

## Cabinet

**Date: Wednesday, 09 March 2016**

**Time: 17:30**

**Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

### Committee members:

### Councillors:

Waters (chair)  
Harris (vice chair)  
Bremner  
Driver  
Kendrick  
Stonard  
Thomas (Va)

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### Information for members of the public

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## AGENDA

### 1. Apologies

To receive apologies for absence

### 2. Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 3. 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)

### 4. Minutes

7 - 10

**Purpose** - To agree the minutes of the meeting held on 3 February 2016.

### 5. Quarter 3 2015-16 performance report

11 - 24

**Purpose** - To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2015-16.

### 6. Revenue budget monitoring 2015-16 – Period 10

25 - 44

**Purpose** - To provide an update on the provisional financial position as at 31 January 2016, the forecast outturn for the year 2015-16, and the consequent forecast of the General Fund and Housing Revenue Account balances.

### 7. Local Development Scheme 2016-18

45 - 76

**Purpose** - To consider the draft revised Local Development Scheme for approval, as recommended by sustainable development panel. The Local Development Scheme is the work programme for producing key planning documents which will form part of the local plan for Norwich. The scheme is attached at Appendix 1 and covers the period to mid-2018.

### 8. Procurement of works – Various key decisions for expenditure on housing repairs and upgrades contracts

77 - 86

**Purpose** - To consider approving placing orders via the procurement process for various work programmes and schemes

- |     |  |           |
|-----|--|-----------|
| 9.  | <b>Award of contract for the development of Goldsmith Street - KEY DECISION</b>  | 87 - 92   |
|     | <b>Purpose</b> - Award of contract for the development of Goldsmith Street.  |           |
| 10. | <b>Managing Assets – appropriation of Housing Revenue Account land to the general fund - KEY DECISION</b>  | 93 - 100  |
|     | <b>Purpose</b> - To consider the appropriation of land and buildings that is no longer required for the housing use for which it is currently held.  |           |
| 11. | <b>Write off of non- recoverable national non domestic rate debt</b>   | 101 - 106 |
|     | <b>Purpose</b> - To provide an update on the position as at 12 February 2016 with regard to the write off of non- recoverable national non domestic rate (NNDR) debt and request approval for the write off of debts of £108,606 which are deemed irrecoverable. |           |
| 12. | <b>An overview of external relationships, contracts and grants 2016-17 - KEY DECISION</b>  | 107 - 124 |
|     | <b>Purpose</b> - To consider commissioned services for the period 2016-17. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.   |           |
| 13. | <b>Planning pre-application advice – review of charges and service standards</b>   | 125 - 144 |
|     | <b>Purpose</b> - To review the existing planning pre-application charging structure and service standards and recommend changes.   |           |
| 14. | <b>Three Score Phase 2 Development Agreement - KEY DECISION</b>  | 145 - 154 |
|     | <b>Purpose</b> - To consider the development agreement for the provision of affordable housing at Three Score phase 2.   |           |
| 15. | <b>Exclusion of the public</b>   |           |
|     | <b>Purpose</b> - Consideration of exclusion of the public.   |           |

## **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

### **\*16. Three Score phase 2- Development Agreement appendices - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

### **\*17. Managing assets - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

### **\*18. Award of contract - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Wednesday, 02 March 2016**



**CABINET****17:30 to 18:20****3 February 2016**

**Present:** Councillors Waters (chair), Harris, Bremner, Stonard, Kendrick and Thomas (Va)

**Also present:** Councillors Haynes

**1. APOLOGIES**

Apologies were received from Councillor Driver.

**2. PUBLIC QUESTIONS / PETITIONS**

No public questions or petitions were received.

**3. DECLARATIONS OF INTEREST**

No declarations were made.

**4. MINUTES**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 13 January 2016.

**5. GENERAL FUND REVENUE BUDGET AND NON-HOUSING CAPITAL PROGRAMME 2016-17**

Prior to presentation of the item, an updated report (item 5a) was circulated, providing refined detail regarding specific figures. It was made clear that the recommendations would be those contained within this updated report.

The portfolio holder for resources and income generation presented the report,

**RESOLVED** to:

- a) recommend to council:
  - i) that the council's budgetary requirement for the 2016-17 financial year be set to £16.120m;

- ii) that the proposed general fund budgets for 2016-17 be approved, taking into account the savings, income and other budget movements set out in the report;
  - iii) that the council's council tax requirement for 2016-17 be set at £8.495m and that council tax be set at £244.01 for Band D, which is an increase of 1.95%, with the impact of the increase for all bands as detailed in the report;
  - iv) that the precept on the council tax collection fund for 2016-17 be set at £8.375m calculated in accordance with Sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011;
  - v) that the prudent level of reserves for the council be set at £4.273m;
  - vi) that the proposed non-housing capital programme 2016-17 to 2020-21 be approved; and,
- b) delegate to the executive head of regeneration and development and the chief finance officer, in consultation with the portfolio holder for resources and income generation, the authority to agree the asset maintenance programme and the final scheme details, including any adjustment to the financial allocations of the section 106 works, provided that this investment is contained within the total budgetary provision.

## 6. HOUSING RENTS AND BUDGETS 2016-17

The portfolio holder for housing and wellbeing presented the report, explaining that the second part of recommendation a) i) from "In the event that the legislation is not passed..." would now be dropped. As such, it was:

### **RESOLVED** to:

- a) recommend to council, for the 2016/17 financial year, to:
  - i) implement the minimum 1% rent reduction in accordance with legislation that is anticipated to be approved as part of the Welfare Reform and Work Bill 2015/16;
  - ii) approve the proposed Housing Revenue Account budgets;
  - iii) approve the prudent minimum level of housing reserves;
  - iv) approve the proposed housing capital programme 2016/17 to 2020/21;
  - v) approve that garage rents remain unchanged
- b) note that service charges will be determined under delegated powers in compliance with the constitution.

## 7. TREASURY MANAGEMENT STRATEGY 2016-17

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to approve each of the key elements detailed below and report these to council:

- a) The Capital Prudential Indicators and Limits for 2016-17 through to 2018-19;
- b) The Borrowing Strategy 2016-17 through to 2018-19;
- c) The Treasury Prudential Indicators, including the Authorised Limit;
- d) The Minimum Revenue Provision policy statement; and,
- e) The Investment Strategy 2016-17 and the detailed criteria included in Appendix 3 to the report.

## 8. REVENUE BUDGET MONITORING 2015-16 PERIOD 9

The portfolio holder for resources and income generation presented the report.

In response to a member's question, the chief finance officer explained that, as of December, although the Electoral Commission had not made the necessary payments to Democratic Services (within the general fund), payment was expected imminently.

**RESOLVED** to note the financial position as at 31 December 2015 and the forecast outturn 2015-16.

## 9. CAPITAL BUDGET MONITORING 2015-16 QUARTER 3

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to note the position of the housing and non-housing capital programmes as at 31 December 2015.

## 10. COMMUNITY INFRASTRUCTURE LEVY (CIL): COMMUNITY ELEMENT OF CIL - KEY DECISION

The leader of the council presented the report.

**RESOLVED** to agree that the projects listed in table 2 of the report be funded from the neighbourhood element of CIL in 2016-7

## **11.CHANGE OF MINIMUM REVENUE PROVISION POLICY– KEY DECISION**

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to approve the change in Minimum Revenue Policy to asset life annuity basis.

## **12.EXCLUSION OF THE PUBLIC**

**RESOLVED** to exclude the public from the meeting during consideration items \*13 to \*15 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

## **\*13.GENERAL FUND REVENUE BUDGET 2016-17 AND NON-HOUSING CAPITAL PROGRAMME 2016-17 TO 2020-21 – APPENDIX 5**

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to note the appendix to the General Fund revenue budget and non-housing capital programme 2016-17 report.

## **\*14.CAPITAL BUDGET MONITORING 2015-16 QUARTER 3 – APPENDIX 1**

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to approve the virement as set out in the report.

## **\*15.USE OF RIGHT TO BUY ONE FOR ONE RECEIPTS – KEY DECISION**

The portfolio holder for resources and income generation presented the report.

**RESOLVED** to award of £3,970,199 in retained right to buy one for one replacement receipts to registered providers to support the development of 121 new affordable dwellings as described in the report.

CHAIR

**Report to** Cabinet  
9 March 2016  
**Report of** Executive head of strategy, people and neighbourhoods  
**Subject** Quarter 3 2015-16 performance report

**Item**

**5**

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### **Purpose**

To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2015-16.

### **Recommendations**

To:

1. consider progress against the corporate plan priorities; and,
2. suggest future actions and / or reports to address any areas of concern.

### **Corporate and service priorities**

The report helps to meet the corporate priority of achieving value for money services.

### **Financial implications**

The direct financial consequences of this report are none.

**Ward/s** All wards

**Cabinet member** Councillor Waters - Leader

### **Contact officers**

Phil Shreeve, Strategy manager

01603 212356

### **Background documents**

None

## Report

### Introduction

1. This report sets out progress against the key performance measures that are designed to track delivery of the corporate plan priorities. This is the third quarterly performance report for the recently adopted corporate plan 2015-2020.
2. The corporate plan 2015-20 established five priorities. Progress with achieving these is tracked by forty five key performance measures. It is these performance measures which form the basis of this report. Most of the performance measures are available quarterly while some are reported six monthly or annually to show general outcomes for residents. At Council on 23 February 2016 it was recognised that later this year some of these measures and targets may need to be reassessed in the light of more detail around financial and legislative change
3. Performance status for each of the performance measures is then combined for each priority to show at a glance high level performance. This should enable members to see where performance is improving or falling.
4. Performance is based around a traffic light concept where green is on target, red is at a point where intervention may be necessary and amber a point in between these two.
5. A copy of the full performance report can be found at appendix A.

### Headlines

6. Overall performance this quarter shows a good picture with four of the council's overall priorities showing as green. There are some areas where the council is performing well and exceeding its targets. For example generally customer satisfaction rates continue to achieve target or better. Each of the performance measures are provided within the relevant section of the performance report at appendix A.
7. The following areas of performance are brought to your attention:
  - a) A number of private households continue to be assisted with energy efficiency measures for their homes, bringing three quarterly performance to 188 against a target of 110.
  - b) Our new measure for our homelessness prevention work shows that 68% of people contacting the council as threatened with becoming homeless were actively prevented from becoming homeless through the council's actions. Our target was 50%.
  - c) Resident satisfaction with service received from the council continues above target.
  - d) 98.3% of income owed to the Council has been collected this quarter compared with the target of 95%.

- e) In quarter 3, the average number of days taken to re-let council homes was 12 days, bettering our target of 16 days. This brings the year to date performance under the 16 day target.
- f) Our new measure in relation to timely processing of benefits shows a score of 53.6 compared with our target of 100. This is worse than the previous quarter however. Work continues to try and improve this performance and in some degree reflects dealing with a backlog of older cases, which increases average decision times.
- g) 46.9% of contact with the Council was classified as avoidable this quarter outside of our target of 15%.
- h) Delivery of additional affordable homes remains below target and is one of the measures which may be impacted by financial and regulatory changes
- i) No empty homes were brought back into use in quarter 2 but as anticipated activity in quarter 3 has brought this measure back on target.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	09 March 2016
<b>Head of service:</b>	Phil Shreeve
<b>Report subject:</b>	Quarter 3 performance report 2015/16
<b>Date assessed:</b>	March 2016
<b>Description:</b>	This report sets out progress against the key performance measures that are designed to track delivery of the Corporate Plan priorities for quarter 3 of 2015/16.

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>





#### Comments

Overall this, our third quarterly performance report of 2015/16, shows good performance across a range of challenging targets. Streets are generally kept clean, residual waste (8.57kg per household per week) that isn't recycled show encouraging signs, the time taken to relet empty council homes remains excellent and we continue to work hard to prevent homelessness across the city. Given the ever difficult financial challenges we have met budget reduction targets and generally delivered an ambitious capital programme.

Delivery of affordable homes and the range of benefit measures do cause concern as they impact on some of our most vulnerable residents. It would appear that new homes are already being affected by uncertainty caused by the Housing and Planning Bill and as we tackle benefits backlogs so our average processing times go up. The measures around benefit performance are monitored on a regular basis.

We do know that in following years many of these targets will become ever more challenging due to the impacts of further budget reductions, significant changes to council housing finance and legislation such as the Housing and Planning Bill. As a council we will therefore need to reassess our targets and priorities during 2016 once we have further detail of how these changes will likely affect our finances and opportunities to deliver and influence services in the future.

Green is on target, amber between target and cause for concern and red is cause for concern.

For more information please contact the Policy, Performance and Partnerships team on ext 2535 or email [performance@norwich.gov.uk](mailto:performance@norwich.gov.uk)

Key to tables (following pages) :

**RAG** - Red, Amber, Green; **DoT** - Direction of Travel: a green upward arrow signifies an improvement in performance compared with the previous reporting period, a red downward arrow shows a drop in performance and a blue horizontal arrow shows no change. **YTD** - data shown is for the (financial) year to date



Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
SCL8 % of adults living in the City Council's area who cycle at least once per week	16.3 %	23.0 %	▲	?	16.3 %	23.0 %	▲	Apr-15
Comments: The reported figure relates to the period mid Oct 2013 - mid Oct 14. It compares to 2012/13 = 16.6%, 2011/12 = 20.1%, 2010/11 = 17.7%. Over the four year period from 2010/11 to 13/14 it suggests that the level of cycling in Norwich has remained static or even declined slightly. The latest data was gathered before the completion of any Push the Pedalways projects. A Bicycle Account will be published in the spring by the County and City Council that contains lots of locally gathered data that will provide a much richer set of data to combine with the national information.								
SCL06 % of residential homes on a 20mph street	25.2 %	28.0 %	▲	■	25.2 %	28.0 %	▲	Dec-15
Comments: The cycle ambition funding has provided an opportunity to expand on the existing 20mph areas in the city, and in Q4 Heartsease estate will become a 20mph area adding several more homes to those that already benefit from a 20mph restriction.								
SCL07 Number of accident casualties on Norwich roads	443	400	▲	■	443	400	▲	Dec-15
Comments: There has been a welcome fall in the number of casualties resulting from road traffic accidents in the city in the last quarter, down from 509 last quarter to 443 this. The city council continues its work with other agencies across Norfolk to help ensure that this downward trend is maintained.								

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
SCL03 % of people feeling safe	75 %	76 %	●	■	78 %	76 %	■	Dec-15
Comments: Performance this quarter has dipped below target for the first time, though year to date performance remains above target. Whilst performance would be expected to be lower in winter months due to dark evenings, this was not seen last year. Performance will be reviewed at year end to establish if there are any obvious underlying changes that have impacted on performance if it has reduced.								
SCL04 Residual household waste per household (Kg)	111	105	●	■	332	315	●	Dec-15
Comments: Whilst waste levels have risen in recent years, Norwich continues to be the best performing council in Norfolk for levels of residual waste per household. This is an impressive achievement for an entirely urban council.								
SCL11 % of people satisfied with parks and open spaces	70 %	75 %	●	■	70 %	75 %	●	Dec-15
Comments: This figure represents a 9 month rolling average, and will become a rolling 12 month average after Q4.								

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
SCL01 % of streets found clean on inspection	94 %	94 %	★	■	92 %	94 %	●	Nov-15
Comments: In all 306 sites across the city were surveyed in November 2015. With regard to littering two streets were graded D (both Dragoon Street off Mousehold Avenue), four sites were graded C, and 1 site graded C-. The survey revealed that the areas with the highest percentage of detritus were in areas with prevalence for parked cars and other highways. Of the sites surveyed, two were graded at D, these were both alleyways, one off Old Library Mews, and Chalk Hill Road alley. Five sites were graded at C and two graded at C- (Romany Road and Bunnett Square). Dragoon Street is receiving a clean-up shortly, as a lot of vegetation needed to be removed to allow for the litter to be collected. Romany Road since had a deep clean, so is now back at grade A standard. The issue with litter on shopping parades has been discussed with Norwich Norse management and they have been tasked with ensuring the daily shops cleans are carried out correctly to reduce these figures, this will be closely monitored by the Environmental Services Development Officers. A recent project with the Highways department has seen proposals to change 70+ areas where there are fixed metal bollards or inadequate bollards restricting access for mechanical sweepers. Once these new removable bollards are installed this should have an improvement on the detritus score in future surveys.								
SCL02 % of people satisfied with waste collection	90 %	85 %	★	■	84 %	85 %	●	Dec-15
Comments: There has been a welcome improvement in the survey results, which are currently showing well above the target level.								
SCL05 % of food businesses achieving safety compliance	93.3 %	90.0 %	★	■	93.3 %	90.0 %	★	Dec-15
Comments: The results this quarter are consistent with Quarters 1 and 2 showing the improvement this year is sustained. The figure includes the 21 premises that have demonstrated improvements to compliance when they were re-rated during a revisit.								
SCL09 CO2 emissions for the local area	2.5 %	2.4 %	★	?	2.5 %	2.4 %	★	Apr-15
Comments: 2013 saw carbon dioxide emissions drop across all three sectors - Industry (-3.3%), Domestic (-2.4%) and Transport (-0.62%), whereas in 2012 there had been an increase in both the Industry and Domestic sectors. The population of the city increased in 2013 to 135,900 residents from 134,300 in 2012. However, over the same period the per capita emissions decreased from 5.4 tonnes per capita to 5.2 tonnes per capita. Since recording began in 2005 emissions have dropped overall from 7 tonnes per capita.								
SCL10 CO2 emissions from local authority operations	4.2 %	2.2 %	★	■	4.2 %	2.2 %	★	Apr-15
Comments: Over the period 1 April 2014 to 31 March 2015 the council reduced its carbon dioxide emissions by 4.2%, or 342 tonnes of CO2e (342,841 kg). This brings the total reduction, against a 2007 baseline, to 30.8% and brings us closer to achieving the ambitious 40% carbon emissions reduction target set in the council's recent environmental strategy.								
SCL12 Percentage of people satisfied with their local environment	86 %	75 %	★	■	86 %	75 %	★	Dec-15
Comments: This is a new indicator which indicates that residents remain satisfied with their local environment and currently shows excellent levels of satisfaction. Performance will be reviewed at year end and to establish if there are any obvious underlying changes that have impacted on performance if it has reduced.								



Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
<b>PVC7 Delivery of the heritage investment strategy action plan</b>	1	2	●	➡	1	2	●	Dec-15
<p>Comments: [40% complete]</p> <p>The Strategy contains a commitment to implement eighteen policies and ten projects. The majority of these have been either completely or partly implemented. Successes include the establishment of a group of officers to implement the strategy, including the identification of a surveyor in NPS to be dedicated to working on historic buildings; the introduction of a new protocol to secure council buildings that become vacant (e.g. Carrow Hill House); an acceptance that the council will look at broader criteria than just price when considering the future of listed buildings especially in relation to stewardship properties (e.g. Britons Arms); the provision of more thorough information about the heritage significance of buildings to people buying properties (e.g. 41 All Saints Green); and the inclusion of public realm improvements with traffic management schemes (e.g. Tombland and Westlegate). Several policies around training and awareness among staff and reviewing asset registers are behind schedule due to staffing turnover in the conservation team.</p> <p>A start has been made on nine of the projects. Chapelfield Gardens and Memorial Gardens undercroft have been completed. Construction work on the landscape project for the Magpie Printers site is about to start. Heathland restoration on Mousehold is ongoing. Funding has been allocated and feasibility work has begun on Waterloo Park pavilion and Castle Gardens. A feasibility study for the Halls and roof repairs to The Halls will take place in 2016/17. Design work is due to start in the coming financial year on Mile Cross Gardens. Considerable effort has been put into Ninhams Court but unfortunately the trust that might have implemented a refurbishment went into administration and other options are being explored, including working with the Norwich Preservation Trust. A quotation has been received for the demolition of the disused toilet on Tombland but funding has not yet been found to implement this.</p>								

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period date
<b>PVC1 Number of new jobs created/ supported by council funded activity</b>	369	150	★	➡	369	150	★	Sep-15
<b>PVC2 Delivery of the council's capital programme</b>	31	20	★	?	31	20	★	Sep-15
<p>Comments: Out of 40 projects/ groups of projects within the council's capital programme, 31 have a green RAG status. 7 projects are amber and 2 are red. One of the main issues which is affecting progress on development projects is the uncertainty created by recent government announcements which has impacted on the HRA business plan.</p>								
<b>PVC3 Amount of funding secured by the council for regeneration activity (£ thousands)</b>	842,000	250,000	★	➡	842,000	250,000	★	Dec-15
<p>Comments: Our current projection for regeneration funding that will be received in 2015/16 is £842,000. This is funding from the DfT for the Push the Pedalways project/Cycling ambition grant. Additionally it is expected that around £1 million of Local Growth Fund money will be secured for projects in the City. This is not included in the reported figure as some of this (LGF) funding goes to County Council.</p>								
<b>PVC6 Planning service quality measure</b>	91%	83%	★	➡	91%	83%	★	Dec-15
<p>Comments: The system to monitor planning service quality that has been developed by PAS (Planning Advisory Service) has been tested and is now available for use. Measurement will commence in April 2016 and planning agents and developers have been advised of their opportunity to comment on service delivery at the Developers Forum on 1st Feb 2016. The result reported here is a proxy using the previous planning performance measures i.e. speed of processing Major, Minor and Other applications.</p>								
<b>PVC8 % of people satisfied with leisure and cultural facilities</b>	94%	85%	★	➡	94%	85%	★	Sep-15
<p>Comments:</p>								
<b>PVC9 Number of visitors to the City</b>	11,47...	10,92...	★	?	11,47...	10,92...	★	Apr-15
<p>Comments: This measure is reported annually. .</p>								

Performance measures not contributing to the performance score for the Objective this quarter

Measure
PVC4 Number of new business start ups
Comments: This measure is to be reported annually at the end of quarter 4.
PVC5 Provision of free wi-fi in City Centre
Comments: This measure is to be reported annually.



Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
<b>FAC4 Timely processing of benefits</b>	53.6%	100.0%	▲	■	53.6%	100.0%	▲	Dec-15
<p>Comments:</p> <p>There are four elements that make up this composite indicator.</p> <p>New claims - although performance for quarter 3 is outside of target the number of outstanding claims has been reduced significantly and performance has improved going into quarter four and is now close to the target.</p> <p>Change of circumstances - significant work has been undertaken to reduce the number of outstanding change of circumstances and this has impacted on the average number of days to process changes. The number of changes outstanding is at its lowest level in the last three years.</p> <p>Appeals - performance was below target for 2 of the 3 months of quarter 3 but December was above target and this should continue into quarter 4.</p> <p>Discretionary housing payments - this element was on target throughout quarter 3.</p>								

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	- RAG YTD	Period Date
<b>FAC3 Delivery of the digital inclusion action plan</b>	100 %	100 %	★	?	100 %	100 %	★	Sep-15
Comments: Performance against this plan is going well but our Digital Inclusion Co-ordinator is just in post so it is expected that delivery against the plan will now accelerate. Currently we are on target.								
<b>FAC1 Delivery of the reducing inequalities action plan</b>	50 %	50 %	★	?	50 %	50 %	★	Sep-15
Comments: The plan was agreed by Cabinet in November 2015 and at that stage actions planned for the second quarter were up to date.								
<b>FAC2 % of people saying debt issues had become manageable following face to face advice</b>	100 %	84 %	★	?	100 %	84 %	★	Sep-15
Comments: 100% of respondents reported that they had increased levels of well-being 6 months after first contacting MABS. All respondents reported that dealing with MABS increased their confidence in dealing with their debts (even if it was to know they could contact MABS). After 6 months 35% reported that this initially high level had improved on the rating system used.								
<b>FAC5 No of private sector homes where council activity improved energy efficiency</b>	188	110	★	■	188	110	★	Dec-15
Comments: In quarter 3, 55 private households were helped with energy efficient measures for their homes. This constituted of fuel poverty boiler replacements and repairs. In addition to cavity wall insulation, loft insulation and/or EPC assessments. In addition to this, we have helped residents switch to a cheaper utility supplier with the Norwich Big Switch and Save.								

