / Statutory Undertakers	G08	11/09/2019	National Highways ... Contribution to junction up-grade on A47 (over and above what would be required in the absence of the NWL)	Increased Scope of work to be provided by the Contractor (Assumes instruction to incorporate into the contract due to delays impacting programme alignment etc.)	3	1	3	LOW	Liaise with National Highways to establish what enhancement is required to accommodate the NWL and the associated contribution	5	1	5	LOW	5	1	5	LOW	90.00%	£697,005	£929,339	£1,161,674	31/07/2022	Open
Operational	H - Flooding	H01	18/06/2018	River or ground water levels may rise leading to flooding during construction (weather). Note, this risk considers the effect of flooding on construction activities and the liability for the associated costs should a flooding event occur.	Costs to the project for enhanced flood mitigation Delays while mitigations are enacted Cost and time delay if flooding occurs while in construction	3	2	6	MEDIUM	Programme to include sufficient contingency, consider potential protection/interventions and minimise scheme footprint in flood plain. Requirement for contractors to sign up to the flood warning service.	3	3	9	MEDIUM	3	2	6	MEDIUM	35.50%	£168,141	£649,384	£939,306	18/12/2026	Open
Strategic	H - Flooding	H02	18/06/2018	Flood level design to F22 assumptions may change once detailed flood modelling is carried out - this may change the extents of viaduct required.	This may change the extent of the required viaduct. Increased design and construction costs, Impact on Programme	1	3	3	LOW	Review flood levels on receipt of flood modelling from EA (35years+CC and 65 years+CC sensitivity test) versus assumed F22 levels used in current design.	2	3	6	MEDIUM	1	3	3	LOW	2.50%	£107,088	£150,840	£301,680	03/02/2023	Open
Strategic	H - Flooding	H03	25/01/2019	Infiltration and groundwater test results may indicate that discharge via infiltration is not viable.	There will be a change to design that requires discharge to watercourses, with subsequent pollution risks to Wensum. It will change the design for the drainage basins	2	2	4	LOW	Tests to be undertaken at an early stage to mitigate impact. A sufficient amount of tests to be undertaken. Alternative discharge options to be explored as early as possible.	4	2	8	MEDIUM	2	2	4	LOW	13.00%				29/06/2023	Open
Strategic	H - Flooding	H04	25/01/2019	The EA and NE may raise concerns with the proposed discharge options of the project.	This will result in a change to design that requires additional treatment to be installed. Potential requirement for additional land take may be required.	1	1	1	LOW	Early engagement with the EA. Summary of strategy to be sent to groundwater team at EA to review.	2	4	8	MEDIUM	2	1	2	LOW	13.00%	£204,701	£409,402		03/02/2023	Open
Strategic	H - Flooding	H05		Infiltration rates on site may be poorer than originally specified/determined resulting in larger infiltration lagoons and land take.	Larger land take required to support the infiltration lagoons Survey required of the additional land take	3	1	3	LOW	Tests to be undertaken at an early stage to mitigate impact. A sufficient amount of tests to be undertaken.	3	1	3	LOW	3	1	3	LOW	35.50%	£524,358	£1,048,717		29/06/2023	Open
Strategic	H - Flooding	H06	29/01/2019	Delays getting approval of the hydraulic model by the EA. The EA's hydraulic models may not be suitable to inform detailed assessment and the design of mitigation.	Cost associated with additional modelling required Programme implication associated with further modelling Gaining EA's approval for the updated model	2	1	2	LOW	Early review of available model data. Consultation with EA. If issues noted during detailed assessment and design, raised as soon as possible and remedial actions discussed.	2	3	6	MEDIUM	2	1	2	LOW	13.00%	£75,837	£151,675		03/02/2023	Open
Operational	H - Flooding	H07	29/01/2019	The EA may require additional modelling of the temporary works solutions around the watercourse crossing.	Cost impact of additional modelling Programme impact of additional modelling	3	1	3	LOW	Early contractor engagement to understand temporary works requirements. Consultation with EA.	4	1	4	LOW	3	1	3	LOW	35.50%				03/02/2023	Open
Strategic	H - Flooding	H11	08/07/2019	There are low points within cuttings along the alignment – this means that the infiltration lagoons need to be lower than the lowest point. Since the lagoons are lowered this is defined as 'deep infiltration' in the eyes of NCC LLFA and is not a preferred form of discharge (there may also be issues with groundwater at the deeper depths).	Solution will not be accepted by the LLFA requiring design changes Increased costs/delivery programme of alternative solutions	1	1	1	LOW	Liaise with Highways to try and reduce impact of low points within cuttings once route has been selected Engage and liaise with LLFA with regards to their policy memo.	3	3	9	MEDIUM	2	1	2	LOW	13.00%				03/02/2023	Open
Strategic	H - Flooding	H12	01/11/2019	Changes to the alignment and accommodation of ecology and side road structures may necessitate the need for pumped drainage. This will require a power supply to be procured from the nearest point of connection.	Increased Costs Programme delay for power supply	1	1	1	LOW	Liaise with Highways designers to try and reduce likelihood of pumped drainage.	2	3	6	MEDIUM	1	1	1	LOW	2.50%				29/06/2023	Open
Strategic	H - Flooding	H13	09/01/2020	The amount of floodplain compensation required to compensate for the viaduct piers may extend the Scheme red line boundary and land requirements. This may arise following 1D-2D flood modelling and confirmation of the number and location of viaduct piers and within the flood plain.	Affect the extent of other assessments (e.g. ecology surveys) required, and subsequently the EIA and planning application programme. Additional land required, increasing costs	3	1	3	LOW	Engage with contractor to determine likely viaduct pier and abutment design at earliest opportunity AND/OR utilise worse case reference structures design.	3	1	3	LOW	3	1	3	LOW	35.50%				03/02/2023	Open
Strategic	F - Environmental	H15	28/10/2020	The Environment Agency are undertaking restoration measures along the River Wensum. The scope and programme for this work is unclear.	Inaccurate baseline for flood modelling and geomorphology assessment. Amendments to ES if further information becomes available at a later date, potential programme delays.	1	1	1	LOW	Ongoing consultation and as the design progresses will know more. More updates when data is available.	2	3	6	MEDIUM	2	1	2	LOW	13.00%				03/02/2023	Open
Strategic	J - Resources	J01	18/06/2018	There may be a change to employer/ designer team members.	Lack of continuity of project knowledge within the NCC and WSP teams	3	1	3	LOW	Succession planning identified within action list and team hand over at key milestones.	3	1	3	LOW	3	1	3	LOW	35.50%	£90,235	£180,469		18/12/2026	Open
Strategic	J - Resources	J02	18/06/2018	There may be insufficient resource to maintain current programme. Note, Risk P16 considers the wider issue in respect of the Contractor's resources.	Potential to delay the project (increasing cost or damaging reputation) Errors which impact quality of work and undermine the statutory processes.	3	1	3	LOW	Ensure adequate budgets and resources in place to cover required input.	3	1	3	LOW	3	1	3	LOW	35.50%	£136,595	£453,658	£680,488	18/12/2026	Open
Strategic	J - Resources	J03	02/07/2018	The project may be impacted by the shortage of specialist labour skills.	Shortage of specialist subcontractor or labour skills will have an adverse affect on cost and programme	3	1	3	LOW	Use standard construction methods where possible - minimise need for specialist skills. Suppliers to be engaged early in the project and procurement process started as early as possible. Sufficient contingency time to be included in construction/delivery programme.	3	1	3	LOW	3	1	3	LOW	35.50%	£13,275	£303,099	£606,197	18/12/2026	Open
Strategic	J - Resources	J04	27/01/2021	Completeness of tasks required for the successful delivery of the project in accordance with the master programme.	Additional tasks introduced, increasing cost and programme implications.	2	1	2	LOW	Ensure task required are given sufficient consideration and resourced.	3	1	3	LOW	2	1	2	LOW	13.00%	£769,074	£1,198,527	£1,438,263	08/08/2024	Open
Strategic	L - Approvals	L01	18/06/2018	There may be further changes in legislation or regulation which impact the project.	Increased costs to absorb changes during the design Delays to schedule	2	1	2	LOW	Keep apprised of legislation changes, learn lessons from other schemes.	2	1	2	LOW	2	1	2	LOW	13.00%	£85,439	£170,877		18/12/2026	Open
Strategic	L - Approvals	L02	18/06/2018	Failing to address objections prior to submission.	The impact of the risk is additional resource requirements addressing and agreeing issues. Risk is also that programme for determination is extended and changes to the scheme may be needed or additional conditions imposed	2	2	4	LOW	Stakeholder management plan, early engagement via multiple forums such as Local Liaison Group, Ecology Liaison Group, Local Access Forum, and public consultation. Additional traffic management discussions to be undertaken with local parishes as appropriate. Pre-application public consultation will be undertaken prior to planning application submission.	3	2	6	MEDIUM	2	2	4	LOW	13.00%	£6,074	£9,111	£12,148	29/03/2023	Open
Strategic	L - Approvals	L04	02/07/2018	The project may not give sufficient consideration to planning policy.	The proposed scheme is not compliant with national networks / local planning policy resulting in it not being granted.	2	3	6	MEDIUM	Review of policy at each stage and updates, EIA scoping will assist with identifying relevant policies to consider but local plan emerging in parallel.	2	4	8	MEDIUM	2	3	6	MEDIUM	13.00%	£12,148	£24,296	£36,443	16/05/2023	Open
Strategic	L - Approvals	L05	02/07/2018	The scheme submitted for consultation or examination may not be sufficiently developed in terms of design.	Greater support required at the examination as more questions will be asked by the examining authority Additional mitigation/planning conditions /s106 agreements may be required Increased exposure to a legal challenge (A05)	2	2	4	LOW	Robust design process, peer review and benchmarking, EIA, liaising closely with National Highways re A47 junction, additional stakeholder and local access public consultation held in Summer 2020. Pre-application consultation will be undertaken prior to planning application submission.	3	3	9	MEDIUM	2	2	4	LOW	13.00%	£33,044	£66,087	£132,175	05/09/2023	Open
Strategic	L - Approvals	L07	02/07/2018	Changes to designations (e.g. ecology within study area).	Resulting in an insufficient assessment and a subsequent challenge to the scheme.	1	1	1	LOW	Work with landowners and their consultants, site surveys for ecology ground truthing and liaison with NCC ecology	2	1	2	LOW	2	1	2	LOW	13.00%	£6,074	£9,111	£12,148	03/02/2023	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Mitigated Risk Assessment:				Target Resolution Date	Status
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level	Probability	Minimum	Most Likely	Maximum		
																				£22,334,226	£37,366,322	£69,162,534		
Strategic	L - Approvals	L09	02/07/2018	Land interests do not return requested information in time.	Vital interests are therefore excluded and not notified.	1	2	2	LOW	Early engagement with affected parties	1	2	2	LOW	1	2	2	LOW	2.50%	£23,682	£44,099	£132,297	03/02/2022	Open
Strategic	L - Approvals	L11	04/05/2022	Natural England may not sign off a protected species licence due to failure to meet the Favourable Conservation Status (FCS) test and/or No Satisfactory Alternatives (NSA) and Purpose tests.	Cost and programme implications. Mitigation measures changed.	3	1	3	LOW	Ensure mitigation measure are appropriate and robust.	3	1	3	LOW	2	1	2	LOW	13.00%	£123,146	£229,314	£687,943	31/12/2023	Open
Strategic	M - Planning / DCO	M03	02/07/2018	Local Plan for 2036 is emerging - key developments in study area not confirmed.	Future model forecast results may change - may affect scheme economics	2	2	4	LOW	Constrained to totals for HH and jobs to Local Plan extent of need for 2036 emerging LP and use tempo to assign spatial distribution. Agree approach with NCC planning officers.	3	3	9	MEDIUM	2	2	4	LOW	13.00%	£12,148	£24,296	£36,443	29/03/2023	Open
Strategic	M - Planning / DCO	M04	18/06/2018	DfT may not accept traffic modelling used for assessment, economic appraisal or are not forthcoming with technical reviews.	Inability to support the findings Extra modelling work Delay associated with additional modelling	2	2	4	LOW	Follow webTAG guidance. Produce local model validation report at the OBC stage. Engage with DfT throughout traffic modelling development.	3	3	9	MEDIUM	3	2	6	MEDIUM	35.50%	£33,173	£66,345	£99,518	31/07/2021	Open
Strategic	M - Planning / DCO	M05	02/07/2018	The traffic modelling could show the scheme does not have sufficient benefits for a business case resulting from the updated traffic model, NH changes on the A47 or alternative developments emerge as part of the Local Plan 2036.	Insufficient BCR to progress scheme. Project costs (including mitigation) may outweigh benefits Model forecasts change	1	1	1	LOW	Update traffic modelling and undertake scenario testing. Consider mitigation costs. Regular engagement with Local Plan team. Engagement with National Highways as schemes develop so they are coordinated.	3	4	12	MEDIUM	4	1	4	LOW	65.50%	£183,618	£244,824	£306,030	30/08/2022	Open
Strategic	M - Planning / DCO	M07	03/03/2021	NCC are unable to enter into sufficient land agreements for the off-site environmental mitigation.	Programme delays while agreements are finalised Increases in costs if uptake is low Increased risk of unsuccessful CPO if off-site land is included Changes to the scheme boundary	1	2	2	LOW	Early discussion with landowners Develop a comprehensive agreement with legal team/LPA Determine the minimum requirement for planning purposes	3	3	9	MEDIUM	1	2	2	LOW	2.50%				31/07/2022	Open
Strategic	M - Planning / DCO	M08	10/06/2021	Traffic modelling undertaken for the Transport Assessment (TA) identifies issues on the wider road network as a result of the Scheme	Changes required to the existing road network, leading to cost increases Reputational damage to NCC Increased objection to the planning application	4	2	8	MEDIUM	Undertake modelling for the TA early in the programme Work with stakeholders to identify acceptable solutions if changes to the local road network are required	4	2	8	MEDIUM	4	1	4	LOW	65.50%				30/08/2022	Open
Strategic	M - Planning / DCO	M09	04/05/2022	Neutrient Neutrality impacts design ... local planning authorities have learned from Natural England that development in some catchments cannot proceed if it increases levels of nutrients.	Design changes required to ensure the project is nutrient neutral.	2	3	6	MEDIUM	Determine whether the project is impacted by the recent change in legislation.	2	3	6	MEDIUM	2	3	6	MEDIUM	13.00%	£32,500	£65,000	£97,500	05/09/2023	Open
Operational	N - Procurement	N01	18/06/2018	The project may encounter unexploded ordinance while conducting surveys or construction.	Removal costs which include further investigations and specialist resource for the removal Stand down while the site is investigated	3	1	3	LOW	Desk study to review historic use of land, review county archive bomb map etc, geophysics surveys and scans prior to construction	3	1	3	LOW	3	1	3	LOW	35.50%	£189,845	£379,689	£759,378	18/12/2026	Open
Strategic	N - Procurement	N02	18/06/2018	Potential effects on the Source Protection Zone (SPZ).	May require redesign of drainage solution	2	2	4	LOW	Apply lessons learnt from NDR & Postwick Hub.	2	4	8	MEDIUM	2	2	4	LOW	13.00%				03/02/2023	Open
Operational	N - Procurement	N04	29/01/2019	The project may encounter the presence of a layer of not previously identified soft and/or organic soil.	Necessity to carry out ground improvement and a need for strengthened construction platform results in cost escalation.	2	1	2	LOW	Targeted ground investigation to allow advance notice and appropriate design.	1	1	1	LOW	2	1	2	LOW	13.00%				18/12/2026	Open
Operational	N - Procurement	N05	29/01/2019	The project may encounter the presence of solution features in Chalk (e.g. sinkholes and geotech issues).	Necessity to carry out grouting of solution features results in cost escalation	3	1	3	LOW	Targeted ground investigation may not encounter this. Thus allowance should be provided for this to be addressed by the Contractor during the construction	3	1	3	LOW	3	1	3	LOW	35.50%				18/12/2026	Open
Operational	N - Procurement	N06	29/11/2019	As a result of the alignment changes and access difficulties the GI may not cover the exact locations of the proposed structures and earthworks.	Delay to programme while addition GI is undertaken Cost increase/programme increases if poorer ground conditions are encountered in areas that have not been assessed	1	1	1	LOW	Main GI be carried out by the Contractor on the basis of agreed frozen design	5	1	5	LOW	5	1	5	LOW	90.00%				05/09/2023	Open
Operational	P - Construction	P01	18/06/2018	Protestors to the project may physically stop work. Note: Risk considers the impact on the Stage Two Work.	Delays to project while the police remove protestors The project needs to enhance site security	3	1	3	LOW	Public consultation to identify objection risk, work with key stakeholders and landowners and keep informed of scheme benefits. Seek solution which minimises environmental effects, EIA, Stakeholder management plan, local liaison group	3	1	3	LOW	3	1	3	LOW	35.50%	£273,189	£546,378	£1,092,756	18/12/2026	Open
Operational	P - Construction	P03	02/07/2018	Supplier may underperform.	Delays Renegotiation Increased cost to meet conditions	3	1	3	LOW	Use appropriate contract terms and supervision. A suitably experience Project Manager with prior experience of project managing a major project under the NEC will drive performance.	3	1	3	LOW	3	1	3	LOW	35.50%	£164,847	£295,488	£556,770	18/12/2026	Open
Operational	P - Construction	P05	18/06/2018	The project may disrupt the river sediment during construction.	Objections from the EA Project on hold or activities curtailed while mitigations and plans are put in place Increased costs to address potential claims Reputational impact to NCC	2	1	2	LOW	Robust industry best practice method statements to be in place and adhered to. Construction Environmental Management Plan (CEMP) to be prepared and adhered to.	2	5	10	MEDIUM	2	1	2	LOW	13.00%	£31,801	£63,603	£127,205	31/12/2025	Open
Operational	P - Construction	P08	18/06/2018	Noise nuisance, Dust and Vibration limits exceeded	Restrictions placed on planned work, increasing costs and programme	2	1	2	LOW	Management plan to be in place and followed. Construction allowances to consider any restrictions.	2	1	2	LOW	2	1	2	LOW	13.00%	£40,660	£81,320	£162,639	29/06/2023	Open
Operational	P - Construction	P10	02/07/2018	Poor management of temporary works / traffic management / diversions.	Adverse impact of temporary work on the local highway network.	2	1	2	LOW	Industry best practice to be followed in planning and execution.	3	1	3	LOW	2	1	2	LOW	13.00%	£31,801	£63,603	£190,808	18/12/2026	Open
Operational	P - Construction	P11	02/07/2018	The project may not provide the agreed construction access routes and site compound for storage / assembly / site office.	Difficulties gaining access to sites/site compounds not arranged in time for construction. Cost claims from contractors for extra planning, costs and project delays	2	1	2	LOW	Early discussions with land owners to include access requirements. Contractor to adequately consider available access.	1	1	1	LOW	2	1	2	LOW	13.00%				29/03/2023	Open
Operational	P - Construction	P12	02/07/2018	Water and land pollution risk during piling works.	Pollution of river and ground water during piling works. Mitigation and corrective work costs. Reputational impact for NCC	2	1	2	LOW	Industry best practice to be followed in order to minimise risk of pollution including seeking specialist guidance.	2	1	2	LOW	2	1	2	LOW	13.00%	£50,021	£100,041	£200,082	18/12/2026	Open
Operational	P - Construction	P16	28/02/2019	Supply chain capacity. Note. This risk merely considers the risk associated with the Contractor's resource. Risk J02 considers the wider issue in respect of the Client's resource.	Other projects in the local area/the country increase demand for supply chain expertise, capacity and raw materials, pushing up costs and/or increasing lead times causing delay.	4	1	4	LOW	Sufficient contingency time to be included in construction/delivery programme. Suppliers to be engaged early in the project and procurement process started as early as possible.	4	1	4	LOW	4	1	4	LOW	65.50%	£251,887	£1,008,924	£2,017,848	18/12/2026	Open
Operational	P - Construction	P17	28/02/2019	Bespoke construction equipment required.	Bridge construction equipment such as incremental launching system, launching gantries, and large cranes may incur additional costs. Not standard/commodity products, so price could be difficult to estimate accurately. Five retaining walls are now included in the updated design and one of them is a tall structure.	2	2	4	LOW	Sufficient contingency cost to be included in construction/delivery cost estimate, or uncertainty of cost stated/communicated appropriately. Suppliers to be engaged early in the project and procurement process started as early as possible.	2	2	4	LOW	2	2	4	LOW	13.00%	£154,430	£308,860	£617,720	18/12/2026	Open

Risk A Category	Risk B Category	QRA Ref	Date added	Risk Description (lack of, failure to...)	Impact of Risk	Opening Risk Assessment				Risk Mitigation Measures	Current Status				Mitigated Risk Assessment:				Target Resolution Date	Status				
						Likelihood	Impact	Risk Score	Risk Level		Likelihood	Impact	Risk Score	Risk Level	Likelihood	Impact	Risk Score	Risk Level			Probability	Minimum	Most Likely	Maximum
Operational	P - Construction	P20	10/08/2020	Temporary works provision in the forecast is found to be insufficient for the Contractor's design and construction methodology, subject to obtaining further GI in Stage One.	Increased temporary works over and above that envisaged in the tender pricing and forecast.	2	2	4	LOW	Sufficient contingency cost to be included in construction/delivery cost estimate, or uncertainty of cost stated/communicated appropriately.	2	2	4	LOW	2	2	4	LOW	13.00%	£168,372	£218,393	£318,434	18/12/2026	Open
Strategic	Q - Stakeholders	Q01	02/07/2018	There may be a change in NCC's political landscape which affects support for the scheme.	Lack of support / political will reduce support for funding	2	1	2	LOW	Ensure all stakeholders are engaged and monitor political changes.	2	4	8	MEDIUM	2	1	2	LOW	13.00%		£39,790	£79,580	18/12/2026	Open
Strategic	Q - Stakeholders	Q02	02/07/2018	Lack of stakeholder support.	Scheme redesign resulting in additional cost / programme delays	1	1	1	LOW	Ensure all stakeholders are engaged and monitor political changes.	2	1	2	LOW	1	1	1	LOW	2.50%				18/12/2026	Open
Operational	Q - Stakeholders	Q03	02/07/2018	Poor data safety control.	Hard copies of returned land owners information lost or stolen. Reputational impact and commercially unfavourable.	1	1	1	LOW	Define and follow a robust process	2	2	4	LOW	1	1	1	LOW	2.50%				18/12/2026	Open

DRAFT

Norwich Western Link

Pre-Application Consultation Plan

Author: Norfolk County Council

Document Reference: Version 3

Number: PK1002/D/001

Date: 15/06/2022

1 Introduction

1.1 Introduction

1.1.1 The purpose of this plan is to outline what is required for the non-statutory Norwich Western Link Pre-Planning Application Consultation programmed for Mid-2022.

1.1.2 This plan provides details of the objectives of the consultation, the proposals we will be seeking feedback on, how the consultation will be managed and resourced, methodology of delivery, consultation materials, stakeholder involvement, resourcing, and the proposed programme.

1.2 Wider context

1.2.1 The Norwich Western Link (NWL) is a new 3.9 mile dual carriageway road linking the A47 trunk road to Broadland Northway west of Norwich. It is one of three key infrastructure projects for Norfolk County Council (NCC). The other two projects are Great Yarmouth Third River Crossing and Long Stratton Bypass.

1.2.2 The pre-planning application is the fourth public consultation conducted on the NWL project. Previous consultations comprised:

- Consultation on transport issues, spring/summer 2018. This consultation sought to establish what, if any, transport issues existed to the west of Norwich and which solutions people wanted the council to consider to alleviate these issues.
- Options consultation, winter 2018/19. This consultation sought views on potential routes for a NWL and helped to inform the choice of a preferred route in July 2019.
- Local access consultation, summer 2020. This consultation asked for people's views on the local roads crossed by the NWL and whether they should be severed or maintained via a crossing of the new road. It also asked for feedback on proposals for Public Rights of Way close to the route and potential sustainable transport measures across a wider area.

1.2.3 This consultation follows the appointment of the project's design and build contractor, Ferrovia Construction (FC) and subsequent development of the scheme design. Input from the contractor will be integral to the consultation.

1.2.4 Approval to consult was originally gained at a meeting of NCC's cabinet in early June 2021, with approval for the details of the consultation delegated to the Cabinet Member for Highways, Infrastructure and Transport and in consultation with the Executive Director of Community and Environmental Services.

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- 1.2.5 Following analysis of bat surveys surveys conducted in 2021, the design of the scheme is being refined to take account of bat activity at the northern end of the route. An update was brought to Cabinet in March 2022 with further details reported to Cabinet in July 2022.
- 1.2.6 The planning application for the Norwich Western Link is due to be submitted in 2023 and a report including details of the planning application will be taken to the council's cabinet ahead of the submission. This report will take account of responses received through the pre-application public consultation and any impacts on the planning application.
- 1.2.7 A public consultation on the Transport for Norwich (TfN) Strategy was held between 26 August and 6 October 2021. The strategy will shape the approach taken to improving and investing in transport infrastructure in the greater Norwich area. In addition, Norfolk County Council consulted on the Local Transport Plan (LTP) Implementation Plan from 21 March for 6 weeks.
- 1.2.8 The NWL links into a new junction that is due to be created by National Highways (formerly Highways England) as part of their A47 dualling scheme between North Tuddenham and Easton. A Development Consent Order (DCO) application has been submitted and an Examination of National Highways' proposals was held between 3 August 2021 and 12 February 2022. Given the close relationship between the two projects, it may prompt questions or influence responses to the NWL pre-application consultation.
- 1.3 Objectives for Consultation**
- 1.3.1 The objectives for the consultation are to:
- Receive feedback on elements which will be included in the planning application, particularly:
 - The design of the road and its structures, including the viaduct
 - Environmental mitigation and enhancement measures
 - Traffic mitigation measures
 - Understand any risks or objections that could arise after the planning application has been submitted so that these can be considered and acted upon as appropriate prior to the submission of the planning application.
 - Update people on progress with proposals consulted upon in 2020's Local Access Consultation, namely the local roads that are crossed by the NWL, and changes to Public Rights of Way.

1.3.2 The feedback received through the consultation will inform the planning application which is due to be submitted in 2023.

1.4 Future Consultation

1.4.1 A statutory consultation on the planning application will be carried out by the planning authority once the planning application has been submitted. No further public consultations on the scheme are scheduled to be conducted by the project team, although engagement with stakeholders and groups will continue and this will include opportunities to feed into the development of approaches on specific areas of work where appropriate, including in relation to proposed construction approaches.

2 Consultation approach

2.1 Overview

- 2.1.1 The consultation and associated promotion will be designed to encourage widespread participation in order to better inform the project and will take account of current consultation best practice approaches.
- 2.1.2 Information on the planning application proposals will be presented as part of the consultation and a questionnaire will be developed which members of the public will be invited to complete.
- 2.1.3 Opportunities to discuss the proposals with appropriate members of the project team will be offered throughout the consultation period in order to provide clarity and reassurance and help people to understand the information being presented before they make their response.
- 2.1.4 It is highly likely that the information published as part of the consultation will come under a significant amount of scrutiny, including from those opposed to the project. Rigorous reviews and approvals processes will need to be in place to ensure the information being presented is accurate and appropriate.

2.2 Timing

- 2.2.1 The consultation is due to be held in mid-2022. The precise timing is currently being established and is being informed by the availability of information required for the consultation as well as fit within the project programme. The consultation will run for a minimum of six weeks.

2.3 Consultation proposals

- 2.3.1 In the project's Local Access Consultation materials, the following wording was included: '...we will hold another public consultation to gain feedback on the details of the scheme that we plan to include in the planning application.' This was broken down into the following headings at the time: 'The design of the viaduct over the River Wensum; Traffic mitigation; Environmental mitigation.'
- 2.3.2 Since then, the scope of the consultation has been more specifically defined to include the design of the route as a whole and its structures, as well as the viaduct. It will also include information on measures designed to mitigate impacts and improve the environment, including biodiversity net gain aims.
- 2.3.3 Work on these areas is generally well developed however in some instances further work is needed ahead of the planning application being submitted which could result in the proposals being amended, particularly in relation to the environmental mitigation and improvement measures. Where there is some uncertainty over the proposals,

consideration will be given as to the appropriate level of detail to show and the materials should also reflect that work to refine the proposals is ongoing. Where appropriate, the responses to the consultation will inform this refinement process ahead of the planning application being finalised.

- 2.3.4** In order to update people on the outcome of and progress since the Local Access Consultation, the consultation materials will also include updates on elements previously consulted upon, specifically proposals for the roads that are crossed by the NWL, local Public Rights of Way (PRoW) proposals and proposed measures to support walking and cycling across a wider area.
- 2.3.5** The focus of the consultation still falls broadly into three categories as set out in the consultation objectives. Further detail on these headings are given below.
- 2.3.6 The design of the road and its structures, including the viaduct.** This will include detail on the viaduct, such as visualisations and cross-sections which will show its appearance and how it will fit within the landscape. Details on the other crossings along the route (over and underpasses) will also be provided, informed by the contractor's current design proposals. Information on the rest of the route will also be shown, including the junctions with Broadland Northway, the Fakenham Road and the A47 as well as showing associated elements such as earthwork banks, drainage lagoons, maintenance access tracks and landscaping.
- 2.3.7** The draft 'red line boundary' for the route, which denotes the land required for the scheme, including for some associated measures, will also be shown, although this is subject to further refinement as the design develops.
- 2.3.8 Environmental mitigation and enhancement measures.** This will include a mixture of measures close to the route and those across a wider area. Given the breadth and complexity of this subject matter and likely interest in this area, an environmental information document will be made available to provide further detail on these proposals should consultees want it.
- 2.3.9** The materials will focus on elements on which the project will have more substantial impacts and therefore where more mitigation is required. These can be summarised under the following headings: noise; landscape and visual; arboriculture; biodiversity; water (including flood zone compensation and drainage); climate; heritage and air quality.
- 2.3.10** Other elements which are required to be assessed and included in the planning application are impacts on and mitigation for geology and soil, population and health and major accidents and disasters. As the NWL will have limited impacts on these elements, details on how these areas have been considered will be included in the

environmental report.

- 2.3.11** The environmental mitigation and improvement measures across the wider area are unlikely to be confirmed by the time the consultation materials need to be finalised so details on the proposed approach will be presented rather than specifics on exactly what and where the measures will be implemented. The approach will set out the types of habitats that will be created and improved and what measures this is likely to include.
- 2.3.12** More detail on mitigation and improvement measures along and close to the route will be known by the time of the consultation and will be presented, however it is possible that these details may be amended before the planning application is submitted as information from 2022 ecological surveys is also considered and the Environmental Impact Assessment is ongoing.
- 2.3.13** High level information on how the environment will be considered and protected during the construction period will also be included in the consultation materials.
- 2.3.14** **Traffic mitigation.** While the NWL will generally take traffic off local roads, traffic modelling suggests that the NWL will lead to increases in traffic in a few instances, in particular to the south of the A47 and to the north of the A1067. Where the predicted increase due to the NWL is above a certain level and on roads or in areas where such an increase would be unsuitable, traffic mitigation measures are proposed to counteract this impact.
- 2.3.15** Information on these traffic mitigation proposals will be included in the consultation materials, along with the predicted impact they will have on traffic flows, where this is available. The proposals will be discussed with local county and parish councillors before the public consultation commences to make them aware of what is being proposed and understand potential local impacts. These discussions are likely to continue during the consultation period.
- 2.3.16** It is possible that work to increase the capacity of some junctions on the local road network may be required as part of the Norwich Western Link, however further traffic modelling work is required to confirm what, if any, interventions are needed. Reference to this possibility will be included in the consultation materials, but specific proposals will not be included in the consultation.
- 2.3.17** A map showing modelled traffic flows on the road network around and including the NWL will also be included in the consultation materials. This will compare predicted traffic levels with and without the NWL in place in an agreed future year and will factor in the traffic mitigation proposals into the predicted traffic flows.
- 2.3.18** **Detail not provided as part of the consultation.** As mentioned above, detailed information on the environmental mitigation and enhancement measures across the

wider area will not be included, as it will not be available with a sufficient degree of certainty. Instead the general approach to this area of work will be presented.

- 2.3.19** In addition, detailed information on the construction period and anticipated impacts and management, such as traffic diversions, will not be included. This is because, while high level detail will be included in the planning application, this will be developed by the contractor during Stage One of the contract and form part of the planning condition to be discharged once planning approval is received. Engagement with local communities and businesses will be carried out around any likely construction impacts and proposed mitigation.
- 2.3.20** While information linked to the case for the NWL will be presented in the consultation materials, there is no intention to consult on this aspect. Previous consultations have established the need and level of support for an NWL and the project has progressed on this basis. As the consultation objectives suggest, this consultation is designed to gather feedback on individual elements of the project proposals so that this can be taken into account ahead of the planning application being finalised and submitted.

2.4 Consultation approach

- 2.4.1** The consultation will take a 'digital first' approach so that people who are able to are encouraged to respond by filling in a questionnaire on a dedicated consultation website. This website will also present details on the consultation proposals and will act as the main hub for the consultation.
- 2.4.2** A 'digital first' approach to consultations is increasingly commonplace as access to and proficiency with the internet has increased significantly in recent years. The coronavirus pandemic has also influenced the general shift to 'digital first' for consultations.
- 2.4.3** While restrictions have been removed, there currently remains some uncertainty about potential future phases of the pandemic and this will be considered in planning the consultation, particularly linked to engagement opportunities and staffing, to reduce risks to the consultation being conducted effectively. It is also important to recognise that some people, perhaps particularly older or vulnerable people, may not feel comfortable attending events in person due to the pandemic.
- 2.4.4** It will however be important to ensure people who are 'digitally excluded', whether through access or skill, are able to respond to the consultation should they wish. Therefore, and in light of the 'living with Covid' approach which is now being adopted, the following hybrid approaches (online and offline) will be adopted: the consultation will be promoted both online and offline methods; alongside the consultation website, paper copies of consultation materials will be made available; opportunities to query or discuss the proposals by phone as well as by other online methods will be offered –

and a number of in-person consultation events will be held; and people will be able to respond to the consultation via the online questionnaire, email or by post via a Freepost address.

2.4.5 We have engaged the support of WSP's consultation team to provide additional resource and advice regarding best practice approaches. They will also lead on elements of delivering the consultation, including managing the online consultation platform and the analysis. The consultation materials will be developed in collaboration between the WSP consultation team and NCC.

2.4.6 Oversight and approval of all documents will rest with NCC. Expert advice on the consultation format will be sought from Norfolk County Council's corporate consultation team and legal counsel.

2.5 Materials and platforms

2.5.1 The consultation will be primarily hosted online on WSP's ConnectALL platform which has a 'virtual exhibition room' format. People will be directed to this consultation specific website via the NWL webpages on the NCC website (www.norfolk.gov.uk/nwl). The consultation website will host virtual exhibition boards that summarise the consultation proposals, a digital version of the consultation brochure and a fly-through video of the NWL route. It will also feature a booking system to make appointments to speak to members of the project team about the proposals as well as the consultation questionnaire.

2.5.2 Paper copies of the consultation brochure will be produced and made available upon request and in targeted local venues, including at staffed consultation events, as well as distributed to properties in relatively close proximity to the NWL route and traffic mitigation proposals. Paper copies of the questionnaire will be produced and made available upon request, including at staffed consultation events, and sent out with the consultation brochure to properties.

2.5.3 Both the online consultation materials and the paper consultation brochure will make significant use of maps, visualisations and infographics in order to convey information in an appealing and easy-to-understand format. Consultation materials will be produced in line with NCC's accessibility guidelines. Further assistance to that may support people to participate in the consultation will be made available upon request, which could include providing information in alternative formats; contact details to request this support will be promoted on the materials.

2.5.4 The environmental information document will be made available on the consultation website and in targeted local venues such as local libraries. Where the environmental information document can be viewed will be highlighted in the consultation materials.

2.5.5 Promotional leaflets and posters will also be produced to raise awareness of the

consultation and particularly its timescales and how to find out more information and respond.

2.6 Promotion

2.6.1 Promotion of the consultation will follow two strands: general, to increase awareness in the general public in Norfolk and encourage widespread participation in the consultation; and targeted, to inform key stakeholders about the consultation and why it is important they tell us their views.

2.6.2 The general promotion will include online and offline methods such as: press releases and media briefings; sending information to parish magazines; social media promotion (paid for and organic); posters and leaflets in locations including local libraries, village halls and notice boards; hosting information on the Norfolk County Council website; information in Norfolk County Council e-newsletters and radio advertising.

2.6.3 The Cabinet Member for Highways, Infrastructure and Transport will act as the main media spokesperson. A briefing sheet with key messages, headline information on how people can respond and Q&As will be prepared ahead of the consultation launch. The NWL stakeholder and engagement manager will liaise with reporters over interview requests and other enquiries.

2.6.4 Visualisations, maps and the fly-through video will be shared with the media and posted on social media and on the NCC website. This will help to raise the profile of the consultation and the project as a whole.

2.6.5 The targeted promotion will include emails and letters to the project's stakeholder database; the offer of briefings with selected key stakeholders; delivering letters and the consultation brochure to local addresses whose occupiers are more likely to be impacted by the proposals.

2.6.6 Promotion of the consultation will start shortly before the consultation period begins in order to start raising awareness that the consultation is due to begin soon – this is likely to be particularly useful to people responding on behalf of organisations or groups so they can schedule meetings or discussions to discuss their response as necessary. However, most of the promotional activity will be concentrated during the consultation period itself and will act as a 'call to action' for people to consider the available information and give their views.

2.6.7 The project team will liaise with the NCC corporate communications team to ensure they are sighted on planned publicity and any potential reputational issues, and to coordinate with and receive advice on wider council communications issues and priorities that may be relevant to the consultation.

2.7 Methods of responding

2.7.1 People will generally be encouraged to respond via the online questionnaire, which will

be designed to prompt responses that meet the consultation objectives. As mentioned above, a paper version of the questionnaire will also be produced, and a Freepost address will be established to which people will be able to send their completed questionnaires.

2.7.2 People will also be able to respond by emailing responses to a dedicated consultation email address and by sending comments by post to the Freepost address.

2.8 Engagement opportunities during the consultation period

2.8.1 Four in person consultation events will be held at various locations around the proposed Scheme. To ensure we comply with the current Covid guidelines, we will follow the National Government guidance along with NCC Covid policy. We may look to restrict the number of people entering the venue based on guidance at the time of the event and the risk assessment undertaken.

2.8.2 In person consultation events will be reviewed in light of the current state of the pandemic following National guidance and NCC policy.

2.8.3 Opportunities to book appointments to discuss the proposals with members of the project team by phone or online will also be offered. People will be able to book these appointments via the consultation website, or by ringing the council's customer service centre number.

2.8.4 Both the consultation events and the appointments will be 'front loaded' towards the start and middle of the consultation period so that people will have time to consider these discussions in their consultation responses. This will also give the project team more scope to reply to any queries raised during the events that staff are unable to respond to during the events.

2.8.5 As mentioned in the promotion section, briefings with some key stakeholders will be offered during the consultation period at which they will also be able to ask questions. These key stakeholders will include the local MP, local county councillors, the Local Liaison Group (made up of parish council representatives), the Ecology Liaison Group (made up of wildlife group/organisation representatives) and local district councils.

2.8.6 It is highly likely that a high volume of queries will be received during the consultation period that will require written responses, and it will be particularly important for these to be responded to in a timely manner so that this can inform responses to the consultation. Adequate resourcing will be required to enable this, and a Q&A document prepared in advance to try to anticipate some of the questions that may come up. The Q&As on the NWL webpages of the NCC website will also be updated to reflect the current stage of the project.

2.9 Questionnaire, analysis and reporting

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- 2.9.1** The consultation questionnaire will be formulated to meet the consultation objectives and ensure the information gathered will be of most use to the project. Given the stage of the project and the objectives, we anticipate this will require a greater number of 'open text' questions and answers rather than closed or multiple-choice options.
- 2.9.2** People responding in an official capacity or on behalf of an organisation or business will be asked to confirm if this is the case and provide an email address, in order to help verify their identity.
- 2.9.3** Demographic questions will be included in the questionnaire which will help to establish the range of people who have taken part in the consultation and can be used to inform the consultation analysis.
- 2.9.4** Wording on how NCC and its consultants will use the information gathered through the consultation will be included on the consultation website and on the paper version of the consultation questionnaire.
- 2.9.5** Analysis of the consultation responses and production of the consultation report will be undertaken by WSP's consultation team and will begin once a significant amount of responses have been received, in order to inform the grouping and coding of comments.
- 2.9.6** WSP's costing has allowed for analysing and reporting on a total of 2,000 consultation responses, with this number informed by participation in previous NWL consultations and the subject matter being consulted on. The reporting will include summaries of comments received and responses from members of the NWL project team which will demonstrate the consideration they have been given
- 2.10 Approvals and governance**
- 2.10.1** A report to NCC's cabinet in June 2021 included the following recommendation, which was approved by councillors: 'To agree to the commencement of the non-statutory pre-planning application consultation in the autumn of 2021 and to delegate to the Cabinet Member for Highways, Infrastructure & Transport in consultation with the Executive Director of Community and Environmental Services, the authority to approve the details for that consultation, which will be based on the design solution developed by the successful bidder'.
- 2.10.2** A consultation plan was submitted to the Cabinet Member for Highways, Infrastructure & Transport in consultation with the Executive Director of Community and Environmental Services in order for them to approve the details of the consultation.
- 2.10.3** Following analysis of bat surveys conducted in 2021, the design of the scheme is being refined to take account of bat activity at the northern end of the route. An update was brought to Cabinet in March 2022 with further details reported to Cabinet in July

2022 following completion of the ongoing work. This consultation plan will be brought to Cabinet at the July 2022 meeting for approval. The NWL Project Board will be asked to approve this consultation plan before it is considered by Cabinet, and progress updates taken to the meetings in the lead-in to, during and following the consultation period. A draft version of the consultation brochure will also be presented at a board meeting in the lead-in to the consultation period.

- 2.10.4 Approval of consultation materials will rest with the NCC project team, with the project manager and infrastructure delivery manager providing senior sign-off. Advice will be sought from NCC's corporate consultation team and legal advisors to the project to reduce risks associated with consulting. Ongoing best practice advice will also be provided by the WSP consultation team.
- 2.10.5 Finalised consultation materials will be shared with the Cabinet Member for Highways, Infrastructure & Transport, the Leader and Deputy Leader of the council, the NWL Project Board and the NWL member group ahead of the information being put in the public domain. Briefings on the proposals and consultation approach will be offered to all of these individuals and groups.

3 Key stakeholders

3.1 Key stakeholders

- 3.1.1 Key stakeholders are those people who have been identified as having a particular interest in the project. It will be particularly important to ensure all key stakeholders are contacted about the consultation and are encouraged to respond.
- 3.1.2 A stakeholder database is held by the project team and is updated and maintained periodically. This list includes MPs; county, district and parish councilors; council chief executives; relevant public sector bodies; environmental agencies; emergency services; haulage companies; walking and cycling groups; wildlife groups; bus companies; representative industry bodies; campaign groups; and organisations and individuals who have previously expressed an interest in the project.
- 3.1.3 A landowner database is held and managed by the council's land agents NPS and communications about the consultation will be sent to this list also. Engagement with directly affected landowners has been ongoing for some time however where the consultation proposals reveal new or amended information that will or may impact them, this will be raised with them at meetings either prior to or during the consultation period.
- 3.1.4 The project team are also in the process of reviewing and confirming contact details for statutory consultees who will be expected to comment on the planning application

when it's submitted. These are being updated and added to the project's stakeholder database to ensure these important stakeholders are made aware of the consultation and encouraged to respond.

- 3.1.5** The Equality Impact Assessment (EqIA) has recently been updated to reflect the current stage of the project and this has identified a number of stakeholders who may be impacted by the proposals, including during the construction period. The project team will aim to contact and/or source contact details for all these stakeholders to ensure they are made aware of the consultation in an appropriate fashion and have the opportunity to respond.
- 3.1.6** People living, working or running businesses in close proximity to the route of the NWL, and any of the wider proposals (including the traffic mitigation proposals) are more likely to be impacted by the project than those who are more geographically remote. Letters and consultation brochures will therefore be sent to all properties within 1km of the current scheme boundary as a minimum and all properties in the villages closest to the route of the NWL, namely Weston Green and Longville, Ringland and Honingham.
- 3.1.7** Letters and consultation brochures will also be sent to all properties within 500 metres of the traffic mitigation proposals as a minimum. Some overlap with the 1km radius is likely so deduplicating addresses will be necessary.

4 Logistics and resources

4.1 Logistics

- 4.1.1** NCC will oversee and co-ordinate the consultation and lead on some elements. WSP will provide support and lead on some elements. Ferrovia Construction will provide support. Approval of all elements will rest with NCC.
- 4.1.2** NCC will undertake the following tasks:
- Production of the consultation plan
 - Coordinate and finalise consultation proposals
 - Consultation publicity and stakeholder engagement
 - Updates to NCC website
 - Lead on non-technical content of the consultation materials
 - Produce Q&As and briefing packs
 - Printing of consultation materials (through external printers)
 - Distribution of consultation materials
 - Coordinating required staffing for in person events and appointments
 - Attend in person events and staff phone/online appointments

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- Manage receipt of email and postal responses
 - Consider information received through the consultation (alongside other members of the NWL project team from WSP and Ferrovial Construction).

4.1.3 WSP will undertake the following tasks:

- Advise on consultation plan
- Analysis of responses
- Coordination of technical responses to issues/themes raised from consultation feedback.
- Production of a consultation report
- Produce traffic modelling and mitigation and environmental mitigation and improvement information
- Production of plans and some visualisations
- Design of consultation materials
- Lead on technical content of the consultation materials
- Manage consultation website
- Produce environmental report
- Produce consultation questionnaire
- Provide staffing for in person events and appointments
- Manage and facilitate online public engagement events if required.
- Support development of presentation materials for online events if required.
- Capture feedback from online public consultation events and stakeholder events for input into the consultation report.

4.1.4 all Ferrovial Construction will undertake the following tasks:

- Provide design information and drawings
- Produce some visualisations
- Produce fly-through video
- Provide staffing for in person events and appointments

4.1.5 Weekly meetings with all those members of staff leading on elements of the consultation and the NWL project manager are being held in the run-up to the consultation. This will be chaired by the NWL Consultation lead and the agenda will include progress updates on key workstreams, issues and risks and agreed actions.

4.1.6 Finalised consultation materials will be sent to the printers two weeks before the agreed start date of the consultation. This will allow for a week for the materials to be printed and provide enough time for the printed materials to be reviewed and for reprints to be organised if any issues are identified. It will also enable distribution of materials to venues and addresses to be organised to coincide with the start of the consultation.

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- 4.1.7 Numbers of print copies produced will be informed by those needed for planned distribution and reserves needed for requests for materials to be sent out.
- 4.1.8 The project team will liaise with the NCC post room regarding sending letters and brochures to postal addresses, with the aim of these being delivered on the day the consultation launches.
- 4.1.9 Target venues where brochures, leaflets and posters will be hosted will be identified to ensure good coverage across the area to the west of Norwich, particularly those areas and communities not covered by the mailout of brochures. Select venues where the environmental report will be hosted and available to view will also be identified and promoted via the consultation website and brochure.
- 4.1.10 Distribution of posters and leaflets will be carried out at the beginning of the consultation, once the materials have been received from the printers and approved. Distribution of consultation brochures and the environmental report to venues will be carried out on the consultation launch day. This will be coordinated and carried out by the NWL project team.
- 4.1.11 A process will be set up to ensure paper copies of the consultation brochure and questionnaire can be sent out quickly once requests are received.
- 4.1.12 A process will also be set up for consultation responses received by email and post to ensure these are quickly logged and passed to the WSP team who will be analysing them.
- 4.2 Resources**
- 4.2.1 The NCC NWL Project Manager will retain oversight of the consultation and will provide final approval for approaches and materials.
- 4.2.2 The NCC NWL Consultation lead will manage the consultation and be responsible for ensuring it is adequately resourced and its delivery to the project programme. They will also be responsible for coordinating the consultation proposals and managing the production of the consultation materials. They will also manage the WSP consultation team's support for the consultation.
- 4.2.3 The NCC NWL stakeholder and engagement manager will approve the consultation materials from a presentational perspective, and be responsible for publicising the consultation and managing stakeholder engagement
- 4.2.4 The NCC NWL project coordinator will manage the logistics for the consultation and coordinate the staffing required for the in-person events and appointments.
- 4.2.5 Support for these tasks will be provided by other members of the NCC project team.
- 4.2.6 WSP and FC will be required to assign adequate resources to ensure the elements for

which they are responsible are delivered to the consultation programme.

5 Programme

5.1 Overall Programme

5.1.1 The project programme is currently being updated to reflect the ongoing alignment refinement work.

5.2 Consultation Programme

5.2.1 A consultation programme is being produced in order to “map out” the tasks required and associated timescales in order to prepare for and deliver the consultation.

5.2.2 The consultation programme will be updated once dates for the consultation are confirmed.

Cabinet

Item No: 9

Report Title: Norfolk Social Infrastructure Fund

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr Andrew Proctor (Leader and Cabinet Member for Strategy & Governance)

Responsible Director: Ceri Sumner, Director Community, Information and Learning

Is this a Key Decision? No

Introduction from Cabinet Member

Launched in 2020, our Norfolk Social Infrastructure Fund awards a series of capital grants each year to voluntary and community groups for community projects, including improvements to their existing facilities, or to fund new initiatives. The scheme is part of our ongoing commitment to the VCSE sector and to supporting local communities to deliver positive outcomes for Norfolk residents. The funding supports projects to help us deliver on our **Better Together, for Norfolk** strategic priorities.

The projects we have supported so far have made a big difference, not only to the recipients of the grants, but also to their users; helping people to overcome disadvantage and social exclusion, supporting those in need, and enabling people to play a more active role in their local communities. It has also played a key role in helping communities come together and recover from the COVID19 pandemic.

From small but essential community projects, such as getting running water and a toilet for the *Reading Room* in Quidenham, to major infrastructure projects, such as supporting Centre 81 in Great Yarmouth with their ambitious plans to convert their new premises into a thriving skills and activities centre, our funding is making a tangible difference in communities across Norfolk. Our support of projects like the Community Supermarket in Shrublands, Gorleston has enabled local residents with sustainable solutions to cost of living pressures and food access. Where we have funded improvements to community facilities it has been great to see so many projects delivered in time to play a central role in the Platinum Jubilee celebrations.

Our funding is looking after our residents' physical fitness, through funding gym equipment, sports facilities and play equipment. Just as importantly, the fund has made a massive contribution to the county's wellbeing, funding improvements to Men's Sheds, new therapeutic resources and enhancing community spaces where people are coming together to combat loneliness. Although the projects are unique, every one is contributing to **Better together, for Norfolk**.

In 2021 we refined the fund by opening it up to smaller projects, resulting in our funding reaching further into Norfolk and providing grassroots local projects with the money to develop the facilities that matter most to their local communities. We also helped smaller organisations with bid writing support to improve funding bids more widely and support bid applications for VCSE organisations across the County.

In 2022, following our evaluation of the scheme, we now wish to make further improvements to the process so that the voluntary and community sector can access even better support and the quality of applications continues to improve.

Executive Summary

£1 million of funding was awarded to nine organisations in the first year of Norfolk County Council's Social Infrastructure Fund, and 25 organisations in the second year. Although the final outcomes from the year two projects are yet to be reported, we have evaluated the process to understand what more we can do to support projects in attracting funding into Norfolk, and therefore help deliver the **Better Together, for Norfolk** aims.

Following our evaluation, we are proposing some changes in how the council manages the fund and the support it offers to all applicants. We propose to improve both the experience of those applying to the fund and the support we offer by moving to a two-stage application process. This way, projects that need more support can be identified early on, and only projects that are likely to be successful will need to submit fully detailed proposals.

This year £775k will be made available to community organisation, as £225k has been committed to continue the successful partnership with Norfolk Community Foundation in expanding their Nourishing Norfolk food hubs across the county, with an ambitious aim of 15 being open by the end of 2022.

£550,000 is set aside for larger projects of between £50,000 and £250,000, and £225,000 for smaller projects of between £5,000 and £50,000.

The scheme will operate under a two-stage application process to allow early feedback on projects most likely to be successful.

Recommendations:

1. To acknowledge the positive impacts that have been made possible by the County Council's £1m investment in social and community infrastructure through the 2021 grants, as set out in Annex 1.
2. To agree the proposed changes to the Social Infrastructure Fund scheme criteria and process for 2022, as set out in detail in Section 2 of this report, aimed to improve the support we offer and therefore the quality of applications.
3. To agree the timetable for the 2022 Fund, as set out in para 2.4, which would see Expressions of Interest for 2022 open on 25 July 2022.

1. Background and Purpose

1.1 In 2020, Norfolk County Council established a new annual capital grants scheme for voluntary and non-profit making groups, known as the Norfolk Social Infrastructure Fund. Grants are available for groups who are involved in community projects and initiatives that benefit the residents of Norfolk.

1.2 In its first year the fund received 29 applications, with a total funding requested of £3,487,068. We awarded £985.7K in ten grants to nine organisations.

1.3 In early 2021, feedback from voluntary and community organisations (gathered during an engagement exercise to inform the infrastructure support the Council gives the sector) suggested funding support for smaller projects could make a great difference to communities recovering from the impact of COVID 19.

1.4 As a result of the feedback, we created two pots of funding. One for larger projects where between £50k-£250K could be applied for (total value £750k). And one for smaller projects where grants of up to £50k could be applied for (total value £250k)

1.5 As a result of these changes and support, in 2021 the fund received 64 applications (2.5 times as many), with total funding requested of £4,838,875.

We awarded grants to 25 projects - five from the large pot totalling £755,000 and 20 from the small pot totalling £274,078.45. In total we gave out £1,029,078.45 in grant funding. See Annex A for more detail about the successful 2021 projects and their progress to date.

1.6 **Evaluation** - In January 2022 we sent out a feedback survey to contacts who had been in touch with the County Council about the 2021 fund. This included those who just emailed with a query through to all those that applied, regardless of whether their application was successful or not. We received 27 responses – 17 from successful applicants, seven from unsuccessful applicants and three from

organisations who had not applied. Where improvements were suggested, these mostly related to the application process – the time it took to gather the information needed, the amount of information we requested and the time it took to complete the application form. For a brief summary of the feedback see Annex B.

2. Proposal

2.1 Process - For the last two years we have had a one stage process for the grant. However, we can improve both the experience and the quality of applications by running a two-stage process for the 2022 funding pot.

Our proposed two-stage project would be as follows:

- **Open informal information sessions** – any prospective projects can come and find out about the grant and how the application works. This provides an early opportunity for projects to find out if they meet the criteria and are at the right stage for an application
- **Expression of interest** – projects answer some simple questions about their organisation and the aims and outcomes of their project.
- **Initial evaluation** - team decides which projects to be invited to put in an application and which can be offered alternative support i.e., applications to more relevant funding streams / project development support
- **Application support** – projects that have been accepted onto the final stage will be offered bid-writing support to ensure high quality applications
- **Application** – projects submit their final applications.
- **Pre-panel** - project due diligence / scoring by evaluation team
- **Panel** – evidence presented, and funding decision made

The benefits of this two-stage process are:

- Making the initial step easy and less time consuming so that projects can quickly find out if it is worthwhile for them to put the work into a more detailed application
- Identifying the projects that are not quite ready or unsuitable and direct these to other more relevant sources of funding / support to develop their projects further
- Identifying strong projects early on and offer more intensive support to enable them to put in detailed and successful applications
- Ensuring that all final applications include good quality information that aids better decision making
- Making best use of the panel evaluation time by ensuring that all final applications are suitable

2.2 Timetable :

Action	Date
Fund announced	July 2022
NSIF grant open introduction sessions	25 July 2022
Expressions of interest open	25 July 2022
Expressions of interest close	19 September 2022
EOI evaluation panel	w/b 10 October 2022
Letters welcoming applications sent	24 October 2022
Bid writing workshops	October / November 2022
Closing date for applications	12 December 2022
Evaluation / due diligence	12 December 2022 – 6 January 2023
Pre-panel meets	w/b 9 January 2023
Panel meets	w/b 16 January 2023
Grants announced	w/b 23 January 2023
Interim monitoring	March 2023
Interim monitoring	July 2023
Final outcomes report	October 2023

2.3 Focus – The fund will be for:

- voluntary and non-profit making groups and organisations to support community initiatives that benefit Norfolk residents.
- capital projects that support the Council's strategy **Better Together, for Norfolk** and that help the county face current challenges, such as the increase in living costs.
- projects that can match 20% of their funding, either through money from other sources or through in-kind contributions.

In April, Cabinet agreed to encourage communities to apply to the fund for new Changing Places facilities, as access to quality spaces is a key priority of the Council's strategy.

The fund aims to provide flexible support to voluntary and community organisations, recognising the valuable contribution that the sector makes. One of the biggest issues Norfolk is currently facing is the impact of the increased cost of living. The fund has therefore already earmarked £225,000 to fund the capital costs of 15 new community food hubs, as part of Norfolk Community Foundation's Nourishing Norfolk network.

Of the remaining grant pot of £775,000 – £550,000 is set aside for larger projects of between £50,000 and £250,000, and £225,000 for smaller projects of between £5,000 and £50,000.

3. Impact of the Proposal

3.1 The commitment of £1 million capital funding is a significant investment in the social infrastructure of Norfolk. The examples cited in Annex A outline some of the many benefits delivered to communities, including some groups with protected characteristics. The continuation of the grant programme for 2022 will allow more organisations and their users to benefit. The proposed changes will ensure more support for projects leading to better quality applications.

4. Evidence and Reasons for Decision

4.1 The changes proposed to the Social Infrastructure Fund are based on feedback from the sector as above. As well as improving the application experience, the proposal will help support applicants with any grant applications, not just those for the fund. The fund enables vital community infrastructure to be strengthened across Norfolk.

5. Alternative Options

5.1 The alternative option would be to not make any changes to the scheme process for 2022. The scheme ran successfully in 2021 and could operate with the existing process. However, this would mean we would not be able to identify unsuccessful projects early on and give them the support they need to write high quality bids. As a result, some external funding opportunities might be missed.

6. Financial Implications

6.1 The £1m capital funding needed for the 2022 Fund was approved by Members as part of the budget setting process for 2022/23.

7. Resource Implications

7.1 **Staff:** resource to support this process will come from the existing Community, Information and Learning team.

7.2 **Property:** N/A

7.3 **IT:** N/A

8. Other Implications

8.1 **Legal Implications:** N/A

8.2 **Human Rights Implications:** N/A

8.3 Equality Impact Assessment (EqIA) (this must be included):

The aim of the social infrastructure fund is to enable projects that will benefit Norfolk's communities to be delivered. One part of the assessment of applications is to consider who will benefit from the project and how, which will enable us to take into account the overall impact, including support for residents with protected characteristics. In addition, Cabinet's previous decision to encourage applications to support Changing Places facilities has potential to bring great benefit for disabled people and families with disabled children.

8.4 Data Protection Impact Assessments (DPIA): N/A

8.5 Health and Safety implications (where appropriate): N/A

8.6 Sustainability implications (where appropriate):

Environmental sustainability is included as one of the criteria

8.7 Any Other Implications: N/A

9. Risk Implications / Assessment

Clear assessment criteria for the assessment of any bids are in place and published on the Council's website to ensure transparency and openness in terms of opportunity for those organisations interesting in bidding for this funding. The fund itself is managed by the Community, Information and Learning Service, supported by Finance and Commercial Services, with oversight from the Council's Audit Team.

10. Recommendations

- 1. To acknowledge the positive impacts that have been made possible by the County Council's £1m investment in social and community infrastructure through the 2021 grants, as set out in Annexe 1.**
- 2. To agree the proposed changes to the Social Infrastructure Fund scheme criteria and process for 2022, as set out in Section 2 of this report, aimed to provide wider opportunities for VCSE organisations to access this funding.**
- 3. To agree the timetable for the 2022 Fund, as set out in para 2.4, which would see Expressions of Interest for 2022 open on 25 July 2022.**

4. Background Papers N/A

Officer Contact

If you have any questions about matters contained within 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 or 0344 800 8011 (textphone) and we will do our best to help.

Annex A – Interim update on 2021 projects

Carleton Rode Jubilee Hall has unveiled its new state-of-the art 3G football pitch in October 2021. The project saw its previously uneven and dangerous hard court replaced with a new multi-purpose surface, which will accommodate a range of community sports, including football, hockey, tennis, and basketball, with the added feature of all-weather floodlights to allow play over the darker months. The committee has already established a range of new and inclusive sports for everyone to try, including walking football for older people and tots tennis for toddlers, to help reconnect the community. Over 150 local people use the court each week, with four community sessions per week, three local football teams training on the surface, and most recently football fun factory have agreed to host tots and junior football every Friday for the next 12 months.

It's great to hear that **Norfolk Community Law Service's** new office has now opened and is providing a safe space for staff, volunteers, and clients. Our funding has enabled them to help more clients, especially those who do not have access to the internet/advice remotely or have needed face to face advice for other reasons. Up to April they had booked 77 clients for face-to-face appointments, with some of these requiring interpretation services, both for language differences and BSL interpretation. Over the past 4 months alone, 221 clients said they prefer face to face advice, which is almost 20% of all new cases.

The acoustic panels are in place at **South Creake War Memorial Pavilion**. Thanks to our grant funding, along with some excellent local funding through some successful coffee mornings, users of the hall are already commenting on the difference the sound improvements have made. The Hall has rebounded after Covid and is beginning to attract all types of classes including paracise for the over 50s, baby massage for local mums, art classes and yoga. They are also looking at starting a table tennis club, whilst the bowls team and tennis courts are thriving. Quiz nights, bingo and coffee mornings are all still taking place, encouraging residents to come together and feel less isolated.

The **Stoke Ferry Community Enterprise's** new community meeting room and all weather outside space is already seeing great benefits to the local community. They have created an accessible approach in the area around the new metal storage shed that will allow for ease of access for those with mobility difficulties, children and for those clients using buggies. Volunteers have gained skills and self-confidence in planning groundworks and in the building of fabricated metal sheds. This has led to a sense of self-worth and feeling more connected to their communities and enjoying better health and increased wellbeing. There is also an increased involvement and understanding by volunteers regarding sourcing items locally and involving re-used materials. Thanks to our funding the project is now in a much better position to deliver services and develop new ones such as a garden food service, outdoor events and a fresh fruit and veg market based in the newly re-roofed annex building.

Centre 81's ambitious project to convert their new premises into a thriving skills and activities centre is all proceeding to plan and the conversion of the 1.2 acre site with 2,382sqm of accommodation is on schedule. All site preparation is complete and several of the spaces are completed up to first fix. Once the building works are completed our grant funding will add benefit through the creation of four bubbles/zones in the warehouse space, pictured along with members and staff of Centre 81. This will provide the flexibility for the centre's members to work in smaller, dedicated groups. The project is creating significant interest locally, with the Centre already having been approached by other charities who are interesting in joining forces and renting space. The project is also succeeding at drawing in additional funding to support delivering services from the new site.



New chairs and curtains will very soon be on the way for use in the Main Hall at **Old School Hall, Fulmodeston**. The community there is very much looking forward to the arrival of new comfortable furniture alongside the welcoming atmosphere.

The first phase of **Norfolk Community Foundation's** Shrubland Food Hub has been successfully completed, with the food hub opening in October 2022 in a temporary location. The Food Club currently has 93 member households from the local community which equates to 279 beneficiaries in total. These households can

make significant savings on their household and food budgets through accessing the Food Club. Everything is now up and running and ready for the new portable cabin funded from the NSIF grant. With planning applications underway and the cabin on order the project looks all set to meet its ambitions in July 2022.

Work was completed on **Bircham Cricket Club's** pavilion in January 2022 and the new facilities are already in demand. There have been several bookings for parties and an increased interest from non-members. What's more, touring sides are getting in touch, wishing to visit.



Thanks to the grant funding, **Eve's Hill Veg Company** now has a site that is fully operational for their teaching, volunteer, and training programmes - with a classroom, tool storage, teaching area, shelter compost toilet and rainwater harvesting system using environmentally sensitive techniques, recycled materials and a timber frame. This new facility blends into the natural environment, employs local crafts people, and makes the most of the project budget. They enrolled 24 participants into the LIFT (into work training programme) and have been successful at getting participants into local horticulture jobs. They have also evaluated the programme and have seen a huge turn around in people's mental health and wellbeing - for example one participant with chronic anxiety, hadn't been around other people for two years, yet five weeks into her gardening course, she found employment as a nursery assistant at a garden centre.

Wells Men's Shed have already completed the first stage of their project build, which is their external workspace lean-to development. As it is their intention to build the structure themselves, they are creating a team spirit in line with the goals of the Men's Shed movement. They teamed up with a local building firm to help select and order materials at cost and to speed up delivery too during these difficult times of supply shortages. As a direct result of the press announcements, they have recruited two new members and others are expected to follow. The team there is also delighted with the positive feedback they have had from the local community. In April they also started running training sessions for women interested in woodworking skills.

All work has been completed on the **Harvest Centre's** accessible path and parking bays. Thanks to the new path it is now much easier for people to walk towards the Foodbank, and the accessible parking bays have drastically increased the accessibility of the community services and activities they provide.

Some of the roofing repairs at the **St Edmunds Society** training centre have already been completed and a new training area has been created. This new and drier environment has given the opportunity to increase referrals and the numbers of young people who can be trained. More roofing repairs are scheduled this year. In other good news for the project, funding has been received from Norfolk Community Foundation and The New Anglia LEP to support the training aspect of their provision.

The grand opening of the new kitchen and accessible toilets at **St Mary Magdalene** in Gorleston took place on 23 January. The facilities are already contributing to delivering the church's community offer. Parent and toddler groups and youth groups are already making a great use of the space, and wider community groups and other organisations, such as 'Slimming World'.

NANSA have got everything in place now for their essential roof refurbishment project at their Adult's Centre at Norwich. The project specification has been refined, final quotes obtained, and a contractor has been selected. The work is all set to begin in July.

At **All Saints North Runcton** they have successfully reached their fundraising target so their project to install water, an accessible toilet and kitchenette is ready to go ahead. The Architect is agreeing a suitable start date with the contractor. The project is already exploring how the church can become a place of creative learning across the curriculum, through the Inspired Classrooms initiative.

Clients are excited about the upgrade to the Swaffham Community Space by the **Iceni Partnership**. The PA system and screen installation is complete, the new blinds have been installed and the hearing loop has been ordered. The new IT is proving very popular, and people are using it in lots of creative ways, including a dance teacher carrying out an online class with pupils in Malta!

All the plans are in place for the new **Poringland and District Men's Shed** with building work on their new community workshop starting in March 2022. Although

building is still underway there is great deal of positive excitement about the project and the community benefits it will bring.

The plans to replace the under 5s playground equipment at **Heathlands Community Centre** are also well underway. Working very closely with Blofield Parish Council the team has now successfully raised all the funding it needs, and the equipment is all on order.

Eastern Rivers Community Gym have sold off their off their old equipment to make space for the new and have ordered all their replacement equipment.

The **Nurture Project** has achieved its aim of enhancing their Barn as an accessible space to deliver nature based therapeutic service. Existing clients have already been visiting the barn and The Men's Woodland Project group is due to start in June 2022. They project now plans to link in further with social prescribing networks and are in regular contact with their village network about how they might be able to support and get involved in village led events.

Quidenham Village Society's project for running water and a compost toilet for the village Reading Room has been completed in time for their Platinum Jubilee celebrations. It's already been making a big difference to the local community with monthly activities now planned.

The roller and equipment container have now been delivered at **Reepham and Salle Cricket Club**, so their project is now complete. The project was designed to further develop the infrastructure of the club and now the season has started, the new assets are already proving invaluable. More work is underway to promote the club and its facilities to the local community.

Thanks to the fund, **The Rocklands Community Shop** has now been refurbished. The counter, post office and café and are now all accessible for disabled people. The new lay-out is making it easier for staff and volunteers to work together and for the volunteers to feel better supported. Opening hours of the shop have now been increased and the project is all set to achieve its outcomes.

Gorleston Football and Social Club are planning to start their build shortly and now aim to complete their ambitious project by December 2022.

Ashill Parish Council's project to provide a new access driveway to the community is now complete. Those attending the centre can now do so safely, which is encouraging the local community to come together and help combat loneliness.

Annex B – Summary of evaluation feedback

Methodology

In January 2022 we sent out a feedback survey to contacts who had been in touch with the County Council about the 2021 fund. This included those who just emailed with a query through to all those that applied, regardless of whether their application was successful or not. We received 27 responses – 17 from successful applicants, seven from unsuccessful applicants and three from organisations who had not applied.

Feedback

Overall - the feedback on the general process was very positive with the majority of respondents rating it very good (13) or good (8). Norfolk County Council also scored positively on a range of factors when compared to other grant givers. In particular, communication throughout the process was rated as either good or very good by all respondents.

Support - Several respondents made favourable comments about the support they had received from the team.

“Overall, I thought Norfolk got much more right than many other LA's and Central Government grants I have applied for. The form was relatively simple given the amount requested, the lack of word count made it a much easier bid to write than many others, the team were exceptional in their customer service and the fact you are collecting feedback at all tells me that you are interested in continuous improvement which is uncommon in my experience, from public funders.”

Improvements - Where improvements were suggested these mostly related to the application process – the time it took to gather the information needed, the amount of information we requested and the time it took to complete the application form. Despite simplifying the application to encourage applications from small organisation, some of the comments suggest we need to do more.

“It is heavily weighted to larger organisations who have teams making grant applications. For small organisations which are just trying to better the world, grant applications are time consuming and extremely difficult as well as completely frustrating.”

Bid-writing workshop - Four of those responding said that they had added a bid writing workshop rating it either very helpful (3) or helpful (1).

“I wasn't really expecting to learn much, other than having more details of the Social Infrastructure fund, but in fact the support offered, on bid writing in general, was very encouraging”

Email feedback from the Bid Writing workshops was also very positive. Interestingly a number of those attending did not make an application into the fund. This might

suggest that the workshop helped clarify that their project was not at a stage where their application would have been successful.

Crowd funding - We took the opportunity of asking our contacts about their experiences and thoughts about the County Council adopting a crowd funding approach to the fund. There were some mixed feelings on this. Some respondents expressed concerns about the time / resources needed to run an effective crowd funding campaign or that some projects might lose out if their cause was not seen as attractive as others. The feedback will help us inform our approach to crowd funding.

Cabinet

Item No: 10

Report Title: Norfolk Minerals and Waste Local Plan

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr Eric Vardy (Cabinet Member for Environment & Waste)

Responsible Director: Tom McCabe, Executive Director of Community and Environmental Services

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 3 February 2022

Introduction from Cabinet Member

Norfolk County Council, as Minerals and Waste Planning Authority, has a statutory duty to produce and maintain an up-to-date Minerals and Waste Local Plan which forms the basis for determining any relevant planning applications that are lodged with the authority. The Minerals and Waste Local Plan also forms part of the Development Plan for Norfolk which means it is a consideration in the determination of planning applications lodged with district councils, where there is the potential for those proposals to impact safeguarded minerals or waste management activities. The provision of a steady and adequate supply of minerals and the management of waste constitutes essential infrastructure to support the economic development of the county.

A new Norfolk Minerals and Waste Local Plan (NM&WLP) is being produced to consolidate the three existing plans into one Local Plan, to ensure that the policies within the plan remain up-to-date and to extend the plan period from 2026 to 2038.

Two public consultations have already taken place on the NM&WLP, the 'Initial Consultation' in Summer 2018 and the 'Preferred Options' in Autumn 2019. The responses received have informed the production of the Publication version of the NM&WLP. This report provides information about the Publication document which includes the proposed planning policies for minerals and waste management development and the proposed mineral extraction sites. The next stage in the process is the formal representations period, followed by the submission of the

NM&WLP to the Secretary of State for examination. The draft document is available at [Norfolk Minerals and Waste Local Plan Review](#)

The Council must also prepare and maintain a Minerals and Waste Development Scheme (MWDS) and a Statement of Community Involvement (SCI). The MWDS specifies the Development Plan Documents (DPDs) that the Council will produce together with the timetable for the preparation and revision of the DPDs. The MWDS is required to be kept up to date. The remaining stages in the production of the NM&WLP will not be in accordance with the adopted timetable in the MWDS. A formal revision to the MWDS is, therefore, necessary and attached as Appendix A. The SCI sets out who, how and when we will engage with individuals and groups on planning applications and the Minerals and Waste Local Plan. The existing SCI was adopted in December 2018 and has been reviewed to ensure that it remains up to date. The revised 2022 SCI is attached as Appendix B.

Recommendations:

- 1. To approve and recommend that full Council resolve that the 2022 Minerals and Waste Development Scheme (Appendix A to this report) shall have effect from 11 October 2022 and that this replaces the current MWDS (2019).**
- 2. To approve and recommend Full Council resolve to formally adopt the 2022 Norfolk Statement of Community Involvement (Appendix B to this report) and that this replaces the current SCI (2018).**
- 3. To authorise the Head of Planning to make any further necessary minor corrections, factual updates, formatting changes and other non-material changes that are identified prior to the publication of the NM&WLP;**
- 4. To agree to publish the NM&WLP (incorporating any later suggested modifications approved under recommendation 3b) for representations to be made, over a six-week period starting in September 2022, in accordance with Regulations 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012;**
- 5. To authorise the Executive Director of CES, in consultation with the Cabinet Member for Environment and Waste, to review the Pre-Submission representations made. If no fundamental weaknesses are identified, agree to submit the NM&WLP (and supporting/background information) to the Secretary of State for independent examination in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended);**
- 6. To agree to formally request that the appointed independent Planning Inspector makes any necessary Main Modifications under section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended) that he/she judges necessary to make the NM&WLP sound and legally compliant; and**
- 7. To authorise the Executive Director of CES to agree minor modifications to the NM&WLP prior to its submission and to negotiate any modifications necessary to the NM&WLP as part of the Independent Examination.**

1. Background and Purpose

- 1.1 The Norfolk Core Strategy and Minerals and Waste Development Management Policies Development Plan Document (DPD) was adopted by Norfolk County Council in 2011. The Norfolk Minerals and Waste Site Specific Allocations DPDs were adopted in 2013, while the Minerals Site Specific Allocations DPD was updated in 2017 only with regards to silica sand. These adopted plans cover the period to 2026. As these DPDs were adopted over five years ago, the NM&WLP review process is being carried out to ensure that the Local Plan policies remain up to date, to extend the Plan period to 2038 and to consolidate the three DPDs into one Norfolk Minerals and Waste Local Plan (NM&WLP).
- 1.2 The first stage in the NM&WLP process was a 'call for mineral extraction sites', which took place in July 2017. The sites submitted, together with the existing allocated mineral extraction sites which have yet to obtain planning permission, have been assessed for their suitability for future mineral extraction. The assessment included potential effects to amenity, highway access, the historic environment, archaeology, landscape, public rights of way, ecological designations, geodiversity, flood risk, hydrology, the Water Framework Directive, utilities and safeguarded aerodromes.
- 1.3 In January 2019 a 'call for waste management sites' took place for proposed permanent waste treatment facilities of over 1 hectare in size with an estimated annual throughput of over 50,000 tpa to be considered for inclusion in the M&WLPR. The six sites submitted have been assessed for their suitability to be allocated as future waste management facilities, but no sites are allocated in the Publication version of the M&WLP.
- 1.4 There have been two public consultations on the NM&WLP, the first was the Initial Consultation which took place in summer 2018 and the second was the Preferred Options consultation which took place in autumn 2019. Both of these consultations formed part of the plan preparation stage. The next stage in the local plan process will be the formal representations period on the Publication version of the NM&WLP before it is submitted to the Secretary of State for independent examination.
- 1.5 The current Minerals and Waste Development Scheme (MWDS) came into effect on 1 September 2019. The MWDS contains the timetable for the review of the Minerals and Waste Local Plan which is currently being produced. This report provides information about the proposed changes to the MWDS.
- 1.6 Norfolk County Council, as the Minerals and Waste Planning Authority has a statutory duty to produce a Minerals and Waste Local Plan and to keep it up to date. The government can intervene in local authorities where policies in plans have not been kept up to date. The government also has powers to intervene in the MWDS process, either by directing that a revision take place, or preparing the revision and requiring the planning authority to bring it into effect.

- 1.7 The current Norfolk SCI was adopted in December 2018. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) also requires SCIs to be reviewed every five years, starting with the date of adoption of the SCI. The revised 2022 SCI takes into account changes in legislation, national planning regulations, national and local planning policy and guidance that have taken place since 2018. The Planning and Compulsory Purchase Act 2004 states that the SCI must be adopted by resolution of the local planning authority.

2. Proposal

2.1 Statement of Community Involvement

Under the Planning and Compulsory Purchase Act 2004 (as amended) Norfolk County Council, as a County Planning Authority (CPA) is required to prepare an SCI. The SCI sets out how the CPA will involve the community in the preparation and review of minerals and waste planning policy documents and in the consideration of planning applications being determined by the CPA.

- 2.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) required SCIs to be reviewed every five years, starting with the date of adoption of the SCI. Since the existing SCI was adopted in 2018, there have been several changes to national planning legislation, policy and guidance. The main changes between the existing 2018 SCI and the 2022 SCI recommended for adoption cover the following areas: the use of electronic communications, amendments to reflect data protection legislation and guidance and the impact of unforeseen circumstances such as covid-19. The SCI has also been expanded to reflect the full range of planning authorisations dealt with by the authority and includes community engagement post determination such as during monitoring and in response to breaches of planning control.

- 2.3 The revised 2022 SCI is, therefore, recommended for adoption and is attached as Appendix B to this report.

2.4 Minerals and Waste Development Scheme (MWDS)

The MWDS has been updated and it is recommended to bring the Scheme into effect on 11 July 2022. The Scheme sets out a timetable for producing minerals and waste planning policy documents, specifically the NM&WLP

- 2.5 Changes are required to the timetable in the MWDS for the NM&WLP. The existing MWDS planned for the Publication stage to take place in May and June 2020. However due to a several factors, including the large volume of responses (over 5,000) received at the Preferred Options consultation stage in 2019, an increased mineral safeguarding workload providing consultations to non-mineral planning applications submitted to Local Planning Authorities and the Covid-19 pandemic, it has not been possible to undertake the Publication stage at the time anticipated in the adopted MWDS. The Publication stage is now planned to take place in September and October 2022 as detailed in this

report. The revised date of the Publication stage means that the subsequent stages of the NMW&LP process cannot now take place in accordance with the timescales set out in the current adopted MWDS. Accordingly, a revised timescale is required to provide a realistic timeframe to undertake the processes of Publication, submission, examination and adoption.

- 2.6 A revision of the MWDS is therefore necessary and has been prepared by officers; this is attached as Appendix A. The 2004 Act states that a revision to the MWDS is brought into effect by the Minerals and Waste Planning Authority resolving that the revision is to have effect from a specified date.
- 2.7 A table comparing the current MWDS timetable for the NMW&LP with the proposed changes in the revised MWDS is below:

Stage	Date timetabled in the adopted MWDS	Date timetabled in the revised MWDS
Pre-Submission representations period (Regulation 19)	May/June 2020	September 2022
Submission (Regulation 22)	September 2020	December 2022
Hearing commencement (Regulation 24)	January 2021	April 2023
Inspector's report	July 2021	October 2023
Adoption (Regulation 26)	September 2021	December 2023

2.8 Minerals and Waste Local Plan - Publication and representations period

The NM&WLP review process is being carried out to ensure that the Local Plan policies remain up to date, to extend the Plan period to 2038 and to consolidate the three existing DPDs into one NM&WLP. National planning policy and guidance state that Local Plans should plan for a period of at least 15 years from adoption. Therefore, in common with other Local Plans being prepared in Norfolk it has been necessary to extend the Plan period to 2038, due to delays in plan preparation detailed in paragraph 2.5 of this report. The following paragraphs summarise the contents of the Publication document, which has been amended where necessary, taking into consideration representations received at the Preferred Options stage. The full draft Publication document is available to view on the Norfolk County Council website at: [Norfolk Minerals and Waste Local Plan Review](#)

- 2.9 The NM&WLP includes a vision and strategic objectives for waste management and minerals development for the Plan period to 2038. Changes have been made to the vision and strategic objectives following the Preferred Options stage to refer to the 'agent of change' principle and biodiversity net gain.

- 2.10 The NM&WLP includes policies relevant to both minerals and waste management development covering the following issues: development management criteria, transport, climate change mitigation and adaption, The Brecks protected habitats and species, and agricultural soils. Following the Preferred Options consultation changes have been made to strengthen both the Development Management Criteria Policy and the Climate Change Mitigation and Adaption Policy.
- 2.11 The NM&WLP includes a forecast of the quantities of waste that need to be planned for over the Plan period to 2038. These figures have been reviewed for the Publication document and an assessment of the existing waste management capacity in Norfolk has also been updated, which concluded that sufficient capacity already exists to accommodate the forecast growth in waste arising over the Plan period to 2038. Therefore, it is not considered necessary to allocate any waste management sites in the NM&WLP.
- 2.12 However, planning applications for new waste management facilities are still expected to come forward during the Plan period, both to move waste management up the waste hierarchy and because waste management is a contract driven and competitive industry. The NM&WLP, therefore, contains criteria-based policies to determine those applications that come forward for waste management facilities.
- 2.13 The NM&WLP includes a spatial strategy for new waste management facilities, a policy detailing the types of land considered to be suitable for waste management facilities and includes criteria-based policies for the determination of planning applications for the following types of waste management facilities: inert waste recycling, waste transfer and treatment, composting, anaerobic digestion, household waste recycling centres, residual waste treatment, landfill and water recycling centres. Specific policies also cover the design of waste management facilities, landfill mining and safeguarding waste management facilities and water recycling centres. Some of the waste management policies have been amended following the Preferred Options Consultation. In particular, the forecast waste arisings have been updated, and it is now considered that the amounts of hazardous waste arising during the Plan period will be stable rather than reducing.
- 2.14 The NM&WLP includes the quantities of sand and gravel, Carstone and silica sand that need to be planned for during the period to 2038 to provide a steady and adequate supply of minerals. Based on the rolling average of 10 years' sales data and other relevant local information, the NM&WLP proposed approach to planning for silica sand extraction is based on the existing maximum throughput per annum of the processing plant site at Leziate (754,000 tonnes), whilst a lower rate of carstone extraction per annum (82,650 tonnes) and sand and gravel extraction per annum (1,506,000 tonnes) is proposed to be planned for, reflecting the average extraction rate for aggregates over the last ten years (2011-2020) plus 10%.

- 2.15 Using the forecast annual extraction rate and the existing permitted reserves (sites with planning permission for mineral extraction), there is a forecast need to allocate sites with an estimated resource of at least 12.597 million tonnes of sand and gravel and 10.34 million tonnes of silica sand in the NM&WLP. There is not a forecast need for additional carstone resource during the plan period. These forecasts are for lower quantities of sand and gravel and carstone than contained in the Preferred Options consultation because the ten-year sales average plus 10% used in the Publication document is lower than the 20-year sales average used in the Preferred Options document. Using the 10-year sales average plus 10% is now concluded to be the most appropriate approach to forecasting mineral need in the NM&WLP because it includes an additional 10% for flexibility, it is consistent with the National Planning Practice Guidance and the approach taken by other Mineral Planning Authorities in the East of England Aggregate Working Party.
- 2.16 The NM&WLP contains a spatial strategy for minerals development. Policies relevant to the determination of applications for minerals development include: borrow pits for construction schemes, agricultural reservoirs, protection of core river valleys, cumulative impacts and phasing of workings, progressive working and restoration, aftercare, concrete batching and asphalt plants. Specific policies also cover safeguarding mineral resources, minerals sites and infrastructure. Some of the policies have been amended following the Preferred Options Consultation.
- 2.17 The Initial Consultation and Preferred Options documents contained a proposed policy on conventional and unconventional oil and gas development. This policy has been removed from the draft Publication document because the NPPF (National Planning Policy Framework) states that areas where no Petroleum Exploration and Development Licenses have been granted in a previous license application round have no need to have a policy regarding oil and gas development within their Local Plan. Reports from the British Geological Survey have indicated that prospects for oil and gas would be poor in Norfolk, compared with other locations, particularly those in former coalfield areas.
- 2.18 The draft Publication document allocates 16 sites for sand and gravel extraction. The estimated sand and gravel resource in the allocated sites is sufficient to meet the forecast need for sand and gravel during the Plan period. Only the sites considered suitable to allocate are included in the draft Publication document.
- 2.19 Since the Preferred Options consultation in 2019 planning permission has been granted for sand and gravel extraction at the following sites: MIN 209, MIN 210 and MIN 211 at Earsham, MIN 207 at Edgefield, MIN 65 at Stanninghall, MIN 64 at Horstead, MIN 37 at Mayton Wood, and part of site MIN 69 at Aylmerton. The planning permission for the sites at Earsham has been implemented and therefore these three sites no longer need to be included in the NM&WLP. The planning permissions granted at the other sites (MIN 207, MIN 64, MIN 65, MIN 37) have not been implemented yet or only include part of the site (MIN 69) and

therefore these sites are still included in the NM&WLP. One additional site is proposed to be allocated at Beetley (MIN 08) because it is now proposed to be operated as part of one larger site consisting of three fields (MIN 13, MIN 51 and MIN 08), two of which were proposed to be allocated at the Preferred Options stage. Two of the sites for sand and gravel extraction which were concluded to be suitable to allocate in the Preferred Options document are now not considered to be suitable and therefore are not allocated in the Publication document. The sites that are no longer allocated are MIN 212 (Mundham) and MIN 213 (Stratton Strawless). The conclusions for all the other proposed sand and gravel extraction sites have remained the same as contained in the Preferred Options document.

