



SUSTAINABLE DEVELOPMENT PANEL

Date: **Wednesday 25 June 2014**
Time: **9am**
Venue: **Committee room, City Hall**

PANEL MEMBERS:

Councillors:

Ackroyd
Bremner
Boswell
Herries
Jackson
Sands (M)
Stammers
Stonard

FOR FURTHER INFORMATION PLEASE CONTACT -

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AGENDA

Page No.

1. Appointment of chair

To appoint the chair for the ensuing civic year.

2. Appointment of vice chair

To appoint the vice chair for the ensuing civic year.

3. Apologies

To receive apologies for absence.

4. Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting).

5. Minutes **5**

To agree the accuracy of the minutes of the meeting held on 26 March 2014.

6. Local and strategic planning update **9**
(Report of the head of planning services)

Purpose - This report updates members on the latest stages in local plan production, the public examination of the Site Allocations and Development Management Policies plans leading to the Inspector's consultation on modifications to the plan. It also updates members of progress on strategic planning issues, including addressing the Duty to Cooperate and implementing the adopted Joint Core Strategy in Broadland and South Norfolk.

7. Local Development Scheme **17**
(Report of the head of citywide services)

Purpose - This report updates members on the latest stages in local plan production, the public examination of the Site Allocations and Development Management Policies plans leading to the Inspector's consultation on modifications to the plan. It also updates members of progress on strategic planning issues, including addressing the Duty to Cooperate and implementing the adopted Joint Core Strategy in Broadland and South Norfolk.

**8. Integrated waste management strategic objectives:
Quarterly update No 2 2014** **43**
(Report of the head of citywide services)

Purpose - To update members on progress against the waste and recycling service action plan (SAP) and the integrated waste management strategic objectives.

18 June 2014



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SUSTAINABLE DEVELOPMENT PANEL**9am to 10.55am****26 March 2014**

Present: Councillors Stonard (chair), Carlo (vice chair), Bremner, Kendrick Gihawi, and Grahame (substitute for Councillor Boswell)

Apologies Councillors Boswell, Lubbock and Stammers

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

RESOLVED to agree the minutes of the meeting held on 29 January 2014.

3. ENVIRONMENTAL STATEMENT

The environmental strategy officer presented the report. She explained that the report was an overview of actions completed in the 2012 -13 period and targets and objectives for the 2014-15 period. She highlighted pertinent points in the report and along with the environmental strategy manager, answered member's questions.

The WEEE (Waste Electric and Electrical Equipment) recycling project was the first to be held in the city and the environmental services development manager said that he had attended a meeting with Norfolk County Council to discuss ways to continue the project. As the venue for this event was the Postwick park and Ride site, some of the customers who attended the event lived outside of the Norwich City boundary. He had discussed with Norfolk County Council ways for local authorities to work together to hold more of the events. Local authorities would split the costs of holding the events and the tonnage of materials collected. Initial discussions had also been held with Biffa to scope the viability of having a dedicated WEEE collection round.

Biomass boilers for domestic use were also being investigated as a possible new technology to introduce into the council's housing stock. A member expressed concerns that biomass imported from other countries could have environmental impacts such as deforestation and was keen to ensure that locally sourced materials would be used. The environmental strategy manager agreed to look into the sourcing of the biomass materials.

Members were reminded that the report in front of them was an outline of actions completed during the period 2012-13. It reflected previous decisions and discussions taken from other committees and reports which had been agreed throughout the year. The document was for information only. The environmental strategy manager said that the environmental strategy did not have a summary of the annual progress against objectives and this report was a document which showed the culmination of decisions made.

RESOLVED to note the report.

4. INTEGRATED WASTE MANAGEMENT STRATEGIC OBJECTIVES: QUARTERLY UPDATE NUMBER ONE 2014

The environmental services development manager presented the report. It had been agreed that he would report back to the Panel on a quarterly basis. This report provided information on those strategic objectives where there had been significant progress since the last report. An annual report would provide updated information on all the strategic objectives..

The new Material Recycling Facility (MRF) contract would begin on 1 October 2014. Publicity surrounding this would begin in early September 2014 to avoid confusion for residents and contamination of recyclable materials before the start of the contract. All recycling bins would be re-labelled to ensure that residents knew exactly what could and could not be recycled. The environmental services development manager said that once the operational plan had been finalised in June 2014, he would bring a comprehensive list of the materials which will be able to be recycled before the committee. There would be a television and radio campaign to promote the venture and it was also proposed to re-launch the Recycle for Norfolk website. It was proposed that all local authorities in Norfolk would add a link on their website to the Recycle for Norfolk site to ensure that the same message was relayed to all customers.

The garden waste service had been audited and it was agreed that a new renewal process would be established with an invoice sent to each customer and the service would be removed if payment was not received by the due date. The terms and conditions of the garden waste service had been updated and these could be viewed on the council's website. A survey was sent out to a cross section of residents living in smaller, terraced properties asking if they would consider using the garden waste service if they could have a smaller brown bin. The response to the survey was not sufficient enough to commission a production run of 900 smaller brown bins. Another survey would be undertaken in a different area later in the year to see if there was a more favourable response. Residents were able to share a brown bin and this was promoted on the Norwich City Council website.

The WEEE event had been successful with around 140 customers bringing several items each for recycling. The council had worked in conjunction with the British Heart Foundation who had calculated that around £4700 worth of retail value was to be gained from items brought to the event. A more central site for collections had been considered, but due to most items being bulky, park and ride sites around the city were one of the best locations to hold these events. The project to recycle bulky

items was still in development in conjunction with Norfolk Council and could include recycling items collected by Norwich City Council's bulky items collection service as well as items recovered from housing voids.

A one year trial with Bensons oil and Anglian Water would commence in April and would allow for the recycling of used cooking oils and fats at six sites. There would be no cost to the council for this trial service. Bensons were committed to cleaning any spills at the sites and replacing the tanks when full.

The introduction of a new scheme for city centre properties which currently used the white sacks for recycling collections was being introduced in April. Disposable blue sacks would be delivered to the 357 city centre properties currently using the white sack programme as well as to the additional 624 properties which were currently without a recycling service. This meant that for these properties, the refuse and recycling collection would be on the same day. Collections would be monitored to see if this led to an increase in participation rates

RESOLVED to note the report.

CHAIR

Report to Sustainable development panel
25 June 2014
Report of Head of planning service
Subject Local and strategic planning update

Item

6

Purpose

This report updates members on the latest stages in local plan production, the public examination of the Site Allocations and Development Management Policies plans leading to the Inspector's consultation on modifications to the plan. It also updates members of progress on strategic planning issues, including addressing the Duty to Cooperate and implementing the adopted Joint Core Strategy in Broadland and South Norfolk.

Recommendation

That members note the content of this report.

Corporate and service priorities

The report helps to meet the corporate priority "A prosperous city" and the service plan priorities to deliver the Local Plan for Norwich and decent housing for all.

Financial implications

There are no direct financial consequences for the council.

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment and transport

Contact officers

Michael Burrell, planning policy team leader 01603 212525

Judith Davison, planning policy team leader (projects) 01603 212529

Background documents

None

Report

Norwich local plan update

1. The examination hearings for the Development management (DM) policies plan and Site allocations plan took place during the last week of February 2014 and the first week of March 2014.
2. There were relatively few objections to the plans overall. In the great majority of cases those objections that were made were addressed through discussions with the objectors prior to and at the examination.
3. Subsequent to the examination the council proposed a number of main modifications to the plan to reflect discussions at the examination.
4. On 4 April 2014 the council received a letter from the Inspector endorsing its proposed main modifications, subject to additional changes proposed by the Inspector. The Inspector's proposed changes take account of examination evidence.
5. Detailed wording of the proposed changes to policies and accompanying text also takes account of further discussions between officers and objectors entered into at the instruction of the Inspector.
6. The Inspector's proposed changes for consultation are provided without prejudice to the content of his final report.
7. The following are the key amendments the Inspector has proposed for the Site Allocations Plan:

Site	Change to plan	Reasons and comments given
CC11 Land at Garden Street	Amend to allow temporary option for the provision of a primary school	<ul style="list-style-type: none">• Reasonable to allow the County Council a period of 4 years from adoption of this Plan to undertake an assessment of alternative sites, establish whether a primary school is required on the site, and submit a planning application.• Given the identified need for public car parking in the area, it is reasonable and legitimate for the City Council to require the school development, as with the mixed use scheme, to make provision for replacement public car parking in the vicinity of the site through direct provision or a commuted sum to extend existing car parks.
R10	Endorse policy	Norfolk County Council's revised wording is

The Deal Ground, Trowse	with amendments to take account of adjoining uses	preferred as it highlights the need to ensure that the layout and design of the development pays careful regard to the operation of surrounding land uses.
R45 Land west of Bluebell Road, Bartram Mowers Ltd	Include as a housing scheme for over 55s, which may include assisted-living, extra care housing.	<ul style="list-style-type: none"> • Meets identified local and city-wide need for this type of accommodation; • Allows creation of publicly accessible open space in the Yare Valley and provides opportunities for enhancing biodiversity; • Given sensitive location, development to be limited to the previously developed land on the north-western part of the site and the field to the south-east; • Vital that the layout, height and appearance of the buildings, and the associated open areas and landscaping, are sensitively designed to minimise the impact of the development on the character of the Yare Valley and important views; • An agreed masterplan will guide development.