Performance measures not contributing to the performance score for the Objective this quarter

Measure
<b>FAC6 % increase in contractors, providers and partner organisations paying a living wage</b>
Comments: This measure is to be reported annually at the end of quarter 4.



	Safe, clean and low carbon city	Prosperous and vibrant city	Fair city	Healthy city with good housing	Value for money services	Corporate plan
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Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
HCH4 Number of new affordable homes developed on council land or purchased from developers	20	60	▲	🚩	20	60	▲	Dec-15

Comments: The programme is currently at risk due to the housing and planning bill which is creating considerable uncertainty for the HRA business plan.

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
HCH1 Delivery of the Healthy Norwich action plan	40 %	50 %	●	?	40 %	50 %	●	Sep-15
HCH7 % of council properties meeting Norwich standard	97.7 %	100.0 %	●	🚩	97.7 %	100.0 %	●	Dec-15

Comments:

The proxy measure continues to monitor the number of completions against projections for five upgrade programmes. We are on track to complete 100% of programmed kitchens, bathrooms, heating and electrical programmes by the end of March 2016. As reported previously, the door programme (original programme 2,902 homes) was affected by the need to install bespoke solutions including fire doors and frames and bin stores, and the programme had to be revised accordingly (current programme 1,676 homes). However we are on track to complete this revised programme by the end of March.

Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
HCH2 Relet times for council housing	12	16	★	🚩	15	16	★	Dec-15

Comments:

Void turnaround time continued to reduce following sustained improvement during quarters 2 and 3. Performance had slipped to 21 days in the first quarter, but our contractor increased resources to address the shortfall. The average has been under 16 days for the previous six months now and as a result year-to-date performance was back on target by the end of December.

HCH3 No of empty homes brought back into use	16	15	★	🚩	16	15	★	Dec-15
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Comments: Ahead of target

HCH5 Preventing homelessness	68 %	50 %	★	🚩	64 %	50 %	★	Dec-15
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Comments:

The council's ongoing success in meeting this indicator despite detrimental external factors is a reflection on the success of our bespoke housing options model; an accessible, focused and pro-active service designed to deliver specialist advice at an early stage.

HCH8 % of tenants satisfied with the housing service	83 %	77 %	★	🚩	83 %	77 %	★	Dec-15
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Comments:

This indicator has previously been based on a result from the STAR survey which is repeated every 2 years. To compliment this and provide more regular updates on tenant satisfaction an additional question was added to a quarterly survey conducted by the customer contact team, with 548 tenants responding year-to-date. This initial result is in line with our most recent STAR survey which compared favourably against other large stock retained local authorities.

HCH9 No of private sector homes made safe	83	75	★	🚩	83	75	★	Dec-15
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Comments: Performance still ahead of target

Performance measures not contributing to the performance score for the Objective this quarter

Measure
HCH6 % of people who feel that the work of the HIA has enabled them to maintain independent living

Comments: The figure is still uncertain. Surveys have been sent out but this survey is unlikely to be concluded before the end of Q4



Safe, clean and low carbon city

Prosperous and vibrant city

Fair city

Healthy city with good housing

Value for money services

Corporate plan

Measure	Actual	± Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
❖ VFM4 Avoidable contact levels	46.9 %	15.0 %	▲	🔴	34.9 %	15.0 %	▲	Dec-15

Comments: As levels remain high, this target will be reviewed following further analysis of the reasons for the increased levels.

± Measure	Actual	Target	RAG Status	DoT	Actual YTD	Target YTD	RAG YTD	Period Date
❖ VFM1 % of residents satisfied with the service they received from the council	96.8 %	93.0 %	☆	🟢	96.0 %	93.0 %	☆	Dec-15
Comments: Satisfaction remains within target following the ongoing improvements to service delivery. Access to streamlined services through an online option remains an area for development following customer feedback.								
VFM2 Council achieves savings targets (£ thousands)	2,300,000	2,300,000	☆	🔴	2,300,000	2,300,000	☆	Apr-15
Comments: We successfully delivered a package of general fund savings of £2.3 million for 2015/16 achieving the target.								
❖ VFM5 Channel shift measure	17.4 %	3.0 %	☆	🔴	17.4 %	3.0 %	☆	Dec-15
Comments: This is the 3rd Quarter where we have measured channel shift performance. When setting the targets we were cautious until we understood the outturn and sustainability of those figures. Outturn will change as we got through the year, however, based on the results so far, it looks like targets for future years should be reviewed and made more challenging.								
❖ VFM6 % of income owed to the council collected	98.3 %	95.0 %	☆	🟢	98.3 %	95.0 %	☆	Dec-15
Comments:								
❖ VFM7 % of income generated by the council compared to expenditure	46.3 %	43.2 %	☆	🟢	46.3 %	43.2 %	☆	Dec-15
Comments: At the end of quarter 3 General Fund income for 2015/16 financial year is forecast to equate to 46.3% of expenditure which is ahead of target for the year of 43.2%. Regular budget monitoring is undertaken and reported on a monthly basis to ensure forecasts reflect the latest position and actions can be taken should significant variances from budget arise.								
VFM8 % of customers satisfied with the opportunities to engage with the council	56 %	50 %	☆	🔴	56 %	50 %	☆	Dec-15
Comments: This is a new indicator which indicates that residents are generally satisfied with the opportunities to engage with the council. As this is a new performance indicator, performance will be reviewed at the end of quarter four to assess how it compares to similar authorities.								

### Performance measures not contributing to the performance score for the Objective this quarter

± Measure
VFM3 % of council partners satisfied with the opportunities to engage with the council
Comments: This measure is to be reported annually at the end of quarter 4.
VFM9 Delivery of local democracy engagement plan
Comments: Amber - Event dates for Local Democracy Week are Monday 12 October – Open City hall and Friday 16 October – Young Peoples question Time Event
N/A until Nov 2015

**Report to** Cabinet  
9 March 2016  
**Report of** Chief finance officer  
**Subject** Revenue budget monitoring 2015-16 – Period 10

**Item**  
**6**

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**Purpose**

To provide an update on the provisional financial position as at 31 January 2016, the forecast outturn for the year 2015-16, and the consequent forecast of the General Fund and Housing Revenue Account balances.

**Recommendations**

To note the financial position as at 31 January 2016, and the forecast outturn 2015-16.

**Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

**Financial implications**

The General Fund budget is forecast to underspend by £1.693m. The Housing Revenue Account budget is forecast to underspend by £1.390m.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Resources and income generation

**Contact officers**

Justine Hartley, chief finance officer  
Hannah Simpson, group accountant

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**Background documents**

None

## Report

1. Council approved budgets for the 2015-16 financial year on 17 February 2015.
2. The attached appendices show the forecast outturn and year-to-date positions for the General Fund and the Housing Revenue Account:
  - [Appendix 1](#) shows the General Fund by Corporate Leadership Team responsibilities, and by Subjective Group
  - [Appendix 2](#) shows the Housing Revenue Account in (near) statutory format, and by Subjective Group
  - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

### General Fund

3. Budgets reported include the resources financing the Council's net budget requirement (which includes a contribution of £0.383m from reserve balances as allowed for in the Medium Term Financial Strategy) so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Net Budget Requirement	17,056
Non-Domestic Rates	(4,645)
Revenue Support Grant	(4,096)
Council Tax precept	(8,315)
<b>Total General Fund budget</b>	<b>0</b>

4. The General Fund has been forecast to underspend by **£1.693m** at year end compared to a forecast underspend last month of **£1.344m**. Key forecast variances from budget are set out below:

<i>Forecast Outturn Variance P9 £000s</i>	<i>General Fund Service</i>	<i>Forecast Outturn Variance P10 £000s</i>	<i>Commentary</i>
(495)	Finance	(1,038)	Underspend on the Minimum Revenue Provision charge due to policy change (£897k) and correction of prior year expenditure (£228k). Reduced forecast net interest income (£210k) partially offset by reduction in the business rates retained income and associated removal of business Rates Levy no longer due (net impact -£179k).

<i>Forecast Outturn Variance P9 £000s</i>	<i>General Fund Service</i>	<i>Forecast Outturn Variance P10 £000s</i>	<i>Commentary</i>
(319)	Procurement & Service Improvement	(323)	Expected underspend on IT services development fund and further underspends due to vacant posts in procurement.
(139)	Customer Contact	(187)	Land search fee income refunds; grant income re land searches refunds; vacant posts.
(114)	City Development:	(129)	Parking income up on budget and additional underspend due to planned Rose Lane car park not being open and associated expenditure budgeted not being used.
(180)	Citywide Services:	(195)	Markets management cost below budget, vacant posts within Green Spaces and Food, Health & Safety.
118	Neighbourhood Housing:	114	Mainly due to CCTV projected overspend - higher than budgeted overtime (£20k), unrealised savings (£50k) & maintenance costs (£27k)

5. For the year to date an underspend against budget of **£5.264m** is being reported. This underspend is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant variances are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>General Fund Service</i>	<i>Variance To Date P10 £000s</i>	<i>Commentary</i>
Business Relationship Management	(1,397)	Shared services expenditure currently lower than profile however is expected to match budget by year end. Corporate & Benefits Admin grants received higher than budget to date. Limited use of the contingency fund to date.
Finance	(1,903)	Timing issue between the Housing Benefit subsidy received and expenditure. This is due to the set monthly payment from DWP which does not match the timing profile for expenditure. Due to align by the year end.

<i>General Fund Service</i>	<i>Variance To Date P10 £000s</i>	<i>Commentary</i>
Democratic Services	307	Timing differences in relation to elections costs and income. Awaiting transfer of grant income to the Council.
Procurement & Service Improvement	(460)	Expected underspend on IT services development fund; Shared services expenditure currently lower than profile however is expected to match budget by year end.
Customer Contact	(544)	Timing difference between the receipt of Transformation Challenge grant funding and related expenditure; Land search fee income refunds; grant income re. land searches refunds.
City Development:	(426)	The current underspend against profile relates to depreciation yet to be charged on the Asset Portfolio.
Environmental Strategy	327	Large payment for Cosy city made ahead of profile. Gas bill paid to be redistributed.
Planning:	(449)	Planning income up on budget. Large one off income from other local authorities, for Norfolk Strategic Framework not budgeted for and recharges not yet put through.
Property Services:	(522)	Depreciation charge has not yet been allocated for City Hall. Remaining variance due to timing differences between the budget profile and receipt of invoices e.g. for gas, electric and repairs works.
Citywide Services	331	Variance due to environmental services invoice being paid in advance of profile and reallocated, integrated waste management invoice running behind profiled amount.
Neighbourhood Services	(258)	Underspend against profile relating to depreciation and repairs yet to be charged. Norwich in Bloom income higher than profiled for Neighbourhood Management.

## Housing Revenue Account

6. The budgets reported include a £13.9m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Gross HRA Expenditure	85,912
Gross HRA Income	(71,979)
Contribution from HRA Balance	(13,933)
<b>Total net HRA budget</b>	<b>0</b>

7. The Housing Revenue Account has been forecast to underspend by **£1.390m** at year end compared to a forecast last month of **£0.909m**. Key forecast variances from budget are set out below:

<i>Forecast Outturn Variance P9 £000s</i>	<i>HRA Division of Service</i>	<i>Forecast Outturn Variance P10 £000s</i>	<i>Commentary</i>
(1,095)	Repairs & Maintenance	(1,846)	Lower than anticipated requirement for general repairs (£750k); less painting carried out than originally planned (£600k); less internal wall insulation carried out than planned (£150k) and reduced garage repairs (£60k). Due to change in contractor (currently being tendered) no cavity wall insulation work undertaken in first part of the year (£200k).
(296)	Rents, Rates, & Other Property Costs	(302)	Underspend on Anglian Water costs, partially offset by under-recovery through water service charges. Professional advice budget forecast to be underspent with no plans to use.
(596)	General Management	(590)	Unrequired audit fee budget (£103k) & lower than expected NPS recharge relating to Housing Property Management cost centre (£80k) along with various staffing underspends due to vacancies throughout the year.
335	Special Services	115	Following Community Alarm Service restructure & associated costs, full savings not realised in financial year 2015-16.

<i>Forecast Outturn Variance P9 £000s</i>	<i>HRA Division of Service</i>	<i>Forecast Outturn Variance P10 £000s</i>	<i>Commentary</i>
(1,079)	Depreciation & Impairment	(1,411)	£2,058k unbudgeted forecast profit on sale of assets, offset by corresponding debit against the Movements in Reserves (MiRS) cost centre within "Adjustments & Financing items". Updated forecast depreciation costs giving rise to an increase of £647k reduce the net underspend.
(234)	Provision for Bad Debts	(234)	Based on quarterly arrears figures, partially offset by unbudgeted write-off costs against 'Dwelling Rents'.
441	Dwelling Rents	441	Long term voids at St James & Britannia - originally anticipated that sites would be re-occupied by September 2015, but now delayed until April 2016. Also unbudgeted write off costs, partially offset by underspend against bad debt provision.
(184)	Garage & Other Property Rents	(193)	Lower than anticipated garage void rate
675	Service Charges - General	669	Income from Anglian Water service charges lower than anticipated, partially offset by reduced Anglian Water expenditure against 'Rents, Rates, & Other Property Costs'
1,215	Adjustments & Financing Items	2,048	Unbudgeted forecast for profit / loss on sale of assets within the Movements in Reserves (MiRS) cost centre, offset by corresponding credit against "Depreciation & Impairment".

8. For the year to date an underspend of **£6.450m** is being reported. This underspend is made up of many debit and credit figures, where various income and expenditure lines are ahead of or behind budget profile. Significant underspends and overspends to date are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>HRA Division of Service</i>	<i>Variance To Date P10 £000s</i>	<i>Commentary</i>
Repairs & Maintenance	(5,172)	These variances have arisen due to invoice delays which is usual for work of this nature. Also, overall projected underspend now being reported (£1.8m) in part due to lower than anticipated requirement for repairs and reductions in planned work.
General Management	(628)	Mainly due to staff vacancies. Also, audit fee profiled but unrequired (£103k).
Special Services	(769)	Mainly due to grounds/trees maintenance & permit parking recharges running behind profile. District heating gas costs lower than profiled also snow clearing & gritting behind profile.
Depreciation & Impairment	(1,715)	£1,715k relating to profit / loss on sale of assets, offset by corresponding debit against the Movements in Reserves (MiRS) cost centre within "Adjustments & Financing items".
Provision for Bad Debts	(438)	Bad debt provision charges not yet posted.
Dwelling Rents	376	Long term voids at St James & Britannia - originally anticipated that sites would be re-occupied by September 2015, but now delayed until April 2016. Also unbudgeted write off costs.
Service Charges - General	481	Income from Anglian Water service charges lower than anticipated.
Adjustments & Financing Items	1,693	Mainly due to £1,715k relating to profit / loss on sale of assets in the Movements in Reserves (MiRS) cost centre, offset by corresponding credit against "Depreciation & Impairment".

## Risks

9. A risk-based review based on the size and volatility of budgets has identified a "Top 10" of key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council's overall financial position. These are shown in the following table.

Key Risk Budgets	Budget £000s	Current Variance	Current Var %	Current RAG	Forecast Variance	Forecast Var %	Forecast RAG
Housing Benefit Payments - Council tenants	36,254	-1,216	-3%	AMBER	324	1%	GREEN
Housing Benefit Subsidy - Council tenants	-35,639	-1,244	3%	AMBER	-1,140	3%	AMBER
Housing Benefit Payments - Other tenants	32,280	-1,911	-6%	RED	-3,135	-10%	RED
Housing Benefit Subsidy - Other tenants	-33,048	2,543	-8%	RED	3,903	-12%	RED
HRA Repairs - Tenanted Properties	12,369	-4,285	-35%	RED	-1,746	-14%	RED
HRA Repairs - Void Properties	2,639	-465	-18%	RED	0	0%	GREEN
Multi-Storey Car Parks	-1,174	22	-2%	GREEN	-111	9%	RED
HRA Rents - Estate Properties	-60,144	376	-1%	GREEN	441	-1%	GREEN
Property Services - City Hall	906	-195	-22%	RED	-34	-4%	GREEN
Corporate Management including Contingency	-4,043	-839	21%	RED	86	-2%	GREEN
Private Sector Leasing Costs	-286	84	-30%	GREEN	86	-30%	GREEN

10. The red/amber status of items in the “Forecast RAG” column is explained below.

Key Risk Budgets	Comment
Housing Benefit Payments and Subsidy	Although both of these areas are currently showing a red or amber RAG status, they largely offset one another. There is an overall net forecast underspend on Housing Benefits budgets of £49k.
HRA Repairs	Lower than anticipated requirement for general repairs (£750k); less painting carried out than originally planned (£600k); less internal wall insulation carried out than planned (£150k) and reduced garage repairs (£60k). Due to change in contractor (currently being tendered) no cavity wall insulation work undertaken in first part of the year (£200k).
Multi-Storey Car Parks	Forecast variance reflects additional income expected compared to budget.

11. The 2015-16 budgets approved by Council were drawn up in the expectation of reduced resources as announced by the previous government. There are risks to the current and medium term financial position from:

- Further reductions in government grant – the localisation of Business Rates and of Council Tax reductions has increased the risks to the council’s financial position arising from economic conditions and policy decisions. In addition, recent Government announcements indicate that further reductions in Government funding are likely.
- Changes in policy – if further “empowerment” of local authorities is not matched by devolved resources
- Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
- Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If

these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.

12. Forecast outturns are estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:
- Bad Debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed. This may be reflected in higher provisions for bad debt, as may the impact of welfare reforms such as the so-called “Bedroom Tax”.
  - Seasonal Factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
  - Housing Repairs & Improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

### Financial Planning

13. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.
14. Net overspends and underspends will be consolidated into the General Fund and Housing Revenue Account balances carried forward to 2016/17. These are reflected in periodic updates to the Medium Term Financial Strategy and Housing Revenue Account Business Plan.

### Impact on Balances

15. The prudent minimum level of General Fund reserves has been assessed as £4.474m. The budgeted and forecast outturn’s impact on the 2014/15 balance brought forward, is as follows:

16.

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2015	(9,615)
Budgeted use of balances 2015-16	383
Forecast outturn 2015-16	(1,693)
= Forecast balance at 31 March 2016	(10,925)

17. The General Fund balance is therefore expected to continue to exceed the prudent minimum.
18. The prudent minimum level of HRA reserves has been assessed as £3.111m. The budgeted and forecast outturn’s impact on the 2014/15 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2015	(20,181)
Budgeted use of balances 2015-16	13,933
Forecast outturn 2015-16	(1,390)
Adjustment to reflect reduced revenue contribution to capital against budget (see below)	(15,835)
= Forecast balance at 31 March 2016	(23,473)

19. The forecast Revenue Contribution to Capital Outlay has been reduced due to lower capital expenditure in year. Resources will be carried forward to fund future HRA spend.
20. The Housing Revenue Account balance is therefore expected to continue to exceed the prudent minimum.

### **Collection Fund**

21. The Collection Fund is made up of three accounts – Council Tax, the Business Improvement District (BID) account, and National Non-Domestic Rates (NNDR).
  - Council Tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
  - The BID account is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
  - NNDR income is shared between the city, the county, and central government. Since “localisation”, any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.
22. There are particular risks attached to NNDR, which are:
  - Appeals – the impact of any appeals will fall on the Collection Fund, and therefore in part on the city. The Valuation Office has cleared a large number of appeals which has adversely affected the council’s business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.
  - NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
  - NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the Collection Fund.
23. These risks are monitored and mitigated through normal Revenues operations.
24. A summary of the Collection Fund is provided below:

<i>Approved Budget £000s</i>	<i>Current Budget £000s</i>	<b>Collection Fund Summary</b>	<i>Actual To Date £000s</i>	<i>Forecast Outturn £000s</i>	<i>Forecast Variance £000s</i>
		<b>Council tax</b>			
53,797	53,797	Expenditure	50,403	58,606	4,809
(53,797)	(53,797)	Income	0	(58,606)	(4,809)
		<b>Business Improvement District</b>			
656	656	Expenditure	472	662	6
(656)	(656)	Income	(16)	(653)	3
		<b>National Non-Domestic Rate</b>			
77,698	77,698	Expenditure	62,086	75,921	(1,777)
(77,698)	(77,698)	Income	3,450	(75,921)	1,777
0	0	<b>Total Collection Fund</b>	116,395	9	9

25. On Council Tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).
26. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.
27. Any deficit reported on the NNDR account will roll forward and be distributed in the 2016/17 budget cycle.
28. Additional (section 31) grant is received in the General Fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. All such grant monies received are transferred to an earmarked reserve and held to be offset against deficits in the years that they impact on the revenue accounts.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief Finance Officer
<b>Report subject:</b>	Revenue Budget Monitoring 2015-16
<b>Date assessed:</b>	20/01/16
<b>Description:</b>	This is the integrated impact assessment for the Revenue Budget Monitoring 2015-16 report to cabinet

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups (cohesion)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

Recommendations from impact assessment	
<b>Positive</b>	
	None
<b>Negative</b>	
	None
<b>Neutral</b>	
	None
<b>Issues</b>	
	The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.