- 2.20 The Publication document allocates one site for carstone extraction (located at Middleton). Whilst there is no forecast need for additional carstone resource during the plan period, it is considered prudent to continue to allocate one site for carstone extraction to maintain flexibility given the historic variability for carstone extraction volumes.
- 2.21 The Publication document allocates two sites for silica sand extraction (located at East Winch and Bawsey). The site at Bawsey was granted planning permission in August 2021 but the permission has not yet been implemented and therefore the site is still allocated in the NM&WLP. The two allocated silica sand sites only contain 4.1 million tonnes of silica sand and are not sufficient on their own to meet the forecast additional need for 10.34 million tonnes of silica sand during the Plan period.
- 2.22 In order to meet the remaining forecast need for silica sand, the Preferred Options document proposed to continue to allocate the four Areas of Search (E, F, I and J) for silica sand extraction that are currently allocated in the existing adopted Norfolk Minerals Site Specific Allocations DPD, which had been found sound and legally compliant following an examination in 2017. However, the consultation response from the Defence Infrastructure Organisation to the NM&WLP continued to raise concerns about bird strike risks to aircraft from the creation of large areas of open water following mineral extraction, whilst Shouldham Warren is designated Open Access Land and forms a significant part of the higher land within Area of Search E. The three remaining Areas of Search (F, I and J) would be too fragmentary to form an appropriately sized area within which to find a potentially viable silica sand extraction site, which means that the Areas of Search are no longer considered to be a deliverable method to use to plan for future silica sand provision in Norfolk. Therefore, the Publication version of the NM&WLP does not allocate any areas of search for silica sand and instead contains a criteria-based policy for the consideration of any future planning applications for silica sand extraction, which is considered to be the most appropriate and effective method of planning for the remaining forecast need of this nationally important mineral.

Consultation and formal representations period

- 2.23 The NM&WLP process includes two public consultation stages and a formal representations period (detailed in the following paragraphs). The planning process is front-loaded so that stakeholders are consulted at an appropriate early stage in the process. The responses received during the two public consultation stages have informed the Publication version of the NM&WLP.
- 2.24 The first public consultation stage, the Initial Consultation, took place for six weeks in July and August 2018. Responses to the Initial Consultation were received from a total of 856 people and organisations making 1,518 representations. The majority of responses were objections to proposed silica sand extraction site SIL 02 (land at Marham and Shouldham) (398 representations of which 385 were objections) and proposed sand and gravel extraction site MIN 38 at Fritton (355 representations of which 347 were objections). All the representations received are available to view on the e-consultation website at: <https://norfolk.oc2.uk/document/46>. The responses received informed the Preferred Options document.
- 2.25 The second public consultation stage, the Preferred Options, took place for six weeks in September and October 2019. Responses to the Preferred Options consultation were received from a total of 3,525 people and organisations making 5,684 representations. The majority of responses were objections to proposed silica sand extraction site SIL 02 (land at Marham and Shouldham) (1,280 representations of which 1,273 were objections) and proposed silica sand area of search E (land to the north of Shouldham) (3,350 representations of which 3,343 were objections). All the representations received are available to view on the e-consultation website at: <https://norfolk.oc2.uk/document/49>. The responses received informed the Publication document.
- 2.26 In accordance with the Statement of Community Involvement (SCI) the Initial Consultation and the Preferred Options Consultation were publicised in the following ways: all addresses within 250m of the boundary of a proposed mineral extraction site or area of search were written to directly explaining why they were being contacted, all the consultation bodies detailed in in the regulations (including every parish and town council in Norfolk) were written to informing them of the consultation, all consultation documents were published on the Norfolk County Council website, hard copies of the documents were placed at County Hall and the seven main district council officers and a notice about the consultation was published in the EDP. In addition to the requirements in the Regulations and the SCI, at the Preferred Options consultation stage, all respondents to the Initial Consultation were contacted to inform them of the Preferred Options consultation and at least one notice about the consultation was placed in each of the locations of the 42 proposed minerals and waste sites.
- 2.27 The next stage in the NM&WLP process is the proposed representations period on the Publication version of the NM&WLP. The Publication document must be published for at least a six-week period to enable the representations to be

made on whether or not the document is legally compliant and ‘sound’ (positively prepared, justified, effective and consistent with national policy) in accordance with paragraph 35 of the National Planning Policy Framework. The responses received during the formal representations period will be provided to the Secretary of State when the NM&WLP is submitted for examination.

- 2.28 There are a number of organisations which Norfolk County Council is legally required to invite representations from, as part of the Local Plan process in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. There are also a number of organisations which Norfolk County Council has a duty to cooperate with in the plan making process, in accordance with the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).
- 2.29 It is proposed that the representations period will last for six weeks, which is the minimum time required by the Regulations. However, the representations period could be for a longer period, such as eight or ten weeks if considered necessary. The representations period must be specified and advertised prior to the start of the period. A longer representations period would affect the timetable for the remaining stages of the NM&WLP.
- 2.30 In line with the SCI, it is proposed to publicise the representations period in the following ways: all addresses within 250m of an allocated mineral extraction site will be written to directly explaining why they are being contacted, all the consultation bodies details in the regulations (including every parish and town council in Norfolk) will be written to directly to inform them of the representations period, all NM&WLP publication documents will be published on the Norfolk County Council website, hard copies of the documents will be available for inspection at County Hall and the seven main offices of Norfolk’s local planning authorities, and a notice about the representations period will be published in the EDP.
- 2.31 In addition to the requirements in the Regulations and the SCI, all respondents to the Initial Consultation and the Preferred Options consultation will be contacted to inform them of the representations period on the Publication version of the NM&WLP. It is also proposed for at least one notice about the representations period to be placed at each of the locations of the mineral sites allocated in the Publication document and that a press release will be issued. One additional method, which is not currently proposed to be used, would be to hold public meetings or exhibitions about the formal representations period, however, this would require additional resources in terms of both time and cost.

Next steps

- 2.32 **Submission (December 2022)** - If no fundamental issues are raised during the representations period, the Council will submit the NM&WLP and relevant supporting documents, together with all the representations received, to the Secretary of State
- 2.33 **Examination (April 2023) and Inspector’s Report (October 2023)** – A Planning Inspector appointed by the Secretary of State will conduct the

Examination in Public and produce a report regarding the plan's soundness and legal compliance. The dates of examination hearings and receipt of the Inspector's Report will be determined by the Planning Inspector.

- 2.34 **Adoption (December 2023)** – The date of adoption will be dependent on the date when the Planning Inspector's report is received. Assuming that the report concludes that the plan is sound, legally compliant and should be adopted, the Council will then make the decision whether to adopt the document or not. The adopted document would replace the current Norfolk Minerals and Waste Development Plan Documents.
- 2.35 **Planning Applications** – Developers wishing to extract minerals from specific sites allocated in the NM&WLP will still need to apply for and be granted planning permission before mineral extraction can take place. Applications will be assessed on their individual merits in the light of all relevant development plan policies and other material considerations. Planning permissions are often granted subject to conditions to mitigate potential impacts from site operations and minerals and waste sites are monitored on a regular basis.

3. Impact of the Proposal

- 3.1 The English planning system is Plan-led, and an up to date and regularly reviewed Plan means that planning applications are determined using policies that address local issues, rather than just relying on national policies. Norfolk County Council, as Minerals and Waste Planning Authority, has a statutory duty to produce and maintain an up-to-date Minerals and Waste Local Plan which forms the basis for determining any relevant planning applications that are lodged with the authority. The provision of a steady and adequate supply of minerals and the management of waste constitutes essential infrastructure to support the economic development of the county.
- 3.2 A new Norfolk Minerals and Waste Local Plan (NM&WLP) is being produced to consolidate the three existing plans into one Local Plan, to ensure that the policies within the plan remain up-to-date and to extend the plan period from 2026 to 2038. A representations period on the Publication version of a local plan is the next step in this process and is required by regulation prior to submission of the Plan, for an Examination in Public by a Planning Inspector.
- 3.3 The draft Publication document contains a monitoring and implementation framework with indicators to be used to assess the implementation of the NM&WLP which will be reported annually in monitoring reports or the Local Aggregate Assessment, as appropriate, which are published on the Norfolk County Council website.
- 3.4 As part of the examination of the NM&WLP a Planning Inspector will assess whether the NM&WLP satisfies various statutory requirements imposed by the 2004 Act, including the requirement that the plan has been prepared in accordance with the adopted MWDS. Therefore, a revised MWDS needs to be brought into effect to enable the M&WLP to be legally compliant.

Implementation of the MWDS is reported annually in Monitoring Reports which are published on the Norfolk County Council website.

- 3.5 Under the Planning and Compulsory Purchase Act 2004 (as amended) Norfolk County Council, as a County Planning Authority (CPA) is required to prepare an SCI. The existing SCI was adopted in December 2018 and has been reviewed to ensure that it remains up to date. The 2022 SCI recommended for adoption includes additional information on: the use of electronic communications, data protection legislation and guidance, the impact of unforeseen circumstances such as covid-19 and community engagement after operations have commenced. The expanded scope of the SCI is intended to provide greater clarity to individuals and communities as to when and how they can engage in the planning process. In this way it is anticipated that communities can have greater influence on both emerging policy and the operation of permitted sites within the County.

4. Evidence and Reasons for Decision

- 4.1 The annual Local Aggregate Assessment has been used to forecast the need for aggregate minerals during the Plan period, using the ten-year average of mineral sales in accordance with the National Planning Policy Framework, plus 10% for flexibility, and therefore is considered to be an appropriate method on which to base future mineral need. Site allocations for mineral extraction have been used in the plan since 2013 and this has been an effective policy approach to directing new proposals for mineral extraction to the most appropriate sites available.
- 4.2 The Waste Management Capacity Assessment carried out by Planning Officers has concluded that there is sufficient existing waste management capacity to meet the forecast waste arisings during the Plan period. Therefore, the plan proposes that criteria-based policies for waste management facilities, based on the use of employment land, represents a pragmatic way forward, instead of allocating specific sites for waste management facilities within the Plan.
- 4.3 The Publication version of the NM&WLP has been informed by data including, but not limited to, the following sources: Norfolk County Council's annual survey of mineral extraction sites published in the Local Aggregate Assessment, the Environment Agency's Waste Data Interrogator, the annual monitoring report of planning permissions granted, refused and appeals, Office of National Statistics population forecasts, the East of England Forecasting Model, Environment Agency flood mapping, Strategic Flood Risk Assessments, Natural England's Conservation Objectives for Special Protection Areas and Special Areas of Conservation, and the National Heritage List for England.
- 4.4 All of the proposed sites for future development have been assessed for the suitability, including potential impacts on amenity, highway access, the historic environment, archaeology, landscape, public rights of way, ecological designations, geodiversity, flood risk, hydrogeology, utilities and safeguarded

aerodromes. The most appropriate sites to meet the forecast need have been allocated in the Publication version of the Plan.

- 4.5 The evidence documents supporting the contents of the Publication version of the NM&WLP include the Sustainability Appraisal Report, the Habitats Regulations Assessment Test of Likely Significance, Waste Management Capacity Assessment and the responses received to both the Initial Consultation in 2018 and the Preferred Options consultation in 2019.
- 4.6 As explained earlier in this report, since the existing SCI was adopted in 2018, there have been several changes to national planning legislation, policy and guidance. Therefore, the SCI has been revised to keep it up to date and it has also been expanded to reflect the full range of planning authorisations dealt with by the authority and includes community engagement post determination such as during monitoring and in response to breaches of planning control.

5. Alternative Options

- 5.1 As stated earlier in this report Norfolk County Council, has a statutory duty to produce and maintain an up-to-date Minerals and Waste Local Plan, MWDS and SCI.
- 5.2 Reasonable alternative options to the policy approaches and allocated sites contained in the Publication version of the NM&WLP have been considered in the previous versions of the plan, assessed through the Sustainability Appraisal process and consulted on at the Initial Consultation stage in 2018 and the Preferred Options stage in 2019.
- 5.3 The key alternatives that were considered and consulted on at the plan preparation stages related to the quantity of minerals to be planned for, the potential minerals extraction sites to be allocated and whether to allocate waste management sites or use a criteria-based approach.
- 5.4 The duty imposed on the County Council is to provide a steady and adequate supply of mineral and sufficient waste management capacity. In terms of plan-making this means that oversupply is not in itself considered a problem, while undersupply is to be avoided. In defining a quantity of minerals or waste to be planned for a so potentially limiting the capacity available, the Authority must therefore be able to robustly defend the figures adopted.
- 5.5 With regards to aggregate mineral quantities, the authority considered four different methods for assessing future demand over the Plan period. The publication version of the NM&WLP uses the 10-year sales average plus 10% for flexibility. The 10-year production average (2011-2020) is considered slightly too low to use when forecasting future need because it is lower than the most recent 3-year sales average (2018-2020). The 20-year production average was used in the previous consultation stages because, at the time, it was considered to cover a full economic cycle. However, the relatively high aggregate production rates of over 2 million tonnes per annum which occurred before 2007 have not been reached over the last 13 years and therefore the

20-year average is now less relevant to forecasting future need and is not in line with the national Planning Practice Guidance. The sub-national guidelines for aggregate and hard rock produced a significantly higher forecast need; they were not used because they only cover the period up to 2020 and mineral production has not met the sub-national guidelines at any time in the last 10-year, therefore they were not considered to be a reasonable alternative.

- 5.6 All the mineral extraction sites proposed for inclusion in the plan by mineral operators, landowners and agents have been consulted on and assessed through the Sustainability Appraisal process. The sites contained within the Publication version of the NM&WLP are considered to be the most suitable to meet the forecast need during the Plan period to 2038.
- 5.7 The Waste Management Capacity Assessment carried out by Planning Officers has concluded that there is not a need for new waste management capacity over the plan period to meet the forecast waste arisings. Therefore, the plan proposes that criteria-based policies for waste management facilities, based on the use of employment land, represents a pragmatic way forward, instead of allocating specific sites for waste management facilities within the Plan.
- 5.8 As stated in paragraph 2.29 of this report, it is proposed that the representations period will last for six weeks, which is the minimum time required by the Regulations. However, the representations period could be for a longer period, such as eight or ten weeks if considered necessary. The representations period must be specified and advertised prior to the start of the period. A longer representations period would affect the timetable for the remaining stages of the NM&WLP.
- 5.9 As stated in Section 10 Infrastructure and Development Select Committee requested that Cabinet consider including mineral extraction site MIN 212 at Mundham in the NM&WLP as an additional site. The site was proposed for the extraction of 325,000 tonnes of sand and gravel at 30,000 tonnes per annum over an 11-year period with the extracted mineral being processed at an existing processing plant site at Caistor St Edmund chalk quarry. This would necessitate 14 HGV movements a day travelling through Trowse (along The Street and White Horse Lane) and then onto Caister St Edmund Quarry off Stoke Road. Whilst the Highway Authority did not object to the location of the proposed mineral working, they raised concerns about the location of the plant site at Caistor St Edmund which necessitates the routing of HGVs through Trowse village. Including site MIN 212 within the publication version of the NM&WLP would also necessitate amendments to the Habitats Regulations Assessment, Sustainability Appraisal, Policies Map and Equalities Impact Assessment prior to publication.

6. Financial Implications

- 6.1 The financial implications of the NM&WLP process were included in the EDT Committee Report of May 2018. Amending the MWDS does not change the

costs of the remaining stages of the NM&WLP process, but it does change the financial year in which some of these costs will take place, with the most significant costs (associated with the examination of the NM&WLP) occurring in the financial year 2023/24.

- 6.2 The timetable for the NM&WLP process is included within the MWDS (Appendix A). To minimise publication costs going forward, all stakeholders, including parish councils, will be contacted on-line wherever possible. Notwithstanding these savings, the M&WLP process will give rise to additional costs as follows:
- 6.3 Based on the experience of previous planning policy production, costs for the remaining stage of the M&WLP process, including officer time in the collation of evidence, formulation of policy, processing and assessment of representations received and

Activity	Year	Estimated costs
Publication stage printing costs	2022/23	£4,000
Publication stage advertising costs	2022/23	£500
Planning Inspector costs for examination	2023/24	£100,000*
Programme Officer costs for examination	2023/24	£8,000*
Venue hire for examination hearings	2023/24	£2,400
Examination advertising costs	2023/24	£500
Adoption advertising costs	2023/24	£500
Adoption printing costs	2023/24	£4,000
Total estimated costs	N/A	£119,900

*These costs are unavoidable as part of the NM&WLP process and as one-off costs we are anticipating funding these from service specific reserves.

- 6.4 These costs will vary depending on the level of public engagement with process and the duration of the examination hearings. The estimated costs are based on eight days of examination hearings. Whilst the daily amount charged for a Planning Inspector has not changed since 2007, it appears that the number of days' work being charged for an examination has increased.
- 6.5 As stated above, the Publication and formal representations stage will be carried out via the internet and email wherever possible as this maximises efficiencies in both cost and time. However, there will still be a need for some hard copies of consultation documents to be produced and for some correspondence by letter to ensure that the representations stage and examination process is accessible to all.
- 6.6 No additional costs will be incurred through the production of the NM&WLP in accordance with the consultation standards in the revised 2022 SCI. No

additional costs will be incurred in the determination of planning applications from the consultation standards in the 2022 SCI.

7. Resource Implications

7.1 Staff:

None under the proposed service level.

7.2 Property:

None arising from this report.

7.3 IT:

None arising from this report.

8. Other Implications

8.1 Legal Implications:

There is a legal duty under Section 16 of the Planning and Compulsory Purchase Act 2004 (“the 2004 Act”) to prepare and maintain a MWDS. The Scheme must specify the development plan documents (DPDs) that the County Council will produce, their subject matter, geographical area and the timetable for the preparation and revision of the DPDs. The 2004 Act requires the Council to revise the Scheme when appropriate, and in practice this duty includes ensuring that the scheme is kept up to date.

There is a legal duty under Section 18 of the 2004 Act to prepare an SCI. In addition, the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) also requires SCIs to be reviewed every five years, starting with the date of adoption of the SCI.

The MWDS and the 2022 SCI will be published on Norfolk County Council’s website and made available for inspection as required by the relevant legislation.

The process of producing the Minerals and Waste Local Plan must be carried out in accordance with the 2004 Act and other relevant planning legislation. As part of the examination of the NM&WLP a Planning Inspector will assess not only whether the NM&WLP is sound, but also whether it satisfies various statutory requirements imposed by the 2004 Act. These include the requirement that it has been prepared in accordance with the adopted MWDS and SCI. Therefore, a revised MWDS needs to be brought into effect to enable the NM&WLP to be legally compliant.

Appendix 12 of the Norfolk County Council constitution sets out the process for the adoption of the policy framework documents, which includes the Norfolk Minerals and Waste Development Framework. The Leader has published a timetable for making proposals to the Council and the stages that the MWDS

and the SCI will go through prior to being received by Full Council, as Appendix C to this report.

As the NM&WLP is proposed to be a policy framework document, at an appropriate point in the process the Leader will publish a timetable for making proposals to the Council and the various stages that the NM&WLP will go through prior to being received by Full Council for adoption.

8.2 Human Rights Implications:

The human rights of the local residents are engaged under Article 8, the right to respect for private a family life and Article 1 of the First Protocol, the right of enjoyment of property. When adopted, the policies within the NM&WLP will be used in the determination of planning applications for mineral extraction and associated development and for waste management facilities. A grant of planning permission may infringe those human rights, but they are qualified rights, that is they can be balanced against the interests of the community as a whole and the human rights of other individuals. In making that balance it may also be taken into account that the amenity of local residents could be adequately safeguarded by planning conditions.

The human rights of the owners of the proposed allocation sites may be engaged under the First Protocol Article 1, that is the right to make use of their land. However, the right is a qualified right and may be balanced against the need to protect the environment and the amenity of local residents.

However, it is not considered that the human rights of local residents or the owners of the proposed allocation sites would be infringed by the adoption of the 2022 SCI or the publication of the NM&WLP.

8.3 Equality Impact Assessment (EqIA) (this must be included):

The Council's planning functions are subject to Equality Impact Assessments. No EqIA issues have been identified with regard to amending the MWDS or the SCI.

The NM&WLP has been subject to an EqIA. The EqIA concluded, that provided the proposed NM&WLP policies are applied robustly, it is highly unlikely that protected groups will be disproportionately affected by virtue of the location of the mineral extraction sites. In addition, any sites allocated in the NM&WLP will also need to apply for and be granted planning permission before they are able to operate and an EqIA will be carried out at the planning application stage

8.4 Data Protection Impact Assessments (DPIA):

Not applicable. The data protection implications of the local plan preparation, consultation and adoption are covered by the adopted privacy notices.

8.5 Health and Safety implications (where appropriate):

Not applicable.

8.6 Sustainability implications (where appropriate):

The environmental implications of the NM&WLP are formally assessed as part of the local plan process, through the Sustainability Appraisal (which includes a Strategic Environmental Assessment) and a Habitats Regulations Assessment. Both of these assessments must be carried out in accordance with the relevant legislation and include formal consultation stages. An Initial Sustainability Appraisal Report and a Habitats Regulations Assessment (Task 1) were published to accompany the Initial Consultation in 2018 [available at: <https://norfolk.oc2.uk/document/47>].

These documents were revised where necessary and a Draft Sustainability Appraisal Report and a Draft Habitats Regulations Assessment [Test of Likely Significant Effects] were published to accompany the Preferred Options Consultation in 2019 [available at: <https://norfolk.oc2.uk/document/50>].

These documents have been revised again where necessary and will be published to accompany the Publication version of the NM&WLP. Overall, the assessment the policies within the NM&WLP will have mainly positive or neutral effects. This is largely due to the nature of the policies which aim to protect the amenity of local communities, the natural, built and historic environment, the landscape and townscape of Norfolk. The potential impacts of all the proposed mineral extraction sites have been assessed both in terms of the operational phase (short and medium-term effects) and the restoration and post-restoration phase (long term effects).

There are no sustainability implications arising from the revised MWDS or the 2022 SCI.

8.7 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.

9. Risk Implications / Assessment

- 9.1 The principal risks stem from having an out-of-date Plan. In which case the impacts are that owing to uncertainty, insufficient sites are brought forward by developers to meet the County's needs, or if sites are brought forward, they are less suitable sites than would be the case in a plan-led system. In severe cases the Secretary of State could intervene in the plan-making process.
- 9.2 Plans do not normally become out of date at a given point in time. Rather the older they are the less relevant they become and so the less weight they carry. The oldest component of the current plan is the Core Strategy 2011. Both the substantive site allocations documents were published in 2012, with a silica sand update published in 2017. The revision to the MWDS would see all the existing documents replaced by 2023.
- 9.3 It is considered that a programme that delivers a revised plan in 2023, as proposed in the MWDS (Appendix A) carries a low overall risk in terms of

delivering sufficient minerals supply and waste management capacity and providing protection against unsuitable speculative proposals. Risks to delivering against the programme arise from delays by the Planning Inspectorate once the final Plan has been submitted to the Secretary of State, changes to planning legislation as proposed in the recent Levelling Up and Regeneration Bill and, given the small size of the current planning policy team, loss of staff.

- 9.4 With regards to the Planning Inspectorate, it is considered that the period allowed within the programme for the Secretary of State to examine the plan is reasonable and pragmatic. With regards to staff, this risk can be mitigated by creating increased flexibility between the planning functions within the service, and if necessary, drawing in planning resource from external teams or our partner organisations if and when required.
- 9.5 For the SCI, the principal risk to the planning process stems from the document becoming out-of-date due to changes in policy and legislation that have taken place since the existing SCI was adopted in December 2018. It is considered that the proposed revised SCI will mitigate this risk through including additional information on electronic communications, data protection, the impact of unforeseen circumstances such as covid-19 and expanding the content of the SCI to reflect the full range of planning authorisations dealt with by the authority which will clearly set out when members of the public and organisations can engage with the planning system and also manage public expectations.

10. Select Committee Comments

- 10.1 The Infrastructure and Development Select Committee considered a report on the NM&WLP, MWDS and SCI at their meeting on 25 May 2022.
- 10.2 There were no comments from the Select Committee regarding the revised 2022 MWDS.
- 10.3 With regards to the 2022 SCI, a Member of the Select Committee requested that the Bus Service Improvement Board (officially called the Enhanced Partnership Management Board) be added to the list of consultees for planning applications for schools and other developments which would lead to the movement of people around the County but excluding minerals and waste development. Appendix 2 of the SCI has been amended to add this consultee as requested.
- 10.4 With regards to the NM&WLP Members of the Select Committee requested that the decision to not allocate site MIN 212 at Mundham for mineral extraction was reviewed by officers and considered for inclusion by Cabinet following a question raised by the promoter of the site to the Select Committee meeting, on the basis that the site would use an existing processing plant site. Officers advised the Committee that if Cabinet was minded to include site MIN 212 in the NM&WLP this would need to be as an additional site, but there is not a

need for the limited additional resource in the site to meet the forecast need for aggregate during the plan period

- 10.5 The Committee agree with the three recommendations in the report, which were to: recommend Cabinet resolve that the MWDS shall have effect from 11 July 2022, recommend Cabinet agreement to publish the Publication document for representations to be made over a six-week period during September and October 2022 and if no fundamental weaknesses are identified in the representations made, submission of the NM&WLP (and supporting/background information) for independent examination, and advise Cabinet to recommend Full Council resolve to formally adopt the SCI

11. Recommendations

- 1. To approve and recommend that full Council resolve that the 2022 Minerals and Waste Development Scheme (Appendix A to this report) shall have effect from 11 October 2022 and that this replaces the current MWDS (2019).**
- 2. To approve and recommend Full Council resolve to formally adopt the 2022 Norfolk Statement of Community Involvement (Appendix B to this report) and that this replaces the current SCI (2018).**
- 3. To authorise the Head of Planning to make any further necessary minor corrections, factual updates, formatting changes and other non-material changes that are identified prior to the publication of the NM&WLP;**
- 4. To agree to publish the NM&WLP (incorporating any later suggested modifications approved under recommendation 3b) for representations to be made, over a six-week period starting in September 2022, in accordance with Regulations 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012;**
- 5. To authorise the Executive Director of CES, in consultation with the Cabinet Member for Environment and Waste, to review the Pre-Submission representations made. If no fundamental weaknesses are identified, agree to submit the NM&WLP (and supporting/background information) to the Secretary of State for independent examination in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended);**
- 6. To agree to formally request that the appointed independent Planning Inspector makes any necessary Main Modifications under section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended) that he/she judges necessary to make the NM&WLP sound and legally compliant; and**
- 7. To authorise the Executive Director of CES to agree minor modifications to the NM&WLP prior to its submission and to negotiate any modifications necessary to the NM&WLP as part of the Independent Examination.**

12. Background Papers

- 12.1 Appendix A: Minerals and Waste Development Scheme 2022
- 12.2 Appendix B: Statement of Community Involvement 2022
- 12.3 Appendix C: Timeline for the policy framework documents
- 12.4 [Norfolk County Council Statement of Community Involvement 2018](#), December 2018
- 12.5 [Norfolk Minerals and Waste Development Scheme 2019](#), September 2019
- 12.6 Norfolk Minerals and Waste Local Plan Review Initial Consultation (2018)
- 12.7 Norfolk Minerals and Waste Local Plan Review Preferred Options (2019)
- 12.8 Norfolk Minerals and Waste Local Plan Review – Draft Sustainability Appraisal Report (2019)
- 12.9 Norfolk Minerals and Waste Local Plan Review – Habitats Regulations Assessment – Test of Likely Significant Effects (2022)

The Minerals and Waste Local Plan documents listed above are available at: [Norfolk Minerals and Waste Local Plan Review](#)

Officer Contact

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

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Norfolk County Council

Appendix A

Norfolk Minerals and Waste Local Plan

Minerals and Waste Development Scheme

May 2022

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Norfolk County Council

Norfolk Minerals and Waste Local Plan

Minerals and Waste Development Scheme

May 2022

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1. Introduction

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

2. Existing Norfolk Minerals and Waste Development Framework

- 2.1 The statutory plans for minerals and waste planning in Norfolk are contained in the Norfolk Minerals and Waste Development Framework. This framework consists of four planning policy documents which together form the Minerals and Waste Local Plan for Norfolk:
- 2.2 **Core Strategy and Minerals and Waste Development Management Policies DPD (the 'Core Strategy')** - This planning policy document contains the vision, objectives and strategic planning policies for minerals and waste development in Norfolk until 2026. The Minerals and Waste Core Strategy also includes Development Management policies which are used in the determination of planning applications to ensure that minerals extraction and associated development and waste management facilities can happen in a sustainable way. The DPD contains measurable objectives to enable successful monitoring. This document was adopted in September 2011.
- 2.3 **Waste Site Specific Allocations DPD** allocates specific sites which are available and acceptable in principle for waste management facilities, to meet the requirements of Core Strategy Policy CS4, until the end of 2026. This document was adopted in October 2013.
- 2.4 **Minerals Site Specific Allocations DPD** allocates specific sites which are available and acceptable in principle for mineral extraction and associated development, to meet the requirements of Core Strategy Policy CS1 until the end of 2026. This document was adopted in October 2013 and updated with the adoption of the Single Issue Silica Sand Review in December 2017. The Single Issue Silica Sand Review allocated an additional site and areas of search for future silica sand extraction until the end of 2026.
- 2.5 **The Policies Map** accompanies the Minerals and Waste Local Plan (currently the Core Strategy, Minerals SSA and Waste SSA DPDs). The Policies Map illustrates on an Ordnance Survey base map all of the policies contained in the adopted plans. The Policies Map will be revised and adopted successively each time a DPD that includes a policy requiring spatial expression is adopted. An interactive version of the policies map is available on Norfolk County Council's website: www.norfolk.gov.uk/nmwdf. The interactive map is the most up to date version of the map available.
- 2.6 The Norfolk Minerals and Waste Development Framework also includes the following documents produced by Norfolk County Council:
- 2.7 **The Statement of Community Involvement (SCI)** sets out Norfolk County Council's consultation strategy for involving local communities in the preparation of Norfolk's minerals and waste DPDs and in the determination of planning applications submitted to the County Council.
- 2.8 **This Minerals and Waste Development Scheme (MWDS)** which sets out what documents are being produced as part of the Local Plan and the timetable for their production, including consultation stages. The previous MWDS came into force in June 2018.

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

3. Norfolk Minerals and Waste Local Plan

Overview

Role and Subject	To provide the strategic and development management policies for minerals and waste planning in Norfolk until 2036. To allocate specific sites, preferred areas and/or areas of search for mineral extraction in Norfolk until 2038. To provide criteria-based policies for waste management facilities in Norfolk until 2038.
Coverage	The administrative area of Norfolk
Status	Development plan document

Timetable for Review

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

The National Planning Policy Framework (paragraph 33) states that “Policies in local plans ... should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. Reviews should be completed no later than five years from the adoption date of a plan and should take into account changing circumstances affecting the area, or any relevant changes in national policy.”

Therefore, a joint update of all three of the adopted DPDs is being carried out to ensure that the policies within them remain up to date, to extend the plan period from 2026 to 2038 and to consolidate the three existing DPDs into one Norfolk Minerals and Waste Local Plan, in accordance with national planning policy.

Local Plan milestones

Local Plan stage	Dates
Preparation of Local Plan consultation (Regulation 18)	Initial Consultation: June / August 2018 Preferred Options: Sept / Oct 2019
Pre-Submission representations period (Regulation 19)	September / October 2022
Submission (Regulation 22)	December 2022
Hearing (Regulation 24)	April 2023
Inspector’s Report	October 2023
Adoption (Regulation 26)	December 2023

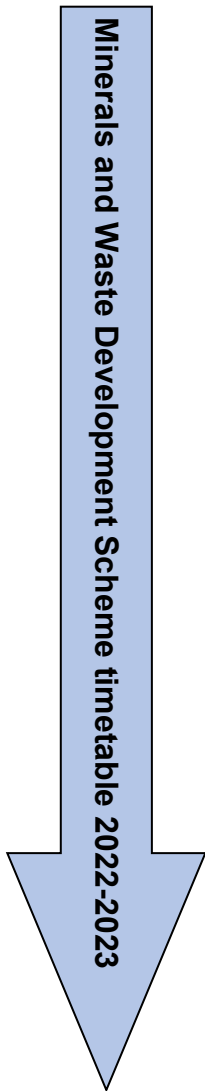
4. Glossary

Local Development Documents - A term brought in by the Planning and Compulsory Purchase Act 2004. These are all documents which form part of the Local Plan, both spatial and non-spatial.

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

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

Minerals and Waste Development Scheme timetable 2022-2023



Date	Local Plan stage
April 2022	
May 2022	
June 2022	
July 2022	
August 2022	
September 2022	Pre-Submission representations period (Regulation 19)
October 2022	Pre-Submission representations period (Regulation 19)
November 2022	
December 2022	Submission (Regulation 22)
January 2023	Independent examination process starts
February 2023	Examination process continues
March 2023	Examination process continues
April 2023	Independent examination hearings (Regulation 24)
May 2023	Examination process continues
June 2023	Examination process continues
July 2023	Examination process continues
August 2023	Examination process continues
September 2023	Examination process continues
October 2023	Inspector's report
November 2023	
December 2023	Adoption (Regulation 16)



Norfolk County Council

Statement of Community Involvement

2022

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1. Introduction

1.1 What is a Statement of Community Involvement?

1.1.1 The Statement of Community Involvement (SCI) sets out who, how and when we will engage with individuals and groups. It explains how you can comment on planning applications and how you can influence the content of future planning policy documents.

1.1.2 Norfolk County Council is the County Planning Authority (CPA) responsible for minerals and waste planning policy and determining planning applications for minerals, waste and the Council's own development, such as schools, libraries, fire stations and road schemes. Planning applications for other types of development are dealt with by the district and borough councils.

1.1.3 This means that our Statement of Community Involvement sets out how you can participate in:

- Developing new Local Plans and planning policies that will influence the way future minerals and waste development is carried out in Norfolk
- Determining planning applications for minerals, waste and County Council development.
- Ongoing monitoring of mineral and waste facilities once they are up and running

1.1.4 It is a legal requirement for a planning authority to adopt an SCI. This adopted SCI ensures that we conform to the statutory requirements imposed on planning authorities and takes account of the governments planning practice guidance.

1.2 Who we will involve

1.2.1 Most consultations are open to all, but in order to participate in the consultation process individuals, communities and organisations need to be aware that it is taking place.

1.2.2 Details of who we will notify, in policy making and planning applications, is provided in the relevant sections of this document, but as a general principle we will seek to engage the following where they are directly or indirectly affected by the planning decision:

- Individuals located in the immediate proximity to proposals
- Local community groups, action groups and other voluntary organisations who have topic or local interests in a matter
- Commercial organisations (such as minerals or waste companies and their trade bodies); and
- Statutory bodies such as the Environment Agency, Natural England and district and parish councils who play a critical role ensuring the public voice is heard.

1.2.3 We will endeavour to identify all relevant parties, but we also recommend that voluntary and non-statutory bodies who want to be engaged directly contact us setting out the circumstances in which they would like to participate in the planning process.

1.3 Electronic Communications

1.3.1 By the end of 2020 more than 95% of premises in Norfolk had access to Superfast Broadband. By Spring 2023 this will have increased further to over 97%. This will make it easier for people to access information on planning applications, minerals and waste planning policy documents, and make representations to the Council.

1.3.2 Electronic communication provides a quick, efficient and more sustainable way to circulate large documents. This is especially the case in Norfolk where, due to the rural nature of the county, it can be difficult for some individuals to access Local Authority offices.

1.3.3 The Planning Authority is committed to making the most appropriate use of electronic communication when undertaking consultation and notification activities. By default, email or the use of the internet will be the primary method of communication when engaging communities during the plan making process or consulting on planning applications.

1.3.4 Nevertheless, reliance solely on electronic communication will not always be appropriate. We will use site notices and letters where these are necessary to augment electronic communication channels, to ensure effective engagement.

1.4 Data Protection

1.4.1 The data you give us is only used to help us make the best decisions on planning matters and while we hold your data, it is kept secure. Planning is a statutory function, and any information is held on the lawful basis of public task (in accordance with the Town and Country Planning Act 1990, as amended, related orders and regulations).

1.4.2 We hold a complete copy of all submissions including the names, addresses and contact details of those who have submitted a planning application, made a comment on a planning application, or responded to a consultation on planning policy. We do this so we can notify you about subsequent stages in the local plan process or the relevant planning application process such as amendments to the proposal, the outcome of the application and if an appeal is lodged against the application.

1.4.3 In accordance with the requirements of the government regulations on openness in local government decision making, we will hold the information for use in the planning process for a 4-year period following the decision. We also publish redacted versions of comments received without your signature, email and phone

number, to prevent fraud. Full details of how we manage your information are contained on the [Planning Services privacy notice](#)

1.5 The Impact of COVID-19 and emergency provisions

1.5.1 In light of the Covid-19 pandemic and in any comparable situation in the future, there may be circumstances when the Council will be unable to fully comply with this Statement of Community Involvement. This is particularly the case where consultation documents are usually placed in the Council offices for inspection. The Council is committed to effective consultation and communication with its residents, and in order to do this, some consultation methods may have to change temporarily. This is to protect both our community and staff in line with Government advice and guidance. Where we are unable to meet all of the requirements set out in this document, due to circumstances outside our control, but have made every reasonable effort to do so, we will consider that the conditions of the SCI have been met.

1.6 Hard to Reach Groups

1.6.1 For some people it may be difficult to get involved in the planning process for a wide range of reasons. These people are often referred to as belonging to “hard to reach groups”. These groups may change over time but can include people who speak little or no English, people who have no access to the internet and people who have disabilities.

1.6.2 Where appropriate we will do the following to facilitate the involvement of “hard to reach” communities during the production of planning policy documents and the determination of planning applications:

- We will assess the potential for impact on hard-to-reach groups, and so the need for involvement on the planning matter.
- We will ensure our online documents and information can be accessed using assistive technologies.
- We will provide a range of ways to contact the service.

2. Community Involvement in Planning Applications and related decisions

2.1 Planning Applications

2.1.1 Application types

Whom we engage, and how we engage the community and other parties on planning applications, will be determined by the scale and location of the application. The following section is set out so that you can understand what we will do based on the type of application and the stage in the planning process.

At a county level there are three main types of application based on the scale of what is being proposed. Other types of applications that we may receive are explained in section 2.2.

2.1.1.1 Environmental Impact Assessment applications

A planning application which is accompanied by an Environmental Statement (known as an EIA application). EIA applications will be determined under the Environmental Impact Assessment Regulations 2017. These proposals have the greatest potential to impact the environment and are subject to the widest degree of public engagement. Consultation periods are also longer for these types of development.

2.1.1.2 Major applications

A planning application which does not come under EIA applications and is defined as a major development according to the Town and Country Planning (Development Management Procedures) (England) Order 2015. Development involving any one or more of the following:

- The winning and working of minerals or the use of land for mineral-working deposits
- Waste development
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more
- Development carried out on a site having an area of one hectare or more.

2.1.1.3 Minor applications

A planning application that is not covered by EIA or major applications as above.

2.1.2 Planning Applications made by Norfolk County Council

Some of the planning applications determined by the County Council relate to development to be carried out by the County Council, such as schools, fire stations, roads and libraries. How and who we engage will depend upon which of the above application types the proposal falls into. Many of NCC's own proposals are classified as "public service infrastructure", and provided they are not of such a scale to require an Environmental Impact Assessment, they are subject to shorter consultation periods.

2.1.3 The Application Process

Planning applications go through several stages. Typically, applications start with pre application advice and finish with the discharging of planning conditions, or a decision to refuse the application. In some cases, an appeal may be made by the applicant to the planning inspector.

This section sets out whom we engage and how we engage the community and other parties at each stage of the process, which will vary depending on the scale and the nature of the proposal.

- pre-application discussions (wherever possible and practical)
- submission of a planning application
- consultation, publicity and making comments on an application
- negotiation of potential amendments to a scheme where appropriate
- determining whether the application should be approved or refused, and if permission is given, what conditions should be imposed on the development
- making the results of decisions available.

2.1.4 Pre-Application Stage

2.1.4.1 Requests for Informal Pre-Application advice

Potential applicants are not required to engage with the Planning Authority or anyone else prior to submitting an application. However, the Authority strongly recommends that they do both for all types of planning applications. For a fee, NCC will provide informal pre-application advice to potential applicants from the Highway Authority, Lead Local Flood Authority and other services internal to the County Council. We will not consult the public as at this stage the pre-application proposal is confidential, as this is a fee-paying service the level of engagement with public bodies will be dependent upon the service procured by the would-be developer.

2.1.4.2 Requests for screening and scoping opinion under the EIA Regulations

This is not a legal requirement, but before potential applicants submit an application, they can formally request that the County Council determines whether or not the

planning application will be subject to the requirements of the Environmental Impact Assessment. This is referred to as a screening request.

Again, there is no legal requirement to submit a request to identify the scope of issues that should be included in such an Environmental Impact Assessment. This is referred to as a Scoping Opinion. Before giving either a screening or a scoping opinion, the authority will, as a minimum, consult a range of organisations set out on [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#), referred to as consultation bodies. We will not consult the general public or representative bodies, such as the Parish Council, at this stage.

2.1.5 Application Stage

2.1.5.1 Validation

When an application is received, we will check to ensure that it contains all the relevant information needed to process the application. This is referred to as validation. Only when we are satisfied that we have all the necessary information will we formally register the application and publish it on our website. There are both national requirements and local information requirements. Norfolk County Council's local information requirements are detailed in the [Local List for the Validation of Planning Applications](#)

2.1.5.2 Notification and Consultation

Once we have validated the application, we will engage the following:

- **Statutory consultees** - These are the bodies or persons set out in planning legislation which we must directly consult and who are obliged to respond. Consultation takes place via email notification and responses can range from a detailed written response to standing advice.
- **General Consultees** - These are the bodies set out in planning legislation which we must directly consult but who are not obliged to respond, this includes parish and town councils. Consultation takes place via email notification in the case of a parish council, this is sent to the clerk.
- **other appropriate groups** - These are the bodies and organisations which represent the interests of various groups and residents in the county. This type of consultee includes local businesses, industry representatives, local community and action groups etc. We will consult those which we consider to be appropriate to the particular planning application under consideration. We recommend that groups who want to engage in the planning system pro-actively contact us to agree the type of development and the locations on which they are interested, so we can ensure that they are consulted.
- **Direct neighbour notification** – We will write directly to all postal addresses where known (dwellings and commercial properties) that immediately abut the application boundary (shown with a red line in the planning application site plan).

2.1.5.3 Publicity on Planning applications

In addition to direct neighbour notification, writing to all properties immediately abutting the application boundary; we may also carry out indirect notification by publicising the application through erecting site notice(s) near the site of the planning application. For County Council's own development this will be carried out by the developer. As required by the legislation we will place press adverts in the Eastern Daily Press for all minerals and waste management development and all County Council development that:

- is a "major" or EIA development;
- would affect the setting of a listed building,
- would affect the character or appearance of a conservation area;
- would affect a Public Right of Way (PROW); or
- constitutes a departure from the development plan

2.1.5.4 Initial Consultation period

The period for public consultation used by Norfolk County Council will be that set out in the relevant legislation and regulations. The actual period varies slightly depending upon the nature and scale of the proposal.

Applications that are subject to the **Environmental Impact Assessment (EIA) regulations** will be consulted on for a period of 30 days.

For **minor** and **major** applications, the initial consultation period will be 21 days. This period includes weekends but excludes bank holidays. If a consultation period includes a bank holiday it will be extended accordingly.

Applications for **public service infrastructure** have an initial consultation period of 18 days. Unless they are also subject to the EIA Regulations, in which case the period will be 30 days.

As most consultations include several different publicity methods, there can be several different deadlines for consultation. For example, the press notice may appear in the paper several days after letters have been posted to, and received by, neighbours to the proposal site. In this case we will always take the longest deadline which can be found on our [eplanning website](#). We recommend if you are worried that you may struggle to respond in time, you consult our website in the first instance, as you may have more time than you think. If after looking at the website, you are still concerned that you will not have enough time, please contact the team by email at mawp@norfolk.gov.uk, or contact the case officer by phone as per the consultation letter.

It is an important point to note that, although we set a consultation deadline, it does **not** mean that any comments received after the deadline will be ignored. The deadline is the date by which we guarantee we will have not determined the application, and so any comments made in that time will be considered. If you submit comments after the deadline date, but before we have determined the application, we will consider your comments.

2.1.5.6 Re-consultation

Once the initial round of public consultation has finished, officers will consider the comments raised before coming to a view on the proposal. Ideally this view would be to approve or refuse the proposal, or to recommend to the Planning Committee that the application should be refused or approved.

The National Planning Policy Framework (NPPF) asks that planning authorities work in a positive and creative way, including working proactively with applicants to secure developments that will improve the economic, social, and environmental conditions of the area.

In a number of cases, it is unclear following the initial consultation what the correct approach should be, and additional information is required before a view can be formed. In line with the requirement to work proactively with applicants, we will seek this information before coming to a view. Once we have received this additional information, we will reconsult through a second round of public consultation. Re-consultations are generally shorter and involve more limited notifications. Whom we consult will depend upon the issues in question. Our approach is to consult only with those parties that have raised concerns about that element of the proposal. The default period for consultation will be 14 days, or 30 days if the proposal is an EIA development. Notwithstanding the above, anyone can still make comments that will be considered, and our website will show the re-consultation deadline date.

2.1.6 How you can be involved

2.1.6.1 Availability of Documents

While the application remains undetermined and throughout the consultation period, applications, including all the documents submitted with them, are available for inspection and to download from the County Council's [e-planning website](#). To access a specific application please use the search criteria. It is best to use the site reference number which will be shown on all notices and correspondence we produce, but if you do not have the reference number you can narrow your search by using the district and parish fields.

Please note all comments made in response to public consultations can also be viewed on the website. All documents will be subject to redaction to remove any sensitive personal information, such health status, and contact data such as signatures, email addresses and telephone numbers, to prevent fraud. Individual names and addresses will be retained. Unredacted copies of documents are available for inspection upon request.

While the use of computers, tablets and mobile phones is now widespread, we appreciate that not everyone has access to the internet or has the confidence to navigate or access the documents online. The County Council provides internet access at its main offices, County Hall and all public libraries. If you wish to use these facilities, please contact the planning department by email at mawp@norfolk.gov.uk, or contact the case office by phone, or visit your local library.

Once you have seen the application you can send us your comments:

- Online – [Planning Search \(eplanning.norfolk.gov.uk\)](http://eplanning.norfolk.gov.uk)
- Email – mawp@norfolk.gov.uk
- Post – Head of Planning, Minerals and Waste Planning, Floor 6, County Hall, Norfolk County Council, Norwich, NR1 2SG

Those who wish to submit a petition or e-petition rather than an individual response should check the NCC website for the current corporate Petitions Policy [Petitions - Norfolk County Council](#)

You will receive acknowledgement once your comment has been received. You will also be notified as an interested party should the application be decided at the Planning Regulatory Committee, and once the application has been determined.

2.1.6.2 Committee Reports

The [Council Constitution](#) sets out when decisions can be delegated to officers for determination and when they will be decided at committee by members. When a case is to be considered by committee, the report will be published on our website 7 days before the committee sits, and everyone who has commented on the application will be written to informing them that the case is to be considered by the planning committee. Letters will also explain how to register to speak at the committee. Please note that you if you do not register by the stated deadline, you may not be given the opportunity to speak at the committee. It is not a requirement to have made a previous comment on a proposal in order to speak. Full details of how the committee runs can be found in Section 26 of our constitution.

2.1.7 Post Decision

A planning permission is only deemed to be granted once the decision notice is dispatched to the applicant. This usually this takes place by email as soon as practicably possible after the committee has made its recommendation. We will publish the decision online, both on our website and the district council's website. At this stage there are no further community engagement exercises. Following the decision, an applicant has 6 months to appeal against a refusal to grant planning permission, and if the application was approved, 6 months to appeal against any conditions we have imposed on the permission. There is currently no right of appeal for third parties.

If an appeal is lodged, we will forward all documents, including previous consultation comments, to the Planning Inspectorate.

2.2 Other types of applications and submissions

As the County Planning Authority for Norfolk, we also process several other types of submission or applications. These are set out below along with the level of engagement we undertake in each case. It should be noted that there are no statutory requirements to engage the general public on these matters, however we will from time to time carry out some consultation. The level of consultation and the reasons for doing so are also set out below.

2.2.1 Submission of Details to Discharge a Planning Condition

If an application is granted, it is common practice to attach conditions. Conditions attached to a planning permission impose restrictions and/or require the submission of further details before and/or once a development is implemented. If conditions are imposed on a planning permission, this is an application seeking approval of such details.

Engagement method: Public consultation is not normally undertaken. Statutory consultees, and other bodies and organisations, are consulted if they requested a particular condition or are likely to have comments. The decision is sent to the relevant district/borough/city council, parish/town council and local member, if appropriate.

2.2.2 Minor and Non-material amendments

An applicant can request a minor amendment or a non-material (inconsequential) variation to a scheme (which does not raise any new issues for consideration) after planning permission has been granted.

Engagement method: Public consultation is not normally undertaken due to the scale of the amendment. Statutory consultees, and other bodies and organisations, are consulted if the case officer decides it is relevant. The decision is sent to the relevant district/borough/city council, parish/town council and local member, if appropriate.

2.2.3 EIA Screening and Scoping opinions

These are opinions issued in respect of an Environmental Impact Assessment (EIA). Screening Opinions seek the County Council's opinion as to if an EIA is required for a particular proposal/development. Scoping Opinions seek to advise on what information is required to be supplied in the Environmental Statement should it be considered an EIA is necessary.

Engagement method: Public consultation is not normally undertaken. Statutory consultees, and other bodies and organisations, are consulted if the case officer decides it is relevant. The decision is sent to the relevant district/borough/city council, parish/town council and local member, if appropriate.

2.2.4 Prior Approvals/Notification

Not all development requires a planning permission. The Government have in effect given landowner planning permission to carry out certain developments without the need to obtain planning permission from the local planning authority, these are generally referred to as “permitted development” rights. The details of what you can do under these rights are contained in the [Town and Country Planning \(General Permitted Development Order\) \(England\) Regulations 2015](#). In a number of cases, anyone wishing to exercise these rights is required to seek prior approval from the planning authority. In these cases, considerations are limited to specific criteria and do not involve an assessment of the planning merits of the proposal. As a result, public consultation is not normally undertaken.

2.2.5 Certificate of Lawfulness of Existing Use or Development

These applications are made when an applicant wishes to establish whether a use or development that they are already carrying out is lawful.

Engagement method: As it is the applicant suggesting an existing use, we may consult in an attempt to ascertain alternative views or contrary evidence – classing the application as major for development and minor for County Council projects. Statutory consultees, and other bodies and organisations, are consulted if the case officer decides it is relevant. The decision is sent to the relevant district/borough/city council, parish/town council and local member, if appropriate.

2.2.6 Certificate of Lawfulness of Proposed Use or Development

This application is a method to establish whether a use or development (which has not yet occurred) needs planning permission.

Engagement method: Public consultation is only undertaken in exceptional circumstances. Statutory consultees and other bodies / organisations are consulted if the case officer decides it is relevant. The decision is sent to the relevant district / borough / city council, parish / town council and local member, if appropriate. This is purely a legal interpretation of the General Permitted Development Order so the merits of the case are normally not relevant.

2.2.7 Nationally Significant Infrastructure Projects (NSIPs)

The Planning Act 2008, (the 2008 Act), introduced a development consent process for Nationally Significant Infrastructure Projects (NSIPs). NSIPs are usually large-scale developments (relating to energy, transport, water, or waste) which require a type of consent known as a ‘development consent order’ (DCO). The final decision on granting a DCO rests with the Secretary of State for that field, based on advice from planning inspectors – known as the ‘examining authority’. Therefore, Norfolk County Council are not the determining authority.

Engagement method: If you wish to participate in the examination of an application for development consent for a national infrastructure project, you first need to register with the Planning Inspectorate and make a relevant representation about the application.

2.2.8 Listed Building Applications

An application for Listed Building Consent under the Planning (Listed Buildings and Conservation Areas) Act 1990 is required where an applicant proposes works that would affect a Listed Building or its setting. Whilst Norfolk County Council are not the determining authority, these types of applications are administered by the County Council.

Engagement method: Consultation with statutory consultees, other bodies, organisations and members of the public is undertaken as set out in paragraph 2.1.5. Representations received are forwarded to the relevant district/borough/city council who will determine the application. In certain cases, an application will be referred to the National Planning Casework Unit (NPU) on behalf of the Secretary of State for determination.

3. Community Involvement in Planning Policy Documents

3.1 Minerals and Waste Local Plan

Norfolk County Council has a full set of adopted Development Plan Documents (DPDs) which together make up the County's current Minerals and Waste Local Plan. They are:

- [Norfolk Core Strategy and Minerals and Waste Development Management Policies DPD \(September 2011\)](#)
- [Minerals Site Specific Allocations DPD \(October 2013 and amendments December 2017\)](#)
- [Waste Site Specific Allocations DPD \(October 2013\)](#)

The [Minerals and Waste Development Scheme \(LDS\)](#) details the arrangements for monitoring and reviewing the Local Plan. The key stages in the production of a development plan document are listed below and the following sections detail what we do at each stage and when and how you can engage in each stage of the process.

- Plan Preparation stage (Regulation 18)
- Submission stage (Regulations 19 & 20)
- Public Examination stage (Regulation 24)
- Adoption stage (Regulation 26)

3.1.1 Plan preparation Stage

3.1.1.1 Consultation and Notifications

We will notify specific, general, and other consultation bodies as the County Planning Authority consider appropriate (see Appendix 1) of the consultation by email or letter.

We will make the Local Plan documentation available to view online on our digital consultation platform as part of any consultation. The digital consultation platform has a range of functionalities, such as allowing stakeholders to view and comment on documents and maps.

Depending upon the subject matter of the Local Plan, we may employ further engagement techniques deemed appropriate such as:

- Notify, by email or letter, the occupants of properties located within 250 metres of a proposed site boundary.
- Issue press releases
- Hold public exhibitions or meetings
- Social Media - the council will promote planning policy consultations on its social media platforms such as Twitter and Facebook.

3.1.1.2 When you can be involved

During the Plan Preparation stage, we will hold formal consultation exercises which will run for a minimum period of 6 weeks. At the time of writing, we have already held two such exercises for the current emerging Minerals and Waste Local Plan, in 2018 and 2019, and we do not currently propose to hold any further rounds of plan preparation consultations. Comments received after the closure of the consultation period will not be considered.

3.1.1.3 How you can be involved

You can view and comment on draft local plan documents online on the County Council's website <https://norfolk.oc2.uk/>. If you do not have access to the internet, where possible, we can provide access for you via the Council's principal offices and local public libraries. At this stage you can comment on any aspect of the proposals under consideration or suggest alternative approaches. All responses must be submitted to the County Council in writing, either by email, letter or via the e-consultation website.

3.1.2 Submission Stage

3.1.2.1 Consultation and Notifications

We will make Submission Documents and the statement of the representation's procedure available for inspection in accordance with Regulation 35 and send them to statutory consultation bodies.

We will send the following information to general consultation bodies invited to make representations under Regulation 18 :

- A statement of the representation's procedure.
- A statement of the fact that the Submission Documents are available for inspection and of the places and times at which they can be inspected

3.1.2.2 When you can be involved

The formal representation period will be for no less than 6 weeks and will take place after the submission document has been approved by Cabinet and before submission to the SoS. Only comments submitted during the published representation period will be accepted.

3.1.2.3 How you can be involved

You can make representations about the proposed Development Plan Document which we intend to submit to the SoS. The matters on which comments can be made at this stage of the plan making process are limited. You can make representations on issues of the legal compliance and soundness. The tests of soundness are set out in the [National Planning Policy Framework](#). All representations must be submitted to the County Council in writing, either by email, letter or via the e-consultation website. In your representation you should provide all the information you wish the inspector to consider and also state whether you want to take part in-person in any future hearings. Only parties requesting changes to the plan have a right to speak at hearings.

3.1.3 Public examination

3.1.3.1 Consultation and Notifications

At least 6 weeks before the examination commences, we will publish details of the examination on our website, and notify people who made representations of the date, location, and contact details of the independently appointed programme officer. We will also notify those who have made representations of any pre-examination hearing and details of the full examination when they become available.

3.1.3.2 When you can be involved

In the event that the inspector invites additional written submission prior to the examination you will be given 2-3 weeks to submit any additional information and a further 2-3 weeks to read any information submitted by other parties.

3.1.3.3 How you can be involved

If you have made a representation on the submission version of the Development Plan Document, you will be invited to attend any pre-examination hearing if one is being held and the subsequent examination itself. Administration of the examination is undertaken by an independent programme officer who can advise you on the detailed examination timetable. If you want to speak at the examination, you will need to state this in your representation and let the programme officer know. As stated above, only those parties requesting a modification to the plan have a right to

speak at an examination. However, the inspector does have discretion to allow other parties to speak.

3.2 Other Development Plan documents

3.2.1 Area Action Plans (AAPs)

Currently the County Council has not identified any areas for which an area action plan would be suitable. If work on the Minerals and Waste Local Plan identifies a need for an area action plan or plans, then details would be included in an amended 'Norfolk Minerals and Waste Development Scheme'. Area action plans are development plan documents and any of the methods of community involvement set out in section 3 of this SCI are applicable.

3.2.2 Supplementary Planning Documents (SPDs)

Currently, the County Council has no plans to produce any supplementary planning documents to provide further guidance on issues or policies in the Minerals and Waste Local Plan. If work on the Minerals and Waste Local Plan identifies a need for an SPD, then details would be included in an amended 'Norfolk Minerals and Waste Development Scheme'.

Community involvement on any SPDs will, as a minimum, seek to ensure that the level of community involvement required by Government Regulations takes place. In most cases an SPD will not require a sustainability appraisal. If the County Council decides to produce an SPD, the methods of community involvement set out in section 3 of this SCI are applicable and the County Council will consult those consultees shown in Appendix 1. An SPD must be adopted by council resolution.

3.2.3 Neighbourhood Plans

Minerals and waste planning matters are outside the remit of Neighbourhood Plans. The first point of contact for those communities interested in preparing a neighbourhood plan is the local planning authority. In Norfolk this means the district or borough council or the Broads Authority.

3.3 Minerals and Waste Development Scheme (LDS)

The Minerals and Waste Development Scheme provides the timetable for reviewing, updating and adopting the new Local Plan. It will have an indication as to when the public engagement exercises (both formally and informally) will take place. Looking forward, the scheme will highlight when we expect the final version of the plan to be published, examined and adopted.

3.3.1 Consultation and Notifications, what we will do

There is no legal requirement for public consultation or notification on revisions to the scheme. Any proposed changes to the scheme will be considered by Cabinet before adoption. This means proposals will be published at least one week before consideration. The [LDS](#) will be published on the County Council's website

3.3.2 When you can be involved

The LDS will be monitored on a regular basis and reviewed as required.

3.3.3 How you can be involved

The Council will accept representations seeking changes to the LDS at any time. These will be considered at the time of the LDS review. Members of the public who are residents in Norfolk may ask questions of the Cabinet through the chair through following the [Ask a question to a committee - Norfolk County Council](#) procedure.

3.4 Statement of Community Involvement (SCI)

3.4.1 Consultation and Notifications, what we will do

There is no legal requirement for local planning authorities to consult when reviewing and updating the SCI. Any proposed changes to the SCI will be considered by Cabinet before adoption. This means proposals will be published at least one week before consideration. The adopted [Statement of Community Involvement](#) will be published on the County Council's website.

3.4.2 When you can be involved

The SCI will be monitored on a regular basis and reviewed at least every five years.

3.4.3 How you can be involved

The Council will accept representations seeking changes to the SCI at any time. These will be considered at the time of the SCI review. Members of the public who are residents in Norfolk may ask questions of the Cabinet through the chair by following the [Ask a question to a committee procedure](#).

4. Monitoring and Enforcement

4.1 Local Liaison Groups

Once a development has been approved, officers will regularly monitor the site to ensure that the development complies with the planning permission and any conditions that have been imposed. Because of the nature of minerals and waste development, local liaison groups are quite often beneficial. We believe they provide an excellent forum for all stakeholders to influence the ongoing development of a site. Where there is public support for a group and a willingness from the operator, we will provide officers to attend the group meetings. Membership of these groups tends to vary but generally consist of elected members from parish, town, district and county councils along with our officers, and officers from other regulatory bodies such as the Environment Agency. If you want to get involved in setting up a liaison group or joining an existing one you can contact us in the first instance, and we can put you in touch with the relevant organisations.

4.2 Breaches of Planning Control

Instances where operators carry out development without the benefit of planning permission, or where planning permissions exist, carry it out contrary to the permission, are referred to as breaches of planning control. Where you believe there has been a breach you can report using any of the following methods.

- Email – mawp@norfolk.gov.uk
- Post – Head of Planning, Minerals and Waste Planning, Floor 6, County Hall, Norfolk County Council, Norwich, NR1 2SG
- Telephone during office hours – 0344 800 8020

We will respond to any complaints in accordance with our [Enforcement Plan](#). We will not ask or expect you undertake any form of surveillance of activities. We may however, depending upon the nature of allegations, ask you make a formal statement. Investigations into alleged breaches of planning control can be highly sensitive and while we notify complaints on key stages and of the overall outcome of our investigations, we are unable to provide you with our detailed findings.

Appendix 1 - Consultees on Norfolk's Minerals and Waste Local Plan

Please note, this list is not exhaustive and also relates to successor bodies where reorganisations occur.

Specific consultation bodies

Coal Authority
Environment Agency
Historic England
East of England Local Government Association
Natural England
The Secretary of State for Transport
Parish and town councils in Norfolk
District and borough councils in Norfolk
County, district, borough, town and parish councils adjoining Norfolk
Broads Authority
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Homes England
Norfolk Police Authority

General Consultation Bodies

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area.
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area;
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

Other Consultation Bodies

Campaign to Protect Rural England
Civil Aviation Authority
Country Land and Business Association
Countryside projects
Defence Infrastructure Organisation
Environmental Services Association
Equality and Human Rights Commission
Friends of the Earth
Greenpeace
Health and Safety Executive

Minerals and waste operators
Minerals and waste trade associations
Mineral Products Association
National Farmers Union
National Highways
National Trust
Network Rail
Norfolk Coast Partnership
Norfolk Association of Local Councils
Norfolk Farming and Wildlife Advisory Group
Norfolk County Council Historic Environment Service
Norfolk Rural Community Council
Norfolk Wildlife Trust
Norfolk's Clinical Commissioning Groups
Norwich International Airport
Abellio Greater Anglia
Planning agents who work for the minerals and waste industry
The Ramblers
Royal Society for the Protection of Birds
Visit East Anglia
Visit Norfolk

Duty to Cooperate bodies

(as specified in the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011))

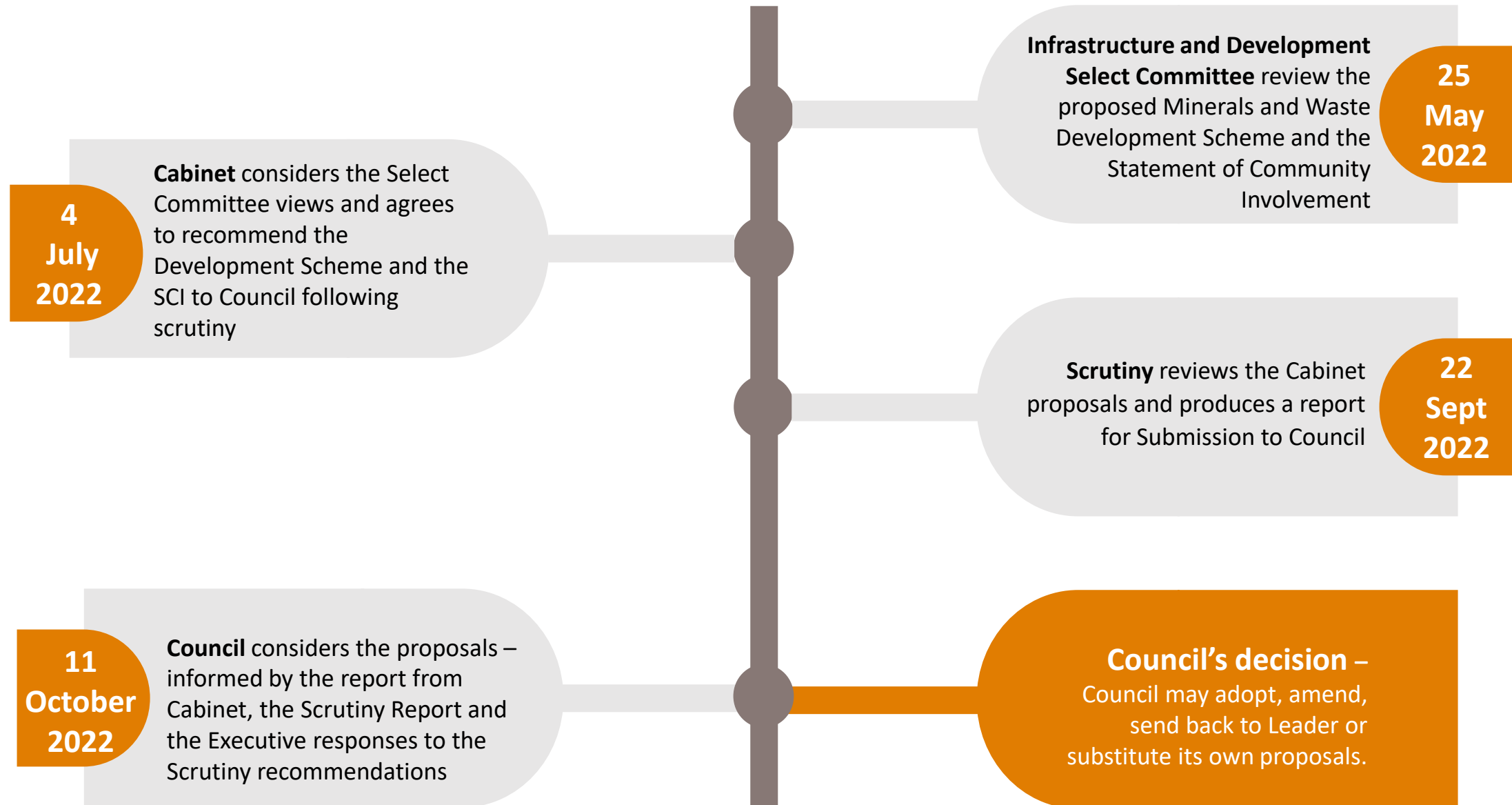
Environment Agency
Natural England
Local Nature Partnerships
Mayor of London (where applicable)
Civil Aviation Authority
Homes and Communities Agency
Clinical Commissioning Groups
The NHS Commissioning Board
Historic England
The Office of Rail Regulation
National Highways
Transport for London (where applicable)
Integrated Transport Authorities
Highway Authorities
Local Enterprise Partnerships
Marine Management Organisation
Local Planning Authorities

Appendix 2 - Consultees on planning applications

Community involvement will include notification of the district, town and parish councils, and County Councillors and any relevant statutory bodies or consultees which could include one or more of the following:

Bus Service Enhanced Partnership Improvement Board
Civil Aviation Authority
Defence Infrastructure Organisation
Department for Environment, Food and Rural Affairs
Environment Agency
Equality and Human Rights Commission
Friends of the Earth
Forest Enterprise (England)
Health and Safety Executive
Highway Authority
Historic Buildings and Monuments Commission for England (Historic England)
Lead Local Flood Authority
National Farmers Union
National Highways
National Trust
Natural England
Network Rail
Norfolk Wildlife Trust
Norfolk's Clinical Commissioning Groups
The Ramblers' Association
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Royal Society for the Protection of Birds
Secretary of State for Transport
Sport England

Policy Framework update - Mineral and Waste Development Scheme and Statement of Community Involvement



Cabinet

Item No: 11

Report Title: Safe, Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management, Parking Guidelines and Pre- application charging

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr Martin Wilby (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Tom McCabe (Executive Director, Community and Environmental Services)

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Introduction from Cabinet Member

Where new development in Norfolk would have an effect on the transport network, the Local Planning Authorities (LPA) consult Norfolk County Council (NCC) as Local Highway Authority (LHA) on any relevant highway and transportation issues relating to the proposal. Our **Safe, Sustainable Development Aims and Guidance notes** (SSD) provide general guidance for use by local authorities, developers, designers, councillors, and the community on what is likely to be acceptable to the Local Highway Authority. The intention is to ensure good design is achieved, thereby improving safety and the quality of life in Norfolk.

The SSD document was last reviewed in November 2019. Following the publication of several documents including the Government's National Planning Policy Framework (NPPF) and Transport Decarbonisation Plan and Norfolk's recently adopted Local Transport Plan Strategy and a thorough update of the document it is being brought through committees for comment and formal approval prior to publication. Included in the SSD is a new proposal to begin to charge developers for pre-app advice of Major Developments including Minerals and Waste.

Norfolk County Council also produces **Parking Guidelines** for new developments in Norfolk. This has also been reviewed in light of new guidance and the updating of

document such as the SSD. Local Planning Authorities will need to include policy in their Local Plans to determine local parking guidelines and a policy context for their application. It is expected that Local Planning Authorities will refine and modify the parking guidelines in their Local Plans to reflect local circumstances or have their own parking standards.

The intention is that the Safe, Sustainable Development and Parking Guidelines will now be reviewed every two years and pre-app charging rates annually.

The updated Safe, Sustainable Development 2022 document can be found attached to the end of this report as **Appendix A** and the updated Parking Guidelines 2022 can be found in **Appendix B**. The Pre-App charging information can be found in **Appendix C**.

Recommendations:

Cabinet is asked to:

- 1. Review and consider the updated Safe, Sustainable Development 2022 document and Parking Guidelines 2022.**
- 2. Review and consider the new proposed pre-app charges.**
- 3. Approve and adopt the updated Safe, Sustainable Development and Parking Guidelines documents and agree that any necessary minor future changes be delegated to the Cabinet Member for Highways, Infrastructure & Transport.**
- 4. Approve and adopt the pre-app charges and agree that any necessary minor future changes be delegated to the Cabinet Member for Highways, Infrastructure & Transport.**

1. Background and Purpose

- 1.1 Norfolk County Council (NCC) grants planning permission for a range of developments within Norfolk, including minerals extraction, waste management and disposal and NCC's own developments (for example: - roads, schools and libraries). All other planning applications, including applications for residential, office, industrial, and retail development are determined by the relevant Local Planning Authorities (LPAs) comprising the District, Borough and City Councils or the Broads Authority.

Legislation requires consultation to take place between an LPA and certain organisations such as the LHA prior to a decision being made on a planning application. The LHA is under a statutory duty to respond to the LPA within a set deadline and must provide a substantive response, this is defined in Article 22 of the Town and Country Planning (Development Management Procedure Order) 2015 Schedule 4.

To assist in discharging its duty, in 2011 NCC as LHA produced a guidance document entitled “safe sustainable development” (SSD) setting out the key principles and aspirations which underpin its work.

SSD has not previously been through any committee as it is simply providing guidance, however following the publication of several documents including the Government’s [National Planning Policy Framework](#) (NPPF); [Transport Decarbonisation Plan](#); and Norfolk’s recently adopted [Local Transport Plan Strategy](#) (LTP) and a thorough updating of the document necessitates referral through committees for comment and formal approval. The document is not statutory but sits under the LTP alongside a suite of transport policy and guidance documents produced by NCC. As Members will be aware, the county council is reviewing its current LTP. The review is being carried out in two stages. The legislation requires a local transport plan to contain both a strategy element for the promotion and encouragement of safe, integrated efficient and economic transport and a plan regarding how that strategy will be implemented. The Strategy element has been adopted, and the council is now developing an Implementation Plan which will be reviewed together with the Strategy element. This is a separate item on the agenda. Safe and Sustainable Development and Parking Guidance have given due weight to the adopted LTP4 Strategy in their preparation. Future reviews and updates will follow adoption of LTP4 Implementation Plan, at which point LTP4 will become the council’s adopted local transport plan, replacing the current local transport plan LTP3.

Rather than prescribing set design solutions, the SSD gives everyone engaged in the process the tools to develop solutions appropriate to each specific location, whilst at the same time ensuring like cases are decided in a like manner so that there is consistency in the process. It is intended for use by local authorities, developers, designers, councillors, and the community on what is likely to be acceptable to the LHA. The intention is to ensure good design is achieved, thereby improving safety and quality of life in Norfolk. Included in the SSD is a new proposal to begin to charge developers for pre-app advice on Major Developments including Minerals and Waste which is currently free to developers.

Norfolk County Council also produces Parking Guidelines for new developments in Norfolk. The current document was last updated in 2007. Local Planning Authorities will need to include policy in their Local Plans to determine local parking guidelines and a policy context for their application. It is expected that Local Planning Authorities will refine and modify the parking guidelines in their Local Plans to reflect local circumstances or have their own parking standards.

2. Proposal

- 2.1 The **Safe, Sustainable Development** document provides aims and guidance notes for LHA requirements in Development Management. It does not cover every point in exhaustive detail and many matters are left to the professional expertise and judgement of appropriately qualified and experienced professional officers employed by NCC. As such it embodies the collective professional experience of the officers gained over many years.
- 2.2 The document is split into two sections firstly, Norfolk's Aims in Development Management which includes 11 aims and secondly Guidance Notes. The Guidance Notes are split into five sections covering:
- Obligations and Assessments
 - Highway Access Standards
 - Design of Developments
 - Design and Delivery of Developer Funded Transport Schemes
 - Agreements, Scale of Charges, Commuted Payments and Fees
- 2.3 Several changes have been made to the document, since the November 2019 version, to take account of newly published documents and guidance, most notably:
- Clear reference to the LTP and how often the document will be reviewed
 - A new **Aim 1** - climate change and net zero
 - Updated requirements under **Aim 2** - transport sustainability
 - Updated text in **Aim 3** - active and healthier ways to travel
 - A new **Aim 7** - development needs to be serviced in a safe manner which does not result in any detriment to the free flow of traffic or public safety. In accordance with the NPPF, it also needs to allow for the efficient delivery of goods.
 - Updated text in **Aim 8** - parking policies and standards
 - Updated text in **Aim 10** - new development within Norfolk of regional/national importance shall promote the use of rail and water.
 - Updated text under **G1.2** - planning conditions and obligations are fully enforceable.
 - Updated heading for **G1.5** - travel plans must be submitted alongside planning applications which are likely to have significant transport implications, including (but not necessarily limited to): - i) All major developments comprising residential housing, jobs, shopping, leisure and services which would generate significant amounts of travel and ii) new and expanded school facilities.
 - Updated criteria text under **G1.8** - the terms 'material' or 'significant' as used in highways development management assessments relative to traffic flows generated by development.

- New guideline **G1.9** - assessment of accident history
- Updated text **G2.1** - development must have safe vehicular and (where appropriate), pedestrian, cycle, equestrian links to a public highway.
- Updated text under **G2.3** - visibility at accesses and junctions onto highways with the characteristic of a 'Road' shall accord with the standards set out in the National Highways document Design Manual for Roads and Bridges.
- New guideline **G2.4** - 85th percentile speed calculation
- Updated heading and text in **G2.8** - separate vehicle entrance and exit to the public highway.
- Updated heading and text in **G2.10**- private streets will only be adopted by the Local Highway Authority as publicly maintainable highway if they comply with Norfolk County Council's guidance standards and offer safe passage for pedestrians and vehicles.
- New sentence in **G3.2** - pedestrian, cyclist, public transport and all other vehicular routes within industrial estates or business park development shall accord with the requirements of the Local Highway Authority.
- New **G3.4** - development with private drives onto a public highway which don't meet Norfolk County Council's road adoption criteria shall provide a turning space within the curtilage of the development of sufficient size to enable vehicles to leave and re-enter the public highway in a forward gear after no more than two gear changes.
- Updated text in **G3.6** - parking provision must be in line with adopted standards.
- Updated text in **G3.7** - Development shall be designed such that no obstruction is placed on/across a public highway including Public Rights of Way.
- Updated text in **G3.8** - No gate, door and/or window shall be positioned so as to open outwards over the public highway.
- Updated text in **G3.13** - Signs or advertisements shall not conflict with highway signs, visibility sight lines or be positioned and/or configured so as to be an unacceptable distraction to road users.
- Updated text in **G3.18** - All shop blinds shall be a minimum height of 1.98m above the ground.
- Updated heading and text in **G3.19** - Developments (including accesses/driveways) must provide adequate drainage for surface water and
- Updated heading and text in **G3.20** - Disposal of surface water run-off from new highways within residential or commercial development should be through a Sustainable Urban Drainage System (SUDS), which incorporates adequate water quality treatment measures where possible and
- Updated heading and text in **G3.22** - Drainage apparatus - distance from buildings/ structures/ landscaping.
- Updated text in **G4.1** - When highway works are required to mitigate the impact of development, the design of such works must be to a standard

in keeping with the function of the route onto which the works are planned.

- Updated text in **G4.2** - The 'design life' of all new or improved transport infrastructure is dependent upon the function of the route and the context within which that route is considered in transport strategy terms.
- Updated text in **G5.1** – including that a legal agreement will be required in order to carry out works on the public highway including simple vehicle accesses and Small Highway Works Agreements (SHWA) which cover highway works is estimated not to exceed £30,000. The £30,000 was previously £20,000 in value (this has also been updated in a couple of other places in section **G5**). Contractors also now need to supply evidence of a minimum £20m Public Liability Insurance and Supervisor & Operatives' Street Works Accreditation, previously £5m. Administrative costs have also increased. The SHWA deposit values have also been increased.
- Updated text in **G5.2** - A commuted sum will be payable in respect of the future maintenance costs associated with additional highway infrastructure.
- The table at the end of the document covering Transport Assessment / Transport Statement / Travel Plan thresholds has also been updated to remove the land use classes.
- Two new tables have been added to include the pre-app charges in the appendices.

Several other minor changes have been made including changes to wording in other sections, numbering, names of documents, renaming Highways England to National Highways, adding words to the list of abbreviations and figure and table headings amongst others. The document has also been altered so it meets the new accessibility requirements.

2.4 Norfolk County Council also produces **Parking Guidelines for new developments in Norfolk**. Local Planning Authorities will need to include policy in their Local Plans to determine local parking guidelines and a policy context for their application. It is expected that Local Planning Authorities will refine and modify the parking guidelines in their Local Plans to reflect local circumstances or have their own parking standards. The current Parking Standards for Norfolk where last updated in 2007.

2.5 Several changes have been made to the document, to take account of newly published documents and guidance, most notably:

- This review has renamed the document Parking Guidelines for new developments in Norfolk.
- Clear reference to the LTP and how often the document will be reviewed
- Adding text into each section of the guidelines to provide more context
- The tables including standards have been updated throughout

- A new Electric Vehicle Section has been added to provide consistent advice. Electric Vehicle charging infrastructure is essential to facilitate the Government's Road to Zero goal of ending the sale of new petrol and diesel vehicles by the year 2030. In November 2021, Government announced that new homes in England would need electric car chargers by law as part of changes to the Building Regulations. As part of the County Council's Electric Vehicle Strategy published in 2021, it expects that suitable charging infrastructure will be provided as part of all new developments. Government's recently published Taking Charge: The Electric Vehicle Infrastructure Strategy states that from June 2022, Government are requiring all new homes with associated parking, including those undergoing major renovation, to have chargepoints installed at the point of construction. Charging infrastructure will also be required in new non-residential properties.
- Changes have been made to the text throughout the transport modes section.
- Several changes have been made to the accessible parking section and standards throughout including suggesting that guidance on accessibility in BS8300 is considered.
- A list of the new land use classes has been added at the end of the document following updated to the Town and Country Planning (Use Classes) Order 1987 in 2020.
- The document has also been altered so it meets the new accessibility requirements.

NCC is planning to introduce **charges on pre-apps** received asking for Highway advice relating to major developments. The details are provided in Appendix C. When considering the introduction of charging NCC have looked at various bands of development and the level of information to be assessed. The major development rates are based on those currently used by Essex and Cambridgeshire. We would begin charging from Monday 5 September 2022 with communication with developers commencing following Cabinet over the summer.

- 2.7 Where a pre-application request is received from a district council, the County Council will provide a short high-level response for free. If a detailed response is required, then the charges below will be levied before any response is given.
- 2.8 When the developer/applicant has provided the County Council with sufficient information to undertake an initial assessment for highways and transportation advice, the Highway Authority will consider the information submitted and attend a meeting with the developer/applicant and /or his consultants if necessary and depending on the type of advice required. A response summarising the main issues will subsequently be sent. If additional written advice, meetings, or site visits are required, further charges will then be

incurred. Site meetings are not included within the cost and will be charged at the rate.

- 2.9 It should be noted that pre-application advice whilst helpful to the applicant is not binding on the Highway Authority and does not usually give rise to a legitimate expectation on the part of the applicant.
- 2.10 Several highway authorities across the country have already introduced a charge for pre-application advice. Their charging regimes vary, with some providing an initial consultation or assessment or meeting for free, with subsequent charges. Some authorities charge for all developments, not just major developments. Authorities who charge for highway pre-apps include Cambridgeshire County Council, Essex County Council, Kent County Council, Gloucestershire County Council, West Sussex County Council, Hertfordshire County Council, Coventry City Council and Surrey County Council.

3. Benefits of the Proposal

- 3.1 There is often more than one way of providing a “technically acceptable development solution. However, the SSD document aids early engagement that will allow NCC to influence the type of development that comes forward before developers become too entrenched. Making design changes later can be very expensive.
- 3.2 Having a clear set of aims and guidance helps local authorities, developers, designers, councillors, and communities know what is likely to be acceptable to the LHA. Accordingly, SSD and Parking Guidelines offers greater efficiency and saves officers time.
- 3.3 Having clear published guidelines all in one place on our website that keeps pace with the changes in NCC and Government guidance allows greater opportunity for developers to self-serve, rather than referral to an officer which is time consuming and inefficient.
- 3.4 Clear guidance allows greater consistency. Consistency is self-evidently important to both developers and the LHA, but it is also important for the purpose of securing public confidence in our work. Producing set guidance in this manner still allows staff to exercise their own professional judgment whilst having regard to the importance of consistency.
- 3.5 Benefits of introducing pre-app charging include:
- Reduction in subsequent costs and abortive applications on the developer’s behalf
 - Potential for reducing the time developers’ professional advisors spend in formulating proposals

- Will flag up where proposals are unacceptable, so saving the cost of developers pursuing a formal application
- More consistent advice that is reliable, up to date and tailored to the developers needs
- More structured pre-application discussions
- Improved quality of major planning applications being submitted
- Potentially fewer applications taken to appeal
- Greater awareness of the level of specialist input required for pre-application enquires, thus helping to plan resources
- More sustainable team
- Recover the costs of providing this service

4. Evidence and Reasons for Decision

- 4.1 The documents are tabled Cabinet due to several changes being made following the publication of the Government's National Planning Policy Framework and Transport Decarbonisation Plan and Norfolk's recently adopted Local Transport Plan Strategy. The [Town and Country Planning \(Use Classes\) Order 1987](#) also updated land use classes in 2020. Government recently published its [Taking Charge: The Electric Vehicle Infrastructure Strategy](#) and NCC produced our [Electric Vehicle Strategy](#).
- 4.2 The current SSD and Parking Guidelines do not meet the accessibility criteria. Accessible content is easier for everyone to use, understand and navigate.
- 4.3 Some documents mentioned within the previous versions have changed name or no longer exist, such as the Norfolk Residential Design Guide and Disability Discrimination Act.
- 4.4 Some of the text for the guidance and aims have been needing to be updated due to changes in NCC's own advice and requirements.