8. Main modifications proposed by the council in agreement with the landowner and the Inspector to both the Site Allocations and the DM policies plan allow for site R32, the Paddocks, Holt Road, to be developed for general employment. Such development could come forward if an evidence based masterplanning process to be completed within two years of the adoption of the plans shows that the site is not needed for airport uses.
9. The key amendments the Inspector has proposed for the DM policies plan concern firstly the policy for gypsies and travellers (DM14). The council proposed a modification which would trigger the need for a short focussed local plan to identify sites for gypsies and travellers if the total need to 2026 cannot be met through the current grant application process. The Inspector's proposed change requires a target date for completion of the short focussed plan within 2 years of adoption of the DM policies plan.
10. Secondly the Inspector's proposed amendments to policy DM5 for flood risk add to those proposed by the council. Based on new evidence from the Norwich Urban Area Surface Water Management Plan, the council has proposed a main modification to redefine and extend the "Critical Drainage Areas" as "Critical Drainage Catchments" covering the whole catchment areas of former streams in the city. DM5 requires planning applications in these catchments to be accompanied by a flood risk assessment and for developments to be designed with an additional focus on sustainable drainage to reduce flood risk. The Inspector's proposed amendment widens the coverage of the policy by requiring applications for householder extensions in the catchments to include flood mitigation measures such as green roofs.

11. Further detail on the Inspector's proposed amendments and comments is available at:
<http://www.norwich.gov.uk/Planning/Pages/DMAAndSAPoliciesPlans.aspx> (see links under 4 April 2014).

The next steps

12. Norwich City Council will carry out a public consultation on the proposed main modifications to the plan and the accompanying sustainability appraisal (SA). At the time of writing, this consultation is scheduled to start June 19th and will last for 6 weeks until 31st July. Any changes to this timetable will be reported to members at the panel meeting.
13. A draft response from Norwich City Council to the consultation will be reported to the Sustainable Development Panel on July 23rd. This will enable the panel to consider the response to the consultation before it is submitted.
14. Subsequent to the consultation, the Inspector will take account of responses and SA findings to produce his final report which is expected in early September. Under the current planning regulations, the council can either accept the inspector's report with amendments and adopt on that basis, or not adopt the plan.
15. The council is nearing the end of a long period of local plan preparation. Significant progress has been made recently during the examination process towards adoption. It is important that the plans are adopted as soon as possible to provide an up-to-date framework for planning decision making in Norwich so that planned growth can be managed sustainably.

Strategic issues

Addressing the Duty to cooperate

16. On May 15th 2014, Norwich City Council and South Norfolk Councils received similar letters from the Inspectors into their plans requesting the councils' views on the implications of recent legal cases on local plans in Solihull and Wokingham. The issue raised related to the need for local authorities to cooperate to ensure that their local plans fully meet their objectively assessed needs for housing.
17. Having taken legal advice, Norwich City Council responded to this letter on 10th June. The response stated that overall housing totals for the area to 2026, which were considered as part of the examination into the amendments to the Joint Core Strategy (JCS) adopted in January 2014, remain appropriate. This response also took account new population projections released in May 2014. South Norfolk are planning to respond to their letter shortly.

18. To address the duty to cooperate in the longer term, a Norfolk wide Duty to Cooperate Member Forum was set up in January 2014, attended by the relevant portfolio holders from each district.
19. Strategic documents and evidence studies are in production to support the work of the forum. These documents do not set policy, but rather seek to clarify the current policy situation county wide and provide updated evidence to support future policy development and coordination:
- a) **Schedule of issues relating to the ‘Duty to Co-operate’ between Norfolk authorities and other relevant bodies:** This is a live document which will be updated regularly to ensure effective co-operation for local plan making and implementation. The purpose of this schedule is to:
 - identify the planning issues that cross administrative boundaries (ie. affecting more than one local planning authority in Norfolk and wider adjoining authorities if appropriate);
 - set out the processes for addressing such issues e.g. through joint evidence studies;
 - set out the processes for recording outcomes, monitoring and reporting.
 - b) **Norfolk Compendium of Local Plans.** This “spatial framework” sets out the current strategic context for Norfolk, providing a summary of the growth strategies in each district from their local plans, with a particular focus on homes and jobs growth, but also covering other strategic issues such as green infrastructure and transport.
 - c) **Strategic Housing Market Assessment (SHMA)** – as reported to the SD Panel in January 2014, the SHMA will provide part of the evidence base to inform decisions about the level of housing provision that may be appropriate looking forward to 2036. Early work on the assessment has shown that the functional Norwich housing market area extends considerably beyond the greater Norwich area, and we are now working with Broadland, South Norfolk, North Norfolk and Breckland on evidence production.
20. These documents and subsequent evidence emerging from their production will be key in determining the future strategic approach to plan making in the Greater Norwich area and beyond as required, and whether the JCS is eventually replaced by a further joint plan or a series of co-ordinated local plans.

Implementing the Joint Core Strategy

21. Broadland and South Norfolk councils are both progressing their local plans to enable implementation of the JCS.

Broadland

22. Broadland District Council consulted on the regulation 19 versions of their Development Management Policies (DM policies) and Site Allocations Plans in April and May 2014. Norwich City Council responded to the consultation on May 30th 2014.
23. This is the final consultation prior to submission of Broadland's plans to the Secretary of State for examination in public. Once adopted, these documents will form part of the Broadland Local Plan.
24. Whilst the DM policies plan covers the whole of Broadland, the Site Allocations Plan does not cover the Growth Triangle to the north east of Norwich, which is the subject of a separate Area Action Plan. The Growth Triangle Area Action Plan is less advanced than these local plan documents, with detailed policies yet to be consulted on.
25. Overall, Norwich City Council's consultation response supports Broadland's commitment to bringing forward a suite of local policies and allocations to complement and support the growth planned for the area through the adopted JCS.
26. However, there are three areas on which Norwich City Council has made objections on the grounds of soundness as it is considered that the proposed policies or allocations are not compliant with the National Planning Policy Framework (NPPF) and/or adopted policy in the JCS:
 - the allocation of a site at Fir Covert Road, Taverham for retail development. This allocation proposes significant retail development, including a new supermarket and other retail units selling "comparison goods" (i.e. goods normally sold in the city centre), which would create an out-of-centre retail destination which has the potential to harm both the city centre and other existing centres in the Norwich urban area. Based on clear evidence, and debated at the examination into the JCS, adopted JCS policy 19 states that there is no need for additional out-of-centre retail development in Greater Norwich.
 - the lack of a consistent approach with South Norfolk and Norwich in regard to thresholds for sequential or impact assessments in emerging Policy R1 for retail in the Broadland DM policies plan. These tests are an important means of protecting existing retail centres. JCS policy 19 states that 'coordinated development management policies for the

three districts will include consideration of a lower threshold for impact assessments than the national threshold'.

- the quantum of office development that could result from the proposed employment allocation north of Norwich International Airport. The objection seeks clarification on the amount of office development permitted elsewhere in Broadland, on how this allocation would comply with JCS requirements, and on the definition of “airport related development” in the policy. The priority for Norwich City Council, as supported by national and JCS policy, is to prevent any detrimental impact on existing and planned new offices within the city centre. Whilst additional office development is required in the Broadland district, it should not exceed the levels set in the JCS.

27. The full consultation response is available at:

<http://www.norwich.gov.uk/Planning/Documents/BDCReg19LocalPlanComments30052014.pdf>

28. Following the consultation period, Broadland District Council can deal with Norwich's objections by recommending modifications to the regulation 19 plan to the Inspector at the examination in public. If the proposed modifications address Norwich City Council's concerns, then we can withdraw our objections. If, however, Norwich City Council takes the view that the modifications do not adequately address the concerns, they will become a matter for debate at the examination in public into the plan. Dependent on the outcome of that debate, there may be subsequent modifications proposed by the Inspector to the plan in order to address the objections.

South Norfolk

29. South Norfolk submitted their Wymondham Area Action Plan (WAAP), Site Specific Allocations & Policies Document (SSAPD) and Development Management Policies Document (DMPD) to the Secretary of State on 17 April 2014.

30. The SD Panel considered a report on the Norwich response to the regulation 19 consultation on these documents on November 2013. The Norwich consultation response was generally supportive of the South Norfolk plans as they implement the JCS by providing a focus for housing within the Norwich Policy Area (NPA) and employment opportunities, particularly at the Norwich Research Park, as supported by the City Deal. Whilst the city council welcomed the emphasis on green infrastructure in the plans, it questioned the overall density of some sites as too low to provide for effective public transport or access to services.

31. On 2 June 2014, South Norfolk received a letter from the Inspector into their plans flagging up some further issues beyond the objectively assessed need

issue referred to in paragraph 16 above about which he is seeking clarification. The letter also asks the council if it wishes to propose any main modifications to its plans.