**GENERAL FUND SERVICE SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
<b>Business Relationship Mgt &amp; Democracy</b>							
1,537,574	265,266	Business Relationship Management	54,587	(1,342,726)	(1,397,313)	241,141	(24,125)
292,745	292,328	Democratic Services	748,164	1,055,169	307,005	316,373	24,045
(19,263,443)	(18,099,941)	Finance	(8,492,822)	(10,395,522)	(1,902,700)	(19,138,090)	(1,038,149)
0	(18,274)	Procurement & Service Improvement	2,801,813	2,341,747	(460,066)	(341,254)	(322,980)
<b>(17,433,124)</b>	<b>(17,560,621)</b>	<b>Total Business Relationship Management &amp; Democracy</b>	<b>(4,888,258)</b>	<b>(8,341,331)</b>	<b>(3,453,073)</b>	<b>(18,921,830)</b>	<b>(1,361,209)</b>
<b>Chief Executive</b>							
0	0	Chief Executive	203,493	194,933	(8,560)	(9,089)	(9,089)
<b>0</b>	<b>0</b>	<b>Total Chief Executive</b>	<b>203,493</b>	<b>194,933</b>	<b>(8,560)</b>	<b>(9,089)</b>	<b>(9,089)</b>
<b>Customers, Comms &amp; Culture</b>							
2,124,719	2,139,345	Communications & Culture	1,844,860	1,633,785	(211,075)	2,224,434	85,089
(105,756)	(93,389)	Customer Contact	1,938,224	1,394,418	(543,806)	(280,509)	(187,120)
<b>2,018,963</b>	<b>2,045,956</b>	<b>Total Customers, Comms &amp; Culture</b>	<b>3,783,084</b>	<b>3,028,204</b>	<b>(754,880)</b>	<b>1,943,925</b>	<b>(102,031)</b>
<b>Regeneration &amp; Growth</b>							
(1,101,624)	(1,213,353)	City Development	(3,773,338)	(4,199,150)	(425,812)	(1,342,537)	(129,184)
0	0	Environmental Strategy	128,451	455,243	326,792	(13,569)	(13,569)
0	0	Executive Head of Regeneration & Planning	105,845	110,462	4,617	3,254	3,254
1,447,674	1,447,502	Property Services	966,761	517,908	(448,853)	1,383,404	(64,098)
262,834	262,195	Property Services	1,249,491	727,152	(522,339)	195,542	(66,653)
<b>608,884</b>	<b>496,344</b>	<b>Total Regeneration &amp; Growth</b>	<b>(1,322,790)</b>	<b>(2,388,384)</b>	<b>(1,065,594)</b>	<b>226,094</b>	<b>(270,250)</b>
<b>Strategy, People &amp; Neighbourhoods</b>							
10,069,543	10,055,846	Citywide Services	6,617,927	6,949,074	331,147	9,860,612	(195,234)
0	(1,172)	Human Resources	983,381	858,030	(125,351)	(17,999)	(16,827)
2,315,862	2,433,505	Neighbourhood Housing	968,141	942,408	(25,733)	2,547,454	113,949
2,419,872	2,422,932	Neighbourhood Services	1,788,412	1,530,188	(258,224)	2,474,173	51,241
0	107,209	Strategy & Programme Management	481,546	577,940	96,394	203,162	95,953
<b>14,805,277</b>	<b>15,018,320</b>	<b>Total Strategy, People &amp; Neighbourhoods</b>	<b>10,839,407</b>	<b>10,857,640</b>	<b>18,233</b>	<b>15,067,403</b>	<b>49,083</b>
<b>0</b>	<b>(1)</b>	<b>Total General Fund</b>	<b>8,614,936</b>	<b>3,351,061</b>	<b>(5,263,875)</b>	<b>(1,693,498)</b>	<b>(1,693,497)</b>

Budget Monitoring Report

Year: 2015-16

Period: 10 (January)

**HOUSING REVENUE ACCOUNT STATUTORY SUMMARY**

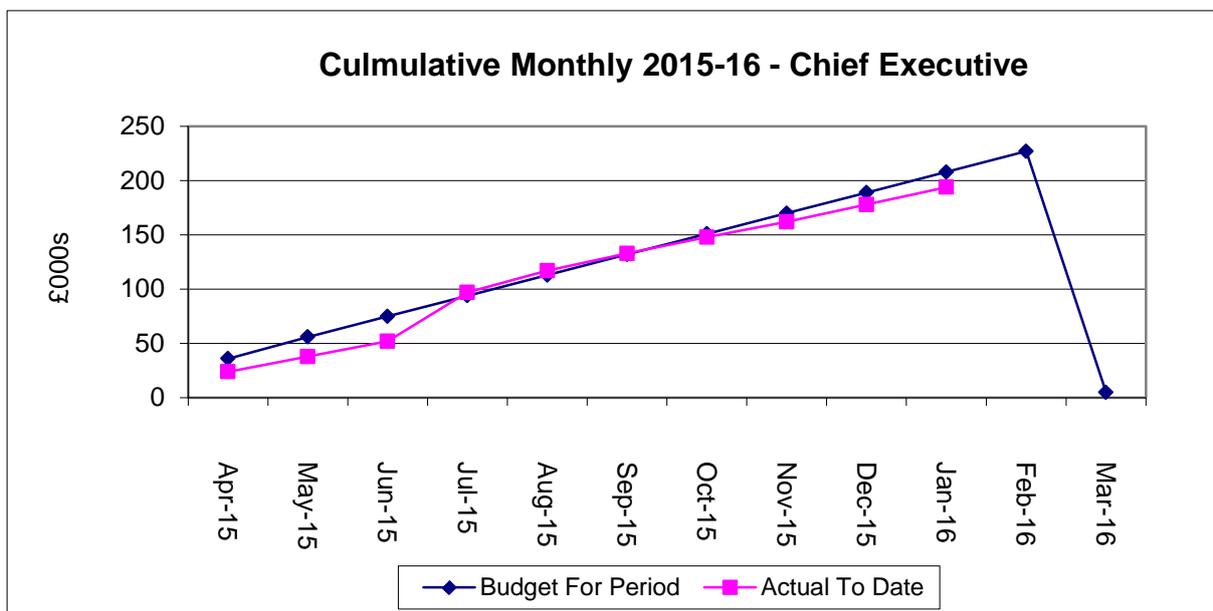
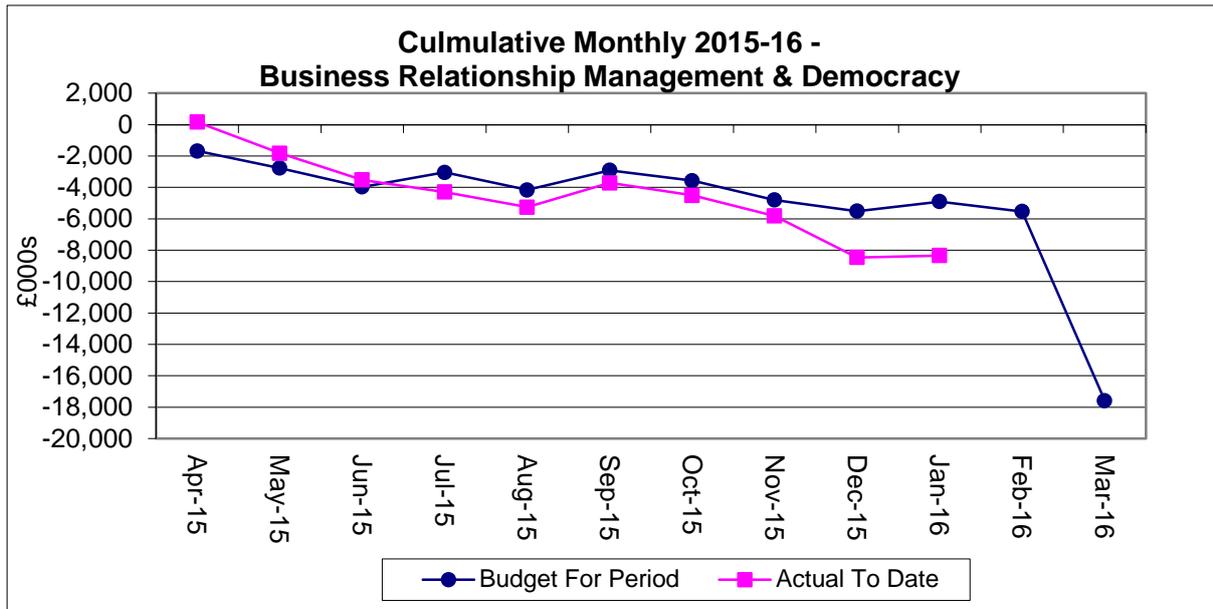
<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
16,069,344	16,069,344	Repairs & Maintenance	13,612,830	8,441,095	(5,171,735)	14,223,408	(1,845,936)
6,436,719	6,436,719	Rents, Rates, & Other Property Costs	6,311,263	6,168,773	(142,490)	6,134,625	(302,094)
11,016,261	10,836,180	General Management	5,456,252	4,827,779	(628,473)	10,246,112	(590,068)
5,086,385	5,266,474	Special Services	3,781,170	3,012,379	(768,791)	5,382,008	115,534
21,430,943	21,430,943	Depreciation & Impairment	0	(1,714,816)	(1,714,816)	20,019,712	(1,411,231)
584,000	584,000	Provision for Bad Debts	438,000	0	(438,000)	350,000	(234,000)
(60,143,678)	(60,143,678)	Dwelling Rents	(49,317,815)	(48,941,986)	375,829	(59,702,955)	440,723
(1,980,123)	(1,980,124)	Garage & Other Property Rents	(1,771,087)	(1,883,480)	(112,393)	(2,173,297)	(193,173)
(9,144,884)	(9,144,884)	Service Charges - General	(7,762,783)	(7,281,759)	481,024	(8,475,429)	669,455
0	0	Miscellaneous Income	0	(73,148)	(73,148)	(87,778)	(87,778)
11,355,513	11,355,513	Adjustments & Financing Items	(147,050)	1,546,178	1,693,228	13,404,483	2,048,970
(560,480)	(560,480)	Amenities shared by whole community	0	0	0	(560,480)	0
(150,000)	(150,000)	Interest Received	0	0	0	(150,000)	0
<b>0</b>	<b>7</b>	<b>Total Housing Revenue Account</b>	<b>(29,399,220)</b>	<b>(35,898,987)</b>	<b>(6,499,767)</b>	<b>(1,389,591)</b>	<b>(1,389,598)</b>

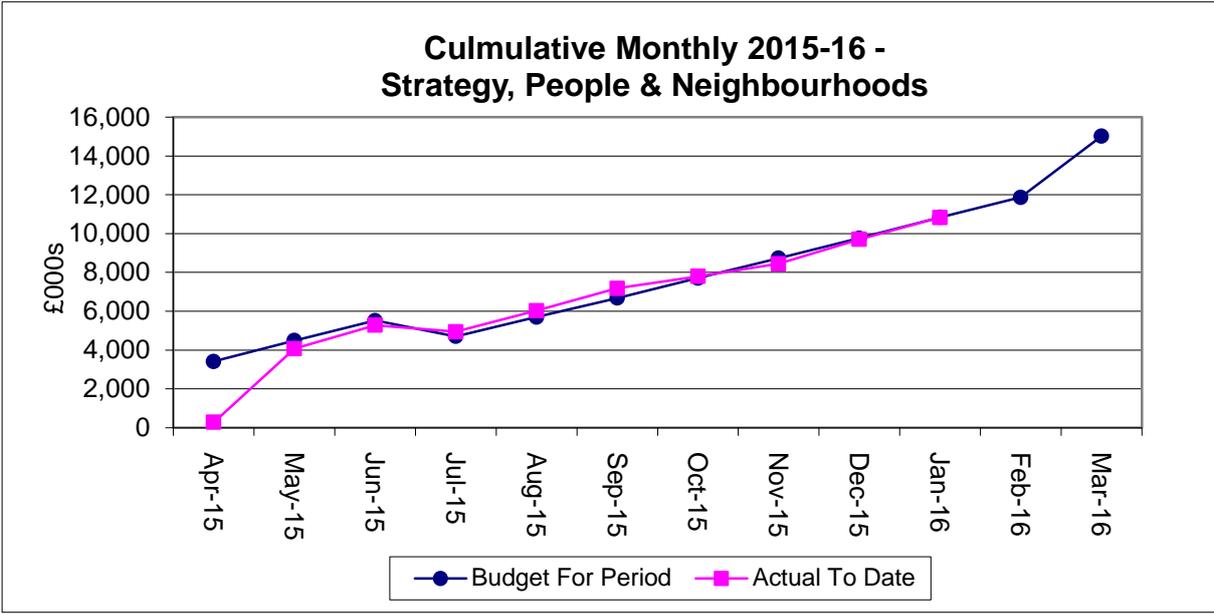
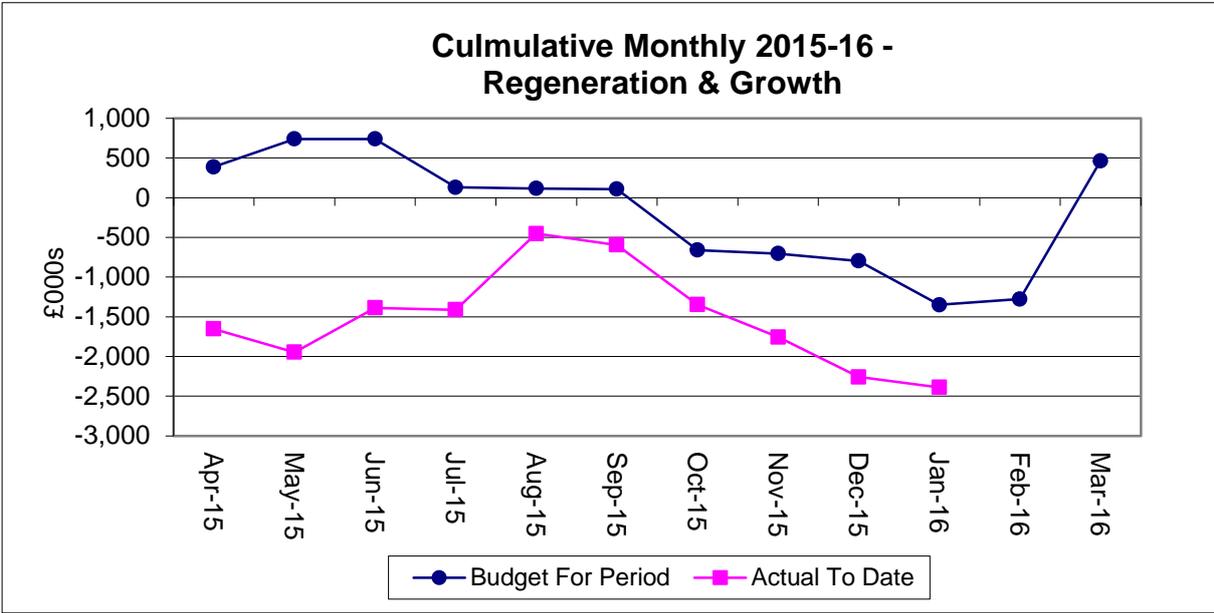
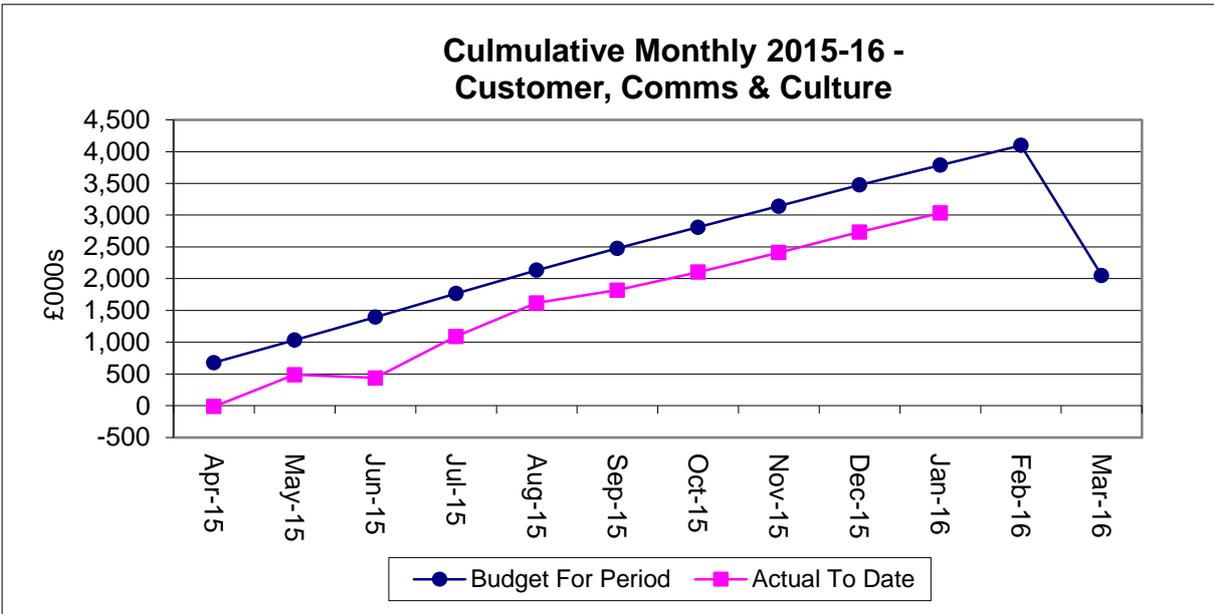
### Budget & Expenditure – Monthly by Service Graphs

The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

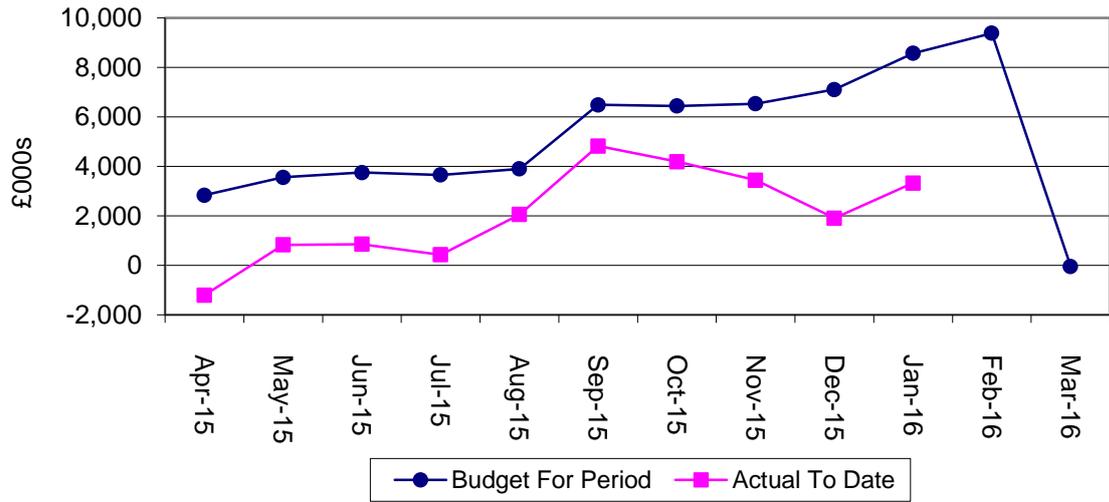
The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.





### Culmulative Monthly 2015-16 Norwich City Council (Revenue)



**Report to** Cabinet  
09 March 2016  
**Report of** Head of planning services  
**Subject** Local Development Scheme 2016-18

**Item**  
**7**

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### **Purpose**

To consider the draft revised Local Development Scheme for approval, as recommended by sustainable development panel. The Local Development Scheme is the work programme for producing key planning documents which will form part of the local plan for Norwich. The scheme is attached at Appendix 1 and covers the period to mid-2018.

### **Recommendations**

To:

1. approve the revised Local Development Scheme 2016-17 for publication (as set out at Appendix 1; and,
2. give delegated authority to the executive head of services for regeneration and development, in consultation with the portfolio holder for environment and sustainable development, to make any additional minor changes necessary to the Local Development Scheme before publication and arrange for it to be published.

### **Corporate and service priorities**

The report helps to meet the corporate priorities A prosperous and vibrant city, A safe, clean and low carbon city and A healthy city with good housing. Although no longer specifically identified as a planning service priority, the preparation and regular review of the Local Development Scheme is a statutory requirement.

### **Financial implications**

None

**Ward/s:** All Wards

**Cabinet member:** Councillor Bremner – Environment and sustainable development

### **Contact officers**

Mike Burrell, planning team leader (policy) 01603 212525

Jonathan Bunting, planner (policy) 01603 212162

## Background documents

None

# Report

## Introduction

1. The Local Development Scheme (LDS) must 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 revised Norwich LDS will run until summer 2018 and will entirely replace the version published in July 2014. It will be rolled forward periodically to ensure that it is as up-to-date and flexible as possible. The draft LDS was considered by sustainable development panel on 24 February 2016. The panel recommended that cabinet should approve the scheme as appended, although it will be necessary to amend a small number of links within the document following the launch of the city council's new website last month.

## Progress since the previous Local Development Scheme

5. Since the last LDS was published in July 2014, the two statutory local plan documents specific to Norwich, the *Site Allocations and Site Specific Policies Local Plan* (the site allocations plan) and the *Development Management Policies Local Plan* (the DM policies plan) have been completed. Both were adopted simultaneously by the city council and came into effect on 1 December 2014. Alongside the adopted *Joint core strategy for Broadland, Norwich and South Norfolk* (the JCS) they provide a comprehensive and up-to-date statement of planning policy in Norwich between now and 2026 which informs, and provides the basis for, all the council's decisions on planning applications for development.

Details of the adopted local plan documents making up the existing local plan for the city are set out in chapter 3 of the LDS document (which is attached at Appendix 1). Three of the four supplementary planning documents listed in the previous LDS programme have also been completed and adopted.

### **The revised LDS – looking forward**

6. The revised LDS focuses primarily on an emerging review of strategic, high level planning policies and site allocations for Norwich in the next local plan looking forward to 2036. This will involve two main strands of work for the planning policy service which must be included in the planning service plan for the coming year.
7. The first will be a new local plan for the Norwich area to roll forward and replace the JCS (to be known as the **Greater Norwich Local Plan**, or GNLP). It will have the status of a statutory development plan document and will be prepared, like the JCS, jointly with Broadland and South Norfolk districts, with support from Norfolk county council. Its expected adoption date is October 2020. The decision to prepare a joint local plan on this basis was agreed by resolution of the Greater Norwich Growth Board at its meeting of 24 September 2015.
8. Unlike the JCS, the GNLP will include site-specific housing and employment allocations and policies, which historically have been taken forward through lower level district-wide plans such as the Site allocations plan for Norwich. National planning deregulation is expected to further reduce the influence local planning authorities can exercise over the precise use of land and premises and the precise form of development. Government advice is that local plans should be streamlined, short and focused, providing certainty for developers as to the broad locations where development will and will not be allowed and ensuring that policies and proposals are viable and deliverable. Notwithstanding the shorter format of these new generation plans, the work involved in assembling the technical evidence to underpin the plan will still be considerable. Members should note that all three participating authorities are in the process of reviewing and agreeing revisions to their respective Local Development Schemes to enable consultation on the GNLP to commence formally. It has also been necessary to review and align the Statements of Community Involvement (SCI) for each authority to ensure that arrangements for public consultation on the GNLP are consistent. A revised SCI for Norwich will be presented to a future meeting of sustainable development panel which will be followed by a report to Cabinet seeking approval to carry out public consultation in May.
9. The second major document is the non-statutory **Norfolk Strategic Framework** (NSF), proposals for which were previously reported to sustainable development panel and agreed by cabinet in 2015. The NSF will set the general strategic principles and priorities to inform spatial planning and future local plan preparation in the whole of Norfolk, establishing the overall requirements for housing, employment, transport and infrastructure (including green infrastructure) across the county. As a document which provides the context for a review of planning policy, rather than setting policy itself, the NSF will be subject to public consultation but will not need to satisfy all the legal and procedural requirements of a statutory development plan document, in particular not requiring a formal sustainability appraisal. Accordingly it can be prepared on a relatively short timescale and is currently envisaged to be in place by April 2017, to inform the content of the GNLP and other local plans.

10. Further details of these documents are included in chapter 5 of the LDS document at Appendix 1.

### Supplementary planning documents

11. As previously, the proposed LDS also lists supplementary planning documents (SPD) as part of the work programme. These are not required to be included in an LDS but it is considered helpful to include them as they are part of the general programme of plan preparation in the planning policy team plan and will contribute to the implementation of planning policies. Two SPDs are included: the **Trees and Landscape SPD** and the **Bethel Hospital Planning Brief**. The latter is a new SPD, the need for which has been identified to guide future development and regeneration of this important but neglected complex of historic buildings on the Heritage at Risk Register.