5. Alternative Options

- 5.1 Without published guidance, officers would need to dedicate more time to explaining requirements in person.
- 5.2 NCC could carry on providing pre-app charging for free on major developments but this takes up officer time.

6. Financial Implications

- 6.1 The SSD and Parking Guidelines documents provides savings in terms of staff time and efficiency, by allowing our customers to self-serve from the County Councils web site.

- 6.2 Currently NCC doesn't charge for pre-application advice, in order Norfolk County Council is able to sustain and improve the current level of service, a range of charges will be applicable for planning related advice. The schedule of charge is set out in Appendix C and will be subject to annual review in line with NCC fees and charges.
- 6.3 73 Major Development pre-apps were received between April 2019 and March 2020, 74 between April 2020 and March 2021 and 39 between April 2021 and 9 March 2022. For Minerals and Waste in the same time period but up to 7 January 2022, 5, 8 and 3 pre-applications were received.
- 6.4 If NCC had been charging over the past three years for Major Developments assuming each application was charged for pre- application written advice and a meeting (no more than one hour long up to 250 dwellings and care provision and no more than 2 hours long over 250 dwellings) and an assessment of scoping study for a TS or TA (cost in addition to the advice above) were required at the rates proposed a total of £171,450 would have been generated. For pre-apps received for over 1,000+ dwellings a cost of £1,100 and £650 were used as example costs for the two pieces of advice listed.
- 6.5 For Minerals and Waste using their pricing for informal advice – without a site meeting/ site inspection for smaller sites £2,720 would have been generated.

7. Resource Implications

- 7.1 **Staff:** All three documents will be regularly used by officers in Highways and the Major and Estate Development Team. There are no staff implications other than making occasional minor updates to the documents and dealing with the new pre-app claims.
- 7.2 **Property:** None.
- 7.3 **IT:** None.

8. Other Implications

- 8.1 **Legal Implications:** The LHA enters into legal agreements with developers under Section 278 and other provisions of The Highways Act 1980. This is required to licence work in the highway and to safeguard road users against indiscriminate work on the highway and to ensure the works are completed in accordance with good engineering practice. Separate details are provided in respect of new, or alterations to, simple vehicle accesses and Small Highway Works Agreements (SHWA) which cover highway works.

The Local Government Act 2003 provides authorities with the express power to

charge for discretionary services (being those services which the County Council is not under a duty to provide), including the provision of pre-application advice. This potentially allows authorities to recover the costs incurred in providing this advice in advance of submission.

8.2 Human Rights Implications: None.

8.3 Equality Impact Assessment (EqIA) (this must be included):

Under the Equality Act 2010, public bodies (i.e., councils, fire and rescue services, the police, health etc) are required to thoroughly consider the equality issues of a proposal. EqIAs have been undertaken for both the Safe, Sustainable Development and Parking Guidelines documents and suggested improvements have been made.

8.4 Data Protection Impact Assessments (DPIA): None.

8.5 Health and Safety implications (where appropriate): None.

8.6 Sustainability implications (where appropriate):

The SSD supports the government's wider policy ambitions with the Climate Change Act (2008), Norfolk County Council's Environmental Policy sets the authority on a pathway towards carbon neutrality by 2030 and will align its guidance towards this end. A new aim has been added to cover climate change and net zero following the recently published documents referenced above.

Aim 2 in the SSD also covers Transport Sustainability which looks to minimise travel to ensure people can access facilities they need by appropriate transport modes, encouraging walking, cycling and public transport use and reducing the use of private cars especially for shorter journeys.

The Parking Guidelines now include a section on Electric Vehicle charging which supports clean growth and encourages a shift away from petrol and diesel vehicles.

8.7 Any Other Implications: N/A.

9. Risk Implications / Assessment

9.1 The SSD and Parking Guidelines need to be updated regularly to allow for changes in Government and local guidance and laws. If not updated regularly development could be built in unsuitable areas.

10. Select Committee Comments

- 10.1 The SSD, Parking Guidelines and Pre- app charging proposal were all presented to Wednesday 25 May Infrastructure and Development Select Committee. The recommendations were all agreed and are set out in section 11.
- 10.2 Select Committee members asked several questions on specific details for development requirements. A concern was raised specifically around parking for visitors and the need to minimise on street parking. A revision has been made to the Parking Guidelines which states one visitor parking space should be provided for every five dwellings.
- 10.3 Since Select Committee the hourly rate has increased from £85 to £90 for additional work for both major developments and minerals and waste charges. The recharge rate for Nationally Significant Infrastructure Projects increased on 1 April from £85 to £90 in line with RTPI. It was therefore felt this should also be increased so there is a consistent rate. There has been no increase in the other numbers contained in the tables.

11. Recommendations

Cabinet is asked to:

- 1. Review and consider the updated Safe, Sustainable Development 2022 document and Parking Guidelines 2022.**
- 2. Review and consider the new proposed pre-app charges.**
- 3. Approve and adopt the updated Safe, Sustainable Development and Parking Guidelines documents and agree that any necessary minor future changes be delegated to the Cabinet Member for Highways, Infrastructure & Transport.**
- 4. Approve and adopt the pre-app charges and agree that any necessary minor future changes be delegated to the Cabinet Member for Highways, Infrastructure & Transport.**

12. Background Papers

- 12.1 The current 2019 Safe, Sustainable Development document can be found [here](#).
- 12.2 The current 2007 Parking Standard for Norfolk can be found [here](#).

Officer Contact

If you have any questions about matters contained within 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 or 0344 800 8011 (textphone) and we will do our best to help.

Draft Safe, Sustainable Development
Aims and Guidance notes for Local Highway Authority
requirements in Development Management



Revised May 2022

www.norfolk.gov.uk



Norfolk County Council

Norfolk County Council (NCC) is the Local Authority for the whole of Norfolk. We provide a range of services for people who live, work, do business or visit here. They include education, social services, highway maintenance, waste disposal, libraries, museums, fire and rescue, economic development and trading standards.

For further details of our services visit www.norfolk.gov.uk.

NCC grants planning permission for a range of developments within Norfolk, including minerals extraction, waste management and disposal and NCC's own developments (for example: - schools and libraries).

All other planning applications, including applications for residential, office, industrial, and retail development are determined by the relevant Local Planning Authorities (LPAs) comprising the District/Borough/City Council or the Broads Authority.

Where development would have an effect on the transport network, the LPAs consult NCC as Local Highway Authority (LHA) on any relevant highway and transportation issues relating to the proposal. The following aims and guidance notes will be used by NCC as LHA in providing our advice to the LPA.

This document is offered as general guidance; a suitably experienced or qualified professional should be consulted regarding its interpretation and/or potentially acceptable departures.

The Safe, Sustainable Development document is part of a suite of transport policy and guidance documents that sit below the Local Transport Plan. The Norfolk Local Transport Plan describes the council's strategy and policy framework for transport and is used as a guide for investment priorities as well as being considered by other agencies when determining their planning or delivery decisions. The Local Transport Plan strategy covers the period 2020-2036.

This document will be reviewed every two years or sooner if there are significant policy changes.

If you need this document in large print, audio, Braille, alternative format or in a different language please contact Norfolk County Council on 0344 800 8020, text relay 18001 0344 800 8020 or developer.services@norfolk.gov.uk and we will do our best to help.



Foreword

In order to provide an inspirational place with a clear sense of identity and community, NCC recognises the fact that not only is the quality of buildings around us extremely important but so too is the quality of the place in which those buildings are situated.

Public highways have a significant influence in shaping the place in which we live. They function as a means of connecting communities together and play a vital part in the overall quality of life for our residents, affecting the way in which they are able to move around and access the wider world. They also play an essential part in the economic vibrancy and strength of our economy.

In order that we promote a safe and sustainable environment in accordance with the National Planning Policy Framework (NPPF), the existing quality and variation of development that goes towards making Norfolk such a wonderful place to live and work, thereby aspiring people to high levels of achievement, needs to be continuously improved in future developments.

The following aims and guidance notes are intended to act as best practice and provide general guidance for use by local authorities, developers, designers, Councillors, and the community on what is likely to be acceptable to the LHA. The intention is to ensure good design is achieved, thereby improving the safety and quality of the places in which we live.

In the consideration of development and its impact on the local highway network and those using it, the LHA gives due regard to equality as part of meeting the Equality Act 2010 and the Public Sector Equality Duty. In doing so it will consider the potential impact, in relation to accessibility and other factors on people with protected characteristics. Where possible it will identify mitigating actions to reduce identified negative impact.

This booklet does not necessarily cover all of the issues that may be relevant to you and if in any doubt we will be very pleased to assist with your enquiries.

Please visit www.norfolk.gov.uk for further information.



Martin Wilby

Cabinet Member for Highways, Transport and Infrastructure



Tom McCabe
Executive Director of Community and Environmental
Services

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List of Abbreviations

AADT	Annual Average Daily Traffic	LLA	Local Lighting Authority
ACA	Abortive Cost Agreement	LPA	Local Planning Authority
ADEPT	Association of Directors of Environment, Economy, Planning & Transport	LTP	Local Transport Plan
APC	Advanced Payments Code	MfS	Manual for Streets
CIL	Community Infrastructure Levy	MfS2	Manual for Streets 2
CLG	Communities and Local Government	MRN	Major Road Network
CoM	Corridor of Movement	NH	National Highways
CMS	Central Management System (Street Lighting)	NCC	Norfolk County Council
CTMP	Construction Traffic Management Plan	NPPF	National Planning Policy Framework
DfT	Department for Transport	NRH	Norfolk Route Hierarchy
DMRB	Design Manual for Roads and Bridges	PO	Planning Obligation
DDBA	Developer Design and Build Agreement	PQQ	Pre-Qualification Questionnaire (Approval of Contractors)
DDHABA	Developer Design and Highway Authority Build Agreement	PRN	Principal Road Network
EHA	Eastern Highways Alliance	SHWA	Small Highway Works Agreement
GTA	Guidance for Transport Assessments	SRH	Strategic Route Hierarchy
HADBA	Highway Authority Design and Build Agreement	SSD	Stopping Sight Distance
HADDBA	Highway Authority Design and Developer Build Agreement	SUDS	Sustainable Urban Drainage Systems
HGV	Heavy Goods Vehicle	TA	Transport Assessment
IDA	International Dark-Sky Association	TP	Travel Plan
ILP	Institute of Lighting Professionals	TRO	Traffic Regulation Order

Appendix A

LDF	Local Development Framework	TS	Transport Statement
LED	Light-Emitting Diode	UNESCO	United Nations Educational, Scientific and Cultural Organisation
LHA	Local Highway Authority		

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1. Norfolk's Aims in Development Management



Aim 1 Climate change & Net Zero

1.1 Need

Reduction of carbon dioxide emissions is an internationally recognised priority in order to slow and mitigate the damaging effects of climate change. The transport sector is one of the largest emitters of carbon dioxide in the UK accounting for 34% of UK carbon dioxide emissions in 2019 (Department for Business, Energy and Industrial Strategy, 2020).

Nationally, the Climate Change Act (2019 revision) has prompted a drive towards net zero with the UK government committing to the achievement of net zero by 2050. This has been progressed by the recent publication of the Department for Transport's Decarbonising Transport Plan, in July 2021, which sets out how government aims to reduce carbon emissions across the transport sector to achieve the UK's legally binding 2050 net zero target. Aligning to this, Norfolk County Council has its own targets, outlined in the Environmental Policy (2019), to achieve net zero in the council's operations by 2030 and to work towards carbon neutrality within the council's wider areas, also by 2030.

New development and its travel impacts need to contribute to the county council's commitment to decarbonisation.

1.2 Requirements

- Provide evidence to show NCC how the development minimises its carbon impact from its travel demand and will need to identify measures to mitigate carbon emissions through reducing the need to travel and promoting low emission travel choices.

Aim 2 (Transport Sustainability). Minimising travel to ensure people can access facilities they need by appropriate transport modes, encouraging walking, cycling and public transport use and reducing the use of private cars especially for shorter journeys.

2.1 Need

The consideration of Transport Sustainability is a material planning consideration. It must be taken into account when considering whether or not to apply for planning permission and forms part of the suitability assessment undertaken by the LHA. However, sustainability is not just about the environment - it's also about supporting economic development, improving safety and creating equal opportunities for everyone in society.



We need to ensure that the places we create today meet the needs of the present without compromising the ability of future generations to meet their own

needs. Emphasis needs to be placed on encouraging a shift away from use of the private car - towards walking, cycling and public transport. It is acknowledged that some disabled people will still need to use private transport either as a driver or passenger.

People need to be able to reach employment and facilities; families and friends, without over reliance on car travel which has created local air quality problems, safety issues and contributes to climate change. Over dependence on car use also increases isolation for people without access to cars particularly where public transport is not available.

Manual for Streets (MfS) advises that walk-able neighbourhoods are characterised by having a range of facilities within 10 minutes walking distance (about 800m) which people may access comfortably on foot, although it is important to note that this depends on walking speed and may be less for those less mobile and disabled people.

2.2 Requirements

- Reduce the need to travel by locating new homes close to existing facilities sufficient to cater for everyday living, or in areas where public transport can be used.
- Links by public transport must be considered in the context of the 'whole' journey, integrating seamlessly with other sustainable modes.
- Reduce the dominance of traffic in the street scene so that people feel safer when walking or cycling.
- Increase and improve walking, cycling and public transport, encouraging a shift away from car use.
- Consider the needs of disabled people and reduced mobility in relation to all modes of transport.
- Reduce the need for personal car ownership or solo journeys by encouraging shared car journeys or car clubs.

Minimum walking distances need to take account of **all** dwellings on a residential site and **all** entrance/exit points for commercial use. A phased approach may be required and, in this case, appropriate trigger points will need to be agreed.

Developer contributions will be sought to secure the transport measures necessary, including infrastructure and service improvements.

Aim 3 To encourage residents to explore active and healthier ways to travel.

3.1 Need

Walking and cycling are good for our well-being, good for getting us around, good for our public spaces and good for our society. For all of these reasons we need to encourage more people to choose to walk and cycle more often.

Walking and cycling offer the opportunity to build moderate, pleasant exercise into people's routines. This kind of exercise can help us to counteract problems of overweight and obesity as well as coronary heart disease, stroke, diabetes and cancer in addition to improving mental well-being.

Increasing walking and cycling levels will also improve our public space and the social interactions we have. Both modes allow us to stop and chat or just say 'hello' in a way which it is difficult to do when closeted in the car. As such, they improve our sense of community. They also provide for more pleasant and sustainable public spaces and serve to support local facilities.



3.2 Requirements

- Provide high quality walking and cycle networks within developments in accordance with LTN1/20.
- Link new development into the existing cycle network and public rights of way to create a sustainable travel infrastructure which encourages healthier travel for work, easier access to public transport, healthier journeys to school and education as well as leisure opportunities.
- Pedestrian and cycle routes must allow people to reach their day-to-day destinations easily and logically and follow natural desire lines.
- Pedestrian and cycle routes need to be attractive and comfortable to use. Comfort is influenced by a range of factors including the basic design of the route - its width as related to the number of users and the gradient and quality of the surface - as well as other elements such as tactile paving, street furniture, drainage, cleanliness, etc.
- Cycling provisions must not negatively impact the accessibility of pedestrian routes for disabled people as much as possible.

Aim 4 (Rural Diversification). To support agricultural enterprises and the rural economy, by encouraging other appropriate forms of development.

4.1 Need

Changes in agriculture have resulted in a decline in farm related jobs and an increase in surplus land and buildings no longer required for agriculture. These changes have coincided with declining farm incomes and increased environmental pressures, in turn leading



to farmers exploring different ways of supplementing their farm incomes through non-agricultural diversification.

4.2 Requirements

- Diversification should facilitate sustainable development, appropriate for its location.
- The development must be served by approach roads with the capacity to cater for the type and level of traffic likely to be generated, without prejudice to highway safety, particularly focusing on the most vulnerable road users.
- Adequate provision must be made within the site for the parking and manoeuvring of associated vehicles.
- Rights of way are very important for access and recreation and should be protected and where possible enhanced.



Where permission is granted for the re-use of an agricultural building for a non-agricultural use, the LHA may seek to impose conditions withdrawing the permitted development rights of that particular agricultural unit to erect additional farm buildings in the vicinity of that building where it is considered that intensification of vehicle use would be likely to have a serious adverse effect upon the highway network.

Developer contributions will be sought to secure the transport measures necessary, including infrastructure and service improvements.

Aim 5 To support national targets relating to the percentage of electricity that should be provided by renewable energy.

5.1 Need

It is widely recognised that human activity is changing the earth's climate. The impacts of climate change, together with any associated rise in sea level, are global issues that affect everyone.

At present there are seven major technologies available for the production of renewable energy in the UK, comprising: - biomass/landfill gas/onshore wind/ offshore wind/wave power/solar power/tidal power. Each of these developments has the potential to impact upon highway use during all phases of development: - construction/operation/decommissioning.



5.2 Requirements

- It is essential for developers to demonstrate that the development can be physically reached by approach roads (either public or private) that are suitable to cater for the delivery of the components used during construction.
- The development must be served by approach roads with the capacity to cater for the type and level of traffic likely to be generated, without prejudice to highway and pedestrian safety (including public rights of way).

- Adequate traffic management measures need to be agreed and implemented - particularly for any cable routes.

Developer contributions will be sought to secure the transport measures necessary, including infrastructure and service improvements.

Construction traffic/abnormal load movements along non-hierarchy routes will be required to enter into a legal obligation to make good any extraordinary damage. See Guidance Note **G1.7**.

NCC is able to provide a scoping list and developers are advised to seek an informal opinion from NCC as to the likely acceptability of such proposals at an early stage in their project analysis.

Aim 6 To keep commercial vehicles away from areas where their presence would result in danger/unacceptable disruption to the highway/or cause irreparable damage.

6.1 Need

The distribution of freight affects all aspects of the economy and much of daily life. It is essential for the economic well-being of our society and for the efficient functioning of our businesses. However, the transportation of freight by road has a significant impact in both urban and rural areas.



In urban areas, road freight can impact upon congestion, whilst in rural areas many roads are unsuitable to safely cater for Heavy Goods Vehicles (HGVs) due to poor alignment or restricted width.

HGVs have a lower accident rate than most other types of road vehicle, however where they are involved in an accident, the severity of the accident tends to be greater. HGVs are large and can intimidate pedestrians and other road users, particularly where footways are narrow or not present.

6.2 Requirements

- Development likely to serve or attract significant numbers of commercial vehicles should have good access to the routes specifically designated to carry this kind of traffic.
- Where appropriate, provide suitable signs to guide HGVs along acceptable routes.
- Where appropriate, enter into legal agreements to secure contractual obligations for the routing of vehicles visiting or operating from the site, and/or mandatory restrictions (Traffic Regulation Orders (TROs)) to prevent the vehicles from using unacceptable routes.
- Where pedestrian footways are narrow, it may in some cases be possible to alleviate problems - for example by



localised widening/ the use of bollards/reducing traffic speed limits.

Where routes do not meet the required standard, developers will be required to contribute, in whole, or in part, towards their improvement or implement such improvements as may be required to mitigate the development's traffic impact.

Aim 7 Development needs to be serviced in a safe manner which does not result in any detriment to the free flow of traffic or public safety. In accordance with the NPPF, it also needs to allow for the efficient delivery of goods.

7.1 Need

In order to improve the management of servicing and delivery vehicles, a Service Management Plan (SMP) may be required. This often has close links with the travel planning process, given the overarching focus is to encourage efficient and sustainable movements, in this case in relation to goods rather than people. A SMP is therefore an important tool for managing transport impacts and can have benefits for businesses, freight operators and residents leading to -

- Lower operating costs with less deliveries
- Saving staff time spent receiving goods
- Improved supply chain efficiency
- Improved safety
- Reduce the risk of accidents on-site
- Improved air quality and reduced noise.

7.2 Requirements

- Raise awareness – the SMP needs to explain how staff/ occupiers within the site will be informed about the SMP, its function, aims and objectives
- Timing of Deliveries – The method of encouraging companies to arrange deliveries outside peak hours, to alleviate pressure on the highway network.
- Routing of Deliveries - how suppliers will be informed of the appropriate routes to and from the site.
- Loading / Unloading – explanation of what designated areas are to be made available in order to avoid conflicts.

Aim 8 To ensure development conforms to parking policies and standards which take into account strategic and local objectives.

8.1 Need

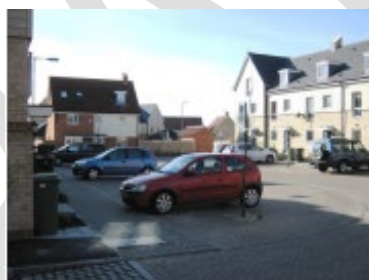
All car journeys start and terminate at a parking space. Accordingly, achieving and maintaining the balance between supply and demand in the total number of spaces are important factors when considering local transport needs. It is recognised car parking is a key factor in determining travel choices.

Limiting parking availability at trip origins does not necessarily discourage car ownership and can push vehicle parking onto the adjacent public highway, potentially obstructing the free flow of emergency and passenger service transport vehicles.

8.2 Requirements

- Parking provision needs to meet the operational needs of the development and overcome the need for inappropriate on-street parking, whilst at the same time avoiding providing large amounts of parking for non-essential users that would encourage car use.
- New development needs to be provided with parking that avoids hazardous manoeuvring on the highway to obtain access to and from the site. No part of a vehicle parked within the development may project onto or over the highway. The vehicle access crossing may not be used as a parking area and no part of it is exempted for the purpose of footway parking.
- All parking/servicing areas to be available for use at all times and in all weather conditions. Provision should also be provided for the accessibility needs of users.

NCC has adopted a parking standard document, covering vehicular modes of transport commonly in use, e.g., bicycles, powered two wheelers, cars, buses, coaches and servicing vehicles. A copy of Parking Guidelines for new developments in Norfolk can be found on our website together with separate detailed guidance notes relating to vehicular access crossings.



Aim 9 To ensure the Major Road Network and Principal Road Network (PRN) can safely cater for sustainable development, which, if not suitably addressed, would otherwise cause fundamental road safety and accessibility concerns.

9.1 Need

Outside of urban areas with high connectivity, the Major Road Network (MRN) and Principal Road Network have a strategic role to play in carrying traffic, usually at speed. Development in the vicinity of these roads or their junctions can compromise the ability for people to travel more sustainably whilst also prejudicing the ability of strategic routes to carry traffic freely and safely. For these reasons the MRN and PRN are additionally designated 'Corridors of Movement' (CoM) where development is normally resisted.



The emergence of the MRN gives an additional weight to these issues as a formalised tier of nationally recognised inter urban/regional routes.

On CoM outside of urban areas, drivers do not generally expect to encounter slowing; stopping; turning; manoeuvring or parked vehicles; nor do they expect to encounter pedestrians. This lack of expectancy increases the hazards caused by an access that exists in isolation. Furthermore, the generally more rural location dictates that the opportunity to provide high quality access to public transport and safe walking/cycling routes is severely curtailed.

9.2 Requirements

- Development needs to be located in accessible locations recognising the needs and travel patterns of patrons, avoiding the need to create new accesses, or to increase or change the use of an existing access onto a CoM. Development contrary to this aim is likely to attract a recommendation of refusal from the LHA unless well founded reasons exist to permit development. This is strictly applied.

Direct accesses and junctions should be upgraded if the through movement of vehicles are inhibited by right-turning traffic and causes a hazard regardless of the two-way annual average daily traffic (AADT) flow.

Exceptions may be made where the development is of overriding public/national need or the access is required to serve essential development where it has been proved incapable of being sited elsewhere. In such instances the development must be served by a safe means of access.

Where improvements to transport infrastructure are necessary developers may be required to enter into agreements to secure their provision.

Aim 10 New development within Norfolk of regional/national importance shall promote the use of rail and water.

10.1 Need

NCC is pro-active where appropriate, particularly at the planning stage of new development, in making developers aware of the existence of alternatives to move people and goods and encouraging them to contact operators and infrastructure providers.

NCC is committed to the development of rail facilities and services from the County, to the region and nationally.

10.2 Requirements

- New development of regional/national importance shall wherever possible be located so as to provide good access to rail (or where appropriate water) facilities and try to provide accessibility for disabled people.



Aim 11 Reduce the environmental impact of highway improvements associated with new development.

11.1 Need

Norfolk's roads form a reflection of the landscape through which they pass. In order to protect this important aspect of our environment for the future, development needs to take a positive approach to the environment yet at the same time fulfil its responsibilities for safety and maintenance of the highway network.

11.2 Requirements

- All development related road improvement schemes shall be designed, subject to safety considerations, so as to protect wildlife interest and minimise any adverse impact on wildlife and landscape character.
- All development related road improvement schemes on roads not part of the primary route network shall be designed, subject to safety considerations, so as to maintain and enhance their local character and wildlife interest.
- All development related new highways or highway improvement schemes shall seek to minimise waste of resources through the reduction, reuse and recycling of materials.



It is common sense to re-use and recycle materials and it may be more environmentally sensitive to do so. This can result in both limiting the demand for new extraction sites for primary aggregates and should limit the disposal of waste construction materials. Re-use and recycling is technologically possible and can be energy efficient. Materials should be re-used or recycled as close to their site of origin as possible.

Highway improvement schemes should be developed with their whole life costs in mind and should be designed so that the materials can be re-used and recycled efficiently at the end of their design life.

2. Guidance Notes



Highways Development Management Guidance Note 1: Obligations and Assessments

G1.1 Attending Local Planning Authority planning committees.

NCC highway officers can be invited by the LPA to attend their planning committee meetings and committee site-visits. Officers will consider invitations to attend where: -

- The LHA has made a recommendation that planning permission be refused.
- A development proposal has significant transport issues.
- The development significantly departs from County transport policy.
- If there are substantial public representations about transport matters.



Where it is necessary to attend committee, highway officers will explain NCC's response on transport matters. Officers will also respond to Member's questions, against the background of current transport policies and standards.

G1.2 Planning conditions and obligations are fully enforceable.

Conditions attached to a planning consent can enhance the quality of development and enable many development proposals to proceed where it would otherwise have been necessary to refuse planning permission. Conditions should only be imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise, and reasonable in all other respects (NPPF Paragraphs 55- 58).



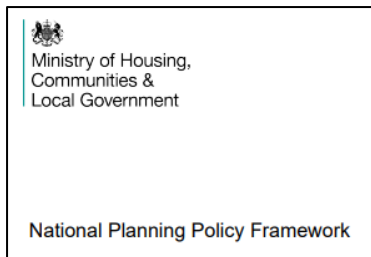
Where it is not possible to resolve matters by condition, a Planning Obligation (PO) may be necessary. For example, an obligation may be needed to mitigate a development's impact, by financial contribution (e.g., to secure enhanced public transport provision).

POs are secured through Section 106 of The Town & Country Planning Act 1990. All contributions sought must accord with the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) and meet the following legal tests:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

Conditions and obligations attached to a planning permission are enforceable against any developer who implements that permission and any subsequent owner/occupiers of the land (i.e., they run with the land).

G1.3 Planning refusals and appeals.



The NPPF contains express acknowledgement that planning permission may be refused on highway safety grounds, with Paragraph 110 of the NPPF stating that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

Whilst Paragraph 110 provides useful clarification of national policy in relation to highway safety, supporting the position that highway safety is an important material consideration which should properly be taken into account and given due weight, it does not offer a formal definition of 'severe', but rather leaves it to Local Authorities to produce their own interpretation. In Norfolk, a 'severe' impact is deemed occur when: -

- Queue lengths (and blocking back to previous junctions), delay and locational context, the Degree of Saturation, Practical Reserve Capacity, or Ratio of Flow to Capacity are unacceptable;
- Junctions do not conform to standards as defined within DMRB or MfS and improvements cannot be made to bring them up to standard, or;
- A major residential development does not maximise the opportunity to travel by sustainable modes, in particular if it cannot provide a safe walking route to school or is outside of the nationally recognised acceptable walking distances to catchment schools.

Highway officers may recommend that LPA's refuse applications that are unacceptable against transport policy and/or on highway safety grounds. Developers or their Agents can lodge planning appeals against planning refusals. Appeals take the form of Written Representations, Informal Hearings and Public Inquiries. Further advice can be found at www.gov.uk/government/organisations/planning-inspectorate.

Recommendations of refusal may be supported at appeal by evidence from both the developer and the LPA. NCC provides evidence on behalf of the LPA relating to highway matters. For Written Representations highway officers will submit a short report. For Informal Hearings and Public Inquiries, a more detailed report may be required and highway officers (again acting for the LPA) also appear at the Appeal Hearing/Inquiry to answer questions on their evidence.

G1.4 Where new development is likely to have significant transport implications, a Transport Assessment (TA) may need to be submitted as part of any planning application.

Depending upon the scale and nature of development, there may be a requirement to submit a Transport Assessment. This is a process which considers total travel demand; patterns of public transport in the area; how development impacts upon

them; and if required how infrastructure or services could be improved to address impacts.

The following considerations need to be taken into account: -

- Ways in which the need to travel will be minimised. Especially by car, such as working from home.
- How best possible use of existing transport infrastructure will be made. Capacity of the existing infrastructure is finite and, in some areas, overcrowding already occurs.
- Address adverse impacts of traffic generated on the transport network to protect the travelling public, such as demonstrating nil detriment.
- Improvements to sustainable transport choices.
- Accessibility of the location.
- Ways of mitigating residual impacts.
- Other measures to assist in influencing travel behaviour.



NB: - In some instances, the transport issues may not require a full TA. In these instances, a simplified report known as a Transport Statement (TS) may suffice.

Early discussions with NCC, as LHA, on the extent and nature (The Scope) of the TA or TS is recommended to ensure that work is not undertaken unnecessarily and that resources are directed to the areas needing attention. In cases where the development may also impact upon the Trunk Road network (A11 and A47) discussions should also take place with National Highways (NH), who have a responsibility to maintain the Trunk Road network on behalf of the Secretary of State.

Following the Government's decision to archive the 'Guidance for Transport Assessments' (GTA), Local Authorities are now required to establish their own criteria for when a TA/TS/ Travel Plan (TP) is required with more emphasis being placed on detailed assessment prior to the implementation of the Local Plan.

Given that the NPPF requires an assessment of the transport impacts of a development, NCC in its role as LHA has broadly continued with the GTA thresholds/scales for when a TA/TS/TP is required as the GTA is well understood and accepted guidance within the development industry. The only change relates to the threshold of when a TA or TS is required for residential developments and this has been increased from 80 to 100 dwellings. The thresholds/scales of when a TA/TS/TP is required are provided in Appendix A.

A TP must be prepared alongside the TA.

G1.5 Travel Plans must be submitted alongside planning applications which are likely to have significant transport implications, including (but not necessarily limited to): -

- i) All major developments comprising residential housing, jobs, shopping, leisure and services which would generate significant amounts of travel.**
- ii) New and expanded school facilities.**



TPs are an essential tool for delivering sustainable access to new development, whatever the use. They have been defined as “...a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

They are critical to ensure that the use of sustainable travel choice is maximised, the finite capacity of the transport network is used effectively and the need for costly highway infrastructure improvements is avoided as far as is practicable.

The TP is not purely a 'planning tool' and should remain 'alive' while the development remains in operation to guide how travel to the site will be managed. TPs can include a wide range of strategies, initiatives and physical measures. Overall TPs seek to: -

- Reduce the need to travel at all.
- Encourage goods or services to be supplied by more benign transport modes (such as water, rail or pipeline).
- Achieve a shift away from single occupancy car use towards more sustainable forms of transport.
- Reduce the environmental impact of travel.
- Promote and achieve access by sustainable modes of travel.
- Provide a strategic view of the public transport network and where links can be made to increase mode share.
- Embrace demand management through area network groups.
- Respond to the growing concern about the environment congestion, pollution and poverty of access.
- Promote a partnership between the Local Authority and the developer in creating and shaping 'place'.



Where TPs accompany a planning application, they should be produced in consultation with the LHA and include measurable outputs, which may relate to

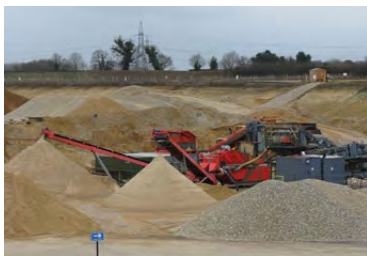
targets in the Local Transport Plan (LTP). They should set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement.

A commuted sum is payable to the LHA for monitoring the TP and a financial bond is required against failure to implement the TP. The value of the bond is determined by the projected costs of implementation for an agreed period, normally from completion of the development.

Unacceptable development proposals should never be submitted simply because of the existence of a TP. The weight to be given to a TP in a planning decision will be influenced by the extent to which it materially affects the acceptability of the development proposed and the degree to which it can be lawfully secured.

The evidence to support the outcomes sought and the measures needed in the TP should be provided by means of a TA.

G1.6 Mineral extraction and waste recycling/disposal proposals likely to generate significant additional HGV movements (or extend the period HGV movements continue) should be supported by an HGV impact assessment.



The Minerals and Waste Local Development Framework (LDF) forms the blueprint for future minerals extraction and waste management in Norfolk. It comprises a range of documents setting out overall requirements for minerals and new waste management facilities and also identifies sites where mineral extraction and waste management is acceptable in principle.

The transportation of minerals and waste in large vehicles can have a negative impact upon the highway network, the effect of which needs to be assessed.

HGV Impact Assessments focus on a technical appraisal of the route's vehicles will take and the adequacy of the existing highway infrastructure to cater for the often heavy, large and slow moving traffic generated. If appropriate, they must include details of the road infrastructure and how that infrastructure could be improved, within environmental constraints, to minimise any negative impacts.

NCC encourages suitable development proposals that minimise the distance minerals have to travel. We are able to provide a scoping list and developers are advised to seek an informal opinion from NCC as to the likely acceptability of such proposals at an early stage in their project analysis.

G1.7 Construction traffic/abnormal load movements (or other traffic movements over a specified temporary period) along non-hierarchy routes will be required to make good any extraordinary damage caused to the highway and/or statutory utility apparatus.

Section 59 of the Highways Act 1980 enables the LHA to recover its costs of making good, extraordinary damage to the highway, either in advance by agreement or retrospectively. This is generally in relation to the use of sub-standard roads by

lorries, and most commonly in connection with construction works, but it will also be applied in other relevant cases, for example haulage contractors, quarry operators and farmers.

In addition to the above, the LHA will protect the safety and efficiency of the highway network by ensuring that prior to commencement of development, agreement is reached concerning the provision of the following: -

- A temporary construction access and/or haul route (as necessary).
- A Construction Traffic Management Plan (CTMP) including details of potential routing.
- Parking and turning facilities for all construction traffic within the development site.
- Details of wheel cleaning facilities.



G1.8 The terms 'material' or 'significant' as used in highways development management assessments relative to traffic flows generated by development.

The terms 'material' or 'significant' as used in highways development management assessments relative to traffic flows generated by development are often the subject of much debate and discussion, in particular when the effects of incremental increases in traffic are taken into account. To provide a local context in Norfolk the following guidance is provided to assist in interpreting the more detailed policies that follow. 'Material' or 'significant' are considered to generally represent the following criteria unless otherwise agreed: -

- An increase in traffic through an 'accident cluster site' or 'high risk accident route' as defined by the LHA.
- An unacceptable increase in either delay or capacity at a junction following assessment of the junction
- An unacceptable impact on non-motorised users including increases in delay at junctions for such users.
- Any increase in turning movements at an access onto the Principal and Major Route road network as defined in the Norfolk Route Hierarchy (NRH).
- Any increase in turning movements at an access by HGVs or other slow-moving vehicles (such as any vehicle trailer or caravan combinations or large agricultural machinery)

Unacceptable increases in 'all-traffic movements' as agreed with the LHA.

G1.9 Assessment of accident history

NCC and 'Crash Map' holds no data in relation to damage-only collisions. The only empirical accident data available for Norfolk is that involving personal injury that have been recorded by Norfolk Constabulary either through officers attending the scene of accidents or from members of the public reporting the accident in police stations after the incident, or more recently online.

Comparisons of road accident reports with death registrations show that very few, if any, road accident fatalities are not reported by the police. However, it has long been known that a considerable proportion of non-fatal casualties are not reported to the police, as hospital, survey and compensation claims data all indicate a higher number of casualties than those recorded in police crash data. Accordingly, the absence of accident data does not in itself mean that accidents have not occurred.

When considering new development proposals, it is important to establish the personal injury collision trend data for the most recent five-year period.

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Highways Development Management Guidance Note 2: Highway Access Standards

G2.1 Development must have safe vehicular and (where appropriate), pedestrian, cycle, equestrian links to a public highway.

New accesses and junctions, (or existing accesses and junctions subject to a material change in traffic or use) must (in terms of geometric layout, visibility and construction) be safe. Importance is placed not only on those using the access, but also on the safety of road users passing the site.



Details of layout will vary according to the category of the highway e.g. a road or street; the volume of traffic; and also the speed of traffic using the road from which the access is taken.

Safety (both actual and perceived) is an essential requirement for pedestrians and cyclists both in the form of preventing physical harm through collisions with vehicles and also minimising threats to personal safety.

When cyclists are expected to share the carriageway, consideration must be given to any realistic possibility of reducing the speeds of motor vehicles where appropriate. Pedestrian links to public highway should follow accessibility guidance for disabled people.

G2.2 Visibility at accesses and junctions onto highways with the characteristic of a 'street' shall accord with the standards set out in the Communities and Local Government (CLG) and Department for Transport (DfT) document **Manual for Streets**.

Streets are defined as highways that have important public realm functions beyond the movement of traffic. Most critically they have a sense of place and should not be designed just to accommodate the movement of motor vehicles.

Whilst MfS focuses on lightly trafficked residential streets, many of its key principles may be applicable to other types of street - for example high streets and lightly trafficked rural lanes.

In rural areas public highways can provide other functions than just movement, including various leisure activities such as walking; cycling; and horse riding.

Where an access meets the carriageway, it forms a junction with the public highway and visibility splays are required to ensure exiting traffic can see and be seen by approaching motorists. A stopping sight distance (SSD) is required to enable drivers to see ahead so that they can stop within a given speed. The SSD is calculated from the speed of the vehicle; the time required for the driver to identify a hazard and then begin to brake (the perception-reaction time); and the vehicles rate of deceleration.

The following table provides guidance on SSDs for accesses and junctions onto streets where 85th percentile speeds are up to 60km/h. At speeds above this, or where the characteristic of the highway is not that of a street, it is necessary to refer to **G2.3** below relating to visibility for roads.

Table 1: Provides guidance on SSDs for accesses and junctions onto streets where 85th percentile speeds are up to 60km/h.

85 th percentile speed (Kph)	85 th percentile speed (Mph)	SSD (Metres)	SSD adjusted for bonnet length (Metres)
16	10	9	11
20	12	12	14
24	15	15	17
25	16	16	18
30	19	20	23
32	20	22	25
40	25	31	33
45	28	36	39
48	30	40	43
50	31	43	45
60	37	56	59

It is important for each proposal to be dealt with on its own merits and to consider the driver's line of vision, in both vertical and horizontal planes. Standards should not be used inflexibly. However, the presumption should always be for visibility to be provided in accordance with the standard unless there are specific circumstances which dictate otherwise.



In all cases highway safety considerations should not be prejudiced.

The visibility splay at a junction ensures there is adequate inter-visibility between vehicles on the major and minor arms. The distance back along the minor arm from which visibility is measured is known as the 'X' distance.



In most built-up situations a 2.4m 'X' distance should be used. In some very lightly trafficked and low speed situations this may be relaxed to 2m. NB - Such a reduction will result in the front of some vehicles protruding slightly into the running carriageway from the minor arm. The ability of drivers and cyclists to see this overhang from a reasonable distance needs to be taken into consideration.

The eye line of drivers can vary from 1.05m above the carriageway in a standard car to approximately 2m in commercial vehicles. For drivers to see and be seen by pedestrians and wheelchair users, unobstructed visibility is required to a point 0.6m above ground level. To enable drivers to see other

drivers and road users across summits; around bends; and at junctions; unobstructed visibility is required between the height range 0.6m to 2m.

G2.3 Visibility at accesses and junctions onto highways with the characteristic of a 'Road' shall accord with the standards set out in the National Highways document Design Manual for Roads and Bridges.

Roads are essentially highways whose main function is accommodating the movement of motor traffic and for the purposes of this document relate to vehicular highways not covered within **G2.2** above.

In accordance with the Design Manual for Roads and Bridges (DMRB) (GG 101), the LHA is responsible for determining the requirements applicable for roads excluding trunk roads and motorways. Unless otherwise agreed, NCC as LHA adopts the same SSDs for roads as set out in the DMRB.

The SSDs for roads is given as follows: -

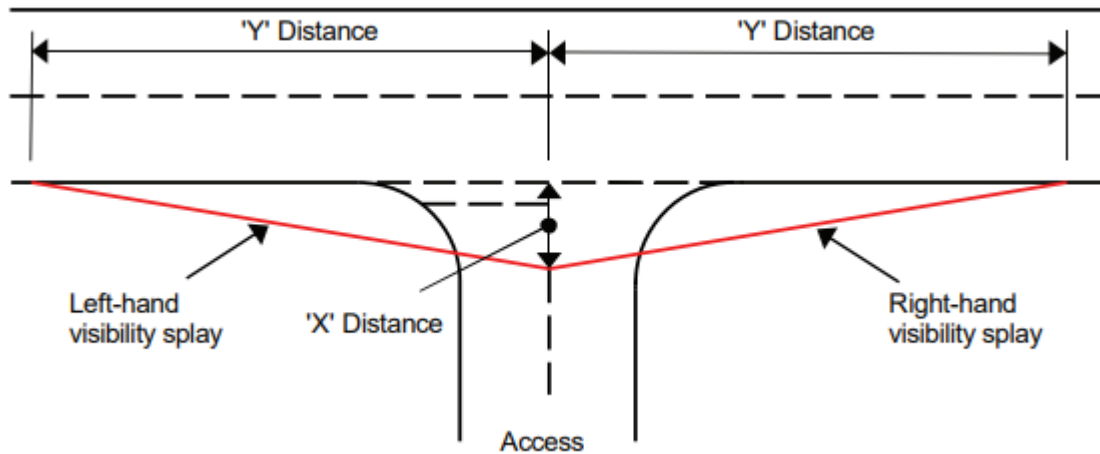
Table 2: SSDs for roads.

85 th percentile speed (Kph)	85 th percentile speed (Mph)	SSD (Metres)
40	25	45
50	31	70
60	37	90
70	43	120
85	53	160
100	62	215
120	75	295

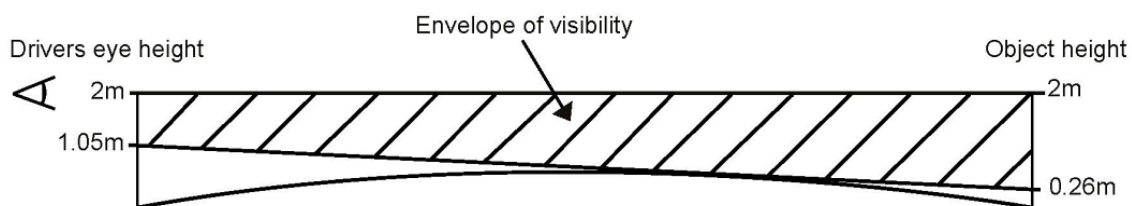
The SSD should be read from the band that includes the relevant vehicle speed; a speed survey may be required.

Account must be taken of considerations that arise in relation to the design of accesses/ junctions and the function of the road onto which the access/junction is to be formed. This is particularly important on roads classified as Principal and Main Distributor roads in the NRH. Careful consideration should be given to the function of carrying through traffic and the likely impact of junction type on that function.

The selection of access or junction form must take account of enhancing safety, be sympathetic to the character of the area and minimise resource use/environmental impacts.



The provision of visibility splays with a 4.5m setback (or 'X' dimension) provides visibility (for an emerging driver) of any pedestrian wishing to cross the access (or junction). Such visibility allows pedestrians some warning of the exiting vehicle. When an 'X' distance of 2m or 2.4m is used, a check should be made to ascertain that adequate visibility for pedestrians is available. A 2m set-back will only be allowed in very lightly trafficked and low speed situations and will result in the front of some vehicles protruding slightly into the running carriageway from the minor arm.



The eye line of drivers can vary from 1.05m above the carriageway in a standard car to approximately 2m in commercial vehicles. For drivers to see and be seen by pedestrians and wheel chair users, unobstructed visibility is required to a point 0.26m (DMRB- CD 109) above ground level. To enable drivers to see other drivers and road users across summits; around bends; and at junctions; unobstructed visibility is required between the height range 0.26m to 2m.



G2.4 85th percentile speed calculation.

In accordance with DMRB (CA 185), all speed measurements should be taken in dry weather conditions. Where speed measurements have been taken either partially or entirely in wet weather conditions, the following values should be **added** to each individual speed recorded in wet weather: -

- 8kph for dual carriageways; and
- 4kph for single carriageways.

Wet weather conditions include periods after rainfall when the road surface is still wet.

G2.5 The use of traffic mirrors as a means of alleviating shortcomings in access visibility is not acceptable.

The use of a mirror to overcome visibility problems is not acceptable. The LHA will not permit them to be erected in the public highway. If installed, mirrors can dazzle drivers, make it difficult to judge speed and distance and as a result lead to a higher risk of accidents. They are also often the targets for vandalism.



G2.6 The width of an access/junction needs to be sufficient to cater for the level and type of traffic reasonably expected to use it.

The vehicle waiting to exit needs to leave sufficient space for the swept path of an entering vehicle; the extent of this swept path would be dependent upon the radii provided at the access.

Individual accesses serving single dwellings shall have a minimum width of 2.4m in a full urban estate road situation. Where the driveway also serves as the principal means of pedestrian access, its width should be increased to a minimum of 3.2m.

Shared driveways shall have a minimum width of 4.5m over a length that extends into the site for a distance of 10m from the highway boundary. All shared private drives should be 4.5m wide.

In cases of minor non-residential development where the type of vehicles visiting the site are mainly light commercial vehicles (up to 7.5 tonne box or panel van), the minimum access width is 4m (provided this does not impact upon the ability of two vehicles to pass safely).

Where heavy commercial vehicles (in excess of 7.5 tonne) can be expected, the minimum access width should be 5.5m (when 15m radii are provided).

G2.7 The maximum access gradient should be 8% (1 in 12.5) over a distance sufficient to accommodate at least the length of a standing vehicle immediately adjoining the highway.

Should the site of a proposed development exhibit a marked difference in level between the point of access to the highway and the destination for vehicles within the site, then a gradient will be required along the route of the internal access.

Various factors should be taken into account when considering the effects of gradient. Namely: -

- The possible loss of some visibility when approaching the highway access on an upgrade.
- The possible increase in stopping distance on a down grade.
- A slower start and therefore the need for a longer traffic gap for a heavy vehicle starting on an upgrade.
- The possible need to prevent an excess amount of surface water, or loose material, entering the highway from a down grade, or the site on an upgrade.
- The effect of any grade on the climbing ability of vehicles particularly in inclement weather.



The maximum gradient should normally be 8% (1 in 12.5) since a vehicle starting from rest in inclement weather may well find steeper gradients unusable. An acceptable solution (depending upon circumstances) where steep gradients have to be considered may be to limit such gradient over a distance sufficient to accommodate at least the length of a standing vehicle to 4% immediately adjoining the highway and to 8% thereafter. For domestic accesses the 4% length could be as short as 5m, but where use by larger vehicles is likely, the length should be at least 15m.

Appropriate rounding or 'roll-over' should be provided where accesses join the highway to prevent vehicles grounding when entering or leaving. Where the retention of existing topography is an important consideration for the LPA, gradients steeper than 8% may well be accepted subject to the use of a suitable surface finish to improve grip/skid resistance.

Care must always be taken to ensure that adequate visibility is maintained where any gradient runs down from the highway in excess of 2%.

G2.8 Separate vehicle entrance and exit to the public highway.

The general rule is that increasing the number of points on a highway where vehicles turn, increases the potential for traffic conflict. Therefore, applications for two access crossings to a single property, or a second access point where one already exists, will not normally be approved for domestic dwellings onto highways with the characteristic of a 'road' unless there is strong evidence that it will add significantly to highway safety.

For such applications to be considered, the applicant will need to show: -

- How a second access will add to the safety of the access arrangements.
- Why such added safety cannot be achieved from a single access, or by improving or repositioning an existing access.

Roads are essentially highways whose main function is accommodating the movement of motor traffic and for the purposes of this document relate to vehicular highways not covered within **G2.2** above.

G2.9 Development exceeding 9 dwellings shall only be accessed via a highway maintainable at the public expense or protected by legal agreement.

In order to ensure suitable access to new development can be maintained, direct or suitable access is required onto a publicly maintainable highway. The dwelling threshold mirrors that given in the NPPF for major development housing of “10 or more homes”.

Private drives are not considered an appropriate form of development to serve more than 9 dwellings. This is a relaxation of previous guidance which advocated that private drives serve no more than 5 dwellings. This relaxation recognises a more flexible approach is required to meet the needs to provide more housing on existing brown-field sites in towns and villages.



This policy may be relaxed for minor developments off existing lengths of 'private road' serving existing development, as service provision will already have been made and some agreement reached regarding the maintenance of the right of access for the foreseeable future. However, proof of these points may be required by NCC, as LHA, at the time the planning application is submitted.

Where it is not possible to construct the access road to a standard suitable for adoption, the LHA will require an alternative means of future maintenance of the private roadway to be demonstrated and secured in perpetuity.

G2.10 Private streets will only be adopted by the Local Highway Authority as publicly maintainable highway if they comply with Norfolk County Council's guidance standards and offer safe passage for pedestrians and vehicles.

New roads that have been constructed in accordance with NCC's guidelines are normally adopted by way of an agreement between the developer and the Council under Section 38 of the Highways Act 1980. The agreement will only be finalised once all highway related planning requirements are in place.

Any road or footway proposed for adoption must be directly linked with the existing highway network; be of sufficient utility to the public; offer wider community benefits and comply with all relevant sections of MfS and Manual for Streets 2 (MfS2) as well as the DMRB.

NCC will expect new residential developments with roads and footways serving in excess of 9 dwellings to be offered for adoption. In exceptional circumstances, where it is considered they serve sufficient public utility and/or a wider community benefit, NCC will consider the adoption of new roads and footways that serve in excess of 5 dwellings.

The following will not be considered for adoption: -

- Existing private streets serving less than 10 dwellings.
- Access roads serving car parks or forecourts.
- Access roads serving individual properties.
- Roads with a permeable surface treatment.
- Access roads serving all types of employment land including offices, industrial, retail and leisure.
- Access roads to schools, libraries, surgeries or fire/police/ambulance stations.

It should be noted that, where the developer is unable to obtain absolute title or where there are charges or difficulties with the title, the roads may remain private streets.

Existing roads will not normally be adopted unless they are brought up to current standards by the owners of the road. This may for example necessitate works to the road surface, footways, surface water sewers, gullies and lighting or any of these features.



G2.11 If within new development there are areas likely to lead to higher concentrations of vulnerable road users, (such as in and around new residential; schools; shopping areas; community facilities; and health facilities) the maximum design speed for new roads will be 20mph.

NCC supports the philosophy of lower traffic speeds for new developments. In densely populated areas such as new housing estates, shopping streets with high pedestrian and cyclist activity there is a need to reduce speeds to well below 30mph.

G2.12 Footways need to be of sufficient width to cater for the development proposed.

The 'effective width' of a footway is that width which is unobstructed by any vertical feature, uneven surface or the use envelope such as by a hedge. There is no recommended maximum width for footways. MfS indicates that in lightly used streets, the minimum unobstructed width for pedestrians should generally be 2m with additional width considered between a footway and a heavily used carriageway.



Provision of adequate footway space is essential to aid safety, comfort and accessibility for more vulnerable road users. Narrow footways can impede movement and provoke unwarranted conflict. At extreme narrowing's, people with mobility issues and parents/carers with children may not be able to pass safely without stepping onto the carriageway, which is of concern particularly on highways where there is significant vehicular traffic flow or where vehicles are travelling at speed.

Whilst occasional width restrictions may be acceptable, these should not be prevalent and should not extend for excessive distances. The effective width needs to take account of functional passage by more vulnerable road users such as wheelchair users/mobility scooters/people with pushchairs or buggies.

Where the resulting effective footway width would be less than 1.8m, regular lengths of footway measuring a minimum 1.8m effective width needs to be provided along the route to allow two wheelchairs to wait and pass. These sections should be no less than 5m long with the distance between them not exceeding 25m.

Where the resulting effective width would be less than 1.5m the maximum length of footway measuring less than 1.5m wide should be no longer than 2.5m. The distance between two such instances should be no less than 10m.

Where hedges or shrubs directly bound the side of a footway, the use envelope needs to be increased by 300mm to account for seasonal growth and potential root damage. In existing streets, subject to agreeing a departure from standard with the relevant case officer, the footway may be reduced to accommodate new trees and planting if it can be demonstrated it is not otherwise possible to accommodate planting elsewhere.

Footways adjoining bus stops and shelters should be a minimum width of 2.4m; this excludes the use envelope of shelters. A minimum footway width of 2.4m should also be accommodated outside busy forecourts to shops and public buildings such as schools.

G2.13 Vehicular access to new development should not unacceptably interfere with the use of bridleways, public footpaths, on-road cycle routes, cycleways, and restricted byways or bus priority measures.

Conflict between pedestrians, cyclists, horse riders and motor vehicles would produce unacceptable highway dangers and would work against other policies that seek to give priority.



Whilst there is no requirement to provide visibility splays or measure SSDs where a private access joins an unsegregated footway/cycleway, nevertheless emerging drivers still need to take account of pedestrians/cyclists on the shared surface. In addition, it is only reasonable to expect that any new access is provided such that it does not unacceptably interfere with either a cycleway or footway.

When undertaking an assessment to determine if an unacceptable interference has occurred, it will be necessary to consider: -

- The frequency of vehicle movements;
- The amount of cycle/pedestrian activity; and
- The width of the shared cycleway/footway.

Where a site stands close to a cycleway network, developers will normally be expected to provide links to it as part of their proposals. Developers will also be expected to contribute towards completion of a cycleway where it is reasonable to do so.

When incorporating bridleways, they need to be designed to prevent misuse by motor vehicles.



Please note that developers cannot obstruct or divert an existing right of way without obtaining consent from NCC (even if planning permission has been granted) and existing paths should be accommodated on their current right of way wherever possible. However, if NCC agrees in principle to a diversion, a Legal Order is still required. The LPA usually process applications to divert rights of way using powers under the Town and County Planning Act.

G2.14 Norfolk County Council does not support the creation of any new railway level crossings unless there are exceptional reasons and robust safety justifications produced.

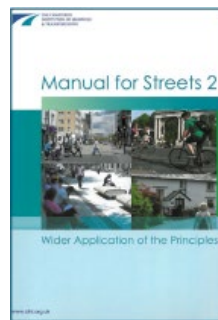


Railway level crossings have a statutory status, often set down in the Act of Parliament authorising the railway to be constructed. They represent the most significant risk in railway operation and most of the risks are generated by the behaviour of road users. NCC expects those promoting a scheme to provide an alternative means of crossing the railway line concerned.

Highways Development Management Guidance Note 3: Design of Developments

G3.1 Residential development needs to accord with the current edition of Manual for Streets, Manual for Streets 2, LTN1/20 and other County Council guidance documents.

It is a well-recognised fact that driver's behaviour is not fixed, but rather it can be influenced by the environment - e.g., driver's speed tends to increase if the width of the carriageway increases.



MfS and Manual for Streets 2 (MfS2) take the above into consideration and recognise the role of residential streets in creating places that work for all members of the community. They focus on the place function of residential streets, giving clear guidance on how to achieve well-designed streets and spaces that serve the community.

MfS and MfS2 also recognise the importance of creating places that have a clear local focus. NCC seeks to achieve this in conjunction with Local Authorities in Norfolk acting in partnership to embrace both their planning and highway functions at District and County level.

NCC promotes an integrated approach to the design of new residential developments. NCC stress the need to pay regard to the local context of any site and use a sensitive approach to the provision of pedestrian, cyclist, and vehicular access. Through this approach NCC looks to create pleasant and safe places to live, which will fit comfortably within their existing setting.

NCC further places a local emphasis on the requirements for Norfolk and offers guidance helping ensure that once planning consent has been granted the process through the detailed design phase (leading ultimately to final highway adoption) will be as smooth as possible in accordance with all statutory obligations.

G3.2 Pedestrian, cyclist, public transport and all other vehicular routes within industrial estates or business park development shall accord with the requirements of the Local Highway Authority.

Industrial and commercial development is exempt from the provisions of the Advanced Payments Code (APC) (Sections 219 - 220 of the Highways Act 1980) and is not therefore required to provide on-site highway infrastructure for adoption by NCC, as LHA.



While the roadways, footways, and cycle routes within this form of development do not require adoption, it is still important that the standard of their design and construction maximises the principles of sustainable development and safely caters for the needs of all forms

of transport which may visit the site. Early dialogue between developers, planners and highways engineers is recommended to ensure that an integrated approach to the design takes place.

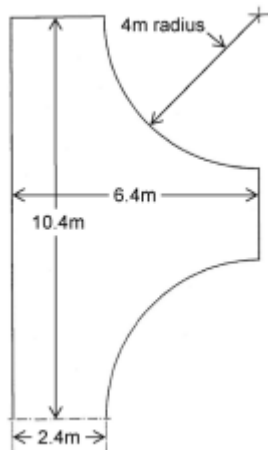
The County Council will expect all new commercial development to be provided with a dedicated vehicular access. Providing a combined access shared with residential development will not be considered acceptable, to avoid potential conflict with vulnerable road users and the amenity of future residents

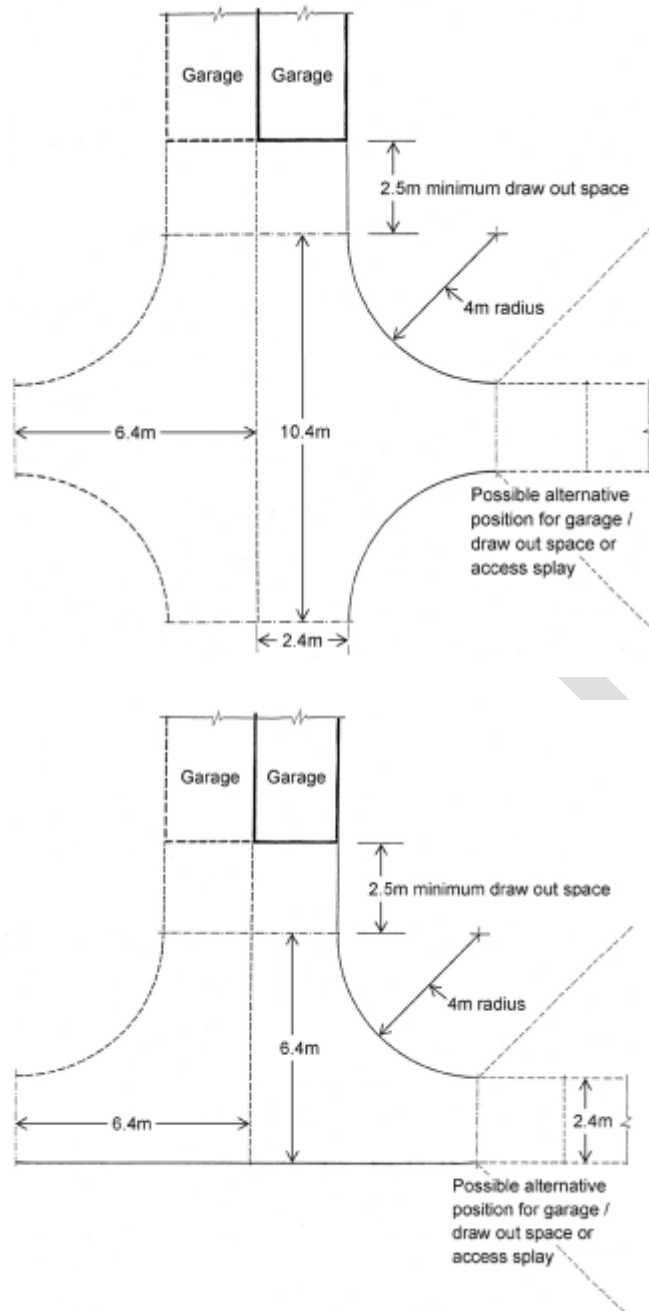
G3.3 Development with vehicular access onto a public highway with the characteristic of a 'Road' (see G2.3) shall provide a turning space within the curtilage of the site of sufficient size to enable vehicles to leave and re-enter the public highway in a forward gear after no more than two gear changes.

It is important that vehicles enter the highway in a safe manner. Reversing onto busy roads is not considered safe. Sites must be laid out to provide adequate space to easily turn round a vehicle.

It should be noted that a turning area must be separate to the dedicated parking provision. It should be designed such that emerging vehicles meet the highway at right angles to the flow of traffic to optimise the driver's visibility and ease of manoeuvring.

Note: The position of garage/draw out space and access splay indicated on the below diagrams will be determined by the site layout.



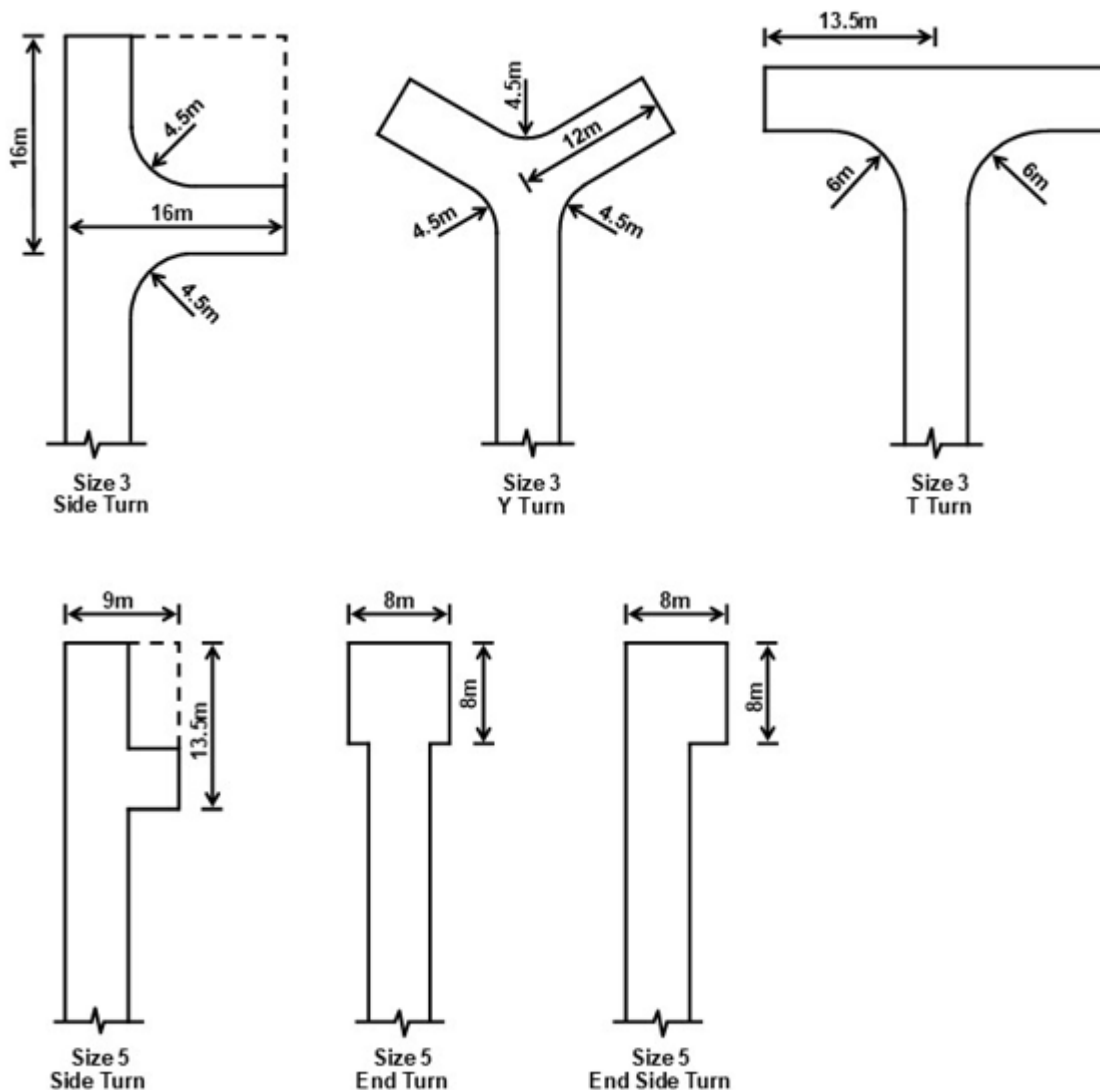


G3.4 Development with private drives onto a public highway which don't meet Norfolk County Council's road adoption criteria (see G2.9 and G2.10) shall provide a turning space within the curtilage of the development of sufficient size to enable vehicles to leave and re-enter the public highway in a forward gear after no more than two gear changes.

It is important that vehicles enter the highway in a safe manner. Reversing onto busy roads is not considered safe. Sites must be laid out so as to provide adequate

space to easily turn round a vehicle within the confines of the private drive. It should be noted that a turning area must be separate to any parking provision.

The size of the turning head is ultimately determined by the expected type and frequency of vehicles manoeuvring. In general, where a private drive is less than 20m in length a Size 5 turning head will be required. In all other circumstances to ensure adequate provision for the general servicing needs of the development a Size 3 turning head should be provided.



G3.5 Industrial/commercial development shall provide a turning space of sufficient size within the curtilage of the site to enable commercial vehicles to leave and re-enter the public highway in a forward gear after no more than two gear changes.

Experience with existing industrial and commercial sites has shown that problems frequently occur when large vehicles park on the carriageway whilst unloading (a notable problem with car transporters) causing difficulties for other vehicles trying to move along the road because of their width and length.

Exceptions to G3.5 to allow vehicles to manoeuvre in the carriageway will only be considered in industrial estates and business parks consisting of short cul-de-sacs where traffic speeds and traffic, pedestrian and cycle flows are at a minimum, and where the development proposed is small scale (e.g., Starter Units).

G3.6 Parking provision must be in line with adopted standards.

The appropriate standards are contained in the LPA's LDFs or in the absence of specific guidance from the LPA the adopted Parking Guidelines for new developments in Norfolk produced by NCC.



G3.7 Development shall be designed such that no obstruction is placed on/across a public highway including Public Rights of Way.



Conflict and interference with the free and safe flow of pedestrians, cyclists, horse riders or traffic on the public highway will arise if an obstruction, such as a gate, fence, railing or bollard, is placed inappropriately on the highway. Care must be taken when consideration is given to the means of protecting either landscaping or property. Bollards for instance can only be used as a means of safeguarding persons using the highway (on foot or in vehicles), Section 66(2) of the Highways Act 1980, and cannot be placed on the highway for any other purpose. Where possible consideration should be given to the guidance on bollards for people with sight loss in BS8300.

G3.8 No gate, door and/or window shall be positioned so as to open outwards over the public highway.

Section 153 of the Highways Act 1980 requires that doors, gates, and windows do not open outwards over the public highway. The risk presented to highway users by a ground floor door or casement window opening outward directly onto the highway is obvious and should always be avoided. Further information can be found on the protection for people with sight loss in Building Regs, Part M2.

G3.9 Any new or replacement gates, security barriers or any other obstacle to free access into development sites must be set back sufficient distance to allow the longest vehicle or vehicle combination, that would regularly be expected to visit the site, to stand clear of the carriageway whilst the gate, security barrier or other obstacle is operated.

Conflict and interference with the free and safe flow of traffic on the public highway will arise if a vehicle is prevented from entering an access by an obstruction, such as a gate or security barrier. It is also essential to ensure that pedestrians (in particular those with mobility impairments) are not forced to step into the carriageway to avoid vehicles parked in front of obstructions of this nature.

This should be avoided by ensuring that all such obstacles are located sufficiently far back from the carriageway edge to ensure that the vehicles wishing to enter the site can pull clear of the carriageway if required to stop at the gate or barrier.



There will also be occasions when gates or security barriers will be required to be located further into development than the length of a single vehicle to vehicle combination. Development generating large volumes of traffic may need to locate gates or security barriers at positions within the development site so as to cater for the queuing of traffic clear of the public highway.

G3.10 In all cases where a structure (i.e., a retaining wall, bridge, culvert, or other building) either supports the highway or land adjacent to the highway, the developer must satisfy the Local Highway Authority of the structural integrity of the structure.

All structures with possible highway implications must be safe; durable; have minimal impact on the environment; and be designed for minimum maintenance. The latter requirement is particularly important if the structure is proposed for adoption.

Details of all structures above, beneath, or adjacent to the highway must be submitted as part of the planning application. This includes proposals to construct, assess, refurbish, or demolish a structure. It shall also apply to other structures outside these limits which through failure could have consequences for the road user within the highway boundary.

It is necessary to establish the following: -

- Whether Technical Approval is required for the structure.
- Whether the structure is to be adopted by NCC and if not - who will be responsible.



Where Technical Approval is required, developers must follow the procedures outlined in DMRB.



The LHA will usually expect a general inspection to be carried out every 2 years and may require (depending on what the proposal actually is) a Principal Inspection (a more detailed inspection carried out with access equipment if necessary, to ensure that all parts of the structure can be inspected within touching distance) every 6 years. Inspections need to be carried out by a Chartered

Structural Engineer with their all reports sent to the LHA.

Before the Technical Approval procedure can commence, payment is required in advance to cover all costs likely to be incurred in assessing the proposal. Upon

receipt of preliminary structural details for the proposed scheme, the LHA will provide an estimate of charges likely to be incurred with a breakdown of costs.

Should the structure be adopted by the LHA for future maintenance at public expense, a minimum commuted sum will be required to cover the reasonable costs of future inspections, maintenance and renewal works.

G3.11 Development shall be designed to avoid, wherever possible, the need for private longitudinal apparatus (pipes, wires, or cables) to be placed on, in or under the highway.

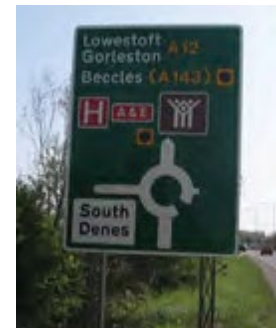
The placing of private apparatus on the highway may be achieved under Section 50 of the New Roads and Street Works Act 1991. However, the ethos of the public highway is that highway land is for the benefit and use of the public. Accordingly, apparatus of this nature will only be allowed if the following criteria are fulfilled: -

- (i) There is no impediment to highway use.
- (ii) There is a genuine public **need** in allowing the apparatus to be present.
- (iii) It is not possible to locate the apparatus on neighbouring land (financial constraints not to be taken as a valid reason).

G3.12 Only signs and road markings that conform to Department for Transport standards and guidance shall be positioned on the public highway.

To ensure that the UK has a uniform traffic signing system, signs must conform to the designs prescribed in the Traffic Signs Manual (although some signs may have been specially authorised by the Secretary of State).

Additionally, any sign to be sited within the highway should demonstrate a **genuine public need** and that **no impediment to highway use is caused by its position**. Any proposed sign to be sited within the highway and not able to demonstrate these requirements is therefore likely to be in contravention of the Highway Act (1980) Section 152.



G3.13 Signs or advertisements shall not conflict with highway signs, visibility sight lines or be positioned and/or configured so as to be an unacceptable distraction to road users.

Signs play a vital role in directing, informing and controlling road users behaviour however, to avoid confusion and hence road safety implications, there is a need to avoid over-provision of signage (sign clutter) or signs that pose safety concerns. All advertisements are intended to attract attention, however, advertisements at points where drivers need to take more care are more likely to affect public safety. These include, for example, at junctions, roundabouts, and pedestrian crossings. When assessing public safety, the key considerations are whether the



location is appropriate (i.e., undemanding on the driver) and for digital signs, whether any sequential change between digital advertisements is controlled to prevent distraction from the driving task. There are less likely to be road safety problems if the advertisement is on a site within a commercial locality and if the advertisement is not on the skyline, but other factors also need to be taken into consideration for example advertisements which because of their size or siting would obstruct or confuse a road-user's view or reduce the clarity or effectiveness of a traffic sign or signal.

G3.14 Illuminated advertisement signs visible from the public highway shall be designed so that the level of luminance emitted is in accordance with the Institution of Lighting Professionals, PLG05 The Brightness of Illuminated Advertisements.

In addition to satisfying requirements **G3.12** and **G3.13** above, illuminated signs must also comply with the standards recommended in the Institute of Lighting Professionals (ILP), PLG05 The Brightness of Illuminated Advertisements. This details five zones to which maximum luminance of signs (candelas/m²) is given proportionate to the area (m²) of each sign.

Definitions of Environmental Zones can be found below which covers the zone, surrounding, lighting environment and examples.

- E0- Protected- Dark. Examples: UNESCO Starlight Reserves, International Dark-Sky Association (IDA) Dark Sky Parks.
- E1- Natural- Intrinsically Dark. Examples: National Parks, Areas of Outstanding Natural Beauty etc.
- E2- Rural- Low district brightness. Examples: Village or relatively dark outer suburban locations.
- E3- Suburban- Medium district brightness. Examples: Small town centres or suburban locations.
- E4- Urban- High district brightness. Examples: Town/city centres with high levels of night-time activity.

In addition to the environmental zones there are also Areas of Special Control of Advertisements which are often in Areas of Outstanding Natural Beauty or National Parks.

When considering the zone in which the advertising sign is to be sited, the contrast with the surroundings or background needs to be considered e.g., the surroundings could be unlit when viewed from the road. The maximum value of luminance anywhere on the surface of an advertisement at any time during the hours of darkness is given in the table below. It is irrelevant whether the proposed sign is externally or internally illuminated. Where the illuminated sign lies on the boundary of two zones, standards for the most rigorous zone should be used.

Table 3: shows maximum permitted recommended luminance (cd/m²)

Illuminated area (m ²)	Zone E0	Zone E1	Zone E2	Zone E3	Zone E4
Up to 10	0	100	400	600	600
Over 10	0	N/A	200	300	300

G3.15 Floodlighting shall be positioned and/or configured so as not to be an unacceptable distraction to road users.

Artificial light has many uses including illumination of hazardous areas; for security lighting; to increase the hours of usage for outdoor sports and recreation facilities; to enhance the appearance of buildings at night.

However, the increased use of lighting can cause problems with the result, that there has been an increase in the number of people adversely affected by lighting and consequently nuisance from lighting. Light in the wrong place at the wrong time can be intrusive.

The following points should be taken into account: -

- Do the lights have to be on all night? For example, over advertising hoardings; the exterior of buildings or empty car parks.
- Only the right amount of light for the task should be installed.
- Make sure that lights are correctly adjusted so that they only illuminate the surface intended.
- To reduce the effects of glare main beam angles of all lights should be below 70 degrees.
- Do not install equipment which spreads light above the horizontal.



G3.16 Street lighting within and associated with development shall be provided in accordance with Norfolk County Council specifications.

Street lighting is a concurrent power of the County, District, Town, and Parish Councils. In most instances street lighting will not be adopted by NCC as LHA unless there are well founded highway safety reasons for its installation.



Whether street lighting is required as part of any new development for amenity reasons will be determined in consultation with the Local Lighting Authority (LLA) which is the District, Town, or Parish Council.

As a general principle Local Authorities in Norfolk seek to minimise light pollution emitted from lighting schemes. The current standard is based on the latest proven technology incorporating LED lighting with the functionality of being able to be controlled by a Central

Management System (CMS).

If the LLA chooses to adopt the lighting scheme its design shall be a matter between the developer and the LLA and only passed to NCC to approve as LHA for inclusion in the Section 38 Road Adoption Agreement. Lighting must however conform to the Footway Standard laid down in Section 270 of the Highways Act 1980.

Wherever possible it is recommended that the principle of street lighting provision on new development should be established as part of the planning application considerations. NCC's street lighting team can provide detailed guidance on the requirements.

G3.17 All overhangs (including structures/beams/cables etc.) shall conform to the height restrictions set by the Local Highway Authority.

Overhanging structures can be licensed by the LHA under Section 178 of the Highways Act 1980. Adherence to the height restrictions stated below ensures that the public's rights of free and safe passage will not be impeded.

- not less than 5.2m over the carriageway.
- not less than 6.75m over the carriageway on those roads designated by National Highways as a 'high load grid route'.
- not less than 3.1m over the footway provided that the apparatus does not come within 1.5m of the edge of the carriageway.
- above a footway and unable to achieve the horizontal distance necessary as given above must conform with the minimum vertical clearances given for carriageways (5.2m or 6.75m).



Exceptions to the criteria set out above will be considered on a case-by-case basis if greater flexibility is sought. For instance, where pedestrian and cycle routes are proposed to pass through buildings, or reduced clearances are sought to get closer to a typical storey height in order to achieve and/or maintain the 'scale' of a particular street.

G3.18 All shop blinds shall be a minimum height of 1.98m above the ground.

The Town Police Clauses Act 1847 requires shop blinds to be a minimum height "in every part" of eight feet (2.4m) above the ground. This requirement was to prevent top hats from being damaged. The Act has not been repealed or replaced. NCC regards this height restriction as being too restrictive. Provided there is at least 6 feet 6 inches (1.98m) height clearance under the shop blind (a height at which the blind can provide effective screening without posing a realistic hazard to the public in general) and there are no other visibility or safety issues attributed to its presence, NCC, as LHA generally takes no action to enforce this section of the Town Police Clauses Act 1847.

For shop blinds in Pedestrian (and Cycle) Zone streets (that are kerbless) the height clearance should be increased to a minimum of 2.4m headroom to enable cyclists to

pass underneath safely and comfortably. In such streets where blinds are approved there should be adequate usable width remaining for passing pedestrian, cyclist or occasional vehicular traffic; where two way cycling occurs this should be a minimum of 4.5m in usable street width and where it is predominantly pedestrian only this can be a minimum of 3m – subject to assessment of the actual levels and nature of traffic experienced that may influence whether a canopy is acceptable or not regardless of minimum remaining widths being achievable.

G3.19 Developments (including accesses/driveways) must provide adequate drainage for surface water.

NCC will resist any development which involves surface water flowing onto the public highway from private accesses or non-highway areas. Standing water must be drained away or it can pose a hazard and carry debris etc. onto the highway to the detriment of highway safety.

G3.20 Disposal of surface water run-off from new highways within residential or commercial development should be through a Sustainable Urban Drainage System (SUDS), which incorporates adequate water quality treatment measures where possible.

Historically run-off water was drained from highways directly to a watercourse, such as a river, through a network of pipes. This means that the water enters the watercourse very quickly. In an urbanised area with a lot of run-off this can lead to flood conditions or pollution when a lot of water enters the watercourse at once.

Urban drainage is changing to balance the impact of drainage on cumulative impacts of flooding.

NCC, seeks to reduce the rate of surface water run-off through the use of Sustainable Urban Drainage Systems, which may incorporate filter strips and swales, filter drains, permeable surfaces, infiltration devices and basins or ponds.

These systems are more sustainable than conventional drainage methods because they: -

- Manage run-off flowrates, reducing the impact of urbanisation on flooding.
- Protect or enhance water quality.
- Are sympathetic to the environmental setting and the needs of the local community.
- Provide a habitat for wildlife in urban watercourses.
- Encourage natural groundwater recharge (where appropriate).



They do this by dealing with run-off close to where the rain falls, managing potential pollution at its source and protecting water resources from point pollution (such as accidental spills).

SUDS that drain highways, should be approved by the adopting authority, including Anglian Water, in consultation with NCC, as LHA. The scheme should be offered solely to the LHA if the drainage system only drains surface water from an adoptable highway. Early engagement is encouraged to discuss options and understand constraints such as buried services, sensitive receiving watercourses/groundwater or potential for vehicle overrun of verges. NCC is open to footways being set back from the carriageway to enable over the edge SUDS to be implemented between a footway and carriageway.

A commuted sum for future maintenance may be required.

G3.21 Private soakaways shall be located so as not to interfere with the stability of highway land.

The design and installation of private soakaways used to drain surface water from properties or private hard standings must take account of the needs of the LHA.

The soakaways must be positioned so as not to interfere with the stability or use of the public highway.

G3.22 Drainage apparatus - distance from buildings/structures/landscaping.

In order to maintain the drainage infrastructure, NCC requires: -

- A minimum of 3m width easement strip free from any obstructions from the extremity of the drainage feature (including SUDS) should be proposed, this will depend on the size or type of feature and the maintenance equipment required to maintain it. Larger easements may be required depending on the size of plant that will be required to maintain it.
- A minimum of 3m easement from the root protection zone (existing or predicted) of any landscaping.
- Maintenance laybys may also be required in some cases.

Exceptions will be considered on a case-by-case basis where the form of development proposed makes achieving this impractical, e.g., a high-density urban development. In these cases, special measures may need to be agreed to protect the apparatus and allow future maintenance.

Unhindered access shall be provided to the adopting authority to enable access to all adoptable drainage, at all times.

Highways Development Management Guidance Note 4: Design and Delivery of Developer Funded Transport Schemes

G4.1 When highway works are required to mitigate the impact of development, the design of such works must be to a standard in keeping with the function of the route onto which the works are planned.

Different roads fulfil different functions, and accordingly the design and delivery of highway infrastructure should not be approached on the basis that 'one size fits all'. Account should be taken of function of the route on which a planned improvement is to take place (as defined in the NRH and the relationship of that route within NCC's adopted 'Mode Hierarchy' (walking, cycling, public transport, taxis, essential motor vehicles and non-essential motor vehicles). Consideration should be given to the route hierarchy as the Principal and Primary routes of the highways network need careful management.

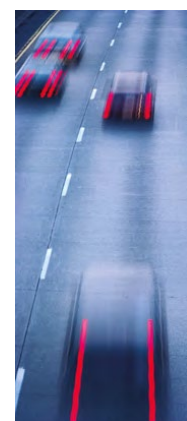
The intention is to ensure that highway works are carried out that are 'fit for purpose' and take into account the function and nature of the route within the context of the duties imposed by the Traffic Management Act, which places a duty on Local Authorities to keep traffic (including pedestrians) moving. There is particular concern about congestion on the Strategic Route Hierarchy road network which will need to be managed during the delivery of schemes NCC is committed to targeting congestion on these roads through a wide range of interventions, such as managing the network more efficiently, signing, encouraging people to choose to walk, cycle or use public transport, or through managing demand (for example, by influencing the number of car parking spaces available) and proactive communication activity. Highway works need to take these factors into account.

All physical works must be compliant with the Equality Act 2010 and the guidance given in the recently updated DfT document Inclusive Mobility.

G4.2 The 'design life' of all new or improved transport infrastructure is dependent upon the function of the route and the context within which that route is considered in transport strategy terms.

The 'design life' for highway infrastructure works is the period of time during which the works are expected to cater for traffic impacts within given capacity thresholds. The time period differs depending upon the classification of the road within the route hierarchy.

G4.3 Development related highway improvements shall be subject to and comply with the recommendations of a road safety audit.



There are four stages within the road safety audit process. These are undertaken during the design phase (Stages 1 & 2), when the improvement is open to traffic (Stage 3) and one year after opening (Stage 4).

A Stage 1 Safety Audit report, including designer's response where appropriate, needs to accompany any planning application which seeks to materially alter the existing highway. In addition, any safety audit accompanying a planning application must have been carried out in accordance with current standards by an independent safety auditor.

A great deal of progress has been made in reducing casualties on Norfolk's roads. There is a need to make sure that the gains made in recent years are built upon by taking every opportunity to ensure that the design of new developments, and any associated off-site infrastructure, promotes highway safety and reduces casualties.

Improving the safety of vulnerable road users, e.g., pedestrians and cyclists (particularly children), can also help to encourage greater use of more sustainable modes of transport, and thus contribute to the achievement of NCC's wider sustainable transport objectives.

To deliver these objectives in the most sustainable way the LHA seeks to be positive and pro-active and that includes working with the private sector at the early stages of the process.