32. These issues include:

- a request for clarification on Duty to Cooperate issues, particularly with regard to the cumulative effect of the proposed sites on the setting of Norwich, school places and road infrastructure and junction capacity;
- the justification for a plan period of less than 15 years as required by the NPPF and the need for a commitment in the plan to an early review;
- a request from the Inspector for a concise paper on housing supply targets and distribution, including for Wymondham;
- further information on South Norfolk's approach to addressing shortfalls in the 5 year housing land supply;
- sustainability appraisal of the choice of sites in the NPA;
- whether employment and retail evidence is up-to-date;
- whether the submitted documents should provide sites for gipsy and traveller rather than taking the council's favoured approach of producing a dedicated Travellers Site Document.

33. South Norfolk Council is currently considering its response to the Inspector's letter.

Report to Sustainable development panel

25 June 2014

Report of Head of planning services

Subject Local Development Scheme

Item

7

Purpose

To present the draft revised Local Development Scheme for Norwich, which is the work programme for producing key planning documents which are part of the local plan for Norwich. The Local Development Scheme is attached at Appendix 1 and covers the period to March 2015.

Recommendation

That members agree the Local Development Scheme and recommend that cabinet approves it for publication under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by section 111 of the Localism Act 2011).

Corporate and service priorities

The report helps to meet the corporate priority A prosperous city and the service and team plan priorities to review the local development scheme.

Financial implications

There are no direct financial implications.

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment and transport

Contact officers

Judith Davison, planning team leader (projects) 01603 212529

Jon Bunting, planner (policy) 01603 212162

Background documents

None

Report

Introduction

1. The Local Development Scheme (LDS) is required to be prepared as part of the statutory process of plan making. It is essentially the work programme and project plan for preparation of the various planning policy documents making up the local plan for the city.
2. Preparation of an LDS is required by section 15 of the Planning and Compulsory Purchase Act, as amended by section 111 of the Localism Act 2011. The Localism Act has amended procedures for LDS production: a local planning authority has only to make a formal resolution to adopt the scheme and publish it on their website in order for it to take effect. There is no requirement to consult on the local development scheme prior to publication, or to submit it to the government for formal endorsement. The amended procedures focus on the need to provide timely and relevant information to the public about progress on the local plan and adherence to its timetable.
3. The streamlined arrangements simplify the process of review if the detail of the scheme has to be changed. Local authorities have considerable leeway in the form and content of the LDS – in particular it no longer has to cover a prescribed three year period – although the legislation still requires the following details to be made available to the public when publishing it:
 - the up-to-date text of the scheme,
 - a copy of any amendments made to the scheme, and
 - up-to-date information showing the state of the authority's compliance (or non-compliance) with the timetable for the preparation and revision of documents identified within it.
4. The Norwich LDS will run for a 1 year period to the end of March 2015. It is intended that it will be rolled forward on an annual basis to ensure that it is as up to date and flexible as possible.

Revisions to the Norwich local development scheme

5. Since the 2012 LDS was prepared, the Joint Core Strategy for Broadland, Norwich and South Norfolk (JCS) has been adopted with amendments, following the legal challenge in 2011 and public examination in 2013. As this plan is now adopted it does not appear in the formal LDS schedule (attached at Annex 1, at the end of Appendix 1), although it is referred to in the LDS covering document as it forms part of the Norwich Local Plan. Similarly the document also refers to the Adopted City of Norwich Replacement Local plan (2004) and Northern City Centre Area Action Plan (2010). The former will be superseded in its entirety by the Development Management policies plan and Site Allocations plan once adopted. Details of the adopted local plan documents are set out in chapter 2 of the LDS document (see Appendix 1).
6. The focus of the revised LDS is on the Development Management policies and Site Allocations plans, and the accompanying Policies Map. These plan documents are at an advanced stage of preparation: the public examination hearings concluded in

March 2014 and the consultation on the Inspector's main modifications is currently underway. The LDS anticipates that the plans and policies map will be adopted by Autumn 2014. For further details see chapter 5 and 6 of the LDS document attached at Appendix 1.

7. The revised LDS also includes supplementary planning documents (SPD) and informal advice notes. These are not required to be included in an LDS but it is considered helpful to include them in Norwich's LDS as they are part of the general programme of plan preparation and will contribute to the implementation of planning policies. Two SPDs are required to be prepared (for Affordable housing, and Retail frontages) and to be adopted at the same time as the development plan documents, i.e. by November 2014. Three other informal advice notes are included in the LDS (relating to Trees, Landscape and Development; Heritage interpretation; and Open space and play). For further details on all these documents please see chapter 5 of the LDS document at Appendix 1.
8. The LDS document also makes reference in chapter 5 to anticipated and potential workstreams, for which limited detail is available at present but which may form part of the planning work programme during this LDS or in future revisions to the LDS. Anticipated workstreams for this LDS include appraisals of the future planning policy for the Northern City Centre (as the NCC area action plan will fall away in March 2016), and an assessment of options for preparation of additional guidance on policy for houses in multiple occupation. Potential workstreams which may form part of future revisions to the LDS include a Gypsy and traveller local plan, a targeted review of the Development Management policies plan, and a review of the Joint Core Strategy. Details of all these anticipated or potential work items are set out in chapter 5 of Appendix 1.

Conclusion

9. The work programme for production of planning policy documents as set out in the revised LDS focuses on the adoption of the key development plan documents (Development Management policies and Site Allocations plans, and production of associated supplementary and informal planning advice. The inclusion of SPDs and advice notes are important as they will contribute to the successful implementation of adopted planning policy.
10. There are a number anticipated / potential workstreams which, although not included in the LDS schedule at Annex 1 (within Appendix 1), are potentially significant future work items for the Planning Policy team. Further details about these areas of work will be reported to Sustainable Development Panel as options are explored and will be included in future revisions to the LDS as appropriate.
11. The intention is therefore to review the LDS in early 2015. This will enable it to be updated to reflect these and any other new workstreams that may come forward.

Appendix 1

Local development scheme for Norwich

2014-16

Revised

July 2014



The Norwich Local Development Scheme

- 1.1 A Local Development Scheme (LDS) must be prepared under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). An LDS is essentially a project plan which identifies (among other matters) the development plan documents which, when prepared, will make up the Local Plan for the area. It must be made publicly available and kept up-to-date. This enables the public and stakeholders to find out about planning policies in their area, the status of those policies, and the details of and timescales for production of all relevant documents.
- 1.2 In addition to providing information about development plan documents in preparation, this LDS also provides detail about the preparation of Supplementary Planning Documents (SPDs) and other informal planning guidance (which are not required to be in the LDS), and adopted local development documents, to provide a full account of the planning policies that will operate in Norwich. This document also refers to anticipated workstreams which will in due course form part of the Local Development Scheme.
- 1.3 This LDS was approved by the council's Cabinet on 16 July 2014 following consideration by Sustainable Development Panel on 25 June 2014. It updates the LDS which was published in October 2012.

Summary of changes since the last LDS

- 1.4 With the exception of the Northern City Centre Area Action Plan (already adopted), the timetable for completing the local plan documents has slipped to some extent from that anticipated in the 2012 Norwich Local Development Scheme. This was due largely to unforeseen delays in the re-examination of the remitted content in the greater Norwich **Joint Core Strategy** (JCS), which informs the emerging Development plan documents (DPDs) being prepared for the city of Norwich.
- 1.5 The expectation of the 2012 LDS was that the re-examination of the remitted part of the JCS would be completed in May 2013 and that amendments to the document would be finalised and adopted in July/August 2013. The JCS examination hearings were adjourned for two months following a decision of the Inspector, to ensure that the GNDP authorities could prepare sufficient additional evidence on housing supply and site development viability to demonstrate that the plan approach was soundly based. This meant in turn that the Inspector's report could not be issued until November. As a consequence, the examination hearings for the **Development Management Policies Plan** and **Site allocations plan** for Norwich, originally scheduled for September 2013, were postponed for six months with the agreement of the Planning Inspectorate. Although the issues being debated at the JCS examination hearings did not affect Norwich directly, the city council considered that it would not be in the public interest to proceed with the examination hearings for its own DPDs in advance of the Inspector's conclusions on the soundness of the JCS and adoption of amendments to that document.
- 6.1 Postponing the examination hearings for the JCS and consequent delay in the examination timetable for the Development Management Policies and Site allocations

DPDs has enabled the city council to prepare additional evidence for examination to ensure that its own DPDs are sound. This has included

- A [Viability Study](#) (November 2013) to investigate the viability of development allocations in the Site Allocations Plan and the impact of policies in the Development Management (DM) policies plan on viability and deliverability; and
- A [Local plan evidence paper](#) (November 2013) on the impact of national legislative changes on emerging policy for office development and office space protection in Norwich.

2. The adopted development plan

- 2.1 A number of planning documents are already in place to guide the council's decisions on planning applications: together these form the existing adopted development plan for Norwich. Because they are already in use, they are not part of the formal LDS schedule set out in Annex 1, which deals in the main with the new documents that will be prepared to replace or supplement them. However they are included below in order to provide a complete picture of the planning policy documents which apply in Norwich.