### Other committed and potential workstreams

12. The LDS also identifies other workstreams for the planning policy service which will be necessary in order to satisfy emerging new national policy requirements signalled in the Housing and Planning Bill and elsewhere, to respond to further national planning deregulation or to progress other local projects and initiatives. While some of these workstreams are already in progress or committed, others are aspirational and depend on identifying additional resources to deliver them. Members should be aware that resources in the planning policy service are limited and capacity to undertake further work in this category is constrained by the need to prioritise core planning work around the statutory Greater Norwich Local Plan and the NSF.

13. Aside from the completion of the Statement of Community Involvement referred to above, the committed workstreams identified in the document are:

- Compiling a statutory **Brownfield Sites Register** of all sites suitable for housing and capable of accommodating 5 dwellings and over, including sites already allocated in local plans. It is envisaged that a new type of permission, *planning permission in principle* would be granted automatically for any site included on the register, with any further planning submissions limited to application for approval of technical matters (called *technical details consent*). The recent wide ranging technical consultation on planning issued by government in February has provide further detail on the proposed operation of the register, but until these proposals are finally agreed it is not clear how the regime would operate in practice, nor how sites which are allocated in a local plan for a mix of residential and commercial uses – of which there are many in Norwich – might be handled.
- Ongoing work on the **River Wensum Strategy**, being taken forward in partnership with other organisations and agencies.
- Work arising from the forthcoming statutory requirement for a **Self-build and custom build housing register** to record requirements for land for self-build projects, alongside a statutory obligation on local authorities under the Community Right to Build to offer suitable land to anyone on that register;

- An interim progress report in relation to **Houses in Multiple Occupation (HMOs)** following public consultation on future policy options in late 2014 and a commitment to review the issue again in 2017. This report is expected to be presented to the next meeting of the panel in March.

14. The potential workstreams which are included, and which depend on resources being identified, are:

- The possibility of a new multi-agency **City Centre Strategy** to ensure that investment to maintain the attractiveness, viability and vitality of the city centre can be effectively targeted;
- Legacy work arising from the imminent expiry of the **Northern City Centre Area Action Plan**. This may include, subject to resources, preparation of planning briefs or guidelines for the Anglia Square area and other key regeneration sites, a dedicated Neighbourhood Plan or prioritising sites in this area for inclusion on the brownfield sites register. It should be noted that the ability to do site specific work will depend on the ability to secure funding.

### **Ongoing challenges from the national planning agenda**

15. Consultation has recently concluded on a review of the overarching National Planning Policy Framework (NPPF) which, once in place, will change the national context for emerging local policies and further reduce the extent to which local planning authorities can directly intervene in and influence development and change. A further government technical consultation on implementing the wide ranging reforms already announced, as well as seeking views on other prospective changes to the planning system, commenced in February and is ongoing until mid-April. Consequently, there may be other work not identified in this LDS resulting from as yet unimplemented and unannounced legislative and regulatory reforms.

16. In particular, local planning authorities are urged to accelerate the delivery of housing on underused brownfield land, supported by a proposed statutory requirement to include a proportion of low cost starter homes on all suitable sites in local plans. The government's increased emphasis on promoting discounted home ownership at the expense of affordable rented and social rented housing means that the national definition of "affordable housing" itself is now proposed to be changed. Notwithstanding this, evidence suggests that the great majority of affordable housing need in Norwich will continue to be for rented accommodation. The impending national policy changes will have implications for many local planning authorities whose affordable housing policies are founded on evidence which does not take full account of the need for these types of housing. This and other national policy shifts will inevitably need to be taken into account when housing policies are eventually reviewed in the Greater Norwich Local Plan.

### **Conclusion**

17. The revised Local development scheme to the summer of 2018 prioritises a review and roll forward of planning policy through the statutory Greater Norwich Local Plan and non-statutory Norfolk Strategic Framework. Aside from the completion of SPD already commenced and committed, it is likely that the majority of policy staff resources will need to be directed to the emerging new plan framework in order to

deliver them to the timescales proposed. Consequently there is less scope than in previous years for additional items in the LDS work programme. Some of these, like the City Centre Strategy, are highly desirable to include but may have to remain aspirational unless additional resources can be identified to take them forward.

18. Additional anticipated/potential workstreams for the planning policy team are associated mainly with government initiatives resulting from ongoing changes in national legislation and policy. Workstreams around the Brownfield Sites Register and Self-Build Register are identified as commitments in the LDS, but a lack of clarity and detail as to how these are proposed to be implemented means that their timing and impact on the work programme are uncertain. Further information about these areas of work will be reported to sustainable development panel as details emerge and will be included in future revisions to the LDS as appropriate.



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report  
Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9 March 2016
<b>Head of service:</b>	Graham Nelson
<b>Report subject:</b>	Local Development Scheme 2016-18
<b>Date assessed:</b>	24 February 2016
<b>Description:</b>	The impact assessment is based on the recommendation to approve the revised Local development scheme for publication and not on the contents of the scheme itself. The key statutory documents detailed in the scheme will be subject to Sustainability Appraisal (including consideration of environmental, social and economic objectives) and are required as part of this process to be screened for impacts on diversity considerations. It is expected that the policy documents detailed in the scheme will be reported individually to members and the specific impacts of each document will be appraised at that time.

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are some costs associated with the preparation of the LDS but this is a statutory requirement. Publication of timely and relevant information about the council's planning policy documents will reduce the amount of officer time dealing with enquiries about their status and contribute to more efficient service delivery.
<b>Other departments and services e.g. office facilities, customer contact</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Very limited impact on Design Print and Production service which will upload electronic versions on the council's website.
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
<b>Economic development</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No direct impact identified. Indirectly, the LDS raises awareness of the role of positive planning strategies for the city alongside supplementary planning documents and informal advice which will help to support the delivery of sustainable development, homes and jobs.
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on transportation
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on the natural and built environment
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on twaste minimisation and resource use
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on pollution
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on sustainable procurement
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The publication of the LDS will not have a direct impact on energy and climate change
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Likely to be neutral impact subject to clear reasons being given if any changes are made to the scheme.

## Recommendations from impact assessment

### Positive

No direct positive impacts identified, although the revised scheme once in place should provide clear and concise information to the public and the development industry on progress made toward the Greater Norwich Local Plan, Norfolk Strategic Framework, local policy documents and supporting advice and guidance. Together these will help to improve the overall delivery and targeting of the council's planning services

### Negative

Minor negative resource impacts identified however these are considered essential to support the publication of the local development scheme, which is a statutory requirement.

### Neutral

No impact in relation to the majority of issues

### Issues

The key issue is to ensure that the programme of policy document production identified in the revised scheme will contribute to achieving the city council's corporate objectives for the delivery of homes and jobs for Norwich and will also accord with the government's stated objectives in relation to sustainable development. The LDS programme must also be achievable within the resource constraints of the planning service, and the rationale for any decision by Cabinet to vary the content of the scheme should be clearly documented.

# **Local development scheme for Norwich**

**2016-18**

**Revised**

**March 2016**



## 1. Introduction

- 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). It must identify the documents that will be prepared to set out the strategy for the development and use of land in the local planning authority's area – collectively called *local development documents*. Essentially, an LDS is a project plan which identifies (among other matters) the documents which, when prepared, will make up the Local Plan for the area. It must be made publicly available and kept up-to-date. It allows the public and stakeholders to find out about planning policies in their area, the status of any emerging policies in the development plan, and the details of and timescales for production of all relevant documents.
- 1.2 This Local development scheme applies only to the area of the city for which Norwich City Council is the local planning authority. It should be noted that part of the administrative area of Norwich (namely the tidal river Wensum downstream of New Mills and an area of land at Cremorne Lane) falls within the planning jurisdiction of the Broads Authority, which is subject to a separate local plan and LDS.
- 1.3 In addition to providing information about the main *development plan documents* in preparation (which legislation requires to be included), this LDS also provides detail about the preparation of Supplementary Planning Documents (SPDs) and other informal planning guidance and adopted local development documents, to provide a full account of the planning policies that will operate in Norwich. This document also refers to committed workstreams contributing to documents which may in due course form part of the Local development scheme.
- 1.4 *(to be included subject to approval) This LDS was approved by the council's Cabinet on 9 March 2016 following consideration by Sustainable Development Panel on 24 February. It replaces the previous LDS which was published in July 2014. It will take effect from 10 March 2016.*

### Summary of progress since the last LDS

- 1.5 The previous Local development scheme was published in the run-up to adoption of two emerging local plan documents for Norwich, the **Norwich Site Allocations and Site Specific Policies Local Plan** (the Site Allocations Plan) and the **Norwich Development Management Policies Local Plan** (the DM Policies Plan). Programmed for adoption in November 2014, they were approved on schedule by a full meeting of the city council on 25 November 2014 and were formally adopted on 1 December 2014.
- 1.6 The 2014 LDS also included details of proposed Supplementary Planning Documents to support the newly adopted local plan. The following supplementary planning documents in the previous LDS programme have been approved since July 2014:
  - [Main Town Centre Uses and Retail Frontages Supplementary Planning Document](#) (adopted December 2014)

- [\*Affordable Housing Supplementary Planning Document\*](#) (adopted March 2015)

1.7 The following three documents were included in the 2014 LDS as prospective informal policy advice notes, originally intended to be published alongside, or shortly after, the adoption of the local plan. Since the documents may involve binding financial obligations on developers, the decision was made to progress these to adoption as full SPD, with a longer production timescale consequent on the need for formal public consultation and adoption.

- [\*Open Space and Play Supplementary Planning Document\*](#) (adopted October 2015)
- [\*Heritage Interpretation Supplementary Planning Document\*](#) (adopted December 2015).
- *Trees and Landscape Supplementary Planning Document*, adoption now scheduled for May 2016.

## 2. Scope of the Norwich Local development scheme

2.1 The Local development scheme covers the following types of documents:

### Development plan documents (DPDs)

- 2.2 Development plan documents or DPDs are the formal policy documents which make up the statutory development plan (the *local plan*) for Norwich. Once adopted, these have full legal weight in decision making. The council's decisions to approve or refuse any development which needs planning permission must be made in accordance with the local plan unless material considerations indicate otherwise. The local plan may either be a single document or a number of separate related documents.
- 2.3 The adopted local plan for Norwich comprises the *Joint Core Strategy for Broadland, Norwich and South Norfolk* (the JCS) adopted in March 2011, amendments adopted January 2014; the *Norwich Site Allocations and Site Specific Policies Local Plan* (the Site Allocations Plan), adopted December 2014; the *Norwich Development Management Policies Local Plan* (the DM Policies Plan), adopted December 2014; and the *Northern city centre area action plan* (NCCAAP) for part of Norwich city centre, adopted March 2010. The NCCAAP runs only to the end of March 2016, although policy 11 of the JCS remains adopted and requires regeneration of the northern city centre in accordance with NCCAAP principles. Accordingly a commitment to regenerate the northern city centre will remain a material consideration in determining planning applications in that area.
- 2.4 The JCS will be replaced by the emerging Greater Norwich Local Plan (GNLP), which will run until 2036 is scheduled to be adopted in 2020.
- 2.5 Each document must be prepared in accordance with a nationally prescribed procedure set out in the national Local Planning Regulations for England, which were 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 documents. At the end of the process, development plan documents must be submitted to the Secretary of State and independently examined by a government appointed inspector to assess their soundness and legal compliance before they can be *adopted* by the city council and come into force.
- 2.6 Certain other documents must be published alongside each DPD, including:
- the independently prepared *sustainability appraisal (SA) report* of the plan at each stage (a *sustainability appraisal scoping report* is prepared and consulted on at the start of the process to set out what sustainability issues and objectives the SA should cover and what evidence it will use);
  - A *habitats regulations assessment (HRA)* if policies and proposals in the plan are likely to have impacts on important natural and wildlife habitats protected by national and international legislation. This is also known as the "Appropriate Assessment".

- 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).

### Supplementary planning documents (SPD)

- 2.7 Supplementary planning documents (SPD) 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 master plans, detailed design briefs or development briefs for sites identified for future development (“allocated”) in the plan, as well as for other emerging sites.
- 2.8 SPD can be reviewed frequently and relatively straightforwardly to respond to change, whereas a review of the policies in the plan is a longer and more complex process.
- 2.9 The *National planning policy framework* (NPPF) and national *Planning practice guidance* (PPG) state 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. SPD should not introduce new or include 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.
- 2.10 As set out in paragraphs 1.6 and 1.7, a number of supplementary planning documents have so far been prepared to support adopted policies in the JCS and DM Policies plan. This Local development scheme makes provision for the completion of work on the emerging *Trees and Landscape SPD* and preparation of a planning brief for the Bethel Hospital, which will have the status of formal SPD.

### Other local plan documents

- 2.11 In addition to the progress report provided by this Local development scheme, a number of other documents must be prepared alongside the local plan, but do not form part of it.
- 2.12 A **Statement of community involvement** (SCI) must show how the council intends to involve the community in plan preparation and planning decision making. It is not a local development document but legally it must set out how documents specified in the LDS will be consulted on.

- 2.13 To ensure that plans and policies are 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 JCS prepared jointly by Norfolk county council and the three district authorities covering greater Norwich. The most recent JCS AMR, for the monitoring period April 2014 to March 2015, was published in December 2015.

#### **Associated documents and initiatives**

- 2.14 Although not required to be published as part of the Local development scheme programme, the following additional documents and initiatives are listed in this LDS for information, as they will inform the preparation of future statutory development plan documents and/or provide a wider context for their implementation.
- a) **Non-statutory strategic guidance** including the emerging *Norfolk Strategic Framework* (NSF) and provision for a future *City centre strategy*;
  - b) Other **potential and anticipated workstreams** arising from ongoing national and local policy changes. The scope and extent of the work that may be undertaken depends on resources available to the council and (in some cases) further clarification from central government about how proposed new planning measures would operate in practice. For that reason no detailed timescales can be specified for future informal local guidance and other work items in this category.

### 3. The existing local plan

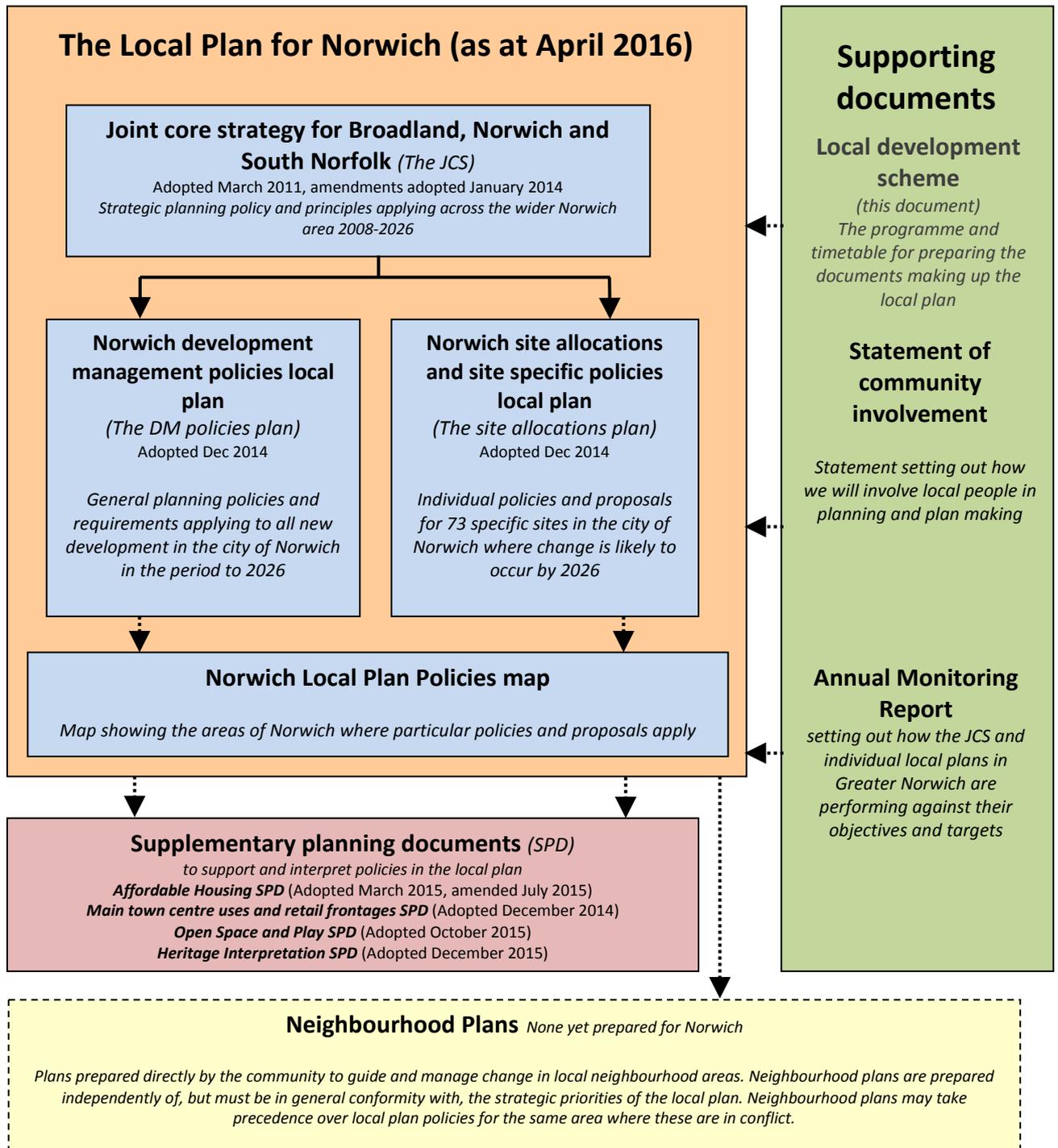
- 3.1 A number of planning documents are already in place to guide the council's decisions on planning applications. Together these form the existing adopted local plan for Norwich, which has been through a formal process of consultation and independent examination before adoption.
- 3.2 As these documents 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 and emerging 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.
- 3.3 The documents making up the local plan must conform to national planning policy in the National Planning Policy Framework (NPPF), supported by national planning practice guidance (PPG). In preparing its local plan the council must show that it has met the statutory *Duty to Cooperate* with adjoining authorities and other relevant bodies.
- 3.4 The local plan documents fit into a hierarchy with broad strategic policies at the top and more detailed policies interpreting the strategic approach at a district and small area level. This is illustrated in Figure 1 on page 8.
- 3.5 For the Norwich area, the adopted ***Joint core strategy for Broadland, Norwich and South Norfolk*** (JCS) is the primary document at the top of the hierarchy to which other development plan documents prepared by individual districts should conform. The JCS was adopted in March 2011, with amendments adopted in January 2014. It is a strategic planning document prepared jointly by the three constituent districts in Greater Norwich and provides the long term vision, objectives and spatial strategy for development of Norwich and its surrounding area for the period to 2026. The JCS is therefore at the heart of the present local plan for Norwich.
- 3.6 The ***Site allocations and site specific policies local plan*** (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. It also identifies 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. The Site Allocations Plan was adopted in December 2014.
- 3.7 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. The DM Policies Plan was also adopted in December 2014.

- 3.8 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. Working to a base date of 2006 and covering the period to March 2016, its policies were prepared and consulted on in the context of the Replacement Local Plan 2004, which the adopted DM Policies Plan and Site Allocations Plan have now replaced. The Northern City Centre Area Action Plan is at the end of its ten year period and any remaining site specific proposals which are included in the NCCAAP but which have not yet been implemented by its end date of 31 March 2016 will no longer form part of the local plan. Proposals within the area would still need to be considered in the context of the strategic priority to secure regeneration of the northern city centre and promote major mixed use development at Anglia Square, as set out in JCS policy 11. This would continue to be a material consideration when assessing planning applications for development in the former NCCAAP area.
- 3.9 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. 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.

### **Evidence base**

- 3.10 A Local Plan must be supported by a robust **evidence base**. The extensive library of documents which have informed the preparation of the DM policies and site allocations plan can be viewed on the city council’s website [here](#). The JCS documents library can be searched from the Greater Norwich Growth Board website [here](#).



## 4. Looking forward – the emerging local plan and the 2016-18 LDS programme

- 4.1 The Local development scheme was last reviewed in 2014, anticipating the adoption of new local plan documents for Norwich in December that year. With that milestone now achieved, this revision of the Local development scheme outlines the programme of documents and associated workstreams that will contribute to the replacement and review of the local plan. These will include the statutory and non-statutory planning documents detailed below.

### New Development Plan Documents

- 4.2 The proposed **Greater Norwich Local Plan** will be a new statutory local plan for Broadland, Norwich and South Norfolk to update the present Joint Core Strategy (JCS). This will, similarly, set out a statement of strategic planning policy for the wider Norwich area but, unlike the JCS, will also include policies and proposals for individual sites. As such, the GNLP will eventually also replace separate site allocations plans for individual districts. It is the only formal development plan document in the current programme.

### A new non statutory planning framework

- 4.3 The proposed **Norfolk Strategic Framework** will be a non-statutory strategic policy statement which will set broad strategic targets and priorities for the next round of statutory local plans for individual local planning authorities in Norfolk, facilitating joint working across district boundaries and helping to fulfil the statutory Duty to Co-operate.
- 4.4 Both the above documents will cover the period to 2036. Further information on each of the documents is given in the Key Document Profiles section at the end of the LDS which also includes the proposed production timetable for each document. The work programme set out in this LDS may be subject to review dependent on the extent of evidence likely to be required.

### New Supplementary Planning Documents

- 4.5 A number of supplementary planning documents are currently in place to support the adopted local plan, as detailed in section 1. The programme of SPDs proposed in the 2014 LDS is now largely complete, alongside those additional documents previously identified as informal advice notes which were taken forward as full SPD. The following supplementary planning documents are proposed for completion over the period of this LDS.
- **Trees and Landscape Supplementary Planning Document (scheduled to be adopted in May 2016).** The Trees and Landscape SPD will help to implement various strategic planning policies in the Joint Core Strategy requiring high quality landscaping to create a strong sense of place in new development, promoting expansion and improvement of the city's green infrastructure networks and providing and maintaining green open spaces to secure sustainable development. It also

supplements more detailed policies in the DM policies plan. By promoting a consistent approach to dealing with landscape and tree issues in development, planning applications can be processed more efficiently, helping to speed up the delivery of sustainable, high quality development for Norwich.

- ***Bethel Hospital Planning Brief.*** The largely disused Bethel Hospital is a prominent and highly significant complex of listed buildings in Norwich city centre; one of five priority buildings in Norwich on the Heritage at Risk Register which are considered to be in the most urgent need of repair and restoration. The Bethel Hospital was acquired many years ago for conversion by a local investment company and a consented scheme was partly implemented but subsequently abandoned. Substantial areas of the building have now fallen into disrepair after an extended period of neglect. The brief is intended to set planning and design principles/policies to guide future development of the site and assist in securing its beneficial repair, re-use and regeneration.