Development Team

NCC has set up a 'Development Team' made up of officers from all service areas within the LHA who assess and give advice on enquiries which could lead to major or complex planning applications. The team includes officer with roles in:

- safety audit
- technical
- safety and traffic management
- transport strategy and policy
- programmes and funding
- environmental
- passenger transport

Development Team meetings are held regularly and are co-ordinated by the relevant Highways Development Management professional, who will ensure the team gives a consistent and comprehensive feedback, quickly and effectively. This should assist developers in submitting a planning application in the most appropriate form and as a result delays in responding to the application should be reduced.

Highways Development Management Guidance Note 5: Agreements, Scale of Charges, Commuted Payments and Fees

G5.1 A legal agreement will be required in order to carry out works on the public highway.

The LHA enters into legal agreements with developers under Section 278 of 1980 Highways Act. This is required to safeguard road users against indiscriminate work on the highway and to ensure the works are completed in accordance with good engineering practice and to adoptable standards. Separate details are provided in respect of new, or alterations to, simple vehicle accesses and Small Highway Works Agreements (SHWA) which cover highway works estimated not to exceed £30,000 in value.



Some charges may be subject to VAT and the NCC Development Management Case Officer will be able to advise in that respect.

Types of Agreement

NCC does not generally permit developers to prepare detailed design, or construct works on the public highway that include traffic signals the Strategic Route Hierarchy, or on other areas of the highway that involves complex engineering solutions and/ or difficult traffic and pedestrian management. Such schemes would require a Highway Authority Design and Build Agreement (HADBA).

Where improvements are to be carried-out on roads forming part of the Strategic Route Hierarchy (SRH), if the works are not considered to be complex, NCC may permit the developer to prepare the detailed design and/or carry out the works. Each proposal will be considered on an individual basis.

For these purposes the SRH is defined as all Principal and Major Route Network roads, certain Main Distributor roads together with those roads defined under the New Roads and Street Works Act as 'Traffic Sensitive', 'Street with Special Engineering Difficulty' or 'Protected Street'.

The available Section 278 Agreement types are: -

- Highway Authority Design and Build Agreement (HADBA)
- Highway Authority Design and Developer Build Agreement (HADDBA)
- Developer Design and Highway Authority Build Agreement (DDHABA)
- Developer Design and Build Agreement (DDBA)

HADBA offers a 'one-stop' shop with NCC doing all of the work for the developer. Duplication of effort is avoided, and the developer will save any costs associated with NCC checking the scheme if a Consulting Engineer had been employed to produce the design, or any additional fees payable for NCC to oversee the Contractor on site. The Engineering solution will be compliant

to NCC requirements and the quality of the construction works guaranteed, with no 12 month maintenance period.

All schemes regardless of delivery mechanism will require a Stage 3 Safety Audit following completion. The audit is necessary to ensure that the built scheme does not introduce safety hazards to users of the public highway. The outcome of the Audit may require additional works even if the scheme has been built in accordance with the drawings as designed and/or approved by NCC.

The Agreement types comprise permutations of the following: -

Highway Authority Design

NCC prepares the detailed design of the works, providing the required documentation to enable procurement of construction works through existing frameworks.

NCC will routinely involve its Environment team, together with that of the relevant District or Borough Council who are able to guide and assist on relevant environment issues.

Developer Design

The developer, or their consultant prepares the detailed design for the works. The design will need to be vetted by NCC and may require alterations to achieve technical approval.

Safe methods of construction and traffic management must be considered by the designer, and the Construction (Design & Management) Regulations 2007 complied with where applicable. Early contractor involvement in the design process is strongly recommended.

NCC has recently revised its processes around technical checking to improve outcomes. This provides indicative timescales, access to standard details, and guidance on (often contentious) offline roundabout design. It also, crucially, relies on developer submissions to be of good quality to reduce the iterative process of repeat clarifications and amendments to achieve approval.

To enable NCC, as the LHA, to have confidence that buildability issues have been considered during the design process, the designer will be required to submit a statement to confirm that safe methods of construction and traffic management have been considered.

Highway Authority Build

NCC will procure and supervise the construction of an approved design on the developer's behalf. It is often possible for this to be either through NCC's Strategic Partner, or through the Eastern Highways Alliance (EHA).

Developer Build

The developer arranges construction of the scheme by an NCC approved contractor, in accordance with the approved drawings and under supervision of NCC staff.

However, ultimate control of the highway works will rest with NCC via the procedures set out in the legal Agreement.

PLEASE NOTE: If contractual difficulties are to be avoided, it is recommended that the names of potential main contractors are submitted to NCC, for approval using a Pre-Qualification Questionnaire (PQQ) before tenders are sought. Contractors need to supply evidence of a minimum £20m Public Liability Insurance and Supervisor & Operatives' Street Works Accreditation.

Abortive Cost Agreements (ACA)

All Section 278 Agreements (other than the shortened proforma SHWA) will require an Abortive Cost Agreement to be completed and a deposit paid before any work by NCC (including meetings, design checking or initiating design work) can be undertaken. The ACA is simply an agreement that a developer will cover NCC's reasonable costs in considering or taking forward a proposal. A financial deposit is required on signing the ACA and reasonable costs incurred by NCC will be deducted from the deposit. Account details are made available and if at any time it is decided not to progress the works for any reason, all unspent monies will be returned with a full and final account.

Small Highway Works Agreements (SHWA)

Small scale works on non-strategic routes, the estimated value of which does not exceed £30,000, can usually be carried-out under cover of a simple agreement known as a SHWA (a form of a Section 278 Agreement) which can also include the dedication of land for highway purposes. At the discretion of NCC works whose value marginally exceeds £30,000 may also be carried out under a SHWA but only when the deposit reflects the value of the works.

The developer is responsible for submitting detailed drawings and where appropriate a Stage 2 Safety Audit report for the scheme. NCC will then consider and approve the detailed design. NCC will also liaise with the developer concerning the approval of the chosen contractor and programme of works.

It should be noted that only contractors approved by NCC may undertake works within the highway. In cases where the works involve land outside the confines of the highway boundary, the developer will be asked to supply proof of title to the necessary area. This land will be dedicated as public highway on commencement of the works.

NCC requires an administration fee to cover costs associated with this process (administration, technical vetting, supervision fees), together with an upfront refundable cash deposit. The value of the deposit is normally £5,000 for smaller scale schemes and either £10,000 or £15,000 for the higher value schemes depending on the work involved. However, where a scheme is particularly complex or contentious, a larger deposit may be required. An additional fee may be required for technical vetting of structures i.e., if the works include features such as culverts, or retaining walls.

It should be noted that more complex schemes delivered under a SHWA will be subject to a Stage 3 Safety Audit which will be arranged by NCC and this could require remedial works linked to recommendations even if they have been constructed in accordance with the approved drawings.

NCC may be able to assist with design and/or delivery of the works and would be pleased to provide an appropriate quote upon request.

G5.2 A commuted sum will be payable in respect of the future maintenance costs associated with additional highway infrastructure.

NCC has formalised the practice of requiring developers to pay a commuted sum for the additional maintenance costs resulting from development related highway improvements. Such payments are required where a change occurs on the network to facilitate development that would not otherwise be required.

Different types of highway infrastructure can increase maintenance liability in different ways. In addition to the immediate maintenance needs (such as grass cutting, gully emptying, sign cleaning, winter maintenance, energy costs for illuminated signs, street lighting and traffic signs) many schemes or access strategies often involve the use of features and materials which significantly increase the cost of maintenance. For example, there is often a need to refurbish road markings at more frequent intervals, coloured surfacing is costly to restore because of the small quantities involved. Energy costs are also increased especially where traffic-calming features require additional lighting. Different drainage solutions will have different commuted sums that could influence choices.

To address the particular needs of individually assessing the likely increased maintenance costs arising from development highway schemes, NCC has adopted the principles contained in the Association of Directors of Environment, Economy, Planning & Transport (ADEPT), (formerly the County Surveyors Society) document Commuted Sums for Maintaining Infrastructure Assets a copy of which can be found on our website at www.norfolk.gov.uk. Our supporting protocol sets out the assessment criteria, the length of time over which contributions towards maintenance costs will be sought, and the method by which the commuted sum payable by the developer will be calculated.

For further advice on this matter please contact Highways Development Management on 0344 800 8020, or developer.services@norfolk.gov.uk.

G5.3 All costs associated with highway services provided to developers shall be recovered in line with our published fees and charges.

To safeguard the Council Taxpayers of Norfolk from incurring unnecessary financial burden - legal; administrative; and staff costs incurred by NCC may be recharged to developers or their agents. These fees and charges are benchmarked both regionally and nationally to ensure a fair and consistent approach.

NCC also charge for pre-app advice for major developments. Appendix B covers the proposed scales of development, associated fees and type of advice for major developments including Minerals and Waste.

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Appendices



Appendix A: Transport Assessment / Transport Statement / Travel Plan thresholds

Thresholds Based on Size or Scale of Land Use

No	Land use	Use/Description of Development	Size	No assessment	TS	TA/TP
1	Food retail	Retail sale of food goods to the public- food superstores, supermarkets, convenience food stores	GFA	<250 sq.m	>250 <800 sq.m	>800 sq.m
2	Non-Food retail	Retail sale of non-food goods to the public; but includes sandwich bars- sandwiches or other cold food purchased and consumed off the premises, internet café.	GFA	<800 sq.m	>800 <1,500 sq.m	>1,500 sq.m
3	Financial and Professional Services	Financial services- banks, building societies and bureaux de change, professional services (other than health or medical services)- estate agents and employment agencies, other services- betting shops, principally where services are provided to visiting members of the public	GFA	<1,000 sq.m	>1,000 <2,500 sq.m	>2,500 sq.m
4	Restaurants and Cafes	Restaurants and cafes- use for the sale of food for consumption on the premises, excludes internet cafes.	GFA	<300 sq.m	>300 <2,500 sq.m	>2,500 sq.m
5	Drinking Establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq.m	>300 <600 sq.m	>600 sq.m
6	Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq.m	>250 <500 sq.m	>500 sq.m
7	Business	(a) Offices other than (financial and professional services) (b) Research and Development- laboratories, studios (c) Light industry	GFA	<1,500 sq.m	>1,500 <2,500 sq.m	>2,500 sq.m

Appendix A

No	Land use	Use/Description of Development	Size	No assessment	TS	TA/TP
8	General Industrial	Most General Industry	GFA	<2,500 sq.m	>2,500 <4,000 sq.m	>4,000 sq.m
9	Storage or distribution	Storage or distribution centres- wholesale warehouses, distribution centres and repositories	GFA	<3,000 sq.m	>3,000 <5,000 sq.m	>5,000 sq.m
10	Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided.'	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	Residential institutions- hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
12	Residential institutions- residential education	Boarding Schools and training centres	Student	<50 students	>50 <150 students	>150 students
13	Residential institutions- institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
14	Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes- students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community	Dwelling unit	<50 units	>50 <100 units	>100 units

Appendix A

No	Land use	Use/Description of Development	Size	No assessment	TS	TA/TP
15	Non- residential institutions	Medical and health services- clinics and health centres, creches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non- residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq.m	>500 <1,000 sq.m	>1,000 sq.m
16	Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq.m	>500 <1,500 sq.m	>1,500 sq.m
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.	TBD	Discuss with appropriate Highway Authority	Discuss with appropriate Highway Authority	Discuss with appropriate Highway Authority

Thresholds Based on Size or Scale of Land Use

No	Other considerations	TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan	No	No	Yes
2	Any development generating 30 or more two-way vehicle movements in any hour	No	Yes	No
3	Any development generating 100 or more two-way movements per day	No	Yes	No
4	Any development proposing 100 or more parking spaces	No	Yes	No
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.	No	No	Yes
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.	No	Yes	No
7	Any development proposed in a location where the local transport infrastructure is inadequate- for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provision.	No	Yes	No
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).	No	Yes	No

Appendix B: Pre-Application Charges for Major Developments and Minerals and Waste

Type of advice and category of development	10-49 dwellings and/or 1000-2499 sqm commercial	50-249 dwellings and/or 2,500 to 5,000 sqm commercial	250 – 500 dwellings and/or 5,000+ sqm of commercial	501 – 999 dwellings	1,000+ dwellings	Care Provision (up to 100 units)
Pre- application written advice	£250	£350	£450	£550	To be agreed on a case-by-case basis	£300
Pre- application written advice and a meeting (no more than one hour long up to 250 dwellings and care provision and no more than 2 hours long over 250 dwellings)	£350	£575	£750	£950	To be agreed on a case-by-case basis	£375
Assessment of scoping study for a TS or TA (cost in addition to the advice above)	£350	£475	£650	£650	To be agreed on a case-by-case basis	£375
Review of a TS (cost in addition to the advice above)	£850	£1,500	Not applicable	Not applicable	Not applicable	£1,250
Review of a TA (cost in addition to the advice above)	Not applicable	£1,500	£2,500	£3,000	To be agreed on a case-by-case basis	Not applicable
Additional work	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour

Appendix A

Type of Advice & Category of Residential Development	10-49 dwellings	50-249 dwellings	250 – 500 dwellings	501 – 999 dwellings	1,000+ dwellings
Review of layout with detailed comments	£500	£1,000	£2,000	To be agreed on a case-by-case basis	To be agreed on a case-by-case basis

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Appendix A

Type of Advice	Minerals related development with an application site up to 14.9ha Waste development of up to 49,999 tonnes per year	Minerals related development with an application site of more than 15ha Waste development of more than 50,000 tonnes per year
Informal advice – without a site meeting/ site inspection.	£170	£340
Site meeting and/or on-site route assessment (additional to above)	£90 flat rate	£90 flat rate

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Draft Parking Guidelines for new developments in Norfolk

DRAFT

Revised May 2022

www.norfolk.gov.uk



Norfolk County Council

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If you need this document in large print, audio, Braille, alternative format or in a different language please contact Norfolk County Council on 0344 800 8020, text relay 18001 0344 800 8020 or developer.services@norfolk.gov.uk and we will do our best to help.



Definitions

- Gross Floor Area (gfa): Gross Floor Area (gfa) is ascertained by the external measurement of the building. Corridors, stairwells, sanitary accommodation, etc. are included within this measurement.
- Staff: the maximum number of people on duty in any shift period.

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Introduction

The purpose of this document is to provide a consistent set of parking guidelines for application within new developments throughout Norfolk. Local Planning Authorities will need to include policy in their Local Plans to determine local parking guidelines and a policy context for their application. These policies will accord with Government advice, Regional Planning advice, Structure Plan policies and other relevant transport policies and strategies. **It is expected that Local Planning Authorities will refine and modify the parking guidelines in their Local Plans to reflect local circumstances. Please be aware that district authorities in Norfolk may have their own parking standards.**

The guidelines cover those vehicular modes of transport commonly in use, e.g. bicycles, powered two wheelers, cars, buses, coaches, servicing vehicles and electric vehicles.

Generally, developers should not be expected to provide more spaces than they themselves wish but sufficient spaces must be provided to avoid on-street parking and road safety problems as well as fully catering for disabled drivers and/or disabled passengers and non-car modes. Sufficient spaces must be provided for development in areas of poor accessibility to public transport where the car will continue to be the dominant form of transport.

New development should contain all its associated parking and servicing requirements within the curtilage of the development site and allow vehicle access and egress to and from the adjacent public highway in forward gear. All parking and servicing areas should be available for use at all times and in all weather conditions. Local Planning Authorities will be expected to condition non-residential planning permissions to prevent the obstruction of parking and servicing areas. On-site storage of materials and waste is a frequent reason for obstruction of parking and servicing areas.

The Parking Guidelines document is part of a suite of transport policy and guidance documents that sit below the Local Transport Plan. The Norfolk Local Transport Plan describes the council's strategy and policy framework for transport and is used as a guide for investment priorities as well as being considered by other agencies when determining their planning or delivery decisions. The Local Transport Plan strategy covers the period 2020-2036.

This document is split into three sections:

1. Parking guidelines
2. Vehicle modes
3. Land use classes

This document will be reviewed every two years or sooner if there are significant policy changes.

Parking Guidelines

Retail

Shops include: Hairdressers, Undertakers, Travel and Ticket Agencies, Post Offices, Pet Shops, Sandwich Bars, Domestic Hire Shops, Dry Cleaners and Funeral Directors etc.

In all cases adequate provision should be made for the parking and turning of service vehicles off the highway.

A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities. The Council may require that such car parking facilities are under the control of the Local Authority. This may necessitate the applicant entering into an agreement with the Local Authority to provide a commuted lump sum.

The development may require a condition or a section 106 agreement limiting the retail use to suit the available parking.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Shops (Less than 1,000sqm)	1 space per 30sqm (covered & uncovered areas)	2 spaces per 200 m ²	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicles bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total Capacity
Non-food retail (1,000sqm and above)	Covered area = 1 space per 20sqm plus Uncovered areas = 1 space per 30sqm	2 spaces per 200 m ²	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicles bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total Capacity
Food retail (1,000sqm and above)	1 space per 14sqm	2 spaces per 200 m ²	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total Capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Garden Centres	1 space per 40sqm (retail area covered and uncovered)	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total Capacity
Car Boot Sales	Dependent upon individual requirement (in region of 1 space per stall/ pitch for sellers plus 3 spaces per stall /pitch for customers)	4 spaces per 500sqm gross display area	1 space + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Shopping Centres & large Dept. Stores	Considered individually as part of a transport assessment.	Considered individually as part of a transport assessment.	Considered individually as part of a transport assessment.	Considered individually as part of a transport assessment.

Financial and Professional Services

Financial and professional services include: Banks, Building Societies, Estate and Employment Agencies, Professional and Financial Services and Betting Offices.

In all cases adequate provision should be made for the parking and turning of service vehicles off the highway.

A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities. The Council may require that such car parking facilities are under the control of the Local Authority. This may necessitate the applicant entering into an agreement with the Local Authority to provide a commuted lump sum.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Banks & Building Societies etc	1 space per 20 sqm	2 spaces per 300 m ²	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle spaces or less = 1 bay or 6% of total capacity, whichever is greater. Over 200 vehicle spaces = 6 bays plus 2% of total capacity

Restaurants, Cafes and Drinking Establishments

Places where the primary purpose is the sale and consumption of food and light refreshment on the premises.

In all cases adequate provision should be made for the parking and turning of service vehicles off the highway.

A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities. The Council may require that such car parking facilities are under the control of the Local Authority. This may necessitate the applicant entering into an agreement with the Local Authority to provide a commuted lump sum.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Restaurants Snack bars & Cafes Excluding Transport cafes	1 space per 2 seats Plus 1 space per 5sqm of the public floor area (to represent bar use)	1 space per 100sqm for staff plus 1 space per 100sqm for customers	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater Over 200 vehicle bays = 4 bays plus 4% of total capacity
Transport Cafes	1 lorry space per 2 sqm	1 space per 200 m2	Not applicable	Not applicable
Public Houses & Wine Bars Excluding Nightclubs	1 space per 5sqm public areas	1 space per 100sqm for staff plus 1 space per 100sqm for customers	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Fast food drive-through takeaway	The level of provision is heavily dependent on the operator. Individual assessments should be carried out for developments of this type which must include an adequate assessment of queue lengths and provision for staff parking.	The level of provision is heavily dependent on the operator. Individual assessments should be carried out for developments of this type which must include an adequate assessment of queue lengths and provision for staff parking.	The level of provision is heavily dependent on the operator. Individual assessments should be carried out for developments of this type which must include an adequate assessment of queue lengths and provision for staff parking.	The level of provision is heavily dependent on the operator. Individual assessments should be carried out for developments of this type which must include an adequate assessment of queue lengths and provision for staff parking.
Hot food takeaway Excluding drive-through	1 space per 3sqm of the public area	1 space per 100sqm for staff plus 1 space per 100sqm for customers	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Business Use

Business includes: Offices, Research, Light Industry, Storage and Distribution.

HGV parking provision should be based on operational requirements. Consideration should also be given to the requirement for any overnight parking and facilities.

There is an increasing trend for developments with a retail element where there is the option for customers to visit a counter at the premises and make purchases. For developments such as this, additional customer parking should be allocated, for the floor space that has public access.

In all cases adequate provision should be made for the parking and turning of service vehicles off the highway.

A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities. The Council may require that such car parking facilities are under the control of the Local Authority. This may necessitate the applicant entering into an agreement with the Local Authority to provide a commuted lump sum.

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Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Offices, Research & Light Industry	1 space per 30sqm	1 space per 100sqm for staff plus 1 space per 200sqm for visitors	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity
General Industrial	1 space per 30m2	1 space per 250sqm for staff plus 1 space per 500sqm for visitors	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity
Storage and Distribution (includes open air storage)	1 space per 150sqm	1 space per 500sqm for staff plus 1 space per 1000sqm for visitors	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity
Storage and Distribution with retail element	1 space per 150sqm +1 space per 20sqm retail area for customer parking	1 space per 500sqm for staff plus 1 space per 1000sqm for visitors	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity

Hotels and Hostels

Hotels and Hostels include: Motels, Boarding or Guest Houses where no significant element of care is provided.

The modern-day hotel is seldom used solely as a hotel and often offers multifunctional amenities such as conference facilities, restaurants and gyms. These multifunctional uses must be considered per individual class use and adequate parking allocated to encompass all uses when considering the potential for cross-visitation.

In all cases adequate provision should be made for the parking and turning of service vehicles off the highway.

A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities. The Council may require that such car parking facilities are under the control of the Local Authority. This may necessitate the applicant entering into an agreement with the Local Authority to provide a commuted lump sum.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Hotels, Motels, Boarding Houses & Guest Houses	1 space per Bedroom plus 1 space per full time equivalent	1 space per 5 staff plus 1 space per 10 bedrooms	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Hostel	1 space per full time staff equivalent	Individual merits	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater. Over 200 vehicle bays = 4 bays plus 4% of total Capacity.

Health Provision

Health Provision includes: Residential Care Homes, Hospitals, Health Centres, Surgeries and Day Care Centres.

With regard to Hospital parking, it should be acknowledged that particular needs of hospitals arising from their 24-hour service (which impacts on accessibility for patients and visitors and on staff working patterns) should be taken into account and parking provision provided accordingly.

The impact of hospital parking on the surrounding area should be considered and if necessary, provide appropriate traffic management measures (e.g. resident parking scheme) to prevent illicit parking on neighbouring streets by people travelling to the hospital site. Travel plans for staff, patients, and visitors play an important role in traffic reduction and especially encourage modal shift for staff.

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Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Residential Care Home	1 space per full time equivalent staff + 1 visitor space per 3 beds	1 space per 5 staff	1 space + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	Dependent on individual merit, although expected to be significantly higher than business or recreational requirement
Hospitals	To be considered on a case by case basis	1 space per 4 staff Visitors - to be considered on a case by case basis	1 space + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	Dependent on individual merit, although expected to be significantly higher than business or recreational requirement
Health Centres and Surgeries (eg dentist, chiropodist & doctors etc)	1 space per full time equivalent staff + 2 per consulting room Plus ambulance space	1 space per 4 staff plus 1 space per consulting room	1 space + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	Dependent on individual merit, although expected to be significantly higher than business or recreational requirement
Day care centres (non-residential)	1 space per full time equivalent staff + 1 space per 4 persons attending Plus drop off/pick up facilities for clients	1 space per 4 staff	1 space + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater

Secure Residential Accommodation

Secure Residential Accommodation includes use as a: Prison, Young Offenders Institution, Detention Centre, Secure Training Centre, Custody Centre, Short-Term Holding Centre, Secure Hospital, Secure Local Authority Accommodation and Military Barracks.

These guidelines must be flexible and applications should be looked at on a case-by-case basis.

Visitor parking requirements will vary between institutions and should be dealt with on an individual application basis.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Secure Residential Institution	1 space per full time equivalent staff, Visitor – individual merit	1 space per 5 staff plus Visitor space on individual merit	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity

Residential Dwelling Houses

Residential Dwelling Houses include: Family houses, including a household where care is provided for residents, Houses in Multiple Occupation and Retirement Homes.

Dwellings are predominantly travel origins as opposed to destinations. Previously parking guidelines have attempted to reduce car use by restricting parking spaces at origin and destinations. It is now recognised that providing a reduced number of parking spaces at a travel origin does not discourage people from owning a car. Therefore, parking guidelines for origins should be used as a minimum standard. Reductions of the vehicle standard may be considered if there is development within an urban area (including town centre locations) that has good links to sustainable transport.

For visitor parking on new residential developments there should be 1 space for every 5 dwellings. It is strongly encouraged that enhanced visitor provision be provided in areas such as bus routes, close to amenities, near schools and near high density residential/flats. Developers should consider this as part of their layout, preferably as part of the highway in lay-bys and spread across all roads within a development.

Part M Building regulations, 2.12 and 3.12 provide further statutory guidance.

For travel destinations the standard will continue to be a maximum.

Flats and Houses are to be treated the same.

Standards exclude garages under 7m x 3m (internal dimensions) as a parking space but can include undercroft parking and car ports providing, they have no other use. In residential developments garages are frequently used for purposes other than parking vehicles, resulting in significant on-street / footway parking that can cause an obstruction to the adjacent footway / carriageway and is detrimental to highway safety, if alternative provision is not provided. Therefore, all dwellings with one, two or three bedrooms will be expected to meet their parking requirement without the use of garages. All dwellings with a minimum of four bedrooms will also be expected to provide a minimum of two parking spaces excluding any garage, which can only be considered as a parking space to meet any additional requirement. The standard minimum internal dimensions of a garage to fulfil these functions is 7.0m x 3.0m, which also provides some additional storage space.

Consideration should also be given to the surfaces for car parking to improve accessibility.

Mobility Scooter spaces should be secure and covered with charging facilities.

Cycle parking for residents to be secure and covered, located in easily accessible locations throughout the development.

In relation to retirement accommodation for the over 55's. Many residents are car owners and parking should be provided for each unit unless there is the evidence

base to support a reduction in the standard. The age restriction of 55 years offers no barrier to driving. People over 55 years still have active lifestyles in which mobility and access play a major role. They are used to the convenience and flexibility which the car provides in order to maintain that lifestyle. This is the essence of what has been called automobility and there is no realistic expectation that over 55's in a rural area will give up using a car.

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Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
1 bedroom unit	1 space per dwelling	2 secure covered space per dwelling. None if garage or secure area is provided within curtilage of dwelling	Not applicable	Dependent on individual merit
2- or 3-bedroom unit	2 spaces per dwelling	2 secure covered space per dwelling. None if garage or secure area is provided within curtilage of dwelling	Not applicable	Dependent on individual merit
4 or more-bedroom unit	3 spaces per Dwelling	2 secure covered space per dwelling. None if garage or secure area is provided within curtilage of dwelling	Not applicable	Dependent on individual merit
Houses in multiple occupation (HMO)	0.5 space per bedroom rounded up to the nearest whole number	1 space per bedroom	Not applicable	Dependent on individual merit

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Retirement Housing (e.g. warden assisted independent living)	1 space per Dwelling 0.25 spaces per dwelling (unallocated) for visitors	2 space per 8 units (visitors)	1 space per 2 dwellings for mobility scooters	Dependent on individual merit

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Education

Education includes: Crèches and Nursery Schools, Primary and Secondary Schools, Further and Higher Education and residential education.

Where a crèche is located at a school, the parking standards for a crèche is added to the school's requirement.

A lower vehicle provision may be appropriate for educational establishments in an urban location where there is good access to alternative forms of transport to allow sustainable travel.

The relationship between a school and the residential area is important and falls within the operational requirements of the school. Schools should represent the heart of the community and community facilities should be considered within the school site.

Special schools can be varied in their requirements and should be looked at on their own merits. Special Schools parking/drop off arrangements must be taken into consideration as generally extra staff are required and most pupils/students arrive by taxi or car.

Coach parking and facilities must be considered.

In relation to primary schools there should be 1 scooter space per 10 pupils.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Crèches and Nursery Schools	1 space per full time equivalent staff + 1 space per classroom Plus drop off/pick up facilities for clients	1 space per 5 staff plus 1 space per 30 child places	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	Dependent on individual merit, although expected to be significantly higher than business or recreational requirement
Primary & Secondary Schools	1 space per 1 full time teaching staff + 1 space per 1 space per classroom Plus provision for public/school transport	1 space per 5 staff plus 1 space per 6 pupils (secondary only) 1 space per 10 pupils (for Primary)	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater
Further & Higher Education	1 space per 2 teaching daytime staff + 1 space per 15 students for student parking Plus provision for public/school transport	1 space per 5 staff plus 1 space per 3 pupils	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Residential Education – Primary & Secondary	1 space per full time equivalent staff	1 space per 5 staff + 1 space per 3 Students	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater
Residential Education – Further & Higher	1 space per full time equivalent staff + 1 space per 5 students	1 space per 5 staff + 1 space per 3 Students	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater

Places of Assembly and Leisure

Places of Assembly and Leisure includes: Places of Worship, Art Galleries, Museums, Exhibition Halls, Libraries, Community Centres, Village Halls, Theatres, Bingo Halls, Cinemas, Conference Centres, Gyms, Sports Halls, Swimming Pools, Team sports (outdoor sports pitches), Golf Clubs, Golf Driving Range, Other Sports facilities, Marina, Stadia and Nightclubs.

Sports England provides some further car park and landscape design guidance around accessible parking provision for sports facilities.

Coach parking and facilities must be considered. Multifunctional uses must be considered per individual class use and adequate parking allocated to encompass all uses, when assessing the parking requirements of a development, considering cross visitation. A lower provision of vehicle parking may be appropriate in urban areas (including town centre locations) where there is good access to alternative forms of transport and existing car parking facilities.

For stadia, sufficient coach parking should be provided to the satisfaction of the local authority and treated separately from car parking. Coach parking should be designed and managed so that it will not be used for car parking.

If conference facilities are in rural/semi-rural locations, standards should be considered on individual merits, subject to a Transport Assessment.

For theatres shared parking for evening events should be considered on daytime parking sites and adequate coach parking should be considered.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Places of worship	1 space per 10sqm or 1 space per 5 fixed seats	1 space per 5 seats	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	1 bay or 6% of total capacity, whichever is greater
Art Galleries, Museums & Exhibition Halls	1 space per 30sqm plus coach drop-off/ pick up point	1 space per 4 staff plus visitor parking (individual merits)	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Libraries	1 space per 30sqm + space for mobile library van as appropriate	1 space per 4 staff plus visitor parking (individual merits)	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Theatres & Bingo Halls	1 space per 22sqm plus coach drop-off/ pick up point	10 spaces plus 1 space per 10 vehicle spaces	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Cinemas	1 space per 5 fixed seats plus coach drop-off/ pick up point	10 spaces plus 1 space per 10 vehicle spaces	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Conference Centres	1 space per 5 fixed seats plus coach drop-off/ pick up point	10 spaces plus 1 space per 10 vehicle spaces	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Swimming Pools	1 space per 10sqm of public area plus bus coach drop-off/pick up	10 spaces plus 1 space per 10 vehicle spaces	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Team sports (outdoor sports pitches)	20 spaces per pitch plus 1 space per 10 spectator seats 1 coach space per 4 pitches	10 spaces plus 1 space per 10 vehicle spaces	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Golf Clubs	3 spaces per hole + 1 space per 22sqm of any clubhouse	Individual merit	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Other Sports facilities	Individual merit	Individual merit	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Marina	1 space per 2 mooring berths	1 space per 10 moorings	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Stadia	1 space per 15 spectators	10 spaces plus 10% of vehicle parking provision	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Nightclubs	1 space per 50sqm	1 space per 4 staff	1 space, + 1 per 20 car spaces (for 1st 100 car spaces), then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity

Motor Trade

Motor Trade includes: Fuel Stations, Motor Vehicle Service Centres (including MOTs) and Motor Vehicle Showrooms.

For Motor Vehicle Showrooms show areas should include space inside and outside, used for the display of cars. Layout must be considered for car transporters to load/unload off the highway.

For Petrol Filling Stations consideration should be given to the layout of the forecourt to include allowance for loading, unloading and turning of delivery vehicles and ATM (if present) users.

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Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Fuel Station	1 space per 20sqm retail space	1 space + 1 space per 5 staff	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 3 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 4 bays plus 4% of total capacity
Motor Vehicle Service Centres (including MOTs)	1 space per full time staff equivalent + 1 space per 35sqm	1 space per 5 staff	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity
Motor Vehicle Showrooms	1 space per 45sqm show area	1 space per 5 staff	1 space, + 1 per 20 car spaces (for 1st 100 car spaces) then 1 space per 30 car spaces (over 100 car spaces)	200 vehicle bays or less = 2 bays or 6% of total capacity, whichever is greater, Over 200 vehicle bays = 6 bays plus 2% of total capacity

Miscellaneous

When a use forms part of a shared use facility, parking guidelines must be looked at for all uses and the appropriate amounts supplied. For example, when conference facilities are included in a hotel facility, appropriate parking guidelines must be applied for each use. However, cross-visitation must be considered.

Land Use	Vehicle	Cycle	Powered two-wheeler	Accessible parking
Bus Stations	None unless justified	5 spaces per bus bay	Individual merit	Individual merit

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Vehicle modes

Cycle Parking

Cycling is encouraged as a sustainable travel mode and a healthy lifestyle option. Cycle parking will therefore need to be provided at all new development. The standards are the minimum provision that should be made.

The provision of convenient secure parking and related facilities is fundamental to attracting modal shift to cycling. Cycle theft and fear of cycle theft are major deterrents to increased cycle usage. Providing secure cycle parking is a key factor in deterring both opportunistic and organised cycle thefts. In addition to the provision of secure cycle parking developers will be expected to provide for the additional needs of cyclists such as lockers, changing and shower facilities as appropriate to the development.

The type of facilities provided is dependent mainly upon the expected duration of anticipated cycle parking. The cycle parking standards within this document have been divided into two categories:

- Visitors: Short stay up to 4 hours
- Staff or residents: Medium to long stay over 4 hours

Location and Design

When considering the location and design of cycle parking facilities various requirements should be investigated:

General requirements for all facilities are set out below along with location requirements:

- Should not present a hazard to pedestrians (especially those who are pushing prams or wheelchairs, have impaired vision/mobility or are frail) as well as cyclists both in terms of location and personal injury. Guard railing/barriers for the safety of people with sight loss/vision impairment may be required.
- In well-used thoroughfare, have a warning surface surrounding the facility to aid those whose sight is impaired.
- Enhance, or at least blend into, the surroundings to demonstrate the benefits of catering for cycles.
- Be more convenient than car parking, so that motorists are encouraged to cycle, especially for short journeys.
- Have appropriate surveillance such as CCTV.
- Be kept clean, tidy under cover with a lock for access.
- Be where motor vehicle access is limited to reduce risk of organised theft.

Essential cycle parking requirements for **visitors** are:

- Near to entrance
- Weather protection
- Passing Surveillance
- Good lighting
- Obvious and well signed
- Clear, unobstructed cycle route to parking facility

Desirable requirements are:

- Visible and attractive
- CCTV / High level security
- Off street with controlled access (e.g., cycle lockers or secure compound)

Essential cycle parking requirements for **residents or staff** are:

- Weather protection
- Passing Surveillance
- Good lighting
- CCTV / High level security
- Off street with controlled access (e.g., cycle lockers or secure compound)
- Obvious and well signed
- Clear, unobstructed cycle route to parking facility

Desirable requirements are:

- Near to entrance
- Visible and attractive

Parking equipment requirements

Parking equipment should be: -

- Easy to use
- Support cycles without damage
- Vandal proof
- Good finish, clean with no sharp edges.
- Allow cyclists to use their own locks.

The 'Sheffield' design of cycle stand (Figure 1 and 2) is the preferred stand for cyclists. They provide two parking spaces per stand and meet the above requirements. The shape of the stand could have an 'art' influence or utilise the shape of the company logo if the above, basic requirements are not compromised. Cycle stands do not have to be in serried lines but can be echelon, snake circle, semi-circle patterns. Other types of cycle stand can be considered on their merits but those that support or grab just the wheel are not suitable.

Where both staff and visitors share the stands, the visitors' stands should be clearly signed.

A shelter for the stands is an essential facility. These are available 'off the shelf' in a range of designs. Those with clear roofs offer a light, airy, non-intrusive feel. They utilise natural light and other illumination sources. The use of art intervention or architectural designs can enhance the appearance of both the shelter and building.

Security is a major factor to consider in the location of any cycle parking facility. For staff that generally leave their bikes unattended for long periods of time greater security is required. Lockers or secure compounds offer this but visibility and passing surveillance are just as important. Where there is expected to be little passing surveillance CCTV should be provided.

Visitors generally want a short-term facility. This should be easy to use in a convenient location to the main entrance and subject to passing surveillance.

Routes to the parking facility should be direct and clearly signed within the development. Wide footways should be constructed for shared use paths and these should have priority over motor vehicles where possible. Routes that involve using roads within the development should have some form of traffic calming to reduce traffic speeds.

Retail stores have the problem of shoppers' trolleys finding their way into the cycle shelter. This must be avoided by careful positioning of trolley and cycle parking facilities.

Cycle parking for individual residential dwellings can normally be provided within the curtilage of the dwelling (e.g. in a garage, garden shed etc). For flats, maisonettes, dwellings with no garden, garage or only communal areas dedicated facilities will be required for both visitors and residents.

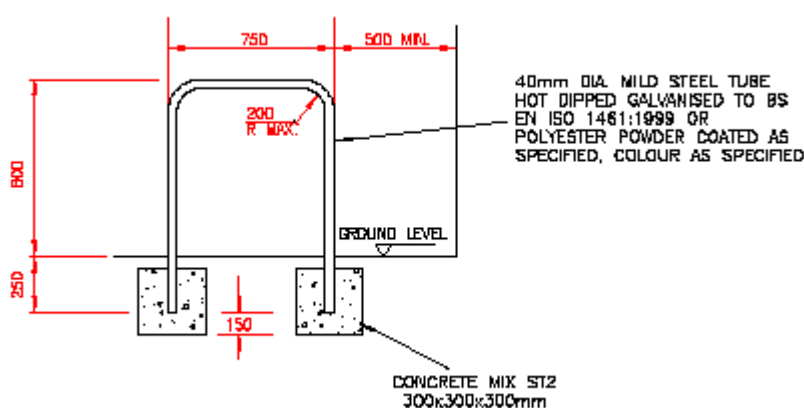


Figure 1: Cycle Parking - Minimum Dimensions "Sheffield" Type Cycle Stand

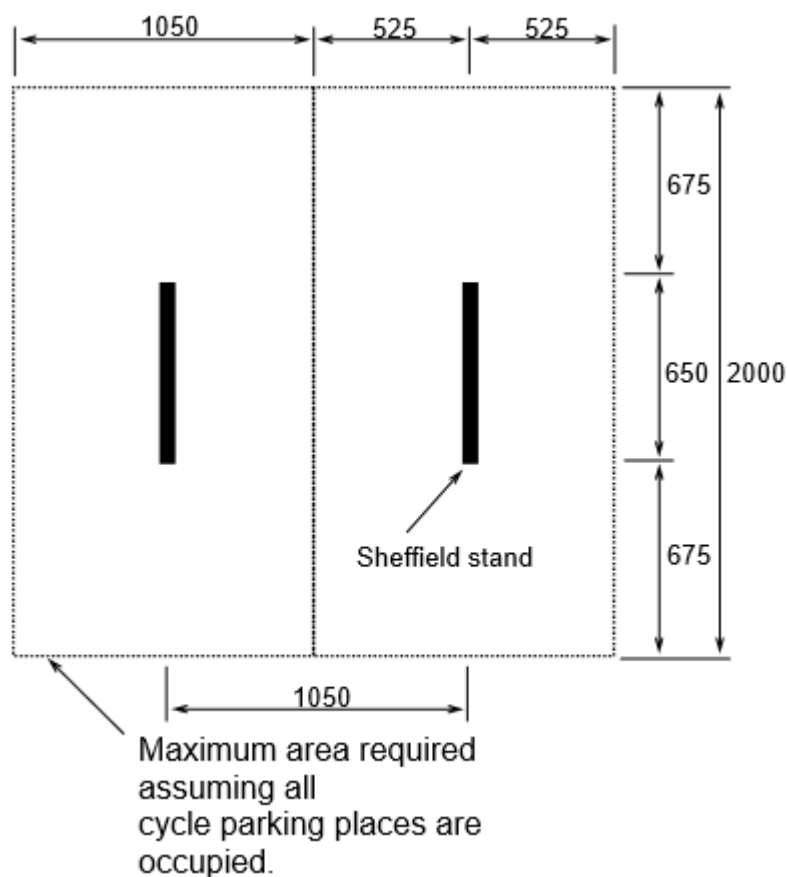


Figure 2: Minimum Dimensions for 90-degree angled parking

Accessible parking provision

The integration of disabled people is encouraged, and therefore a minimum specific car-parking requirement is included for disabled people. This requirement will be at least 6% of the car parking standard. All parking areas will have at least one space for disabled people. Accessible parking allocations may be altered depending on specific circumstances. The requirement for parking provision for disabled people does not apply to residential development except where communal parking areas are used.

Accessible parking spaces should be located close to an accessible entrance, preferably the main entrance and not more than 50m from the designated parking spaces and at an acceptable gradient. Suitable parking surface materials should also be used to strengthen consideration for disabled people.

Further information can be found in Building Regulations, Part M. The section on access to buildings other than dwellings sets out the size and layout of accessible parking spaces and should be referred to for the current guidance. Further detailed guidance for best accessibility can be found in BS8300.

Parking Provision for Powered Two Wheelers

Motorcycles, mopeds and scooters are collectively described as Powered Two Wheelers (PTWs). There are a number of benefits that accrue from the use of PTWs. Motorcycling is a convenient form of personal transport for some, causes less congestion, uses less parking space than other motor vehicles and generally produces less air pollution.

Provision should be made for safe, secure, and convenient parking in new developments. Spaces should be in well-lit locations and sheltered wherever practicable. They should be flat and level, and firm enough to prevent stands sinking into the ground. Consideration should also be given to appropriate fixtures to which machines may be locked and secured. It is also desirable to minimise four-wheeled vehicular access to such areas to help reduce the ease of theft.

A single parking space should measure a minimum of 2.5m x 1.2m. Designated PTW parking spaces should be provided in new developments at the rate of 1 PTW space per 20 car-parking spaces (at the maximum car standard) with a minimum of 1 space. In addition to the provision of secure parking developers will be expected to provide for the additional needs of PTW users such as lockers, changing and shower facilities as appropriate to the development. The requirement for PTW parking spaces does not apply to residential development except for where communal parking areas are used.

Bus and Coach Pick-up and Drop-off Points

Spaces allocated for buses and coaches should be capable of accommodating the maximum dimensions of the largest public service vehicle currently permitted under British legislation. Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, make allowance for adequate space for entry and exit taper.

- Touring coach: length 12.0m x 2.5m width (although articulated vehicles can be up to 15.0m long). Where straight kerbside parking is available and no other parking is designated either before or after the bus bay, a minimum pick-up/drop-off space required is 13.0m x 2.5m. (see **Figure 3**) If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.
- Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, a minimum length of 19.0m is required (inc. 3.0m taper in and 3.0m taper out) with the central length of 13.0m x 2.5m (see **Figure 4**). If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.

- Where possible, all new bus pick-ups and drop-off points should be fitted with kerbing set at a height of 150 – 180mm. Minimised vertical stepping distance lessens the resultant gradient for any ramps used for wheelchair and mobility aid users, and provides ease of access for wheelchair users, in addition to prams and pushchairs etc.

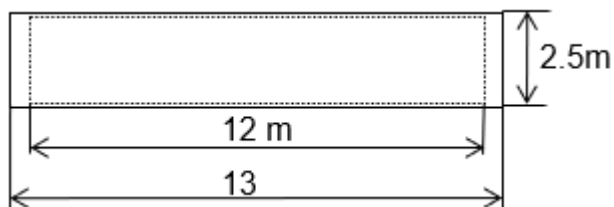


Figure 3: Minimum Dimensions for a bus or coach.

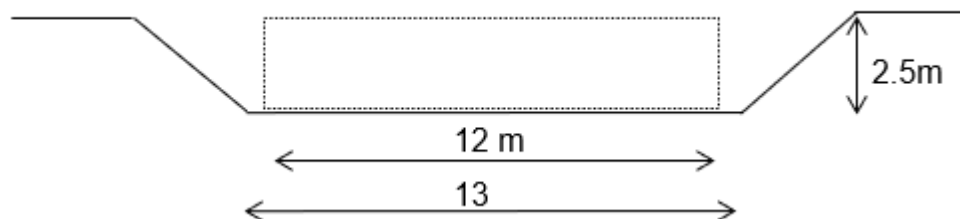
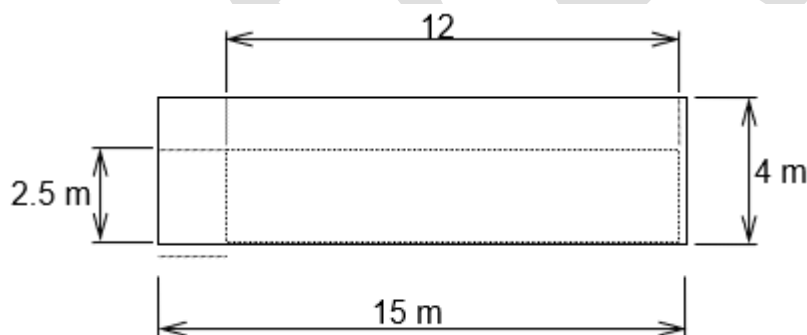


Figure 4: Bus or Coach pick-up/drop-off point parking space.



Maximum dimensions of coach is 12 metres x 2.5 metres width. The 4 metres width is the minimum necessary to allow passengers to disembark.

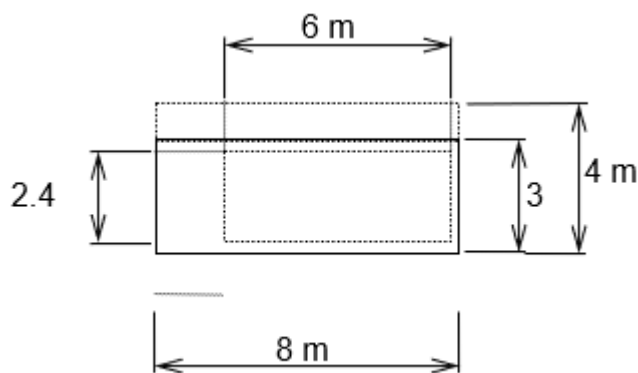
NB. Further advice may be obtained from the bus & coach Councils publication “Urban Planning & Design for Road Public Transport”.

Figure 5: Coach parking spaces.

Non-Public Service Vehicle Minibus Parking

Spaces allocated for minibuses should be capable of accommodating at least an average sized minibus. Consideration should be given to whether space may be required for hoists on minibus, as per BS8300, 6.1.

Minibus: length 6.0m x 2.4m width (some minibuses can be up to 8.0m long). Minimum standing space required is 8.0m x 4.0m (32m²) - see **Figure 6**. (4.0m width is the minimum necessary to allow passengers to disembark other than at a kerbside.)



Minibus (average) size is 6 metres length x 2.4 metres width. Parking space should be increased to 4 metres width if passengers are to embark.

Figure 6: Minibus parking space.

Car Parking

Size and Layout of Car Parking

These standards assume a residential car parking space of minimum dimensions 5.0m x 2.5m (**Figure 7**). However, this needs to be widened to 3.0m, where the parking space is adjacent to any wall or fence. Additionally the parking space would need to be lengthened to 6.0m where there is a wall, fence or garage at the end of the space.

When parking is provided at right angles to the access roadway, a minimum aisle width of 6.0m is required to enable vehicles to enter and leave the parking spaces with minimum manoeuvring. It is assumed that car parking layouts will be designed to make the most efficient use of available land and include suitable landscaping. Diagrammatic examples of some possible parking arrangements are included in **Figures 8-11**.

Parking spaces must be well located to the main pedestrian entrance, preferably either to the side or front of the associated dwelling. Parking spaces located to the rear of dwellings are less likely to be used, resulting in on-street parking. Whilst sometimes unavoidable, shared parking courts should also be avoided wherever possible, as they are rarely fully utilised resulting in significant levels of on-street parking. The use of tandem spaces in parking courts will not be considered to provide an acceptable layout.

Provision of roadside lay-bys within the adopted highway will be supported and encouraged in locations most likely to be subject to on-street parking. Appropriate locations for lay-bys are adjacent to dwellings reliant on rear parking, adjacent to apartments, adjacent to public open space and near junctions where on-street parking is likely to be detrimental to highway safety.

Parking areas should be constructed and drained to an adequate standard so that the spaces provided are available at all times, e.g. they are not subject to flooding.

Advice on the layout, construction and drainage of residential parking areas can be sought from Norfolk County Council.

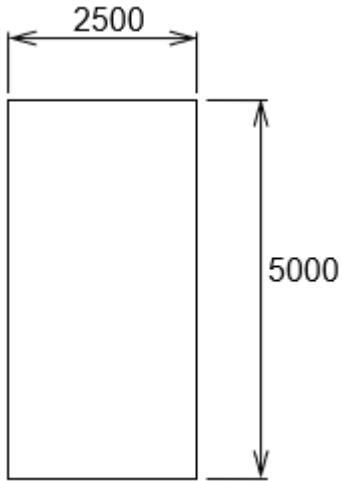


Figure 7: Car parking spaces- minimum dimensions.

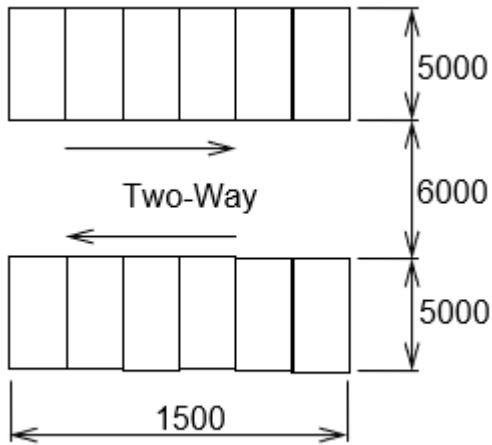


Figure 8: Two-way flow.

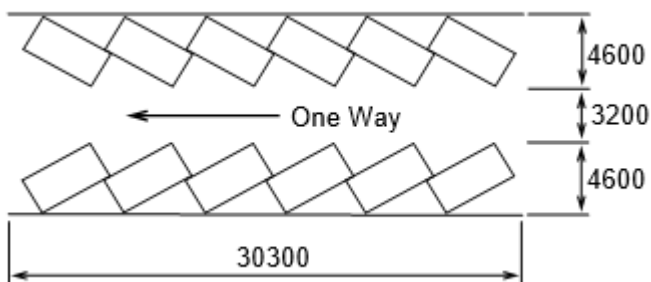


Figure 9: One-way flow- 30-degree angled parking.

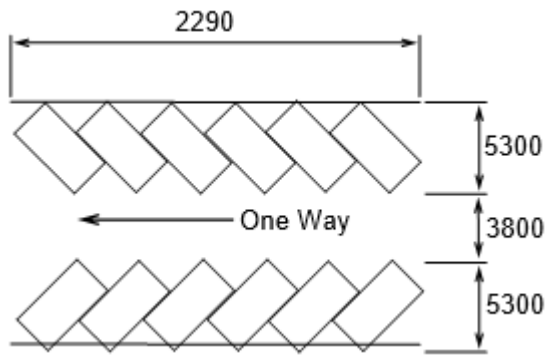


Figure 10: One-way flow- 45-degree angled parking.

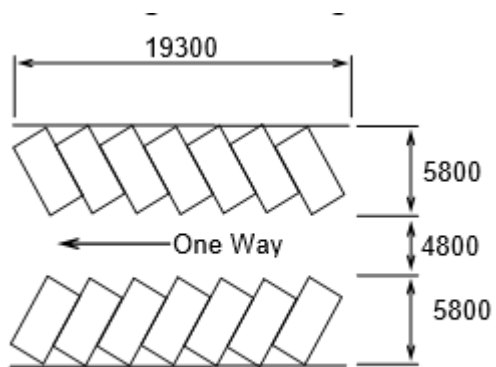


Figure 11: One-way flow- 60-degree angled parking.

Electric Vehicle Parking

Electric Vehicle charging infrastructure is essential to facilitate the Government's Road to Zero goal of ending the sale of new petrol and diesel vehicles by the year 2030. In November 2021, Government announced that new homes in England would need electric car chargers by law. Government's recently published [Taking Charge: The Electric Vehicle Infrastructure Strategy](#) states that from June 2022, Government are requiring all new homes with associated parking, including those undergoing major renovation, to have chargepoints installed at the point of construction. Charging infrastructure will also be required in new non-residential properties. Further details can be found in the Strategy and published Government guidance on meeting the new regulations can be found in [Approved Document S](#).

The County Council will recommend and incorporate new legislation, standards, and guidance as it is published.

As part of the County Council's Electric Vehicle Strategy published in 2021, it expects that suitable charging infrastructure will be provided as part of all new developments.

Local research has indicated that around 80% of charging will be home-based. Access to suitable, nearby infrastructure is therefore essential to support the needs of electric vehicle users.

Please refer to the local authority planning policies to determine any specific requirements for provision of EV charge infrastructure. All charging related equipment must be fully compliant with Building Regulations and certified with the relevant British Standards.

Residential

- New developments are in scope. From June 2022, Government are requiring all new homes with associated parking, including those undergoing major renovation, to have chargepoints installed at the point of construction.
- All new dwellings with an allocated parking space should have an EV charge point.
- All new residential developments with more than 10 unallocated off-street spaces to have 10% provision now and be future proofed for an additional 20%. NCC would not adopt off-street unallocated parking.

Non-residential

- Where non-food retail is less than 800 sqm Gross Floor Area (GFA) then it is assumed that the dwell time is such that an EV point is not required. All non-food retail greater than 800 sqm GFA should provide at least 10% of the parking provision as EV.
- Charge point rating must be appropriate for the expected typical vehicle dwell time and travel distances for customers and/or employees. Shorter dwell

times and/or longer travel times will more likely require rapid (50kW+) chargers, where fast chargers (7kW) may be sufficient for overnight fleet charging for example.

- New non-residential developments and some conversions such as a warehouse to shops are also in scope.
- All new non-residential buildings with less than 10 car parking spaces should have at least one charging point.
- Some charge points may need to be publicly accessible and/or have units that operate only by RFID cards that are accessible to employees depending on the type of business.
- All new non-residential buildings with 10 or more car parking spaces should have active provision for at least 10% of spaces. Passive provision 20%. Provision may vary in certain circumstances, for example: Retail establishments where visitors/customers have a maximum of 3 hours parking would be required to offer public charge points. Depots with charge points would not need to be publicly accessible but would likely require a higher passive percentage.
- At least one charging unit should be provided for every five accessible parking spaces. Passive provision 20%. This would need to meet the current standards for accessibility.
- Included in the provision above a minimum of one rapid charging unit (minimum 43kW) shall be provided per 50 parking spaces.

Passive provision refers to the installation of cable routes/ducting only.

Active provision refers to fully installed and ready to use provision in accordance with the charge point specifications below.

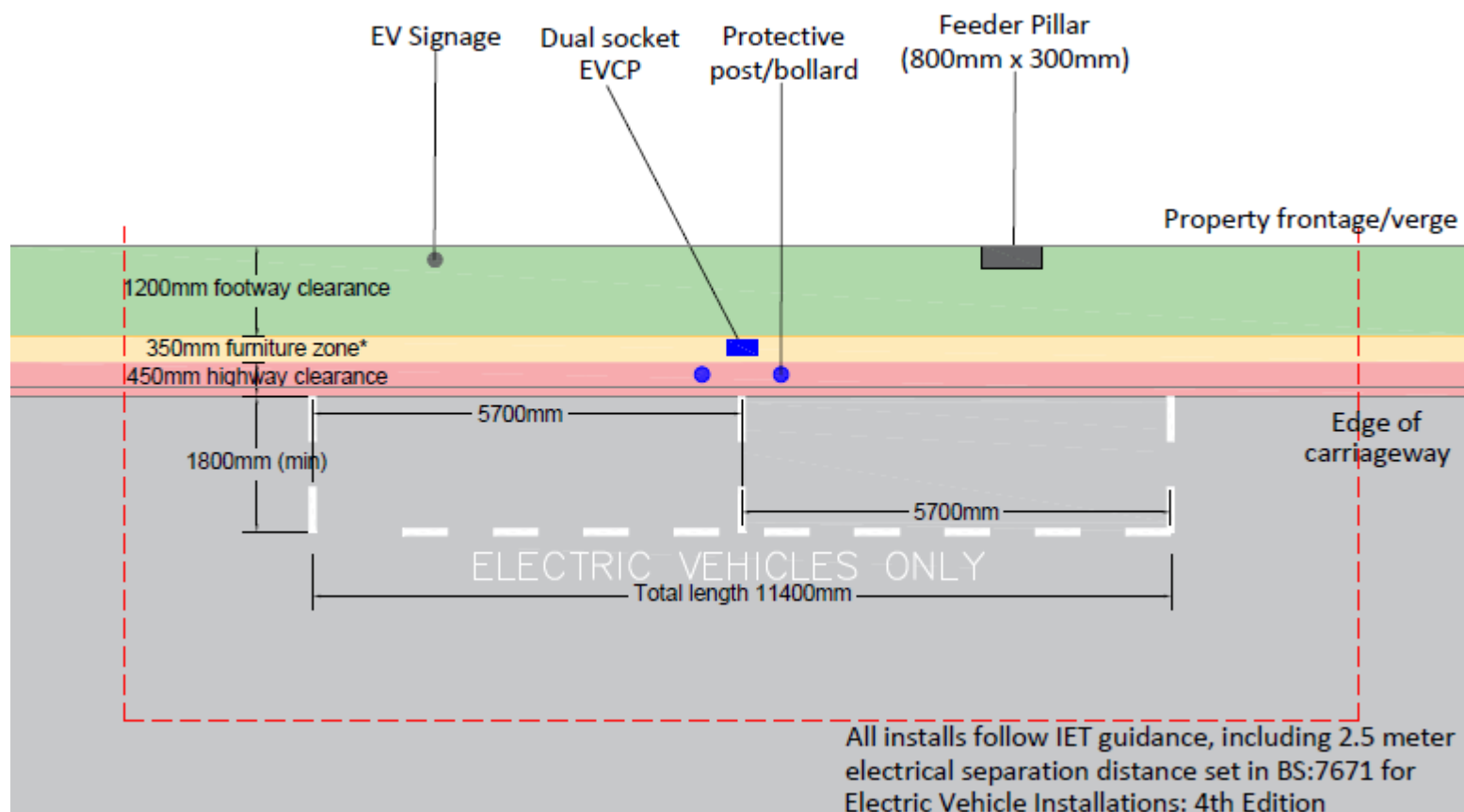
Charge point specifications

- Meets latest, relevant Office for Zero Emission Vehicle charge point standards
- Minimum 7kW charge point for both residential and non-residential buildings.
- Most new homes have a 100 Amp, single phase connection as standard, and in most cases, it will be possible to accommodate a 7kW charge point within this connection.
- Capable for at least Mode 3 charging, to enable smart charging. The Automated and Electric Vehicles Act 2018 mandates out that all new charging points should be smart-capable.
- Untethered connections (i.e., type 2 socket, no built-in cable).
- Location of the charge point must comply with relevant accessibility standards and the Equality Act 2010. In partnership with national disability charity

Motability, the Department for Transport (DfT) has commissioned the British Standards Institution (BSI) to develop accessibility standards for EV charge points across the country. These standards will provide industry with guidance and drivers with a new clear definition of 'fully accessible', 'partially accessible' and 'not accessible' public EV charge points. The standards will provide industry with guidance on how to make individual charge points more accessible by summer 2022 and the guidance will consider aspects such as kerb height, adequate space between bollards and charge points being of a height suitable for wheelchair users.

- Meet relevant safety standards.
- On-street charge points should be designed to ensure a minimum of 1.5m footway working width clearance is maintained, either through provision of suitably wide footways or by provision of footway buildouts to accommodate charge points.

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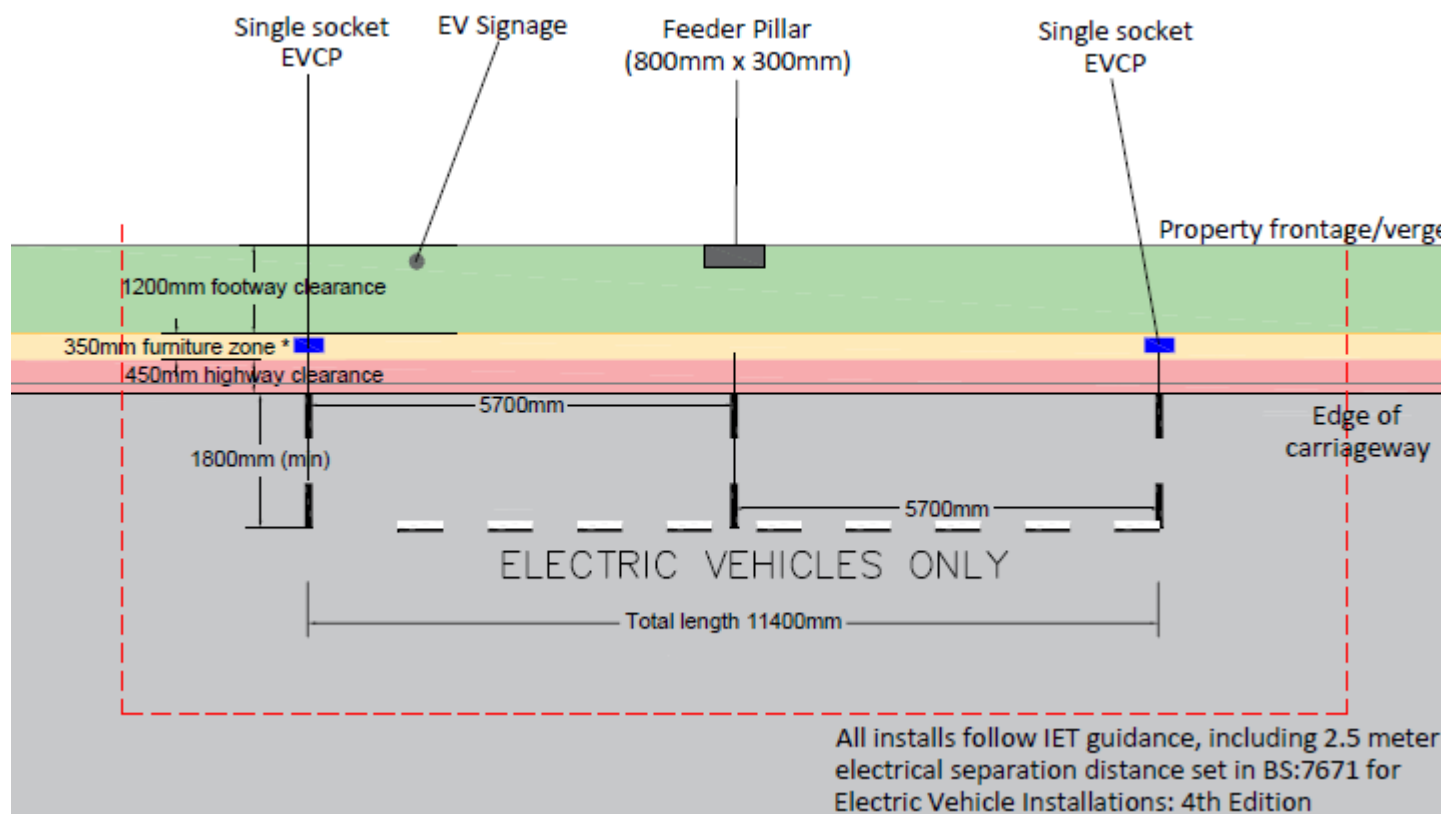


Single dual-socket charger, median example - 2000mm Footway width.

The absolute minimum (footway width), where there is an obstacle, should be 1000mm clear space. The maximum length of restricted width should be 6 metres.

If there are local restrictions or obstacles causing this sort of reduction in width, they should be grouped in a logical and regular pattern to assist visually impaired people.

Figure 12: EV Dual- socket charger

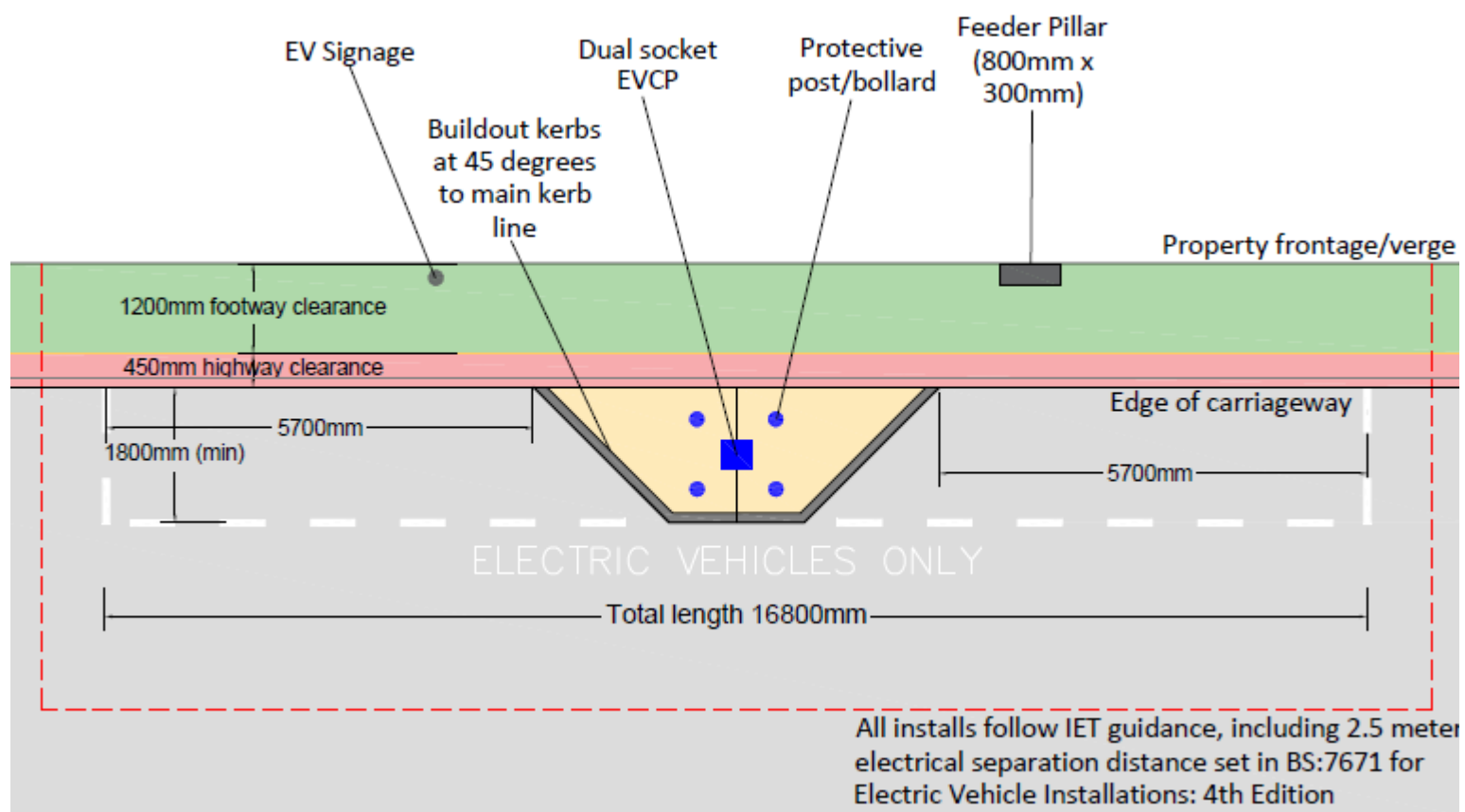


Two single-socket chargers, median example - 2000mm Footway width

The absolute minimum (footway width), where there is an obstacle, should be 1000mm clear space. The maximum length of restricted width should be 6 metres.

If there are local restrictions or obstacles causing this sort of reduction in width, they should be grouped in a logical and regular pattern to assist visually impaired people.

Figure 13: Separate single-socket chargers



Restrictive example - 1650mm Footway width

The absolute minimum (footway width), where there is an obstacle, should be 1000mm clear space. The maximum length of restricted width should be 6 metres.

If there are local restrictions or obstacles causing this sort of reduction in width, they should be grouped in a logical and regular pattern to assist visually impaired people.

Figure 14: 45-degree kerbed buildout

Service Vehicles

Service vehicles are regarded as those vehicles delivering goods to or removing goods from a development. It is recognised that servicing requirements will be unique to a particular site. For this reason, no parking standards for service vehicles are included. Developers should analyse the requirements of the development in terms of size, numbers and types of commercial vehicles visiting and should demonstrate to the local authority that sufficient service vehicle provision is being made. Non-residential development will be subject to planning conditions to ensure that servicing areas are always available for that purpose.

Service areas should be designed to make the most efficient use of the available area within a development. However, it is essential that all goods vehicles should access and leave the public highway in forward gear. Such provision should be clearly signed and laid out to avoid the area being used as an overflow car parking area. The area should also not be used for materials storage etc.

Calculation of the number of parking spaces

The number of parking spaces for any given development is related to gross floor area (gfa), unless otherwise stated. Thus, for a development that has a gross floor space of 450m² and where the car parking standard is 1 space per 20m² gfa, the calculation gives a nominal provision of 22.5 spaces (450/20). This figure would be rounded down for car parking to the nearest whole number, to give a provision of 22 spaces.

Assessment of appropriate parking provision

To reduce the reliance on the private car the standards should be applied to minimise car parking without threatening the viability or operation on new development.

The standards provided in the table should provide the starting point for assessing the parking requirements of an individual development. Determination of the appropriate parking provision for each mode should not be a formulaic process. It is important to take a wider view of the development, its location, and operational characteristics. An informed approach to the flexible application of these standards is seen as vital to maintain their integrity as a demand management tool that Government policy requires whilst reflecting the travel needs of a largely rural county, where the car remains an important way of accessing jobs and services.

Reductions in parking provision should be sought in areas with good access to jobs and services, whether by walking, cycling or public transport. The adjustment to be applied will follow a site-specific assessment of accessibility that in the case of larger sites will form part of a transport assessment. Where a development produces a travel plan, the provision of parking spaces for all modes will need to be fully integrated to support the aims of the travel plan.

Similarly, there may be cases where restriction of parking can lead to operational problems both on and off site. Inappropriate off-site parking can lead to local nuisance, can have an adverse impact on traffic flow and public transport reliability on adjacent roads and be detrimental to highway safety.

Local Plans will need to set a clear policy context sufficiently flexible to ensure car parking provision appropriate to the needs individual sites are met.

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Land use classes

The [Town and Country Planning \(Use Classes\) Order 1987](#) puts uses of land and buildings into various categories known as 'Use Classes'. The current Use Classes were last updated on 1 September 2020 and are set out below.

Class B

- **B2 General industrial** - Use for industrial process other than one falling within class E(g) (previously class B1) (excluding incineration purposes, chemical treatment or landfill or hazardous waste)
- **B8 Storage or distribution** - This class includes open air storage.

Class C

- **C1 Hotels** - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels)
- **C2 Residential institutions** - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres
- **C2A Secure Residential Institution** - Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks
- **C3 Dwelling houses** - This class is formed of three parts
 - C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child
 - C3(b) covers up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems
 - C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger
- **C4 Houses in multiple occupation** - Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

Class E - Commercial, Business and Service

In 11 parts, Class E more broadly covers uses previously defined in the revoked Classes A1/2/3, B1, D1(a-b) and 'indoor sport' from D2(e):

- **E(a)** Display or retail sale of goods, other than hot food
- **E(b)** Sale of food and drink for consumption (mostly) on the premises
- **E(c)** Provision of:
 - **E(c)(i)** Financial services,
 - **E(c)(ii)** Professional services (other than health or medical services), or
 - **E(c)(iii)** Other appropriate services in a commercial, business or service locality
- **E(d)** Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)
- **E(e)** Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)
- **E(f)** Creche, day nursery or day centre (not including a residential use)
- **E(g)** Uses which can be carried out in a residential area without detriment to its amenity:
 - **E(g)(i)** Offices to carry out any operational or administrative functions,
 - **E(g)(ii)** Research and development of products or processes
 - **E(g)(iii)** Industrial processes

Class F - Local Community and Learning

In two main parts, Class F covers uses previously defined in the revoked classes D1, 'outdoor sport', 'swimming pools' and 'skating rinks' from D2(e), as well as newly defined local community uses.

- **F1 Learning and non-residential institutions** – Use (not including residential use) defined in 7 parts:
 - **F1(a)** Provision of education
 - **F1(b)** Display of works of art (otherwise than for sale or hire)
 - **F1(c)** Museums
 - **F1(d)** Public libraries or public reading rooms
 - **F1(e)** Public halls or exhibition halls
 - **F1(f)** Public worship or religious instruction (or in connection with such use)
 - **F1(g)** Law courts
- **F2 Local community** – Use as defined in 4 parts:
 - **F2(a)** Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres
 - **F2(b)** Halls or meeting places for the principal use of the local community
 - **F2(c)** Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)
 - **F2(d)** Indoor or outdoor swimming pools or skating rinks

Sui Generis

'Sui generis' is a Latin term that, in this context, means 'in a class of its own'.

Certain uses are specifically defined and excluded from classification by legislation, and therefore become 'sui generis'. These are:

- theatres
- amusement arcades/centres or funfairs
- launderettes
- fuel stations
- hiring, selling and/or displaying motor vehicles
- taxi businesses
- scrap yards, or a yard for the storage/distribution of minerals and/or the breaking of motor vehicles
- 'Alkali work' (any work registerable under the Alkali, etc. Works Regulation Act 1906 (as amended))
- hostels (providing no significant element of care)
- waste disposal installations for the incineration, chemical treatment or landfill of hazardous waste
- retail warehouse clubs
- nightclubs
- casinos
- betting offices/shops
- pay day loan shops
- public houses, wine bars, or drinking establishments – *from 1 September 2020, previously Class A4*
- drinking establishments with expanded food provision – *from 1 September 2020, previously Class A4*
- hot food takeaways (for the sale of hot food where consumption of that food is mostly undertaken off the premises) – *from 1 September 2020, previously Class A5*
- venues for live music performance – *newly defined as 'Sui Generis' use from 1 September 2020*
- cinemas – *from 1 September 2020, previously Class D2(a)*
- concert halls – *from 1 September 2020, previously Class D2(b)*
- bingo halls – *from 1 September 2020, previously Class D2(c)*
- dance halls – *from 1 September 2020, previously Class D2(d)*

Other uses become 'sui generis' where they fall outside the defined limits of any other use class.

For example, C4 (Houses in multiple occupation) is limited to houses with no more than six residents. Therefore, houses in multiple occupation with more than six residents become a 'sui generis' use.

Draft Norfolk County Council Charges for Major Development pre-application enquires on transport development planning matters

Background

Early discussion between applicants and the Local authorities is a valuable part of the planning application process. This approach is beneficial as it provides applicants / agents with full information at an early stage to assist in formulating a proposal before committing to costs and incorporating sufficient information in the application to maximise its chances of success. This approach is also intended to facilitate an efficient application and decision process resulting in quicker outcomes.

In order that Norfolk County Council (NCC) is able to sustain and improve the current level of service, a range of charges are applicable for planning related advice. The level of resource needed to provide pre application advice varies according to the scale and complexity of the proposals being put forward. Therefore, the charges are set against scales of development as defined below. Exceptions may apply dependent on unique site circumstances. Where variations are necessary, all parties will be advised as soon as is feasible.

Requesting pre-application advice

If you would like to request pre-application advice, then you should submit a pre-application request form by email or post. This submission should include supporting information and agreement to pay the appropriate fee.

In order that a full response can be provided to you, sufficient information must be provided with the request. As a minimum this must include details of the site and its location, shown on a plan, and details of the proposal. Information should take the form of written descriptions, plans and/or sketches in a comprehensive form sufficient to allow officers to gain a full understanding of the proposed development and therefore maximise the quality and detail of the advice it will be possible to provide.

The request form and supporting information should be sent to X. The request form and supporting information can alternatively be e-mailed to X.

All information held by NCC is subject to the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. If you consider your request for pre-application advice sensitive, you must specify this on the request form and state the reasons. Personal details will not be disclosed in accordance with the Data Protection Act. However, NCC under the aforementioned Act/Regulations maybe obliged to disclose information about pre-application requests and the advice provided, but you will be contacted in such a case at which point you will be asked to provide your justification for not disclosing the information.

Pre-application response times and service standard

NCC charges for pre-application advice for major developments. Below covers the proposed scales of development, associated fees and type of advice. Pre-application charges will be reviewed annually in line with NCC rates.

Where a pre-application request is received from a district council, NCC will provide a short high-level response for free. If a detailed response is required, then the charges below will be enforced before any response is given.

When the developer/applicant has provided the NCC with sufficient information to undertake an initial assessment for highways and transportation advice, the Highway Authority will consider the information submitted and attend a meeting with the developer/applicant and/or their consultants if necessary and depending on the type of advice required. A response summarising the main issues will subsequently be sent. If additional written advice, meetings, or site visits are required, further charges will then be incurred. This will not include any detailed comments on any proposed schemes. Please note any comments provided will also be shared with the relevant Norfolk Local Planning Authorities.

Site meetings are not included within the cost and will be charged at the hourly rate detailed below. Charges for VAT will be in addition to the costs listed below.

Written responses will be sent to the developer/applicant within 20 working days of receipt of the required information and the pre-application fee. If a meeting is required a response will be sent within 10 working days of the meeting. Response times for review of Transport Assessments/Statements will be agreed on a case-by-case basis.

Highway advice for Mineral and Waste pre-apps can also be found below.

Charges will be reviewed on an annual basis in line with recharge rates and will increase automatically with inflation each year.

Fees

Appendix C

Type of Advice & Category of development	10-49 dwellings and/or 1,000-2,499 sqm commercial	50-249 dwellings and/or 2,500 to 5,000 sqm commercial	250 – 500 dwellings and/or 5,000+ sqm of commercial	501 – 999 dwellings	1,000+ dwellings	Care Provision (up to 100 units)
Pre- application written advice	£250	£350	£450	£550	To be agreed on a case-by-case basis	£300
Pre- application written advice and a meeting (no more than one hour long up to 250 dwellings and care provision and no more than 2 hours long over 250 dwellings)	£350	£575	£750	£950	To be agreed on a case-by-case basis	£375
Assessment of scoping study for a TS or TA (cost in addition to the advice above)	£350	£475	£650	£650	To be agreed on a case-by-case basis	£375
Review of a TS (cost in addition to the advice above)	£850	£1,500	Not applicable	Not applicable	Not applicable	£1,250
Review of a TA (cost in addition to the advice above)	Not applicable	£1,500	£2,500	£3,000	To be agreed on a case-by-case basis	Not applicable
Additional work	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour	£90 per hour

Appendix C

For full or reserved matters applications for residential developments which include a layout, the following charges will apply. Please note that in some cases there will be phases of development and so the charge will be made for each phase.

Type of Advice & Category of Residential Development	10-49 dwellings	50-249 dwellings	250 – 500 dwellings	501 – 999 dwellings	1,000+ dwellings
Review of layout with detailed comments	£500	£1,000	£2,000	To be agreed on a case-by-case basis	To be agreed on a case-by-case basis

Please note that these charges include one initial set of comments and a review of any response.

Highway advice for Mineral and Waste pre-apps

Given the low volume of applications received, a flat rate figure is proposed. This incorporates examining Transport Assessments/Transport Statements and reviewing the applicant's Road Safety Audits together with referral to the NCC's development team.

Type of Advice	Minerals related development with an application site up to 14.9ha Waste development of up to 49,999 tonnes per year	Minerals related development with an application site of more than 15ha Waste development of more than 50,000 tonnes per year
Informal advice – without a site meeting/ site inspection.	£170	£340
Site meeting and/or on-site route assessment (additional to above)	£90 flat rate	£90 flat rate

Refunds

If NCC fails to meet the standards identified above, and there is no fault or delay caused by the applicant / agent then 25% of any fee paid will be refunded.

How to pay the fee

On receipt of the request for pre-application advice an invoice will be raised for payment to NCC, before starting work on your request and the Council's Corporate Pricing Policy will apply. Once you have received the invoice, payment methods include cheque, online, BACS and by phone.

Please include the pre-application reference, site name and address on any correspondence.

Dissatisfied with the Level of Service

The pre-application service offered by NCC is based on providing a level of service which seeks to provide value for money, meeting the service levels as set out in this document.

Despite our best endeavours, there will inevitably be occasions when you are dissatisfied with the level of service provided. In such cases you should discuss concerns with the relevant officer. If still not satisfied following this approach, you will be invited to refer the matter to the Head of Department.

Important notes

- Please note that any views or opinions expressed in responses are made at officer level in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately determined by the relevant Planning Authority.
- Any advice given by officers does not constitute a formal response or decision of NCC. In no event will NCC be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from or in connection with, the use of the advice.
- The pre-application advice given may not necessarily be exhaustive but will be intended to highlight the main issues that need to be addressed/ considered as part of the application process on the basis of the discussions that have taken place and the information that is available at the time.
- In providing written advice officers will not draft planning statements or other reports to accompany an application as that is the responsibility of the applicant. In this respect the applicant should appoint its own professional advisers as necessary, particularly on more complex proposals.
- Should the detail or the nature of the proposal change from those given, further advice should be sought. Similarly, once the detail of any proposal has been worked up if not previously available, it may be helpful to seek further advice prior to the submission of an application. This will incur additional charges.
- The advice and any attachments to it are solely for the use of the individual to whom it is addressed. If you are not the intended recipient of the advice, you must neither take any action based upon its contents, nor disclose the communication to a third party.
- NCC has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary.

NCC is the County Planning Authority for applications for minerals, waste, County Council development and SuDS. For other information please find the separate guide to [Pre-Application Advice for Mineral, Waste, County Council Development and SuDS 2017](#).

Cabinet

Item No: 12

Report Title: Market Position Statement

Date of Meeting: 4th July 2022

Responsible Cabinet Member: Cllr Borrett (Cabinet Member for Adult Social Care, Public Health & Prevention)

Responsible Director: Name and Job Title:

James Bullion, Executive Director Adult Social Service

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions:

Executive Summary / Introduction from Cabinet Member

We want people living in Norfolk are able to access the right service, in the right place at the right time. The Market Position Statement (MPS) is an essential document detailing what the Council wants to do to ensure that there is a vibrant and sustainable market. A MPS is required to ensure local authorities meet their market shaping duties under the Care Act and should outline:

- What support and care services people need and how they should be provided.
- The support and services available at present, and what is not available that needs to be.
- What the future of care and support will be like locally, how it will be funded and purchased.
- How commissioners want to shape the opportunities that will be available.

Norfolk's MPS has been developed to include key messages to providers up-front in the document with more detail about the types of services needed, where they are needed, and volume required in the market analysis section of the MPS. The report is structured around 6 key aims:

- Access to the right high-quality support, in the right place, at the right time. Supporting people to live independently for longer.
- Passionate, well-trained, supported staff with opportunities for a great career in social care.
- At least 85% of commissioned provision to be rated good or outstanding by 2024.
- Working together to shape a sustainable market that provides choice of high-quality provision.
- Working together to design a better more efficient sector.
- Working together to design a lower carbon sector.

The MPS identifies the current challenges in meeting these aims and our ambition to address them.

Covid has had, and continues to have, a significant impact on the care market. Demand modelling undertaken pre Covid is now very much out of date and the market is not yet sufficiently stable for this modelling work to be reviewed. We will therefore need to update this document during the year both in terms of spend and activity to provide a more robust picture of demand and service supply.

We are keen to develop this MPS at a place-based level and will be working with commissioners during the year to develop this. Information at place level is something that providers have said that they want included in future MPS's.

The MPS has been developed in a format that meets the Public Sector Accessibility requirements. Further work will be undertaken during the year to develop the MPS into a format that supports it to be a more interactive on-line version. The intention, as part of the move to a more place-based structure, will be to have links embedded within the MPS that will take you to the latest dashboards that are regularly updated. Going forward we want providers to be able to access information that will be current and useful to help inform their business plans.

Recommendations:

- 1. Cabinet is asked to consider and approve the Adult Social Care Market Positions Statement update (Appendix 1) for publication.**

1. Background and Purpose

1.1 The Market Position Statement (MPS) is an essential document detailing what the Council wants to do to ensure that there is a vibrant and sustainable market. A MPS is required to ensure local authorities meet their market shaping duties under the Care Act 2014 and should outline:

- What support and care services people need and how they should be provided.
- The support and services available at present, and what is not available that

needs to be.