Joint Core Strategy

- 2.2 The **Joint core strategy** (JCS) for the greater Norwich area was adopted in March 2011, with amendments adopted in January 2014. It is a planning document prepared jointly by Norwich, Broadland and South Norfolk district councils and Norfolk county council, covering the combined area of the three constituent districts and providing a long term vision, objectives and spatial strategy for development of Norwich and its surrounding area. The JCS is therefore at the heart of the local plan for Norwich.
- 2.3 Following a legal challenge to the adoption of the JCS in 2011, the judgement of the High Court in February 2012 was that the process of sustainability appraisal leading to the preferred alternative for growth in the Norwich Policy Area part of Broadland District (the North East Growth Triangle, or NEGT) had been deficient in some respects. Consequently those parts of the JCS specific to that area should be remitted – that is, removed from the adopted plan) for further consideration. The judgement also required that a new sustainability appraisal for that part of Broadland in the Norwich Policy Area should be prepared.
- 2.4 A “Regulation 19” proposed submission document revisiting those parts of the JCS content at issue was published (alongside a revised sustainability appraisal) in August 2012 and submitted for examination in February 2013. Public examination hearings into the remitted parts of the JCS affecting the Broadland part of the Norwich Policy Area took place across two hearing sessions in May and July 2013. The Inspector's report of the examination published in November 2013 resulted in a limited number of changes to the JCS affecting part of Broadland, including new policy 22 to ensure the delivery of sufficient housing land in that area: in the event of a significant shortfall in the 5 year supply of housing land after 2 years from adoption, the Councils will remedy the shortfall by producing a short, focussed local plan to identify additional locations for housing within the whole Norwich Policy Area. The changes resulting from the re-examination were approved and adopted as amendments to the JCS in January 2014.

City of Norwich Replacement Local Plan

- 2.5 The city's current local plan – the **City of Norwich replacement local plan** – was adopted in November 2004, setting out policies and proposals to manage development of the city over the period 2001-2011. The Replacement Local Plan was prepared under previous planning regulations and in terms of planning legislation is an “old style” local plan. From

November 2007, around a third of the policies in the 2004 local plan ceased to have effect, with the agreement of the Government Office. Policies that were retained for use in decision making after that date and have not been superseded by more up to date policy documents are called “saved policies”. A further review of local plan saved policies was undertaken in March 2013 to assess their consistency with national policy.

Northern City Centre Area Action Plan

- 2.6 The **Northern City Centre Area Action Plan (NCCAAP)** covering the key regeneration priority area in the northern part of Norwich city centre, was adopted in March 2010. Covering the period to March 2016, its policies were prepared and consulted on in the context of the Replacement Local Plan 2004, which the emerging DM Policies Plan and Site Allocations Plan will replace.
- 2.7 The Northern City Centre Area Action Plan is nearing the end of its ten year period. Although many of the area wide policies applying in the plan area will be superseded by the DM Policies Plan, any site specific proposals which are included in the plan and are not yet implemented by March 2016 will cease to have effect. This LDS makes provision for a review of options for planning policy for the Northern City Centre to commence prior to 2016.
- 2.8 Selected saved policies of the 2004 local plan and the majority of policies in the Northern City Centre Area Action Plan remain in use to guide the council’s planning decisions (alongside the JCS) until the emerging new policy documents detailed in this local development scheme are formally adopted. The weight that can be given to adopted policies depends on their consistency with national policy. Policies which are inconsistent with national planning policy or which are out of date can be given limited or no weight in decisions.

Other relevant documents

- 2.9 In addition a **Statement of community involvement (SCI)** must show how the council intends to involve the community in plan preparation and planning decision making. The SCI does not itself form part of the local plan. The most recent SCI for the city of Norwich was adopted in July 2013.
- 2.10 To ensure that plans and policies are shown to be effective, an **Annual monitoring report (AMR)** must also be prepared to record progress on implementing the local plan and how new development and change taking place in the previous year has contributed to achieving its targets. From 2011, the AMR for Norwich has been incorporated within a combined monitoring report for the Joint Core Strategy prepared jointly by Norfolk county council and the three district authorities covering greater Norwich.

3. What kinds of documents are covered in this local development scheme?

- 3.1 **Development plan documents** (DPDs) are those making up the emerging statutory development plan (the new Local Plan) for Norwich. The council's planning decisions must be made in accordance with the local plan unless material considerations indicate otherwise. The main documents covered in this scheme which will guide development in Norwich in the coming years are the *Site Allocations and Site Specific Policies DPD* (also called the Site Allocations Plan) and the *Development Management Policies DPD* (also called the DM Policies Plan)
- 3.2 Each document must be prepared in accordance with a nationally prescribed procedure set out in the local plan regulations, last reviewed in 2012. At key stages of plan-making there is an opportunity for the public to comment on emerging planning policies and proposals in the document. At the end of the process, development plan documents must be submitted to the Secretary of State and subject to independent examination by a government appointed inspector to assess their soundness and legal compliance before they can be *adopted* by the council and come into force.
- 3.3 Certain other documents must be published alongside each DPD, including:
- the independently prepared *sustainability appraisal report* of the DPD at each stage;
 - a *policies map*, setting out the DPD's policies and proposals on a map base (if relevant);
 - a *statement of consultation* summarising public representations made to the plan and how they have been addressed (called the "Regulation 22(c) statement");
 - copies of any representations made;
 - any other supporting documents considered by the council to be relevant in preparing the plan;
 - an *adoption statement* and *environmental statement* (when the plan is adopted).
- 3.4 **Supplementary planning documents** (SPDs) help to support and explain in more detail how the city council will implement particular policies and proposals in the local plan. SPD can also take the form of detailed design briefs or development briefs for sites identified for future development ("allocated") in the plan.
- 3.5 Because the various funding sources, organisational arrangements and legal mechanisms to implement policies change over time, SPD can be reviewed frequently and relatively straightforwardly to respond to these changes, whereas a review of the policies in the plan is longer and more complex.
- 3.6 National planning policy and planning practice guidance states that supplementary planning documents should be used "where they can help applicants make successful applications or aid infrastructure delivery", and should not be used to add unnecessarily to the financial burdens on development. Previous regulations stated explicitly that SPD

could not set policies over and above those which are already in the parent plan, although this is not so clear in current regulations and some planning authorities have used SPD to bring forward new detailed policy, especially where their local plan is out of date. The implication of national advice, however, is that SPD should not usually include new or excessively detailed policy guidance, but ought to be used only where it can clarify and amplify existing policy and set out how it will help to bring forward sustainable development.

- 3.7 In this context, the SPD, advice and guidance included in the council's work programme is considered to be appropriate, proportionate and necessary in order to deliver the programme of growth and development for Norwich set out in the Local Plan.
- 3.8 Government regulations did not previously require SPD to be included in the local development scheme, however the importance of SPD to the council's overall work programme and its relevance in supporting infrastructure delivery means that it is important to include details of forthcoming supplementary guidance in this document.
- 3.9 **Informal advice notes** are also included in this Local Development Scheme document for information. Although they do not have the same status as Supplementary Planning Documents, they contribute to implementation of planning policies, through provision of best practice for example, and are part of the Council's work programme for planning policy documents.
- 3.10 **Potential and anticipated workstreams** are also referred to in this document for information. These include options appraisals for future development plan documents or SPD and are included for completeness as they are also part of the Council's work programme for local planning documents.

4. The hierarchy of local development documents

- 4.1 The documents making up the Local Plan for Norwich must conform to national planning policy in the National Planning Policy Framework (NPPF), supported by national planning practice guidance. At a Norwich area level, the adopted JCS for greater Norwich is the primary document at the top of the hierarchy to which other development plan documents prepared by individual districts should conform. For Norwich the Site Allocations Plan and DM Policies Plan will be the main Local Plan documents which interpret the JCS within the city. Supplementary planning documents build upon and provide more detailed advice or guidance on the policies in the Local Plan.
- 4.2 Figure 1 overleaf sets out the role of different planning documents within the local planning framework for Norwich.
- 4.3 The Localism Act 2011 allows for community led neighbourhood plans to be brought forward to complement the adopted local plan, and this is reflected in Figure 1. At the time of writing no such plans have been proposed within the city boundary although neighbourhood plans are now formally in place (“made”) for the adjoining suburban parishes of Cringleford in South Norfolk and Sprowston in Broadland. The city council remains open to working in cooperation with community-led groups to produce neighbourhood plans for individual parts of Norwich where these help to promote beneficial development, regeneration or neighbourhood enhancement in accordance with the presumption in favour of sustainable development and the general principles set out in the NPPF.
- 4.4 The preparation of the Local Plan needs to be supported by a robust evidence base. The extensive library of documents which have informed the preparation of the Site Allocations and DM Policies DPDs the plan can be viewed on the city council’s website [here](#). The JCS documents library can be viewed [here](#).