### **Other committed and potential workstreams**

4.6 The following paragraphs refer to committed and potential workstreams which are or may be part of the Council's work programme, although in many cases the status and timescales for production of these have yet to be confirmed. None are formal development plan documents or supplementary planning documents but are included in the LDS for completeness. Subsequent revisions to the Local development scheme would identify the need for any formal DPDs or SPD emerging from this work.

a) Committed

4.7 Additional workstreams which are **committed** and form part of the planning service's work programme during this LDS period are as follows:

- A review of the ***Statement of Community Involvement (SCI)***. Under Section 18 of the Planning and Compulsory Purchase Act 2004, all local planning authorities in England and Wales must prepare a *Statement of community involvement (SCI)* and must carry out planning consultations in accordance with it. The SCI is a 'code of practice' setting out how the council intends to involve people in planning decisions. This can include both decisions about planning policy documents including those listed in this LDS (plan-making) and decisions on planning applications. Consultation on an updated SCI is expected to take place from May 2016.
- ***Brownfield Land Register.*** The government's emerging proposals for local planning authorities to maintain a statutory Brownfield Land Register would grant automatic planning permission in principle (PiP) for sites on the register. Any subsequent permissions granted on sites on the register would be limited to approval of technical matters, called *Technical Details Consent (TDC)* which, alongside permission in principle, would constitute a full permission to build. The government has not clarified how brownfield registers and local plan allocations are intended to interact in practice. There will be a need to investigate whether the register will

assist in promoting the development of sites which will no longer be allocated in the Northern City Centre Area Action Plan after the plan expires in March 2016, as well as other key sites for which early development is a priority.

- **River Wensum Strategy.** A non statutory strategy to promote use of the river Wensum, in particular promoting better access/signage to the river, increasing activity on the river, enhancing its function as a key piece of green infrastructure and contribution to biodiversity, and increasing its attractiveness to tourists and visitors. The strategy is being prepared in partnership with the Broads Authority, Norfolk County Council, the Environment Agency and the Wensum River Parkway Partnership. This has been identified as an immediate priority.
- The government's new statutory requirement for local authorities to maintain a **Self-Build Register** under the community right to build (operating from April 2016) will potentially involve identifying opportunities for self-build and custom built housing on sites in Norwich to match demand, whether already allocated for housing or not. Draft national planning practice guidance<sup>1</sup> was issued in February 2016.
- A number of options for the city council's future policy approach to **Houses in Multiple Occupation (HMOs)** were identified in a report to members in March 2015 following public consultation on the issue at the end of the previous year. A commitment to review the situation after two years (and members' request to prepare an interim progress report in March 2016) means that further work in relation to HMOs is anticipated over the period of this LDS.

#### b) Potential additional work

4.8 Additional workstreams which **may be progressed**, subject to the availability of resources, but which are not firm commitments in this LDS period, are:

- **City Centre Strategy.** The need to develop a coordinated strategy for Norwich city centre has been identified partly as a result of ongoing national planning deregulation, which has reduced or removed the ability of the city council to fulfil its responsibilities under the NPPF to support town centres through direct exercise of its planning powers. Such a strategy would need to focus on maintaining the strength of the centre as a retail destination, managing change in shopping areas and addressing the impact of loss of offices and other commercial premises to residential use which cannot be achieved through planning policy (because many of these changes no longer require planning permission). The aim of the strategy would be to work with partners such as Norwich Business Improvement District, the Chamber of Commerce and New Anglia Local Enterprise Partnership (LEP) to cover the main issues affecting the city centre (e.g. housing, retail, leisure, offices, public realm, transport) promote development, access funding opportunities and target

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<sup>1</sup> [Self-build and Custom Housebuilding - Draft planning practice guidance](#). Department for Communities and Local Government, February 2016,

investment to further improve the attractiveness of the city centre as a place to shop, work, live and do business in.

As a corporate and collaborative initiative, the City Centre Strategy would inform the development of specific planning documents but would not itself be a statutory document.

- **Northern City Centre Area Action Plan legacy work.** Once the NCCAAP expires, a formal brief interpreting JCS policy for Anglia Square could be produced, whilst there may be a need for additional site specific briefs, guidelines and masterplans in the LDS period, potentially to assist the delivery of housing and mixed use development on sites previously allocated by the NCCAAP and to support other regeneration opportunities elsewhere in the city. The detail to be produced by government on the role of the Brownfield Register is likely to determine the best approach. Until that detail is forthcoming, it is not practical to commit to any particular approach or include specific documents in the LDS.

However, due to limited resources and to promote partnership working, the potential for working with external groups and organisations would need to be investigated. The potential for a Neighbourhood Plan and the role of the Brownfield Register will also be considered.

- 4.9 The need for a potential **Gypsy and Traveller Single Issue Review** was identified in the 2014 LDS as a potential workstream. If no specific Gypsy and traveller site or sites could be identified through grant funding to meet identified needs to 2026, there is a commitment in Policy DM14 of the adopted DM policies plan to produce a short focused local plan by the end of 2016 to address the issue. It is not anticipated that such a plan will now be necessary, as any residual provision on an identified site and any longer term provision elsewhere can be covered in the Greater Norwich Local Plan and/or identification of appropriate sites on the Brownfield Land Register.

## 5. Key document profiles

Document Title	Greater Norwich Local Plan (GNLP)
<b>Role and content</b>	To provide the strategic vision, objectives and strategy for future development of the greater Norwich area, to accommodate objectively assessed needs for growth and to identify specific sites for development in the period to 2036. The GNLP provides the strategic context for the preparation of lower level policy documents prepared by the three constituent district planning authorities.
<b>Status</b>	Statutory Development Plan Document (DPD)
<b>Conformity</b>	The document must conform with the National Planning Policy Framework 2012 (the NPPF) and with any subsequent review of the Framework. It should also accord with standing advice in national Planning Practice Guidance (PPG).
<b>Geographical coverage</b>	The three districts of Broadland, Norwich and South Norfolk, excluding the parts of those districts falling within the Broads Authority area.
<b>Joint working arrangements (if any)</b>	The plan will be prepared jointly with Broadland and South Norfolk district councils with the support of Norfolk County Council.
<b>Relationship with adopted local plan(s)</b>	The GNLP will supersede <ul style="list-style-type: none"> <li>a) the <b>Joint Core Strategy (JCS)</b> for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted 2014)</li> <li>b) the <b>Norwich Site Allocations and Site Specific Policies Local Plan</b> (adopted December 2014)</li> </ul>
<b>Evidence required</b> <i>May include selective reviews of the evidence base already in place for the JCS and new and/or updated studies where necessary, dependent on the eventual scope and coverage of the plan.</i>	This is likely to include (but not be limited to): <ul style="list-style-type: none"> <li>- The published <i>Central Norfolk Strategic Housing Market Assessment (SHMA) 2016</i>, and future updates which may be integrated into a combined Housing and Economic Development Needs Assessment (HEDNA);</li> <li>- The emerging <i>Norfolk Housing and Economic Land Availability Assessment (HELAA)</i>;</li> </ul>

Document Title	Greater Norwich Local Plan (GNLP)
	<ul style="list-style-type: none"> <li>- An economic growth study (if not part of the HEDNA);</li> <li>- An infrastructure study;</li> <li>- A new or updated strategic flood risk assessment (SFRA);</li> <li>- An updated retail study;</li> <li>- A new or updated water cycle study;</li> <li>- A new or updated green infrastructure study;</li> <li>- A new or updated open space study;</li> </ul> <p>The plan must be accompanied by an independent Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) which will draw on, and themselves be part of, the evidence base.</p>
<p><b>Production milestones</b></p> <p><b>Commence document production</b></p> <p>Publication of Local development scheme</p> <p>Review, consult on and revise (where necessary) the Statements of Community Involvement for participating districts</p> <p>Call for sites – invitation to put forward specific development sites for inclusion in the GNLP Commission, prepare and publish evidence studies required to support the GNLP</p> <p>Complete and publish draft (<b>Regulation 18</b>) plan for consultation: to include issues and policy options and shortlisted development sites</p> <p>Complete and publish pre-submission draft (<b>Regulation 19</b>) plan for consultation: to include agreed strategic policies, sites and site-specific proposals.</p> <p>Assess representations in response to Regulation 19 draft, prepare all formal submission documents</p> <p>Formal submission of GNLP to Secretary Of State (<b>Regulation 22</b>)</p> <p>Examination in public</p> <p>Consultation on inspector’s proposed main modifications</p> <p>Publication of Inspectors’ Report</p> <p>Adoption of the Greater Norwich Local Plan</p>	<p><b>December 2015</b></p> <p>March 2016</p> <p>by Summer 2016</p> <p>March – April 2016</p> <p>March 2016 – May 2017</p> <p>June-August 2017</p> <p>May-July 2018</p> <p>August 2018-January 2019</p> <p>April 2019</p> <p>September-October 2019</p> <p>February-March 2020</p> <p>July 2020</p> <p>October 2020</p>
<p><b>Monitoring and review</b></p>	<p>Annual Monitoring report and five year housing land supply updates</p>
<p><b>Governance and Resources</b></p>	<p><b>Resources</b></p> <p>Greater Norwich strategic planning officer group, other officer input, some use of</p>

Document Title	Greater Norwich Local Plan (GNLP)
	Greater Norwich Delivery Board. <b>Governance</b> To be determined.

<b>Document Title</b>	<b>Norfolk Strategic Framework (NSF)</b>
<b>Role and content</b>	To set out an overall vision, strategic development principles and indicative housing and employment numbers and distribution for Norfolk in the period to 2036; to address relevant cross-boundary planning issues; to inform and provide a context for the preparation of statutory local plans for individual districts and areas within the county (including the GNLP).
<b>Status</b>	Non statutory strategic policy document
<b>Geographical coverage</b>	The administrative county of Norfolk. (The Broads Authority will be involved in the production of the document but it is not intended to include separate housing or employment targets for the Broads area).
<b>Joint working arrangements (if any)</b>	The NSF will be prepared jointly by the district planning authorities within Norfolk working with Norfolk County Council, the Broads Authority and with the involvement of the Greater Anglia Local Enterprise Partnership and other key stakeholders.
<b>Conformity</b>	As a non statutory document there is no formal requirement for conformity with higher level national policy statements, however the framework will need to follow the general principles of national policy and guidance.
<b>Relationship with adopted local plan(s)</b>	This will be a new document providing a framework for the eventual formal review and replacement of existing local plans.
<b>Evidence required</b>	Evidence required on housing, economic development, infrastructure and delivery. This will tie in with local plan evidence requirements.
<b>Production milestones (provisional)</b> <b>Commence document production</b> Prepare draft framework Public consultation on draft framework Revise and finalise content Agree and sign off document for approval by constituent councils Completion	<b>January 2016</b> Spring-Summer 2016 October-December 2016 Early 2017 Spring 2017 By April 2017
<b>Governance and Resources</b>	Resources: Officers working through steering groups extended to include representation from all

	<p>Norfolk districts and the county council along with representatives of key stakeholder groups and organisations such as the Environment Agency and the Local Enterprise partnership (LEP).</p> <p>Governance:</p> <p>The Duty to Cooperate member forum has been established as a non-decision making body which officers report to. Decisions are made by the constituent authorities' cabinets or equivalents.</p>
<p><b>Monitoring and Review</b></p>	<p>Annual Monitoring report and five year housing land supply updates of constituent authorities.</p>





<b>Report to</b>	Cabinet 9 March 2016	<b>Item</b>
<b>Report of</b>	Interim executive head of neighbourhoods	<b>8</b>
<b>Subject</b>	Procurement of works – Various key decisions for expenditure on housing repairs and upgrades contracts	

## KEY DECISION

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### Purpose

To consider approving placing orders via the procurement process for various work programmes and schemes

### Recommendation

To:

1. award the contract for periodic inspections and rewires to the best value supplier as determined by the direct call-off prices within the framework
2. approve the variations to the Eastern Procurement Ltd framework contracts as described in appendix one
3. approve the variations to the Norwich Norse Building Ltd contracts as described in appendix one and
4. delegate authority to the interim executive head of neighbourhoods in conjunction with the deputy leader and portfolio holder for housing and wellbeing, to approve awards to the best value suppliers for re-roofing, re-pointing and external wall insulation after a mini tendering exercise is complete.

### Corporate and service priorities

The report helps to meet the corporate priority “A healthy city with good housing” and the service plan priority to continue to support the provision of an appropriate housing stock in the city

### Financial implications

The financial consequences of this report is the award of orders for repairs and upgrades for a total quoted cost of £10,713,930, which is included within the Housing Revenue Account financial forecasts and budgets for this financial year (2016/17).

**Wards:** All

**Cabinet member:** Councillor Harris – Deputy leader and housing and wellbeing

**Contact officers**

Bob Cronk, Interim executive head of neighbourhoods 01603 212373

Gary Atkins, Associate Director Operations, NPS  
Norwich Ltd

01606 227903

Carol Marney, Head of Operational Property Services,  
NPS Norwich Ltd

01603 227904

**Background documents**

None

# Report

## Background

1. The Council has a programme of housing repairs and upgrades which is implemented via a number of term contracts, framework contracts and ad-hoc tenders. The award of these contracts has been the subject of previous reports to cabinet.
2. The majority of the work within the programme is covered by the contract scopes and contract sums. Occasionally the need arises to vary the contract to add work, included within the programme and of a similar nature to the original scope. Any variation that exceeds the value of £173,000 requires a key decision by cabinet. This report requests approval for a number of variations for 2016/17.
3. The contracts and variations are described below.

## Eastern Procurement Framework Contracts

4. **Property Improvements** – the award of this framework was approved by cabinet in January. At the meeting it was reported that the electrical rewire and upgrades element was still being evaluated, the evaluation for which is now complete. The best value contractor for rewiring, upgrades and periodic testing is United Living.
5. The scope of the property improvements contract covers:
  - Replacement kitchens and bathrooms
  - Electrical rewiring and upgrades
  - Re-roofing
  - Re-pointing
  - Whole house improvements
  - External estate improvements
6. Re-roofing and re-pointing will be mini-tendered amongst the framework contractors to establish the best value supplier. The tendering procedure for the framework was described in the January report to Cabinet. It included a robust quality assessment therefore the mini-tender procedures will be based upon price only. It is recommended that authority to approve award of the orders, subject to the budgets not being exceeded is delegated to the interim executive head of neighbourhoods in conjunction with the deputy leader and portfolio holder for housing and wellbeing. The values of these works are indicated in Appendix 1.
7. Some whole house improvements and external estate improvements will be mini tendered in order to benchmark the Norwich Norse Building contract. Each scheme value ranges from £25,000 to £60,000 so would not be a key decision. The budget for each element is £500,000 hence approval is required to order up to the budget should the framework prove best value on each occasion.
8. **Replacement Doors and Windows** – this framework contract was awarded by Eastern Procurement Limited in 2013. The 2016/17 HRA capital programme provides a budget for replacement of front and rear doors. This work has been

equally split between Anglian Building Products and Ashfords in the same manner as in 2015/16.

### **Norwich Norse Building Term Contracts**

9. **Replacement Heating Installations** – this framework contract was awarded by Eastern Procurement Limited in 2014. The 2015/16 programme was subject to a mini tender which established that the Foster Property Maintenance original tendered rates were the best value. It is proposed to award the 2016/17 programme to Foster Property Maintenance based upon the tendered rates.
10. **Carbon Reduction** – this framework contract was awarded by Eastern Procurement Limited in 2015. It covers external wall insulation and the intention is to mini tender the 2016/17 programme to establish the best value supplier.

### **Norwich Norse Building Contracts**

11. **Housing Repairs and Maintenance** – this contract was awarded to Norse Contracting Services (NCS) in August 2012 and novated to Norwich Norse Building Ltd (NNBL) in April 2014. The scope of the contract covers:
  - Responsive repairs of general needs housing
  - Responsive repairs of sheltered housing
  - Disabled adaptations
  - Void property maintenance including whole house improvements
  - External estate improvements

Variations are required for:

12. **Sheltered Housing Whole Home Upgrades** – this is an extension of the void property repairs. The 2015/16 budget provides for enhanced upgrades to void sheltered properties in order to make the homes fit for purpose and hence more attractive to prospective tenants.
13. **Whole House Improvements** – this is also an extension of the void property repairs. When a home requires significant repairs that render the property uninhabitable the repair is defined as a whole house improvement. The 2016/17 capital programme provides £500,000 for these works. Individual schemes are split between NNBL and the Eastern Procurement Limited property improvements framework depending upon best price and delivery timetable.
14. **Additional environmental improvements** will be ordered throughout the year up to £500,000 in order to complete the programme. Again, individual schemes are divided between NNBL and the Eastern Procurement Limited property improvements framework depending upon best price and delivery timetable.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9 March 2016
<b>Head of service:</b>	Interim executive head of neighbourhoods
<b>Report subject:</b>	Procurement of works - various key decisions for expenditure on housing repairs and upgrades contracts
<b>Date assessed:</b>	9 February 2016
<b>Description:</b>	

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tendering and benchmarking process ensures that the Council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The works will improve the environment for tenants.
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The works will ensure the built environment is maintained and improved to a high standard
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New heating installations, replacement doors and windows, and external wall insulation improve the energy efficiency of tenants' homes.
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>

	Impact			
<b>Risk management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. There is a risk that the appointed suppliers could fail during the contracts. This is low risk due to the relatively short nature of the contracts and the planned nature of the works. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact that most of the work is planned not responsive in nature.

Recommendations from impact assessment
<b>Positive</b>
Value for money, built environment, energy and climate change.
<b>Negative</b>
None
<b>Neutral</b>
See above
<b>Issues</b>
None

<b>Contract</b>	<b>Description</b>	<b>Value £</b>	<b>Comment</b>
<b>Eastern Procurement Ltd</b>			
EPL Property Improvements	Electrical rewiring & periodic testing	<b>670,900</b>	Related to previous report 13 Jan 2016
EPL Replacement Doors and Windows (Ashfords)	2016/17 programme of composite door replacements	<b>944,965</b>	Call off framework rates
EPL Replacement Doors and Windows (Anglian Building Products)	2016/17 programme of composite door replacements	<b>944,965</b>	Call off framework rates
EPL Heating Installations ( Foster Property Maintenance)	Replacement boilers (domestic)	<b>2,500,000</b>	Call off framework rates
EPL Property Improvements	Re-Roofing programme	<b>1,445,500</b>	Mini tender - related to previous report 13 Jan 2016
EPL Property Improvements	Repointing programme	<b>1,507,500</b>	Mini tender - related to previous report 13 Jan 2016
EPL Replacement Doors and Windows (Anglian Building Products)	2016/17 programme of window replacements	<b>200,000</b>	Mini tender - already contracted
EPL Property Improvements	Whole House Improvements		Mini tender individual schemes
EPL Property Improvements	Environmental Improvements		Mini tender individual schemes
EPL Property Improvements	External wall Insulation	<b>1,250,000</b>	Mini tender - not yet contracted
<b>Term Contracts</b>			
Norse	Environmental Improvements	<b>500,000</b>	Call Improvements framework rates
Norse	Sheltered Housing Whole Home Upgrades	<b>250,000</b>	Call Housing framework rates
Norse	Whole House Improvements	<b>500,000</b>	Call Housing framework rates
		<b>10,713,830</b>	



<b>Report to</b>	Cabinet 09 March 2016	<b>Item</b>
<b>Report of</b>	Executive head of service for regeneration and development	<b>9</b>
<b>Subject</b>	Award of contract for the development of Goldsmith Street	

## KEY DECISION

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### **Purpose**

Award of contract for the development of Goldsmith Street.

### **Recommendation**

To delegate the decision to award the contract for the development of Goldsmith Street to executive head of service for regeneration and development, in consultation with chief finance officer and portfolio holder for Environment and sustainable development.

### **Corporate and service priorities**

The report helps to meet the corporate priority a healthy city with good housing

### **Financial implications**

The Goldsmith Street development has an approved total budget of £15.1million for design and construction.

79 of the dwellings will be for social rent and funded from a combination of HRA borrowing and one for one replacement right to buy receipts.

Provision has been made within the non-housing capital plan for the remaining 26 dwellings.

**Ward/s:** Mancroft

**Cabinet member:** Councillor Bremner – Environment and sustainable development

### **Contact officers**

**Andrew Turnbull** 01603 212778

**Paul Swanborough** 01603 212388

### **Background documents**

None

# Report

## Background

1. In 2013, cabinet took the decision to develop Goldsmith Street for new housing.
2. The council appointed NPS (Norwich) to act as development agent for the site.
3. Planning permission was granted in October 2015.

## Procurement Process

4. NPS (Norwich) - acting as the council's development agent for the project has undertaken a tender process to procure a contractor. All contractors that are members of the council's 'Fabric First' Framework in Lot 2 were invited to tender for the contract.
5. The framework contractors were selected on the basis of 70% Quality and 30% Price. As we had already weighted heavily towards quality to select framework partners it was agreed that the tenders for this particular project would be scored more heavily on price with a weighting of 70% cost and 30% quality.
6. Two developers have responded to the tender but further clarification is required around some of the details of their tenders, in order for an informed decision to be taken.
7. In order to allow a full period of clarification and the decision to award the contract has been delayed and will not be concluded until the pre-election period, has commenced.

## Recommendation

8. To prevent additional delay it is recommended to delegate the decision to award the contract to executive head of service for regeneration and development, in consultation with chief finance officer and portfolio holder for environment and sustainable development.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report  
Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9 March 2016
<b>Head of service:</b>	Andy Watt
<b>Report subject:</b>	Award of contract for the development at Goldsmith Street
<b>Date assessed:</b>	15 February 2016
<b>Description:</b>	Award of contract for the development Goldsmith Street

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provision of more council homes will improve overall affordability of the housing stock. This represents a prudent use of financial resources to meet corporate priorities
<b>Other departments and services e.g. office facilities, customer contact</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This project will provide employment opportunities, opportunities for local contractors and businesses and will generate local spending for the benefit of the wider economy. Providing more housing is important in supporting sustainable economic growth and prosperity.
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Providing additional social rented housing will advance financial inclusion by helping to improve housing affordability
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building more council homes to meet changing needs will help provide accommodation for vulnerable adults and children.
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The provision of sufficient and decent quality housing is essential to ensuring decent levels of health and well being

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new homes have been designed and will be built to a higher environmental standard than building regulations, which will bring benefits to both the environment and tenants, when compared with standard build types.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new homes will be subject to the Right to Buy which represents a risk to the council.

Recommendations from impact assessment	
<b>Positive</b>	
	Overall the project will provide more council homes which will improve overall affordability of the housing stock. The investment priorities represent a prudent use of financial resources to meet corporate priorities and will provide local employment opportunities.
<b>Negative</b>	
	The Right to Buy risk is mitigated as the 'cost floor' means that any monies spent on developing or maintaining these properties for 15 years can be deducted from any discount.
<b>Neutral</b>	
<b>Issues</b>	

**Report to** Cabinet  
09 March 2016

**Report of** Executive head of service for business relationship management and democracy

**Subject** Managing Assets – appropriation of Housing Revenue Account land to the general fund

**Item**

**10**

## **KEY DECISION**

---

### **Purpose**

To consider the appropriation of land and buildings that is no longer required for the housing use for which it is currently held

### **Recommendation**

To delegate authority to appropriate Pilling Park (ex-area office) from the Housing Revenue Account to the General Fund to the Executive head of regeneration and development in consultation with the Deputy leader and portfolio holder for housing and wellbeing and the Portfolio holder for resources and income generation.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services

### **Financial implications**

An appropriation to the General Fund will result in a Minimum Revenue Provision (MRP) Requirement of around £3,000 for the next 5 years, which increases over time. The net present value over 50 years is £88,500.

Options for use of Pilling Park going forward are currently under appraisal. Any option should mitigate the MRP charge incurred due to the appropriation.