- What the future of care and support will be like locally, how it will be funded and purchased.
- How commissioners want to shape the opportunities that will be available.

1.2 This MPS has been developed with key messages to providers up-front with greater detail about the types of service needed, where they are needed and volume required in the market analysis section of the MPS.

1.3 The MPS is structured around 6 key aims:

- Access to the right high-quality support, in the right place, at the right time. Supporting people to live independently for longer.
- Passionate, well-trained, supported staff with opportunities for a great career in social care.
- At least 85% of commissioned provision to be rated good or outstanding by 2024.
- Working together to shape a sustainable market that provides choice of high-quality provision.
- Working together to design a better more efficient sector.
- Working together to design a lower carbon sector.

The MPS identifies the current challenges in meeting these aims and our ambition to address them.

1.4 The MPS has been developed in a period of instability resulting from the Covid pandemic. More work needs to be undertaken during 2022 to ensure that this MPS remains a robust assessment of the market to guide our market shaping duties.

1.5 The financial data included within the MPS is 2020-21 as this is the last full year data available. The financial position for 2021-22 will be available in the autumn and the spend and activity tables will be refreshed then.

1.6 We held a focus group with providers to go through the current MPS and to identify how this could be improved upon. The responses received were that:

- Overall, it contained the right information but that it would be good to not just focus on what we want, but also to reflect on what was achieved and what has worked well.
- They would like information at geographical levels as Norfolk is a very diverse county. Understanding what is needed in different parts of Norfolk will help them to plan and/or encourage them to bid for new work.
- They were keen for it to be developed in a format that meant that they could click on the contents page to go directly to the sections of interest to them.
- They understood that the detailed modelling required to review some of our dashboards, such as the older adult residential services dashboard, has not

been possible given the flux in the market as a result of Covid. They are keen for data such as this to be developed at the earliest opportunity.

2. Proposal

- 2.1 Norfolk's MPS sets out our key messages to the market, our key aims for the social care sector and the key challenges that will impact on market stability and our ambition to mitigate these challenges.
- 2.2 The MPS includes sections for all of our commissioning activities which include specific challenges, current supply and demand, and the key messages to providers. It is suggested, as part of the further development of this document during the year, that there are links from these sections to commissioning intentions and more detailed data for the service area.
- 2.3 We have included a section 'Working together -let's have the conversation' in the MPS that highlights wider Council support to the sector. This section identifies how we can best work together to deliver the changes needed both in service quality and the service model required to meet needs. This section also details the offer around:
 - Quality
 - Training and development,
 - Enhanced Health and Wellbeing in Care in-reach support
 - Integrated community equipment service
 - Digital
 - Assistive Technology
 - Integrated Care System.

3. Impact of the Proposal

- 3.1 During the year we will continue to work with providers, commissioners, communications and the web-design team to further develop the MPS to be a document that will be well regarded and well used.
- 3.2 That the MPS becomes a useful tool for providers in their business planning and a useful tool for commissioners as part of their market shaping duties.

4. Evidence and Reasons for Decision

- 4.1 Market Position Statements currently include data on spend and activity that is over a year old. The intention to develop the MPS during the year to include links to live dashboards will be far more useful for providers as part of their business planning, especially if we are able to develop the dashboards at place level.

5. Alternative Options

5.1 N/A

6. Financial Implications

6.1 A robust MPS should help to identify service gaps, areas of duplication, market saturation etc. all of which should support more robust Council and provider business planning to ensure best use of resource available.

7. Resource Implications

7.1 Staff:

The production of the MPS in the format detailed within this report will draw on adult social services and corporate resources including:

- corporate communications support to deliver a professional looking document, easy to interact with
- I&A support to link to key dashboards via the MPS.
- 6 monthly updating and review of the information within the MPS to ensure that it remains current.

7.2 Property:

N/A

7.3 IT:

N/A

8. Other Implications

8.1 Legal Implications:

N/A

8.2 Human Rights Implications:

N/A

8.3 Equality Impact Assessment (EqIA) (this must be included):

- The MPS is a document which outlines what support and care services people need and how these should be provided. A key aim is that people living in Norfolk are able to access the right service, in the right place at the right time. All services commissioned should provide equity of access for people regardless of gender, faith, sexuality ethnicity and disability.
- In any Local Authority area there will be people who require more specialist provision to ensure that their needs are met. We do not expect that people will be judged by their diagnosis; through strength based assessments,

people will be supported to identify the right service that is most appropriate to delivering the outcomes that they aspire to achieve.

8.4 Data Protection Impact Assessments (DPIA):

N/A

8.5 Health and Safety implications (where appropriate):

8.6 Sustainability implications (where appropriate):

8.7 Any Other Implications:

9. Risk Implications / Assessment

9.1 The Market Position Statement sets out information about the shape of the market and council intentions at a point in time. There is a risk that there will be changes to the agenda, service demand, policy direction, social care and health priorities and capacity that will change the MPS.

10. Select Committee Comments

10.1 The MPS is to be presented at the July Select Committee meeting.

11. Recommendations

- 1. Cabinet is asked to consider and approve the Adult Social Care Market Positions Statement update (Appendix 1) for publication.**

12. Background Papers

12.1

12.2

Officer Contact

If you have any questions about matters contained within 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 or 0344 800 8011 (textphone) and we will do our best to help.

Market Position Statement 2022-23





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Our key messages to providers

Quality:

We want at least 85% of services commissioned to be rated good or outstanding by 2024.

Domestic Abuse – support in safe accommodation:

We have New Burdens Funding to increase the amount and flexibility of safe accommodation with the aim of supporting all who need it.

Complex Care:

As people live longer, we want to work with providers to develop affordable, high quality, residential and nursing provision that can care for people with complex needs, including advanced dementia.

Let's get digital!

We will bid for resources that will drive forward the digital transformation of the care sector.

Care at home:

Home First is a key priority and we need to ensure that the home support market has the capacity and capability to support people to be independent, resilient and well. We are developing our strategic approach to this sector and would want provider engagement to inform this new model.

Voluntary, community and social enterprise sector:

Through our Connecting Communities programme we want to unlock the potential and opportunity of the VCSE in supporting the care market and supporting people's needs at the right time.

Housing:

- We are investing in independent living housing and existing housing with care schemes to be a viable alternative to standard residential provision.
- We have an ambitious programme to develop 181 units of supported living for working age adults by 2024 and want to work with providers interested in moving into this space.

Services for adults with mental ill-health conditions:

There is a gap in specialist mental health provision (home care, supported living and residential) in West Norfolk, Great Yarmouth and rural and coastal North Norfolk, which we want to work with providers to address.

Day services for adults with disabilities:

We want to ensure that people who want to work are given every opportunity to do so. We want day services that can support people to become work ready.



About this Market Position Statement

What is a Market Position Statement?

A Market Position Statement (MPS) is an important part of what a council must do to help to make sure that there is a choice of different types of service and support available.

The MPS outlines:

- What support and care services people need and how they should be provided.
- The support and services available at present, and what is not available but needs to be.
- What support and care services the council thinks will be needed in the future.
- What the future of care and support will be like locally, how it will be funded and purchased.
- How commissioners want to shape the opportunities that will be available.

The main aim of a MPS is to encourage commissioners, people who use services, carers and provider organisations to work together to explain what care services and support is needed in the area and why? The test of a good MPS is how well it is used by providers and the Council once produced. If it does not contain information that providers find useful then it will not be used.

How has this year's Market Position Statement been developed?

Although Covid has continued to impact on usual operations, a provider focus group was held in September 2021 to review the structure and content of the current MPS.

The feedback received was that the MPS needed to:

- Include information at a more local rather than Norfolk wide level. This is not something that we have been able to do for this version of the MPS but as we get clarity on best "place" areas to use, we will refresh the MPS to deliver this.
- Identify the commissioning intentions and future tender opportunities to enable providers to develop their business plans. Covid has had an impact on business-as-usual activities and so the detailed modelling work required to refresh commissioning intentions has not been progressed. Work is now being undertaken to firm up our commissioning intentions and the capacity required in different service sectors to deliver. The MPS will be updated once this work is completed.
- To understand what was delivered in the previous year and the impact that this has had.
- Keep the MPS higher level and shorter; embedding links so providers can go directly to the sections and data of interest to them.

The continuing impact of Covid has meant that we have not been able to progress all that was asked for and we will, therefore, continue to develop the MPS during 2022.



Guiding our approach

National Legislation

People at the Heart of Care: adult social care reform

- A 10-year vision that sets out long term aspirations for how people will experience care and support.
- The strategy has a focus on three key objectives:
 - Supporting people to have choice, control and independence
 - Provision of outstanding quality of care
 - Provision of care in a way that is fair and accessible to everyone who needs it.
- The strategy identifies the responsibility of local authorities to ensure that their local care market is healthy and diverse. Support for sustainable care markets, including moving towards paying providers a fair rate for care, are key aspects in the delivery of the vision for social care reform.
- As part of the levelling up agenda, the Government is committed to addressing the current geographical inequalities so that everyone, everywhere receives outstanding quality and tailored care.

Market Sustainability and Fair Cost of Care Fund: Purpose and Conditions 2022-2023

This statement sets out:

- The purpose of the fund
- Examples of activities this funding should be used to pay for, with advice for local authorities on conditions of further funding
- Information on support and monitoring next steps



Our Aims

01

**Access to the right high-quality support, in the right place at the right time.
Supporting people to live independently for longer.**

How we will achieve this

Through market shaping...

- Develop front line services with the VCSE sector that deliver early advice and support.
- Through our home care strategy, we will work with providers to increase capacity to support more people at home.
- We will continue to support the development of supported living and housing with care schemes backed by Council capital funds.
- We will equip residential providers to meet higher acuity of needs through staff training and development, and the support of the NHS as key partners in care delivery.

Impact

People will tell us...

- I can get information and advice that helps me to think about and plan my life.
- I can live the life I want and do the things that are important to me as independently as possible.
- I am supported to manage my health and care needs in ways that make sense to me.
- I live in a home, which is accessible and designed so that I can be as independent as possible.
- I have a place I can call home, not just a "bed" somewhere that provides me with care.



Our Aims

02

Passionate, well-trained, supported staff with opportunities for a great career in social care.

How we will achieve this

The Council will continue to support by...

- Providing access to the Developing Skills in Health and Social Care training.
- Commissioning specific leadership training programmes such as My Home Life.
- Commissioning local recruitment campaigns to attract new staff to the sector.
- Working with NorCA to develop a social care pay framework for the sector.
- Co-producing an Ethical Commissioning Framework for Norfolk.

Impact

People receiving support will tell us...

- I am supported by people who listen carefully, so that they know what matters to me and how to support me to live the life I want.
- I have considerate support delivered by competent, well-trained people.

People working in the sector will say...

- I am proud to care in Norfolk.
- I am a care professional.
- I have the skills and confidence to deliver high quality care.



Our Aims

03

At least 85% of commissioned services will be good or outstanding by 2024.

How we will achieve this

- Involving people who use services in improving service quality.
- Development of a Quality Plan supported by a robust quality assurance process.
- Integrated Quality Service supporting providers to improve quality.
- Access to free, accredited training for staff.
- Access to free accredited leadership programmes such as My Home Life.
- NHS in-reach training and support.

Impact

People will tell us...

- I am confident that the people supporting me have the skills needed to meet my care and support needs in the best way.
- I feel safe.
- At all times I am treated with dignity and respect.

Providers will tell us...

- I feel supported to deliver high quality of care.
- I will encourage and support my staff to progress their career in the social care sector.
- I will employ suitably qualified managers who have a collective vision of what "good" care looks like.



Our Aims

04

Working together to shape a sustainable market that provides choice of high-quality provision.

How we will achieve this

- Paying providers a fair rate that will deliver the quality of service specified within the contract and service specification.
- Clarity of commissioning intent shared with providers to enable them to plan.
- Information about current and future demand modelling made available to providers.
- Robust information about current and future needs and the services required to meet them.

Impact

People will tell us...

- I have a choice of good quality support options available to me that will meet my needs.

Providers will tell us...

- I am paid a fair rate to deliver good quality care and my business is financially secure.
- I am clear about what the Council wants to commission - meaning that I can plan.



Our Aims

05

Working together to design a better, more efficient sector.

How we will achieve this

- We will encourage and champion innovation and technology enabled services where they benefit people and where the innovation results in more efficient and effective services.
- We will encourage services to play an active part in research to improve care for all, foster innovation and enhance people's experience of care.
- We will be open for discussions about the use of assistive technology in supporting less labour-intensive approaches.

Impact

People will tell us...

- I have more face-to-face time with staff supporting me, which improves my experience of care.
- My home has the right equipment and technology to enable me to live as independently as possible, for as long as possible.

Providers will tell us...

- I am encouraged to be innovative.
- My ideas for a more efficient sector are welcomed and given full consideration.



Our Aims

06

Working together to design a lower carbon sector

How we will achieve this

- During 2022/23 we will undertake a carbon footprint assessment of social care services delivered by the Council. The Council is funding two energy assessors this year to support providers to improve the energy performance of their buildings.
- Particular attention will be put towards actions that can both reduce carbon, utility and fuel costs to relieve some of the inflationary financial pressures facing the sector.

Impact

People will tell us...

- I live in a home that stays warm and comfortable all year round.

Providers will tell us...

- I feel supported in our efforts to reduce our carbon footprint whilst not compromising on service quality.
- I am proud to do my bit to help protect the environment.



Norfolk Population

Population

- 914,039 residents
- 1 in 5 are over 65
- The population is generally older than the England population
- Norfolk's population is expected to grow by about 103,000 people between 2020 and 2040, the largest growth is expected in the older age bands
- Norfolk and Waveney is less ethnically diverse than England, just over 7% are non-white British compared to 21% in England

Deaths

- There were about 11,000 deaths in 2020
- All cause mortality rates are lower than England
- Leading causes of death for males and females:
 - Heart disease
 - Dementia and Alzheimer
 - Covid 19
 - Stroke and lung cancer

Deprivation

- Almost 135,00 people live in communities that are in the 20% most deprived in England
- The most deprived communities are in the urban areas of Great Yarmouth, King's Lynn, Norwich and Thetford. But there are also pockets of deprivation in rural areas too

Life and Healthy Life Expectancy

- Life expectancy is almost 80 years for males and 84 for females, slightly higher than England average
- The gap in life expectancy between the most deprived and least deprived areas is over 7.4 years for males and 4.4 years for females
- Death from circulatory diseases, cancer and respiratory diseases contribute to this life expectancy gap
- Healthy life expectancy is about 62.7 years for males and 62.4 years for females, lower than England and has decreased over the last few years. This means that the time people spend dealing with ill health is getting longer and longer; more than 17 years for males and just under 22 years for females.



Current Landscape – Challenges

Workforce

- Covid has had an impact on staff health and wellbeing.
- The policy regarding mandatory vaccination for care home staff led to over 300 staff leaving the sector.
- 'Well-led' is one of the key domains that providers are failing in – there is a need to develop strong registered managers within the Norfolk social care sector.
- There is a competitive environment across multiple sectors for recruitment and retention across the whole of Norfolk. Vacancy rates within social care stand at c10%.
- Transient staff group – people often moving jobs for small increases in pay. Turnover rate for 21/22 was 34%.
- Rurality of Norfolk and lack of public transport makes it difficult for providers in remote locations to recruit staff who are unable to drive.

Impact of the Social Care Reform

- An impact assessment undertaken by Laing Buisson commissioned by the County Councils Network identifies a resource gap of c£117.6m for the East of England arising from the combined impact of self-funders asking the Council to commission on their behalf (S18(3)) and Fair Cost of Care (FCC) on care providers.
- Will more people look to the Local Authority to arrange their care, accessing Council commissioned provision? The Laing Buisson Impact Assessments assumes a take up of 50% of current self-funders asking the Council to commission care on their behalf.
- The combined financial impact of FCC funding available and the take up of S18(3) may result in some providers no longer being financially viable and having to exit the market.

Quality

- Norfolk has the lowest care quality in the region.
- Norfolk pays a more competitive usual price than many other local authorities who are in the top quartile for service quality – so why is our quality of provision lower?
- Our contract and performance management approach and framework to support the quality improvement agenda needs to be improved.
- Poor quality health and social work assessments resulting in poor hospital discharges.
- Current feedback loops to ensure that we are learning from and acting upon provider feedback are not as robust as they need to be.
- A transient workforce means that staff will not be gaining the training and qualifications to deliver the qualitative service required. Only 36% of all social care staff have relevant qualifications.
- As part of recovery, we are working with a backlog of reviews for individuals in commissioned provision.

Market Sustainability

- Market will only be sustainable if providers can attract staff – they can only attract staff if they pay a competitive wage and if the fee levels paid are sufficient to pay staff at these rates.
- The market is unstable with higher than usual providers identified as being at risk of failure or no longer wanting to operate in Norfolk.



- Impact of Covid 19 on demand – more people choosing to remain in their own homes.
- Impact of Covid on care home occupancy – some homes are struggling to remain financially viable.
- Under-developed commissioning approach to the opportunities afforded by the community and VCSE sector.
- The need for robust current and future demand modelling to inform provider business planning.
- There is recognition that there is a higher acuity of multiple needs across all service areas.

Ambitions for Norfolk

Workforce

We want passionate, well trained, supported staff with opportunities for a great career in social care. We will achieve this through

- The Council funded two-year advertising campaign to support recruitment into the sector through TV, radio, social media and poster advertising. All campaigns signpost people to the Norfolk Care Careers Website.
- Advertising the opportunities for careers in social care and signposting people to <https://www.norfolkcarecareers.co.uk/> which also provides a free platform for providers to advertise jobs.
- The Norfolk Care Academy, offers candidates an opportunity to join the social care sector, with free training and a guaranteed job interview.
- My Home Life and other accredited leadership qualifications support the development of strong management across the sector.
- Access to free training for staff in social care supported by training mentors.
- Growing and developing the nurse associate programme.

Social Care Reform

- As a Council, pay a fair cost of care for services commissioned that will ensure a high-quality sustainable care market for Norfolk.
- To develop our Market Sustainability Plan detailing how, and over what time frame, we will move to paying the fair cost of care calculated as part of the review process.
- To secure the capacity needed to support a robust assessment process. This is needed to deliver against the increase in assessments required relating to take up of section 18(3) of the Care Act 2014.

Quality

- Engage people who use services (Experts by Experience) in our reviews of service quality.
- Achieve the target of at least 85% of commissioned services rated compliant (Good or Outstanding) by 2024.
- Develop and implement a system wide strategic framework for care quality improvement across Norfolk - with focus on system wide drivers including individual, family and carer feedback; provider led change; workforce; commissioning and contract management; quality monitoring and improvement; health services to support care provision and operational measures.
- Identify further key themes relating to poor quality, share these with providers and support them to achieve the improvements required.



- To review and amend processes and procedures that directly impact upon provider quality.
- Implement our Improvement & Escalation Policy
- Achieve ambitious KPIs for published PAMMS and QMV audits

Market Sustainability

- Investing to deliver the Connecting Communities programme.
- Continuing to promote direct payments and the use of Personal Assistants as an alternative option to domiciliary care.
- As part of the development of the Integrated Care System and a focus on place, we are co-designing new service models and identifying the market capacity required to deliver.
- Ensure that our commissioning practice supports a sustainable and diverse marketplace that offers choice in how people's needs are met.
- To review, with providers and the general public, the recommendations of the NorCA Local Care Worker Pay Framework and to then model the net financial impact and impact on market sustainability were it to be adopted by providers Shape of the sector.

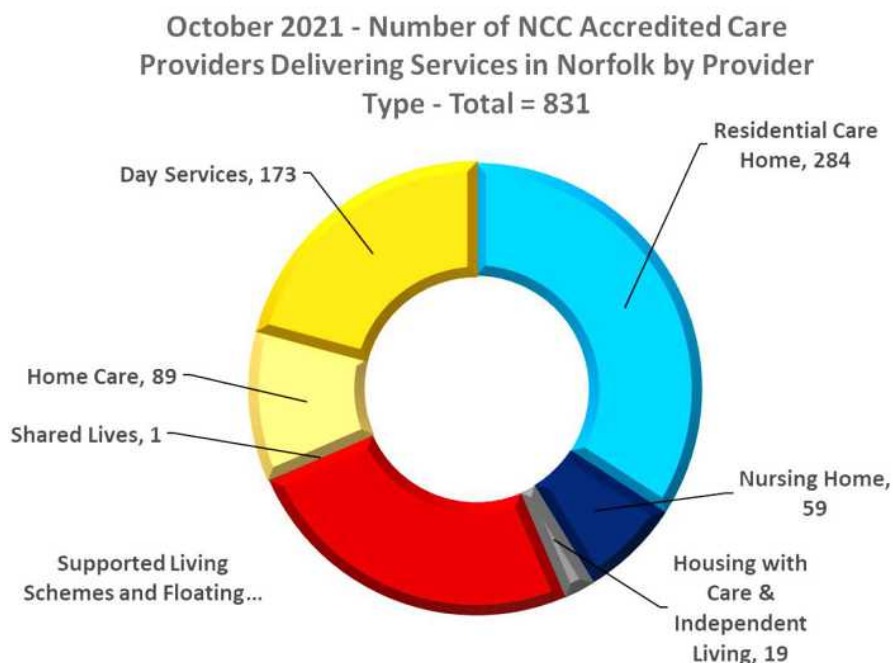


Norfolk's Care Market

Shape of the sector

For a long time, Norfolk has had a static and traditional care market with a higher-than-average reliance on residential provision. With the establishment of the Integrated Care System, we will be exploring integrated health and social care working. This will help us develop new service models that will inform commissioning strategies shaping a market that is fit for the future - the right services, delivered to people in the right place, at the right time. We will have people with lived experience, providers, and other key stakeholders to co-produce the new service models so that they deliver the outcomes that people want.

Current shape of the market:



- Through place-based commissioning strategies, alliances with the VCSE are being developed to provide more local support solutions.
- Key aim - to support people to be independent for longer.

Previously the larger VCSE organisations have been prominent in this space, the development of a VCSE framework will enable smaller organisations to bid to provide support.

Home First

- A strategic review of the home care market will be undertaken during 2022 in line with the vision for more people to be supported to remain living in their own home.
- Targets relating to hospital discharge destinations will be developed during 2022 and will help inform future demand modelling.



Specialist housing

Norfolk County Council has two specialist housing capital programmes:

- £29m Independent Living which began in January 2019
- £18m Supported Living which began in April 2022

These two programmes work with a range of partners to facilitate the development of further specialist housing in Norfolk. By 2028, Norfolk County Council wants to have facilitated 1,135 units of Independent Living and, by 2024, 181 units of supported living.

Accommodation based support – older people

- Building an Intermediate care bed offer; working with NHS Partners to develop dedicated intermediate care units to support hospital discharge and admission avoidance.
- During 2022 we will be working with NHS Partners to review how we commission nursing care, resulting in the development of a nursing home strategy and action plan.

Fair cost of care

- During 2022 the Council will be undertaking a fair cost of care for the home care and older adult care home sector in line with the Market Sustainability and Fair Cost of Care Fund Policy Paper.
- For supported living and working age adult residential provision the Council has procured the iESE CareCubed tool and will use this to support a review of current framework and banded rates.



Market Analysis

The following pages provide a high-level summary of the social care sector. A red, amber and green rating system is used to indicate the Council's strategic intent. This rating is contextual, though in most cases red is low or worse, amber is moderate or needs improvement and green is high or good.

Quality ratings are based on CQC ratings of the overall market and our view of sustainability in comparison to other East of England and comparator LA's.





Market Analysis – Unpaid Carers

Think carer, think family - make every contact count

Unpaid carers (sometimes called informal carers) play a vital role in the health and wellbeing of our county. They are key partners in maintaining the independence of people with care needs but providing care can have a major impact on carers' lives and we all have a duty to support them.

There are almost 100,000 people in Norfolk providing essential support to a family member or friend. They may not think of their role as a 'carer' or know that support is available to them.

Evidence shows that carers are more likely to experience poor quality of life, increased social isolation and ill-health than the average member of the public. It is our responsibility to 'Think Carer' and ensure that we support carers to maintain their caring role.

Carers Matter Norfolk

Carers Matter Norfolk delivers a highly personalised service that enables carers to improve their health and wellbeing and support them in their caring role.

On behalf of Norfolk County Council, Carers Matter Norfolk provide Carers' assessments, information, support and advice for unpaid carers in Norfolk. They offer a seven day a week, advice line service, together with one-on-one community support. Find out more about Carers Matter and their services on their website visiting their website for information here

Carers Charter

Norfolk County Council has also developed a Carers Charter, produced by carers and councillors working together. This sets out our principles and pledges for carers in work, young carers in education and carers in the community. We want everyone to think about how they can implement the principles in the Carers Charter and support carers through their work. The Norfolk Carers Charter and a progress report can be found on the Norfolk County Council Website here





What can providers do to support unpaid carers?

Think carer, think family - make every contact count by getting paid staff to:

- Check in with the carer, ask how they are and if there is anything that they need support with? Make sure staff know who to contact when they are concerned about the health and wellbeing of the carer.
- Treat the carer as an equal partner in the delivery of care. Take their views and concerns about the person they are caring for seriously.
- Make sure that staff know what support is available for carers and how support can be accessed
- Support the carer to access the support that they need if they are struggling.
- Have a Carer's Policy for their own organisation detailing how they will support their own staff who have informal caring responsibilities.

Market Development Opportunities:

- Work is underway to review current availability of planned respite for older adults and to develop an approach that will enable carers to book respite breaks up to 12 months in advance. We aim to commission respite beds in each geographical locality and want to work with providers who are interested in delivering respite services.
- The Life Opportunities Strategy for adults with a learning disability and/or autism will detail the model for day opportunities that the Council wants to commission. Links to this strategy will be included within the MPS when published.

We want unpaid carers to be able to say:

- "I have the right information and advice to be able to make informed decisions"
- "I have access to appropriate support that suits my needs, including respite care and carers' breaks."
- "I am identified, recognised and valued for the care that I provide."
- "I am respected for the skills, experience and knowledge that I have and am treated as an equal partner in care."
- "That care and support identifies me as a carer and is tailored around my needs as well."



Market Analysis – Voluntary, Community and Social Enterprise Sector (VCSE)

In 2021, the Norfolk & Waveney (N & W) VCSE Assembly was formally established, with the following overarching functions:

- To provide a VCSE engagement forum across N&W, with a focus on health inequalities and prevention, with connection at neighbourhood, place and system levels.
- To provide a mechanism to support collaborative design of services and the capability to respond to emerging needs.
- To increase influence and participation of VCSE organisations and groups in the design and delivery of health and care services within the Integrated Care System.

The Assembly Chair was appointed in May 21 and is working with partners to progress the model and engagement mechanisms. In developing the VCSE Assembly, our Assembly steering group is mindful that one-size does not fit all, therefore has sought to find different ways of engaging and enabling VCSE partners and stakeholders to contribute. Our Assembly Chair is a current member of the Interim Integrated Partnership Board and the VCSE sector will be formally represented on the N&W Integrated Commissioning Board and we are aware there will be a formal VCSE role on our N&W Integrated Care Partnership Board.

Our model for the Assembly continues to develop in line with the developments being made in our ICS, and recognises engagement mechanisms at a system-level (such as the links to our existing thematic VCSE forums, such as Children and Young people, Older people and Mental Health) and is supporting the progress around place and neighbourhood connections.

Challenges

- Lack of a co-ordinated vision for the role of the VCSE in supporting health and care activities.
- Lack of formal processes to make referral to the VCSE simple and timely.
- The need to make best use of the VCSE resources available – formally linking VCSE provision into service/care pathways.
- The need to secure funding to progress the VCSE partnering agenda.
- The difficulties of engaging communities of interest/underserved communities and embedding the community voice into ICS (in full) decision making.
- The failure to address known health inequalities through missed opportunities to target health interventions to those most vulnerable/least engaged with services and support. Increasing the number of people accessing services with avoidable needs.

Supply and Demand

- There are approximately 12,000 formal and informal charitable organisations in Norfolk and Waveney.
- Registered charities report an annual income of £709m.



Key actions

- To better understand what services are currently being delivered and the service pathways that these VCSE services can best support.
- To scope opportunities for the development of micro enterprises to support areas that are sparsely populated.
- To deliver the Connecting Communities programme, ensuring that people can access the right service, in the right place, at the right time.
- To embed the newly commissioned Information, Advice and Advocacy model.

We want people living in Norfolk to say:

- As well as family and friends, I have people who care about me.
- I can get information and advice that is accurate, up to date and provided in a way that I can understand.
- I can get information and advice that helps me think about and plan my life.
- I can live the life I want and do the things that are important to me as independently as possible.
- I am valued for the contribution that I make to my community.

Your Norfolk Advice Network Helpline

Connecting you with information, advice, representation & support from NCAN Members

.....

New triage service
launching 4th April 2022

 0333 996 8333

 helpline@ncan.co.uk

 www.ncan.co.uk

Open 8am to 6pm Mon-Fri.



Market Analysis – Housing

Making sure that people receive the right care and support begins with where they live.

We want people to say:

“I live in a home that is accessible and designed so that I can be as independent as possible.”

“I have a place I can call home, not just a ‘bed’ or somewhere that provides me with care.”

Norfolk County Council has two specialist housing capital programmes:

- £29m Independent Living which began in January 2019, and
- £18m Supported Living which began in April 2021. The two programmes work with a range of partners to facilitate the development of further specialist housing in Norfolk.

By 2028, we want to have facilitated 1,135 units of Independent Living and by 2025, 181 units of supported living.

Working with Registered Social Landlords and care providers, we can actively shape the specialist housing market for Norfolk, making sure people have choice when it comes to deciding where to live.

Our commitment as a Council:

- We will ensure that people feel safe and comfortable in their own home, which is accessible, with appropriate aids, adaptations, technology and medical equipment.
- We know that the place where people live, the people they live with, the support they get, are important to their wellbeing and often interlinked. We will have conversations with people to make sure that we get all aspects right for them as individuals.





Housing

Challenges

- Identifying providers who are keen to develop specialist housing for older people and working age adults in the areas where there is the greatest need.
- Ensuring that there is a clear care commissioning framework for each specialism, which sets out specifications that are attractive to the market.
- Currently there are two models of extra care housing. In the future, all models will be built and commissioned as Independent Living rather than Housing with Care (HWC).

Supply and demand

- There are currently 185 units of supported living for people with a learning disability and/or autism and 145 units for people with mental ill health conditions. A further 181 units of supported living are planned for completion by 2024.
- Norfolk is home to 973 units (this includes rental and sales) of Independent Living Housing with Care (also known as extra care), which continue to provide a housing and care option for older people in the community. A further 1,135 units of Independent Living are planned for completion by 2028.
- Since the Independent Living Programme launched residents have been welcomed into Meadow Walk, a 66 bed apartment scheme (30 affordable and 36 shared ownership).
- A second independent living scheme, Swallowtail Place, Acle will open later in 2022, which will comprise 41 affordable rent and 17 shared ownership apartments.

Messages to the market

- The importance of assistive technology and home adaptations to enable people to remain living in their own home for as long as possible.

For supported living (working age adults)

- There is an urgent need for independent dispersed accommodation and clusters of accommodation (i.e. flats) in the Norwich area.
- There is a priority need for 12 units of clustered housing in Breckland, Kings Lynn and Norwich.
- Over the next three years we will need housing where care will be delivered as floating support in locations which support our enablement schemes in North Walsham, Norwich, Kings Lynn, Attleborough and Great Yarmouth.

For Independent Living we will:

- Work with providers of our existing HWC schemes to continue to develop and evolve the service offer.
- Develop an Independent Living Care Provider Framework in 2022 to give care providers a consistent and clearly communicated offer, which provides opportunities to become providers of care at new IL schemes (subject to development constraints).
- We welcome discussions around new Independent Living in all market towns in Norfolk and we have a priority need in Thetford



Market Area – Victim/survivors of Domestic Abuse



Another area that is of paramount importance is providing support in safe accommodation for victim-survivors (children and adults) of domestic abuse.

We want people to tell us:

“I feel safe and am supported to understand and manage any risks.”

During 2021-22 just over £1m was spent on support provided in safe accommodation which includes 7 refuges and dispersed accommodation across Norfolk.

Status: Ability to meet support in safe accommodation

Current: **LOW**

NCC Ambition 2022/23: **MODERATE**

Status: Quality of support and safe accommodation

Current: **MODERATE**

NCC Ambition 2022/23: **MODERATE**

Status: Ability to meet support needs by all demographics

Current: **LOW**

NCC Ambition 2022/23: **MODERATE**

Status: Data intelligence

Current: **LOW**

NCC Ambition 2022/23: **MODERATE**

Status: Victim-survivor engagement

Current: **LOW**

NCC Ambition 2022/23: **MODERATE**

Norfolk County Council has a duty to provide support to victim-survivors (children and adults) in safe accommodation.

Challenges:

- In Norfolk there are seven refuges (54 beds) for women and their children.
- Some of the refuges are not self-contained and some require updating.
- Support in safe accommodation is commissioned by the Council from specialist providers.
- Not all refuges have specialist services for children.
- Some of the refuges need refurbishing.
- Demand for safe accommodation outstrips supply.



- Robust data is not available on the needs of male victim-survivors and/or those who have protected characteristics.
- Co-production of a framework to better hear the voices of victim-survivors is underway.
- The quality of support is not currently routinely monitored.

Messages to the market:

- Norfolk CC is improving its response to domestic abuse by funding stakeholders to achieve Domestic Abuse Housing Alliance accreditation.
- We will be developing a quality assurance framework for all safe accommodation.
- We will work with partners to increase the amount and flexibility of safe accommodation and by doing so, aim to support all those who need it
- We will commission additional support for children in all refuges and in satellite accommodation.
- We will improve data intelligence in partnership with the Norfolk Office of Data and Analytics.



Market Analysis – Community Services

Challenges

- As at March 2022 in Norfolk, only 76.2% of home care, (Housing with Care, Supported Living and Shared Lives) were rated good and outstanding compared with an East of England average of 88.8%.
- Difficult to recruit staff to work in the home care sector particularly given the current additional challenges of high fuel costs.
- During Covid day services closed and people received their support either virtually or via personal assistants etc. We need to understand the long term impact of covid on demand for day services and the capacity that will be needed now and in the future to deliver what is wanted.
- The current referral process poses a risk to the sustainability of the older adult day services market.

Supply and Demand

- Currently home care services are supporting 3,865 people and delivering 52,779 care hours per week.
- There is a significant shortage of home care capacity needed to meet demand of c9,000 hours a week (as at March 2022). There are capacity gaps across the whole of Norfolk, but the gap is more significant in West and North Norfolk.
- There is a gap in specialist mental health community provision in West Norfolk, Great Yarmouth and coastal North Norfolk.
- Long waiting lists for good quality home care and reablement. Home First is a key Council priority.
- Although some older adult day services have closed there is still sufficient system capacity based upon current referral rates.

Key messages to providers

- We want to enhance collaboration between providers and the health and social care system
- We have a need for additional home care capacity across all of Norfolk.
- We have a priority need for home care in West and coastal North Norfolk.
- Development of a framework for all day services that provides market sustainability and supports the market to develop.
- Implementation of the Life Opportunities Strategy - we want people to have more options about how they spend their days including paid or voluntary employment.
- Co-produced day services strategies are being developed and will be published during 2022-23.
- We will work with providers across the system to develop a home care service model that delivers best value. The role of the VCSE in supporting non-regulated provision should be explored as part of this review along with the potential development of micro enterprises in the more sparsely populated areas of Norfolk.



Market Analysis – Community Services Cont.

Market indicators – key messages:

Quality:

- % of all home care providers rated good or outstanding as at 30 April 2022 was 76.2%
- Variations across the County with 86.4% of home care providers rated good or outstanding in North Norfolk but only 62.5% in East Norfolk.

NCC Ambition for home care:

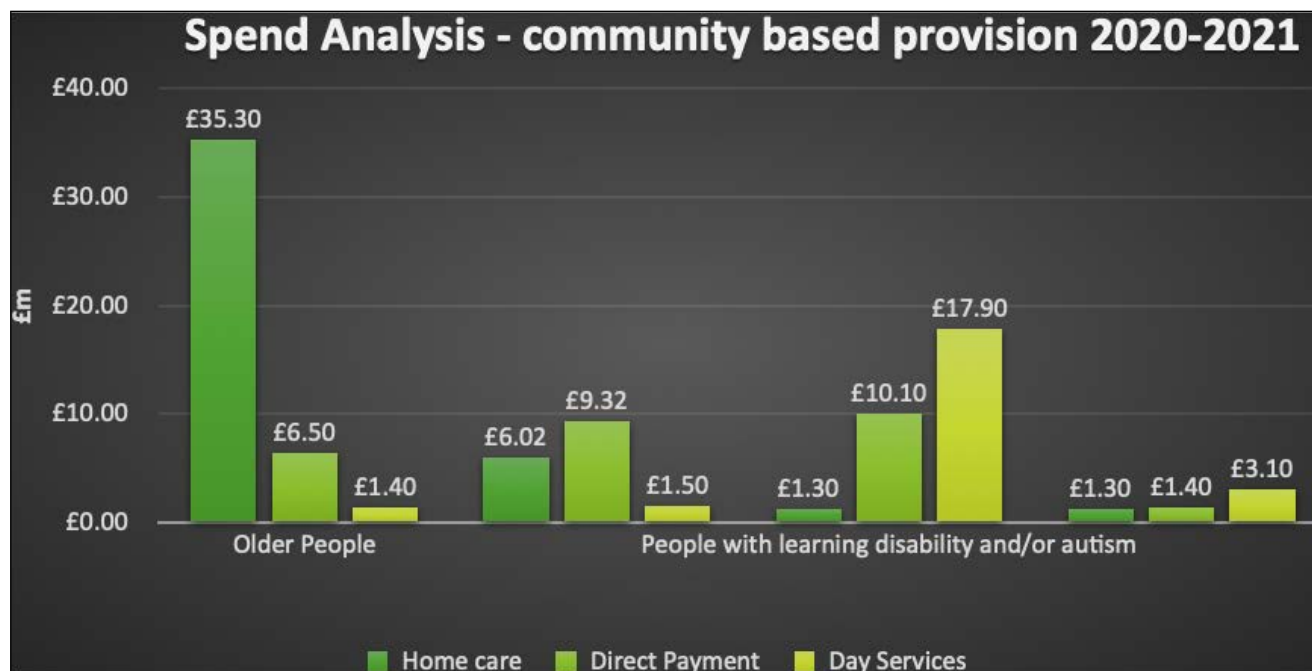
- Norfolk's Home First priority means that more home care capacity will be needed. For older adults, the current supply of home care will need to increase significantly across Norfolk but there is a priority need in North and West Norfolk.
- Home care for adults with disabilities is patchy with some areas relatively well supplied and other areas less so. Although the current demand and supply is rated by commissioners as stable/adequate, an increase in the supply of home care that can meet more complex needs is required for adults with a physical disability and those with mental ill-health is needed.

Day Services:

- More work needs to be undertaken to assess the full impact of Covid on day service demand, particularly older people services, and what will be needed now and over the next few years.
- The demand for day services for people with a learning disability and/or autism is mostly back to pre-pandemic levels
- We want day services for adults with a LD to have a greater focus on employment hence the ambition to reduce capacity within day services.



Market Analysis – Community Services Cont.



	Older People			Adults with a LD and/or autism			Adults with a physical disability			Adults with mental ill health		
	Home Care	Day Services	Direct Payments	Home Care	Day services	Direct Payments	Home Care	Day services	Direct Payments	Home Care	Day services	Direct Payments
Overall Market Quality	👎 Poor			👎 Poor			👎 Poor			👎 Poor		
Market Supply	👇 Low	/ Adequate	/ Adequate	/ adequate	/ adequate	/ adequate	/ Adequate	/ Adequate	👆 Stable	👇 Patchy	/ Adequate	👆 Stable
NCC Demand	👆👆 Very high	👆 Patchy	👆 High	/ stable	/ stable	👆 high	/ Stable	/ Stable	👆 High	/ Stable	/ Stable	👆 High
NCC Ambition	👆👆 Significantly increase supply	? Under development	👆 Increase supply	/ Continue as is	👇 decrease supply	👆 Increase supply	👆 Increase supply	/ Continue as is	👆 Increase supply	👆 Increase supply	/ Continue as is	👆 Increase supply



Market Analysis – Older People Accommodation Based Support

Challenges

- To get a good understanding of the likely impact of the social care reform on this market.
- Recruitment and retention of care staff across all sectors.
- The level of acuity of need continues to rise which will need an agreed approach with health.
- The quality of provision for care homes and care at home remains low – Norfolk ranks lowest of comparator and other East of England LA's.
- Norfolk's hospitals remain under intense pressure.

Supply and demand

- The Older People's dashboard, developed before Covid, identified an oversupply of standard residential accommodation. but an undersupply of enhanced residential and nursing provision. Since Covid there are high vacancy rates across all care home provision. However, we are still struggling to source affordable, enhanced residential care for complex needs and good quality nursing provision.
- Investment in new Independent Living continues, which will further increase the average acuity of need within residential care.

Key messages to providers

- We want to work with Registered Social Landlords and Care Providers to develop 1,135 units of Independent Living by 2028, increasing provision for people with lower care needs, helping them to remain independent for longer.
- We want to develop/enhance specialist provision for people with dementia, including working age dementia.
- Subject to agreement of funding, there will be a formal procurement of planned respite during 2022.
- During 2022 there will be an opportunity for providers to tender for the Housing with Care contracts for the Old Maltings and Saxon House.
- Although we have adequate supply of residential capacity, we have significant gaps in affordable provision for people with complex needs. We want to work with providers to develop the model and the affordable fee rates that would encourage providers into this sector.
- The Council, in co-production, is developing a strategy for nursing homes to help us understand the current market and to develop a clear strategy and action plan that will deliver improvements. This strategy and commissioning action plan will be published during 2022-23.
- Working with the Council to identify ways to deliver a lower carbon sector



Market Analysis – Older People Accommodation Based Support cont.

Market indicators – key messages:

Quality:

- At end April 2022, 63.8% of nursing homes and 69.9% of residential homes in Norfolk were rated good or outstanding.
- looking at quality through a place based lens:
 - Nursing homes - Norwich has the highest number of nursing homes rated good or outstanding (81.8%) and West Norfolk lowest (55.5%).
 - Residential homes – South has the highest number of homes rated good and outstanding (79.2%) and East Norfolk the lowest

Market Supply:

- Pre-Covid modelling of expected demand for accommodation-based support highlighted a need for less standard residential and more enhanced residential and nursing provision.
- The Capacity Tracker shows that occupancy levels are starting to improve as we move out of Covid but they are still lower than pre Covid levels with 82.79% occupancy for nursing beds (411 vacant beds) and 87.01% occupancy for residential provision (793 vacant beds).

Market demand:

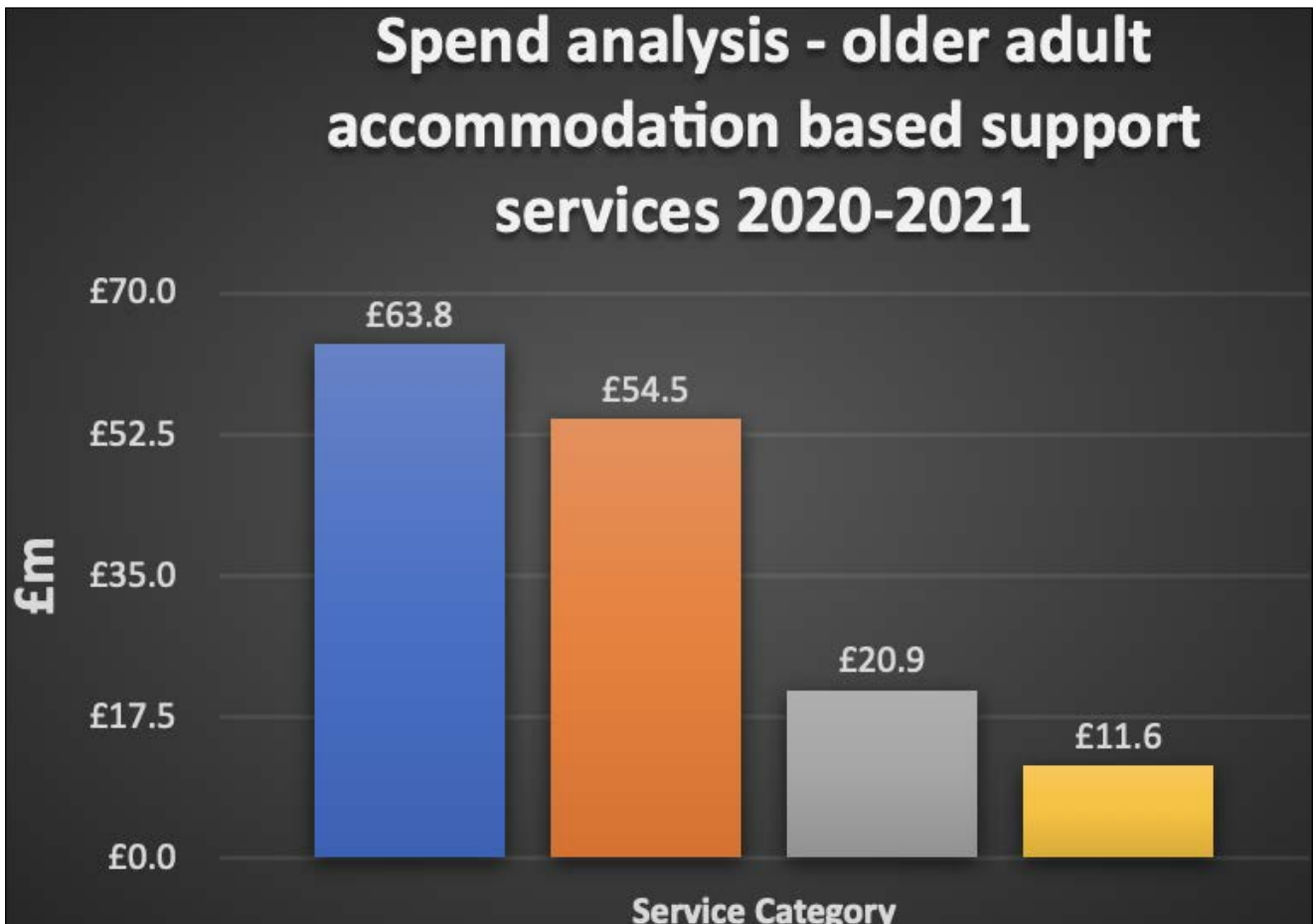
- Although there are significant vacancies in care homes in Norfolk, we are still struggling to find nursing and residential care places for people with more complex dementia and/or mental ill health needs.
- Referrals for standard residential provision appear to now be for people with enhanced physical needs; a review of the current care definitions within the service specification will be undertaken during 2022/23.

NCC Ambition:

- Clients with needs that fit the current service specification definition of standard residential care will be expected to access housing with Care/extra care housing or supported to remain at home with support.
- We want to increase the supply of enhanced residential and nursing provision for clients with the most complex needs/behaviours that challenge.



Market Analysis – Older People Accommodation Based Support cont.



	Residential		Nursing	Independent
	Standard	Enhanced		Living
Overall Market Quality	Poor	Poor	Poor	Good
Market Supply	Adequate	Patchy	Adequate	Low
NCC Demand	Stable	Patchy	Stable	High
NCC Ambition	Decrease supply	Increase supply	Continue as is	Increase supply



Market Analysis

– Adults with physical disabilities

Accommodation Based Support

Challenges:

- Small sector, not much diversification.
- No strategy developed for this sector so no clear vision and commissioning intentions for this sector.
- Few options for people with more complex needs resulting in use of provision at rates above what is affordable.
- Usual prices do not reflect fair cost of care and will need to be reviewed during 2022.

Supply and demand

- Although there is adequate supply of residential provision for people with physical disabilities, we are lacking provision for people with more complex needs at affordable fee rates.

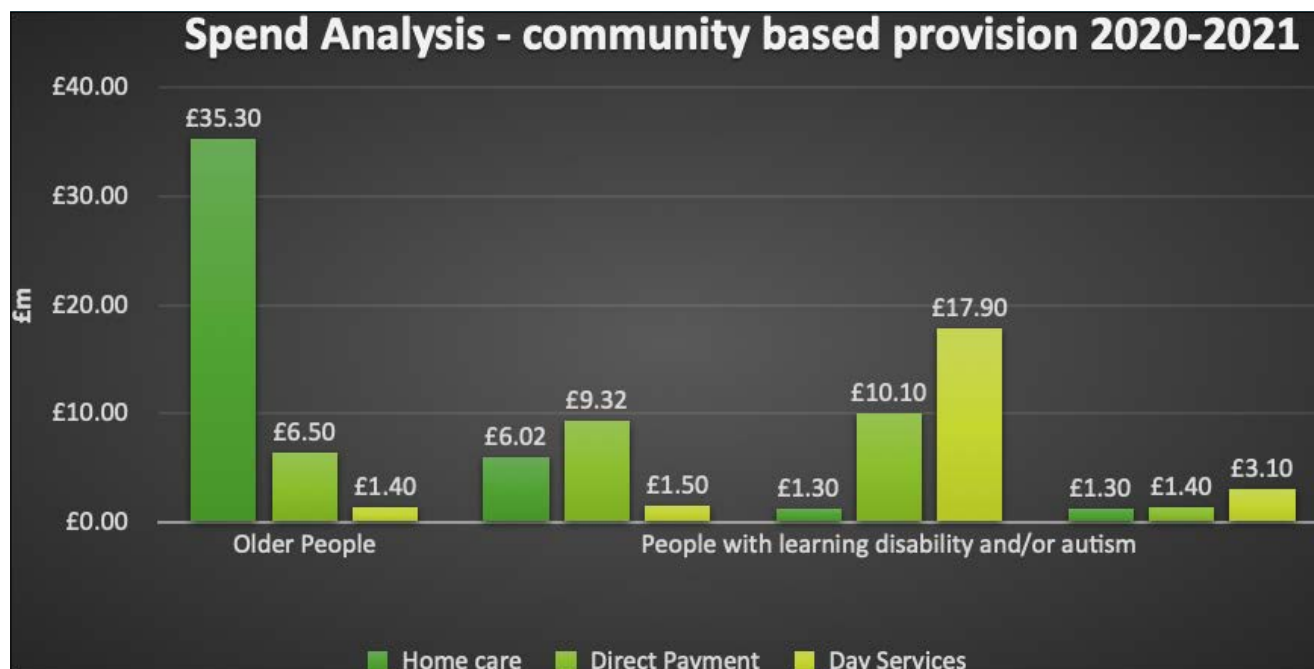
Key messages to providers

- We want to work with providers who are keen to develop capacity to meet the needs of people with more complex needs at more affordable fee rates.
- The Council will work with providers during 2022 to calculate a fair price for the level of needs being supported.
- As part of our Supported Housing Programme, we want to develop specialist housing for people with complex physical disabilities to live in a home of their own with support to stay independent for longer.



Market Analysis

– Adults with physical disabilities



	Residential	Nursing	Independent Living
Overall Market Quality	 Poor	 Poor	 Good
Market Supply	 Adequate	 Adequate	 Patchy
NCC Demand	 Stable	 Stable	 Stable
NCC Ambition	 Decrease supply	 Continue as is	 Increase supply



Market Analysis

– Adults with a learning disability and/or autism

Challenges:

- Although we have a higher dependence on residential care than other comparator LA areas, finding quality placements able to meet more complex needs are scarce.
- High level of provider failures and contract terminations/handbacks in the residential sector – we need to work with providers to co-produce the residential model and review the current banded fee rates.
- More people with learning disabilities are getting conditions associated with ageing such as dementia. There is a lack of provision for working age adults with these needs.
- Access to Independent Living (including HWC and ECH) services for people with learning disabilities and/or autism who are over 55 years of age.

Supply and demand

- Dwindling supply of good quality residential provision.
- Currently there is a high demand for residential and nursing placements for people with complex needs, but our ambition is to increase the supply of supported living as an alternative to residential care for those who are more able.

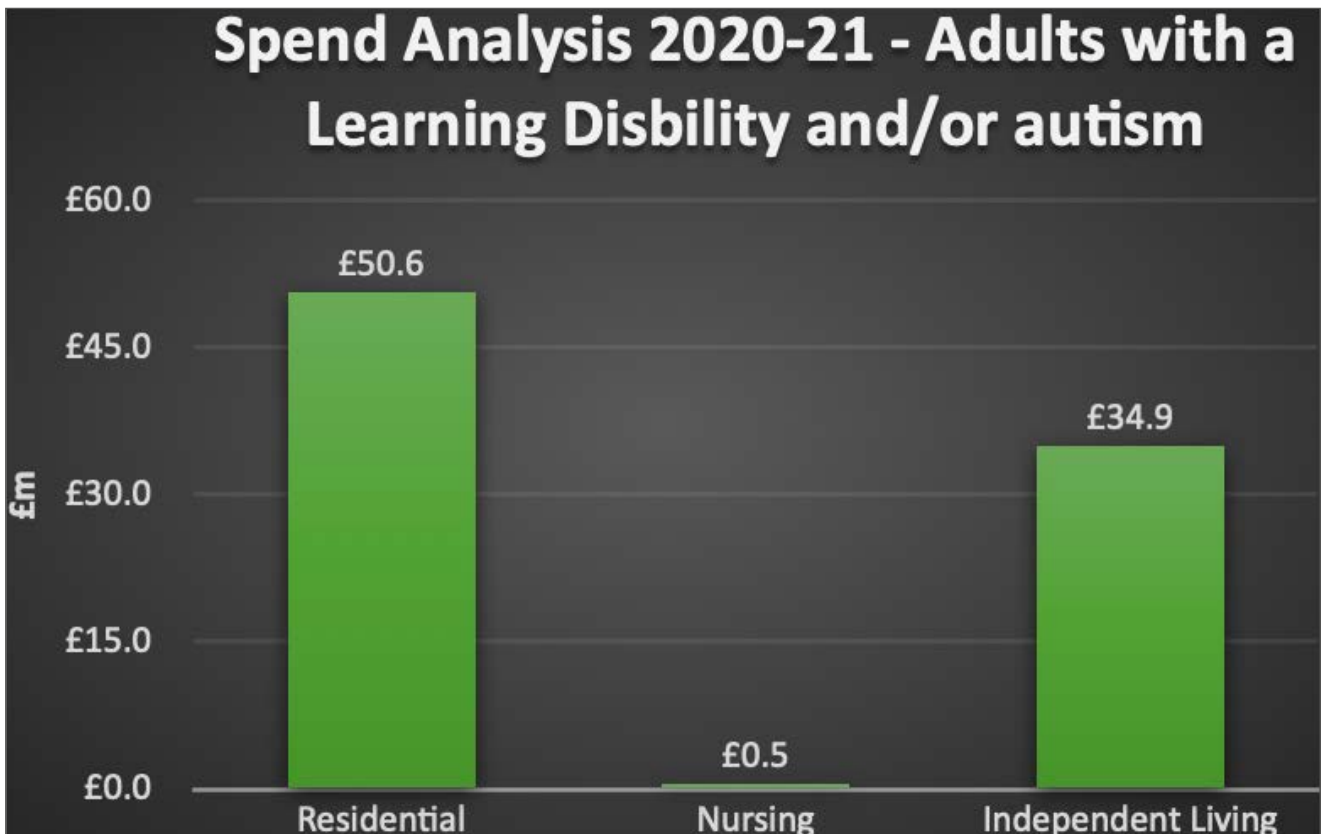
Key messages to providers

- NCC has a target to deliver c136 supported living units by 2024 for people with a learning disability and/or autism. There will be opportunities for providers to tender to deliver care within these schemes.
- The supply of supported living is low, and it is mainly delivered in communal settings with people not having self-contained units. We want to decrease the supply of the communal supported living schemes and work with Registered Social Landlord's (RSL's) and providers to develop more individual apartments.
- To work with providers to co-produce the service models for residential and supported living services and to review the fee rates required to deliver the quality of provision required.
- We want to work with providers who support people within their care to maximise their skills for independence and to move to less intensive provision where this is appropriate to their needs and is safe.



Market Analysis

– Adults with a learning disability and/or autism



	Residential	Nursing	Independent Living
Overall Market Quality	Poor	Adequate	Good
Market Supply	high	low	adequate
NCC Demand	high	high	very high
NCC Ambition	Decrease supply	Continue as is	Increase supply



Market Analysis

– People with Mental Ill-Health Conditions

Challenges:

- High level of contract terminations/handbacks in the residential sector – we need to work with providers to co-produce the residential model and review the current banded fee rates.
- Availability of provision able to meet the complexity of presenting needs particularly in relation to working age dementia.
- The supply of supported living is low and the programme to develop the additional capacity required will take several years to conclude.

Supply and demand

- There is a gap in the provision of specialist mental health home care provision in West Norfolk, Great Yarmouth and rural and coastal North Norfolk, which we want to work with providers to address.
- Demand for mental health provision remains stable but there is continual pressure on delayed transfers of care following in-patient admissions, particularly where those needs are very complex.
- Supported living scheme gaps in West and South Norfolk, Norwich and Great Yarmouth.

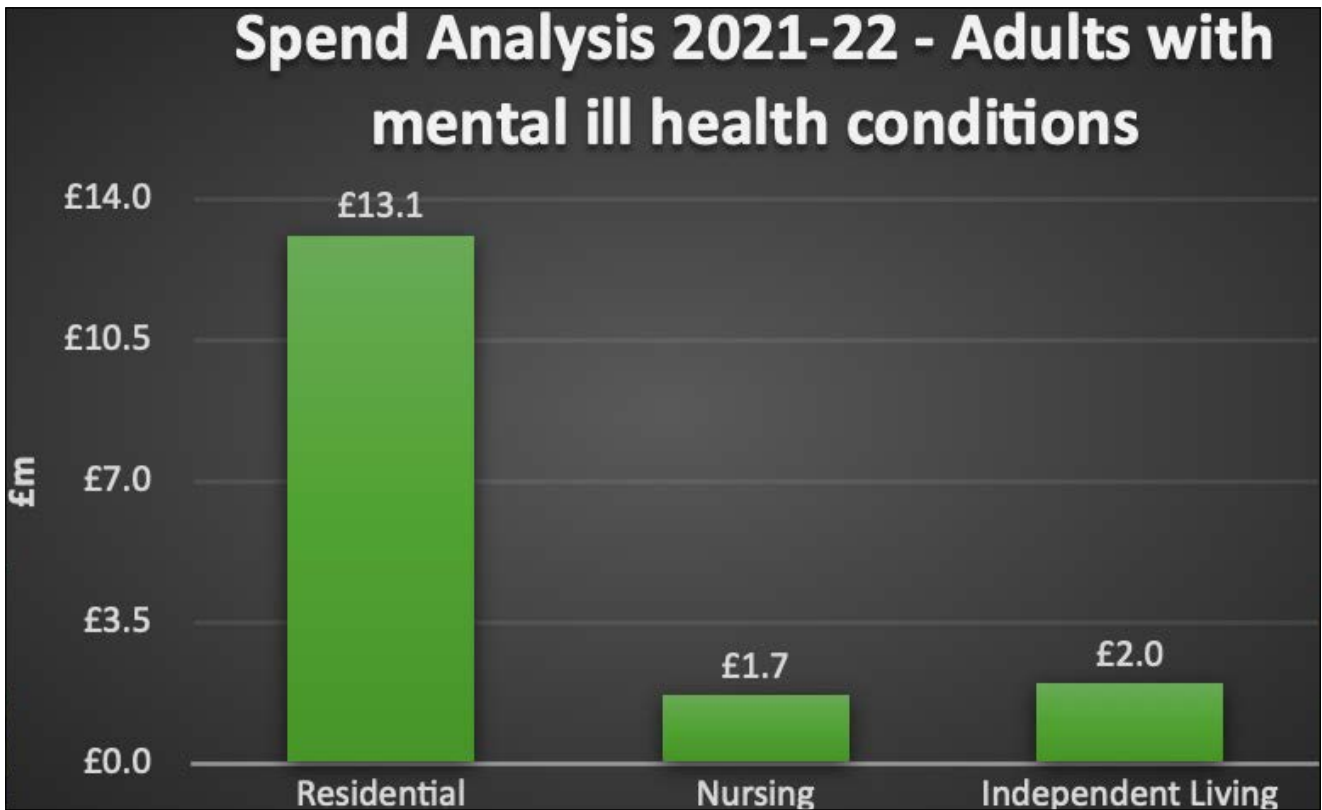
Key messages to providers

- We need around 24 units of supported living including:
 - long term accommodation and support for people with severe and enduring needs,
 - step-up/step-down schemes following crisis
 - dedicated provision for young people with enablement support.
- We need around 20 units of supported housing or other move on accommodation in which visiting support (i.e. key ring schemes) could be provided to enable effective pathways to independence.
- We would like to work with providers and the CCG to address gaps in meeting complex needs and step down provision from in-patient beds.



Market Analysis

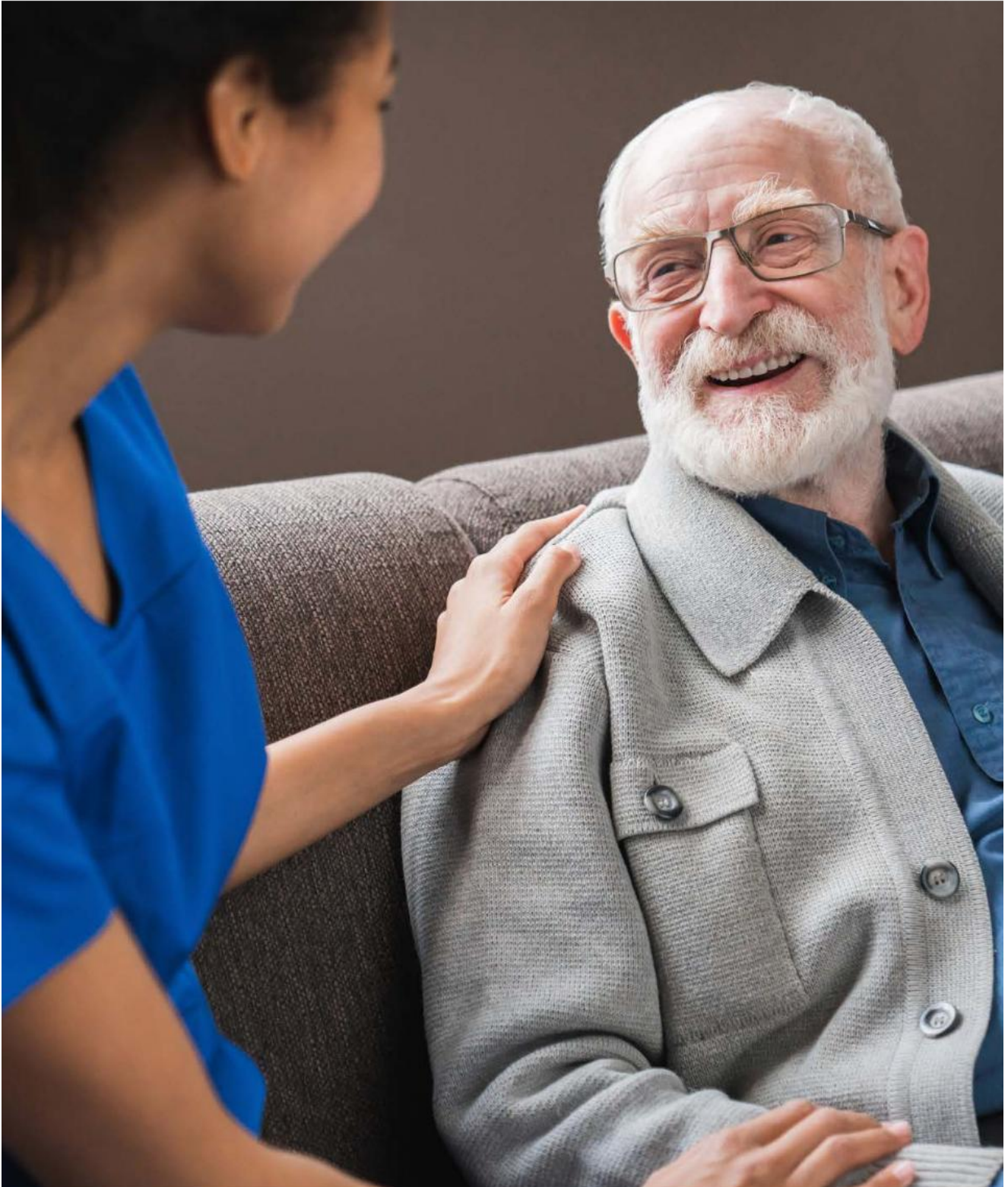
– People with Mental Ill-Health Conditions



	Residential	Nursing	Independent Living
Overall Market Quality	Poor	Poor	Good
Market Supply	Adequate	Adequate	Patchy
NCC Demand	Stable	Stable	Stable
NCC Ambition	Decrease supply	Continue as is	Increase supply



Working Together “Let’s have the conversation”





Open for business

We need...

To ensure that people are able to access the right services, in the right place at the right time.

We will...

- be available for providers to have the conversations to gain a shared understanding of how best to commission and deliver the type and quality of provision that is required.
- provide access to information that helps providers to understand how demand is changing and what is needed to meet current and expected future needs.
- work in partnership with providers and health partners to review current service models and resourcing to ensure that providers are able to deliver what is required and to be appropriately supported to deliver safe, high-quality care.

Providers/Developers will ...

- work with us to re-design service models and pathways that optimise the use of our scarce system resources
- ensure that they use technology in ways that will provide an alternative to direct care where this is assessed as appropriate and safe for the individual i.e. sensors, video calls etc.



We need...

To have conversations with providers interested in doing business in Norfolk.

We will...

- keep our market position statement current so that providers can identify what services are required and where.
- through our market position statement, provide advanced notice of upcoming tenders which will be advertised via contract finder.
- be available for providers to have discussions about plans for service developments.
- Look at ways where we can support smaller/micro enterprise initiatives with business planning to ensure that they are able to compete for business and able to be viable.

Providers/Developers will ...

- develop plans for new services in Norfolk in discussion with commissioners.



We need...

More providers with accommodation that is fit for the future.

We will...

- Explore financial opportunities, including loans, to support providers to adapt their facilities to support delivery of services and to meet national accommodation standards, both now and for the future.
- provide more clarity to the market of what we need and where we need it to help providers plan.
- through our digital information hub, we will provide information about current and emerging digital technology, identify funding opportunities and support skills development.

Providers/Developers will ...

- deliver services out of accommodation that is designed to best meet the needs of clients being supported.
- ensure that they are technology ready and fit for the future.



We need...

We need more providers delivering affordable, high-quality services that meet the higher-level acuity of needs presenting.

Particular areas of priority:

- Complex dementia presentations, particularly working age specialist provision.
- Working age complex physical disability provision.
- Learning disability, autism and mental health supported living services.
- More specialist home care enabling people with complex needs to remain living in their family home.
- A greater focus on assistive technologies and equipment to enable people to be supported safely with the least intensive provision appropriate to meeting their assessed needs.

We will...

- ensure that the person requiring support and their family/carers is central to all of our planning. We will ensure that people with lived experience are key partners in developing our strategies and new models for delivery.
- offer health and social care in-reach support and training to ensure that staff have the required competencies and confidence to support people with the most complex needs, in the best way and deliver improved outcomes for the people receiving support.
- ensure that providers receive timely support when placements are at risk of breaking down.
- offer a fair fee rate for meeting the complexity of need presenting.
- work with providers to review evidence-based models.

Providers/Developers will ...

- Work with the Council, CCG and NHS Trusts to develop service models that deliver safe, high-quality provision.
- Help us to think differently about how services can be delivered and what are the best technological solutions to deliver efficient and effective care and support.
- Maintain a minimum of a "good" CQC rating.
- Ensure that their staff access specialist training to give them the skills, confidence, and competencies to support individuals with complex needs.
- Work in partnership with health and adult social care to best meet the needs of those individuals with the most complex needs.



We need...

Passionate, well trained, supported staff keen to progress their career in social care.

We will...

- Work with providers to review the training and support currently available to ensure that this will deliver a workforce with the right skills and competencies to best meet the needs of people requiring support.
- Ensure that our fee rates include sufficient resources to enable staff to access the training and development that they need.
- Review the outcome of the NorCA Local Care Worker Pay Framework if adopted by the sector.

Providers/Developers will ...

- Be committed to develop their workforce to deliver the right quality of care.
- Invest in their workforce to support staff to continue to work in the sector, helping them to progress their career in social care.
- Review the opportunities for nurse associates to support a higher acuity of need and to work with the NHS to secure the clinical supervision required.
- Ensure staff reach a minimum level of digital skills required to use their time most efficiently, maximising client facing activities.



Quality Improvement Support

The Integrated Quality Service's **Improvement & Escalation Policy** will be published in early summer 2022. This sets out the role of audits and interventions deployed by IQS to promote quality improvement in the care market.

Provider Assurance Market Management Solution (PAMMS) audits broadly replicate a CQC inspection, provide a detailed draft report to providers outlining areas for improvement and awarding an overall rating when published. Areas of non-compliance are addressed by provider Action Plans, which IQS monitor via desktop and follow up threshold crossing visits. Quality Monitoring Visits (QMV) threshold crossing visits used either to follow up compliance with areas identified for improvement at PAMMS/CQC inspections, or to make focussed enquiries into urgently arising matters, Safeguarding concerns or complaints.

Integrated Working - Quality Improvement Nurses (CCG staff) complement our Quality Monitoring Officers (NCC staff) in forming a single, joined-up IQS, drawing on the health and social care skillsets and specialisms of each. In addition to their support to our audit activity, Quality Improvement Nurses are engaged in development and commissioning of responsive training and project activity dedicated to care providers. Examples of this are the roll out of ISTUMBLE (falls prevention and management system), ReSPECT (End of Life DNACPR successor scheme) and Hydration and Dementia Champion initiatives. Clinical aspects of Enhanced Health and Wellbeing in Care Homes are also actively promoted and/or delivered by IQS team members.

Subject Matter Leads – all IQS team members adopt an area/s of specialism to act as subject matter leads ensuring the team has contemporary knowledge of best practice, enhancing the quality of support to the care market. Our Subject Matter Leads have specialism in areas such as: Dementia, Health & Safety, Medicines, Learning Disability & Autism, MCA, Infection Control (not an exhaustive list).

Bespoke training and guidance – in response to trends in compliance shortfalls, IQS works with partners to produce training and guidance to support the care market. Recent examples include Fire Safety for Home Care providers (in collaboration with Norfolk Fire and Rescue Service), Medication Safeguarding Guidance (in collaboration with Norfolk Safeguarding Adults Board), MCA training for providers (with Safeguarding)

Support to Procurement and Commissioning – IQS has an integral gatekeeping role in assessing and advising on the quality of tenders, escalating serious or serial non-compliance and/or breaches of contract and taking action in line with the Improvement & Escalation Policy.

Working with external partners – key links with external partners include Norfolk Care Association (NoRCA), Norfolk & Suffolk Care Association, Healthwatch Norfolk and the Care Quality Commission. Routine engagement and activity of mutual interest to care providers commissions and delivers training, identifies projects



User Voice – work to engage, develop and draw upon Experts-by-Experience as a feature of IQS audit activity has resumed after the pandemic.

Expansion of remit – in 2022/23 Day Opportunities and Domestic Abuse settings have been introduced into the portfolio of IQS remit. Quality Monitoring and Improvement interventions promote adherence to contractual duties from a quality perspective.



Training and Development

Challenges

- Across all staff groups only 36% of workers within the social care sector hold a relevant qualification. The average for the East of England is 43%
- The recruitment and retention difficulties currently being experienced within the sector has made it difficult for employees to be released for training
- The high turnover rate of staff impacts on staff accessing the training that is required. Norfolk has a higher-than-average percentage of staff moving within the sector.

The government in April 2022 announced £500m to train and retain talent in the health and social care workforce and to attract new staff as part of the Health and Social Care Levy. In Norfolk, we have already been working together to address the challenges in our region.

Support for providers and staff working in the sector

Developing Skills in Health and Care offers fully funded training and mentoring to people in the health and social care workforce living in Norfolk and Suffolk. This training is funded by Norfolk and Suffolk County Councils and delivery partners and is match-funded by the European Social Fund.

Developing Skills:

- Offers fully funded courses from Functional Skills, to Level 2 courses in Dementia, Autism, Learning disabilities and Mental Health through to a Level 4 Aspiring Manager programme.
- Works with Norfolk and Suffolk Care Support and Care Development East to ensure that training and courses on offer are relevant and useful for the sector
- Has a team of career progression mentors to support learners through their learning and development journey
- Provides flexible delivery models, bite-size learning and expert tutors to best suit learner needs.

We want learners who complete courses and mentoring with DSHSC to be able to say:

- I found the training and mentoring relevant to me and my role
- I developed skills and knowledge for my role
- I am more confident in my role
- I am interested in taking up further training
- I have progressed in my role and/or I am interested in exploring progression opportunities

We want employers referring employees to DSHSC to be able to say:

- The training and mentoring offered is relevant and useful to my workforce and the people we support
- The quality of care and support we provide has improved
- Retention within my workforce has improved
- The confidence and skills of my workforce has improved
- We actively promote learning opportunities for our workforce.



Enhanced Health and Wellbeing in Care

The EHCH (Enhanced Health in Care Homes) framework has been in place for over three years and is a national model. It enables joined up social, primary, community, and secondary care and provides an opportunity to implement a shared strategic and operational approach. There is a national commitment to increase support to care homes through EHCH and an expectation that all elements of the framework will be implemented by Sustainability and Transformation Plan (STP) footprints.

EHCH is also one of the elements of The High Impact Change Model, a mandatory requirement of the Better Care Fund and is, therefore, a shared priority across health and care.

One of the aims of this service is to develop a longer-term strategy for wrap-around care in residential settings and, in time, with home care providers. To have a focus on the increased demand for enhanced level care and the associated health and wellbeing needs within care homes and care at home leading to the development of the market to support more complex care.

Implementations as part of the framework include the Network Contract Directed Enhanced Service (DES) to enable greater provision of proactive, personalised and more integrated health and social care. This includes a requirement for every care home to have a named clinical lead and a weekly home round or check in with those residents prioritised for review by a multi-disciplinary team.

A number of projects are currently underway, which include diabetic care (rolling out online training to all care homes in the West of the county), signs of sepsis and deterioration training to care home staff, oral health mobile dentistry and a champions network. The distribution of NHS emails to care homes for the secure transfer of data and work in the digital area is also part of the framework. As part of the priority work on falls, the IStumble project has been rolled out across the Norfolk and Waveney CCG area.

Education and training is a cross cutting theme of the programme with the training and upskilling of care staff at its core.



Integrated Community Equipment Service (ICES)

Community Equipment supports Service-Users to remain independent, reducing unnecessary admissions to, and length of stay in, hospital. It also aims to avoid unnecessary admissions to temporary and permanent residential care. Prescribers of equipment have a statutory responsibility to consider how equipment can delay an adult's needs from progressing as part of the early intervention and prevention approach.

Access to the service is usually following an assessment by a designated 'Prescriber' who specifies the equipment needed to the Provider. However in the future, Commissioners will extend the service to support people who wish to arrange their own equipment.

In 2020, Norfolk & Waveney's population was 1,032,661 (914,039 Norfolk, 118,622 Waveney) and has a relatively older age profile, with 24% of the population aged 65 and over. In 2019/20, ICES supported over 35,000 Service-Users, working with 2,000 active Prescribers delivering interventions resulting in 342,000 pieces of equipment being issued.

ICES within Norfolk & Waveney is a partnership between the Provider (currently Nottingham Rehabilitation Services – NRS), Suffolk County Council, Norfolk County Council and the Clinical Commissioning Group. The partnership seeks to deliver a robust approach to contract management but also to continuously improve services both to ensure quality of care but also support those providing care by maximizing the way in which equipment can provide support.

Digital

Challenges

- Digital knowledge of proprietors
- Digital skills provision within their staff group
- Knowing the best technology for use in their sectors and managing to secure the best outcomes from its use
- Making the most effective use of the digital infrastructure in Norfolk.

Support available to the sector

During 2022/23 the Council will be:

- expanding the current digital information hub to cover current and emerging types of technology, identifying funding opportunities and supporting skills development support.
- exploring further technical options to enable integrated care records and improved system communication.
- scoping opportunities to provide IT support to small and micro enterprise care providers, which enable them to access IT expertise that does not currently sit within their organisation.
- scoping the opportunities for use of the e-care record function within System 1 and if this appears to be a good option, we will look for providers willing to pilot this and share learning and benefits achieved.
- Scoping opportunities to use our capital funding to purchase an e-care record system, which the Council would host, maintain and run. Providers could then purchase licences from the council to use this system.





Assistive Technology

Assistive Technology (AT), is a key element of the Council's Promoting Independence programme which includes the Connecting Communities project and the social work model Living Well, incorporating the '3 Conversations'.

Increasing the use of technology, including assistive technology (AT), is seen as a key enabler of this approach.

The vision is that:

- AT plays a major role in supporting people to live independently for as long as possible, and in helping carers to continue caring for as long as they are able and willing to do so.
- AT will be widely accessible, easy to use, and available for people when it can make most difference to maintaining independence
- Our own staff are champions for AT and use it widely to mitigate the need for and support formal care services
- Providers embrace technology to help people stay independent in all types of settings.

We want to work with providers to identify the opportunities for AT to support:

- single handed care approaches.
- people to be more independent in meeting their needs ie. tasks that could be supported by AT in place of formal care staff intervention.
- delivery of care in the most efficient and effective way.





Integrated Care System (ICS)

Integrated Care Systems are developing across England and are set to become statutory bodies in July 2022 with the purpose of improving population health and care, tackling unequal outcomes, enhancing productivity and value for money and, supporting social and economic developments. Norfolk and Waveney is one of 4 ICS's within the Eastern Region and has agreed three key goals:

- 1.** To make sure people can live as healthy a life as possible.
- 2.** To make sure people only have to tell their story once.
- 3.** To make Norfolk and Waveney the best place to work in health and care.

The ICS brings together providers and commissioners of NHS services with local authorities and other partners. It will have two named bodies.

- 1.** Integrated Care Board (ICB) will lead integration within and across the NHS to deliver healthcare, for example, taking on health commissioning functions. The CCG will be known as the ICB from July 1st 2022 and will work with other health partners as one single body organising health services in Norfolk and Waveney.
- 2.** Integrated Care Partnership (ICP) will lead integration between the NHS, local government and wider partners to enable partnerships that serve and improve local community's health and care.

The ICB and ICP will operate on an equal footing and it has been agreed that the Health and Wellbeing Board will develop to become the ICP.

The Integrated Care System promotes partnership working and the principle of subsidiarity (decisions being made as close as possible to the people they will affect). To support this principle, seven Health and Wellbeing Partnerships (using City, District and Borough Council footprints) are being established across Norfolk to progress work on the wider determinants of health. These partnerships will bring together colleagues from local authorities, health services, wider voluntary, community and social partners, that have an impact on people's health and wellbeing.

Five Place Boards will be set up (using existing health geographical boundaries) and will focus on effective operational delivery improving people's care.

Norfolk County Council is committed to being an active partner within the ICS. As detailed within this market position statement, Adult Social Care is giving consideration to further place based commissioning as part of the development of service strategies and the re-design of current service models.



Our Commitment to providers

- We will regularly update our market position statement and we welcome your suggestions and comments to help inform this.
- Through NorCA we will highlight any changes to the Market Position Statement, especially those relating to market opportunities and the support offered to providers.
- We are keen to explore new ideas with you about how we can stimulate the market.
- We want to work with you to look at opportunities for more innovative approaches to meet needs in a more timely, more effective way that helps deliver improved value for every £1 spent.
- We will hold regular forums with providers to share information and exchange knowledge and ideas.

Next steps:

- We will update the financial information included within this MPS in the Autumn to reflect the 2021-22 financial year.
- As part of the Integrated Care System we will start to include information at Place level in future revisions of the MPS. This is something that providers have said that they want to inform their business planning

Norfolk Needs You

You are the experts in your fields, you will almost certainly have ideas about how we could all do things differently that would deliver improved outcomes - not just for clients but also for the health and social care system.

If you would like to discuss how we can work with you as an existing or new care provider please get in touch.



Acknowledgements

We would like to thank Southend Council for giving us permission to copy the format of their MPS.



Norfolk County Council

Cabinet

Item No: 13

Report Title: Norfolk Fire and Rescue Service - Significant Incident Review Policy

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Tom McCabe, Executive Director of Community and Environmental Services

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 13 May 2022

Introduction from Cabinet Member

Norfolk Fire and Rescue Service (NFRS) is committed to be at the heart of protecting the communities of Norfolk and aims to make them safer by reducing the number of emergency incidents through continuous improvement to our Prevention, Protection and Response activities. It is vitally important to undertake a review following all fire related incidents involving fatalities and significant injuries as the review process will identify causation and develop learning outcomes to drive improvements in preventative strategies, initiatives and inform better partnership working.

Both the service and our communities are deeply saddened and affected by such tragic incidents. We are well aware that they often result in fatalities or life threatening or life changing injuries. We continue to work hard through our prevention and protection work to try to stop incidents happening in the first place. Where this isn't possible, we will ensure that we do all that we can to understand and learn to inform future county wide prevention activity by NFRS, Norfolk County Council and our key partners to make Norfolk a safer place to live, work and visit.

The service already carries out work to review significant incidents, including with multi-agency partners. Compiling all of this activity into a single policy enables greater transparency. In addition, the proposed policy sets out a more robust and

enhanced approach to multi-agency input for reviews, giving agencies collectively the best possible opportunity to learn from these very sad incidents.

The policy outlines the actions that NFRS will take following incidents. A Significant Fire Incident Review (SFIR) will be completed for every fire fatality and serious injury from fire, detailing actions and or recommendations which aim to reduce future fire deaths. The review includes detailing the follow up action and collaborative engagement with relevant partner agencies to educate, reassure and reduce the risk to the effected community. This includes capturing appropriate learning that can be shared at a regional or national level.

Any learning or recommendations that are linked to operational activity will be shared with NFRS's Operational Audit and Assurance function, for wider dissemination.

Recommendation:

- 1. To approve the NFRS Significant Incident Review Policy set out in Appendix A.**
- 2. To delegate authority to the Chief Fire Officer to approve minor and consequential changes to the policy to reflect operational experience and learning.**

1. Background and Purpose

- 1.1 The purpose of the Policy is to detail NFRS's actions following incidents resulting in a fatality or fire related life threatening or life changing injuries. It details the follow up action and collaborative engagement with relevant partner agencies to educate, reassure and reduce the risks from fire to the communities of Norfolk. This includes capturing appropriate learning that can be shared at a regional or national level, and to inform future county wide prevention activity by NFRS, NCC and our partners to make Norfolk a safer place to live, work and visit.
- 1.2 A Significant Fire Incident Review (SFIR) will be completed for every fire fatality and serious injury from fire, detailing actions and or recommendations which aim to reduce future fire deaths and serious injury.

2. Proposal

- 2.1. This Policy has been written to reflect NFRS commitment to learning and improvement from all significant incident or fatal fires.
- 2.2 This policy ensures that the review of a Significant Fire Incident is:
 - proportionate and appropriate

- consistent in approach
- collaborative – all affected agencies and stakeholders understand what is expected of them, and what they should expect from the review panel
- consistent with the Equality Act 2010 and the Council's Equalities Policies.

2.3 The process embedded within the policy will be continuously reviewed based on our operational experience and learning. Some minor enhancements and improvements may be identified as part of this. It is proposed that authority is delegated to the Chief Fire Officer to make minor and consequential changes to the document to reflect these, as they arise.

3. Impact of the Proposal

3.1 The proposed Policy will:

- set out clearly NFRS's intent to always host joint agency reviews to learn lessons following significant incident or fatal fires.
- make the people of Norfolk safer by enabling a collaborative approach to prevention measures that reduce the number of similar incidents from happening again.
- embed a consistent review process that informs the evaluation of prevention activity to determine levels of success.

4. Evidence and Reasons for Decision

4.1 The Significant Incident Review Policy provides a framework that ensures NFRS works collaboratively with its partners and other stakeholders in an equitable, practical, and consistent manner when undertaking reviews into fire fatalities and significant injuries.

4.2 NFRS is committed to be at the heart of protecting the communities of Norfolk and aims to make them safer by reducing the number of emergency incidents through continuous improvement to our Prevention, Protection and Response activities.