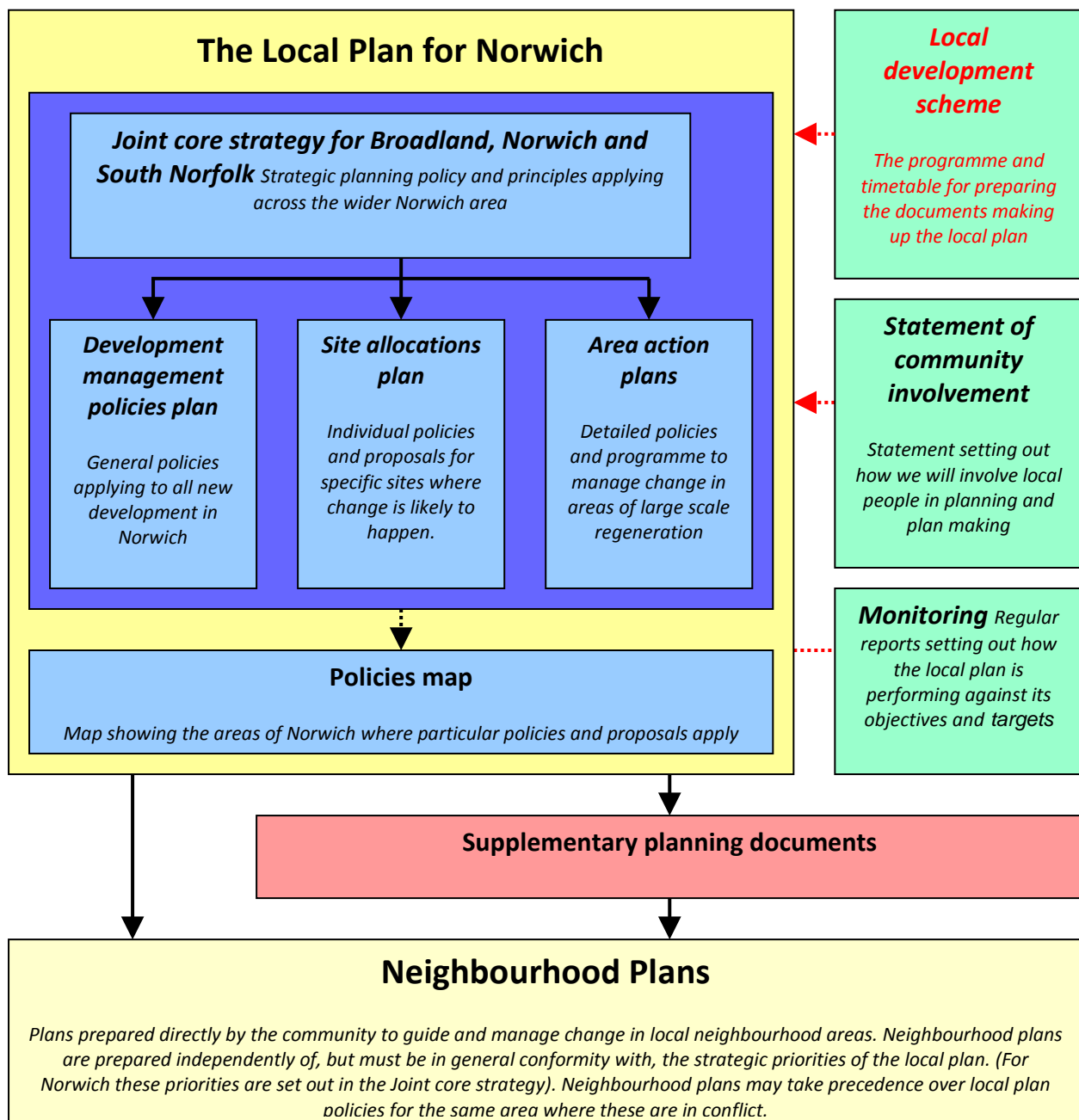


Figure 1: Documents making up the local planning framework for Norwich

5. Outline of the local development scheme

Development Plan Documents for Norwich: programme of plan preparation

- 5.1 The ***Site allocations and Site Specific Policies DPD*** (the Site Allocations Plan) identifies and sets out policies for 73 individual sites in Norwich city where development is proposed or expected to occur between now and 2026. It responds to the requirement of the JCS to identify additional sites for 3000 new homes in the city by 2026 over and above existing housing commitments, as well as identifying opportunities to accommodate the overall levels of growth in jobs and services anticipated over that period and to ensure that these can be delivered and located sustainably, with a particular focus on expanding office employment and retail and leisure uses in the city centre. It will also help to deliver the community facilities and green infrastructure and elements of the sustainable transport network required to support new development as it occurs, in accordance with the JCS.
- 5.2 Public consultation on an initial “long list” of development sites for potential inclusion in the Site Allocations Plan took place between November 2009 and February 2010. A further draft of the plan setting out the city council’s preferred shortlist of sites was published in January 2011, with a second round of consultation taking place between July and September 2011 on a small number of additional and amended sites. The “Regulation 19” publication version of the Site Allocations Plan was issued for consultation between August and October 2012, inviting comments on its soundness. Further amendments to the plan were made in response to this consultation and an amended version was submitted to the Secretary of State in April 2013 for examination.
- 5.3 The formal examination of the Site Allocations Plan is taking place alongside that of the Development Management Policies Plan (see following). Both documents are being examined concurrently by an independent Inspector, Christopher Anstey, appointed by the Planning Inspectorate. The public examination hearing into the Site Allocations Plan was held on 4, 5 and 6 March 2014. Public consultation on the inspectors proposed modifications to the plan commenced on 19th June 2014 for a period of 6 weeks. See Table 6.1 for further details, and Annex 1.
- 5.4 The ***Development Management Policies DPD*** (the DM Policies Plan) sets out a range of more detailed policies applying throughout Norwich which will be used in the council’s assessment of development proposals and to guide future council decisions on applications for planning permission up to 2026. 33 policies cover a range of topics, building on the national policy principles for sustainable development set out in the National Planning Policy Framework and the strategic policies and objectives of the JCS. In certain cases the policies also set out local criteria and standards for different kinds of development.
- 5.5 A draft version of the DM Policies plan was published (alongside the Site Allocations Plan) in January 2011. It was extensively revised in the light of comments received on the draft, input from the business community and other stakeholders and especially in response to the requirements of the NPPF, which appeared in draft during plan production and was published in its final form in March 2012. The final publication version of the DM Policies

Plan – the *pre-submission* version – was published for Regulation 19 soundness consultation in August 2012.

- 5.6 Further amendments to the plan were made in response to this consultation and an amended version was submitted to the Secretary of State in April 2013 for examination.
- 5.7 The public examination hearing into the DM Policies Plan was held on 25 and 26 February 2014. Public consultation on the inspectors proposed modifications to the plan is concurrent with consultation on the Site Allocations Plan, which commenced on 19th June 2014 for a period of 6 weeks. The Inspector’s report of his examination of both plans expected to be published in September 2014, with formal adoption of the plans by the City council expected in the autumn.
- 5.8 The Site Allocations Plan and DM Policies Plan have been prepared on broadly the same timescale and have both been subject to independent Sustainability Appraisal (by retained consultants LUC) at key stages of the plan making process.
- 5.9 Changes in national planning rules made through the 2013 General Permitted Development Order mean that particular kinds of development no longer need planning permission. It also introduces the concept of “temporary flexible uses” where premises can be used for certain other purposes for up to two years without planning permission subject to informing the council of the proposed change under a simplified prior notification procedure. The 2013 Order has also removed the need for planning permission to change the use of premises to a state funded school, temporarily increased size limits for house extensions and certain commercial developments that can be built without planning permission, and temporarily removed the need for permission to change the use of offices to housing, provided the housing is occupied by May 2016. Most of these changes are subject to a streamlined prior approval process where in limited cases development can still be prevented if it would have harmful consequences for environmental or highway safety (by increasing flood risk, pollution or traffic congestion).
- 5.10 The wide ranging national planning deregulation in 2013 has meant that further changes must be made to the council’s local plan to make its emerging policies consistent with national policy and hence legally compliant and sound. These changes are being brought forward as part of the Inspector’s recommended modifications to the local plan being consulted on from June 2014. Many of the temporary rule changes in the General Permitted Development Order 2013 will expire in May 2016 and further deregulation may occur before that. This may trigger the need for a focused review of selected policies in the plan before 2016, most obviously policy DM19 of the DM Policies Plan, which seeks to promote new office development in the city centre and limit the change of use of high quality office space to other uses. See paragraph 5.19 and Table 6.2 for further details.
- 5.11 Please note that the Policies Map which will accompany both the above planning documents is shown separately in Annex 1.