**Ward/s:** Crome

**Cabinet member:** Councillor Harris – Deputy leader and housing and wellbeing

Councillor Stonard - Resources and income generation

### **Contact officers**

Dave Moorcroft 01603 212225

Anton Bull 01603 212326

Philippa Dransfield 01603 212562

## **Background documents**

None

## Report

1. As part of the Council's ongoing accommodation strategy to consolidate staff in to City Hall, the decision was taken in November 2015 that Pilling Park area office staff would move into City Hall. Consequently the area office will close on 15 March 2016.
2. The decision to close Pilling Park area office may result in its reclassification as an 'investment property' which will require it to be transferred ("appropriated") to the General Fund. Guidance says:

"This is a separate class of property (land or a building, or part of a building, or both) that is held solely to earn rentals or for capital appreciation, or both rather than for:

  - Use in the production or supply of goods or services, or for administrative purposes, or
  - Sale in the ordinary course of operations."
3. Appropriation of dwellings from the HRA to the General Fund requires the consent of the Secretary of State under s19(2) of the Housing Act 1985, whereas appropriation of other property can be effected under s122 of the Local Government Act 1972 without requiring consent. As this would be an appropriation of non-dwellings, consent of the Secretary of State would not be required.
4. The appropriation to the General Fund would result in a Minimum Revenue Provision (MRP) Requirement of around £3,000 for the next 5 years, which increases over time. The net present value over 50 years is £88,500.
5. Options for use of Pilling Park going forward are currently under appraisal. Any option requiring appropriation to the General Fund should generate sufficient revenue to should mitigate the MRP charge incurred due to the appropriation.
6. If a use is identified that doesn't require appropriation then the delegated decision will not be taken.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report  
Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9/3/2016
<b>Head of service:</b>	Andy Watt
<b>Report subject:</b>	Managing Assets – appropriation of Housing Revenue Account land to the general fund
<b>Date assessed:</b>	22/2/2016
<b>Description:</b>	Managing Assets – appropriation of Housing Revenue Account land to the general fund

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>



**Report to** Cabinet  
09 March 2016  
**Report of** Chief finance officer  
**Subject** Write off of non- recoverable national non domestic rate  
debt

**Item**

**11**

---

### **Purpose**

To provide an update on the position as at 12 February 2016 with regard to the write off of non- recoverable national non domestic rate (NNDR) debt and request approval for the write off of debts of £108,606 which are deemed irrecoverable.

### **Recommendation**

To approve the proposed write off of £108,606 of NNDR debt which is now believed to be irrecoverable.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

### **Financial implications**

The cost to the collection fund of write offs is shared as follows: central government 50%, Norwich City Council 40% and Norfolk County Council 10%. The Norwich City Council share for the year of write offs to date plus those recommended in this report is £478k. However, provision against bad debts is made in the collection fund accounts for each year and these debts are written off against the provision.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Resources and income generation

### **Contact officers**

Justine Hartley, chief finance officer 01603 212440  
Carole Jowett, revenues and benefits operations 01603 212684  
manager

### **Background documents**

None

## Report

### National non domestic rates

1. NNDR income for 2015/16 is forecast to total £76m. Significant work is undertaken by the revenues and benefits team to pursue all outstanding debt, sometimes over a number of years. However, there are debts where, despite these attempts, the debt is believed to be irrecoverable, often because the company owing the money is now insolvent. In the year to 12 February 2016 £1.086m of NNDR debt has been written off which is equivalent to 1.4% of NNDR annual income.
2. Two further amounts totalling £108,606 require cabinet approval for write-off because of their value. The debts relate to Insight Entertainment Ltd and Melhado Enterprises Ltd who have gone into liquidation / the company has been dissolved.
3. The cost to the collection fund of write offs is shared as follows: central government 50%, Norwich City Council 40% and Norfolk County Council 10%. The Norwich City Council share of write offs to date and the ones proposed in this report is therefore £478k.
4. Each year an assessment of debt is undertaken to set a bad debt provision within the collection fund. These write-offs will be charged in full against that provision.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief Finance Officer
<b>Report subject:</b>	Write off of non- recoverable National Non Domestic Rate debt
<b>Date assessed:</b>	24/02/16
<b>Description:</b>	This is the integrated impact assessment for the Write off of non-recoverable National Non Domestic Rate debt report to cabinet

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its debt levels and pursues debt wherever there is a reasonable chance of recovery resulting in a low level of debt write off.
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the collection of its income.

<b>Recommendations from impact assessment</b>
<b>Positive</b>
None
<b>Negative</b>
None
<b>Neutral</b>
None
<b>Issues</b>
The council should continue to monitor its levels of debt and take action to recover where possible and cost effective to do so.

**Report to** Cabinet  
09 March 2016  
**Report of** Strategy manager  
**Subject** An overview of external relationships, contracts and grants  
2016-17

Item

12

## KEY DECISION

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### Purpose

To consider commissioned services for the period 2016-17. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.

### Recommendation

To note the partnerships and business relationships and contracts registers, as well as the grants to be awarded for 2016-17.

### Corporate and service priorities

The report helps to meet the corporate priority value for money services

### Financial implications

**Ward/s:** All Wards

**Cabinet member:** Councillor Waters - Leader

### Contact officers

Phil Shreeve, Strategy Manager 01603 212356

Anton Bull, Executive Head of Service, Business Relationships Management and Democracy 01603 212326

Adam Clark, Senior Strategy Officer 01603 212273

### Background documents

None

# Report

## Background

1. This report provides an overview of the council's formal relationships with external agencies, focusing mainly on commissioned services. It collates the current and proposed contractual, partnership and grant relationships across the council in one central place. This ensures a transparent and comprehensive picture for decision makers. Analysis is below, with detailed information in the Appendices. Bearing in mind the number of partners and contractors we work with, this is an overview and therefore further information is available upon request. Some information is for the previous financial year, others are intended for the coming financial year.

## Business relationships register

2. The corporate business relationship and contract management framework has been fully rolled out for the platinum and gold contracts and the third annual monitoring reviews have now taken place:
  - 10 'platinum' = high spend (over £500k) and high criticality business relationships and contracts
  - 21 'gold' = low spend (under £500k) and high criticality business relationships and contracts.
- 3.

10 Platinum Contracts, 360 indicators			
		Movement	
Green	257	21	⬆️
Amber	24	242	↔️
Red	7	25	⬇️

Figure 1 – Framework performance data for the 10 platinum contracts

(Note 72 indicators have not been reported back, hence figures do not match)

- 3.1. The 25 indicators that have declined mainly relate to two contracts, which we are reviewing as part of our routine contract management processes. Improvement strategies have been developed and will be monitored on a monthly basis.
4. There are over 80 bronze contracts; low spend and low criticality contracts and relationships.
5. Appendix 1 includes a chart outlining the platinum and gold business and contract relationships in place.

## Partnerships Register

6. The register now records 35 partnership arrangements and their corresponding partnership significance score which is the same number as last year. One of the partnerships listed, the Great Eastern Mainline Vision Group, is currently inactive as all its work has been taken on by the parliamentary taskforce. However it may reconvene at some point in the future so is remaining on the register for now. One partnership has been removed and one added.

### 6.1. Partnerships removed

- 6.1.1. Heritage, Economic and Regeneration Trust (HEART). The decision was made in July 2015 that the charity would close. HEART was responsible for enhancing the reputation of Norwich across Europe as a centre for heritage. Three of its key achievements were the interpretation of heritage in Norwich, the promotion and delivery of Heritage Open Days and securing of European funds to interpret heritage in Norwich.

### 6.2. Partnerships added

- 6.2.1. East West Rail Consortium. Norwich City Council was previously a member of this group but withdrew from it in 2012. The council has now re-joined because the consortium is far more active than it was previously. Various pieces of work have been commissioned from consultants, the outcome of which will affect Norwich directly and membership is required for us to be in a position to influence these matters.

## 7. Highly significant partnerships

- 7.1. The significance of each partnership has been assessed through implementing the corporate governance framework. The scores can be seen in appendix 1. The council has identified the same two highly significant partnerships as last year:

- Norfolk Safeguarding Children Board (NSCB)
- Norwich & HCA Strategic Partnership

- 7.2. These highly significant partnerships will be assessed more rigorously for the strength of their governance arrangements, taking into consideration that governance arrangements should be proportionate to the risks involved.

- 7.3. Additionally the following partnerships which are financially highly significant are not classified as highly significant overall:

- Greater Norwich Growth Board
- Norfolk and Norwich Festival
- Writers Centre Norwich

8. The majority of partnerships have remained static within their significance bandings with only the following changes:

- 8.1. New Anglia Local Enterprise Partnership (LEP) has changed from moderate to major significance

8.2. Norwich Drug & Alcohol Partnership has changed from moderate to minor significance. There has been a change in the role of the partnership with the commissioning of drug and alcohol services now being the responsibility of the Director of Public Health rather than through NDAP and as a result the council's representative has reduced the level of participation to reflect this.

8.3. Norfolk Strategic Prevention Partnership (formerly Supporting People Commissioning Body) has changed from major to minor significance. This partnership now has a more coordinating approach to prevention, rather than having a commissioning role as previously which has resulted in the reduction in significance.

9. The exact amount of direct financial contribution the council makes to each partnership can be seen in appendix 1.

## **Voluntary, community and social enterprise sector grants**

10. A total of £306,828 amount has been made available in grants to voluntary, community and social enterprise (VCSE) sector organisations in 2016-17. This includes grants that were awarded for two years starting in 2015-16, awards that were initially awarded for one year in 2015-16 but have been extended as they remain effective or to more fully test the effectiveness as well as new awards that have been made for 2016-17. New awards for applications made this year total £48,828 against bids received valuing £108,360.

11. Details of the awards can be seen in appendices 1 and 2. Awards have been made against all corporate priorities, other than 'A healthy city with good housing'. This priority is met through a range of partnerships and commissioned services, including the council's participation in Healthy Norwich. In 2015, this partnership awarded around £92,000 worth of funding to the VCSE sector, including £40,000 of council funding to fund activities across the financial years 2015-16 and 2016-17 which support the Healthy Norwich priorities. These are not represented in this report.

12. As many of the awards are continuations of those awarded in 2015-16, there is only a small difference in overall funding levels of funding for specific priorities, as can be seen from the following table:

<b>Corporate Priority</b>	<b>2015-16</b>	<b>2016-17</b>
Fair city	£210,500	£209,500
Prosperous and vibrant city	£76,100	£57,725
Safe, clean and low carbon city	£17,000	£15,000
Value for money services	£39,223	£24,603
<b>TOTAL</b>	<b>£342,823</b>	<b>£306,828</b>

13. The main exception to this resulting from what was made available is that under the corporate priority 'value for money services' there has been a change to the funding

for voluntary sector infrastructure. In 2015-16 this was a grant of £39,223 to provide generic infrastructure support to the VCSE sector, but in 2016-17 the council chose to make £25,000 available to develop an online platform for recruiting volunteers and a volunteer mentor programme. This is more closely aligned with the council's new approach to supporting community resilience and reducing inequalities.

14. Small grants and partnership organisations have not been included in the breakdown of grants in Appendix 1. Small grants are for £500 or less are agreed twice a year and listed on the website when awarded.
  - 13.1 As part of the review of the neighbourhood model, cabinet endorsed a review and streamlining of the small community grants process in line with the community enabling approach and to target it on supporting future self-sufficiency. Details will shortly be made available on the council website once the review is completed.
15. Additionally we provide grants 'in kind' to the value of £36,935, which covers 32 separate arrangements ranging in value from £30.00 to £10,000. Under these arrangements we provide 'in kind' support to a range of VCSE organisations through such things as officer time, use of buildings and parking space. These are outlined against service area in appendix 1.





**Report author to complete**

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9 <sup>th</sup> March 2016
<b>Head of service:</b>	Phil Shreeve
<b>Report subject:</b>	An overview of external relationships, contracts and grants 2016-17
<b>Date assessed:</b>	23 <sup>rd</sup> February 2016
<b>Description:</b>	A register of intended relationships and funding for external organisations

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Value for money is one of the criteria for assessing grants, as well as partnerships when procuring and providing services
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continued funding of a new model of financial inclusion delivery
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through commissioning grants and contracts to organisations promoting welfare and well being of vulnerable residents
<b><u>S17 crime and disorder act 1998</u></b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups (cohesion)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific grants to support cohesion agenda and the corporate 'fair city' priority.

	Impact			
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific grant around city access
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grants and partnerships related to natural and built environment
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Recommendations from impact assessment

### Positive

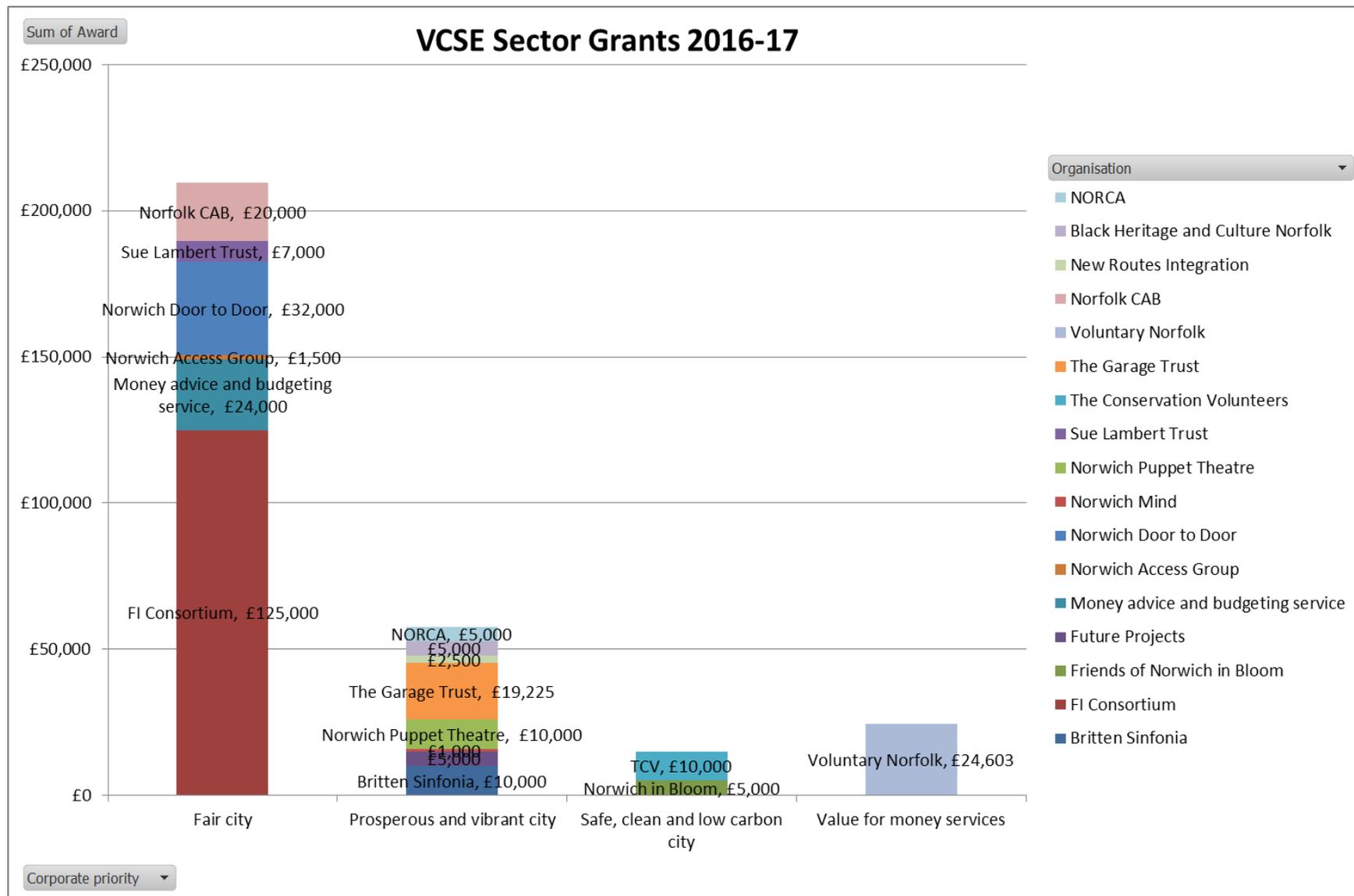
Ensure grants and partnerships processes continue to reflect wider relevant strategies, including reducing inequalities, environmental policy and Healthy Norwich. Explore opportunities to ensure greater cohesion between grants, partnerships and other council activities.

### Negative

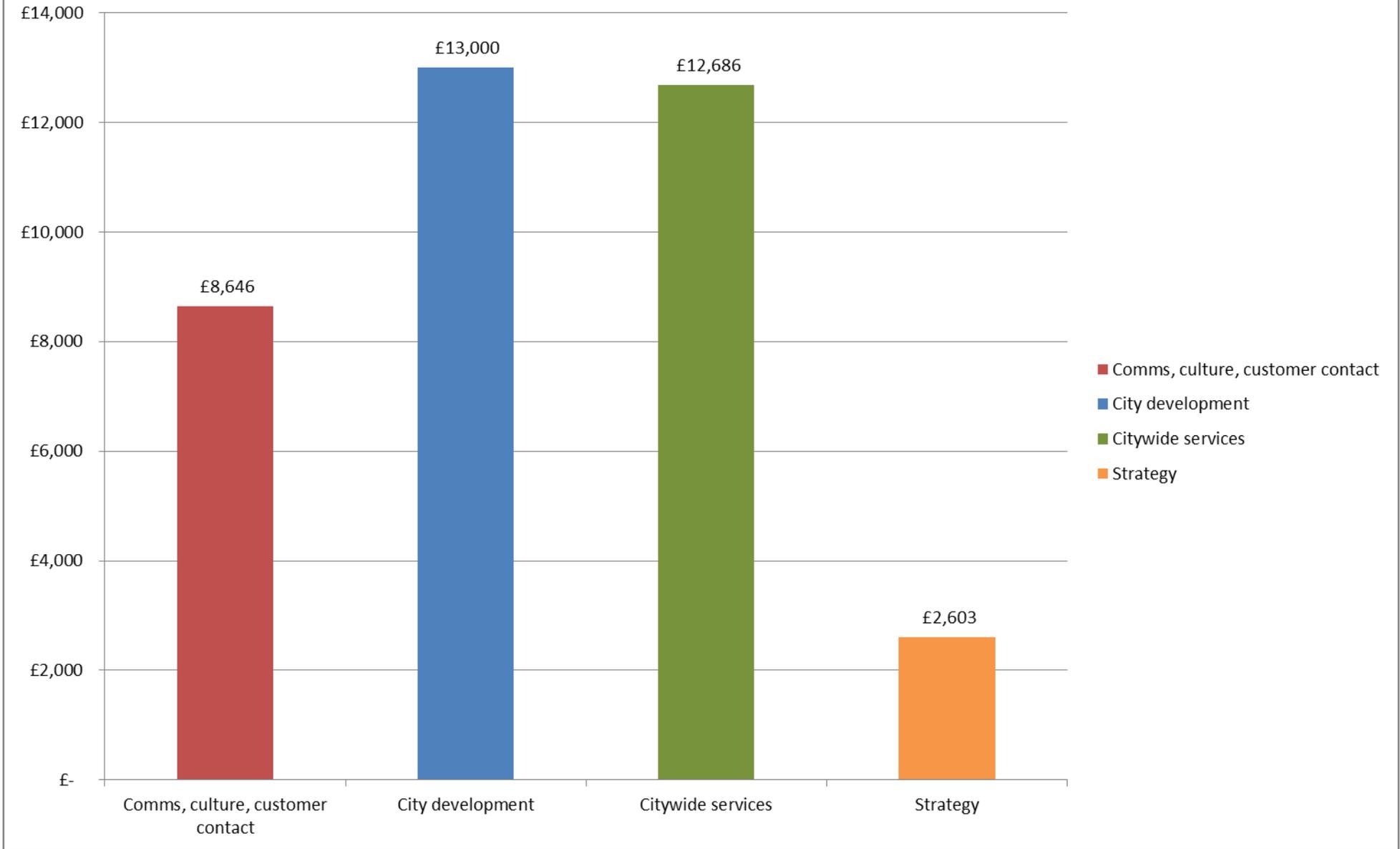
### Neutral

### Issues

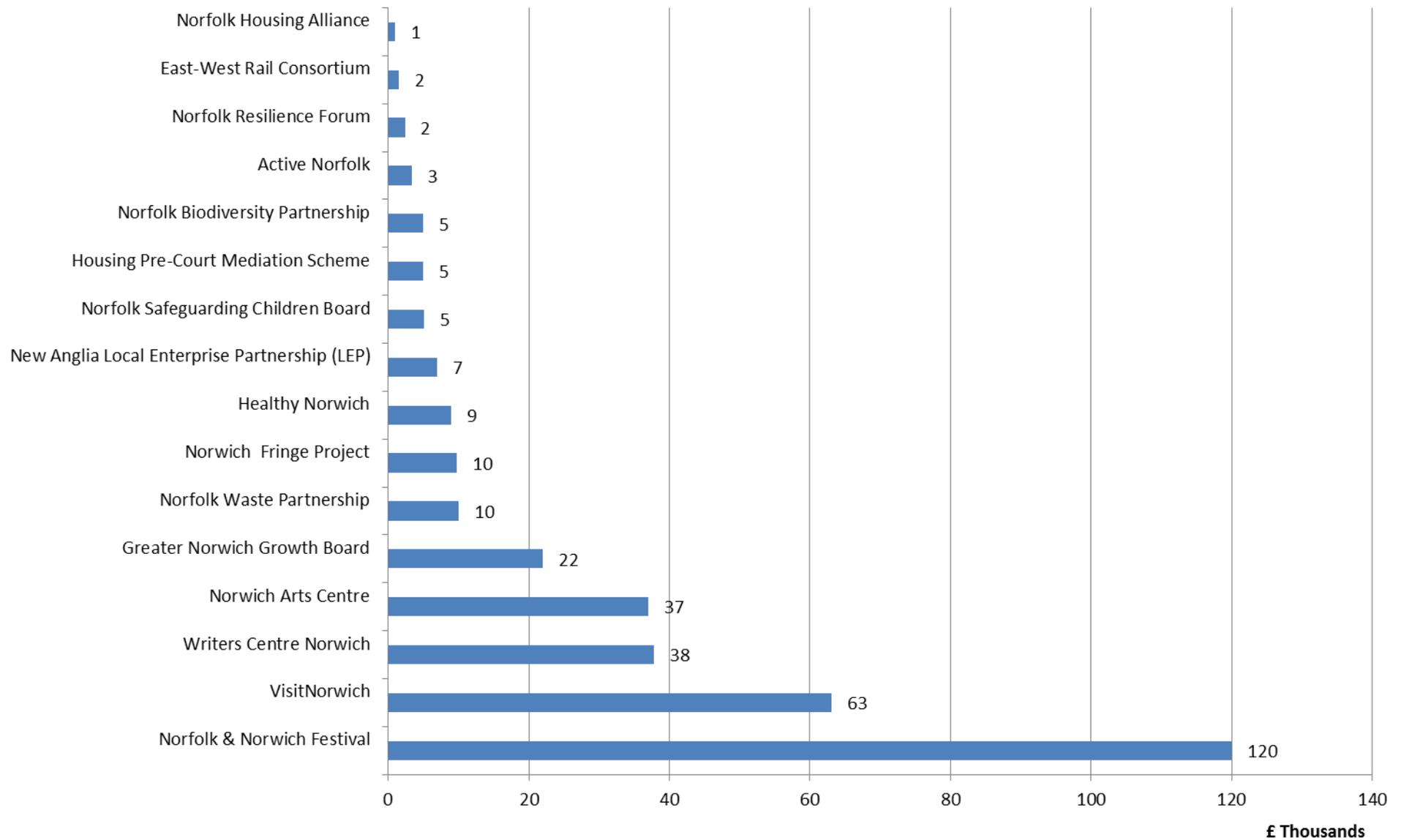
Please note that the graph below covering VCSE grants shows the upcoming 2016-17 financial year grant award decisions that have been made, whereas other graphs show existing arrangements for the current financial year 2015-16