5. Alternative Options

5.1 Amend the policy. However, this is not suggested as the policy has been developed with input from relevant bodies, including technical input from qualified Fire and Rescue staff.

- 5.2 Not approve the policy. However, this is not suggested as the benefits of the enhanced approach to multi-agency reviews would not be delivered.

6. Financial Implications

- 6.1 The implementation of the policy can be delivered within existing budgets.

7. Resource Implications

7.1 Staff:

- 7.1 The review process will require staffing resource to implement from NFRS and all other key stakeholders involved in the process, and this is usual process and so will draw from existing staff who would already be involved in reviews of this type.

- 7.2 **Property:** N/A

- 7.3 **IT:** N/A

8. Other Implications

- 8.1 **Legal Implications:** No direct legal implications identified.

- 8.2 **Human Rights Implications:** There are no direct Human Rights implications to consider as part of this report

8.3 Equality Impact Assessment (EqIA) (this must be included):

An EqIA has been completed and is included at appendix B. In summary, the findings from the assessment are:-

- This Policy is likely to have no detrimental impact on people with protected characteristics because it will be applied to all incidents resulting in a fatality or fire related life-threatening or life-changing injury, regardless of whether the victim(s) have one or more protected characteristics.
- The policy has been developed to take account of factors which NFRS understand may disproportionately impact on people with protected characteristics. This will enable NFRS and its partners to collaboratively determine the best course of action.
- The policy identifies where a multi-agency response is required, taking account of the circumstances surrounding the incident and the victim(s), to ensure that communities and individuals are safeguarded immediately and in the longer term.

- The policy also identifies what support will be made available to victims, their families, communities, and networks and how findings of any SFIR will be communicated.
- Communications with victims, their families, communities, and networks will need to take account of barriers they may experience with respect accessing and understanding information and therefore NFRS Officers may need to utilise interpreting or other communications support (including support from partners) to ensure that information is accessible and understood when this is shared.

8.4 Data Protection Impact Assessments (DPIA): No impacts identified from the proposal, data sharing will only be with agreed partners where data sharing protocols exist.

8.5 Health and Safety implications: No impacts identified from the proposal.

8.6 Sustainability implications (where appropriate): There are no direct sustainability implications to consider as part of this report.

9. Risk Implications

9.1 This Policy provides a clear framework and mitigates the risk of:

9.1.1 Not having a policy or procedure in place that identifies organisational preparedness for fatal or significant incidents

9.2.2 Loss of community confidence and damage to NFRS reputation.

9.2.3 Inaccurate information being released into the public domain, which can be confusing for communities and upsetting for families and victims

9.2.4 Inadequate information gathering resulting in lessons not being learned

9.2.5 Inadequate follow up activity resulting in issues not being resolved

9.2.6 Failure to keep adequate records to inform a meaningful review

9.2.7 Breach of GDPR through inappropriate sharing of sensitive personal information to individuals who have died or been injured

10. Select Committee Comments

N/A

11. Recommendation

1. To approve the NFRS Significant Incident Review Policy set out in Appendix A.
2. To delegate authority to the Chief Fire Officer to approve minor and consequential changes to the policy to reflect operational experience and learning.

12. Background Papers

N/A

Officer Contact:

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If you have any questions about matters contained within 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 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix A – SIR Policy

Prevention / Protection Procedure



Managers must ensure that the content of this Prevention / Protection Procedure is brought to the attention of all personnel in their Department, Station or Watch.

Significant Incident Review			
File reference:	PPPr-	First issue date:	June 2022
Author:	Anthony White	Last review date:	-
Department:	Head of Prevention	Next review date:	
		Version No:	DRAFT
EqIA further analysis required:	Yes	Date of last EqIA review:	

Latest version approved by:		
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4	Contribution to wider reviews	10
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Appendix A – SIR Policy

1. Document Version Control

Document Title Significant Incident Review				
Version	Date	Author / Reviewer	Document Status	Changes
1	2022	Anthony White / Terry Pinto	New	
2				
2				
3				
4				

2. Introduction

Norfolk Fire and Rescue Service (NFRS) is committed to be at the heart of protecting the communities of Norfolk and aims to make them safer by reducing the number of emergency incidents through continuous improvement to our Prevention, Protection and Response activities. The review of incident fatalities and significant fire injuries will enable NFRS to better understand causation and develop learning outcomes to drive appropriate preventative strategies, initiatives and inform partnership working.

This Policy outlines the actions that NFRS will take following incidents resulting in a fatality or fire related life threatening or life changing injuries. It details the follow up action and collaborative engagement with relevant partner agencies to educate, reassure and reduce the risk to the effected community. This includes capturing appropriate learning that can be shared at a regional or national level, and to inform future county wide prevention activity by NFRS and our partners to make Norfolk a safer place to live, work and visit.

A Significant Fire Incident Review (SFIR) will be completed for every fire fatality and serious injury from fire, detailing actions and or recommendations which aim to reduce future fire deaths.

Any learning or recommendations that are linked to operational activity through the SFIR will be shared with NFRS's Operational Audit and Assurance function, for assessment and discussion within the formal debrief process.

All other incidents may be subject to a formal debrief detailed within the Organisational Assurance Governance document. (*Link to Organisational assurance governance document*).

Appendix A – SIR Policy

3. Significant Fire Incident Process

The trigger event for a Significant Fire Incident Review will be either a significant fire injury or fatal fire incident:

- A **Significant Fire Injury** is defined as an incident where a casualty has received treatment for burns or other injuries from a medical professional that are potentially life threatening or life changing, and will usually, but not always, result in transportation to hospital.
- A **Fatal Fire Incident** is defined as an incident where a casualty has died from injuries directly related to the incident type.

3.1 Responsibilities

Incident Commander

- Initiate information gathering at the scene
- Inform Control via the STOP message of the incident outcome using one of the two statements below:
 - “Significant Fire Incident”
 - “Fatal Fire Incident”
- Request Fire Investigation
- Carry out a Quick Strike Level 1 (QSL1) immediately post incident, or if not appropriate, arrange for this to be done the following day.
- On completion QSL1, inform Control “Quick Strike Level 1 complete” & log activity on form FSF41 and send to District Business Support
- Inform district Community Safety Manager

NFRS Control

- On receipt of either or both above statements, Control to notify the Duty Level 3 Officer.
- Email details to the Prevention Management Team and FireOpsAssure@norfolk.gov.uk to instigate departmental work.

Duty Level 3 Officer

- Notify the Duty Level 4.
- Consider any immediate communications and media interactions and inform the Corporate Communications Team duty officer.
- Inform the Head of Prevention and Protection, or the Prevention Management Team as soon as reasonably practicable. This can be directly or delegated to an appropriate responsible person e.g., a Fire Investigation Officer.

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- Consider Welfare of crews on scene

Duty Level 4 Officer

- Inform duty PO who, in turn, will notify Head of Paid Service, Portfolio Holder for Fire and Local County Councillor

District Managers

- Ensure district prevention and operational staff complete a QSL2/3 event using the Community Risk Profile, other data sources and local intelligence to determine the target area.
- Ensure staff record activity using form FSF41 for entry onto CFRMIS

Prevention Team

- Gather information.
- Contact relevant staff from other agencies to gather necessary detail.
- Determine whether casualty is known to the service or other agency.
- Contact Norfolk Safeguarding Adults Board or Norfolk Safeguarding Children Partnership to determine need for Safeguarding referral.
- Ensure the incident is entered onto the Significant Incident Review log.
- Lead the Quick Strike Level 2 or 3 (QSL2/3) and create a summary of the activity.
- Prevention Lead to initiate a SFIR if appropriate.

Operational Assurance Team

- Log decision to progress to a SFIR in the Significant Incident Review log.
- Coordinate the Prevention, Protection, Response functions and Fire Intelligence Unit to share information.
- Create Significant Incident Review debrief presentation.

3.2 Significant Fire Incident Review (SFIR)

If the threshold for a SFIR has been met, the Prevention Management team will:

- Start a case file and update the Significant Incident Review log.
- Consider communications strategy with Corporate Communications Team duty officer.
- Identify any immediate prevention action necessary following the event.
- Prevention Lead to chair internal SFIR, producing a report and considering escalation to a multi-agency SFIRP

Appendix A – SIR Policy

This review will take information from a variety of sources and may include:

- Incident Commander
- NFRS Control
- Fire Intelligence Unit
- Fire Investigation Officer
- Vision Boss
- CFRMIS
- District Station Managers
- District Group Manager
- Prevention & Protection Managers
- Communications Officer
- Police representative
- Ambulance representative
- Local Authority representative
- Adult/Children social care
- Health Care professionals
- Safeguarding teams

The Chair will produce a report outlining actions and recommendations which aim to reduce future fire deaths or injuries. This report will be submitted to the Senior Leadership Team for consideration, and if convened, will be used to present our findings at multi-agency Significant Fire Incident Review Panel.

Where recommendations require significant service wide change, they will be placed into the Organisational Learning and Change Group for decision and action. Any organisational change will be captured on the Continual Organisational Improvement and Learning record.

De-escalation

The Prevention Lead reserves the right to cease the SFIR process if the criteria is not met following further information received from partner agencies. The decision to not progress the review will be recorded on the Significant Incident Review log. If a review is not going to be conducted the duty PO will be informed, who in turn, will notify Head of Paid Service, Portfolio Holder for Fire and Local County Councillor.

3.3 Multi-agency Significant Fire Incident Review Panel (SFIRP)

NFRS recognise the importance of reviewing the circumstances of a Significant Fire Incident collaboratively with relevant partner agencies, so that all can learn from the event, support those affected, and reduce firefighter and public risk by improving safety.

A multi-agency SFIRP will be established following:

Appendix A – SIR Policy

- A fatal fire incident
- A Significant Fire Incident where it has been identified there is multi-agency involvement with the casualty, or
- A Significant Fire Incident where there may have been a missed opportunity to work collaboratively to reduce risk to the casualty

The Prevention Management Team take responsibility for inviting relevant agencies and establish the SFIRP. Consideration should be given to the use of remote conference facilities where appropriate (e.g., Microsoft Teams) to enable all invitees to attend.

The panel may include representatives from any key stakeholder group that has been or is likely to be involved with the individual/s or has a vested interest and/or statutory duty for community safety. These may include the following agencies, but is not exclusive:

- Ambulance
- Coroner's Office
- Environmental Health
- Family Intervention
- Housing Association or Landlord
- HSE
- Local Authority Housing
- Local Building Control Department
- NHS
- Norfolk Safeguarding Adult Board
- Norfolk Children Safeguarding Partnership
- Police
- Probation Services
- Scenes of Crime Officer or Forensic Team
- Social Services
- Victim Support Team
- Youth Offending Team

The Chair will produce a final report outlining actions, and or recommendations which aim to reduce future fire deaths or injuries. This report will be circulated with partners involved for review, before being submitted to the Senior Leadership Team for consideration. Once agreed, the final report will be shared with partner agency leads.

Where NFRS recommendations require significant service wide change, they will be placed into the Organisational Learning and Change Group for decision and action. Any organisational change will be captured on the Continual Organisational Improvement and Learning record.

Appendix A – SIR Policy

Multi-agency SFIRP Responsibilities

- Confirm the SFIRP Chair. This will be agreed by the panel on a case-by-case basis. This will normally be the team manager overseeing actions, e.g., District Group Manger, Prevention Lead or Protection Lead
- Review the event and decide any actions or recommendations. Actions will be tasked internally or via a response for completion. All outcomes must be recorded for future reference on the Significant Incident Log and the case file.
- If safeguarding concerns are raised, initiate Safeguarding Adult Review / ensure a Children’s Serious Case Review has been initiated. This will not prevent the SFIR review continuing as lessons can still be learnt and practises and safety improved.
- Consider if there is any relevant regional or national level learning and share through appropriate channels.

Multi-agency SFIRP Chair Responsibilities

- Maintain the case file and records
- Establish agreed actions and recommendations
- Liaise with appropriate teams to develop action plans for the actions/recommendations and agree timelines
- Monitor progress against action plans
- Inform all appropriate stakeholders of relevant information
- Update Serious Incident Review Log and CFRMIS
- Update SLT with progress and inform SLT when SFIR is closed for senior sign off

Incidents of this nature may also require formal investigations by other organisations such as the Police, Coroner and Health and Safety Executive (HSE). Where this is the case NFRS are committed to supporting any investigation and our Prevention response will take account of the specific circumstances of an incident and appropriate follow up action on a case-by-case basis.

3.4 Equality, Diversity and Inclusion

We will include our Equality, Diversity and Inclusion lead where an affected individual is known or suspected to have been deliberately targeted or is vulnerable due to having protected characteristics.

Consideration of these factors will enable partners to collaboratively determine the best course of action for any SFIR including whether a criminal investigation, HSE investigation or serious case review is required. These factors will also be considered when shaping recommendations for further fire and community safety prevention work.

The SFIR will take account of whether the incident was:

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- Accidental and the victim was known or predicted to be vulnerable due to having a protected characteristic.
- Deliberate and the victim was targeted deliberately or indirectly due to having a protected characteristic.
- In a workplace, business, or public space where affected individuals did not speak English well or at all or may have been more vulnerable because of a disability or health condition.
- In a care or residential setting where disabled people, older people, or vulnerable adults or children were present.

The SFIR will take account whether the affected persons were:

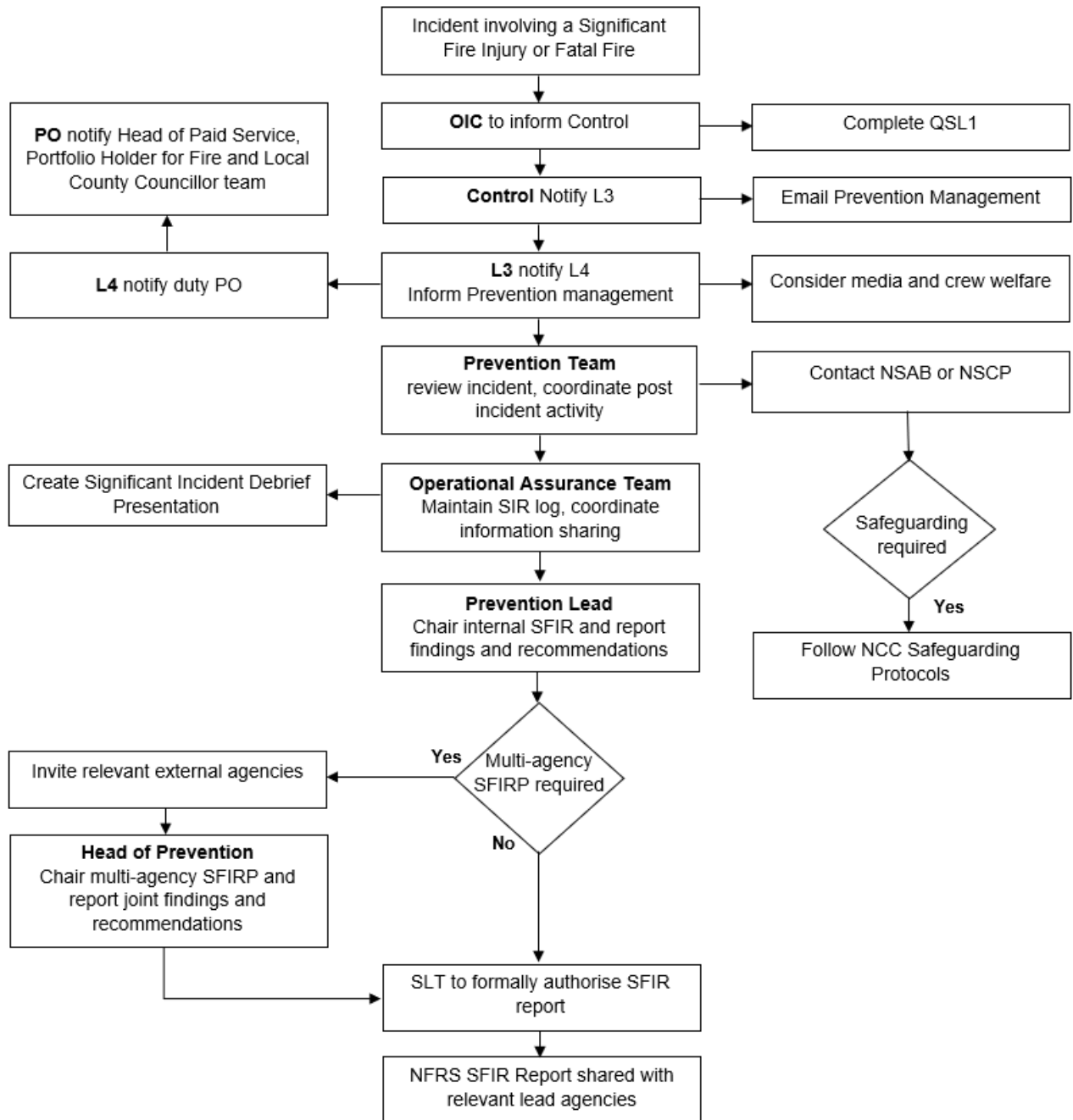
- vulnerable children or adults known or unknown to the authorities
- users of mental health services
- known or unknown victims of domestic abuse, hate or mate crime
- A person with a protected characteristic which might make them more at risk

The SFIR will take account whether any of the following were factors in the injury or fatality:

- A disability, impairment or health condition - such as a mental health issue, dementia or limited mobility or sensory impairment
- Hate incidents or crime, extremist behaviour and domestic abuse
- Isolation or deprivation
- A language or cultural barrier
- A specific type of accommodation

Appendix A – SIR Policy

3.5 SFIR Flow Chart



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3.6 Significant Incident Timeline

When a significant incident has been identified, the following milestones will usually be applied:

Responsible Person	Action	Timeline
Incident Commander	Notification to Control “Significant Fire Incident” or “Fatal Incident”	On discovery
Service Control	Notify Duty Level 3 Officer	Immediate
Duty Level 3	Notify Level 4 if appropriate Gather all relevant information and notify Prevention Management Team	As soon as is practicable from the time of notification - normally within 24 hours
Duty Level 4	Inform duty PO and provide strategic SLT oversight on review process.	As soon as practicable
Prevention Management Team	Review Incident details and confirm if a SFIR is required	As soon as is practicable from the time of notification - normally within 72 hours
Fire Investigation Officer	Completion of investigation and report	Determined on case-by-case basis dependant on complexity
Home Fire Safety Manager	Confirm what Prevention activity has taken place at the address or locality	Within 7 Days
District Manager	Coordinate district prevention and operational crews to complete QSL2	Within 14 Days
Prevention Lead	Identify fire prevention elements and partner information	Within 14 Days
Protection Lead	Identify fire protection elements and partner information	Within 14 Days
Prevention Management Team	Identify and invite relevant internal stakeholders to an internal review	Within 21 days
Prevention Management Team	Identify and invite relevant Stakeholders/Partners to a multi-agency SFIRP	Within 4 weeks
Nominated Manager	Establish and chair a multi-agency SFIRP	Within 8 weeks
All	Completion of review process	Normally within 12 weeks
SLT	Sign off review	Normally within 16 weeks

Appendix A – SIR Policy

SFIR audit process		
SLT	SFIR log review	Quarterly
Head of Prevention and Protection	SFIR Annual report	Present at last SLT meeting in the annual reporting period

These time expectations are dependent upon the duration to complete the fire investigation and any relevant Police or partner agency investigations. In these circumstances a delay is acceptable to ensure that external investigations are not compromised, and all relevant information is considered at the meeting.

3.7 Data and Information

NFRS will maintain a Significant Incident Review log. SFIRs will trigger a case file to be generated and all decisions, actions and responsible people will be recorded within the file.

NFRS Head of Prevention and Protection will report to the Senior Leadership Team following the outcome of all SFIRs. SLT will be responsible for authorising the closure of any review.

A repository of review reports will be held electronically (compliant with the [NCC Document Retention Schedule](#)). An annual summary report will be produced by the Head of Prevention and Protection and presented to SLT. This will contribute to a periodic trend analysis report of fire fatalities that will be shared with key stakeholders to inform future plans.

All information regarding Safeguarding Practice and Adult Reviews will be recorded as per recognised Norfolk County Council Safeguarding guidance and protocols.

NFRS may share operational learning via the National Operational Learning (NOL) or Joint Operational Learning processes (JOL) via the NFRS Operational Audit and Assurance function. Where any learning includes a change to NFRS training, Operational Policy and/or process the Prevention Management Team must inform the Organisational Learning and Change Group for discussion and action.

4. Contribution to wider reviews

4.1 Safeguarding Reviews

If the SFIR process identifies safeguarding concerns, NFRS will contribute to the Serious Case Review (SCR) for children and Safeguarding Adults Review (SAR) for adults. This will be recorded on the internal case record and updated when the safeguarding team has carried out the review and cascaded learning. This action will not prevent initial work taking place, but we recognise that a safeguarding review will be comprehensive and that following the review timeline and meetings will form part of a multi-agency action plan. All information regarding

Appendix A – SIR Policy

Safeguarding Practice and Adult Reviews will be recorded as per recognised Norfolk County Council Safeguarding guidance and protocols.

On occasions when the circumstances of a fire fatality do not meet the criteria for a full formal review, (as above), NFRS are able to submit a request to the NSAB to suggest a 'non-statutory' or 'other learning' review is carried out where significant partner agency learning / improvements are required.

Following a child fatality from fire or drowning, the Norfolk Safeguarding Children Partnership will instigate a Norfolk Sudden Unexpected Death in Childhood (SUDIC) notification process which will include contact with NFRS.

4.2 Domestic Homicide Review (DHR)

NFRS may also be asked to contribute to a Domestic Homicide Review (DHR), which is coordinated and run by the Office of the Police and Crime Commissioner.

4.3 Criminal Investigations

The review of incidents covered in this policy is separate from any Criminal or Coronial processes that may take place either simultaneously or later. Criminal processes must take primacy and care must be taken not to compromise any criminal processes in progress.

5. Legislation

[Fire Services Act 2004, Section 6, Fire Safety.](#)

- (1) A fire and rescue authority must make provision for the purpose of promoting fire safety in its area.
- (2) In making provision under subsection (1) a fire and rescue authority must in particular, to the extent that it considers it reasonable to do so, make arrangements for—
 - (a) the provision of information, publicity and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire;
 - (b) the giving of advice, on request, about—
 - (i) how to prevent fires and restrict their spread in buildings and other property.
 - (ii) the means of escape from buildings and other property in case of fire.

Appendix A – SIR Policy

Additional key legislation, regulation, and duties linked to a Fire and Rescue Service's prevention function can include (but is not limited to) the following:

- [Fire and Rescue National Framework for England 2018](#)
- [The 1988 Road Traffic Act, Section 39](#)
- [Home Safety Act 1961](#)
- [Housing Act 2004](#)
- [Children's Act 1989 and 2004](#)
- [Working Together to Safeguard Children 2018](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Protection of Freedoms Act 2012](#)
- [Human Rights Act 1998](#)
- [United Nations Human Rights Convention on the Rights of the Child 1989 \(Article 12\)](#)
- [Mental Capacity Act 2005](#)
- [Mental Health Act 2007](#)
- [Police & Crime Act 2017](#)
- [Modern Slavery Act 2015](#)
- [Crime and Disorder Act 1998 section 17](#)
- [Counter Terrorism and Security Act 2015](#)
- [The Data Protection Act 2018](#)
- [The Care Act 2014](#)
- [Equality Act 2010](#)
- [Health and Safety at Work Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)

Appendix A – SIR Policy

Appendix One

Norfolk Safeguarding Adults Board (NSAB) - information sharing agreement

"Under Section 43(2) of the Care Act 2014, the objective of a Safeguarding Adults Board is to help and protect adults in its area. It must seek to achieve its objective by coordinating and ensuring the effectiveness of what each of its members does (43(3)) and may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective (43(4)).

Sometimes the criteria for a Safeguarding Adult Review (SAR) are not fully met, but it is still considered that lessons could be learned to improve the ways that organisations and their staff work together to safeguard adults with care and support needs.

In such situations a non-statutory or other learning review will be carried out. This could be a multi-agency learning review or a single agency learning review which will promote effective learning and improvement action, or where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults.

Section 45 of the Care Act 2014 provides the statutory basis for the supply of information for the purpose of enabling or assisting a Safeguarding Adults Board to exercise its functions. When a non-statutory or other learning review is completed, a report will be prepared with recommendations and actions."

A review following a serious incident allows NFRS to develop arrangements with a view to preventing incidents of a similar nature reoccurring.

Appendix A – SIR Policy

Appendix Two

Multi-agency Significant Fire Incident Review Panel

Terms of Reference

1. Introduction

- 1.1. A multi-agency Significant Fire Incident Review Panel (SFIRP) will be established following a **Fatal Fire or Significant Fire Incident**. The SFIRP aim is to reduce the number of deaths and injuries resulting from fire. This Terms of Reference sets out the membership, remit, responsibilities, and reporting arrangements of the group.
- 1.2. The purpose of the panel is to review the incident to better understand causation and identifying learning outcomes to develop and coordinate the most appropriate preventative strategies and initiatives in line with statutory guidance. It will do this by bringing together relevant partner agencies and stakeholders with expertise and knowledge relating to the circumstances of the incident.

2. Specific Responsibilities

- 2.1 Ensure a collaborative multi-agency preventative response to a Fatal Fire or Significant Fire Incident through:
 - **Incident Case File** – gather intelligence drawing on a range of information
 - **Positive interventions** – Good practice and what worked well
 - **Panel tasking** – promoting ways to improve preventative strategies and initiatives
 - **Significant Incident Report** - summary of panel findings, to include learning outcomes, actions, and recommendations.
- 2.2 Provide an operational link back to each partner agency to ensure actions and recommendations are completed.
- 2.3 Establish task and finish groups as required to undertake specific prevention activity; oversee and review the work of these groups.

3 Format

- 3.1 NFRS will appoint a Chair.
- 3.2 Each member agency should nominate a lead officer and deputy with sufficient authority to speak on the agency's behalf, feedback and effect necessary changes on actions brought to or arising from the group, for example: compliance, policy, practice, and training.

Appendix A – SIR Policy

3.3 Each partner agency will contribute agenda items of relevance to their agency's national or local policy issues or experience, or any other item thought to be relevant to the Fatal Fire or Significant Fire Incident.

4. Membership

4.1 NFRS Core Membership

- Head of Prevention / Prevention Lead (Chair)
- Home Fire Safety Manager (Deputy Chair)
- District Group Manager
- District Station Managers
- Fire Investigation Officer
- Business Support (Secretary)

4.2 Invited Membership

- Other internal staff as required
- Partners agencies and other stakeholder lead officers

4.3 It is the responsibility of lead officers to ensure that there is consistency of attendance and that their deputy is fully informed of the agenda. Due to the sensitive nature of the content, nominated deputies are to be agreed and shown in the membership list.

4.4 The chair will lead the panel to review its effectiveness against these Terms of Reference after each SFIRP.

5. Working Arrangements

5.1 Agenda items to be submitted ten working days in advance of the meeting.

5.2 Agenda and papers will be circulated at least five working days in advance of the meeting.

5.3 A record of decisions and action log will be circulated within ten working days via email.

Appendix A – SIR Policy

Appendix Three

Significant Fire Incident Review Panel

Example Standing Agenda

Preliminaries: pre-notified seating plan by organisation to suit agenda, name plates for attendees.

Item	Item Lead
Welcome and introductions	Chair
Situational briefing	Chair
Local Community Profile review	Chair
Panel member involvement	Chair
Agree strategy and priorities	Chair
Press statement and communications	Chair
Allocate responsibility for actions	Chair
Any other business	Chair
Confirm date and time of next meeting and required attendees	Chair
Post meeting: Distribute record of decisions, ensure action log and case file is updated	Secretary

Appendix B – SIR Policy EqIA



Norfolk County Council

Significant Fire Incident Review Policy

[Guidance is available here.](#)

Equality Impact Assessment – Findings and Recommendations

June 2022

Anthony White – Head of Prevention

Equality impact assessments enable decision-makers to consider the impact of proposals on people with protected characteristics.

You can update an assessment at any time to inform service planning and commissioning. For help or information please contact equalities@norfolk.gov.uk

Appendix B – SIR Policy EqIA

1. The Significant Fire Incident Review Policy

- 1.1 A new policy has been developed to identify actions Norfolk Fire & Rescue (NFRS) will take following incidents resulting in a fatality or fire related life-threatening or life-changing injury. It details collaborative working arrangements with relevant partners to educate, reassure and reduce the risk to the affected community, including the capture and sharing of learning at a regional or national level to inform future prevention activities.
- 1.2 A Significant Fire Incident Review (SFIR) will be completed for every fire fatality and serious injury from fire detailing actions, and or recommendations which aim to reduce future fire deaths and the policy outlines how the SFIR will be undertaken.
- 1.3 This policy has been developed in accordance with NFRS legal responsibilities and outlines the roles and responsibilities of operational and support staff and partners to facilitate a SFIR through to conclusion.

2. Legal context

- 2.1 Public authorities are required by the Equality Act 2010 to give due regard to equality when exercising public functions¹. This is called the ‘Public Sector Equality Duty’.
- 2.2 The purpose of an equality impact assessment is to consider the potential impact of a proposed change or issue on people with protected characteristics (see Annex 1 for information about the different protected characteristics).
- 2.3 If the assessment identifies any detrimental impact, this enables mitigating actions to be developed.
- 2.4 It is not always possible to adopt the course of action that will best promote the interests of people with protected characteristics. However, equality assessments enable informed decisions to be made that take every opportunity to minimise disadvantage.

3. Information about the people affected by the proposal

- 3.1 **This proposal will impact on everyone who lives, works and learns in and visits Norfolk where they are affected by a fatality or fire related life-threatening or life-changing injury which NFRS attends.**
- 3.2 This could include residents in Norfolk with a range of protected characteristics, in relation to disability, sex, gender reassignment, marital or civil partner status, pregnancy and maternity, race, religion/belief, age and sexual orientation.
- 3.3 NFRS recognises that some people with protected characteristics may be deemed at greater risk of being seriously or fatally injured in a fire. These risks have been recorded within the Community risk management plan which has already been subject to an equality impact assessment published here - [Community risk management plan - Norfolk County Council](#)

Appendix B – SIR Policy EqIA

4. Potential impact

- 4.1 **Based on the evidence available, this proposal is likely to have no detrimental impact on people with protected characteristics/a particular group of people with protected characteristics**
- 4.2 **This is because the policy will be applied to all incidents resulting in a fatality or fire related life-threatening or life-changing injury, regardless of whether the victim(s) have one or more protected characteristics.**
- 4.3 In addition, the policy has been developed to take account of factors which NFRS understand may disproportionately impact on people with protected characteristics.
- 4.4 Consideration of these factors will enable partners to collaboratively determine the best course of action for any SFIR including whether a criminal investigation, HSE investigation or serious case review is required. These factors will also be considered when shaping recommendations for further fire and community safety prevention work.
- 4.5 The SFIR will take account of whether the incident was:
- Accidental and the victim was known / unknown / predicted to be vulnerable due to having a protected characteristic.
 - Deliberate and the victim was targeted deliberately or indirectly due to having a protected characteristic (hate / mate crime or domestic abuse).
- 4.6 The SFIR will take account whether the incident was:
- In a workplace or business or public space where workers / customers / users did not speak English well or at all or may have been more vulnerable because of a disability or health condition.
 - In a care or residential setting where disabled people, older people, or vulnerable adults / children were present.
- 4.7 The SFIR will take account whether the victim(s) were:
- vulnerable children or adults known or unknown to the authorities (including to housing / care / support providers)
 - users of mental health services (including drug & alcohol services) or community support services
 - known or unknown victims of domestic abuse, hate / mate crime,
 - A person with a protected characteristic which might make them more at risk (e.g., a disabled person or a person from an ethnic minority background experiencing cultural / language barriers to accessing advice and support)
- 4.8 The SFIR will take account whether any of the following were factors in the injury or fatality:
- A disability / impairment / health condition such as a mental health issue (including drug / alcohol dependency / hoarding) dementia or limited mobility / sensory impairment
 - Hate incidents or crime / extremist behaviour / domestic abuse
 - Isolation or deprivation (which may be more likely to adversely impact people with some protected characteristics)
 - A language or cultural barrier

Appendix B – SIR Policy EqIA

- A specific type of accommodation (e.g., House of Multiple Occupancy / caravan / sheltered housing)

- 4.9 The policy identifies where a multi-agency response is required, taking account of the circumstances surrounding the incident and the victim(s), to ensure that communities and individuals are safeguarded immediately and in the longer term. NFRS may need to work closely with partners to ensure that any wider community tensions or criminal activities are monitored and addressed – particularly where these may be motivated by prejudice, discrimination, or hatred.
- 4.10 The policy also identifies what support will be made available to victims, their families, communities, and networks and how findings of any SFIR will be communicated.
- 4.11 Communications with victims, their families, communities, and networks will need to take account barriers they may experience with respect accessing and understanding information and therefore NFRS Officers may need to utilise interpreting or other communications support (including support from partners) to ensure that information is accessible and understood when this is shared.

5. Conclusion

- 5.1 There is no legal impediment to going ahead with the policy. It would be implemented in full accordance with due process, national guidance and policy. Similar proposals have been implemented elsewhere in the UK.
- 5.2 Decision-makers are therefore advised to take the findings of this Equality Impact Assessment into account when deciding whether to agree the policy, taking account of the additional factors for consideration as highlighted above and the recommended actions.

6. Recommended actions

While the policy is not deemed to have a specific detrimental impact on people with protected characteristics, the Equality Impact Assessment recognises that some people may be at greater risk of a serious or fatal injury because they have a protected characteristic.

Therefore, the following actions have been agreed to ensure that these risks and impacts are widely understood and monitored, and that learning is captured and used to inform future community safety / fire prevention plans which may directly impact on people who share these protected characteristics.

Number	Action	Lead	Date
1.	Ensure that the information contained within this EqIA is considered by all named responsible officers and by partners who will be engaged in the process of conducting an SFIR prior to commencement.	Prevention Lead	On agreement of the policy

Appendix B – SIR Policy EqIA

Number	Action	Lead	Date
2.	Ensure that SFIRs completed are monitored by victim(s) protected characteristics on an annual basis	SLT	Report annually
3.	Ensure that learning from SFIRs is captured within the CRMP to inform NFRS targeted community safety / fire prevention action plans and the associated EqIA is reviewed and updated.	Prevention Lead	Report annually
4.	Ensure that relevant learning from SFIRs is passed on to all relevant staff (including staff within partner agencies) and used to inform ongoing training and professional development	Prevention Lead	As required

7. Evidence used to inform this assessment

Reference any other evidence your analysis has drawn upon:

- [Equality, Diversity and Inclusion Policy](#)
- [Norfolk's Community Risk Management Plan](#)
- Demographic factors set out in [Norfolk's Story 2021](#)
- [Digital Inclusion and COVID-19](#) equality impact assessments
- Norfolk County Council [Area Reports](#) on Norfolk's JSNA relating to protected characteristics
- Business intelligence and management data, as quoted in this report
- Equality Act 2010 and Public Sector Equality Duty codes of practice

8. Further information

For further information about this equality impact assessment please contact anthony.white@norfolk.gov.uk

	<p>If you need this document in large print, audio, Braille, alternative format or in a different language please contact equalities@norfolk.gov.uk or 18001 0344 800 8020 (Text relay)</p>
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Appendix B – SIR Policy EqIA

Annex 1 – table of protected characteristics

The following table sets out details of each protected characteristic. Remember that people with multiple characteristics may face the most barriers:

Characteristic	Who this covers
Age	Adults and children etc, or specific/different age groups
Disability	<p>A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"> • People with mobility issues (eg wheelchair or cane users, people of short stature, people who do not have mobility in a limb etc) • Blind and partially sighted people • People who are D/deaf or hearing impaired • People with learning disabilities • People who have mental health issues • People who identify as neurodiverse (this refers to neurological differences including, for example, dyspraxia, dyslexia, Attention Deficit Hyperactivity Disorder, the autistic spectrum and others) • People with some long-term health conditions which meet the criteria of a disability.
People with a long-term health condition	People with long-term health conditions which meet the criteria of a disability.
Gender reassignment	<p>People who identify as transgender (defined as someone who is proposing to undergo, is undergoing, or has undergone a process or part of a process to reassign their sex. It is not necessary for the person to be under medical supervision or undergoing surgery).</p> <p>You may want to consider the needs of people who identify as non-binary (a spectrum of gender identities that are not exclusively masculine or feminine).</p>
Marriage/civil partnerships	People who are married or in a civil partnership. They may be of the opposite or same sex.

Appendix B – SIR Policy EqIA

Characteristic	Who this covers
Pregnancy and maternity	Maternity refers to the period after birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Race refers to a group of people defined by their race, colour, or nationality (including citizenship) ethnic or national origins. A racial group can be made up of two or more distinct racial groups, for example a person may identify as Black British, British Asian, British Sikh, British Jew, Romany Gypsy or Irish Traveller.
Religion/belief	Belief means any religious or philosophical belief or no belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief.
Sex	This covers men and women. Also consider the needs of people who identify as intersex (people who have variations in sex characteristics) and non-binary (a spectrum of gender identities that are not exclusively masculine or feminine).
Sexual orientation	People who identify as straight/heterosexual, lesbian, gay or bisexual.

- **Document review**

Reviewed and updated:	Reviewer
October and November 2016	Corporate Planning & Partnerships Manager
December 2017	Equality & Diversity Manager
October 2018	Equality & Diversity Manager
May and November 2019	Equality & Diversity Manager
May and November 2020	Equality & Diversity Manager
June and September 2021	Head of Equality, Diversity and Inclusion

¹ The Act states that public bodies must pay due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

Appendix B – SIR Policy EqIA

- Advance equality of opportunity between people who share a relevant protected characteristic¹ and people who do not share it;
- Foster good relations between people who share a relevant protected characteristic and people who do not share it.

[The full Equality Act 2021 is available on legislation.gov.uk.](https://www.legislation.gov.uk)

Cabinet

Item No: 14

Report Title: Health, Safety and Well-being Annual Report 2021-22

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr Andrew Proctor (Leader and Cabinet Member for Strategy & Governance)

Responsible Director: Paul Cracknell, Executive Director of Transformation and Strategy

Is this a Key Decision? Yes / No

Executive Summary / Introduction from Cabinet Member

This report provides data and analysis on the Health, Safety and Well-being (HSW) performance of Norfolk County Council (NCC) as an employer for the reporting period 2021/22. The data referred to is provided in a separate slide deck.

Our people are our biggest asset, getting health, safety and well-being right can make a huge difference to the performance, motivation and contribution our colleagues make at work. This in turn supports the delivery of Better Together for Norfolk.

The last two years have been extremely challenging for everyone. Some have had to work under extreme pressure in frontline roles and others have seen their working world change immeasurably. COVID-19 will continue to have an effect on our people for some time to come even where services have resumed to something comparable to pre-pandemic. The data provided in this report needs to be reviewed in the light of the pandemic and the influence it has had on both services and individuals.

As normal, the reporting periods data has been compared to the same period last year and whilst both periods reflect service delivery in a pandemic the circumstances were very different and therefore this should be taken into account when making direct comparisons. For example, in 2020/21 restrictions were much tighter and some services remained either fully or partially closed for a proportion of the year. The 2021/22 data reflects fully open services albeit under some remaining restrictions, with an increase in incidents being evident as a result.

The impact of the pandemic is also seen in the mental health data provided with absence due to mental health increasing from 1.2% to 1.43% of time lost against an all absence time loss increase from 3.7% to 3.8%. So mental health absence is increasing by a greater proportion than overall absence and amounts to almost 38% of time lost due to ill health absence. This continues the trend reported on in the Mid-Year report. Following this report Executive Directors committed to a strategic review of our organisational approach to well-being to inform any changes to our approach. The continuing response to and pressures of the pandemic prevented the progress of this action, it will therefore be a priority for this year and will connect into the workforce strategy activity.

The pivotal role of leaders and managers in influencing employees' wellbeing at work is well researched and documented. It will therefore be important for this review to consider how well equipped our managers are to support and influence good mental health, engagement and performance alongside the services and tools available for employees. In line with this, this report recommends that Executive Directors support and encourage line managers to develop their skills to support employee wellbeing. Building wellbeing into everyday manager/employee conversations and considering the wellbeing impact of work and changes to work will support a genuine culture of high wellbeing, engagement and performance through the forthcoming challenges for NCC.

Musculoskeletal absence also continues to rise at a much quicker rate than the all absence rise (from 0.44% to 0.55% of time lost to absence). A recent national study identified that the pandemic has impacted on levels of physical activity which could impact on musculoskeletal health. A change to hybrid working will also have an impact if not managed appropriately. A recent audit of compliance with management of Display Screen Equipment risk has identified significant gaps. Our data also suggests that the musculoskeletal scheme is under utilised. All of which may be contributing to our rising absence levels in this area.

In general, good progress has been made on the actions agreed from the 2020/21 annual report and the mid-year report. A summary of this is provided in section 3 below.

The key highlights from the data pack includes:

Mental health and wellbeing

- The percentage of lost time due to mental health absence has increased slightly from the previous year at 1.43% of lost time absence compared to 1.2%
- Following the reintroduction of Mental Health First Aid training the number of mental health first aid champions has risen to 481. However, only 19% of the management population have completed this training.
- Norfolk Support Line (NSL) use continues to remain high with 7.7% of employees accessing support. Work as a primary presenting issue reduced significantly from 20% at the end of last year to 15%.

- 13 teams accessed critical incident support this year an increase from 8 in the previous year. HR have been promoting the use of this service throughout the pandemic and the continued uptake is positive.
- Well-being Adviser referrals have reduced slightly from 136 to 128. 49% of referrals related to work, replicating the trend previously reported on of NSL being primarily utilised for personal issues and WBAs for work.
- 29 teams have participated in team-based stress risk assessments this year. All of which achieved above target scores.

Musculoskeletal health

- Musculoskeletal absence accounts for 0.55% of lost time compared to 0.44% in the previous year
- 426 employees (excluding schools) were referred to the Musculoskeletal Rehabilitation Scheme (MIRS) this year. This is below the expected level but is still estimated to have prevented 4684 absence days equating to an estimated £351,300 with 81% of employees at work at the time of referral.
- Uptake on computer workstation assessments undertaken by the MIRS provider has increased to 105 compared to 97 the previous year. However, they still remain below pre-pandemic levels.

Management of health and safety

- The number of reportable incidents has decreased (from 1.64 per 1000 f.t.e to 1.29). The majority of reportable incidents occurred in the Fire Service and are musculoskeletal in nature.
- The number of non-reportable incidents has risen overall (from 75.21 per 1000 f.t.e. to 109.17) although the majority of these continue to be incidents that cause the lowest impact in terms of days lost (0-3 days).
- The timeliness of reviewing and signing off incidents remains similar to last year with 86% being signed off within target. However, the number that remains outstanding has reduced significantly.
- Violence remains the single biggest cause of incidents, the majority of which are recorded as physical in nature although involuntary harm is also a significant contributor. These, in the main, occur in Children's Services and Education, specifically complex needs schools, who deal with some of the most challenging service users and the preventative actions available to the service are limited. Working with Children's Services and Educational settings to review these continues to be a priority for the HSW team.
- There has been a significant increase in reports of violence and slips, trips and falls. This overall increase in part reflects the return to full service provision. The HSW service continue to monitor incidents to identify any lessons that can be implemented to prevent incidents occurring.
- The employee survey scores for 2022 that specifically ask about health, safety and wellbeing leadership have remained the same or dipped slightly. Both are in the amber range.
- Completion of mandatory health and safety training continues to be below the target of 90% at 84% for the whole organisation

- Other mandatory training data also shows a need to improve completion of these courses.
- £358,951 of traded income has been raised this year up from £326,897 last year

Our service delivery landscape continues to offer us challenges including the delivery of our ambitious Better for Norfolk Strategy within reduced budgets across all services. Part of the strategy to meet these challenges includes our strategic review, which will sit alongside service delivery reviews. This will continue to bring performance pressures on colleagues. It is therefore important that we continue to maintain high standards of health and safety and we continue to support our people to be well and resilient as these are key foundations to productivity, feeling valued and therefore our ability to manage change. 'My employer demonstrates a genuine concern for my health, safety and well-being' is a key driver in the employee survey this year.

Recommendations:

Cabinet are asked to consider the performance report and endorse the proposed actions:

- 1. The focus and priorities for Executive Directors are to ensure the approach to health, safety and wellbeing in their services reflect and supports new ways of working and supports employees through forthcoming change by:**
 - a. Supporting and encouraging line managers to develop their conversational practice skills and prioritise supporting team and individual wellbeing**
 - b. Utilising the data available in the employee survey, this report and other sources to better understand the areas for focus**
 - c. Focussing on the fundamentals such as training, risk assessments, incident investigations and DSE assessments**
- 2. The focus and priorities for the Health, Safety and Wellbeing Service for the forthcoming year are to:**
 - a. Develop and deliver a communications and promotion plan that supports managers to understand and deliver the fundamentals of good health, safety and wellbeing management and demonstrate their commitment to it.**
 - b. Review and improve the tools, training and services available to managers to support them to improve take up of services that support good health, safety and wellbeing such as the employee training offer and wellbeing services**

- c. **Work with services to understand the health, safety and wellbeing data and focus resources on improving performance including understanding the underlying causes of increasing slip, trip and fall and violent incidents, mental health and musculoskeletal absence and reducing the number of long term open incidents in schools**
- d. **Continue to re-establish the health, safety and wellbeing core activity such as the monitoring programme following the suspension of services during the pandemic**

1. Health, Safety and Wellbeing Performance Outcomes

1.1 The performance measures provided in this report relate to 3 key outcomes for Health, Safety and Well-being. These are:

- **NCC has a positive health, safety and well-being culture**
The measures are designed to inform NCC whether accountability for HSW matters is being taken at the right levels throughout the organisation and if there is good engagement and they focus on 3 broad areas: incidents, leadership and employee involvement
- **The standard of HSW management ensures employees are at work, well and productive**
The measures are designed to give an indication of how well NCC is managing its HSW risks and they focus on 3 key areas: risk management, well-being services utilisation and employee competency
- **HSW have a successful, strategic approach to trading and cost recovery.**
These measures are designed to ensure traded services focus on areas that support NCCs wider responsibilities and do not negatively impact delivery of HSW support to NCC

Further detail and explanation of the measures is provided in Appendix 1.

Corporate Vital Signs and Workforce priorities

- 1.2. The HSW service as part of the wider HR service contributes to the delivery of the workforce strategy. The workforce strategy has been refreshed for 2022 and covers the three year period to 2025. A summary of the priorities within the strategy are provided in Appendix 2 of the report and the HR and HSW plans on a page are provided at Appendix 3 for reference and context.
- 1.3. The HSW Plan on a Page includes the key priorities identified for the HSW service for 2022/23. These are developed in part from the data and analysis provided in this report.

- 1.4. The performance measures provided in this report contribute to the achievement of the workforce priorities and vital signs measures (provided in Appendix 4). Vital signs reporting is tabled separately at Corporate Board and Cabinet.

2. Annual Report 2020-21 and 2021-22 Mid Year Report Action progress

- 2.1 Following presentation of the 2020-21 annual report to Corporate Board and Cabinet it was agreed that:

1. The focus and priorities for the Health, Safety and Well-being Service would be:
 - Organisational wellbeing and resilience
 - Refreshing the health and safety management system to reflect and support continued hybrid working
 - Continuing response to the pandemic and integration of ongoing infection prevention and control needs into the management system
2. The focus and priorities for Executive Directors would be:
 - Employee wellbeing and resilience including supporting and enabling managers to build strong, positive relationships with their teams
 - Working with the HSW service to review and confirm NCCs risk appetite within our health and safety management system
 - Reviewing and improving where necessary their health and safety management practices with reference to the specific recommendations for their services

- 2.2 Following the mid-year report Executive Directors reaffirmed their commitment to the above actions and it was also agreed that:

- A strategic review of well-being would be undertaken by the HSW service
- Executive Directors seek to close off all open incidents that predate 2020
- Executive Directors support the transition to myOracle by ensuring all other open incidents are closed off in a timely way in line with the cutover period

This section provides an update on these areas.

2.3 Organisational well-being and resilience

NCC, service directorates and the HR service have given considerable focus to employee well-being and resilience. There are many examples of recognition that have taken place throughout the pandemic both corporately and locally within directorates and teams. A day of appreciation was awarded to all employees in recognition of their hard work and dedication throughout the pandemic. The corporate communications team have run stories of people's experiences and work throughout the pandemic in recognition of the contributions they have made. A

number of external awards have been applied for to gain external recognition for the work of the teams across NCC. Many applications have been shortlisted and a number have been successful.

Executive directors and senior managers have continued to show their appreciation for the continued hard work of their teams through a variety of mechanisms, including recognition events both stand alone and as part of regular meetings, regular communications sharing praise and feedback as well as individual thank you letters.

Directorate employee survey action plans identified ways that employee well-being and resilience could be further supported, examples include:

- Improving communication and engagement mechanisms
- Building on recognition and praise channels
- Improving management visibility
- Reviewing causes of job pressures and workplace tensions to identify changes to support improvement
- Improving support to new employees

Directorates have worked to implement these in a variety of ways. Examples have been included in the communications leading up to this year's survey to support continued engagement with the survey and demonstrate Executive Directors' and senior leaders' commitment.

HR policies and management practice continue to be reviewed to ensure they are fit for our hybrid way of working. This includes ensuring policies support productivity through setting a compassionate tone, supporting well-being and developing new resources and support to enable excellent management practice and a flexible approach to work that serves both NCC and employees well.

Time to recover was launched pulling together a variety of resources, some existing and some new to support team and individual well-being and resilience including provision of the 'time to breathe' workshops and the most recent addition of access to a text based wellbeing support service. The 'wellbeing over winter' campaign continued with workshops and sessions based around 5 ways to wellbeing.

Mental Health First Aid training has been relaunched. The training accredited by Mental Health First Aid England was not made available in a format that could be delivered remotely during the pandemic and therefore had to be suspended until in person training could resume. It supports managers in their role, helping them to have a better understanding of common mental health issues, gain knowledge and confidence to advocate for mental health awareness, spot signs of mental ill health and improve their skills to support positive well-being of their teams. Following training, ongoing support is provided through a TEAMS group. This has enabled regular updates, access to webinars, information, tips and discussions regarding employee mental health, a vital measure in ensuring the MHFA Champion role is sustained. Slide 4 provides an update on take up of the training since in person training has been resumed. The HSW team are now able to offer this training

monthly to ensure all managers can complete this mandatory course. Once a manager has completed the training, they become a member of the mental health first aiders community where they have access to regular workshops on topics such as managing anxiety, mental health and the menopause, and stress awareness.

The pandemic has had a significant impact on mental and physical health nationally. [The Nuffield Health Healthier Nation Index](#) recently revealed that 34% of the UK adults felt that their mental health had got worse in the last year and 15% said they did not do any exercise in the last year. Physical and mental health are intrinsically linked, and studies have shown that even low levels of exercise each week can improve mental health.

Unfortunately, the ongoing pressure on the HSW Service as a result of the pandemic has meant that our commitment to undertaking a wholesale review of organisational well-being was not fulfilled. This remains an important action with sickness absence attributable to mental health causes continuing to rise and the health, safety and well-being of colleagues being identified as a key driver in this year's employee survey. Supporting individual and team wellbeing is not just about provision of services. The single biggest influence on workplace wellbeing is the employee-manager relationship. It is therefore important to consider whether wellbeing of employees is reflected across our people management approach as an organisation as well as whether the services provided are the most effective and if they are being fully utilised. Our review will therefore also connect into the workforce strategy and priorities.

Musculoskeletal absence also continues to increase. Inactivity can lead to poor musculoskeletal health and there are a number of work-related factors that contribute to this including ensuring tasks are properly organised and managed to protect musculoskeletal health and ensuring employees do not remain static throughout their working day. Workstation assessment continues to be an important factor, particularly as hybrid working results in many colleagues utilising more than one workstation. A recent audit of compliance with the requirements relating to workstation assessment identified that there was a significant gap relating to the management of risks in this area including completion of risk assessments, provision of equipment and ensuring employees have undertaken the necessary training.

2.4 Health and Safety Management System and Pandemic Response

The HSW team continued to respond to the needs of services and schools as a result of the pandemic throughout 2021/22. As we move into the new phase of living with COVID-19 all of the relevant policies have been updated to support services and schools embed good infection control practice into normal health and safety practice without overburdening them or getting in the way of service delivery and education and learning.

Responding to the various phases of the pandemic continued to take up a significant proportion of the team resource throughout 2021/22 which hampered progress in

other areas such as re-instigation of the monitoring programme and reviewing the overall management system.

Work outside of the pandemic response has therefore concentrated on the key areas of changes to support Smarter Working and the myOracle project; such as the development of a new approach to emergency evacuation in our office hubs to reflect the flexibility in working patterns as a result of hybrid working, a refresh of the Display Screen Equipment Compliance Code and Risk Assessment to reflect hybrid ways of working, a refresh and update to a number of training packages to reflect the Total Facilities Management System and other key changes to the way we work, and changes to incident management guidance in preparation for the myOracle switch over.

NCC has continued to invest in the schools portfolio by undertaking new fire risk assessments across 69 schools to help ensure these are comprehensive and support fire safety. These schools were selected on a risk basis as being the more complex in the portfolio (based on their size, layout and pupil numbers). This work was delivered by NPS in partnership with Childrens Services and HSW. The programme began in June 2021 and will be completed in quarter one of 2022/23. Any improvement works identified in the reports will need to be implemented by the individual schools. Childrens Services and HSW will review a summary of the overall findings to consider whether the programme should be extended or if there is any further learning to action across the system.

Over the next year NCC will also continue to invest in improved asbestos surveys across our educational settings. In recent years additional surveying has been carried out in particular areas of focus to build on the original surveys conducted in 1999/2000. The next phase of this programme will see over 160 education sites subject to full resurveying over a period of 15 months. The programme will be managed by NPS and the HSW team.

2.5 Specific directorate recommendations progress

Norfolk Audit Service followed up with Directorates on behalf of HSW to ascertain progress with their specific recommendations from the 2020/21 Annual report. All services had clear plans in place to deliver against their actions. The data provided in this report identifies a number of these areas have improved for example the number of incidents outstanding for review and sign off has decreased with 10 outstanding at the end of 2021/2022 compared to 71 at the end of 2020/21 (excluding schools) and there is now a 'health and safety committee' in place for all directorates. There remains some areas where further improvement is required including ensuring employees have undertaken all of the health and safety mandatory training commensurate with their role. The HSW service will continue to monitor all areas identified with service leads.

3. 2021/22 Performance Data

- 3.1 The 2021/22 performance data is presented in a slide deck attached to this report.

4. Financial Implications

- 4.1 There are no specific financial implications to bring to the attention of Cabinet, although reference should be made to legal implications for Executive Directors and the Head of Paid Service below

5. Resource Implications

- 5.1 All recommendations will be undertaken within existing resource

6. Other Implications

6.1 Legal Implications:

Health and safety law is criminal law. If the Authority does not have a robust and proactive health and safety management system in place there is a risk that the Authority will be exposed to enforcement action and ultimately prosecution. Enforcement bodies are able to take action where systems are not in place even in the absence of an incident. Where they do take action sentencing guidelines dictate it is the likely severity of injury (rather than actual injury caused) that influences the sentence as well as the size of the organisation and the simplicity of the control measures. Therefore, if a solution is relatively easy to implement and it is likely to prevent a serious injury there will be significant sentencing consequences of not doing so. Recent public sector fines have been in the region of £100,000 - £1,000,000.

There is also a risk of an increase in successful civil claims made against the authority

It should be noted that as the legal employer in NCC schools these risks also apply to schools, unless their status means we are not the employer e.g. academies.

It should also be noted that where we commission or contract out services and activities this does not negate our health and safety responsibilities under the law, as was seen by the recent improvement notice in this area. It is therefore important that we have good contract management in place.

7. Recommendations

Cabinet are asked to consider the performance report and endorse the proposed actions:

1. **The focus and priorities for Executive Directors are to ensure the approach to health, safety and wellbeing in their services reflect and supports new ways of working and supports employees through forthcoming change by:**
 - a. **Supporting and encouraging line managers to develop their conversational practice skills and prioritise supporting team and individual wellbeing**
 - b. **Utilising the data available in the employee survey, this report and other sources to better understand the areas for focus**
 - c. **Focussing on the fundamentals such as training, risk assessments, incident investigations and DSE assessments**

2. **The focus and priorities for the Health, Safety and Wellbeing Service for the forthcoming year are to:**
 - a. **Develop and deliver a communications and promotion plan that supports managers to understand and deliver the fundamentals of good health, safety and wellbeing management and demonstrate their commitment to it.**
 - b. **Review and improve the tools, training and services available to managers to support them to improve take up of services that support good health, safety and wellbeing such as the employee training offer and wellbeing services**
 - c. **Work with services to understand the health, safety and wellbeing data and focus resources on improving performance including understanding the underlying causes of increasing slip, trip and fall and violent incidents, mental health and musculoskeletal absence and reducing the number of long term open incidents in schools**
 - d. **Continue to re-establish the health, safety and wellbeing core activity such as the monitoring programme following the suspension of services during the pandemic**

Officer Contact

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

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Telephone no.:01603 222912

Email: Derryth.wright@norfolk.gov.uk



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

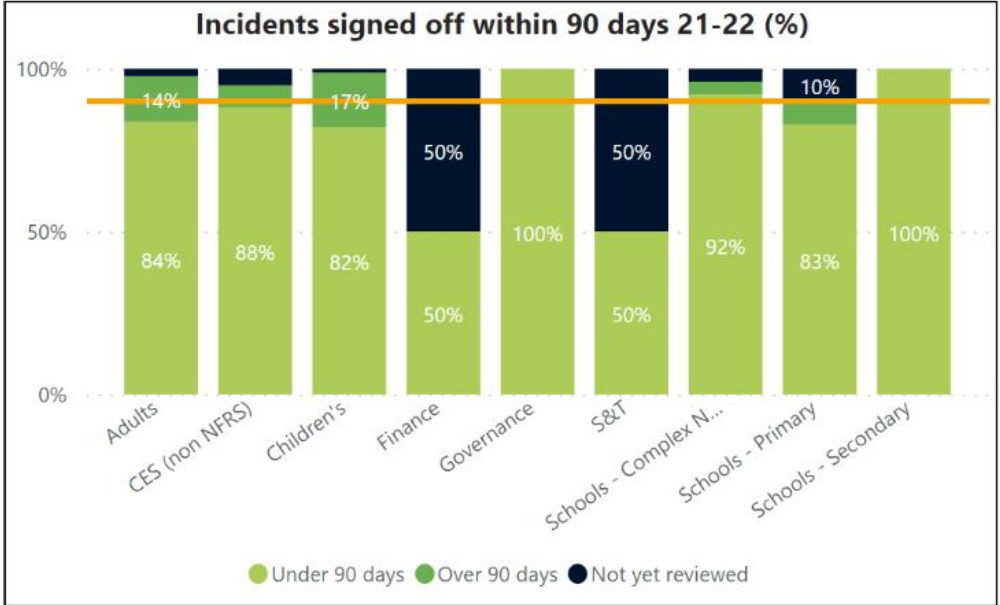
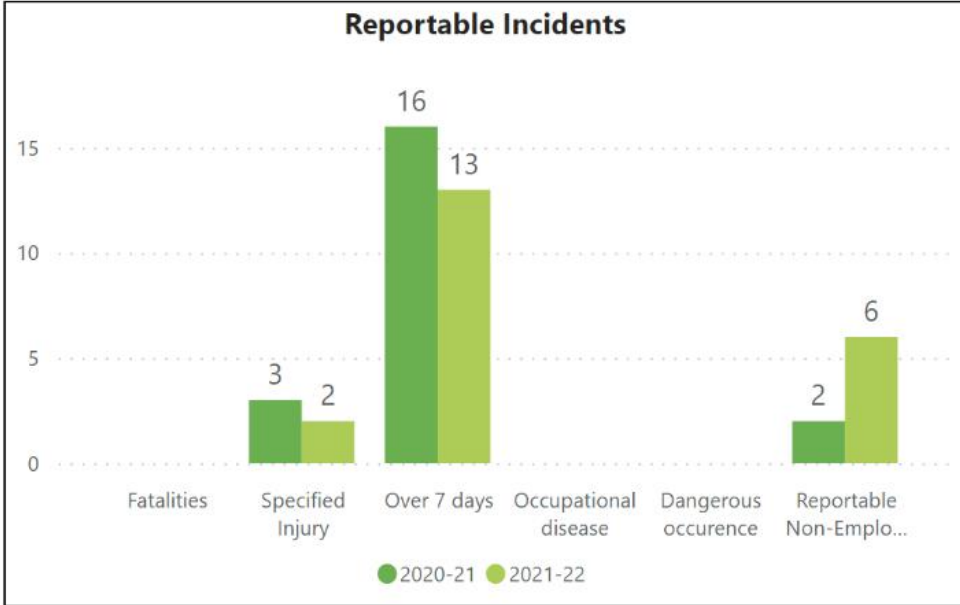
Norfolk County Council

Health, Safety and Well-being Report
Annual Report 2021/22



Outcome 1: A positive health, safety and well-being culture

Incidents

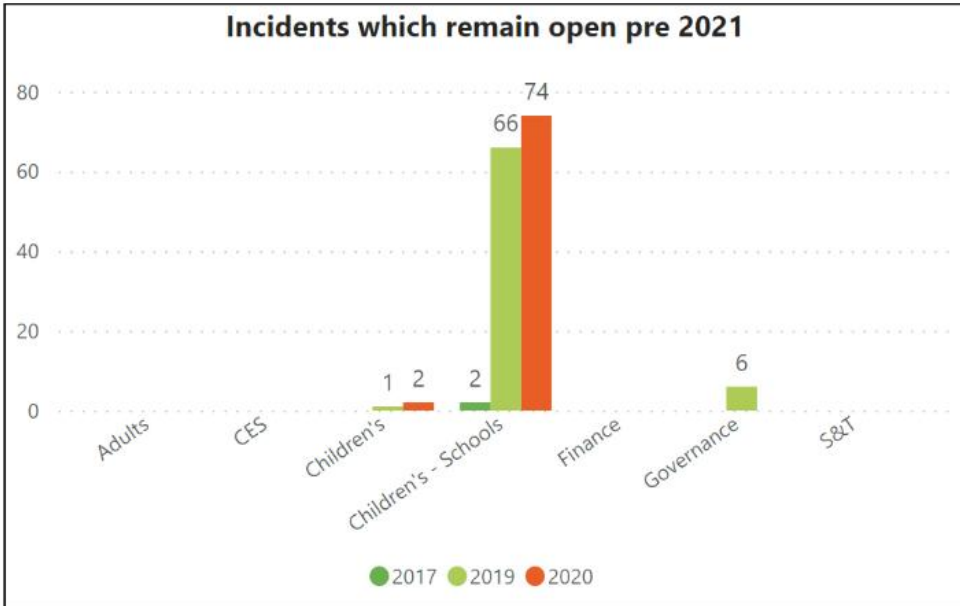


Incidents per 1000 FTE (Employees only)

Financial Year	Non-reportable	Reportable
2020-21	74.01	1.64
2021-22	109.17	1.29

Non-reportable Incidents by Employee Absence Duration (per 1000 FTE)

Category	2020-21	2021-22
0-3 days	69.61	102.27
4-7 days	1.46	1.98
Over 7 days	1.90	1.64
Absence not closed	2.24	3.88

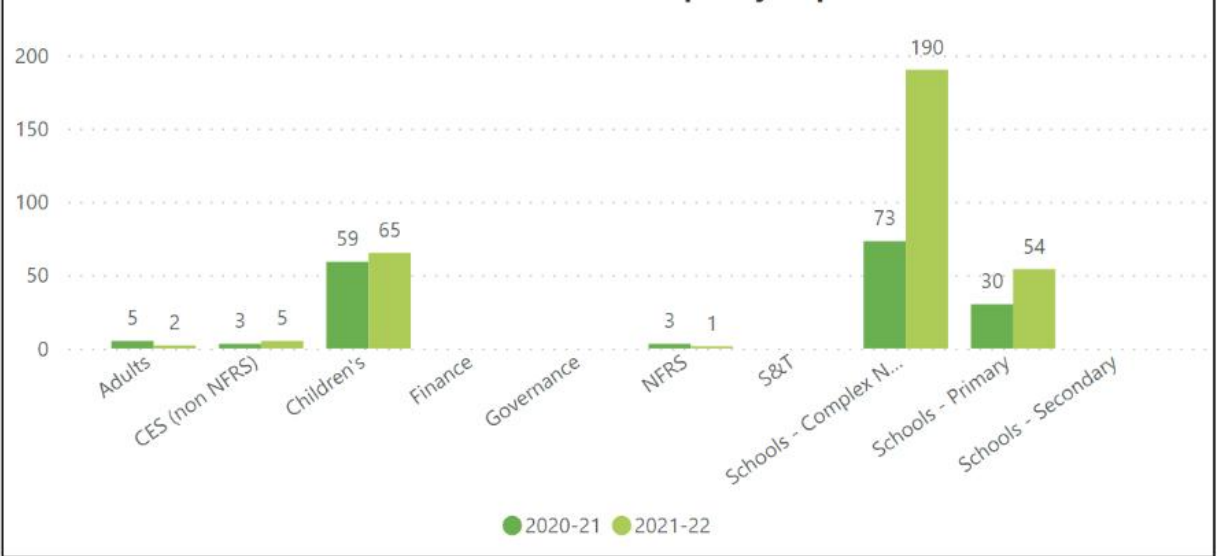


- The number of reportable incidents to employees has reduced again this year, although the number involving non-employees has risen. The majority of these relate to school pupils and there are no particular trends to report.
- The majority of the reportable employee incidents occurred in the Fire Service and are in the main musculoskeletal in nature.
- Non reportable incidents have increased compared to last year and are higher than pre-pandemic levels, although the majority of these continue to be incidents that cause the lowest impact in terms of days lost.
- The target for reviewing and signing off incidents has not been met in some services with 86% being completed within target overall. Although performance in this area has improved significantly with only a small number remaining outstanding. Only 10 incidents remain not yet reviewed and signed off in NCC services for the reporting period and 44 in schools. A further 151 remain open from previous years. The biggest proportion of these (142) relate to schools incidents and are distributed across 41 schools.

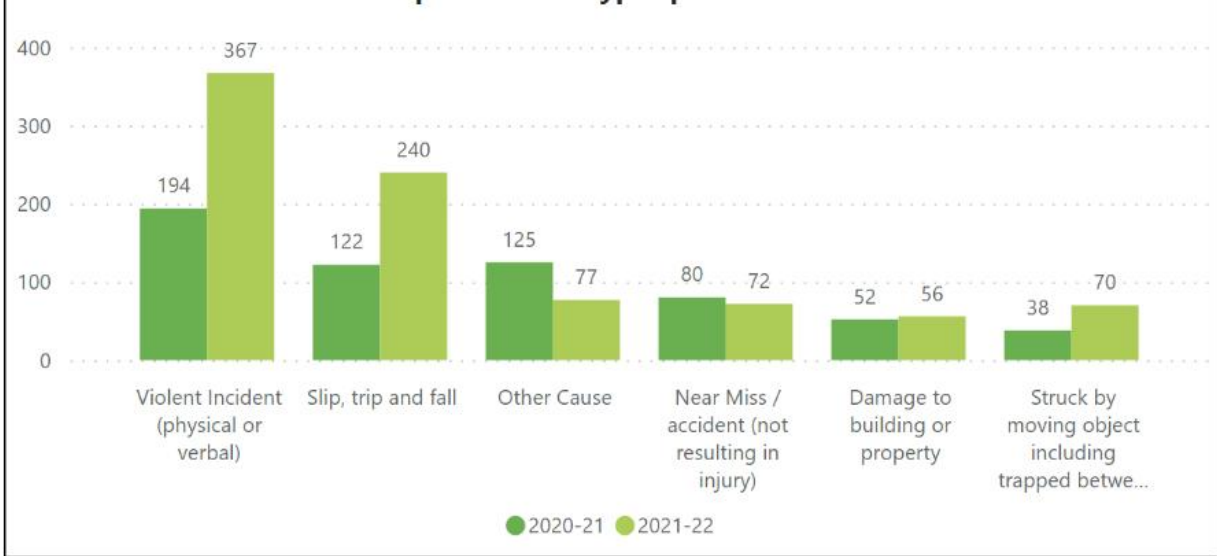
Outcome 1: A positive health, safety and well-being culture

Incidents

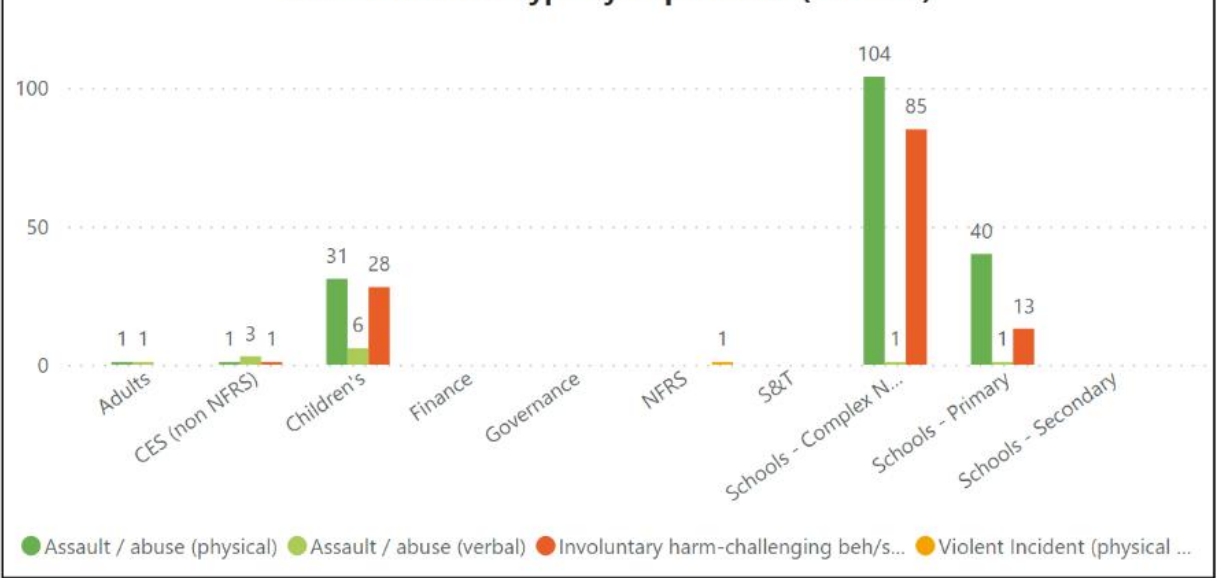
Number of Violent Incidents split by Department



Top 5 Incident Types per 1000 FTE



Violent Incident Type by Department (2021-22)

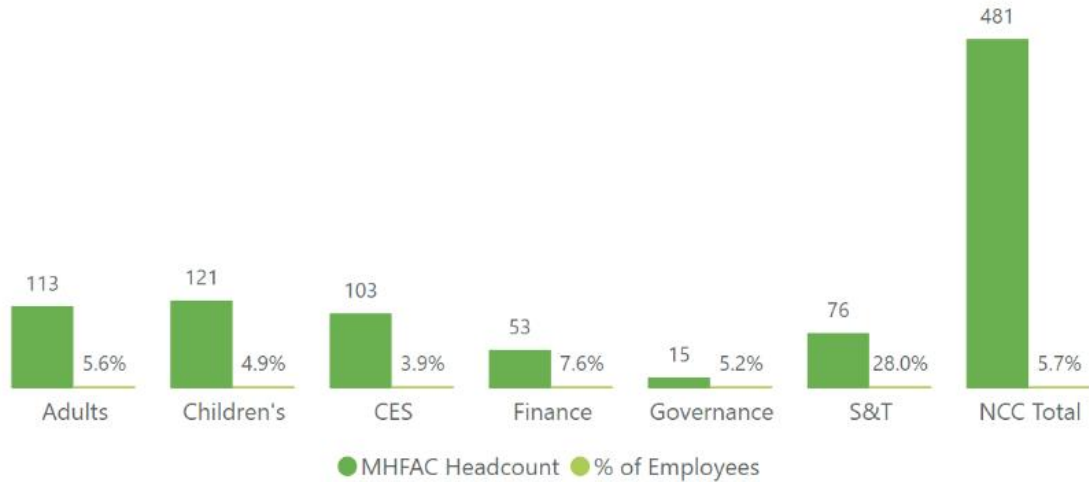


- Violence remains the single biggest cause of incidents, the majority of which are recorded as physical in nature although involuntary harm is also a significant contributor. These, in the main, occur in Children's Services and Education, specifically complex needs schools, who deal with some of the most challenging service users and the preventative actions available to the service are limited. Working with Children's Services and Educational settings to review these continues to be a priority for the HSW team.
- There has been a significant increase in reports of violence and slips, trips and falls. This overall increase in part reflects the return to full service provision. The HSW service continue to monitor incidents to identify any lessons that can be implemented to prevent incidents occurring.

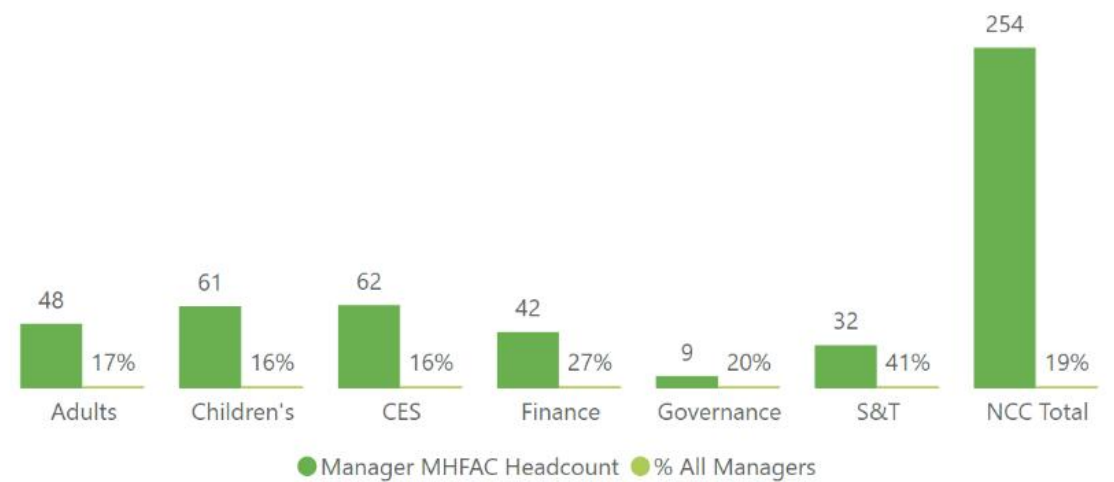
Outcome 1: A positive health, safety and well-being culture

Leadership

Mental Health First Aid Champions



% Managers MHAFC

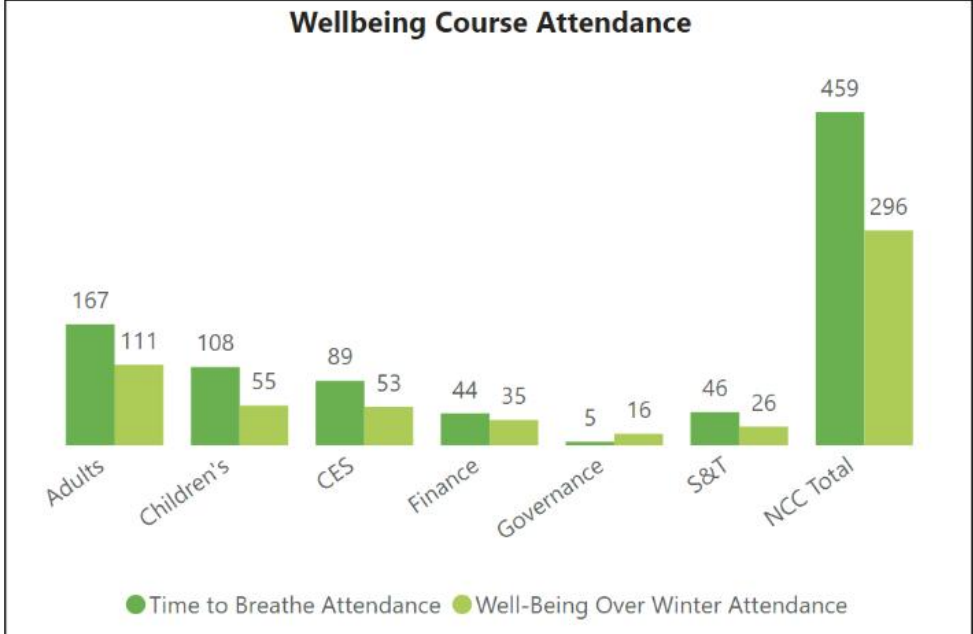


Employee Survey:
 NCC demonstrates a genuine concern for my health, safety and wellbeing 2022 score remaining static at 69
 My manager contributes positively to my health and wellbeing 2022 score 74 down from 76

- Following the recommencement of this training last year there has been a significant increase in managers undertaking it (from 335 at the end of 2020/21 to 481), albeit there is some way to go before we achieve the target of all managers completing the training with only 19% having completed it overall.
- In a survey of MHFA Champions in 2021, 85% of respondents said they signposted colleagues to support services an increase from 77% of respondents in the previous survey. Confidence to support colleagues remains high with 74% scaling their confidence from 7-10 an increase from 66% in the previous year. 83% have used their training to help increase mental health awareness among colleagues compared to 79% in the previous year and 83% believe their training has helped during the pandemic compared to 57% in the previous survey.
- The employee survey scores for 2022 that specifically ask about health, safety and wellbeing leadership have remained the same or dipped slightly. Both are in the amber range (75+ is considered a good score). The excessive pressure score has also increased slightly from 66 to 67 (this question has reverse logic i.e. a lower score is a better outcome)

Outcome 1: A positive health, safety and well-being culture

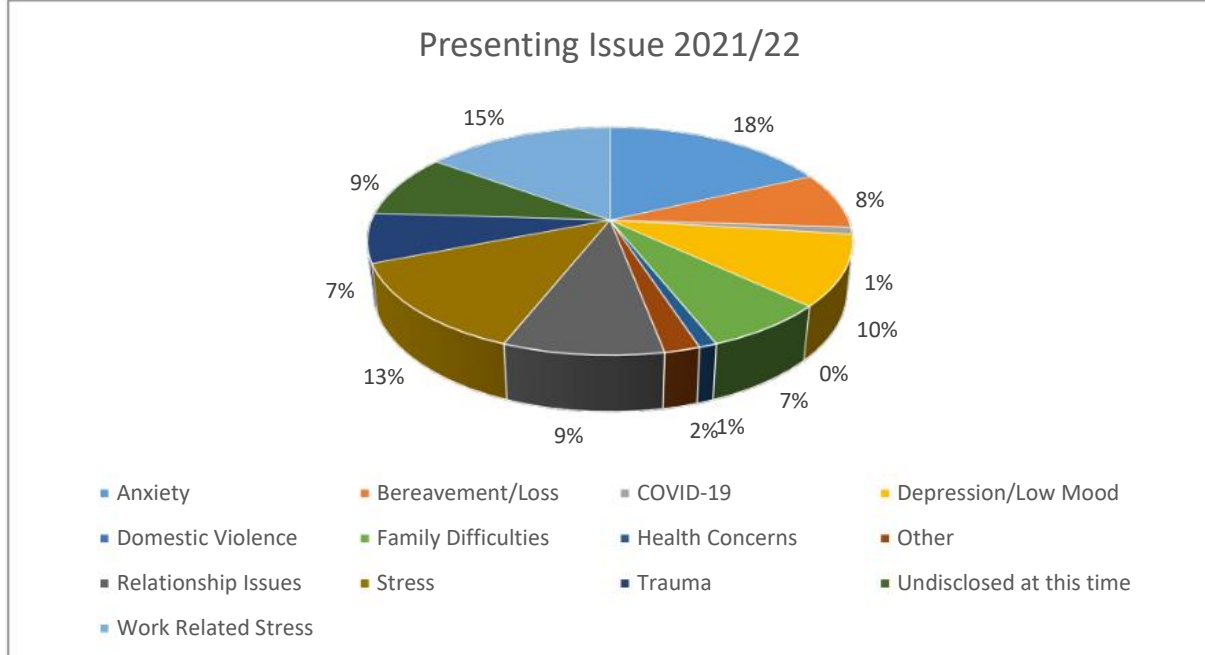
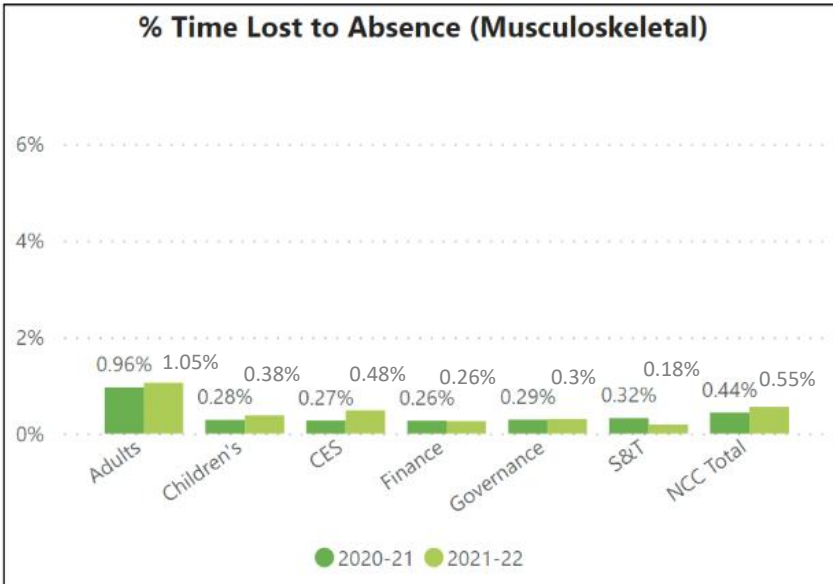
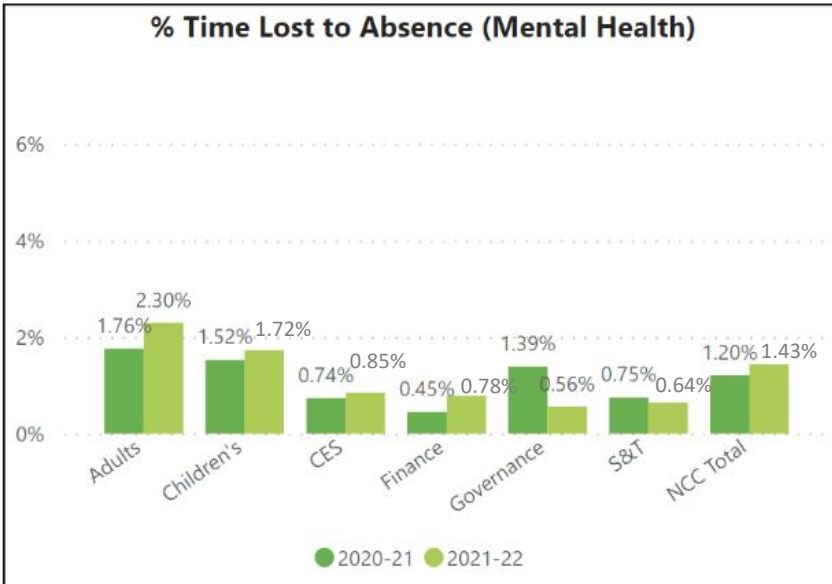
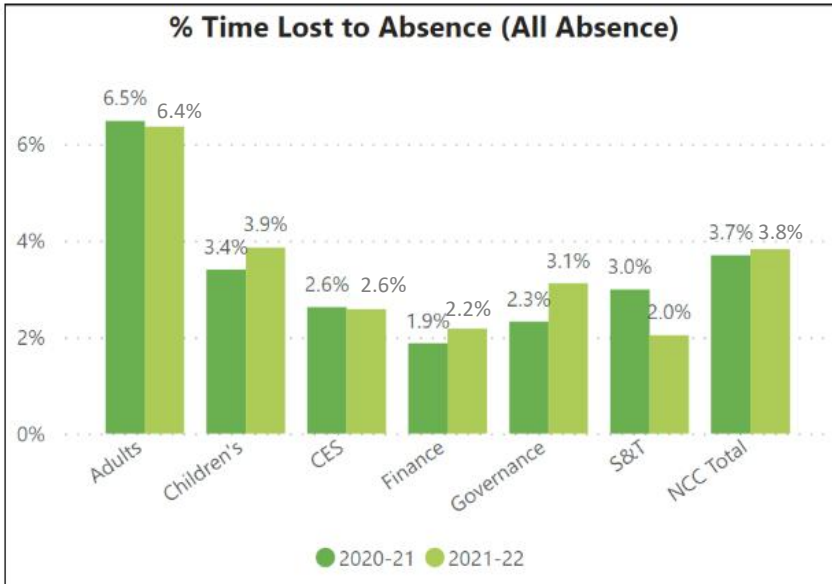
Employee Involvement



- Well-being champions are employees that have been trained to support the delivery of the well-being programme. They act as a focal point for well-being communications to teams. The more well-being champions there are in the organisation the more effective our communications about workplace health and well-being matters. Well-being champions have access to a TEAMS channel where information, guidance, webinars and ideas are shared
- The number of well-being champions overall across the organisation has dropped and is below the target of 4%
- Over 400 people attended the Time to Breathe sessions that were provided to support employees with the impact of the pandemic on their mental health. The workshops were facilitated by a trauma counsellor, giving employees the opportunity to reflect on the impact of the pandemic on their personal and working lives.
- The Wellbeing Over Winter workshops were delivered by tutors from Adult Learning and Norfolk Records Office. These were hour long workshops focusing on subjects relating to the 5 ways to wellbeing including yoga, meditation, drawing, learning a language, and family history. Nearly 300 attended these sessions.