Supplementary Planning Advice and Informal Guidance

- 5.12 **Supplementary planning documents (SPD)** and **Advice Notes** provide further guidance on particular policies in the DM Policies Plan. Future SPD may also take the form of planning briefs and guidelines which provide further site-specific detail in respect of sites in the Site Allocations Plan and any other sites on which major development may be proposed over the plan period.
- 5.13 A range of SPD is currently in place to support certain ‘saved’ policies of the adopted City of Norwich Replacement Local Plan 2004. It is intended that selected planning advice and guidance in these documents which is still relevant and necessary to support equivalent (or new) policies in the DM Policies Plan will be reviewed and consulted on over the period of this LDS. The intention is to streamline and simplify the content of SPD where possible, focusing only on those matters where there is a clear need for more detail to assist applicants and developers.
- 5.14 The topics which it is proposed to cover in SPD and other supplementary advice are as follows:

- **Affordable Housing (updated SPD).** The previous (2009) SPD for affordable housing supplemented and reflected the approach of saved policy HOU4 of the City of Norwich Replacement Local Plan which is now superseded by policy 4 of the JCS. This sets out revised affordable housing requirements and thresholds based on an up to date assessment of need. An interim statement on affordable housing was adopted by the city council in December 2011, setting out the circumstances in which off-site provision of affordable housing in Norwich may be acceptable as a departure from JCS policy 4, particularly for small sites where on site provision had become uneconomic. It also addressed how financial payments in lieu of affordable housing would be calculated in these circumstances. Revised guidance is now required to update the 2011 interim statement and take account of forthcoming national policy changes which are likely to increase the minimum size of site on which an element of affordable housing can be sought.

The draft SPD will be reported to Sustainable Development Panel in summer 2014 prior to public consultation, and will then be reported to Cabinet in the autumn for adoption as shown in Annex 1 to this report.

- **Main Town Centre Uses and retail frontages (new SPD).** This SPD, which will supplement policy DM20 of the DM Policies Plan, is essential in order to make the policy effective and consequently is proposed to be prioritised for early consultation and adoption alongside the plan. The need for new SPD results from a decision to introduce flexibility into policy DM20. The policy aims to protect the vitality, viability and diversity of the primary and secondary shopping areas and large district centres by managing changes of use within defined *frontage zones*, comprising discrete areas made up of small groups of shopping streets of varying character. The policy seeks to protect retail function by setting an indicative minimum proportion of frontage to be maintained in retail use in each zone. The policy itself does not set a proportion, and in his examination of the DM policies plan the Inspector has confirmed that it is appropriate to set out this detail in SPD, which can be reviewed flexibly as necessary in response to objective evidence of retail market trends and changes in the character and function of the central shopping area over the plan period.

Research and regular monitoring by the city council and consultation with the business community and other stakeholders will inform the need for future reviews of this SPD. It will also include advice on the approach to be taken to proposals for various other main town centre uses and residential uses in shopping areas, taking account of recent changes in national policy allowing for the temporary flexible use of shops.

The draft SPD will be reported to Sustainable Development Panel in summer 2014 prior to public consultation, and will then be reported to Cabinet in the autumn for adoption as shown in Annex 1 to this report.

- ***Trees, Landscape and Development (new advice note expanding on and replacing existing SPD).*** The city council's current SPD on trees and development supplements City of Norwich Replacement Local Plan saved policies NE2, NE3, NE4 and NE8. It was adopted in its current form in September 2007 and it is intended to be selectively updated to support the new policy for trees in the DM Policies Plan (DM7) also making reference to legislative changes and new British Standards for tree protection. It describes the legal and procedural framework for the protection and management of trees, sets out the city council's requirements for comprehensive tree surveys and Arboricultural Method Statements (AMS) in support of planning applications for new development, which are normally imposed as a condition on a planning permission. It describes the arrangements to secure provision and maintenance of trees on and off site, including street trees. Recognised as an example of best practice nationally, the Trees and Development SPD is proposed for early review, although it is now proposed to take the form of an advice note rather than formal SPD. Additional advice will be included on requirements for green design, landscape analysis and biodiversity.
- ***Heritage Interpretation (updated advice note replacing existing SPD)*** The city council's existing heritage interpretation SPD was adopted in December 2006. It supplements saved policy TVA8 of the adopted City of Norwich Replacement Local Plan which requires interpretation to be provided on all development sites where there is significant heritage interest. The current SPD describes the application of the policy, gives guidance on how heritage interest should be assessed, sets out procedures to be followed in negotiating heritage interpretation measures in new development schemes and offers advice on the range of measures which may be considered. A review of this guidance – which is not intended to be prepared as formal SPD – is now necessary because the policy basis for requiring heritage interpretation in new development has changed – it will now be implemented through policy DM9 of the DM Policies Plan - and existing SPD will cease to have effect when that plan is adopted. Additionally, the introduction of the Community Infrastructure Levy, potential wider involvement of the voluntary sector and changes in local heritage management arrangements will all need to be reflected in streamlined and updated advice. This LDS proposes a review of the guidance in the medium term.
- ***Open Space and Play (updated advice note replacing existing SPD).*** The city council's existing Open Space and Play SPD was adopted in June 2006. It supplements saved policies in the City of Norwich Replacement Local Plan relating to open space and play, principally setting out requirements and standards for open space in new

development and the charging rates for planning contributions toward playspace provision and maintenance off site. The basis for new open space provision has changed significantly under policy DM8 of the emerging DM Policies DPD and following the introduction of the Community Infrastructure Levy, which will now fund larger scale strategic green infrastructure and open space. Revised SPD will support policy DM8 and set out the circumstances in which site-specific contributions to open space and play space maintenance are required, as well as setting out the appropriate charging rates for these.

Anticipated / potential workstreams

- 5.15 The following paragraphs refer to anticipated or potential workstreams which may form part of the Council's work programme of planning policy documents, although their status and timescales for production have yet to be confirmed. Given this uncertainty, none are included in Chapter 6 or Annex 1 but are included here for completeness. They are likely to form part of revisions to the Local Development Scheme in due course.
- 5.16 The ***Northern City Centre Area Action Plan*** is nearing the end of its ten year plan period. Although many of the policies applying in the plan area will be superseded by the DM Policies Plan, any site specific proposals which are included in the plan and are not yet implemented by March 2016 will cease to have effect. This Local Development Scheme makes provision for a review of planning policy in the Northern City Centre to commence before 2016. Options could include a new local plan for the Northern City Centre, incorporation of key development sites within a focussed review of the Site Allocations Plan, or production of individual site development briefs or guidelines. During the period of this LDS the council will appraise the various options for review or replacement of the Northern City Centre Area Action Plan but no agreed option can be included in the LDS at this stage.
- 5.17 ***Houses in Multiple Occupation options appraisal.*** Policy DM13 of the DM Policies Plan contains general criteria for the consideration of proposals for larger houses in multiple occupation (HMOs). However it only applies to HMOs of 7 residents and over established through the conversion of single dwellings. Research carried out in 2010 showed little evidence to justify a more rigorous policy approach since smaller HMOs and other types of HMO conversion were not at that time judged to be causing significant problems. More recently a number of issues have been identified from localised increase in the numbers of HMOs catering variously for students and transient workers and concentrated in certain parts of the city, especially in the Unthank Road and Earlham Road area. The city council will assess options for preparing additional guidance on this issue in the early part of the LDS period.
- 5.18 ***Gypsy and Traveller single issue review.*** At the time of writing, policy DM14 in the Development Management Policies Plan, which is concerned with meeting the needs of Gypsies, travellers and travelling showpeople, is proposed to be modified by the Local Plan Examination Inspector; this potential change to DM14 will be confirmed (or otherwise) in the Inspector's report which is expected to be received in September 2014. The modification states that, if the Council is unable to meet immediate needs for Gypsy and traveller provision to 2016 through grant applications submitted by the end of 2014, the Council will be required produce a short, focused local plan to identify additional sites

to 2026. If required, this local plan will be commenced within one year and completed within two years of the adoption of the Site Allocations plan (ie. between autumn 2015 and autumn 2016). If the need for this local plan is confirmed, it will be incorporated in the next revision of the LDS.

- 5.19 **Targeted review of Development Management Policies Plan.** As referred to in paragraph 5.10, there may be a need for a focused (or targeted) review of selected policies in the Development Management Policies Plan before 2016, dependant on whether recent temporary changes to permitted development rights come to an end as expected in May 2016 or are kept in place. It is likely that this will become clear following the 2015 general election. If a targeted review is required, it is anticipated that it will commence towards the end of 2015.
- 5.20 **Joint Core Strategy review.** As referred to in paragraph 2.4, policy 22 of the adopted JCS allows for the possibility of a short, focused local plan to be produced by the Greater Norwich councils to meet a significant shortfall in housing supply, should that need be identified through monitoring. This issue will be kept under review as part of the Annual Monitoring Report for the JCS. The earliest that the need for such a plan could be confirmed is in late 2016 following production of the second monitoring report following adoption of the JCS.