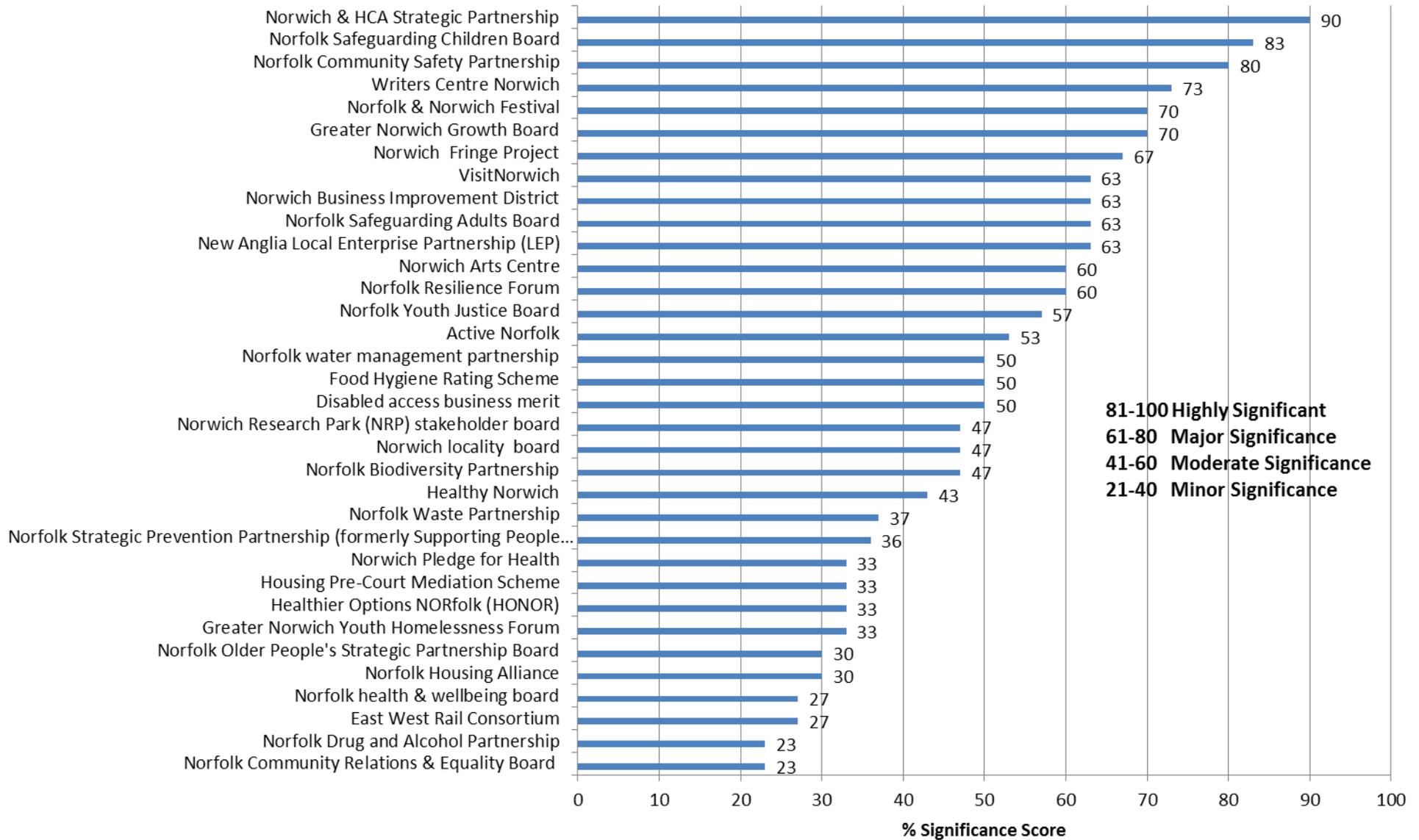
## Grants in Kind Value 2015-16

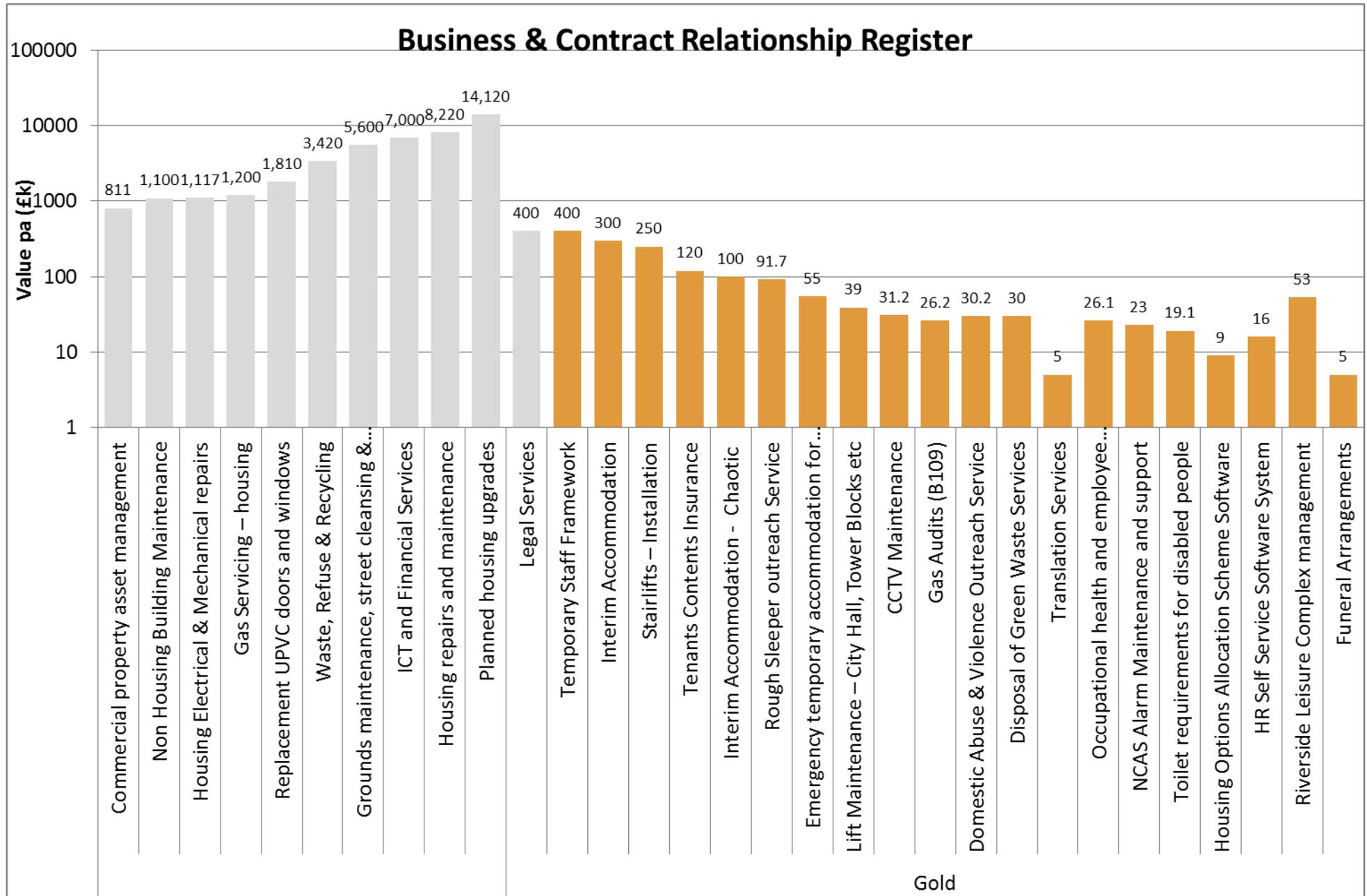


## Direct financial contribution made to the partnership 2015 -16



## Partnerships register significance score (%)





**Voluntary Sector Commissioned Activity 2016-17**

Sums shown in the Award column are just for this year

Organisation	Period of award	Activity	Award
<b>Fair city</b>			
Financial Inclusion Consortium (NCLS, Age UK Norwich, Equal Lives, MAP and Shelter)	1 April 2016 to 31 March 2017	A grant to work in partnership to deliver a range of social welfare advice, casework and representation services in order to reduce financial and social exclusion and inequalities.	£125,000
Money Advice and Budgeting Service (MABS)	1 April 2016 to 31 March 2017	A grant to provide an innovative debt consolidation and repayment service for families struggling financially, across the whole of Norwich.	£24,000
Norfolk CAB	1 April 2016 to 31 March 2017	A grant to support Norwich residents around social welfare issues through triage, initial advice and information, signposting and referral to other advice and support services.	£20,000
Norwich Access Group	1 April 2016 to 31 March 2017	A grant to support a local advocacy group of disabled people who are actively involved in trying to improve access for disabled people to all aspects of life in the city of Norwich and surrounding area.	£1,500
Norwich Door to Door	1 April 2016 to 31 March 2017	A grant to fund core costs to deliver a subsidised 'dial a ride' type accessible bus transport, to disabled children and adults and older mobility impaired people.	£32,000
Sue Lambert Trust	1 April 2016 to 31 March 2017	A grant to support core costs of providing a helpline and counselling service for men and women survivors of sexual abuse, past and present.	£7,000
<b>Prosperous and vibrant city</b>			
Black Heritage and Culture Norfolk	1 April 2016 to 31 March 2017	To support the delivery of the Black History Month festival and other associated events in October 2016.	£5,000
Britten Sinfonia	1 April 2015 to 31 March 2017	A grant to contribute towards core costs of delivering the orchestra lunchtime and evening series of concerts in Norwich and creative learning activity in the community.	£10,000

Organisation	Period of award	Activity	Award
New Routes Integration	1 April 2015 to 31 March 2017	To support the delivery of events during Refugee Week in June 2016.	£2,500
Norwich and Norfolk Community Arts (NORCA)	1 April 2016 to 31 March 2017	A grant to support core costs associated with continuing to develop the Carnival project and improve engagement with residents in deprived areas)	£5,000
Norwich Puppet Theatre	1 April 2015 to 31 March 2017	A grant to support the only puppet theatre in England outside of London in its ongoing linked education and production programme.	£10,000
The Garage Trust	1 April 2015 to 31 March 2017	A grant to provide a programme of live performances and events by new, emerging and professional artists and companies relevant to the interests of young people, along with accredited vocational training courses for young people aged 11 to 25; in particular those from disadvantaged backgrounds.	£10,000
The Garage Trust	1 April 2016 to 31 March 2017	A grant to increase access to the Garage's programme of activities for young people and families on the city fringes of Norwich.	£9,225
Future Projects	1 April 2015 to 31 March 2017	A grant to provide ongoing training and volunteering opportunities in radio and media, to learn new skills and improve employability.	£5,000
Norwich and Central Norfolk Mind	1 April 2016 to 31 March 2017	A grant to support delivery of the 2016 Festival of Cultures In the centre of Norwich.	£1,000
<b>Safe, clean and low carbon city</b>			
The Conservation Volunteers	1 April 2016 to 31 March 2017	A grant to operate practical environmental projects in Norwich to enable local people to help care for and improve their local environment, as well as develop practical conservation skills, life skills, experience and confidence.	£10,000
Friends of Norwich in Bloom	1 April 2016 to 31 March 2017	A grant to run local floral competitions and encourage wider support for horticultural or environmental improvements. As a group of volunteers working in partnership with the community and local businesses, it achieves recognition in national competitions demonstrating how Norwich manages its attractive and clean image.	£5,000
<b>Value for money services</b>			
Voluntary Norfolk	1 April 2015 to 31 March 2016	A grant to provide a volunteering infrastructure and deliver a volunteer mentoring programme	£24,603



**Report to** Cabinet  
09 March 2016  
**Report of** Executive head of service for regeneration and development  
**Subject** Planning pre-application advice – review of charges and service standards

**Item**

**13**

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### **Purpose**

To review the existing planning pre-application charging structure and service standards and recommend changes.

### **Recommendations**

To:

1. agree the new charging levels and service standards as specified in Appendix 1 and 2 from 1 April 2016; and,
2. delegate authority to the head of planning services, in consultation with the relevant cabinet member, to agree any future minor revisions or adjustments relating to charges for planning advice by other organisations.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services

### **Financial implications**

An increase of income is expected. However this is difficult to forecast precisely as it will be dependent on the state of the property market nationally and locally, as well as the willingness to take-up the services by developers. Additionally some of the charges are directly linked as a percentage of statutory fee levels. Therefore any changes to the latter will result in changes to the associated pre-application fee. The budgeted income is £60,000 for 2015-16 and it is anticipated that the proposals will increase income to £100,000 in a full year.

**Ward/s:** All Wards

**Cabinet member:** Councillor Bremner – Environment and sustainable development

### **Contact officers**

Graham Nelson, Head of Planning 01603 212530

Ian Whittaker, Planning Development Manager 01603 212528

## **Background documents**

None

# Report

## Introduction

1. Fees for pre-application planning advice and service standards were last revised and agreed by Cabinet in December 2012.
2. Statutory fees for planning applications are fixed by government and there is no local discretion available. However other optional services, particularly pre-application advice, are discretionary and can be charged for – providing that the income does not exceed costs. Norwich was the first local planning authority in Norfolk to introduce charges for pre-application advice in 2010. This has been followed locally by Kings Lynn and West Norfolk, North Norfolk, and South Norfolk. Most local planning authorities in southern England now charge for such advice.
3. Some of the service standards are directly related to the charging and this is therefore a good opportunity to review them to make sure that they relate well to the fees charged, and remain appropriate. In particular there is a need to consider how the council handles comments from the public in the interest of efficiency.

## Discretionary charges

4. The government's planning practice guidance states "Local planning authorities are encouraged to take a flexible, tailored and timely approach to the pre-application services they offer, which are appropriate to the nature and scale of a proposed development. Local planning authorities may charge for providing discretionary services under section 93 of the Local Government Act 2003. Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context, local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge."
5. A review has been made of how the income relates to the time expended. It is clear that there is no profit being made from the charges currently being charged. There is also still a considerable amount of time spent dealing with informal queries where there is no charge. Consideration has been given to whether it is possible to reduce this time down to zero. However, in practice, there is some need to deal with telephone calls, emails and face to face queries. Signposting to the paid-for services can be improved with additional staff training but it is considered that radical steps to remove any contact with planning staff would be counter-productive as there is a need to provide accurate information on how to correctly engage with the planning service whether by a paid for pre-application process or to save time later on in getting accurate and complete planning applications submitted.
6. Appendix 1 shows all the existing discretionary charges in column 1 and proposed changes in column 2, with comments in the third column.
7. The key changes are:
  - The introduction of new fees for pre-application advice on listed building consent applications

- The deletion of the pre-application meeting fee. This is being misused by developers and there were unrealistic expectations and pressure for advice. The fees do not cover the costs.
  - The deletion of the intermediate advice fee category. This has proved to be problematic as the advice offered is so similar to the advanced level and developers had an unrealistic expectation of the level of advice.
  - Other fixed charges are generally increased to take account of inflation and the actual costs being expended.
  - Developers may need advice from other organisations and a review of how these organisations deal with organisational advice has been undertaken. A summary of the findings are in appendix 2. Initially it was thought that a “one-stop shop” approach would be feasible and this would assist developers by streamlining how they get advice. Some of the bodies would only give advice on a very few occasions annually and be highly specialist in nature. As the developer may wish to have the advice at a different time to their advice from the City Council, and due the unwillingness of some agencies to divert from their standard, national, procedures then the complexities of trying to merge external bodies into one service would, in practice, be extremely difficult to achieve. It could worsen the service and result in potentially complex and expensive administrative arrangements and cause confusion amongst all parties. However, on occasions, there will be the chance to integrate the advice on an ad-hoc basis and it is envisaged that there would continue to be a close working relationship with external bodies to minimise the complexity for developers.
  - For sites where the County Council as Highway Authority (impacts on the strategic highway network only), Lead Local Flood Authority or providing archaeological advice are involved this will be charged in addition to the City Council officer’s time.
8. It will be important to ensure that all sections of the council provide comments on potential developments via the planning service and respond promptly to requests for advice. Similarly where proposals involve the highway authority and there are effects on the main road network, the County Council, as highway authority have agreed that they will not deal with developers direct but route their advice via the planning service and identify their fees and this will be incorporated as an additional charge to the developer.
  9. VAT is payable as the service is a discretionary one. For simplicity and clarity, all fees listed are inclusive of VAT.
  10. Since the GNDP design review arrangements ended in 2014, a service is currently offered by an external agency, Design South East. If a developer wishes to avail themselves of this service the costs would be additional to the normal pre-application fees.

### **Service Standards (pre-application advice)**

11. The full wording of the existing service standards relating to pre-application advice are listed in the appendix and have been reviewed. Some changes are proposed.

12. The measure of success will be via the results of feedback by using the survey method developed by the Planning Advisory Service's Planning Quality Framework. This involves contacting agents, applicants, and third objectors or supporters by email and asks them questions about the quality of the experience of the planning service. It will enable robust data to be available to see how the quality of the service, as defined by customers, changes over time and how it compares with other local planning authorities as the questions and survey methods will be identical. It is envisaged that this will commence on April 1<sup>st</sup>.

### **Service Standards (other)**

13. There is a need to change how schemes amended following the grant of planning permission are handled. At present there are unclear and inconsistent working practices between staff which need to be clarified. It is proposed that amended plans are only subject to re-advertisement or letters sent to neighbours with a 14 day period for comments if there is a significant, adverse, impact on properties. Minor changes, reductions in scale or alterations to reduce impact on neighbours would not be routinely re-notified to all the original neighbours, nor be re-advertised on site or in the press. However the amended details would be published on the website and be available for public inspection in the normal way. This would reduce costs in re-notification, often remove the need for a second site visit, and speed up decisions. There may be a need for an individual communication with specific objectors, for example, if the amended plans address the specific objection.
14. In order to streamline procedures and to ensure that there are fewer last-minute changes to Committee reports it is proposed that third party comments from the public that are received beyond the relevant consultation period (normally 21 days) in letters, press advertisements or site notices are not taken into account, trigger a committee referral and not be referred to in committee or delegated reports. In addition any correspondence received following the publication of the Committee report (7 days ahead of the meeting), will not be summarised and referred to Committee unless the report contains factual errors which need correcting. This will reduce workload and remove the need to prepare last-minute drafting of updates and reduce the information that Committee members have to read at the start of the meeting.

### **Service standards (planning enforcement)**

15. The current service standard states "If you complain about someone breaching planning rules we will assess and classify the urgency of this within a day. We will acknowledge emailed queries immediately and letters within four calendar days. We will advise complainants of the outcome of investigations within 7 days of a decision or, if 8 weeks have elapsed (and in the 9th week), to advise of progress".
16. This differs from the corporate standard and has not always been observed. It is proposed to change this to make it clear that acknowledgement takes place within 5 days, a new standard to advise the complainant where there is, or is not, a substantive case, or not, to be investigated after 14 days, and then an update of progress, if not resolved, by the 8<sup>th</sup> week. Work processes will be amended to ensure that this is done in a consistent manner.

**Pre-application charging**

<b>Existing wording</b>	<b>Proposed wording</b>
<p>For advice on the need for listed building consent, where there is no associated planning application, for advice on the acceptability of alterations to listed buildings (i.e. proposals are internal and/or minor external changes which do not require planning permission).</p> <p>Advice will be provided directly by the design and conservation section.</p> <p>Where there will be an associated planning application one of the paid for services below should be used and listed building advice will be provided as part of the service.</p> <p>Fee: Free Timeframe: 21 calendar days</p>	<p>For advice on the need for listed building consent and the acceptability of alterations to listed buildings.</p> <p>Where there will be an associated planning application one of the paid for services below should be used and listed building advice will be provided as part of the service.</p> <p>Fee: £150 Timeframe: 21 calendar days</p>
<p>For advice on works to trees, only where the works relate solely to trees protection via a tree preservation order or conservation area. Advice will be provided directly by the council's tree protection officer.</p> <p>Fee: Free Timeframe: 21 calendar days</p>	<p>No change</p>
<p>Advice on the need for planning consent.</p> <p>The council's website along with the planning portal offers detailed advice on the need for planning consent. It is recommended that the website be used in the first instance to answer these enquiries.</p> <p>Written confirmation that the works proposed do not require planning permission, would require an application for a lawful development certificate.</p> <p>Alternatively, informal written advice on the need for planning permission can be requested by filling in an online form and paying a lower fee than the formal Lawful Development Certificate process, although this will not constitute a formal decision and a lawful development certificate is the statutory</p>	<p>No change</p>

<p>process which may be useful in the future if you sell your property and queries are raised by a potential purchaser.</p> <p>Fee: £50 Timeframe: 21 calendar days</p>	<p>Fee: £60 Timeframe: 21 calendar days</p>
<p><b>Planning history</b> A planning history of the site and copies of the decision notice and any plans associated with the decisions which are available.</p> <p>Fees Planning history and up to two decision notices £65 Additional decision notices £10.50 each Copy of S106 agreement or tree preservation order. Copy of other documents £65 per hour (or part thereof)</p> <p>Timeframe: 21 calendar days</p>	<p>Free for decisions that can be emailed where the reference no is known. History searches and copies of plans/legal agreements/tree preservation order charged at £65 per hour of actual time (min time is 1 hour)</p> <p>Timeframe 14 calendar days.</p>
<p><b>Householder</b> For advice on the likelihood of gaining planning permission for alterations and extensions to residential dwellings or flats which require planning permission.</p> <p>Fee: £50 Timeframe: 21 calendar days</p>	<p>£100 Timeframe: 21 calendar days</p>
<p><b>Change of use</b> For advice on the likelihood of gaining planning permission for a change of use only or with very minor external alterations (i.e. amended shop front).</p> <p>Fee: £150 £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 21 calendar days</p>	<p>£195 £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback. Timeframe: 21 calendar days</p>
<p><b>Minor commercial development</b> For advice on minor commercial developments or extensions of no more than 1,000sqm gross floor space.</p> <p>Fee: £100 per 75 sq.m. Timeframe: 21 calendar days</p>	<p>£195/per 75 sq.m. Timeframe: 21 calendar days</p>
<p><b>Advice on significant development proposals</b></p>	<p>For advice on developments of one</p>