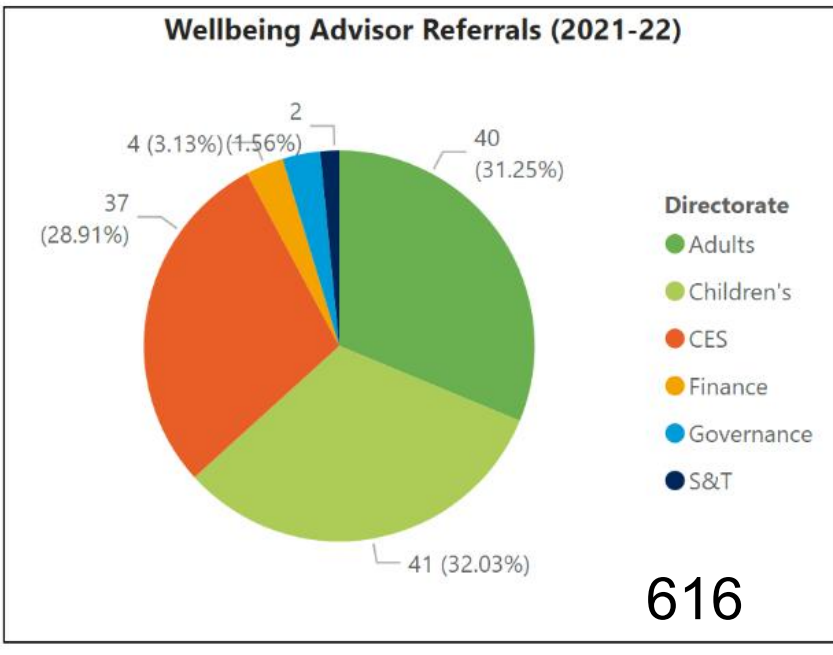
Outcome 2: The standard of HSW management ensures employees are at work, well and productive

Risk Management



Norfolk Support Line:

- 7.7 % employees accessed
- 15% work identified as primary issue
- Critical incident/trauma team support accessed 13 times



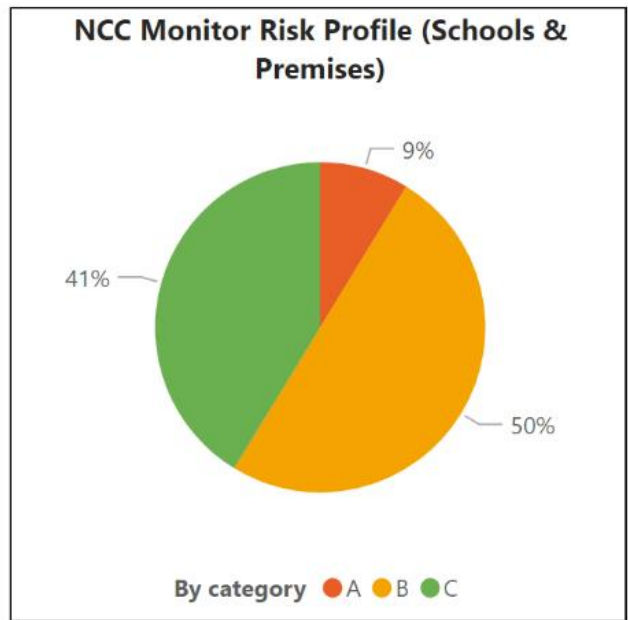
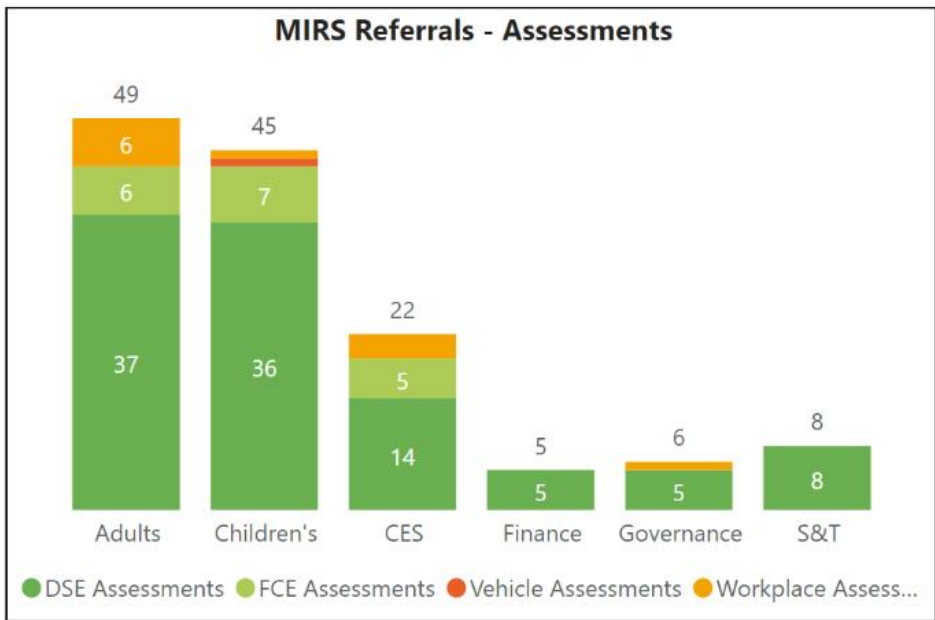
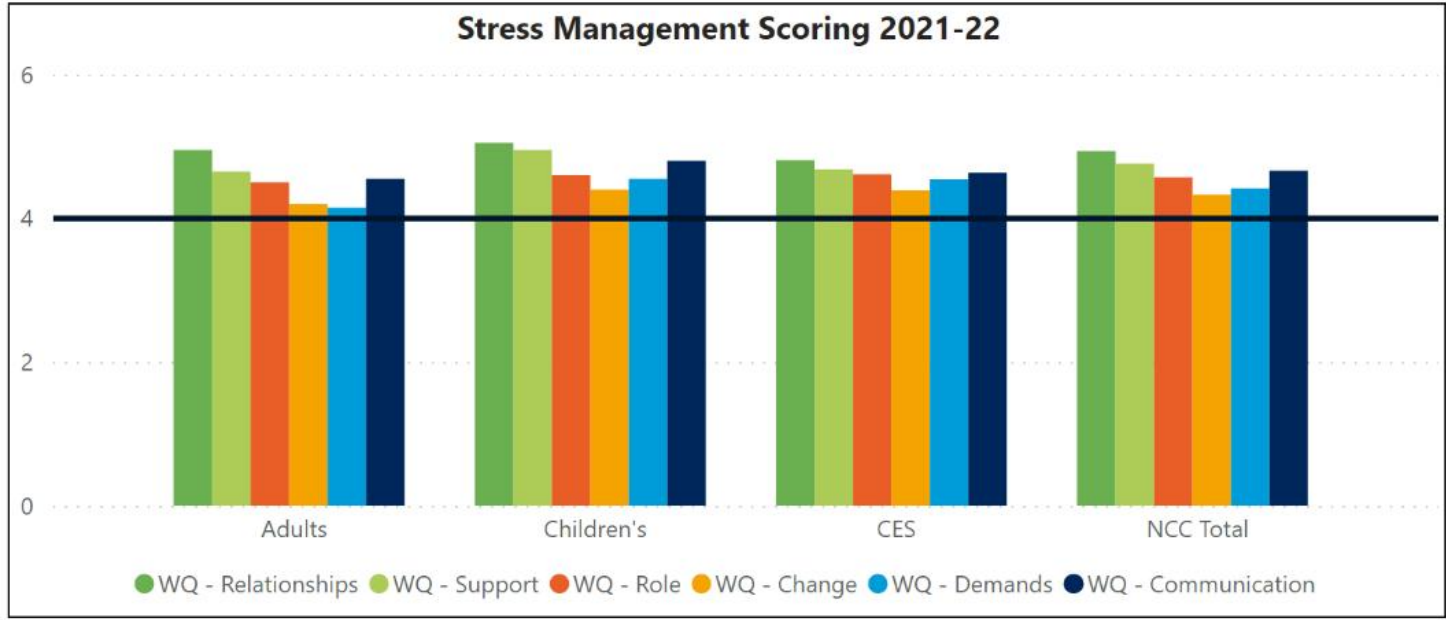
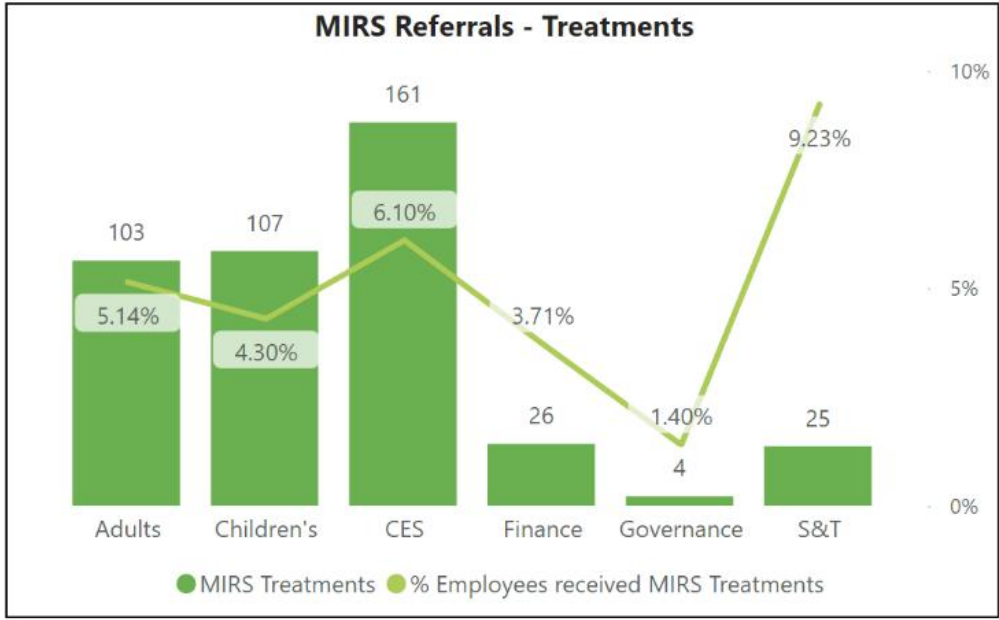
Outcome 2: The standard of HSW management ensures employees are at work, well and productive

Risk Management

- The percentage of time lost due to both musculoskeletal issues and mental health have increased slightly from the end of 2020/21 position. This reflects an overall increase in time lost due to absence, however the rate of increase for mental health absence and musculoskeletal absence is greater than for overall absence. Vital signs data shows that the overall absence figures are slightly higher than the target of 3.5 at 3.8% but mental health absence at almost 38% of all lost time due to absence is significantly above target.
- NSL use continues to remain higher than previous years and is at an all-time high of 7.7% compared to the 2020/21 end of year figure of 4.75%. There has been a high level of promotion of the service throughout the pandemic and this is the highest use of any organisation supported by the provider.
- Work as a primary presenting issue continues to remain low and at 15% is significantly below the target of $\leq 25\%$.
- Anxiety, stress and work-related stress are the top 3 reasons for calling the service.
- NSL also provide critical incident support: Support for a team when they are affected by a significant incident or an accumulation of incidents. Use of this service continues to be higher than in previous years with 13 teams accessing this support compared to 8 for 2020/21. Reasons for using the service varied from teams who were overwhelmed with the demand on services (i.e. work caused issues) to death of a colleague (i.e. work related issues). HR have been promoting the use of this service throughout the pandemic and the continued uptake is positive.
- Wellbeing Advisor (WBA) referrals reduced slightly from 136 during the same period last year to 128. 49% of these were work related, which reflects the previously reported trend that employees are more likely to use the wellbeing adviser service for work related issues and NSL for personal issues.

Outcome 2: The standard of HSW management ensures employees are at work, well and production

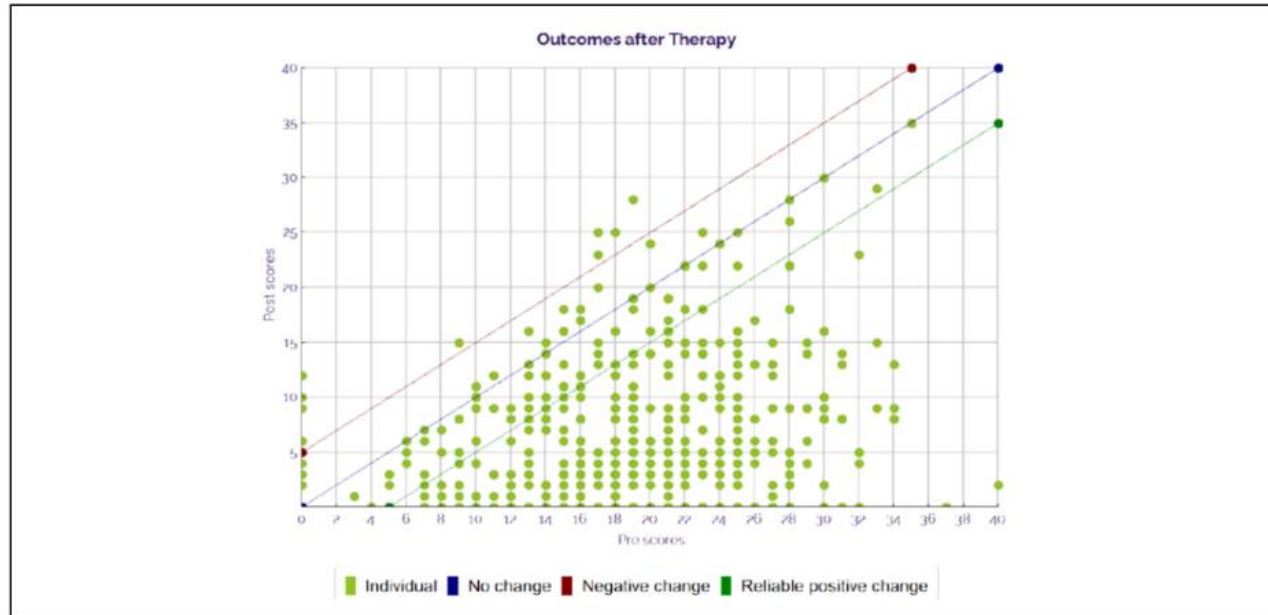
Risk Management



- 29 teams of varying sizes have participated in the stress risk assessment tool this year. All teams that have participated have scored at or above target in all areas.
- Levels of MIRS use continue to be lower than would be considered good across the majority of services (target 8%).
- The number of workstation assessments undertaken by the MIRS providers has increased slightly compared to the same period last year (from 97 to 105) but this remains lower than pre-pandemic levels.
- The risk score assigned to NCC schools and premises identify that the majority are considered to be of medium risk (B) with only a small proportion in the highest risk category (A). Risk scores are influenced by the nature of the activity (inherent risk), risk controls in place and management practices.

Outcome 2: The standard of HSW management ensures employees are at work, well and production

Risk Management - Impact of the services



- Employees who receive counselling undertake a CORE 10 assessment. This is a widely used monitoring tool to indicate the impact on psychological health from psychotherapy, counselling etc. The lower the score the better psychological health. Any dots below the green line show a positive impact
- WBA support continues to show a positive impact on colleagues being at work and well with 61% in work following support.
- MIRS continues to make a positive impact on colleagues being at work and well with treatment making a difference and reducing the number of days absence. It is estimated to have prevented 4684 days absence and £351,300 this year. 81% of colleagues were at work at the time of their referral

Time to breathe feedback:

Evaluation forms showed that the sessions:

- Helped understanding of the personal impact of the pandemic
- Helped to improve psychological health
- Increased people's knowledge on the sources of support available

Verbatim comments:

Having been in pretty much isolation for a considerable part of the last year, it's really good to share experiences with others. Well presented and the delegate participation was great - Keep doing what you're doing!

The counsellor was absolutely brilliant, I did the course a week ago and am still reflecting back on what we covered. her presentation style is so comforting and reassuring, session was very relaxing, yet we covered loads- nothing to suggest to improve -please continue - Thank-you to the counsellor and to everyone else who has collaborated in design and delivery of the workshop.

Really informative and helpful session with lots of signposting to useful resources both for me and the team. The counsellor delivered the workshop brilliantly.

I thoroughly enjoyed this workshop and found it really beneficial for work life and personal life too. To be honest I cant think of anything that would have improved it. It worked so well as a virtual workshop; have already recommended this to my team.

Outcome 2: The standard of HSW management ensures employees are at work, well and production

Risk Management - Impact of the services

Wellbeing Adviser 121 support feedback

I appreciated the support I received from the WB Adviser, she offered conflict resolution which I felt was not feasible at the time due to circumstances. But the conversations we had made me step back and look at my own behaviour and how I reacted to a particular individual. Looking at issues from another perspective which allowed me to take control of my own fate. I decided to change teams and departments taking a secondment opportunity which is working out great for me.

Speaking to the WB Adviser openly, honestly and supported me, it allowed me to believe in myself and putting my issues into perspective which allowed me to move on in my role. I cannot thank the Adviser enough for the support she gave me it was very helpful and now I have my confidence back and enjoying my role again.

MIRS treatment feedback

Really good system. It's great to know NCC buys into such a scheme. I was in a lot of pain for 4 months before deciding to act on my pain. I contacted my GP at the same time as IPRS and am still waiting for the referral from the hospital to come through (4 months and counting) whereas with IPRS got back to me in 2 days and saw me within a week or two. The physio (Stephen) helped me enormously and I am still doing the exercises he taught me to hopefully reduce pain in the long term. An excellent service. Thank you.

Had I not been referred, I am certain I would have had to take some sickness absence from work. Although I had to have several sessions this was due to another medical underlying problem. The treatments helped me cope as well as keeping me mobile.

I honestly can't thank the physio enough, he was so professional and actually took the time to properly listen to me and my concerns. If it wasn't for his expertise and him telling me to go to the doctor's before he'd do treatment I wouldn't of gotten to the cause of other issues.

NSL treatment feedback (these comments are not specifically NCC employees)

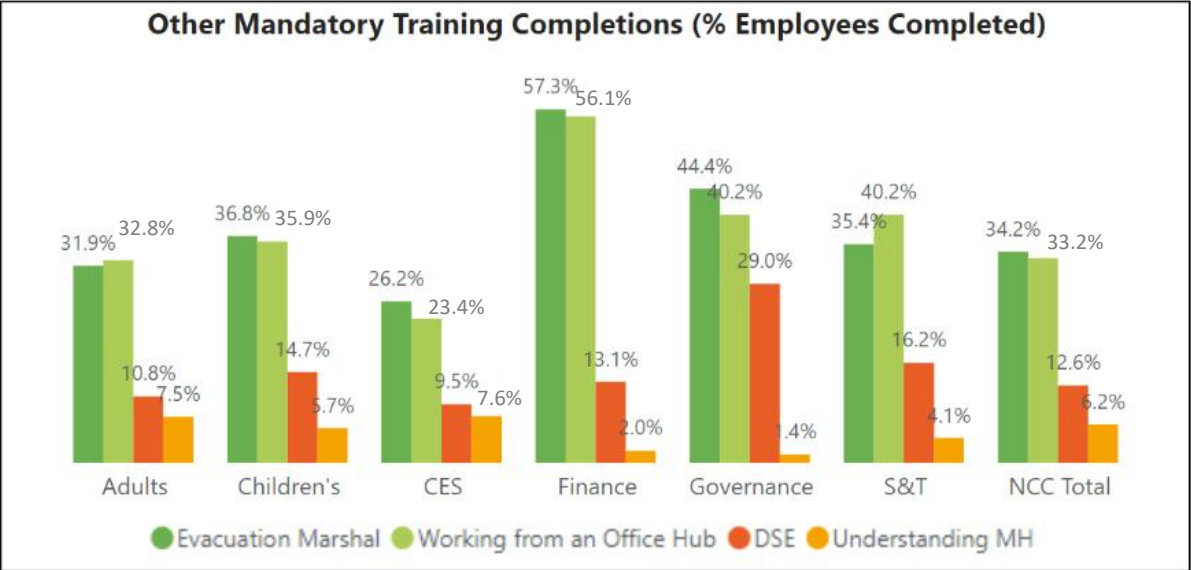
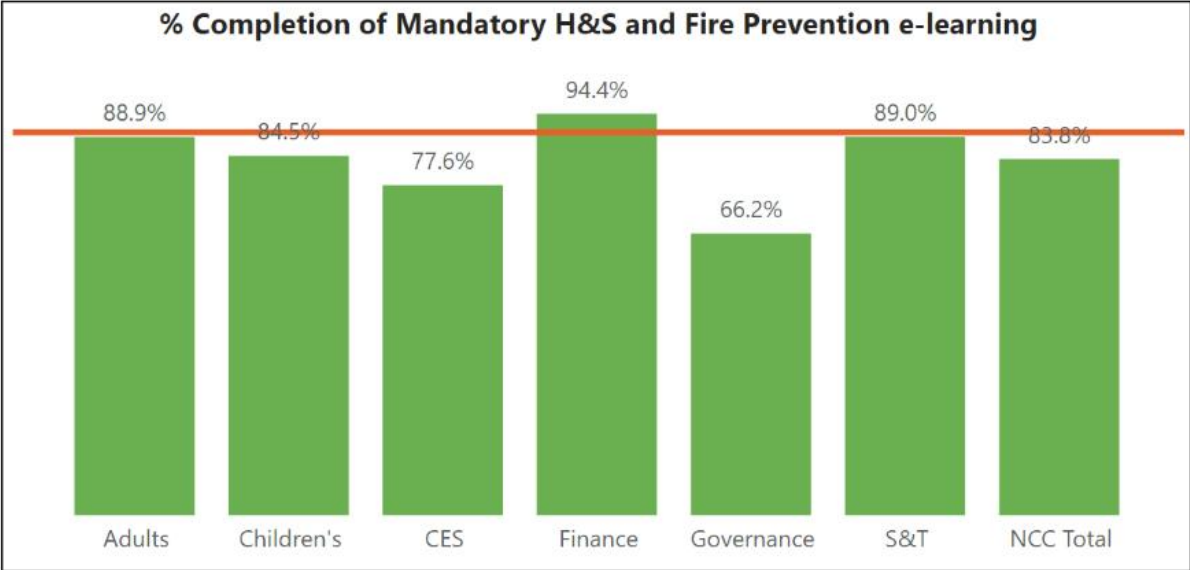
My counsellor was incredible. This is my first experience of requiring counselling and, I am ashamed to admit. That I wasn't convinced it would be of any use but I could not have been further from the truth.

Counsellor was not judgemental at all about my issue. She made me feel at ease immediately and I felt listened to. I felt much better following the first session and some of the comments gave me a lot to think about and changed my behaviour.

To be able to discuss my problems with someone who is objective and non judgemental, to be listened to and let go of my worries and frustration, help provided to achieve using specific tools and techniques to put my problems into perspective and be able to manage future worries independently.

Outcome 2: The standard of HSW management ensures employees are at work, well and productive

Employee competency



- The health and safety and fire e-learning is the only mandatory training that is reported against a target as it relates to all employees and has been a longstanding mandatory course. The new training policy extends the core mandatory training for all employees to a number of other courses. The data shows that the completion of other mandatory training needs some focus and promotion across all services. Not all of these will be required by everyone, as it depends on their role, therefore targets are not set or monitored against. Managers need to be clear on the required training for their teams and compliance with that.
- Some services are meeting the required 90% completion rate for the health and safety and fire course but others are currently below target. This can be impacted by turnover and the utilisation of temporary employees as well as sickness absence. It should be noted that these figures do not include completion by non-employees that may also need to complete the training e.g. volunteers.
- Completions of the working from an office hub e-learning is also provided for information. This course is no longer required but was for the reporting period.

Traded income:
£358,651 (up
from £326,897)

Education sector:

- 38 Academies
- 21 Trusts
- 21 federations
- 183 schools

Purchase at least 1
service

There has been a small growth in external income into the team. This income offsets the costs of service delivery to external clients and supports a resilient service. The recent announcement regarding a reinvigorated academisation policy from central government may impact on future income. However, we continue to review our offer to ensure it is competitive. We have recently developed an e-learning offer for schools that enables them to purchase individual e-learning packages and receive information on which employees have completed this.

Glossary

Reportable incidents (RIDDORs)

Employers are required to report certain serious workplace accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive. These are defined in law and it is an offence not to report them within the specified time period. These include:

- **Fatalities**
Accidents that result in the death of an employee or non-employee that arise from a work-related accident
- **Specified injuries to employees**
Examples of specified injuries that are reportable include: injuries requiring hospital admission for more than 24 hours, fractures, amputations, serious burns, loss of sight, significant head injuries
- **Over 7-day injuries to employees**
Work related accidents that result in an employee being unable to undertake their normal duties for more than 7 consecutive days (including weekends)
- **Occupational Diseases to employees**
Examples of occupational diseases that are reportable where diagnosed by a medical practitioner are: carpal tunnel syndrome, occupational dermatitis, severe cramp of the hand or forearm, occupational cancer, tendonitis of the hand or forearm
- **Dangerous Occurrences**
These are serious incidents that may not have caused any injury but had the potential to do so. Examples include: the accidental release of a substance that could cause harm to health such as asbestos, fire caused by electrical short circuit that results in the stoppage of the plant involved for more than 24 hours, equipment coming into contact with overhead power lines
- **Injuries to non-workers**
Where a non-employee e.g. a member of the public, a pupil or a service user has an accident on our premises and are taken to hospital from the scene for treatment

Non- Reportable (RIDDOR) Incidents

Incidents that result in injury that are not classed as reportable. These do not include any incident that did not result in an injury e.g. near miss incidents, damage to property or dangerous occurrences.

Glossary

Musculoskeletal Injury Rehabilitation Scheme (MIRS)

MIRS is a fast-track physiotherapy treatment service that helps staff with a musculoskeletal injury (back pain, muscle strain, overuse injuries, frozen shoulder, whiplash, ligament damage, tendonitis, sciatica, etc.) in managing or reducing the impact of their injury on work. People who are referred to the service consistently report the treatment either helped them return to work earlier or prevented them taking sickness absence.

The service includes:

- An initial telephone assessment with a physiotherapist within 24 hours of being referred to establish the best course of treatment, and where required an initial treatment session is usually offered within 3 working days.
- An assessment report for the line manager outlining the problem and recommended treatment.
- A discharge report for the manager reiterating the information in the assessment report and providing an assessment of the outcome of any treatment given.
- Functional Capacity Evaluations for staff who are reporting that their health conditions are limiting their capacity to undertake their duties.
- Workstation, workplace and vehicle assessments for staff who are reporting these are having an impact on their health condition.

Norfolk Support Line (NSL)

A well-established independent, confidential and professional advice and counselling service for employees; available 24 hours per day, 7 days a week, 365 days a year, on matters such as: money management, substance misuse, legal queries, phobias, consumer advice information, caring responsibilities, trauma, stress, bereavement, domestic matters, emotional problems, anxiety/depression. They also provide support to managers on difficult conversations and team trauma support

Cabinet

Item No: 15

Report Title: Corporately Significant Vital Signs

Date of Meeting: 04 July 2022

Responsible Cabinet Member: Cllr FitzPatrick (Cabinet Member for Innovation, Transformation & Performance)

Responsible Director: Paul Cracknell, Executive Director Strategy and Transformation

Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

The purpose of this quarter four report is to provide the Cabinet with an update on the Council's performance against its Corporately Significant Vital Signs.

Each performance report provides the opportunity to review and understand current performance, trends, identify performance risks, and by regular monitoring during the period, allow early interventions and to validate the actions being taken to address performance deviation and identify further opportunities for improvement.

Norfolk County Council continues to operate in a period of unprecedented challenges. Pressures of recovery are still being felt across many services as we move into a state of living with Covid. Residents are experiencing unparalleled rises in the cost of living, and many are opening their homes to refugees from the war in Ukraine.

As a Council, we are moving into a period where budget savings and preparing for strategic review are becoming more key in our ability to operate sustainably and effectively in the future, and we manage this alongside rising to challenges such as reaching Net Zero and negotiating a County Deal as part of the Government's Levelling Up Strategy.

Our Performance is therefore key in assuring ourselves that we continue to strive towards the achievement of our Strategic Outcomes, as set out in Better Together, for Norfolk, and against the backdrop of the aforementioned pressures. It remains vital that we continue to provide the best outcomes and opportunities for our residents, their families, and businesses in Norfolk.

The report utilises the Corporately Significant Vital Signs that underpin portfolio outcomes using a traffic light visual rating. 51 monthly, quarterly, and annual

Corporately Significant Vital Signs are being reported in this period, where performance for the monthly measure is drawn from the last month in quarter (March).

Performance is measured using Red, Amber, and Green (RAG) ratings based on the current level of performance against target. The table below shows the proportion of corporately significant vital signs at each RAG rating in the last month at the end of quarter three. Performance in the last month of quarter four is compared to that in the last month of quarter three.

51 Corporately Significant Vital Signs- please note that this Quarter includes some Annual year end measures that are not RAG rated, therefore the total below will not equal 51.	
Green	29 Vital signs met or exceeded the target (22 last month in last quarter)
Amber	5 Are within the accepted tolerance of the set target (6 last month in last quarter)
Red	13 Vital Signs are below or behind the target set (14 last month last quarter)

In the review of performance, in addition to the “RAG” ratings, the trajectory of performance against target is noted as -

Improving  Deteriorating  Static 

Recommendations:

- 1. Review and comment on the end of quarter three performance data.**
- 2. Review the considerations and next steps.**
- 3. Agree the planned actions as set out.**

1. Background and Purpose

1.1. Vital signs provide measurements of operational processes (internal) and strategic outcomes (external). Poor performance and or a deteriorating trajectory represents a risk to the organisation in terms of our ability to meet legal responsibilities, maintain financial health, meet the needs of our citizens and a reputational risk.




1.2. The Corporately Significant Vital Signs are closely aligned to the principles underpinning our Council Plan - Better Together, for Norfolk:

- A VIBRANT AND SUSTAINABLE ECONOMY
- BETTER OPPORTUNITIES FOR CHILDREN AND YOUNG PEOPLE
- HEALTHY, FULFILLING, AND INDEPENDENT LIVES
- STRONG, ENGAGED, AND INCLUSIVE COMMUNITIES
- A GREENER, MORE RESILIENT FUTURE

1.3. Each vital sign has a target which has been set based on the performance required for us to work within a balanced budget and meet statutory requirements. Where the measure relates to the delivery of services, benchmarking data has also been used to assess our performance against that of our statistical neighbours.







2. Proposal

- 2.1 This report uses data from the last month in the quarter, during which there has been some success during this time in increasing areas of previously poor performance.
- 2.2. There do remain however, several areas where performance is a cause for concern and potential risk, and these are identified in the relevant parts of the report, with mitigating actions described to outline our response to reaching target.
- 2.3 Highlights for the quarter (shows the total of indicators RAG by portfolio).
- 2.4. Throughout this report, the Red, Amber, Green “RAG” traffic light system of reporting is used, with some highlights on performance listed below.

	Total Vital Signs				Highlight
Adult Social Services	6	5	0	1	Decreasing the rate of admissions of people to residential and nursing care per 100,000 population (65+ years) has improved from 608.41 to 594. 21
Children’s Services	9	1	4	4	% of Care Leavers who are EET (19 - 21) continues to increase as with the previous quarter, by 3.5% to 62%.
Community & Environmental Services	14	4	0	10	Number of museum visits has more than doubled against the previous quarter, to 14981 visits. Participation of Early Years Foundation Stage activity in libraries has increased by 1622 against previous quarter.
Finance & Commercial Services	8	1	0	7	Property - Savings target delivered has increased by £162,500.
Strategy & Transformation	6	3	1	1	Adults Social Worker Vacancies - % establishment filled (Grade I – L) and Children's Social Worker Vacancies - % establishment filled (Grade I - L) have both increased again by a further 1% this quarter.

3. Impact of the Proposal - Vital Signs overview by portfolio outcome

3.1 Adult Services

Measures	Performance Q3	Performance Q4	Target	Trajectory
% of providers judged good or outstanding by Care Quality Commission	71.70%	71.10%	78%	Deteriorating 
% of Learning Disability service users who are in employment	4.63%	3.42%	5.9%	Deteriorating 
% of Mental Health service users who are in employment	2.83%	1.92%	5%	Deteriorating 
% of Reablement cases where the outcome is recorded as not requiring any ongoing social care support	87.17%	86.51%	68%	Deteriorating 
Decreasing the rate of admissions of people to residential and nursing care per 100,000 population (18-64 years)	25.17	29.82	16.9	Deteriorating 
Decreasing the rate of admissions of people to residential and nursing care per 100,000 population (65+ years)	608.41	594.21	551.1	Improving 

3.2 Five of the six performance measures are below target and “red” flagged. These are as follows, and with the following plans in place for corrective action.

3.3 Vital Sign 101: % of providers judged good or outstanding by Care Quality Commission. Target 78%. Current performance 71.10%. **Deteriorating trajectory.**

The county has had lower quality of care compared to some other local authority areas for some time. There are many elements that contribute to this and actions to see improvement will take time. Social care in Norfolk is provided by over 450 care providers, so the Council needs to work across the care market to help support and influence change. The Norfolk care market is challenged due to lack of choice for enhanced and specialised care in particular, which can limit options for both individuals and commissioners to use good and outstanding provision as a matter of course. Workforce issues including staff shortages, lack of staff retention, and lower level of skills and qualifications are a factor for quality provision and can also prevent more providers expanding their offer to meet more complex needs. This has been exacerbated during Q4 by national workforce shortages and the Omicron variant increasing sickness and staff isolating.

The impact of staffing issues during Covid have been well-documented. However, an increase in workforce shortages over the last nine months is placing more pressure on care provision and will impact on quality. An enhanced quality assurance team had been put in place to complement the CQC programme of work and support quality improvement. During 2020-21 the team supported providers through the pandemic, including outbreak management support, which delayed the planned QA programme of work, this work recommenced during 2021-22 and a full year of PAMMS reviews has been undertaken. However, an increase in care provision experiencing staffing

and therefore quality concerns has required deployment of resources to focus on immediate improvement support.

Onsite quality assurance audits recommenced April 2021 and the team has been further strengthened to enable some catch up of work delayed during 2021-22. Good progress has been made with a mix of both scheduled audits and undertaking focussed work with providers where quality concerns have been identified. A review of contract management has identified improvement areas, including the need for a technology solution to support contract management across the £340m annual NCC spend with the adult care market and proactive and timely performance management discussions - discussing with corporate strategy and transformation is assessing the need.

The Developing Skills in Health and Social Care ESF project commenced training in January 2021, this will help encourage and support wider skills and qualifications across the adult social care workforce. However, current workforce shortages is making it more difficult for care providers and their staff to access training, which had led to low referrals. The programme has successfully requested an extension to the project to enable continuation to October 2023.

A targeted programme to support registered managers is underway. The Norfolk and Waveney Adult Social Care Workforce Strategy has been published and a three-year implementation plan is being actioned. The government announced two rounds of Workforce Recruitment and Retention Grant during the autumn. Rounds 1 and 2 of the Workforce Recruitment and Retention Grant amounted to £8.052m and were allocated mainly to care providers to support retention initiatives. Some funding was used to increase staffing capacity for Norfolk First Response who are operating as the provider of last resort and some universal measures to help both recruitment and retention including extending our recruitment campaign, an earn while you learn scheme, launching a Norfolk Care Academy to support people into the first steps of a job in social care and a wellbeing programme. Actions have been taken to enable some of these initiatives to continue into 2022-23.

A quality event involving stakeholders was held in April to consider a joint approach to tackling care quality improvement and the proposed approach is set out in a paper to Cabinet in June. The proposed strategic quality framework will seek to identify actions needed to influence all key drivers impacting on quality - providers; workforce; quality improvement services; health services; feedback from individuals, families, and friends; commissioning and contract managers and operational social work.

3.4 Vital Sign 102: % of Learning Disability service users who are in employment. Target 5.9%. Current performance 3.42%. **Deteriorating trajectory**

The impact of Covid both on the availability of employment opportunities and the number of service users who were shielding continues to impact on this performance measure. Similarly, the cessation of the rollout of the Day Opportunities 'Skills and Employment Pathway' during the pandemic effectively halted progress towards employment for day services users. Norfolk Employment Service (NES) staff were

working at reduced capacity throughout Covid having been redeployed to support the wider operational service with making Covid welfare calls.

Actions to bring around improvements to this measure will take time due to the intensive work required with individuals to support them into employment and related opportunities. However, between April 21 to March 22, NES have achieved significant outcomes for ASSD service users open to the service: Paid Employment – 36, Work Experience – 25, Volunteering – 49, Training/Education – 18 with In-Work support provided to 12 people. So far in April and May 2022 10 service users (8 with a Learning Disability and 2 Mental Health) have been moved into employment showing an ongoing increase in paid employment outcomes.

Between Q3 and Q4 there was an increase in the actual number of service users with a Learning Disability who moved in to paid employment of 78 up to 84. For Voluntary employment this increase was from 159 to 185. However, this was in the context of an increase in the overall number of ASSD service users in the period which has impacted on the overall %. Work is currently happening with colleagues from the Information and Analytics Team to ensure that the local data reporting accurately reflects the overall picture of paid and unpaid employment, as reported on the MI dashboard, alongside the nationally submitted ASCOF result.

In May a significant piece of work was undertaken by the employment team to update client records across all ASSD service users to ensure that employment status is more accurately recorded. This is being further built on by the establishment of a regular employment bulletin for ASSD promoting the benefits of employment, referrals to NES and encouraging better employment recording.

Recently, the management of the two employment teams – the Norfolk Employment Service (who support individuals into work) and Skills Employment Team (who work with employers) have been merged to more closely align their work and deliver a more joined-up service. The Life Opportunities work has also restarted, with commissioners working with existing day service providers, countywide, who have committed to offer an improved, redesigned Skills and Employment programme. Commissioners are also working with a provider new to Norfolk who have had significant success in other counties through both their Social Enterprise business and job-coaching for other external opportunities. Further work with Children's Services is increasing capacity to facilitate work being carried out during transition to adulthood.

A Local Supported Employment bid was submitted in late May, the outcome of which is expected in July. If successful, it will support the development and delivery of supported employment both within the local authority and more generally. This work will also support the council's SEND agenda and Written Statement of Action.

ASSD is currently piloting an internal paid work experience opportunity for service users as part of development of more opportunities within NCC. Two service users have recently successfully started on this, including one with a Learning Disability.

The wide range of partnership development activities continue, including working with the SEND Employment Action Group, CHANCES scheme, DWP, Shaw Trust, and the Apprenticeships programme. Similarly, work with employers continues through SET including generating vacancies, promoting the Disability Confident scheme, Access To Work and finding work placements for referrals from NES and day services.

3.5 Vital Sign 106: % of Mental Health service users who are in employment. Target 5%. Current performance 1.92%. Deteriorating trajectory.

The impact of Covid both on the availability of employment opportunities and the number of service users who were shielding continues to impact on this performance measure. There has also been a delay in some service users returning to mental health day service opportunities which prepare them for volunteering or training. Norfolk Employment Service (NES) staff were working at reduced capacity throughout the pandemic having been redeployed to support the wider operational service with making Covid welfare calls.

Actions to bring around improvements to this measure will take time due to the intensive work required with individuals to support them into employment and related opportunities. However, between April 21 to March 22, NES have achieved significant outcomes for ASSD service users open to the service: Paid Employment – 36, Work Experience – 25, Volunteering – 49, Training/Education – 18 with In-Work support provided to 12 people. So far in April and May 2022 10 service users (8 with a Learning Disability and 2 Mental Health) have been moved into employment showing an ongoing increase in paid outcomes.

Work is currently happening with colleagues from the Information and Analytics Team to ensure that the local data reporting accurately reflects the overall picture of paid and unpaid employment, as reported on the MI dashboard, alongside the nationally submitted ASCOF result.

In May a significant piece of work was undertaken by the employment team to update client records across ASSD service users to ensure that employment status is more accurately recorded. This is being further built on by the establishment of a regular employment bulletin for ASSD promoting the benefits of employment, referrals to NES and encouraging better employment recording.

Recently, the management of the two employment teams – the Norfolk Employment Service (who support individuals into work) and Skills Employment Team (who work with employers) have been merged to more closely align their work and deliver a more joined-up service. Further work with Children's Services is increasing capacity to facilitate work being carried out during transition to adulthood.

A Local Supported Employment bid was submitted in late May, the outcome of which is expected in July. If successful, it will support the development and delivery of supported employment both within the local authority and more generally. Whilst focussed on individuals with learning disabilities and autism, the remit is flexible

enough to support those with mental health issues as their primary care category. This work will also support the council's SEND agenda and Written Statement of Action.

ASSD is currently piloting an internal paid work experience opportunity for service users as part of development of more opportunities within NCC.

There are a number of other employment focussed support services outside of NCC in Norfolk for adults with mental health conditions. Service users receiving support from NCC can access these to secure employment. We have sought to improve links between NES and the MIND Routes Employment service including a joint presentation to the service management team in Feb 2022 and sharing information where MIND support a person into work.

We have established a regular report from NIHCSS to receive an update on the people they have supported into employment so we can ensure records are updated for reporting purposes.

The wide range of partnership development activities continue, including working with the SEND Employment Action Group, CHANCES scheme, MIND, DWP, Shaw Trust, and the Apprenticeships programme. Similarly, work with employers continues through SET including generating vacancies, promoting the Disability Confident scheme, Access To Work and finding work placements for referrals from NES and day services.

3.6 Vital Sign 203: Decreasing the rate of admissions of people to residential and nursing care per 100,000 population (18-64 years) Target 16.9. Current performance 29.82. Deteriorating trajectory.

For the number of permanent admissions to residential and nursing care, predicting and modelling more precisely given the factors over the past two years has been particularly challenging with no patterns against which to benchmark and with much beyond our control. In addition to the well documented impact of Covid, the demands of D2A and the greater support provided to the local NHS system has had a detrimental impact on the Social Care metrics in this area. Focus remains on assessing and reviewing people in the community, rather than in hospital, supporting maximum return to independent living and facilitating moves from short-term care back into peoples' own homes (rather than onward into long-term care) where possible.

The volatility of the last few months means a continued increase in the number of people supported, with relatively low numbers involved having a material bearing on the measure itself. The large spike in admissions witnessed in Quarter 1 impacted this measure to a great extent and although new admissions fell on a relatively consistent basis over the last six months, the progression apparent against the over-arching measure itself is taking longer to return to levels seen at the start of 2021.

Compounding this, January 2022 saw one of the highest admission figures across the year and though declining in comparison, the remainder of Quarter 4 still saw admissions tracking in line with the twelve-monthly average. Into Quarter 1 2022/23, the latest monthly admissions reported have been much lower, but it has been

recognised that delays in updating data systems may be affecting reporting figures, with a lag apparent before the resultant activity is calculated into this measure.

A commissioning focus in Learning Disabilities has delivered enablement schemes in two localities, with further provision planned to deliver in the next few years, alongside the development of supported living and the promotion of access to other tenancy-based general needs provision (with reasonable adjustments). This has supported a reduction in the overall numbers of people with a learning disability living in residential care placements in the 2021/22 financial year.

In mental health, the loss of residential beds due to providers withdrawing from the market is being replaced with commissioning activity focussing on increasing capacity in rehabilitation and recovery-based support. Where residential care is used, the focus is on the rehabilitative use of temporary care with a goal of return to more independent living. For physical disabilities, the supported living programme includes plans for developing new accessible housing with care for people with complex needs and the District Direct services that NCC commissions in general acute will engage with people with physical disabilities where there are housing related barriers to discharge from an in-patient bed.










3.7 Vital Sign 203: Decreasing the rate of admissions of people to residential and nursing care per 100,000 population (65+ years) Target 551.1. Current performance 594.21. Deteriorating trajectory.

For the number of permanent admissions to residential and nursing care, predicting and modelling more precisely given the factors this year has been particularly challenging with no patterns against which to benchmark and with much beyond our control. The volatility seen earlier in the year created an increase in the number of people supported and, in addition to the well documented impact of Covid, the demands of D2A and the greater support provided to the local NHS system has had a detrimental impact on the Social Care metrics in this area.

Focus remains on assessing and reviewing people in the community, rather than in hospital, supporting maximum return to independent living and facilitating moves from short-term care back into peoples' own homes (rather than onward into long-term care) where possible.

The number of admissions appears to have fallen consistently throughout Quarter 4 with the related measure also tracking favourably however it does need to be noted that there is an apparent lag in the system where system updates are not recorded in the current month, having a bearing on the reported measure.

3.8 Children's Services

Measures	Performance Q3	Performance Q4	Target	Trajectory
% of schools judged good or outstanding by OFSTED	83%	84%	86%	Improving 
% of Care Leavers who are EET (19 - 21)	58.5%	62%	52%	Improving 
% of family support referrals who have had a referral in the previous 12 months	4.8%	8.40%	15%	Deteriorating 
Decreasing the rate of Looked-After Children per 10,000 of the overall 0-17 population	62.7%	63.4%	60%	Deteriorating 
% of Referrals into social care who have had a referral to social care in the previous 12 months	9.9%	13%	20%	Deteriorating 
% of children starting a Child Protection Plan who have previously been subject to a Child Protection Plan (in the last 2 years)	10%	10.6%	11%	Deteriorating 
% Attendance of Looked After Children	91.5%	89.3%	90%	Deteriorating 
% of Looked After Children with up-to-date Personal Education Plan	96%	94%	95%	Deteriorating 
% of Education, Health and Care Plans completed within Timescale	54.10%	54.2%	60.4%	Static 

3.9 Of the nine performance measures, four are “amber” and one is “red”, these are as below, with the appropriate plan in place.

3.10 Vital Sign 301: % of schools judged good or outstanding by OFSTED. Target 86%. Current performance 84%. Improving trajectory.

Ofsted paused graded inspection activity from April 2020 due to Covid-19 pandemic until June 2021. After a positive start, there have been more schools nationally and in Norfolk who received a Requires Improvement judgement since then, usually because the curriculum hadn't been sufficiently well developed and / or implemented. There have also been a number of schools who have been judged Good, having previously been judged as Inadequate or Requires Improvement.

There has been too few published Section 5 inspections in Norfolk since September to draw firm conclusions, though Section 8 outcomes appear to be in line with national so far this academic year.

92% of local authority maintained schools are Good or Outstanding. Our processes to identify schools at risk of adverse inspection and intervene successfully remains effective. As dictated by DfE policy, the majority of schools not judged as Good are now part of Multi-Academy Trust. We continue to monitor the performance of Multi-Academy Trusts and discuss this with trust leaders, challenging and offer support if their trajectory of improvement is not strong.

3.11 Vital Sign 309: “Decreasing the rate of Looked-After Children per 10,000 of the overall 0-17 population”. Target 60.00. Current performance 62.7%. Deteriorating trajectory.

The impact of covid on families continues to be a challenge, with many families struggling due to the impact of the past two years on their resilience.

The Court continues to experience a backlog of work due to the delays prior to and during Covid and ongoing challenges with Court time available. Despite ongoing efforts, we have seen the Court delays increase with the average duration for Proceedings continuing to go up, having previously started to improve.

The Court delays result in children remaining in care for longer than is needed when considering plans for permanence such as family placements and adoption, also impacting on other cases where children have returned home to their parents. This target is stretching for Norfolk.

We are meeting with Regional lead for CAF/CASS to work together to address ongoing challenges, with the Court Focus on preventing children becoming Looked After continuing. There is ongoing work with the Lead Family Judge and the Courts in Norfolk to continue to reach the right outcomes for families.

3.12 Vital Sign 315: “% Attendance of Looked After Children”. Target 90%. Current Performance 89.3%. Deteriorating trajectory.

Our work through the Virtual School has identified that the attendance of Looked After Children remains affected by covid related absence. 8% of absences in Spring 2022 were authorised absences, with a further 1% recorded as covid related illness. It is understood that covid related illness may have been recorded as a ‘normal’ illness in a number of cases.

The remaining 3% of absences do represent some cases with more significant issues preventing attendance.

The Virtual School monitor attendance closely and follow up where patterns begin to emerge or absence is unusual, eg absence where previously attendance was good. The VS works closely with the Team-Around-The-Child to address issues.

Attendance in the secondary phase remains below 90%, compared to the primary age group above 90% and this remains a focus through close working with social workers and education providers at this phase.

Welfare Call are now contacting alternative provision providers directly to obtain attendance marks each day, which will improve the accuracy of attendance recording for those on CME (Children who are Missing Education) & EOTAS packages. There remains a small number of pupils with an alternative provision offer, where attendance remains an issue.

Arrangements for UASC (Unaccompanied Asylum Seeker Children) (20 pupils, of which only one is Primary phase) are good as previously evidenced, but there can be

a brief period between their arrival and their starting provision to ensure good transition.

3.13 Vital Sign 317: “% of Looked After Children with up-to-date Personal Education Plan”. Target 95%. Current Performance 94%. Deteriorating trajectory.

PEP meetings were held but due to increased staff absence through illness and leave over the Christmas period there was some delay in records being fully completed and signed off.






There was direct follow up and challenge where records had not been completed and signed off and support offered where required. There has been an immediate improvement in completion figures since these steps have been taken.









3.14 Vital Sign 322: “% of Education, Health and Care Plans completed within Timescale”. Target 60.40%. Current performance 54.10%. Deteriorating trajectory.

Performance is affected by demand versus available capacity of the teams which carry out the assessments and develop EHCPs, including that of broader professionals such as Educational Psychologists whose advice is essential to and a statutory requirement of the assessment. Where demand exceeds available capacity, this can negatively impact timescale compliance. Demand for EHC assessments has risen by 42% in 2021 on the previous year, and the service is forecasting a further 25% increase in requests this year. National shortages of essential practitioners (i.e., Ed Psychs, Speech and Language therapists) also impacts compliance.

Increasing capacity of teams and professional roles essential to the assessment process and reducing demand for statutory assessment via SEND Strategy and Transformation activity. Rigorous management grip on output to ensure it is achieving optimum level against available resource. Recruitment and retention strategy for Educational Psychologists. Broader strategic work with educational establishments to build capacity and capability to meet children’s SEND without the need for an EHCP.

3.15 Community and Environmental Services

Measures	Performance Q3	Performance Q4	Target	Trajectory
% of bus services on time	80%	80%	75%	Static 
% of planning applications determined within statutory or agreed timescales	90%	99%	90%	Improving 
% of businesses brought to compliance	97.69%	98.42%	90%	Improving 
% of high-risk fire safety audits completed	50%	70%	100%	Improving 
% of emergency response within 10 minutes to fire incidents where life may be at risk (and 13 minutes to other incidents where life may be at risk)	88.30%	85.10%	80%	Deteriorating 

% of high-risk home fire safety visits carried out	59%	47%	90%	Deteriorating	
Number of museum visits	7023	14981	2320	Improving	
Participation of Early Years Foundation Stage activity in libraries	12751	14373	19429	Improving	
% of learning delivered to the most deprived wards in Norfolk	41%	41%	40%	Static	
% waste recycled at Recycling Centres	63.38%	63.03%	70%	Static	
% of highways capital programme funded by external sources	93%	93%	80%	Static	
% of defects dealt with within timescales	97.60%	97.20%	92.5%	Deteriorating	
Customer satisfaction (with council services)	88%	91%	90%	Improving	
Healthy Life Expectancy at birth for male and female (annual)	N/A	2	2	N/A	

3.16 Of the fourteen performance measures, four are measured “red”. These areas and the associated responses and corrective measures are as below –

3.17 Vital Sign 205: % of high-risk fire safety audits completed. Target 100%. Performance 70%. Improving trajectory.

The variation in performance has been due to the suspension of programmed face to face audits during Covid19 working arrangements. During this time our audit programme focussed on those premises where there was deemed to be an immediate risk. Emergent new risks have taken priority over those on the list and been responded to by the existing Level 4 diploma personnel. We aim to audit the 6 outstanding incidents by 30th June 2022.

Audits for all outstanding high-risk premises are being planned in the 2022/23 Risk based Inspection Programme. New fire protection personnel have been put in place and are in the transition phase to being fully skilled to Level 4 diploma standard. New station managers are being supported in getting up to speed in their prioritisation of jobs. Inspections will not be targeted in a particular month.

3.18 Vital Sign 207: % of high-risk home fire safety visits carried out. Target 90%. Current Performance 47%. Deteriorating trajectory.

There are continued staff absences due to ill-health that are impacting on the performance of the team. This is dramatically affecting our output and performance against this measure. A new advisor started in April, and we should see the benefit of this employment by June. We are currently receiving more complex case referrals from adult social care which is reducing the number of visits the team can complete.

We have run a recruitment process to employ 2 new staff members to assist with the coordination and management of our Home fire safety work. They are starting in April 2022. From May 2022 we anticipate seeing an increase in performance.

3.19 Vital Sign 209: Participation of Early Years Foundation Stage activity in libraries. Target 27844. Current Performance 14373. Improving trajectory.

A challenging target was set for Q4 prior to the onset of Covid Omicron variant which has affected staff and volunteer availability and customer confidence. The continued restrictions on capacity numbers until April 2022 has also affected the final quarter figures. There is an encouraging increase in actual numbers from Q3, and overall, 58% of the target achieved is comparable to the recovery of cultural activities and library participation in society as a whole.







Story Explorers for under-fives reading challenge, and Digifest, a family creative technologies event throughout February, have contributed to improved performance in Q4. Every library now has Bounce and Rhyme in place and the relaxation of capacity numbers will improve attendance figures. Children’s Libraries are now able to reinstate their stay and play equipment such as sensory wall in Gorleston and Play Houses in the Millennium Library. Mini Movers and Story Explorers continue to be a focus for under-fives activities.

3.20 Vital Sign 212: “% waste recycled at Recycling Centres” Target 70%. Current performance 63.03%. Static trajectory.

Whilst we continue to strive for 70% recycling, performance will not increase in this year to the target level. During winter months when green waste is low, the proportion of waste sent for recycling and composting does not reach average levels. During February we saw an improvement in performance compared to the previous year.

Staff continue to aim to intercept as much waste as possible for recycling and composting. New reuse shops at two new recycling centres are expected to improve reuse.

3.21 Finance and Commercial Services

Measures	Performance Q3	Performance Q4	Target	Trajectory
Property - Savings target delivered	£487,500	£650,000	£487,500	Improving 
Capital receipts for land sold, that will be counted as part of overall capital receipts	£5,755,000	£2,558,915	£5,000,000	Deteriorating 
Repton Property Developments Ltd (private sector units sold- Annual)	N/A	8	N/A	N/A
Savings targets delivered	£37,019,000	£37,349,000	£41,179,000	Improving 
FES - Debt recovery	92%	94%	85%	Improving 
Payment performance - % of invoices paid within 30 days of receipt	99%	99%	98%	Static 
Level of borrowing / debt	£855,324,000	£854,243,000	£855,401,000	Improving 

Reserves forecasts (Annual)	£106,091,000	£160,809,000	£74,181,000	Improving	↑
Capital monitoring- Profiled projected annual spend vs actual to date	N/A	100%	10%	N/A	
Property disposals by floor area	N/A	8708	N/A	N/A	

3.22 One performance measure is “red” as outlined below –

3.23 Vital Sign 404: “Savings targets delivered” Target £41,179,000.00. Current Performance £37,019,000.00. Improving trajectory.

At outturn some saving plans have not been fully delivered for 2021-22, although 91% of planned savings have been reported as successfully delivered. Through the year programmes have highlighted risk areas which have been kept under review and regularly reported to Cabinet, along with details of mitigating actions. Executive Directors are responsible for taking actions to deliver individual saving plans in 2021-22, and/or to restart delivery of savings to minimise 2022-23 impacts and/or to identify alternative options and mitigations.

Adult Social Services delivered £14.588m of their £17.858m, with £3.270m non delivery of savings. Of this, £2.000m non delivery relates to the Short Term Out of Hospital Offer saving (ASS015) due to the high demand experienced for short term residential care following hospital discharge. The saving was predicated on the reduction of the use of short-term beds and the ability to reduce the length of stay, however due to Covid this has not been possible.

The deliverability of savings, including any 2021-22 savings that were identified as permanently undeliverable, has been considered as part of the budget setting process for 2022-26 and addressed where appropriate. The Council will report against 2022-23 saving plans from July 2022.

3.24 Strategy and Transformation

Measures	Performance Q3	Performance Q4	Target	Trajectory	
New employee retention (24+ months)	67%	68%	70%	Improving	↑
Sickness absences - % lost time	3.2%	3.70%	3.50%	Deteriorating	↓
Adults Social Worker Vacancies - % establishment filled (Grade I – L)	94%	95%	90%	Improving	↑
Voluntary turnover rate	9.9%	11%	11%	Improving	↑
Absence due to mental health as a % of all absence	37%	36%	30%	Improving	↑
Children's Social Worker Vacancies - % establishment filled (Grade I - L)	83%	84%	90%	Improving	↑

3.25 Three “red” causes for concern and 1 “amber” that are highlighted as –

3.26 Vital Sign 500: New employee retention (24+ months). Target 70%. Current performance 68%. Improving Trajectory

A new leavers survey was introduced in June 2021. This is providing first time analysis on the most important factors for leavers. It was completed by 58% of the 188 leavers across NCC in the quarter who were invited to complete it with a range of 20% to 74%.

Overall, the majority of areas measured gave a moderate or amber score with one area green ‘I had useful open conversations with my manager to find practical solutions to problems I experience’. Within individual directorates some areas are clearly identified as needing improvement including the management of change, providing life friendly careers, and providing clear understanding of a role.

The 2022 staff survey in the first quarter of the new Financial Year and more data generated by the Leavers survey will provide better understanding around the primary drivers impacting this measure.

HR Business Partners and departments are developing specific actions into their workforce plans as a result of the data available, examples include ASSD, who are developing a new role aimed at retaining social workers considering retiring, making use of their skills and experience as mentors, a level 4 apprenticeship for Assistant and Reablement practitioners, and planning new programme for development of Practice Consultants and team managers.

3.28 Vital Sign 502: Sickness absence lost time. Target 3.5%. Current Performance 3.70%. Deteriorating trajectory.

Rolling annual sickness levels have increased in Adults (March 2021 4.5% to March 2022 5.6%) and Children's (March 2021 2.7 to March 2022 3.6%). All other areas have also increased but are still below 3%. Overall, the increase reflects an increase in the proportion of time lost to Mental Health and Musculoskeletal causes in all departments except for Governance. These increases mirror national trends for example as a result of the impact of the pandemic and cost of living pressures.

The Nuffield Health Healthier Nation Index recently revealed that 34% of the UK adults felt that their mental health had got worse in the last year and 15% said they did not do any exercise in the last year. Sickness absence was also impacted by the Omicron variant and easing of COVID restrictions during this period.

Frontline services were particularly impacted by the Omicron variant. The highest area of sickness absence was in Adult's communities' services, which is to be expected as this includes the majority of our front-line social work teams and NFS staff who are most exposed to covid and respiratory illness. The winter was a very challenging period due to the general impact of omicron, the demand for adult social services, failure in capacity in the care market and the pressures on the wider hospital and health and social care system. All these factors increased the workload and consequently work-related pressures and stress on colleagues working in these areas, further exacerbated by existing vacancies in the workforce. As an organisation NCC

have continued to promote existing best practice support to NCC employees our wide variety of mental health and musculoskeletal health support schemes.

3.31 Vital Sign 511: Absence due to mental health as a % of all absence. Target 30%. Current performance 36%. Deteriorating trajectory.

Absence due to mental health reasons has remained stable between 36 and 38% of all absence since April 2021.

As identified in measure 502 it is recognised nationally that the pandemic has impacted significantly on people's mental health, and this is likely to continue to be the case for some time to come. There continue to be many uncertainties that will have a direct impact on mental wellbeing.

The contributors to our mental wellbeing are multi-faceted, it is rarely influenced by a single factor, some contributors will stem from our personal lives and some our working lives. National and international factors such as the rising cost of living and the war in the Ukraine as well as personal and family situations may contribute. In a work context, as services continue to manage the impact of the pandemic alongside increasing pressures from other sources such as increased demand, service backlog and recruitment and retention pressures there is likely to be an impact.

HR continue to provide a broad range of support to managers and employees to aid positive mental health and resilience. The offer to employees was reviewed and strengthened over the pandemic with additional initiatives such as making workshops facilitated by a trauma counsellor available, provision of wellbeing sessions and more recently introduction of a text-based support service. Service departments are supported through their HR Business Partners to review their absence data and identify areas for further support, promotion of services, training, and action. We will continue to review sources of data such as the latest employee survey to understand and identify further areas for improvement.

3.32 Vital Sign 513: Children's Social Worker Vacancies - % establishment filled (Grade I - L), Target 90%. Current performance 84%. Improving trajectory.

Social Work is a national skills shortage occupation and is highly competitive in both the permanent and temporary labour market, increasing the challenge to reach the targeted establishment level. That challenge now expands to greater geographical competition due to the ability for remote working and multiple opportunities nationally. Retention in our Family Assessment and Safeguarding Teams (FAST) remains a challenge (21.7% turnover, 9.2% for all other areas). Performance in ASSD is similar to this (specifically in Locality and Hospital roles (19% turnover).

We are working with external consultants to explore better ways of managing demand and reducing burnout in our experienced social workers through the Connecting Communities project. Other projects include increased numbers of apprentice roles, we have just launched this year's application process for our social

work apprenticeship scheme. We are looking to reduce bureaucracy in case management while maintaining best safeguarding practices.

4. Impact of the Proposal

4.1 Information Report

5. Evidence and Reasons for Decision

5.1 N/A

6. Alternative Options

6.1 Information Report.

7. Financial Implications

7.1 N/A

8. Resource Implications

8.1 Staff: N/A

8.2 Property: N/A

8.3 IT: N/A

9. Other Implications

9.1 Legal Implications: N/A

9.2 Human Rights Implications: N/A

9.3 Equality Impact Assessment (EqIA) (this must be included): N/A

9.4 Data Protection Impact Assessments (DPIA): N/A

9.5 Health and Safety implications (where appropriate):

9.6 Sustainability implications (where appropriate): N/A

9.7 Any Other Implications: N/A

10. Risk Implications / Assessment

10.1 This report is intended to be read with the Risk Management Report

11. Select Committee Comments

11.1 N/A

12. Recommendations

1. Review and comment on the end of quarter three performance data.
2. Review the considerations and next steps.
3. Agree the planned actions as set out.

13. Background Papers

13.1 None

Officer Contact

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Cabinet

Item No:16

Decision making report title:	Authority to enact revenue pipeline
Date of meeting:	04 July 2022
Responsible Cabinet Member:	Cllr Andrew Jamieson (Cabinet Member for Finance)
Responsible Director:	Simon George, Executive Director for Finance and Commercial Services
Is this a key decision?	Yes
If this is a key decision, date added to the Forward Plan of Key Decisions.	30 May 2022

Introduction from Cabinet Member

In agreeing the budget for this year council has heard that a significant proportion of the council's spend is via third party contracts. The effective management of these contracts, to ensure both value for money and proper standards of service, is critical.

Expiry dates and break points in these contracts provide the council an opportunity to review the services and procurement arrangements. The budget having been approved, Cabinet is now asked to take the necessary executive decisions in respect of the council's larger revenue contracts, with expiry dates and break points in the next 12 month period.

Recommendations

1. To agree:

- A. To proceed with the procurement actions set out in Annex A.
- B. To delegate to each responsible chief officer authority to discuss with the contractors concerned the issues around extension of contracts designated herein as open for extension and to determine whether to extend the contracts (with such modifications as the chief officer considers necessary) or whether to conduct a procurement exercise to replace them
- C. To delegate to the Director of Procurement authority to undertake the necessary procurement processes including the determination of the minimum standards and selection criteria (if any); to shortlist bidders; to make provisional award decisions; to award contracts; to negotiate where the procurement procedure so permits; and to terminate award procedures if necessary.
- D. That the officers exercising the delegated authorities set out above shall do so in accordance with the council's Contract Standing Orders and Public Contract Regulations 2015 and in consultation, as appropriate, with the responsible Cabinet Member.

1. Background and Purpose

- 1.1. We spend some £900m each year on works, services and goods for Norfolk people so we need to ensure that we are managing these contracts well.

As an organisation we want to be good to do business with, and to be efficient and business-like in the way we work. High quality contracting and procurement is a critical enabler for us to do this.

We have adopted an approach which is proactive and ensures we have coherent, upstream arrangements for the contract 'pipeline'; we have also strengthened management oversight and grip on processes and have a programme of continuous improvement to ensure front line managers are equipped to manage and monitor contracts effectively to maximise impact and value.

2. Proposals

- 2.1. Cabinet is asked to take the executive decision to dispose of existing contracts and let new contracts as set out at Annex A.

- 2.2. So that the procurement processes can be undertaken, cabinet is asked to delegate to the Director of Procurement authority to undertake the necessary procurement processes. This will include:

- determination of the minimum standards that must be met by bidders; of the selection criteria, if the process involves shortlisting; and of the award criteria that will be used to select the winning tender;
- the authority to shortlist bidders in accordance with the selection criteria; the authority to make provisional award decisions (in consultation with the Chief Officer responsible for each scheme) and to award contracts;
- the authority to negotiate where the procurement procedure so permits; and
- the authority to terminate award procedures if necessary – for example because no suitable or affordable offer is received.

- 2.3. In respect of some contracts set out at Annex A, there is an option to extend the contract and it is proposed to continue to deliver the services that the contract enables. But there is a need to determine in each case whether extending the contract (potentially with any modifications that may be agreed with the contractors) represents the optimum approach, or whether a better result would be achieved by re-tendering. Cabinet is asked to delegate these decisions to the relevant chief officers.

- 2.4. In exercising these authorities, officers must comply with the Council's Contract Standing Orders and the Public Contracts Regulations 2015.

- 2.5. It is for chief officers to deliver contracts or groups of contracts within the relevant budget allowances or, if necessary, to approve or seek approval for budget virements in accordance with the financial regulations.

- 2.6. Some larger revenue contracts that fall within the relevant period but where no approach has yet been agreed are also listed at Annex A, for information. These will be the subject of individual cabinet member decisions in due course.

3. Impact of the Proposal

3.1. The anticipated impact in respect of each contract or group of contracts is set out at Annex A.

3.2. The impact of the proposed delegations is that it will be possible to implement the pipeline of contract renewals, extensions and cessations in a more-expeditious manner.

4. Evidence and Reasons for Decision

4.1. Cabinet recommended adoption of the budget and it is now logical that it approves the decisions in respect of contracts needed to deliver the budget. Expeditious execution of the contract pipeline requires the delegations to officers set out in this programme.

4.2. Reasons for decisions about individual contracts or groups of contracts are set out at Annex A.

5. Alternative Options

5.1. Cabinet could choose not to approve the delegations set out herein. This would require a plethora of individual cabinet or cabinet member decisions and be likely to delay programme execution: This course of action is not recommended.

6. Financial Implications

6.1. Financial implications are set out in Annex A.

7. Resource Implications

7.1. **Staff:** Management of the programme will be undertaken within existing staff resources. Where additional professional resources are required, these will be accommodated within existing budgets.

7.2. **Property:** N/A

7.3. **IT:** N/A

8. Other Implications

8.1. Legal Implications

The proposals meet the legal requirements of public sector procurement.

8.2. Human Rights implications

N/A

8.3. Equality Impact Assessment (EqIA) (this must be included)

A public consultation process on the 2022-23 Budget has been undertaken. As in previous years, this public consultation has informed an equality impact assessment in respect of both new 2022-23 Budget proposals and the Council's Budget as a whole. In addition, councillors have considered the impact of proposals on rural areas.

Decisions around service redesign and changes to specifications for goods and services will need to include appropriate considerations for use of the resultant services and goods by all relevant groups (with further EqIAs as necessary).

Principal equalities issues associated with each contract are listed at Annex A.

8.4. **Health and Safety implications** (where appropriate)

Specifications and contract management arrangements will need to take health and safety considerations into account.

8.5. **Sustainability implications** (where appropriate)

Service design for each contract will include sustainability considerations.

8.6. **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.

9. Risk Implications/Assessment

9.1. Officers will need to consider contract-specific risks as procurement activity is undertaken.

10. Select Committee comments

10.1. N/A

11. Recommendations

11.1. As set out in the Executive Summary

12. Background Papers

12.1. N/A

Officer Contact

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Annex A

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Adults – Home Support – block contracts in East and West Norfolk Hales and Manorcourt (£1.5m)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	The replacement contracts will consider equalities as part of its design	Replace with new contracts based on a strategic provider model	Requirement for home care continues beyond the expiry date of these contracts. New model is being introduced to improve market resilience, quality and efficiency with more collaboration amongst the providers.
Foster care services LTR Framework; several providers: Anglia Fostering Agency Limited, Beams Foster Care and Family Services Limited, Break, By the Bridge Limited, Nexus Fostering Limited, Compass Fostering London Limited, Foster Care Associates Limited, Integrated Services Programme, The National Fostering Agency Limited, Safehouses Limited, The Adolescent and Children's Trust, Regional Foster Placements Limited (£14.6m)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	Replacement of this contract will avoid a disproportionate impact on people with protected characteristics	Replace with one or more new contracts	Foster Care Framework Agreement was awarded in 2021/22, but not all providers applied. Further work required to ensure that the whole market is included. In the meantime, there will need to be 'spot' placements with non-framework providers.
Independent Advocacy for Children in Child Protection Procedures and Looked After Children and Care Leavers; Coram Voice; (£295k) Independent Visitor contract; CLG (£116k)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	The replacement contract will consider equalities as part of its design	Replace these contracts via a procurement exercise	The requirement is ongoing beyond the end date of the current contract. Alignment with Independent Visitor contract (below), which also needs to be replaced.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Adults – Combatting Loneliness and Social Isolation Kings Lynn and West Norfolk BC, Community Action Norfolk, Voluntary Norfolk (£750k)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	Any procurement will consider equalities as part of its design	Review and decide whether to replace or renew	Current contracts due to expire. New approach may be needed.
Adult Day Opportunities – multiple providers (£25m pa including IM)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	The replacement contracts will consider equalities as part of its design	Replace outdated arrangements with Framework Agreements	Compliant contracting arrangement with consistent terms & conditions and more control on prices.
Therapy, Assessment and Family Support Services – multiple providers (£4m total with £1.5m currently non-compliant spend)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	The procurement will consider equalities as part of its design	Replace current Framework with new arrangements	Requirement for therapy and assessment services continues beyond the end date of the current Framework.
Care & Support for Independent Living schemes – new arrangement Aligned to this: Adult Independent Living at Old Maltings & Saxon House, Hales – contracts due to expire (£400k)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	The procurement will consider equalities as part of its design	Run a procurement exercise to create a framework agreement Use framework to award new contracts	The framework agreement will provide a quick, compliant mechanism for awarding contracts for support and care in IL schemes. Contracts still required and need replacing. New Independent Living Schemes will also use this procurement vehicle.
Domestic Abuse Support & Accommodation – Leeway, Orwell (£380k)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	The procurement will consider equalities as part of its design	Run a procurement to replace existing framework agreement	Legislation has changed and therefore the current arrangements needed to be updated.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Business Assurance Framework (£1m pa)	Cabinet Member: Cllr Andrew Jamieson Responsible Director: Simon George	N/A	Run a procurement exercise to replace current framework agreement	Current arrangement is due to expire
CES Combined case management system for planning – value unclear currently	Cabinet Member: Cllr Eric Vardy Responsible Director: Steve Miller	N/A	Run a procurement to replace legacy arrangements, which are no longer fit for purpose	The current system needs to be replaced.
Data Cabling for corporate estate – value will be dependent on need	Cabinet Member: Cllr Tom Fitzpatrick Responsible Director: Geoff Connell	N/A	Run a procurement to replace expiring framework agreement	On-going requirement as and when needed.
LAC/SEN children residential framework – multiple providers (£50m)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	N/A	Update existing framework agreement	Current framework needs to be updated and varied
Managed Print Service (Multi-functional devices) across corporate estate; Canon UK [Value to be confirmed – likely to be much reduced owing to working from home]	Cabinet Member: Cllr Tom Fitzpatrick Responsible Director: Geoff Connell	The procurement will consider equalities as part of its design	Procure new service	Current contract is due to expire and changing working patterns have impacted on volume of printing.
IMT- Software Large Account Reseller (for Commodity off the shelf software, including Microsoft) – Bytes - £1m+	Cabinet Member: Cllr Tom Fitzpatrick Responsible Director: Geoff Connell	N/A	Procure replacement service	There is an annual requirement to pay for subscription licences and buy additional licences.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Children's - Specialist Short Breaks for CWD aged 5 to 17yrs – various providers (£1.5m)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	The procurement will consider equalities as part of its design	Procure a new arrangement to replace existing contracts.	Various contracts are about to expire. This procurement will consolidate the offer.
Adults – Statutory Mental Health Services (£581k)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	The procurement will consider equalities as part of its design	Procure additional capacity through the framework agreement	Some providers (e.g. Omnia) are withdrawing their service in the residential rehab market. More capacity required.
Children's Targeted Activities – Prospects Services, The Shaw Trust (£300k)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	The procurement will consider equalities as part of its design	Procure a new arrangement to replace existing contract.	Contract expiring and a continuing need for the service exists.
Corporate – Travel Management Services – Click Travel – spend on travel varies (in 2019 £700k with Click Travel receiving small commission)	Cabinet Member: Cllr Andrew Jamieson Responsible Director: Simon George	N/A	Direct call-off from YPO framework agreement	The single vendor framework has been competitively procured and allows us to award directly to Click Travel, which allows service continuity and minimises transition costs
CES – vehicle activated signage (£300k)	Cabinet Member: Cllr Martin Wilby Responsible Director: Grahame Bygrave	N/A	Procure new contract to replace informal legacy arrangements	Compliance with procurement regulations
Children's Youth and Community Work – MAP, MTM Youth Services (£350k)	Cabinet Member: Cllr John Fisher Responsible Director: Sarah Jones	The procurement will consider equalities as part of its design	Procure new arrangement	Contracts expiring and there is continuing need
HR Staff Benefits – Rewards, Cycle to Work etc. New requirement to include Electric Vehicles salary sacrifice scheme	Cabinet Member: Cllr Andrew Proctor Responsible Director: Paul Cracknell	The procurement will consider equalities as part of its design	Review current arrangements and procure new arrangement	Cabinet decided that there should be an EV salary sacrifice scheme in November 2021. There may be potential to bring all the requirements under one contract.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Provision of Assistive Technology – N-Able (£1m)	Cabinet Member: Cllr Bill Borrett Responsible Director: Gary Heathcote	Equalities have been considered.	Direct award a new 2 year contract under Teckal	Ongoing requirement for assistive technology services beyond current end date. During this period a new category-wide strategy for assistive technology services will be developed across multiple services.
Heating & hot water systems contract – mainly used by NPS for schools (£1m+)	Cabinet Member: Cllr Greg Peck Responsible Director: Simon Hughes	N/A	Procure new arrangement	Contract expiring and there is a continuing need
Public Health – Change Grow Live – Norfolk Alcohol and Drug Behaviour Change Service, Community Clinical Substance Misuse & Harm Reduction (£6.5m)	Cabinet Member: Cllr Bill Borrett Responsible Director: Dr Louise Smith	Equalities were considered as part of the original contract award.	Separate decisions will be sought in due course	Additional funding is being granted to us by the Office for Health Improvement and Disparities (OHID) over the next 3 years (£1.5m), which needs to be contracted for. The contract will be in scope of the new Provider Selection Regime. More detailed work is required.
Public Health – Weight Management Services; Slimming World, Thrive Tribe, Man v Fat (£550k)	Cabinet Member: Cllr Bill Borrett Responsible Director: Dr Louise Smith	The procurement will consider equalities as part of its design	Procure new arrangement	Contracts expiring and there is a continuing need. The contract will be in scope of the new Provider Selection Regime. More detailed work is required.
Transport to John Grant School (£6m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	This transport is needed to ensure children with special needs can access education.	New contract to be procured via a Call for Competition through the Dynamic Purchasing	The requirement is for home to school transport for which we have a statutory obligation.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
		Replacement contracts will use accessible Vehicles and Passenger Assistants as dictated by passenger needs and the specification will take this into account.	system for Passenger Transport Services NCCT41347	
NR29, NR30 and NR31 postcodes to Sidestrand Hall school (£2.5m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	This transport is needed to ensure children with special needs can access education. Replacement contracts will use accessible Vehicles and Passenger Assistants as dictated by passenger needs and the specification will take this into account.	New contract to be procured via a Call for competition through the Dynamic Purchasing system for Passenger Transport Services NCCT41347	The requirement is for home to school transport for which we have a statutory obligation.
Flexibus - South Norfolk and Breckland Flexibus service (£2.3m)	Cabinet Member: Cllr Martin Wilby Responsible Director: Grahame Bygrave	Vehicles used on the contract will meet the requirements of the Public Service Vehicle Accessibility Regulations. Flexibus services are available to all and particularly help the elderly and those in rural areas to access essential services.	To review requirements, passenger numbers and costs and then decide whether to extend the current contract to 20/7/2024, which is the maximum permissible, or re-tender for April 2023	It is important to review before deciding to extend, especially as transport patterns and behaviour have changed since Covid.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Norwich Park and Ride services (£1m - £4m depending on the length of the contract)	Cabinet Member: Cllr Martin Wilby Responsible Director: Grahame Bygrave	Vehicles used on the contract will meet the requirements of the Public Service Vehicle Accessibility Regulations. Park & Ride services are open to all and assist with enabling everyone to gain access to Norwich city centre.	To review options for providing a service for Norwich and tender contracts that will ensure the service and vehicles give a sustainable option for accessing Norwich and contribute towards our goal of Net Zero. Final approach to be confirmed and the subject of a separate member decision.	To give a sustainable travel option into Norwich and contribute towards our public transport offer, for which we have a statutory duty.
Passenger Transport into Churchill Park School (£6.8m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	This transport is needed to ensure children with special needs can access education. Replacement contracts will use accessible Vehicles and Passenger Assistants as dictated by passenger needs and the specification will take this into account.	To extend the contract to April 2024, which is allowed under the current terms of the contract.	This contract is with Norse and is running well at a good cost. Re-tendering for April 2023 with fuel prices as they are would only lead to additional costs.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Service 581 Diss to Beccles (£1.3m)	Cabinet Member: Cllr Martin Wilby Responsible Director: Grahame Bygrave	Vehicles used on the contract will meet the requirements of the Public Service Vehicle Accessibility regulations. Public transport is available to all and is important to enable access to essential services.	Subject to review of demand, extend the contract beyond 9/4/2023 to 25/08/2024	Use of public bus services was badly affected by Covid - extending the contract allows time for patronage to recover and therefore for us to obtain a better price when the service is reprocured.
Norwich, Breckland and South Norfolk to Lodestar, Norwich (£1.3m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	This transport is needed to ensure children with special needs can access education. Replacement contracts will use accessible Vehicles and Passenger Assistants as dictated by passenger needs and the specification will take this into account.	Subject to a review that the contract is effectively meeting current demand, extend the contract beyond 31/7/2023 to 31/07/2025	Extending the contract should result in better value in the long term as the supply of taxi/private hire vehicles has been hit by Covid which has resulted in reduced competition and increased prices.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Bus 34, 408,409,410 and 411 Dersingham to Smithdon High School (£1.9m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	Vehicles used on the contract will meet the requirements of the Public Service Vehicle Accessibility Regulations	Subject to a review of demand and a discussion with the operator regarding impacts on commercial services, the contract will be extended beyond 09/04/2023 to 31/07/2025	Extending the contract is likely to provide better value for money (as fuel prices are so high at the moment) and it will help protect important commercial local bus services that run in west Norfolk.
West Norfolk and Breckland to Lodestar, Norwich (£1.4m)	Cabinet Member: Cllr John Fisher Responsible Director: Chris Snudden	This transport is needed to ensure children with special needs can access education. Replacement contracts will use accessible Vehicles and Passenger Assistants as dictated by passenger needs and the specification will take this into account.	Subject to a review that the contract is effectively meeting current demand, extend the contract beyond 31/7/2023 to 31/07/2025	Extending the contract should result in better value in the long term as the supply of taxi/private hire vehicles has been hit by Covid which has resulted in reduced competition and increased prices.

Contract title(s), name of contractor(s) and approx. annual expenditure	Cabinet Member and Responsible Director	Principal equalities considerations	Proposed approach	Reasons for proposed approach
Waste Transfer Station – Shipdham and Thetford, FCC (£710k)	Cabinet Member: Cllr Eric Vardy Responsible Director: Grahame Bygrave	The procurement will consider equalities as part of its design	Procure new arrangement	Contracts expiring and continuing need

Cabinet

Item No: 17

Decision making report title: Strategic and financial planning 2023-24

Date of meeting: 4 July 2022

Responsible Cabinet Member: Cllr Andrew Jamieson (Cabinet Member for Finance)

Responsible Director: Simon George (Executive Director of Finance and Commercial Services)

Is this a key decision? No

If this is a key decision, date added to the Forward Plan of Key Decisions: n/a

Introduction from Cabinet Member

In April 2022, Cabinet agreed an early start to the Council's budget setting process, reflecting the scale of the challenge for 2023-24, with a forecast £60m budget gap to be closed. Cabinet also agreed a two-phase process to seek an initial £15m of savings for consideration at this Cabinet meeting in July, with the balance of £45m to be presented in October.

At this point, there continues to be very significant uncertainty about funding levels for 2023-24 onwards, although a “rollover” settlement looks increasingly likely. It is also important to note that at the time the Council's Medium Term Financial Strategy (MTFS) was approved in February 2022, it did not anticipate or make provision for either the economic impact of the Russian invasion of Ukraine, or the wider cost of living crisis that has emerged in recent months. As the Budget process progresses, these will need to be accounted for, and it therefore remains essential for the Council to have a robust plan in place to enable the preparation of a balanced and sustainable Budget.

This report represents the next step in this process. It sets out details of the proposals the Council has identified in response to the first round of savings targets for 2023-24, describes the broad approaches being developed to tackle the remaining gap for that year and the wider MTFS period, and explains some of the key risks identified for the Budget at this stage.

Executive Summary

The Council has a well-established process for annual budget setting and has responded promptly to the forecast gap for 2023-24, identifying some £13m of initial proposals for Cabinet consideration. This is part of the Council's robust approach to developing savings proposals at the scale and pace required to support the Budget setting process.

This report therefore sets out details of these initial proposals for Cabinet consideration. It also explains the broad approaches planned to enable further options to be brought forward in order to contribute to a balanced budget being proposed for 2023-24. Finally, the report describes some of the key risks identified for the 2023-24 Budget.