6. Development plan documents

6.1 Site allocations and site specific policies development plan document (Site allocations plan)

What is the purpose of the document?	To help meet objectively assessed development needs within the city over the period to 2026, to ensure that sufficient, suitable and available sites are allocated for housing, employment and other types of development in accordance with strategic objectives and targets in the JCS and to set out detailed policy requirements for each of 73 identified sites where change is proposed or expected.
What geographical area does it cover?	The whole of the city of Norwich
Is it a Development plan document?	Yes
Does this document require a joint approach with other authorities? If so, which authorities?	To some extent, mainly in the context of partnership working between Norwich, Broadland and South Norfolk councils to prepare the JCS, collaboration on which has helped to inform the direction and content of the partner authorities' individual DPDs. Negotiation with Norfolk County Council has been necessary to agree aspects of selected policies. Further details are in the Joint Duty to Cooperate Statement for the Site Allocations Plan and DM Policies Plan.
To which other documents must this document conform or be consistent?	The NPPF and other relevant national policy. There is no longer any formal requirement for lower level plans to conform to higher level ones although the plan needs to be broadly consistent with the JCS in order to implement its objectives and strategic policies effectively.
Which part(s) of the current adopted local plan (City of Norwich Replacement Local Plan 2004) does it replace?	The Site Allocations and Site Specific Policies DPD and the Development Management Policies DPD will together completely replace the present 2004 local plan when adopted.

<p>Milestones</p> <p>Commencement</p> <p>Call for sites</p> <p>Prepare first draft plan based on suggested sites for inclusion</p> <p>First Regulation 25 consultation (draft with initial list of proposed sites)</p> <p>Second round of Regulation 25 consultation (preferred shortlisted sites)</p> <p>Third round of regulation 25 consultation on additional and amended sites arising from second round</p> <p>Prepare final publication document and detailed site specific policies</p> <p>Regulation 19 Publication and consultation on soundness</p> <p>Regulation 22 Submission</p> <p>Examination hearings</p> <p>Consultation on proposed main modifications</p> <p>Adoption</p>	<p>February 2009</p> <p>February-April 2009</p> <p>May-October 2009</p> <p>November 2009 - February 2010</p> <p>January-March 2011</p> <p>July-September 2011</p> <p>Autumn 2011- Summer 2012</p> <p>August to October 2012</p> <p>April 2013</p> <p>March 2014</p> <p>June-July 2014</p> <p>Autumn 2014</p>
<p>How will the document be reviewed?</p>	<p>The JCS <i>Annual monitoring report</i> will comment on the rate of housing development and the rate of bringing allocated sites forward and the next LDS will indicate the need for a review when necessary.</p>

6.2 Development management policies development plan document (DM policies plan)

What is the purpose of the document?	To set out clear local policies, standards and criteria against which all proposals for development and change of use of land and buildings in Norwich will be assessed and to inform decisions on planning applications made in the period to 2026. The DM policies plan also supplements and interprets the wider principles for the delivery of sustainable development set out in the NPPF and reinforces the strategic policies and objectives in the Joint core strategy where further policy guidance is necessary.
What geographical area does it cover?	The whole of the city of Norwich
Is it a Development plan document?	Yes
Does this document require a joint approach with other authorities? If so, which authorities?	To some extent, mainly in the context of partnership working between Norwich, Broadland and South Norfolk councils to prepare the JCS, collaboration on which has helped to inform the direction and content of the partner authorities' individual DPDs. Negotiation with Norfolk County Council has been necessary to agree aspects of selected policies. Further details are in the Joint Duty to Cooperate Statement for the Site Allocations Plan and DM Policies Plan.
To which other documents must this document conform or be consistent?	The NPPF and other relevant national policy. There is no longer any explicit requirement for lower level plans to conform to higher level ones although the plan needs to be broadly consistent with the JCS in order to implement its objectives and strategic policies effectively.
Which part(s) of the current adopted local plan (City of Norwich Replacement Local Plan 2004) does it replace?	The Site Allocations and Site Specific Policies DPD and the Development Management Policies DPD will together completely replace the present 2004 local plan when adopted.

<p>Milestones</p> <p>Commencement</p> <p>Consultation on scope of SA</p> <p>Prepare initial draft plan for consultation</p> <p>Regulation 25 consultation on draft plan</p> <p>Initial review of plan taking account of Reg 25 consultation response and implications of draft NPPF (July 2011)</p> <p>Further review and independent testing for soundness and consistency with NPPF as published (March 2012)</p> <p>Regulation 19 Publication and consultation on soundness</p> <p>Regulation 22 Submission</p> <p>Examination hearings</p> <p>Consultation on proposed main modifications</p> <p>Adoption</p>	<p>April 2010</p> <p>April – May 2010</p> <p>June to December 2010</p> <p>January to March 2011</p> <p>April to December 2011</p> <p>January to July 2012</p> <p>August to October 2012</p> <p>April 2013</p> <p>February 2014</p> <p>June-July 2014</p> <p>Autumn 2014</p>
<p>Review of policies affected by temporary permitted development rights changes expiring in 2016</p>	<p>end 2015 onwards (if confirmed as necessary)</p>
<p>How will the document be reviewed?</p>	<p>The monitoring framework for the DM Policies plan includes appropriate local targets and indicators against which selected policies can be monitored. The <i>JCS Annual Monitoring Report</i> will identify any issues arising from the DM policy monitoring process as well as any strategic issues from wider monitoring of the JCS which have implications for local policies. As a result of this</p>

	process, the next LDS will indicate the need for further review when necessary.
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ANNEX 1

LOCAL DEVELOPMENT SCHEME FOR NORWICH, 2014-15 PROGRAMME

[illegible]

KEY

Commencement of this LDS period

Commencement of DPD/SPD production

Prepare draft plan

Public Consultation on Draft Plan

Production of pre-submission document

DPD draft consultation stage

DPD Publication (pre-submission) stage

DPD consultation on proposed main modifications

*

Submission to Secretary of State (+ Public Consultation)

Pre-Examination Meeting if required

Public Examination Hearings

Inspector's Report

Adoption

Adopted document in use

Policies map revisions

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15

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SPD production

SPD Consultation - draft (Regulation 12)

SPD adoption

LDS production/review

Resolution to bring into effect

ANNEX 2

LOCAL DEVELOPMENT SCHEME FOR NORWICH, 2014-16 SUPPLEMENTARY PLANNING DOCUMENT PROGRAMME

Document	2014												2015												2016			Beyond period													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D					
SUPPLEMENTARY PLANNING DOCUMENTS																																									
			*	12				12	A																																
			*	12				12	A																																
INFORMAL ADVICE NOTES																																									
										*	12				12	12	A																								
			*	12				12	A																																
Heritage Interpretation																																									
Open Space and Play			*	12				12	A																																
Flood Risk and Sustainable Drainage				What is the proposed timescale for this?																																					
Houses in Mutiple Occupation (option appraisal)				What is the proposed timescale for this?																																					

KEY

Commencement

SPD production

SPD Consultation - draft (Regulation 12)

SPD adoption

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12

A

Report to	Sustainable development panel 25 June 2014	Item
Report of	Head of citywide services	8
Subject	Integrated waste management strategic objectives: Quarterly Update No 2 2014	

Purpose

To update members on progress against the waste and recycling service action plan (SAP) and the integrated waste management strategic objectives.

Recommendation

To note the contents of this report.

Corporate and service priorities

The report helps to meet the corporate priority 'a safe and clean city' and the service plan priority 'to deliver an efficient and effective waste service whilst increasing landfill diversion rates'.

Financial implications

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment and transport

Contact officers

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Background documents

None

Report

Introduction

1. This is the second quarterly report updating members on progress against the service action plan (SAP) for the new waste and recycling strategic objectives. This report focuses on those areas within the SAP where there has been reportable progress since the previous quarterly update (March 2014). As mentioned in the March report, more detail is provided here on the new MRF recycling service (in paras 5 – 8).

Residual waste audits

2. Officers worked with M.E.L. Research, a waste analysis company, to gather information on the levels of recyclable material present in the residual waste stream (black bins). The purpose of these audits is to assess how much currently recyclable material is present in the residual waste and also to measure the levels of those 'new' materials that will be recyclable from October 2014 (e.g. food pots, tubs and trays).
3. The audits took place between Tuesday 10 and Friday 13 June. M.E.L. studied Norwich's socio demographic areas (Acorn profiles) and samples were taken from representative areas of the city. Refuse was collected from fifty properties on each day, the roads sampled were: George Pope Road, Wilson Road, Pettus Road and Connaught Road.
4. All waste collected was taken to the Mile Cross depot, sorted into categories and weighed. In due course M.E.L. will produce a compositional analysis of the residual waste which will then allow for an assessment of the effectiveness of the current service and will also provide benchmarking data to analyse the effectiveness of the new service. The key findings will be provided to members when the information has been collated.

New MRF recycling service

5. The construction works to the MRF at Costessey have progressed very well and are currently three weeks ahead of schedule. As a result of discussions over the last few months, Norse have installed more sorting equipment than was originally intended and, on completion, the plant will be significantly enhanced from the original proposal. The additional equipment will allow for increased material recovery rates, improved quality of the end product and 'future-proofing' of the sorting operations (i.e. it will be possible to enhance the sorting processes in future).