<p>For advice on developments of one dwelling or more, or 1,000sqm gross floorspace or more, or a combination of the two.</p> <p>Four levels of service are provided. Should developers wish to, they can progress through each level with any fee paid for the earlier level of service discounted from the latter level, subject to being within 12 months of the original advice being given. Developers can seek advice at any level from the outset, subject to sufficient information being provided.</p>	<p>dwelling or more, or 1,000sqm gross floorspace or more, or a combination of the two.</p> <p>Basic and advanced services are provided. Should developers wish to, they can progress from basic to advanced level with any fee paid for the lower level of service discounted from the higher level, subject to being within 12 months of the original advice being given.</p>
<p><b>Pre-application meeting</b></p> <p>An initial meeting to discuss the parameters of likely future pre-application discussions. Officers are unlikely to be able to give any detailed feedback on the merits of proposals, but can provide some general feedback and advice on how best to take the proposals forward. An e-mail with a very brief summary of the meeting will be provided (not full minutes).</p> <p>Fee: £72 Timeframe: Aim for meeting within 14 calendar days of request.</p>	<p>Delete</p>
<p><b>Basic enquiry</b></p> <p>Advice will be provided only on the principle of the development and no other matters. Information to be provided by the applicant should include a description of the proposals, including proposed uses and numbers of dwellings or floorspace, and possibly a site plan. Applicants may wish to submit a sequential or impact assessment for main town centre uses where they are aware that this may be an issue.</p> <p>No internal or external consultation would take place. The officer response will outline relevant policy, constraints, the acceptability of the principle of development and other main issues (as bullet points only e.g. design, trees, contamination, etc). This can include the earlier stage of a pre-meeting.</p> <p>Fee: £150 £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p>	<p>No change but with addition of a comment pointing out this service may be useful for those wanting information prior to an auction. The council will endeavour to respond more quickly than the 21 days if the information is needed for an imminent auction date.</p> <p>10% of statutory fee with a minimum of £250</p> <p>Timeframe: 21 calendar days</p>

<p>Timeframe: 21 calendar days 32 calendar days where detailed feedback on a sequential or impact assessment is required</p>	<p>35 calendar days where detailed feedback on a sequential or impact assessment is required</p>
<p><b>Intermediate enquiry</b> This goes a step further than the basic enquiry and would require submission of a full set of plans and other supporting information. Feedback would be provided on all areas of the proposal within the remit of the information provided.</p> <p>Internal consultations would be carried out, however the applicant would be advised to approach external consultees themselves for advice. The need to screen the development under the EIA regulations would also be considered. This can include the earlier stage of a pre-meeting.</p> <p>Fee: 20% likely full application fee plus VAT subject to a minimum fee of £250. Timeframe: 42 calendar days.</p>	<p>Delete. This is similar to the advanced level and is often used by applicants but, in practice, the advice given often exceeds the service level and is more akin to the advanced level.</p>
<p><b>Advanced enquiry</b> Again this goes a step further than the intermediate enquiry. Where all other levels of enquiry are intended to involve a single submission and single response from the LPA, it is intended that this level can be more flexible and involve ongoing correspondence between the LPA and the applicant, including providing the applicant with opportunities to submit revisions to respond to initial comments.</p> <p>The LPA would also undertake external consultations where the necessary information has been submitted (e.g. if flood risk assessment is submitted we can consult the Environment Agency). External consultees' fees for pre-application advice would need to be met by the applicant.</p> <p>For larger schemes the applicant may also be invited to present the proposals to the design review panel, and the proposals can be presented to planning applications committee for information only at pre-application stage.</p>	<p>All other levels of enquiry are intended to involve a single submission and single response from the LPA, it is intended that this level can be more flexible and involve ongoing correspondence between the LPA and the applicant, including providing the applicant with opportunities to submit revisions to respond to initial comments.</p> <p>The LPA would also undertake external consultations where the necessary information has been submitted or would advise the applicant on using other bodies paid-for services, if necessary, where these exist (e.g. Environment Agency, Historic England, etc.)</p> <p>The applicant may also be invited to present the proposals for design review by an independent panel (additional charges would apply). Proposals may be presented to planning applications committee</p>

<p>The council can also assist with the content of pre-application public consultations.</p> <p>EIA screening will be undertaken as part of the process.</p> <p>This is the only level of enquiry where we will consider development viability. Where viability is a matter for consideration a further charge will be levied. Clearly such charges can be included as costs within the viability appraisal.</p> <p>This can include the earlier stage of a pre-meeting.</p> <p>Fee: 30% of the likely full application fee plus VAT subject to a minimum fee of £750 plus VAT (£900 inclusive of VAT). £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 56 calendar days, plus time to consider any amendments</p>	<p>for information at pre-application stage and advice will be given on how to organise such a presentation.</p> <p>The council can also advise on how to do pre-application public Consultations.</p> <p>EIA screening, where necessary, will be undertaken as part of the process.</p> <p>This is the only level of enquiry where we will consider development viability. Where viability is a matter for consideration a further charge will be levied. Clearly such charges can be included as costs within the viability appraisal.</p> <p>This can include the earlier stage of a pre-meeting.</p> <p>Fee: 30% of the likely full application fee plus VAT subject to a minimum fee of £750 plus VAT (£900 inclusive of VAT). £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 56 calendar days, plus time to consider any amendments</p>
<p><b>Bespoke services for extremely large scale and complex proposals</b></p> <p>For extremely large development proposals the standard ways of dealing with pre-application advice may not be achievable or desirable. As part of an additional service to developers, a potential timetable for submission, consultation, amendment, re-consultation can be agreed (similar to a Planning Performance Agreement). An estimate will be made of the council's total costs and a fee quoted. Actual time expended will be measured and actual costs will be paid either by refund or by supplementary estimate.</p>	<p>Bespoke services for large scale or complex proposals</p> <p>For large development proposals the standard ways of dealing with pre-application advice may not be achievable or desirable. As part of an additional service to developers, a potential timetable for submission, consultation, amendment, re-consultation can be agreed (similar to a Planning Performance Agreement). An estimate will be made of the council's total costs and a fee</p>

<p>The minimum fee is £5,000.</p>	<p>quoted. The initial fee payable is £5,000 and supplementary payments will be payable within 14 days of request once council costs are within £1,000 of the amount already paid. Timeframe: By agreement</p>
<p><b>Post approval feedback, amendments or variations</b> For advice after receiving planning approval, particularly where amendments or variations to a consent are sought or advice is needed on the discharge of planning conditions.</p> <p>Fee: £100 Timeframe: 21 calendar days</p>	<p>5% of fee or £100 (whichever is the higher) Conditions advice £75/condition This would also apply to listed building applications.  Timeframe: 21 calendar days</p>
<p><b>Post refusal feedback and advice</b> For advice after receiving a refusal of planning permission, in general where the applicant did not enter into pre-application discussions prior to submission. The applicant can seek advice on a resubmission for the set fee detailed below. This can involve an initial meeting with the case officer to discuss how the scheme could be amended.</p> <p>Fee: £300 Timeframe: 21 calendar days.</p>	<p>10% of fee or £300 (whichever is the higher) Timeframe: 21 calendar days.</p>
<p><b>Exceptions and reductions to fees</b> The council offers a 50% reduction in fees for charities and community groups providing services to the whole community and relating to the local provision of that service (although please note that this excludes private schools).</p> <p>No fee is required for developments which solely relate to the provision of disabled access or alterations and extensions to residential dwellings to facilitate disabled access.</p> <p>No fee is charged for city council proposals, unless the site is being or to be disposed of for commercial or housing (including affordable</p>	<p>No change.</p>

<p>housing) development, in which case normal charges apply.</p> <p>No fee will be charged where the application is required only because of an article 4 direction or planning condition removing normal permitted development rights.</p>	
<p><b>Refunds for poor service</b>  If the council fails to meet the performance standards in respect of paid pre-application advice and there is no fault or delay caused by the applicant then 50 per cent of any fee paid will be refunded.</p> <p>It should be stressed that although all advice will be issued in good faith, it cannot constitute a formal decision of the council and will not in any way prejudice the council's consideration of any subsequent application. The nature of advice given will be considered relevant to any subsequent planning application so will be in the public domain at that time, although it may have to be made available if a relevant Freedom of Information request is made.</p>	<p><b>Refunds for poor service</b>  If the council fails to meet the performance standards in respect of paid pre-application advice and there is no fault or delay caused by the applicant then 50 per cent of any fee paid will be refunded.  Exclusions apply to the Christmas period when additional 10 calendar days are required to cover the period when City Hall is closed and cases where the applicant has agreed to extend the time period.</p> <p>It should be stressed that although all advice will be issued in good faith, it cannot constitute a formal decision of the council and will not in any way prejudice the council's consideration of any subsequent application. The nature of advice given will be considered relevant to any subsequent planning application so will be in the public domain at that time, although it may have to be made available at pre-application stage if a relevant Freedom of Information request is made.</p>

## Other related charges

Organisation	Summary of charging	Comments
Norfolk County Council - Lead Local Flood Authority (sustainable drainage details)	Charges may be introduced later in 2016.	This would be an additional charge based on rates yet to be established by the Council and be operated and be a supplement.
Norfolk County Council – Highway Authority	For most applications the highway authority functions are operated by the City Council under the Highways Agency agreement - unless there is an impact on the strategic network. The County Council intend to introduce a charge for advice and as part of that process they will introduce fees for developments in Norwich for the few cases where their input is necessary.	It is proposed that for bespoke cases this would be an additional charge, For other cases this would be capped at £250 of advice per case, with a supplement payable before the formal advice is released.
Norfolk County Council – Historic Environment Service	Fees for archaeological work relating to the precise requirements and specifications for briefs to be submitted with a formal planning application. A fee of £175 (minors), £315 (majors) with a bespoke service available for very large cases.  <a href="http://www.norfolk.gov.uk/view/NCC167428">http://www.norfolk.gov.uk/view/NCC167428</a>	The fees will be advised at the start of the consideration of the case, if archaeological work will be required. The applicant will have the option of incorporating with the pre-application advice with a supplement payable before the formal advice is released  This work may be required by the developer at a different time to the planning advice and the option of going direct to the HES remains available.

<p>Historic England</p>	<p>For grade 1 and 2* listed buildings. For informal advice, free advice to the applicant is capped at 15 hours, and thereafter charged for as “Extended pre-application advice”. Formal pre-application advice to the council is not charged.</p> <p><a href="http://content.historicengland.org.uk/content/docs/planning/enhanced-advisory-service-descriptions.pdf">http://content.historicengland.org.uk/content/docs/planning/enhanced-advisory-service-descriptions.pdf</a></p>	<p>Very few cases will invoke charges in Norwich and will be most likely for schemes at early stages being revised and refined. Too complex to integrate our charging structure.</p>
<p>Natural England</p>	<p>Detailed standing advice is available in respect of protected species. For development that might affect a SSSI or other nationally protected sites further guidance may be needed and there are a variety of free and paid for service available for some developments such as those involving loss of high grade agricultural land, affecting marine conservation areas, loss of ancient woodland etc.</p> <p><a href="https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals">https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals</a></p>	<p>Apart from protected species information which is available on-line as standing advice the likelihood of the need to contact Natural England by a developer for development in Norwich would be rare. Therefore there is no need to attempt to incorporate into the council’s paid for service.</p>
<p>Environment Agency</p>	<p>High level overviews are free. Charges are imposed for more detailed advice, answering specific questions, reviewing technical documents such as a Flood Risk Assessment.</p> <p><a href="https://www.gov.uk/government/publications/planning-advice-environment-agency-standard-terms-and-conditions">https://www.gov.uk/government/publications/planning-advice-environment-agency-standard-terms-and-conditions</a></p> <p><a href="https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion">https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion</a></p>	<p>The free advice would be incorporated in the relevant categories of paid for advice by the council. Other specific and technical queries are best handled directly with the EA as it is possible that they will be required at a different time to the council enquiry and the involvement of the council is only likely to complicate and confuse matters, rather than to simplify them. In addition the EA have confirmed that they would not be willing to incorporate their services into our service.</p>

<p>Health and Safety Executive</p>	<p>A web app would give the same advice as could be provided via the council as part of it's normal pre-application service. For advice on a particular proposal a fee of £350 would be charged to the developer. A consultancy service is available for the more complex proposed developments where the developer is unable to use the above Planning Advice Web App, or where HSE may be able to engage with the developer to consider if changes could be made to a proposal which would lead HSE to reconsider its advice. Advice on proposed plans, advice on re-designing lay-outs and any other specific tasks will be quoted for.</p> <p><a href="http://www.hse.gov.uk/landuseplanning/developers.htm">http://www.hse.gov.uk/landuseplanning/developers.htm</a></p>	<p>Standing advice taken from the HSE's mapping system would be incorporated as part of our service. The option for the developer to go direct to the HSE gives them a chance to discuss changes to a proposal to make it acceptable and where the HSE's advice is needed to remove an objection. This would apply to very few sites or development types and as the specialist advice may be needed at a different time to the planning advice it is too complex to integrate.</p>

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

**Committee:**

**Committee date:**

**Head of service:**

**Report subject:**

**Date assessed:**

**Description:**

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>



**Report to** Cabinet  
9 March 2016  
**Report of** Interim executive head of neighbourhoods  
**Subject** Three Score Phase 2 Development Agreement

**Item**  
**14**

## KEY DECISION

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### **Purpose**

To consider the development agreement for the provision of affordable housing at Three Score phase 2.

### **Recommendations**

To:

1. agree to enter into development agreement with Norwich Regeneration Ltd to acquire the social housing units within section 1 of phase 2 at Three Score as outlined in paragraphs 5-9 of this report and paras 2-12 of the exempt appendix; and,
2. delegate the precise amount of funding required from the HRA, timing of payments and the detailed wording of the agreement to the interim executive head of neighbourhoods in consultation with the portfolio holder for housing and well being.

### **Corporate and service priorities**

The report helps to meet the corporate priority of a healthy city with good housing.

### **Financial implications**

The total cost of the social units in Phase 2 is less than the provision in the HRA business plan. At this stage the council is only committing to purchase units in section 1.

**Ward:** Bowthorpe

### **Cabinet member:**

Cllr Harris- Deputy Leader and portfolio holder for housing and well being.

### **Contact officers**

Gwyn Jones, city growth and development manager	01603 212364
Andrew Turnbull, senior housing development officer	01603 212778
Philippa Dransfield, chief accountant	01603 212562

Shaun Flaxman, group accountant

01603 212805

**Background documents**

None

# Report

## Background

1. In July 2015 cabinet agreed to establish a local housing development company to build, sell and manage houses for sale and rent.
2. The company is wholly owned by the city council and has now been incorporated. The company is currently registered as Norwich Regeneration Ltd. The company is required to seek approval from the council for its business plan. The company is then able to carry out its activities within the parameters of the business plan.
3. The first development to be taken forward by the company is Three Score phase 2. This is a 172 dwelling development, of which it is planned to build 112 dwellings to passivhaus standards. The development is intended to include 33% affordable housing (85% social rent, 15% shared equity) with the remainder of the units being private dwellings to be sold or rented on the private market by the company. The design and build contract for development has now been let to RG Carter. The construction phase is divided into 4 sections, with a break clause between each section.
4. In January 2016, the Council approved the business plan for the company and agreed to enter into a development agreement with Norwich Regeneration Ltd to acquire the social housing units within section 1 of phase 2 at Three Score by the end of March 2016 (or such later date as is agreed with Norwich Regeneration Ltd) so as not to delay a start on site.

## Affordable housing scheme and development agreement

5. An affordable housing scheme for the whole of phase 2 needs to be submitted by The Norwich Regeneration Ltd to the council, as local planning authority to comply with the requirements of the Section 106 agreement (dated 4 July 2013) which accompanied the original outline planning application (12/00703/O) for the Three Score site. This requires an affordable housing scheme (covering the provision and long term management of affordable housing) for each phase of development to be submitted to and approved by the council prior to the commencement of development. The scheme needs to include the location and tenure type of the affordable units. This will demonstrate that the development will comply with planning policy.
6. An affordable housing mix and layout has been developed taking account of:
  - a. housing need;
  - b. market demand;
  - c. management issues; and
  - d. the level of HRA funding committed by Cabinet in January 2016.
7. The proposed affordable housing mix is shown on Plan 1 and is set out in Table 1 (on the next page)

**Table 1- Three Score phase 2- Size, type and tenure of affordable housing**

	m2	Section 1 Social Rent	Section 2 Social Rent	Section 3		Section 4 Social Rent	Total
				Social Rent	Shared Equity		
<b>Studio Flat</b>	38						<b>0</b>
<b>IBF</b>	49	4				10	<b>14</b>
<b>2BF</b>	70	2				4	<b>6</b>
<b>2BH</b>	79	5			4	3	<b>12</b>
<b>2BH</b>	88		7				<b>7</b>
<b>3BH</b>	89		1	1	4		<b>6</b>
<b>3BH</b>	110						<b>0</b>
<b>4BH</b>	122	6	2	1	1		<b>10</b>
<b>4BH</b>	127						<b>0</b>
<b>5BH</b>	127	1	1				<b>2</b>
<b>Total Units</b>		<b>18</b>	<b>11</b>	<b>2</b>	<b>9</b>	<b>17</b>	<b>57</b>

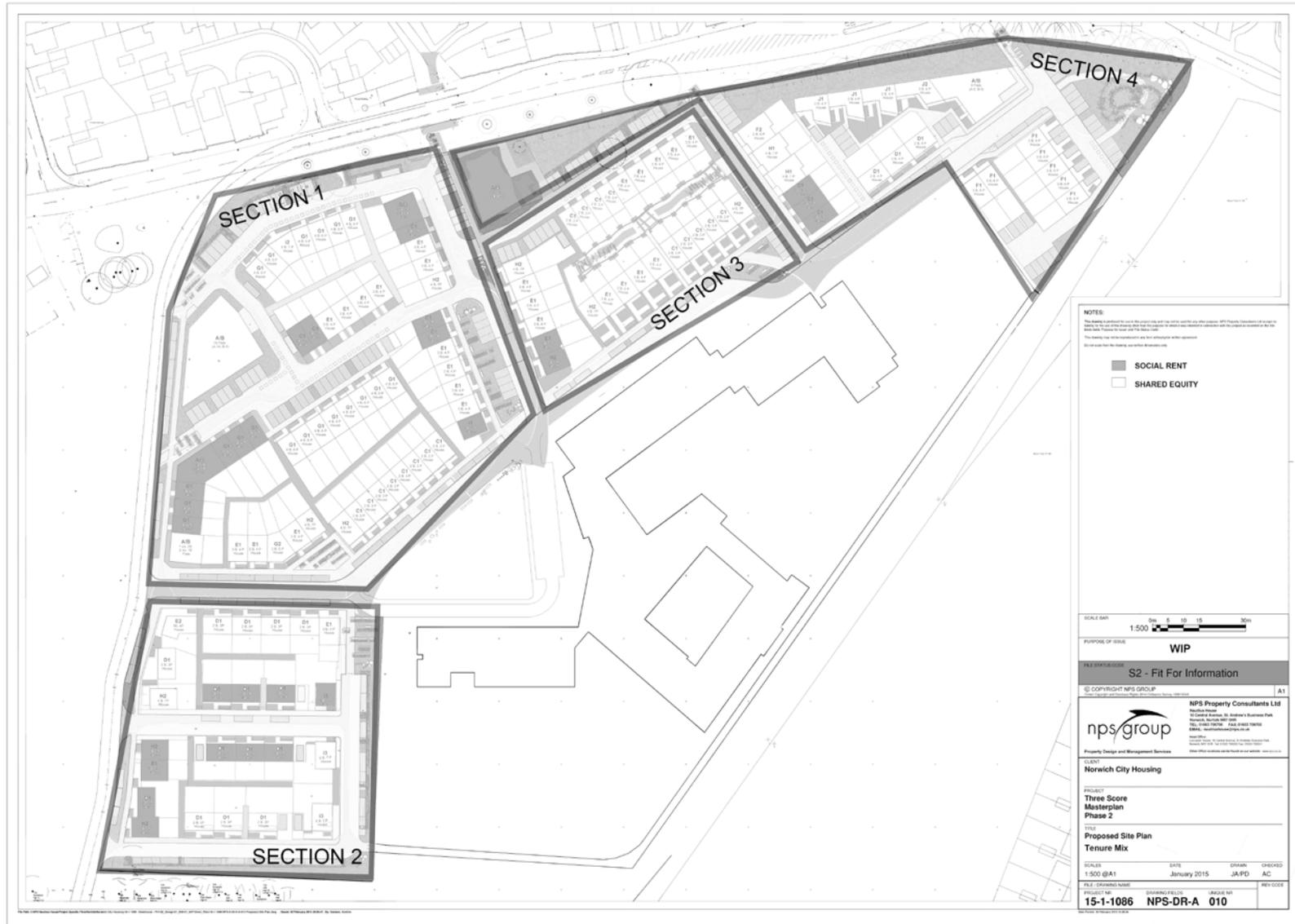
8. The Council also needs to enter into a Development Agreement with the company so that there is certainty about the precise units which the company will build and sell to the council as social housing, the amount to be paid and the timescale for payments. It is proposed to include break clauses in the Development Agreement, which will mirror the construction contract so that at this stage the council is only committed to purchase the social housing in section 1.
9. The exact schedule of payments to be made by the council for the affordable housing units will be part of the development agreement delegation but for modelling purposes a standard industry approach has been used:
  - a. Signing of development agreement (10%)
  - b. Completion of foundations (20%)
  - c. First floor completed (18%)
  - d. Roof completed (12%)
  - e. First Fix (mechanical and electrical services installed) (12%)
  - f. Second Fix (plasterwork complete) (14%)
  - g. Building Complete (14%)
10. The proposed layout, mix and timings for payments still provides a viable development for the company and will generate a return to the council's general fund. The expenditure required (for the council to purchase the social units from the company) from the council's housing revenue account (HRA) falls within the agreed HRA Business Plan. The purchase of the affordable units will be 30% funded from retained Right to Buy (RTB) receipts. It is worth noting that whilst the new homes will be subject to RTB any monies spent on developing or maintaining these properties is deducted from the discount available for a period of 15 years.
11. As the detailed programme and final costs for the development are still to be agreed with the contractor, the precise price paid for the social housing units and timing of payments by the council to the company will need to be agreed in due

course The detailed financial information related to this report is included in a confidential appendix at item 16.

### **Conclusions and next steps**

12. Cabinet is asked to agree the social housing mix, layout and approach to payments so that this can be incorporated into the development agreement between the council and Norwich Regeneration Ltd. The affordable housing scheme needs to be approved for planning purposes before development can start on site. RG Carter are currently working the completion of the design, a detailed programme for the development and agreement on price. This will determine the timetable for a start on site and date at which the first homes will be available for sale and rent.

# Plan 1- Three Score Phase 2 proposed affordable housing layout



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	9 March 2016
<b>Head of service:</b>	Andy Watt
<b>Report subject:</b>	Development company business plan
<b>Date assessed:</b>	16/02/2016
<b>Description:</b>	To approve the development agreement for Three Score phase 2.

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will generate income for the HRA and general fund
<b>Other departments and services e.g. office facilities, customer contact</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The company will purchase services from the council
<b>ICT services</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will deliver construction jobs
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will deliver affordable housing
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will create high quality new housing development which encourages a healthy lifestyle (emphasis on walking and cycling)and provides homes which provide a healthy environment (passivhaus)

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination and harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivers new affordable housing
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Whilst the report results in new development , it will be taken forward in a way that reduces the impact on the environment
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Waste minimisation and resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As above
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	<b>Impact</b>			
<b>Risk management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>	
<b>Positive</b>	
The report will result in positive economic benefits for the council and the city	
<b>Negative</b>	
Whilst there are some negative impacts from development, the quality of development will minimise environmental impacts	
<b>Neutral</b>	
<b>Issues</b>	