Recommendations:

Cabinet is recommended:

- 1. To agree the initial package of budget proposals as set out in section 2 (Table 3) to be incorporated into the Council's 2023-24 Budget planning for further consideration and ultimately recommendation to Full Council as part of Cabinet's overall budget recommendation in January 2023.**
- 2. To agree that:**
 - a. public consultation will be undertaken over the summer in relation to the following proposal with service delivery implications in order to support in shaping the specific saving proposal:**
 - Review of Norfolk's Mobile Library Service**
 - b. public consultation in relation to all other proposals will be undertaken later in the year, alongside the consultation on any additional savings proposals brought forward for consideration by Cabinet in October 2022.**
- 3. To note that Children's Services has conducted a review of its property portfolio and the analysis from that work has determined that the functions currently delivered at the Professional Development Centre could in future be delivered from alternate locations and, as such, the site can be released from its current use. Therefore, the site will be considered by the Corporate Property Steering group to A) assess if another use for the site is appropriate or B) if members should consider it surplus to requirements and for it to be disposed of.**

1. Background and Purpose

1.1. In April 2022, Cabinet agreed the approach to Budget setting for 2023-24. In view of the scale of the challenge, with a £60m forecast gap for the year, Cabinet agreed to seek to find an initial £15m of proposals early in the process to provide a robust foundation for Budget-setting. Cabinet also agreed the allocation of saving targets as shown in the table below. These represent the new savings which need to be found in addition to those currently planned for in the 2022-23 MTFS position. As previously reported to Cabinet, and as described elsewhere in this report, there remains a possibility that the targets set out in the table below may need to be revisited later in the budget process in view of the significant uncertainties around the pressures and funding assumptions used at the time of preparing the MTFS.

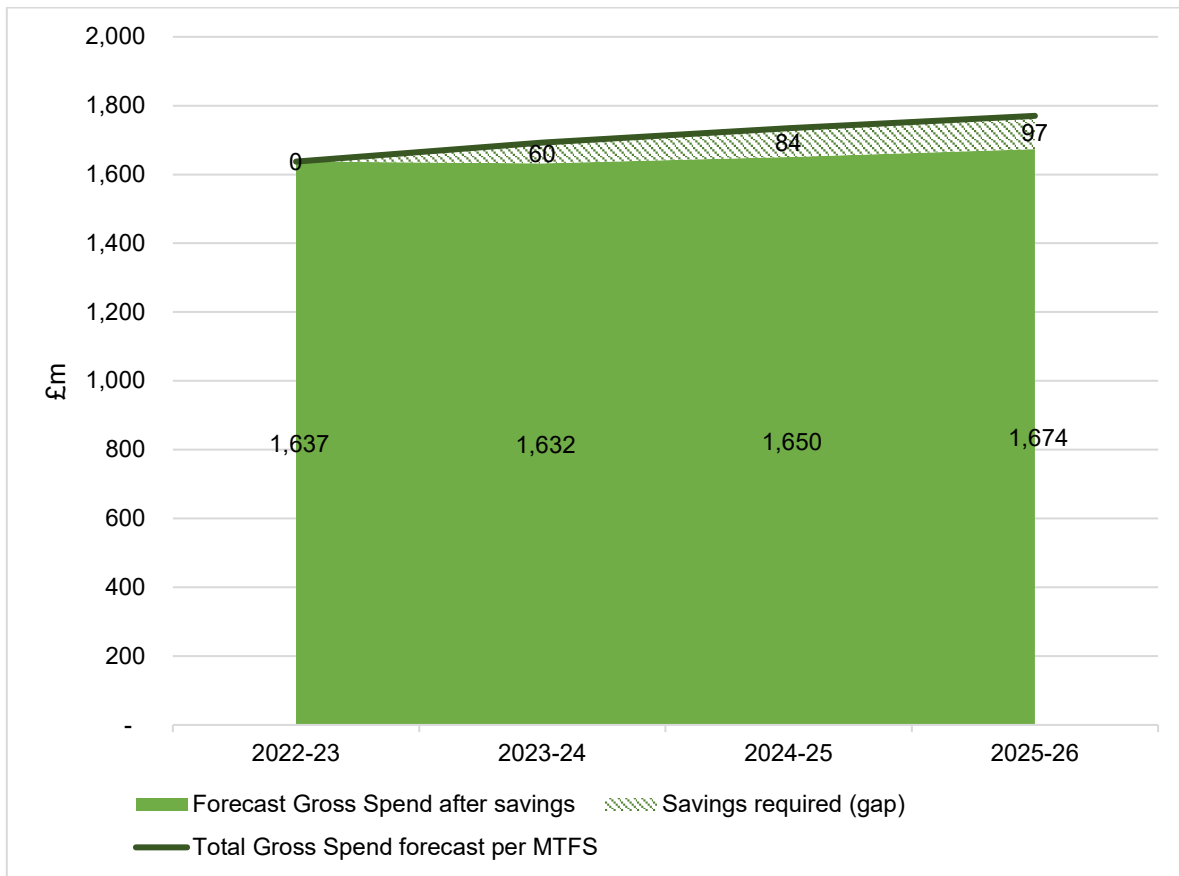
Table 1: Saving targets by Department

<u>Savings Target</u>	2023-24 Phase 1	2023-24 Phase 2	2023-24 Total	2024-25	2025-26	2026-27	2023-27 Total	Share
	£m	£m	£m	£m	£m	£m	£m	%
Adult Social Services	6.700	18.400	25.100	9.700	5.600	8.500	48.900	42%
Children's Services	3.400	10.700	14.100	5.900	2.900	4.400	27.300	24%
Community and Environmental Services	3.500	11.200	14.700	6.100	3.000	4.400	28.200	24%
Strategy and Transformation	0.200	0.550	0.750	0.350	0.100	0.200	1.400	1%
Governance	0.100	0.550	0.650	0.250	0.100	0.200	1.200	1%
Finance and Commercial Services / Finance General	1.100	3.600	4.700	1.900	0.900	1.400	8.900	8%
	15.000	45.000	60.000	24.200	12.600	19.100	115.900	100%

1.2. This report provides Cabinet with an update on the progress towards identifying proposals to address the 2023-24 phase 1 target and the proposed approaches to tackling the remaining MTFS gap.

1.3. Despite the need to find savings, the Council's gross expenditure budget is expected to remain broadly consistent over the period to 2025-26 as illustrated in the chart below. In other words, even after finding the savings required to close the forecast budget gap, the Council is projected to continue to have an annual gross revenue budget in excess of £1.6bn.

Chart 1: Norfolk County Council forecast gross spend and budget gap 2022-23 to 2025-26 MTFS (including schools)



2. Proposals

2.1. Following a first round of Budget Challenge undertaken in June, saving proposals totalling £13.007m have been identified against the target of £15m for 2023-24. These break down by Department as set out in the table below.

Table 2: Summary of 2023-24 Budget proposals by Department (as at July 2022)

	2023-24 Phase 1 £m	2024-25 £m	2025-26 £m	2026-27 £m	2023-27 Total £m
Adult Social Services	-6.460	2.400	-2.500	-2.000	-8.560
Children's Services	-3.185	1.250	0.000	0.000	-1.935
Community and Environmental Services	-2.112	-0.800	0.600	0.000	-2.312
Strategy and Transformation	-0.200	0.000	0.000	0.000	-0.200
Governance	-0.050	0.000	0.000	0.000	-0.050
Finance and Commercial Services / Finance General	-1.000	0.000	0.000	0.000	-1.000
	-13.007	2.850	-1.900	-2.000	-14.057

2.2. The following proposals are therefore recommended for inclusion in the 2023-24 Budget planning, subject to the outcomes of EQIA and public consultation, which will collectively inform Cabinet's recommendations on the full Budget package in January 2023, and Full Council decision-making on the Budget in February 2023.

Table 3: Detailed Budget savings proposals 2023-24 – Phase 1

Dept	Saving Proposal	2023-24 £m	2024-25 £m	2025-26 £m	2026-27 £m	Total £m
ASS	Connecting Communities: Recognising additional benefits from our existing savings programme. Linked to our existing saving ASC018 and 2223ASS030	-2.360	-0.600	-2.500	-2.000	-7.460
ASS	One-off usage of ASC Reserves	-3.000	3.000	0.000	0.000	0.000
ASS	Working with partners to fully recover the costs of integrated services	-0.200	0.000	0.000	0.000	-0.200
ASS	Expansion of Self Directed Support. Recognising additional benefits from our existing savings programme. Linked to our existing saving 2223ASS034	-0.300	0.000	0.000	0.000	-0.300
ASS	Double up care reviews. Recognising additional benefits from our existing savings programme. Linked to our existing saving 2223ASS038	-0.600	0.000	0.000	0.000	-0.600
CS	Expansion of CHS007: Inclusion (Home to School Transport) – extension of existing activity focussed on providing education more locally, supporting inclusion, supporting independent travel where that is right for the child, and commissioning transport most efficiently.	-0.935	0.000	0.000	0.000	-0.935
CS	Expansion of CHS002: Alternatives to care (New Roads)	-1.000	0.000	0.000	0.000	-1.000
CS	Withdrawing from Professional Development Centre (PDC) building	-1.250	1.250	0.000	0.000	0.000
CES	Business Rates Pool – forecast income over £2m	-0.600	0.000	0.600	0.000	0.000
CES	Review charges for events on the Highway	-0.075	0.000	0.000	0.000	-0.075

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Dept	Saving Proposal	2023-24 £m	2024-25 £m	2025-26 £m	2026-27 £m	Total £m
CES	Reducing weedkilling on highway network to a single treatment	-0.130	0.000	0.000	0.000	-0.130
CES	Flood Prevention Funding – capitalise relevant activity previously funded from revenue budgets	-0.120	0.000	0.000	0.000	-0.120
CES	Civil Parking Enforcement – future back office efficiencies	-0.100	0.000	0.000	0.000	-0.100
CES	Strategic salt storage facility at Ketteringham Depot	-0.045	0.000	0.000	0.000	-0.045
CES	Waste reduction initiatives: reduced funding	-0.050	0.000	0.000	0.000	-0.050
CES	Recycling Centres: contract efficiencies	-0.050	0.000	0.000	0.000	-0.050
CES	Closed landfill: capitalise borehole installations	-0.030	0.000	0.000	0.000	-0.030
CES	Roll out of on street parking charges	-0.200	-0.800	0.000	0.000	-1.000
CES	Winter Maintenance – operational delivery efficiencies	-0.100	0.000	0.000	0.000	-0.100
CES	Review of Norfolk’s Mobile Library Service	-0.200	0.000	0.000	0.000	-0.200
CES	Norfolk Record Office – reduction in opening hours and income generation	-0.022	0.000	0.000	0.000	-0.022
CES	Reduce funding to the Norfolk Windmills trust	-0.020	0.000	0.000	0.000	-0.020
CES	Recycling Centres: harmonise summer opening hours at recycling centres	-0.070	0.000	0.000	0.000	-0.070
CES	Recycling Centres: Wednesday closures	-0.200	0.000	0.000	0.000	-0.200
CES	Business Support review	-0.100	0.000	0.000	0.000	-0.100
S&T	Expansion of professional leads: Centralise and control spend on communications. This would include paid staff and non-pay procurement across the organisation	-0.100	0.000	0.000	0.000	-0.100

Dept	Saving Proposal	2023-24 £m	2024-25 £m	2025-26 £m	2026-27 £m	Total £m
S&T	Expansion of professional leads: Work with other departments to agree the Council's desired level of activity and overall number of analysts required	-0.100	0.000	0.000	0.000	-0.100
GOV	Increase in Registrars income	-0.050	0.000	0.000	0.000	-0.050
FCS / FG	Repton Property Developments Ltd dividend: Recognise an income budget from Repton Property Developments Ltd following successful commercial activity. Following the launch of the company and a period of development and growth, Repton is now expected to be in a position to deliver a dividend to the County Council of around £1m in 2023-24 and on an ongoing basis annually.	-1.000	0.000	0.000	0.000	-1.000
		-13.007	2.850	-1.900	-2.000	-14.057

2.3. The following key issues in relation to the proposals set out in Table 3 should be noted:

- It is recommended that public consultation is undertaken over the summer in order to seek the public's views about the proposed saving from a review of mobile library provision. This consultation will inform the redesign of the service and development and total value of the saving to be proposed from the review.
- A number of the other proposals set out in Table 3 will also require public consultation, but the specific terms of the proposal have already been identified (for example, closure on Wednesday of Household Waste Recycling Centres (HWRCs), or reducing hours of the Norfolk Record Office). Public consultation on these, and all other proposals (excluding mobile libraries), will be undertaken later in the year, alongside the consultation on any additional savings proposals brought forward for consideration by Cabinet in October 2022.
- The saving proposal relating to withdrawing from the Professional Development Centre (PDC) reflects the fact that Children's Services has conducted a review of its property portfolio and the analysis from that work has determined that the functions currently delivered at the Professional Development Centre could, in future, be delivered from alternate locations and, as such, the site can be released from its current use. The saving equates to the assumed capital receipt from the disposal of the site. A one-off revenue saving would only be achieved if (1) the site were declared surplus to requirements by Members following consideration and recommendation by the Corporate Property Steering group, and (2) this receipt were then to be applied to fund transformation activity of an equivalent value.

3. Impact of the Proposal

3.1. This paper sets out initial saving proposals to form part of the Council's budget planning process for 2023-24, while recognising that significant risks and uncertainties remain. The proposals in this report are intended to:

- provide a robust basis for budget planning and an initial contribution towards closing the budget gap forecast for 2023-24;
- contribute to the Council setting a balanced budget for 2023-24; and
- provide Cabinet with the latest details about the continuing significant uncertainty around local authority funding (including funding reform);
- provide an update on the risks identified to date for the 2023-24 budget process; and
- set the context for service financial planning for the year to come.

4. Next steps and approach to addressing the remaining gap

- 4.1. The overarching timetable for 2023-24 as agreed by Cabinet in April is reproduced at Appendix 1 of this report. As set out, the Council will be undertaking further rounds of Budget Challenge in July and September to enable and inform a full suite of budget proposals to be presented to Cabinet in October 2022.
- 4.2. If the initial Budget Challenge 1 proposals totalling £13m as set out in this report are incorporated into the budget planning process, there remains a forecast gap of approximately £47m to be addressed. Measures to contribute to the development of a balanced budget for 2023-24 are expected to be brought forward under the following key areas:
- Strategic Review (c£15-20m estimate)
 - Further rounds of Budget Challenge (July and September) (£TBC)
 - Corporate finance options – flexible use of capital receipts (c£5m estimate)
 - Transformation (£TBC)
- 4.3. In the event that the next phases of the budget process fail to yield the required level of (ongoing) savings proposals, then through the autumn and winter further work will be necessary to enable the preparation of a balanced budget. This would require a range of activities including but not limited to the following:
- Identification of significant capital receipts that can be used to fund transformation work and reduce borrowing costs.
 - A material reduction in the future capital programme.
 - A review of all non-essential expenditure.
- 4.4. The Government has not yet announced the council tax referendum principles for 2023-24, including whether there will be a continuation of the adult social care (ASC) precept beyond 2022-23. The Council's current planning assumes a council tax increase of 2.99% including 1% for the ASC precept. Government will confirm the council tax referendum principles alongside the Local Government Finance Settlement, taking into account cost pressures and the overall Local Government funding package later in the year. In the event that Government allows increased flexibility to raise council tax for 2023-24 it is likely that this would be the recommendation of the Section 151 officer to support the delivery of a robust and sustainable budget.

5. Evidence and Reasons for Decision

- 5.1. After more than ten years of savings identification and delivery, and in the face of both continuing significant financial pressures and Government plans for funding reform, it is essential that the Council has a robust approach to budget setting and the identification of saving proposals. Simultaneously, it is critical to continue to engage with Government, MPs and other stakeholders to campaign for adequate and sustainable funding for Norfolk to enable the

delivery of vital services to residents, businesses and visitors. In the context of funding reform, it will be even more imperative than it has been in previous years that Government issue guidance on the direction of travel for reform, financial planning assumptions, and indicative funding allocations for 2023-24, as soon as possible.

5.2. In view of the size of the gap forecast for 2023-24, there is a significant risk that the Council will be obliged to consider reductions in service levels. As such it is important that the process of developing savings proposals is undertaken as soon as possible. This will provide additional time for the preparation and consultation and engagement work around saving proposals, which should, in turn, support effective delivery and implementation of any proposals that are ultimately agreed to provide a full year saving for 2023-24. The Council's planning within the MTFS forecast is based on the position agreed in February 2022 and it is important to note that this will be kept under review throughout the 2023-24 Budget setting process, particularly in the event that further information about funding or cost pressures becomes available. The proposals in this report are intended to form the first step in a proportionate response to the challenges and uncertainties present in the 2023-24 planning process and will ultimately support the Council to develop a robust budget for the year.

6. Alternative Options

6.1. This report sets out a first set of saving proposals for 2023-24 to meet the initial target of £15m agreed by Cabinet in April. At this stage, no proposals have been agreed, meaning that a range of alternative options remain open. Cabinet has the opportunity to comment on the initial proposals now, and will have further scope to consider them when making final Budget recommendations to Full Council in January 2023 (for the Full Council meeting in February 2023).

6.2. In addition, there are a number of areas where Cabinet could choose to consider different parameters for the budget setting process, such as:

- Adopting an alternative allocation of targets between directorates / services, or retaining a target corporately.
- Considering an alternative timetable within the time constraints required to develop proposals, undertake public consultation, and meet statutory deadlines for the setting of council tax.
- Establishing an alternative approach to identifying savings.
- Changing assumptions within the MTFS (including the level of council tax) and therefore varying the level of savings sought.

6.3. The planning context for the Council will be updated if further information becomes available. Final decisions about the overall shape of the 2023-24 Budget, savings, and council tax will not be made until February 2023.

7. Financial Implications

- 7.1. Financial implications are discussed throughout this report, which sets out the initial proposed savings which have been identified by each department to contribute to closing the 2023-24 and future year budget gap, subject to formal approval by Full Council in February 2023. Even if all the proposals detailed in this report were to be approved, the scale of the gap is such that services will be required to identify further very significant savings to be delivered against current budget levels. The scope to achieve savings at the level required may be limited by the legacy impact of COVID-19 on cost pressures, service delivery expectations, and existing saving programmes.
- 7.2. The Council is legally required to set a balanced Budget annually and should plan to achieve this using a prudent set of assumptions. The scale of the budget gap and savings required are such that if the Council is required to deliver savings at this level there is a risk that this could result in the Council failing to fulfil its statutory responsibilities. As such the Government's response and decisions about Council funding in 2023-24 will be hugely significant. Any changes in Government funding could have a material impact on both the level of savings to be identified, and the Council's wider budget process. Government has hitherto failed to deliver the paradigm shift needed in the recognition of the importance and costs of providing social care, and to adequately fund local authorities to provide these and other vital services. Fundamentally there is a need for a larger quantum of funding to be provided to local government to deliver a sustainable level of funding for future years.
- 7.3. Work to deliver additional Government funding could therefore have an impact on the overall budget gap to be addressed. Equally, in the event that funding reform sees resources shifted away from shire counties, the Council's forecast 2023-24 gap could increase. At this point, Government has not confirmed details of the proposed approach or timescales for consultation on funding reform, although there are indications that this will not be taken forward in a way which delivers substantial funding changes. The 2023-24 MTFS position also assumes that approximately £12m of funding will be rolled forward from the one-off 2022-23 Services Grant and New Homes Bonus. These assumptions remain to be confirmed and should be considered a key area of risk.
- 7.4. As a result of the above, the budget setting process and savings targets will be kept under review as budget planning progresses. In the event that additional budget pressures for 2023-24 emerge through budget planning, there may be a requirement to revisit the indicative saving targets.

8. Resource Implications

- 8.1. **Staff:** There are no direct implications arising from this report although there is a potential that staffing implications may be linked to specific saving proposals

as they are developed. These will be identified as they arise later in the budget planning process.

- 8.2. **Property:** The report proposes beginning the Council's process to declare surplus and ultimately dispose of the PDC site. Services currently delivered from the PDC will need to be relocated and delivered from an alternative site within the County Council's property estate. There are no other direct property implications arising from this report although existing saving plans include activities linked to property budgets and assumptions around capital receipts to be achieved.
- 8.3. **IT:** There are no direct IT implications arising from this report although existing saving plans include activities linked to IMT budgets. In addition, activities planned within Business Transformation will include further work to deliver savings through activity related to digital and IT initiatives.

9. Other Implications

- 9.1. **Legal Implications:** This report is part of a process that will enable the Council to set a balanced budget for 2023-24 in line with statutory requirements, including those relating to setting council tax, and undertaking public consultation.
- 9.2. **Human Rights implications:** No specific human rights implications have been identified.
- 9.3. **Equality Impact Assessment (EqIA) (this must be included):** The Council gives due regard to the Public Sector Equality Duty when developing budget proposals for consideration by the Cabinet and Full Council. Any saving proposals with an impact on service delivery will require public consultation, and an Equality Impact Assessment of all proposals will be completed as part of budget-setting in due course. The results of public consultation and the findings of all EqIAs will be presented to Cabinet in January 2023 in order to inform budget recommendations to County Council.
- 9.4. The equality impact assessment of the Council's resilience and recovery planning for COVID-19 can be found [here](#). The EqIA in relation to the 2022-23 Budget can be found as part of the [budget papers considered in February 2022](#).
- 9.5. **Data Protection Impact Assessments (DPIA):** N/a
- 9.6. **Health and Safety implications (where appropriate):** N/a
- 9.7. **Sustainability implications (where appropriate):** There are no direct sustainability implications arising from this report although existing 2022-23 budget plans include funding for activities which may have an impact on the environmental sustainability of the County Council through the delivery of the Environmental Policy. These issues were considered in more detail within the February budget report to Full Council. Further details are set out in the *Net*

Zero and Natural Norfolk Progress Update previously considered by Cabinet. Ultimately, sustainability issues and any associated financial implications in relation to either new 2023-24 proposals, or activities developed during 2022-23, will need to be fully considered once such initiatives are finalised, and ultimately as part of budget setting in February 2023.

9.8. **Any other implications:** Significant issues, risks, assumptions and implications have been set out throughout the report.

10. Risk Implications/Assessment

10.1. A number of significant risks have been identified throughout this report. Risks in respect of the MTFs were also set out within the February 2022 report to Full Council. Uncertainties continue to remain which could have an impact on the overall scale of the budget gap to be addressed in 2023-24. These include:

- The significant impacts of the “cost of living” crisis, exceptional inflationary pressures and the wider impact of the invasion of Ukraine on the economy. All of these have the potential to drive additional cost pressures (either through increased demand for services, or as a result of the increased price of delivering service provision) and may also lead to reductions in overall income due to the wider economic impacts. In particular it is important to note that the MTFs approved by Full Council did not provide for the current extreme levels of inflation which are expected to persist through the remainder of the financial year. These inflationary pressures have the potential to impact on the Council’s budget in a range of ways:
 - Pay pressures in excess of the 3% provided for in the Council’s planning assumptions.
 - Pressures associated with increase in the National Living Wage, particularly in relation to services contracted by the Council. Within Adult Social Care, every 1p increase in the NLW equates to a pressure of approximately £0.270m. In April 2022 the NLW increased from £8.91 to £9.50, an increase of £0.59 or 6.6%. The rates for 2023 have not been announced but are likely to be on a similar trajectory.¹
 - The Council’s forecasts for energy inflation at the time of setting the 2022-23 Budget do not provide for the current spike in energy prices, which is likely to persist in the medium term and result in additional budget pressures.
 - The higher rates of general inflation measures (CPI and RPI) will directly impact on the Council’s contractual costs which are set with reference to these indicators. Government has indicated that there is

¹ The Low Pay Commission has commented that: “the Government has set a target for the NLW to reach two thirds of median hourly pay by 2024. While there is higher than normal uncertainty, we estimate the on-course rate for the NLW for 2023 is £10.32 (an 8.6% increase).”
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065743/The_National_Minimum_Wage_in_2022.pdf
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limited scope within the existing spending review envelope to address these exceptional inflationary pressures.

- Ongoing uncertainty around local government (and wider public sector finances) including:
 - the need for a long term financial settlement for local government. Spending Review announcements in 2021 covered one year only, and as a result there remains high uncertainty about the levels of funding for 2023-24 and beyond. Continuation of the one-off “Services Grant” provided in 2022-23 has not been confirmed, although the Council’s budget planning assumes funding will continue at a similar level.
 - It remains of major concern that Government continues to place significant reliance and expectations on locally raised income. If this trend persists, the financial pressures for 2023-24 and beyond may become unsustainable. The Government has not yet announced the council tax referendum limit for 2023-24.
 - There remains a specific risk in relation to longer term reform of local government funding and the planned funding review, in that a failure by the Government to provide adequate resources to fund local authorities could lead to a requirement for further service reductions, particularly where these result in a redistribution between authority types or geographical areas. Changing Government policies around the nature, role, responsibilities and requirements of Local Government may also represent an area of risk, as will changing expectations of the public, taxpayers and service users. The Government has not made any formal announcement about the prospects of funding reform for 2023-24 for some time although recent indications (and the limited time for development and consultation) suggest that this may not be going ahead in any significant way.²
 - linked to this are risks around delivery of reforms to local government funding including actions to deliver “Levelling Up”, the funding review, the detailed implications of Adult Social Care reform, reforms to the Business Rates system, and changes to other funding streams including the New Homes Bonus.
 - In respect of Adult Social Care reform, the County Councils Network has estimated that Government’s proposed reforms lack sufficient funding for implementation, with a shortfall of nearly £10bn compared to Government estimates.³
 - Further decisions about Local Government reorganisation and the progress of negotiations related to a County Deal.
 - Risks around the Dedicated Schools Grant (DSG) deficit position, for which the statutory override expires in 2023. The County Council is participating in the ‘safety valve’ intervention programme with the DfE in the 2022-23 financial year, which aims to agree a deliverable

² <https://www.lgcplus.com/finance/we-are-providing-enough-money-to-adult-social-care-minister-says-24-05-2022/>

³ <https://www.countycouncilsnetwork.org.uk/new-analysis-reveals-the-regional-impact-on-local-councils-of-the-governments-flagship-adult-care-reforms/>

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local package of reforms to the high needs system in order to eliminate the in-year DSG deficit over the short to medium term. This agreement is a pre-requisite in order to access financial support from the DfE to eliminate the historic deficit over the period of the agreement. Agreeing the DSG management plan is therefore a high priority to reduce and mitigate the financial risk associated with the DSG deficit position, but may also have budgetary implications for the Council over the same period.

- Any further impact of COVID-19 on the budget in 2022-23, including in particular:
 - any ongoing cost pressures within service delivery and contracted services which have not currently been provided for;
 - future pressures on income particularly in relation to business rates and council tax; and
 - the implications of any measures implemented by Government to restore the national finances in the medium to longer term.

10.2. The Council's Corporate Risk Register provides a full description of corporate risks, including corporate level financial risks, mitigating actions and the progress made in managing the level of risk. A majority of risks, if not treated, could have significant financial consequences such as failing to generate income or to realise savings. These corporate risks include:

- RM002 – The potential risk of failure to manage significant reductions in local and national income streams.
- RM006 – The potential risk of failure to deliver our services within the resources available for the period 2021-22 to the end of 2023-24.
- RM022b – Implications of Brexit for a) external funding and b) Norfolk businesses
- RM023 - Lack of clarity on sustainable long-term funding approach for adult social services at a time of increasing demographic pressures and growing complexity of need.
- RM031 – NCC Funded Children's Services Overspend

Further details of all corporate risks, including those outlined above, can be found in Appendix C of the March 2022 Risk Management report to Cabinet. There is close oversight of the Council's expenditure with monthly financial reports to Cabinet. Any emerging risks arising will continue to be identified and treated as necessary.

The Council is in the process of embedding a new HR and Finance System (myOracle). The successful implementation of this system is a key prerequisite for the 2023-24 Budget in terms of the system supporting delivery of both the budget process itself, and providing mechanisms through which savings and efficiencies are intended to be achieved.

11. Select Committee comments

- 11.1. Select Committees provided commentary and input to the 2022-23 Budget process during budget development. Where relevant, any comments from that exercise have been incorporated within the budget setting approach for 2023-24.
- 11.2. In May 2022, Select Committees therefore again had the opportunity to provide their views about the scope for savings and the implications of 2023-24 budget setting for the service areas within their remit. Due to the timing and sequence of these meetings, there was no opportunity for Select Committees to offer specific comments on the proposals set out in this report, however Select Committees will have an opportunity to consider all of the detailed proposals for 2023-24 in the round when they meet in November, following Cabinet decisions about the complete package of measure to be consulted on. Any further comments from Select Committees will be reported to Cabinet later in the budget setting process in order to inform final budget recommendations to Full Council.
- 11.3. Select Committees provided the general comments about the 2023-24 Budget process and the issues to be considered for services within their remit as part of a discussion about the budget-setting process, savings targets, and risks.

12. Recommendations

12.1. Cabinet is recommended:

1. **To agree the initial package of budget proposals as set out in section 2 (Table 3) to be incorporated into the Council's 2023-24 Budget planning for further consideration and ultimately recommendation to Full Council as part of Cabinet's overall budget recommendation in January 2023.**
2. **To agree that:**
 - a. **public consultation will be undertaken over the summer in relation to the following proposal with service delivery implications in order to support in shaping the specific saving proposal:**
 - **Review of Norfolk's Mobile Library Service**
 - b. **public consultation in relation to all other proposals will be undertaken later in the year, alongside the consultation on any additional savings proposals brought forward for consideration by Cabinet in October 2022.**
3. **To note that Children's Services has conducted a review of its property portfolio and the analysis from that work has determined that the**

functions currently delivered at the Professional Development Centre could in future be delivered from alternate locations and, as such, the site can be released from its current use. Therefore, the site will be considered by the Corporate Property Steering group to A) assess if another use for the site is appropriate or B) if members should consider it surplus to requirements and for it to be disposed of.

13. Background Papers

13.1. Background papers relevant to this report include:

[Norfolk County Council Revenue and Capital Budget 2022-23 to 2025-26, County Council 21/02/2022, agenda item 5](#)

[Strategic and financial planning 2023-24, Cabinet, 04/04/2022, agenda item 15](#)

[Finance Monitoring 2021-22 Report Outturn, Cabinet, 06/06/2022, agenda item 14](#)

Finance Monitoring Report 2022-23 P12: May 2022, Cabinet, 04/07/2022 (on this agenda)

[Risk Management, Cabinet, 07/03/2022, agenda item 17](#)

Strategic and Financial Planning reports considered by Select Committees in May 2022 as follows:

- [Corporate Select Committee, 23/05/2022](#)
- [Infrastructure and Development Select Committee, 25/05/2022](#)
- [People and Communities Select Committee, 27/05/2022](#)

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Appendix 1: Budget setting timetable 2023-24

2023-24 Proposed	Time frame
Cabinet review of the financial planning position for 2023-27 – including formal allocation of targets	4 April 2022
Scrutiny Committee	20 April 2022
Select Committee input to development of 2023-24 Budget – strategy	w/c 23 May 2022
Review of budget pressures and development of budget strategy and detailed savings proposals 2023-27 incorporating: <ul style="list-style-type: none"> Budget Challenge 1 (May) Budget Challenge 2 (July) Budget Challenge 3 (September) 	April to December 2022
<i>Fair Funding Review / DLUHC reform of Local Government funding</i>	<i>TBC?</i>
Cabinet agree strategic budget approach and any initial proposals for summer consultation	4 July 2022
Scrutiny Committee	20 July
Summer consultation activity	Late July / August(?) 2022
Cabinet approve final proposals for public consultation	3 October 2022
Scrutiny Committee	19 October 2022
Public consultation on 2023-24 Budget proposals, council tax and adult social care precept	Late October to mid December?
Select Committee input to development of 2023-24 Budget – comments on specific proposals	w/c 14 November 2022
<i>Government Autumn Budget</i>	<i>TBC October 2022</i>
<i>Provisional Local Government Finance Settlement announced including provisional council tax and precept arrangements (outcomes of Fair Funding Review?)</i>	<i>TBC December 2022</i>
Cabinet considers outcomes of service and financial planning, EQIA and consultation feedback and agrees revenue budget and capital programme recommendations to County Council	30 January 2023
Confirmation of District Council tax base and Business Rate forecasts	31 January 2023
<i>Final Local Government Finance Settlement</i>	<i>TBC January / February 2023</i>
Scrutiny Committee 2023-24 Budget scrutiny	15 February 2023
County Council agrees Medium Term Financial Strategy 2023-24 to 2026-27, revenue budget, capital programme and level of council tax for 2023-24	21 February 2023

Assumed Government activity and timescales – Budget process will be informed through the year by Government announcements on the Local Government Settlement, and any progress on reforms including the Funding Review. As set out elsewhere in the report, the timing for these is currently unknown.

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Report to Cabinet

Item No. 18

Report Title: Finance Monitoring Report 2022-23 P2: May 2022

Date of Meeting: 4 July 2022

Responsible Cabinet Member: Cllr Andrew Jamieson (Cabinet Member for Finance)

Responsible Director: Simon George (Executive Director of Finance and Commercial Services)

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Introduction from Cabinet Member

This report gives a summary of the forecast financial position for the 2022-23 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2023, together with related financial information.

Executive Summary

Subject to mitigating actions, on a net budget of £464.123m, the forecast revenue outturn for 2022-23 at the end of period 2 (May) is **a balanced budget** after taking into account use of £31.125m Covid reserves brought forward from 2021-22 to meet Covid pressures in 2022-23.

General Balances are forecast to be **£23.840m** at 31 March 2023 following transfers of £0.077m from non-Covid related savings and Finance General underspends at the end of 2021-22. Service reserves and provisions are forecast to total **£141.458m**.

Covid-19 financial pressures are taken into account in the forecasts in this report. Details of these pressures and progress on achieving savings are addressed in detail in this report.

Recommendations:

1. To recognise the period 2 general fund forecast revenue **of a balanced position**, noting also that Executive Directors will take measures to reduce or eliminate potential over-spends where these occur within services;
2. To note the brought forward COVID-19 of £31.125m from 2021-22;
3. To recognise the period 2 forecast of 100% savings delivery in 2022-23, noting also that Executive Directors will continue to take measures to mitigate potential savings shortfalls through alternative savings or underspends;
4. To note the forecast General Balances at 31 March 2023 of **£23.840m**.

5. To note the expenditure and funding of the revised current and future 2021-26 capital programmes.

1. Background and Purpose

- 1.1. This report and associated annexes summarise the forecast financial outturn position for 2022-23, to assist members to maintain an overview of the overall financial position of the Council.

2. Proposals

- 2.1. Having set revenue and capital budgets at the start of the financial year, the Council needs to ensure service delivery within allocated and available resources, which in turn underpins the financial stability of the Council. Consequently, progress is regularly monitored, and corrective action taken when required.

3. Impact of the Proposal

- 3.1. The impact of this report is primarily to demonstrate where the Council is anticipating financial pressures not forecast at the time of budget setting, including the implications of the Covid-19 pandemic, together with a number of other key financial measures.

4. Evidence and Reasons for Decision

- 4.1. Three appendices are attached to this report giving details of the forecast revenue and capital financial outturn positions:

Appendix 1 summarises the revenue outturn position, including:

- Forecast over and under spends
- Changes to the approved budget
- Reserves
- Savings

Appendix 2 summarises the key working capital position, including:

- Treasury management
- Payment performance and debt recovery.

Appendix 3 summarises the capital outturn position, and includes:

- Current and future capital programmes
- Capital programme funding
- Income from property sales and other capital receipts.

- 4.2. Additional capital funds will enable services to invest in assets and infrastructure as described in Appendix 3 section 4.

5. Alternative Options

- 5.1. To deliver a balanced budget, no viable alternative options have been identified to the recommendations in this report. In terms of financing the proposed capital expenditure, no further grant or revenue funding has been identified to fund the expenditure, apart from the funding noted in Appendix 3.

6. Financial Implications

- 6.1. As stated above, the forecast revenue outturn for 2022-23 at the end of P2 is a **balanced budget** linked to a forecast 100% savings delivery. Forecast outturn for service reserves and provisions is **£141.458m**, and the general balances forecast is **£23.840m**. COVID reserves of **£31.125m** have been brought forward to off-set additional one-off expenditure resulting from on-going infection control measures in place to prevent any further Covid-19 outbreaks in 2022-23.
- 6.2. Where possible service pressures have been offset by underspends or the use of reserves. A narrative by service is given in Appendix 1.
- 6.3. The Council's capital programme is based on schemes approved by County Council in February 2022, including previously approved schemes brought forward and new schemes subsequently approved.

7. Resource Implications

- 7.1. None, apart from financial information set out in these papers.

8. Other Implications

8.1. Legal Implications

In order to fulfil obligations placed on chief finance officers by section 114 of the Local Government Finance Act 1988, the Executive Director of Finance and Commercial Services continually monitors financial forecasts and outcomes to ensure resources (including sums borrowed) are available to meet annual expenditure.

8.2. Human Rights implications

None identified.

8.3. Equality Impact Assessment

In setting the 2022-23 budget, the council has undertaken public consultation and produced equality and rural impact assessments in relation to the 2022-23 Budget. An overall summary Equality and rural impact assessment report is included on page 305 of the Monday 21 February 2022 Norfolk County Council agenda. [CMIS > Meetings](#)

The Council is maintaining a dynamic [COVID-19 equality impact assessment](#) to inform decision making during the pandemic.

The Council's net revenue budget is unchanged at this point in the financial year and there are no additional equality and diversity implications arising out of this report.

8.4 Data Protection Impact Assessments (DPIA)

DPIA is not required as the data reported in this paper does not drill down to the personal data level.

9. Risk Implications/Assessment

- 9.1. Corporate risks continue to be assessed and reported on a quarterly basis to both Cabinet and the Audit Committee. The Council's key financial based corporate risk (RM002 - The potential risk of failure to manage significant reductions in local and national income streams) has been reviewed and refreshed in February 2022 to incorporate the 2022/23 budget and Medium-Term Financial Strategy 2021 - 2026 being set. Key risk mitigations include amongst others regular (monthly) financial reporting to Cabinet, working to the Medium-Term Financial Strategy and setting robust budgets within available resources.
- 9.2. Unlike many other parts of the public sector such as the NHS, local authorities are required by law to set a balanced budget. As part of their duties, the Executive Director of Finance and Commercial Services has a responsibility to report to members if it appears to him that the authority will not have sufficient resources to finance its expenditure for the financial year. The Executive Director of Finance and Commercial Services believes a balanced budget will be achieved in 2022-23.

10. Select Committee comments

- 10.1. None

11. Recommendation

- 11.1. Recommendations are set out in the introduction to this report.

12. Background Papers

- 12.1. Summary Equality and rural impact assessment [CMIS > Meetings](#) page 305

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Appendix 1: 2022-23 Revenue Finance Monitoring Report Month 2

Report by the Executive Director of Finance and Commercial Services

1 Introduction

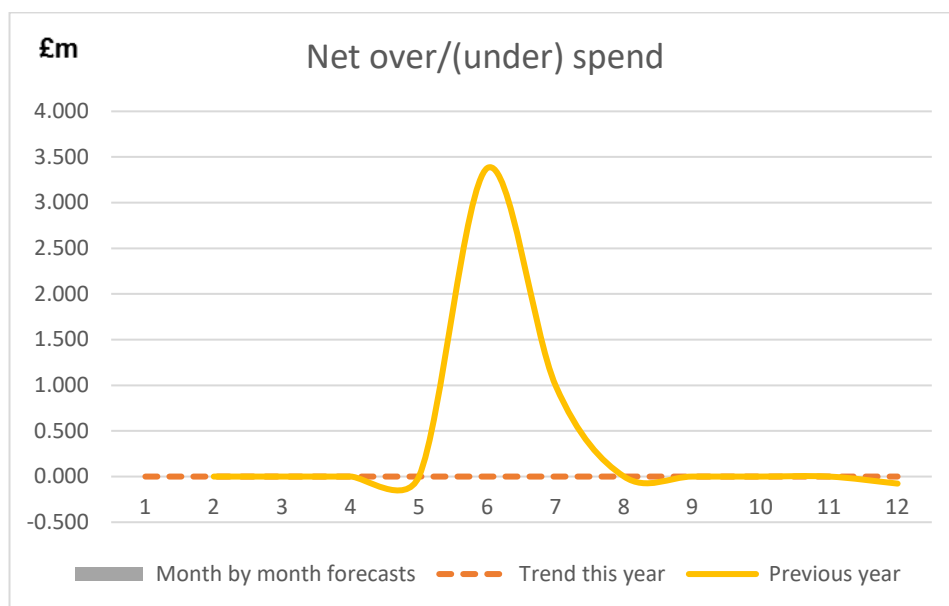
1.1 This report gives details of:

- the P2 monitoring position for the 2022-23 Revenue Budget
- additional financial information relating one-off funding, cost pressures and delivery of savings initiatives
- forecast General Balances and Reserves as at 31 March 2023 and
- other key information relating to the overall financial position of the Council.

2 Revenue outturn – over/(under)spends

2.1 **At the end of May 2022**, a balanced budget is forecast on a net budget of £464.123m.

Chart 1: forecast /actual revenue outturn 2022-23, month by month trend:



2.2 Chief Officers have responsibility for managing their budgets within the amounts approved by County Council. They have been charged with reviewing all their cost centres to ensure that, where an overspend is identified, action is taken to ensure that a balanced budget will be achieved over the course of the year.

2.3 Details of all under and overspends for each service are shown in detail in Revenue Annex 1 to this report, and are summarised in the following table:

Table 1: 2022-23 forecast (under)/overspends by service

Service	Revised Budget	Cost Pressures	(Under spends/ Savings)	Earmarked Reserves & Provisions Utilised	Net (under)/ overspend	%	R A G
	£m		£m		£m		
Adult Social Care	263.184	0	0	0	0	0%	G
Children's Services	189.065	0	0	0	0	0%	G
Community and Environmental Services	166.135	0	0	0	0	0%	G
Strategy and Transformation	8.759	0	0	0	0	0%	G
Governance Department	1.960	0	0	0	0	0%	G
Finance and Commercial Services	33.451	0	0	0	0	0%	G
Finance General	(198.431)	0	0	0	0	0%	G
Total	464.123	0	0	0	0	0%	G

Notes:

- 1) the RAG ratings are subjective and account for the risk and both the relative (%) and absolute (£m) impact of overspends.
- 2) Planned use of Earmarked reserves and provisions set aside in 2021-22 in order to meet and fund additional pressures in 2022-23 are built into the revised budget. So the table above highlights the use of reserves over and above the plan.

2.4 **Children's Services:** The forecast outturn as at Period 2 (end of May 2022) is balanced position, presuming use of budgeted reserves. This very early forecast does indicate significant pressures within social care placements and special educational needs and disabilities home to school transport. Given the demand-led nature of the services, alongside the medium-term impact of Covid-19, there is significant uncertainty regarding the impact in 2022-23 of the previously reported operational pressures and challenging market forces that continue to exist but are outside of the Council's control and are also being seen nationally. These will be carefully reviewed once the first quarter's data is available for the next forecast to see whether they the pressures are crystallising.

2.5 Key financial drivers the service experiences are in line with those pressures experienced last financial year. The factors previously identified have not eased off and, in many cases, have continued to increase, with many elements being unpredictable in nature and close review will be maintained of these:

- Market forces, beyond the Council's control, are significantly impacting our ability to purchase the right placements at the right cost;
- An unhelpfully rigid approach from the regulator (Ofsted) - challenging care settings in a way which makes them unwilling to work with young people with complex needs or drives a demand for very large packages of additional support;
- An unprecedented worsening of emotional wellbeing and mental health amongst children, young people and parents;

- A significant rise in 'extra familial harm', including county lines and exploitation of young people;
- An underlying trend of increasing special educational needs and disabilities, including some children with complex disabilities surviving into later childhood as a result of medical advances;
- An additional strain on families as a result of the pandemic and hidden harm with families locked down together;
- The demand-led aspects of placement and transport provision for children with special needs;
- The shortage in housing available for post-18 year olds;
- Ongoing shortages of staff in key professional specialisms

Furthermore, the cost-of-living crisis is an additional factor that has emerged in recent months, and it is currently unclear what impact this may have upon demand as well as our own workforce.

- 2.6 In addition to these ongoing pressures, the rate of inflation has increased significantly (as seen across the whole Council) since the budget was set. This is impacting upon a significant number of areas of external spend for Children's Services including social care placement costs and fuel for transport providers. The impact of these inflationary pressures will be kept under close review as the year progresses.
- 2.7 Children's Services continues to undertake a substantial transformation programme to both improve outcome for children and young people as well as delivering financial savings. With the aim of mitigating emerging pressures, management action is being taken within the department to reduce these risks where possible.
- 2.8 **Adult Social Services:** The forecast outturn as at Period 2 (end of May 2022) is a balanced position. With Adult Social Care (ASC) being a demand led service, the budget to provide it always operates under a degree of uncertainty, especially in the last 24 months. The ASC service is still managing its recovery from the pandemic alongside delivering significant transformation and planning for the upcoming Social Care Reform. Within its recovery programme there is a significant emphasis on reducing the backlogs that have developed over the past 18+ months. A critical element of the financial position for the department will be the effective management of this work and the financial outcomes that ensue.
- 2.9 As over 70% of the ASC budget is spent with independent providers, it is only right to acknowledge the financial risk the current economic conditions may place on these care markets. Whilst the Council was able to invest £18m into the market as part of its 2022/23 fee uplift, the continued economic uncertainty may well have a destabilising impact on individual providers. The price pressure in the economy comes at a time when Central Government have equally stopped some of the provider grants distributed during the pandemic, such as the infection control grant, that has provided over £50m of funding to Norfolk providers in the last 2 years.
- 2.10 The department continues to work with its partners in the Integrated Care System (ICS) to manage system pressures around hospital discharge both from acute hospital and the wider Transforming Care Programme. The ICS itself continues to operate in a challenging financial environment.
- 2.11 Both internally to the department, and within the wider care sector, availability of staff continues to be a challenge. Whilst in the interim, internal vacancies will

continue to produce staffing underspends, longer term the ability to manage the care budget is predicated on good quality social care, undertaken in a timely way to truly prevent, reduce and delay need.

- 2.12 Whilst recognising the uncertainties described above, the level of ASC departmental reserves to manage these risks in the short term remain strong. Longer term, the financial implications of the upcoming reform of Social Care will continue to be unpacked and built into the Medium Term Financial Strategy (MTFS).
- 2.13 **CES:** we are currently forecasting a balanced outturn position, however since setting the budget in February 2022, the significant rise in the level of inflation has created a significant budget risk in a number of areas, particularly Street lighting energy, transport costs and highways maintenance. The continued roll out of the LED replacement for streetlights will partially mitigate the impacts. We will continue to monitor this throughout the year and will report the impacts once they become clearer. The escalating cost of fuel is also creating pressures within Fire fleet, Mobile libraires, public transport and Highways maintenance.
- 2.14 Waste volumes at Recycling Centres and kerbside collections have been highly volatile over the last two years. The budget allows for an increase in waste volumes, we continue to monitor volumes closely and the long term impacts on the budget.
- 2.15 Over the last two years we have seen significant pressures on income budgets due to the pandemic. We have addressed a number of risk areas through the MTFS, however we will continue to monitor income budgets closely.
- 2.16 **Corporate services:** The Strategy and Transformation and Governance directorates are forecasting a balanced position..
- 2.17 Finance and Commercial Services is forecasting a balanced budget for this period, but it is worth highlighting risks due to the rise in inflation, petrol and utilities, which have the potential to affect contracts, especially within Property..
- 2.18 **Finance General:** Finance General forecast for P2 is a balanced budget at this early stage of the year. Forecast overspend resulting from on-going Covid related PPE, staff and premises costs are balanced by the use of reserves and forecast underspends in other areas. Forecast underspends are anticipated due to interest payable costs being less than budgeted due to the timing of borrowing and sustained low interest rates on new borrowing.
- 2.19 The forecast assumes use of £27m Covid reserves brought forward from 2021-22 to mitigate Covid related expenditure where appropriate and necessary to maintain a balanced budget. We are assuming that the combination of Covid grants and reserves will be sufficient to cover additional cost pressures.
- 2.20 Further details are given in Appendix 1: Revenue Annex 1.

3 Approved budget, changes and variations

- 3.1 The 2022-23 budget was agreed by Council on 21 February 2022 and is summarised by service in the Council's Budget Book 2022-23 (page 17) as follows:

Table 2: 2022-23 original and revised net budget by service

Service	Approved net base budget	Revised budget P2
	£m	£m
Adult Social Care	263.184	263.184
Children's Services	189.065	189.065
Community and Environmental Services	166.162	166.135
Strategy and Transformation	8.759	8.759
Governance Department	1.960	1.960
Finance and Commercial Services	33.424	33.451
Finance General	-198.432	-198.432
Total	464.123	464.123

Note: this table may contain rounding differences.

- 3.2 There were some minor budget transfers between services in May 22, however the Council's net budget for 2022-23 remains unchanged.

4 General balances and reserves

General balances

- 4.1 At its meeting on 21 February 2022, the County Council agreed a minimum level of general balances of £23.268m in 2022-23. The balance at 1 April 2022 was **£23.840m** following transfers of £0.077m from non-Covid related savings and Finance General underspends at the end of 2021-22. The forecast for 31 March 2023 is £23.840m, taking into account the forecast balanced budget.

Reserves and provisions 2022-23

- 4.2 The use of reserves anticipated at the time of budget setting was based on reserves balances anticipated in January 2022. Actual balances at the end of March 2022 were higher than planned, mainly as a result of grants being carried forward, including Covid-19 support grants, and reserves use being deferred.
- 4.3 The 2022-23 budget was approved based on a closing reserves and provisions (excluding DSG reserves) of £144.987m as at 31 March 2022. This, and the latest forecasts are as follows.

Table 3: Reserves budgets and forecast reserves and provisions (excluding LMS/DSG)

Reserves and provisions by service	Actual balances 1 April 2022	Increase in March 2022 balances after budget setting	2022-23 Budget book forecast 1 April 2022	Latest forecast balances 31 March 2023
	£m	£m	£m	£m
Adult Social Services	45.909	18.738	27.171	16.547
Children's Services (inc schools, excl LMS/DSG)	17.398	8.881	8.517	12.298
Community and Environmental Services	65.814	13.745	52.069	65.715
Strategy and Transformation	2.466	0.725	1.741	1,641
Governance	2.045	1.073	0.972	2.245
Finance & Commercial Services	3.793	1.234	2.559	2.941.
Finance General	56.552	19.265	37.287	22.204
Schools LMS balances	17.888	3.217	14.671	17.867
Reserves and Provisions including LMS	211.865	66.878	144.987	141.458
DSG Reserve (negative)	-53.976	0.348	-54.324	-71.881

- 4.4 Covid grants and other grants and contributions brought forward at 31 March 2022 resulted in reserves and provisions being £66.878m higher than had been assumed at the time of budget setting. However, the majority of these reserves will be used to meet the longer-term impacts of COVID-19 and to address planned service provision during 2022-23. The latest forecast net total for reserves and provisions at 31 March 2023 has decreased by £70.406m when compared with the opening balance at 1 April 2022, down to £141.458m. This is an early forecast and is expected to reduce further through the year bringing the forecast closer to the Budget Book forecast for 31 March 2023 of £94.686m.
- 4.5 **Dedicated Schools Grant (DSG):** The latest forecast DSG Reserve is based on the latest modelling of the Dedicated Schools Grant (DSG) Recovery Plan after the 2021-22 outturn and early data. An in-year deficit of c. £17.9m is forecast, in line with the budgeted deficit. This will increase the DSG Reserve to £71.881 by 31 March 2023. It should be noted that this is an early forecast, before the new academic year in September when there can be significant changes to placements.
- 4.6 The areas of most significant cost pressure continue to be independent school placements along with post-16 provision and maintained special school placements. These will continue to be kept under close review given the demand-led nature of these budgets.
- 4.7 These budgets will continue to be kept under close review. Officers have also raised concerns about the imbalance in the market with representatives of the DfE and requested support regarding regulation, to better support the control of costs and improving the outcomes for children and young people within these placements.
- 4.8 Despite the pandemic, significant work by the NCC, Norfolk Schools Forum and the wider system continues to take place as part of the Children's Services

Transformation Programme both to ensure that the right specialist provision is in the right place to meet needs (i.e. the capital investment), whilst also progressing work to transform how the whole system supports additional needs within mainstream provision.

- 4.9 NCC reports the forecast position each term to the Norfolk Schools Forum, in line with DfE expectations and feedback from the Forum continues to be sought.
- 4.10 Sustainable funding for the High Needs Block continues to be pursued and NCC responded to a DfE consultation regarding revising the historical basis for the national funding formula for HNB; this consultation suggested that Norfolk has been under-funded for a number of years and, even if the proposals are implemented, will continue to be under funded due to a capping system. The DSG allocations for 2022-23 included the outcome of this consultation; unfortunately, for Norfolk, the final historical adjustment has been capped at a lower level than the consultation, meaning that level of under-funding for Norfolk continues and is exacerbated.
- 4.11 Norfolk has been investing significant capital monies in the creation of additional specialist places in existing state-funded schools alongside the building of new special schools and specialist resource base provision. Without this investment, the deficit position would have been significantly higher on the basis that the independent sector continues to expand in line with demand. Officers have also fed back to the DfE regarding the vital role that capital investment could play in supporting the recovery of the High Needs Block, to enable placements to move from expensive independent provision into maintained / academy / free special schools. Sufficient capital investment has not been forthcoming from central government for many years and whilst there have been recent announcements of some additional monies, these need to be just the starting point if there is to be sufficient supply of state-funded specialist provision to fully meet the place needs of children with high SEND. Additionally, Officers have fed back that it is key that the funding announced is directed to those authorities where it would deliver the biggest benefit.
- 4.12 Due to the significant deficit that Norfolk continues to experience with the High Needs Block, Norfolk has been invited by the DfE to take part in the 'Safety Valve' programme. Officers are in early discussions with the DfE to understand the potential opportunities that this programme may bring for Norfolk and an update will be provided when this is available.
- 4.13 Following significant delay, the outcome of the national major review into support for children with special educational needs following the implementation of the SEND Reform Act 2014 has been published as a Green Paper: [SEND Review: Right Support, Right Place, Right Time](#). The DfE are currently holding a consultation upon the proposals, which the Council will be responding too. If implemented, the proposals could have a significant impact, including financial implications. Further updates will be provided when this is available.

4.14 **Provisions included in the table above**

The table above includes forecast provisions of £31.062m comprising:

- £10.0m insurance provision,
- £12.9m landfill provision (this provision is not cash backed),
- £5.051m provisions for bad debts,
- £2.953m business rates appeals provision, and
- a small number of payroll related provisions.

5 On-going Covid-19 financial implications

- 5.1 Whilst the pandemic is officially over, there are on-going impacts on service provision and demand for support from Council services. The council has carried forward £31.125m grant funding received from central government in 2021-22 to mitigate any on-going risks and cost pressures associated with addressing the service needs arising from COVID-19.
- 5.2 Covid-19 funding brought forward is as follows:

Table 4a: Covid-19 funding

Funding	Actual 2022-23 £m
Covid reserves brought forward	
Norfolk Assistance Scheme	0.206
Wellbeing for education recovery grant	0.031
Fire Home Office Grant	0.196
Covid-19 Bus Services Support Grant	1.077
Contain Outbreak Management Fund	9.285
Community Testing Funding	1.223
Omicron Support Fund	0.278
COVID-19 MHCLG Grant Tranche 5	18.829
Funding to be carried forward into 2022-23	31.125

New / confirmed funding

- 5.3 **Household Support Fund:** On 29 April 2022 the government set out the basis of the extension of the fund to 30 September 2022. On 26 May 2022, the Chancellor announced an extra £500m funding, extending the fund until March 2023. The objective of the fund is to provide support to vulnerable households in most need of help with significantly rising living costs. The indicative funding allocation for the first half of 2022-23 is £6.696m. Further guidance is expected soon on the additional funding to be received in the second half of 2022-23.
- 5.4 **Homes for Ukraine Fund:** The DLUHC provided confirmation on 29 April 2022 of funding of £5.618m for 535 individuals across Norfolk. This funding will be initially received by Norfolk County Council and dispersed to the local district councils to provide financial support to refugees and their host families
- 5.5 **Adult Social Care Reform Implementation funding:** The Department of Health and Social Care (DHSC) announced on the 15th June 2022 £15.5m of national un-ringfenced Section 31 grant towards supporting the preparation of implementing Governments reform of Social Care. For Norfolk, this is £0.097m of one-off funding in 2022/23.

Cost pressures

- 5.6 The costs and income pressure relating to Covid-19 vary from the overall Council forecast balanced budget position shown in this report. This is due to non-Covid-19 related actions put in place by Chief Officers to mitigate the financial impacts of the pandemic.

6 Budget savings 2021-22 summary

- 6.1 In setting its 2022-23 Budget, the County Council agreed net savings of £28.434m. Details of all budgeted savings can be found in the 2022-23 Budget Book. A summary of the total savings forecast to be delivered is provided in this section.
- 6.2 The latest monitoring reflects total forecast savings delivery of £28.434m at year end.
- 6.3 The forecast savings delivery is anticipated as shown in the table below:

Table 5: Analysis of 2022-23 savings forecast

	Adult Social Services	Children's Services	Community and Environmental Services	Strategy and Transformation	Governance	Finance and Commercial Services	Finance General	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Budget savings	10.465	12.088	3.496	0.439	0.200	-0.134	1.880	28.434
Period 2 forecast savings	10.465	12.088	3.496	0.439	0.200	-0.134	1.880	28.434
Savings shortfall (net)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Commentary on savings risk areas

- 6.4 All departments are currently forecasting no variance on the delivery of planned 2022-23 budget savings. Some saving programmes have highlighted risk areas which will need to be kept under review. Any updates to the forecast delivery of savings will be included in future monitoring to Cabinet.

Adult Social Services

- 6.5 Adult Social Services has a £10.465m savings target comprised of recognising additional benefits from the existing savings initiatives (ASS030), delivering market utilisation efficiencies through contract performance management (ASS031), continued implementation of the Learning Disabilities transformation programme (ASS032) and a strategic refocus of investment in Intermediate Care Services (ASS039).
- 6.6 We are pleased to report that our major departmental transformation “Connecting Communities”, working with our strategic partner, is underway and beginning to shape and pilot new approaches. This programme is working at pace to deliver a new model of care and refocus on early prevention.

- 6.7 At this early stage of the year, any presenting savings risk is being managed and therefore full savings are presenting anticipated.

Children's Services

- 6.10 At this early stage it is anticipated that all budgeted savings within Children's Services will be delivered in 2022-23. The department has a £12.088m savings target which builds on early intervention and prevention work (CHS001) the transformation work undertaken in 2021-22 (CHS002) and transforming the care market (CHS003).
- 6.11 The forecast continues to assume that savings will be delivered during the remainder of the financial year; significant deviation from these plans could result in an increase to the forecast. Therefore, expected delivery of savings will continue to be kept under close review.

2023-24 to 2025-26 savings

- 6.12 Budget setting in 2022-23 saw the approval of £9.159m savings for 2023-24, £8.200m for 2024-25. The deliverability of these savings, including any 2022-23 savings that are permanently undeliverable, will be considered as part of the budget setting process for 2023-27.

Revenue Annex 1

Forecast revenue outturn

Revenue outturn by service

The forecast net balanced budget is a result of a range of underlying forecast over and underspends which are listed below.

Revenue budget outturn by service – detail

	Revised Budget	Overspend	Under spend	Forecast net spend
		£m	£m	
Adult Social Services				
Net total	263.184		0	263.184
Children's Services				
Net total	189.065		0	189.065
Community and Environmental Services				
Net total	166.135		0	166.135
Strategy and Transformation				
Net Total	8.759		0	8.759
Governance				
Net Total	1.960		0	1.960
Finance and Commercial Services				
Net Total	33.451		0	33.451
Finance General				
Net total	-198.431		0	-198.431
TOTAL	464.123			464.123

Revenue Annex 2 – Dedicated Schools Grant Reserve

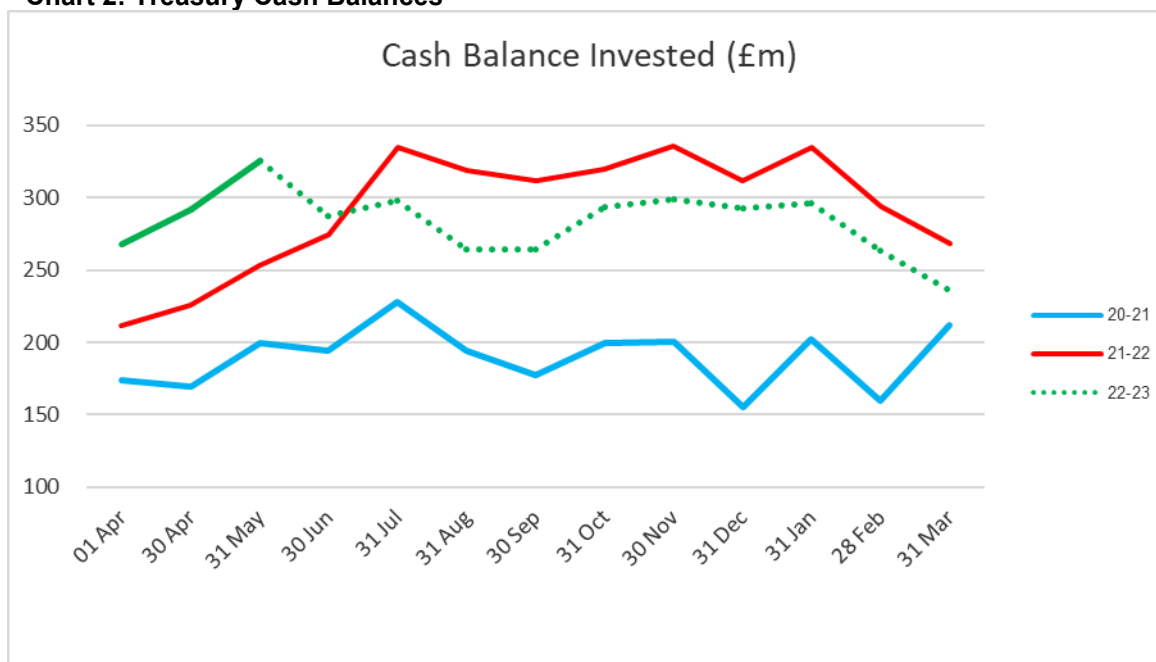
	Reserve as at 31 Mar 22	Revised Budget (A)	Budgeted Reserve as at 31 Mar 23	Forecast Spend (B)	(Over) / under spend A-B	Forecast Reserve as at 31 Mar 23
<i>Dedicated schools grant</i>						
High Needs Block		17.924		17.905	0.019	
Increase in net deficit to be carried forward		-17.924				
Forecast (over) / under spend					0.019	
Net deficit (DSG Reserve)	-53.976		-72.248			-17.881

Appendix 2: 2022-23 Balance Sheet Finance Monitoring Report Month 2

1 Treasury management summary

- 1.1 The corporate treasury management function ensures the efficient management of all the authority's cash balances. The graph below shows the level of cash balances over the last two financial years to March 2022, and projections to March 2023.

Chart 2: Treasury Cash Balances

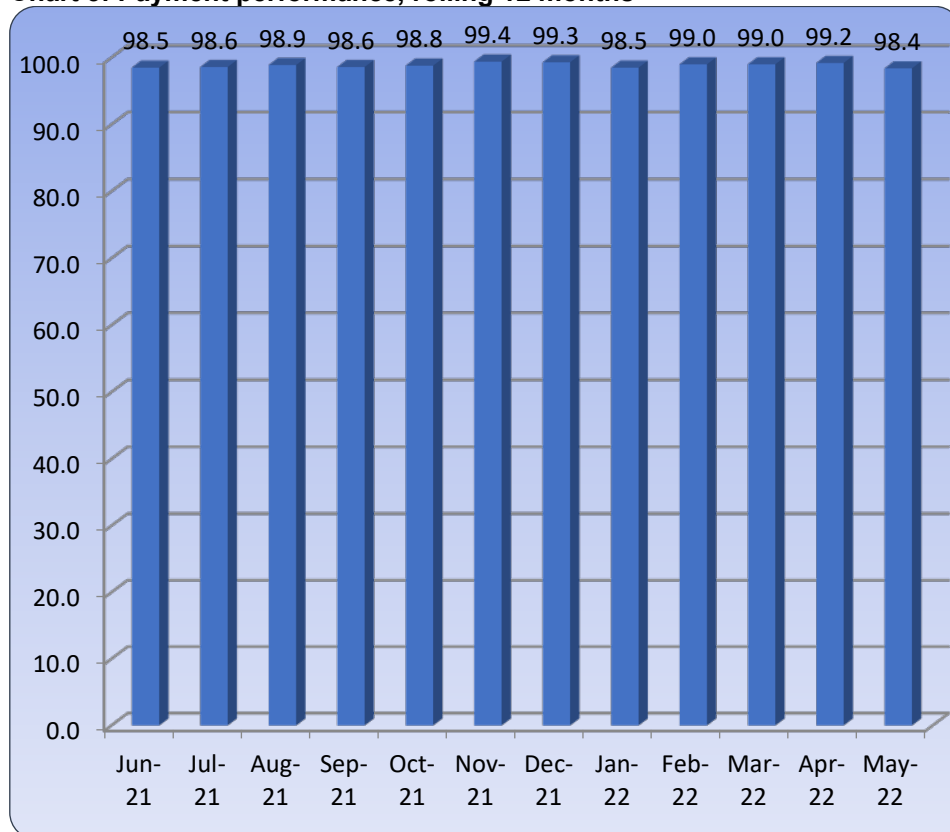


- 1.2 The Council's Treasury Strategy assumes that £80m may be borrowed in 2022-23 to fund capital expenditure in year. The forecast cash flow above assumes that this amount will be borrowed over the course of the financial year, resulting in a closing cash balance of approximately £243m. If in order to minimise the cost of carrying unnecessary borrowing, no borrowing was to take place before 31 March 2023, then the projected year-end cash balances will be approximately £163m.
- 1.3 The Council has healthy cash balances for the immediate future with cash balances of £335m as at the end of May 2022. The P2 forecast of Interest receivable from treasury investments held by the Council is £0.581m; in line with budget.
- 1.4 PWLB and commercial borrowing for capital purposes was £854.243m at the end of May 2022. The associated annual interest payable on existing borrowing is £31.539m.
- 1.5 The forecast interest payable for 2022-23 for P2 is in line with the budget of £32.494m assuming the £80m planned borrowing takes place.

2 Payment performance

- 2.1 This chart shows the percentage of invoices that were paid by the authority within 30 days of such invoices being received. Some 470,000 invoices are paid annually. 98.4% were paid on time in May 22 against a target of 98%. The percentage has remained above the target of 98% in the last 12 months.

Chart 3: Payment performance, rolling 12 months



Note: The figures include an allowance for disputes/exclusions.

3 Debt recovery

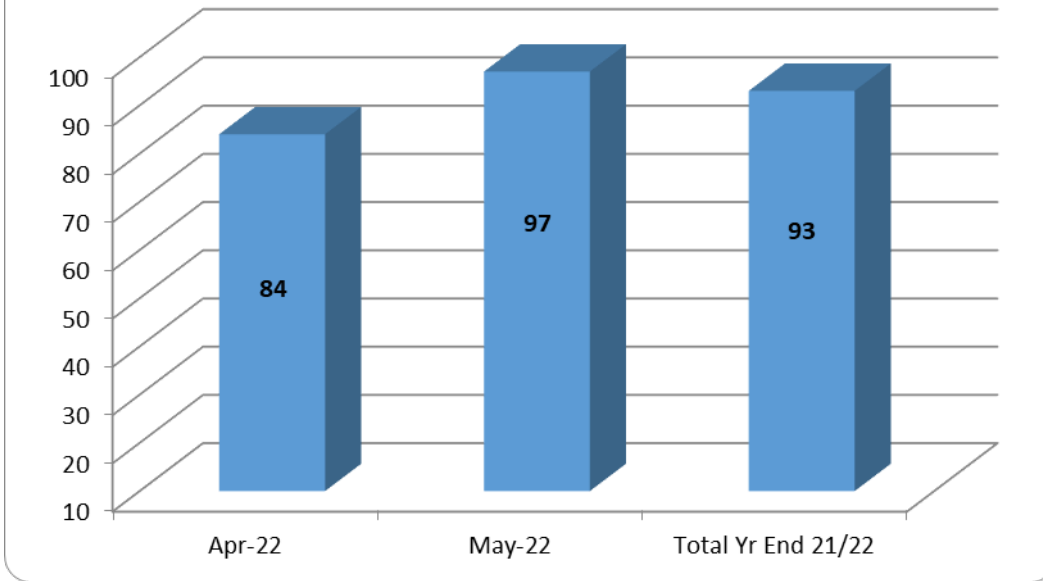
- 3.1 **Introduction:** In 2021-22 the County Council raised over 134,500 invoices for statutory and non-statutory services. These invoices totalled in excess of £1.7bn. Through 2021-22 93.4% of all invoiced income was collected within 30 days of issuing an invoice, with 98% collected within 180 days.

Debt collection performance measures – latest available data

- 3.2 The proportion of invoiced income collected within 30 days for invoices raised in the previous month – measured by value – was 97% in May 22.

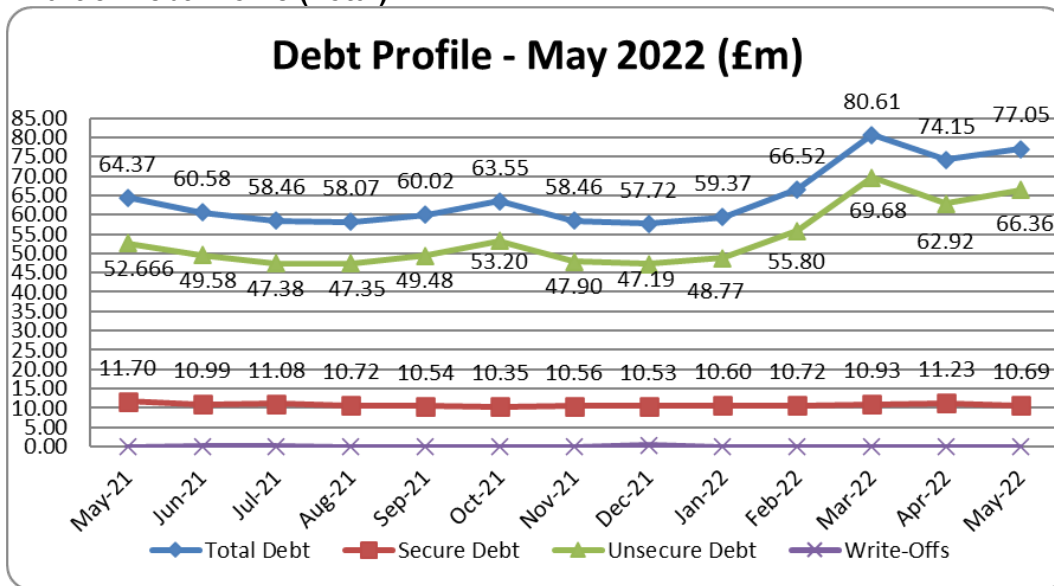
Chart 4 :Latest Collection Performance

Collection Performance - Income collected within 30 days of Invoice %



3.3 The value of outstanding debt is continuously monitored, and recovery procedures are in place to ensure that action is taken to recover all money due to Norfolk County Council. The level of debt is shown in the following graph:

Chart 5: Debt Profile (Total)



3.4 The overall level of unsecure debt increased by £3.44m in May 2022. Of the £66.36m unsecure debt at the end of May 22; £13.32m is under 30 days, £1.73m has been referred to NPLaw, £1.20m is being paid off by regular instalments and £8.11m is awaiting estate finalisation. The largest area of unsecure debt relates to charges for social care, £52.05m, of which £4.79m is under 30 days and £26.11m is debt with the CCG's for shared care, Better Care Pooled Fund, continuing care and free nursing care. The overall debt with the CCGs has increased by £4.73m in May 2022.

- 3.5 Secured debts amount to £10.69m at 31 May 2022. Within this total £3.370m relates to estate finalisation where the client has died, and the estate is in the hands of the executors.
- 3.6 **Debt write-offs:** In accordance with Financial Regulations and Financial Procedures, Cabinet is required to approve the write-off of debts over £10,000. The Executive Director of Finance and Commercial Services approves the write-off of all debts up to £10,000.
- 3.7 Service departments are responsible for funding their debt write-offs. Before writing off any debt all appropriate credit control procedures are followed.
- 3.8 For the period 1 April 2022 to 31 May 2022, no debts were approved to be written off following approval from the Executive Director of Finance and Commercial Services.

Appendix 3: 2022-23 Capital Finance Monitoring Report

Report by the Executive Director of Finance and Commercial Services

1 Capital Programme 2022-27

- 1.1 On 21 February 2022, the County Council agreed a 2022-23 capital programme of £247.360m with a further £470.396m allocated to future years', giving a total of £717.756m.
- 1.2 Additional re-profiling from 2021-22 resulted in an overall capital programme at 1 April 2022 of £798.620m. Further in-year adjustments have resulted in the capital programme shown below:

Table 1: Capital Programme budget

	2022-23 budget	Future years
	£m	£m
New schemes approved February 2022	26.435	64.292
Previously approved schemes brought forward	220.925	406.104
Totals in 2022-27+ Budget Book (total £717.756m)	247.360	470.396
Schemes re-profiled after budget setting	63.977	7.424
New schemes approved after budget setting including new grants received	7.763	1.700
Revised opening capital programme (total £798.620m)	319.100	479.520
Re-profiling since start of year	0.000	0.000
Other movements including new grants and approved schemes	0.000	0.000
Total capital programme budgets (total £798.620)	319.100	479.520

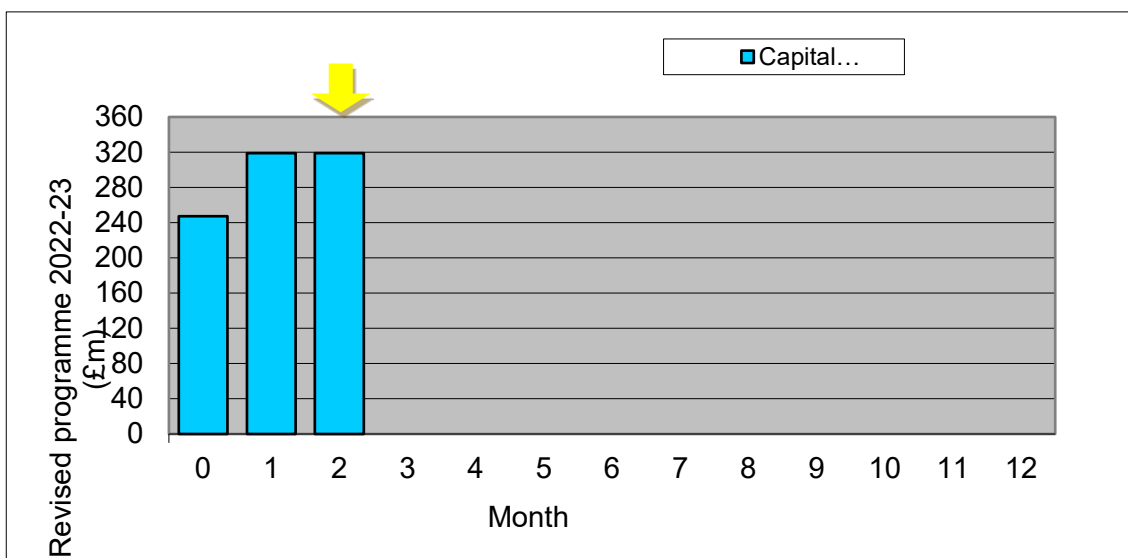
Note: this table and the tables below contain rounding differences

- 1.3 The total capital programme budget remains unchanged compared to the 2021-22 Outturn reported in June to Cabinet (P12 £798.620). The Council is reviewing the forecast for capital grant funding for 2022-23 and will adjust the profile of capital expenditure funded from NCC borrowing accordingly to accommodate the grant funded projects in the current year.
- 1.4 The full impact of slippage in the current year capital programme will be reflected in Capital Monthly Reporting to cabinet in future months.

Changes to the Capital Programme

- 1.5 The following chart shows changes to the 2022-23 capital programme through the year.

Chart 1: Current year capital programme through 2022-23



1.6 Month “0” shows the 2022-23 capital programme at the time of budget approval, with schemes reprofiled after budget setting shown in month 1, followed by the most up to date programme. The current year programme will change as additional funding is secured, and when schemes are re-profiled to future years as timing becomes more certain.

1.7 The current year’s capital budget is as follows:

Table 2: Service capital budgets and movements 2022-23

Service	Opening programme	Reprofiling since previous report	Other Changes since previous report	2022-23 latest Capital Budget
	£m	£m	£m	£m
Children's Services	83.850	0.000	0.000	83.850
Adult Social Care	14.232	0.000	0.000	14.232
Community & Environmental Services	157.149	0.000	0.000	157.149
Finance & Commercial Services	63.437	0.000	0.000	63.437
Strategy & Governance	0.432	0.000	0.000	0.432
Total	319.100	0.000	0.000	319.100
			0.000	

Note: this table may contain rounding differences.

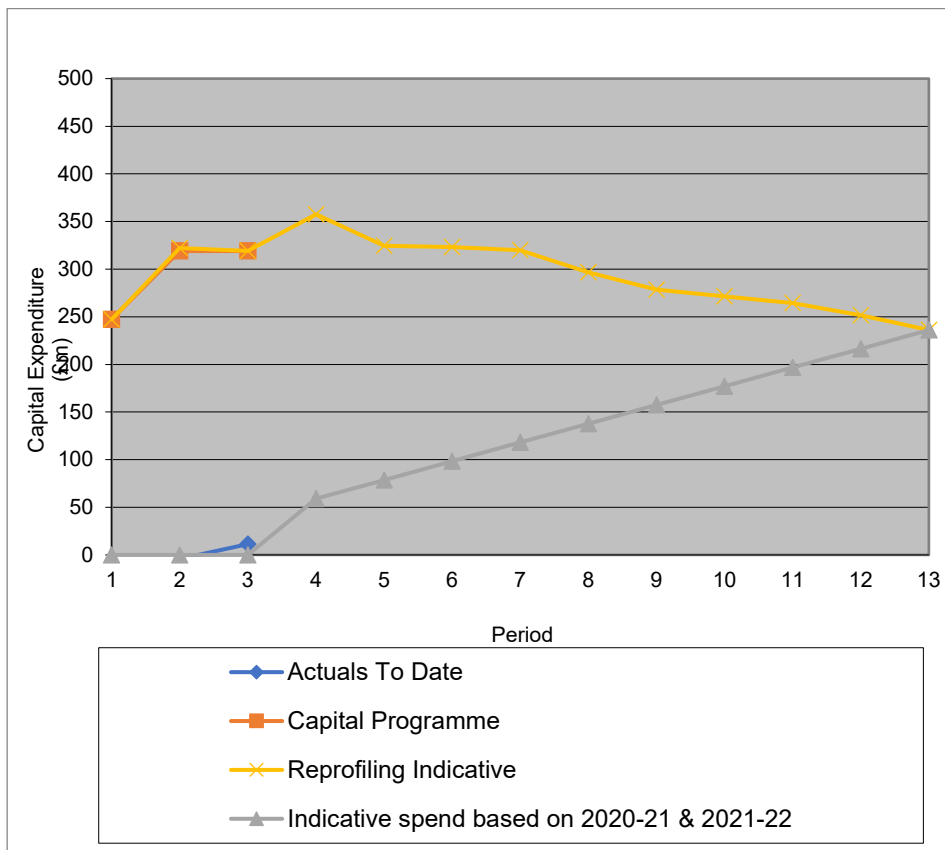
1.8 The revised programme for future years (2023-24 to 2026-27) is as follows:

Table 3: Capital programme future years 2022+

Service	Previously reported future programme	Reprofiling since previous report	Other Changes since previous report	2022+ Future Capital Budget
	£m	£m	£m	£m
Children's Services	135.114	0.000	0.000	135.114
Adult Social Care	54.286	0.000	0.000	54.286
Community & Environmental Services	246.479	0.000	0.000	246.479
Finance & Commercial Services	43.641	0.000	0.000	43.641
Strategy & Governance	0	0.000	0.000	0.000
Total	479.520	0.000	0.000	479.520

Note: this table contains rounding differences

1.9 The graph below shows the movement on the current year capital budget and year to date capital expenditure:



The graph shows that actual year to date capital spend is ahead of the opening forecast, which was based on the opening capital programme and an indicative calculation based on previous years' expenditure. It also shows that expected reprofiling of budgets to future years as the progress on projects becomes clearer.

As a result, capital expenditure of approximately £236.093m is expected to take place in 2022-23.

Whilst the forecast takes into account the historical tendencies for capital slippage, it does not reflect recent inflationary cost pressures in the costs of construction. The Norwich Castle Keep project has experienced some construction configuration delays leading to potential cost pressures, which could be mitigated by the use of CES Business Risk Reserves. We are also currently seeing high levels of inflation on the cost of construction schemes and will continue to monitor this risk and review the potential pressures on the capital programme. The impact of cost pressures on the capital programme forecast will be picked up as part of the regular capital monitoring process.

2 Financing the capital programme

2.1 Funding for the capital programme comes primarily from grants and contributions provided by central government and prudential borrowing. These are supplemented by capital receipts, developer contributions, and contributions from revenue budgets and reserves.

Table 4: Financing of the capital programme

Funding stream	2022-23 Programme	Future Years Forecast
	£m	£m
Prudential Borrowing	202.16	286.44
Use of Capital Receipts		
Revenue & Reserves		
<i>Grants and Contributions:</i>		
DfE	31.272	26.39
DfT	54.634	145.61
DoH	0.309	-
MHCLG	0.007	-
DCMS		
DEFRA	0.159	-
Developer Contributions	17.952	9.40
Other Local Authorities	0.025	-
Local Enterprise Partnership	3.524	8.23
Community Infrastructure Levy	2.941	-
National Lottery	4.963	0.44
Commercial Contributions	0.465	-
Business rates pool fund		
Other	0.685	3.01
Total capital programme	319.100	479.520

Note: this table may contain rounding differences

2.2 For the purposes of the table above, it is assumed that all capital receipts will be applied directly to the re-payment of debt and transformation projects, rather than being applied to fund capital expenditure. Any proposals to utilise capital receipts to fund in-year capital expenditure are recommended to Cabinet for approval (see

section 3 below) and will be applied in line with the Council's Minimum Revenue Provision Statement.

- 2.3 Developer contributions are funding held in relation to planning applications. Section 106 (Town and Country Planning Act 1990) contributions are held in relation to specific projects: primarily schools, with smaller amounts for libraries and highways. The majority of highways developer contributions are a result of section 278 agreements (Highways Act 1980).

3 Capital Receipts

- 3.1 The Council's property portfolio is constantly reviewed to ensure assets are only held where necessary so that capital receipts or rental income can be generated. This in turn reduces revenue costs of the operational property portfolio.
- 3.2 The capital programme, approved in February 2022, gave the best estimate at that time of the value of properties available for disposal in the four years to 2024-25, totalling £23.4m.

Table 5a: Disposals capital programme forecast

Financial Year	Property sales forecast £m
2022-23	8.103
2023-24	14.523
2024-25	0.801
2025-26	0.000
	23.427

The timing of future year sales is the most optimistic case and may slip into future years if sales completions are delayed.

- 3.3 The revised schedule for current year disposals is as follows:

Table 5b: Capital receipts and forecast use current financial year £m

Capital receipts 2022-23	£m
Capital receipts reserve brought forward	5.423
Loan repayments – subsidiaries forecast for year	10.745
Loan repayments – LIF loan repayments to date	6.903
Capital receipts to date	
Capital receipts in year	0.212
Capital Receipts forecasted for asset disposals subject to contract	2.346
Secured capital receipts to date	25.629
Potential current year farms sales	0.812
Potential current year non-farms sales	4.170
Potential development property sales	1.880
Potential capital receipts	6.861
Forecast available capital receipts	32.490
Forecast use of capital receipts	
Maximum flexible use of capital receipts to support transformation costs	1.000
To fund short-life assets – IT and VPE	14.000
Norwich Western Link Reserve	5.061
Total forecast use of capital receipts	20.061

- 3.4 As can be seen from this table, enough capital receipts have been secured to support the use of capital receipts to support transformation costs, short-life capital expenditure and the Norwich Western Link project, previously approved by County Council.
- 3.5 Further sales will contribute to the capital receipts reserve which can be used to reduce the external borrowing requirement, fund debt repayments, flexible use of capital receipts or to directly fund capital expenditure, thereby reducing the Capital Funding Requirement (CFR).
- 3.6 On 10 February 2021, the DLUHC announced that the flexibility granted to local authorities to utilise capital receipts to support transformation costs has been extended for a further 3 years. Table 5b includes £1m earmarked for this in 2022-23 for Adult Social Care.

4 New capital budget proposals

- 4.1 No additions to the capital budget have been processed since P1.