Programme

Activity	Date	Comments
Building construction completion	Mid-July 2014	
Demobilisation of existing machinery/installation of new machinery	Commences June 23rd	
Machine installation		

completion	Early September 2014	
Date/duration of any diversion of material	n/a	No material will be diverted from the plant. During shutdowns. Instead, all material will be baled and stored to be fed-through the plant when each phase of new machinery is operational. In this way there will be no loss of income.
Quality compliance assistant start date	August 2014	See Environmental Permitting information (para 6 below)
Start date for pre-contract sampling	Depends on the above	
Commissioning start date	Early September 2014	
Commissioning completion date	End of September 2014	
Contract deliveries commencement date	29/09/14 or 06/10/2014	Start date of new service will be a Monday

6. The Environmental Permitting Regulations 2014 are modifications of the legislation used by the Environment Agency to permit and regulate waste operations. These new regulations place significant extra responsibilities on MRF operators to provide sampling of all incoming and outgoing loads. The sample frequency is such that Norse will have to employ a new full-time member of staff to carry-out this role. The collected data will be published by WRAP and therefore the quality of collected material provided to the MRF and the quality of the processed material will be open to analysis by any group or individual registered with WRAP.
7. The materials which the new facility can recycle are the 'Target materials' listed in the table below. In addition, it is recognised that any recycling service always attracts additional items which are not part of the advertised service but which residents assume can be recycled because they are similar to the target materials. To counter this, the contract with the MRF allows for these additional items to be recycled as per the 'Accepted materials' in column two. It should be noted that the council will not advertise the accepted materials as part of the service and will not encourage residents to recycle these materials. This is because there is little or no market for these materials and/or they reduce the value of the end-products. Should these materials be presented in significant quantities they will have a negative impact on the financial performance of the joint venture.

EWC Code	Target Materials	Accepted materials	Non-acceptable materials
	Residents shall be advised TO recycle these materials	Residents shall be advised NOT to recycle these materials	Residents shall be advised NOT to recycle these materials
	<u>The contractor shall ensure the recycling of these materials</u>	<u>The contractor shall ensure the recycling of these materials</u>	The contractor is NOT required to ensure the recycling of these materials

EWC Code	Target Materials	Accepted materials	Non-acceptable materials
20 01 01	Newspaper, magazines, office paper, white and coloured paper, greetings cards, envelopes (including window type) telephone directories/yellow pages, similar directories, wrapping paper, junk mail, shredded paper	Paper hand towels, brown paper, books (hardback and paperback)	Food contact papers - e.g. fish and chip wrapping
15 01 01 & 20 01 01	Cardboard, cardboard egg boxes, domestic cardboard tubes, food packaging card, composite card, plastic window food packaging, cardboard and fibre packing and carrier trays	Commercial cardboard tubes, card based commercial food trays, take away pizza boxes	
15 01 40 & 20 01 40	Steel and aluminium domestic and commercial food and drink cans, pet food cans and food trays	Bulk domestic and commercial food grade oil cans, biscuit and sweet tins	Metal paint tins
15 01 40 & 20 01 40	Aerosols - personal and beauty products, domestic insecticides, cleaning products	Car products, light lubricating oils, domestic and commercial glue, filler, paint aerosols	
15 01 02 & 20 01 39	Food and drink bottles, personal care products, household cleaning products, cooking and food oil bottles, trigger spray bottles, pump spray bottles, roller ball bottles	Bulk cleaning products (5 litre or greater), bulk liquid food containers, empty decorating/diy plastic bottles, domestic windscreen washer additives and power washer detergent bottles	Domestic and commercial motor oil, anti-freeze bottles, brake and clutch fluid
15 01 02 & 20 01 39	Plastic rigid containers including food pots, tubs and trays	Plastic flower pots, plant trays, video tape, CD and DVD cases, biscuit and sweet containers, clean plastic packaging film, empty carrier bags, plastic coat hangers	Toys, CD's and DVD's, plastic paint pots, polystyrene cups, polystyrene packaging materials, bubble wrap, corrugated plastic sheet, washing-up bowls, cutlery and drainer trays
15 01 05	Waxed composite food, beverage and similar containers including fabric conditioner	Take away hot beverage containers, card and aluminium composite take away containers	Aluminium composite foil laminate pouches (e.g. cat and dog food)
20 01 40	Food grade aluminium foil	Aluminium food trays	
20 01 02 & 15 01 07	Glass food and beverage containers		Window glass, pyrex containers, drinking glass

8. One additional change which may be of interest to members is that the onward destination for glass, Recresco, is now equipped with optical sorting technology. This means that even small fragments of glass from the MRF can be sorted-back into their individual colour streams. This means that the glass is then of sufficient quality to be re-melted to make more glass, rather than simply used as aggregate.

Schools recycling collections

9. A total of 26 schools now have a full complement of recycling services, including food waste collections. This comprises five infant schools, sixteen middle schools, three high schools and two special schools. Recycling assemblies are offered to all schools who join the food waste service and so far these have been successfully provided to Catton Grove primary, Angel Road infant, Clover Hill infant, Colman junior and West Earlham infant & junior. The schools receiving the full range of recycling services is as follows -

Angel Road Infant	Coleman Infant	The Hewett School	Norwich Free School
Angel Road Junior	Colman Junior	Lakenham Primary and Middle	Norwich Primary Academy (previously Larkman Primary)
Avenue Road Junior	Eaton Hall School	Lionwood Junior	Open Academy
Catton Grove Primary	Eaton Primary	Magdalen Gates School	Parkside School
Cavell Primary	George White Junior and Middle	Mile Cross Primary	St Johns RC VA Infants
Clover Hill Infant and Nursery	Harford Manor School	Nortre Dame	St Michael CA VA Junior
The Clare School used collections for 6 months, but they didn't have enough food waste to continue to take part in the scheme.			

10. In addition to this table, officers are currently discussing enhanced recycling services (including food waste) with CNS, Sewell College, Tuckwood Primary and Heartsease Middle school and it is hoped that these will be included in the coming months.

Ensuring that existing services are delivered efficiently and effectively

11. Fortnightly blue bag recycling collections were launched in 400 city centre properties in March. These properties were previously on the white hessian re-usable bag collections for recycling but the take up of this service was very low, in part because the bags often went missing after collections. The new single-use

blue recycling bags accept the same material as the blue wheelie bins and, from October, will also accept the extended range of recycling material.

- 12 Monitoring of the collections to date indicates participation rates of around 30%, although this reflects the location of the properties (and the lack of internal storage space) it is still a considerable improvement on the participation in the white bag service, which was rarely above 10%.
- 13 A further 470 properties will be added to the collections by the end of July and these will be properties that have not previously had any doorstep recycling services, including historic areas of the city centre such as Bishopgate. Collection calendars with information about the new service and how to order additional bags will be sent to households each year. This will act as a reminder to existing participants and will also inform new residents.

Cooking oil recycling

- 14 As previously reported, six new cooking oil recycling banks have now been installed alongside the existing bring banks at Waitrose (Eaton), Sainsburys (Queens Road), Morrisons (Albion Way), Tuckswood (Tuckswood Centre), St Saviours car park (St Saviours Lane) and Enfield Road.
- 15 The cooking oil will be collected regularly from the banks and taken to a processing plant to be treated and processed into biofuel. The council is working with Anglian Water to promote this scheme via leaflets, our website and citizen magazine. Residents will be advised to place cooled cooking oil and fats into a sealed plastic or glass bottle, the bottles can then be placed into the recycling banks (the bottles will also be recycled).
- 16 This service was due to start in April, unfortunately there were problems with the sub-contractor who was to supply the banks and therefore the biodiesel re-processor, Bensons Oil, had to source an alternate supplier which delayed installation until this month.

Waste Electrical and Electronic Equipment (WEEE)

- 17 Holding public events for the collection of WEEE is extremely useful in raising public awareness of the requirements to dispose of WEE through the correct outlets. The success of the council's first WEEE re-use and recycling event in February was reported to the SDP in March. A second event has now been confirmed for 28th June at the City of Norwich School, again in conjunction with the British Heart Foundation. The event has been promoted on the council website, in the latest editions of Citizen & TCL, on posters in the school and through leaflets distributed in the local area. Tonnages and other feedback will be reported to members in the next update report.
- 18 In addition to these public events, officers are currently investigating the possibilities for kerbside collections of WEEE by our contractor, Biffa. Whilst this would be a very useful addition to our collection services there are operational issues, particularly costs, which will need to be resolved if this aspiration is to be realised. An update on progress will be provided in the next quarterly report (September 2014).

Food waste collections

- 19 Members will be aware that participation in the food waste service is disappointingly low. The waste audits (paras 2-4) will go some way to identifying whether this is due to an actual absence of wasted food or whether there are significant quantities of food in the residual waste stream.
- 20 From customer surveys, doorstep engagement work and the experience of other councils, it is clear that some residents will only participate in a food waste service if the council provides free caddy liners. Should the waste audits indicate that more needs to be done to divert food waste from the residual stream, officers are committed to working with Biffa to investigate any options which may allow for the provision of free liners without incurring excessive additional costs.

Recycling performance update.

- 21 Norfolk-wide tonnage data for 2013/14 Quarter 4 will not be finalised until the end of June. This data will be reported at the next Sustainable Development Panel.
- 22 The graph below shows tonnages of waste to landfill and recycling collected in Norwich from April – December 2013. Although recycling tonnages are still falling, waste to landfill is also falling and therefore overall waste arisings in Norwich are reducing. As waste reduction is at the top of the waste hierarchy it is encouraging to see that this is the general trend.

