



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

To members of the Public and Press

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council's Planning and Development Committee** which will be held at the Council Offices, Memorial Leisure Centre on **Monday 7th August 2023 at 10am** to consider the business detailed below.

Signed: *Clare Crane* - Town Clerk

Date: 2nd August 2023

Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 6.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP **AGENDA**

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the last Planning and Development Committee meeting on Monday 26th June 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Planning and Development Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. Case officer to receive preliminary reaction to Planning Application 2023/1418 Land North of Spirketts Lane Harleston Norfolk. Proposal: Erection of 91 x dwellings with associated landscaping and external works.
8. To receive and consider the new planning application received and ratify comments and verdict. (copy herewith)
 - a) Application [2023/2125](#)
Applicant: Mr Simon Lanchester
Location: 20 Beck View Harleston Norfolk IP20 9EF
Proposal: Erection of garden room with lower ground floor store
Application Type: Householder
 - b) Application [2023/2022](#)
Applicant: Mr Daniel North
Location: 2 London Road Harleston Norfolk IP20 9BW
Proposal: Two storey side extension. Demolish rear conservatory and replace with a single storey extension. Repair damaged existing brickwork, windows and cills.
Application Type: Listed Building Consent

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- c) Application [2023/2021](#)
Applicant: Mr Daniel North
Location: Selbourne 2 London Road Harleston Norfolk IP20 9BW
Proposal: Two storey side extension. Demolish rear conservatory and replace with a single storey extension. Repairs to existing windows, brickwork and cills.
Application Type: Householder
- d) Application [2023/2015](#)
Applicant: Ms Lisa Beaumont
Location: Laburnum House 8 Old Post Office Court Harleston Norfolk IP20 9AL
Proposal: Replace 4 windows on north elevation and Install 1 conservation roof window on west elevation
Application Type: Listed Building Consent

9. [To receive and note planning decisions made by South Norfolk and other planning authorities since the last meeting](#) (copy herewith)
10. [To receive and note the planning decisions which remain outstanding by South Norfolk and other planning authorities](#) (copy herewith)
11. To receive the Neighbourhood Plan Review meeting notes and associated presentations (copy herewith). To agree recommend to the Town Council to accept the offer of a meeting from Richard Squires (Senior Community Planning Officer) to discuss the Redenhall with Harleston Neighbourhood Plan.
12. To agree recommend to the Town Council to accept the offer of a meeting from Joel Pailes (Community Infrastructure Officer).
13. To receive and note correspondence received and action as necessary.
 - a) Compliance Team from Steve Kenny the new Compliance Manager at SNDC (copy herewith)
14. To note the date of the next Planning and Development Committee meeting as 11th September 2023 starting at 10am in the Meeting Room at the Memorial Leisure Centre.
15. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
16. Confidential reports for information only

[Any other planning applications received up to the day before the meeting may be considered, to allow a response within the statutory 21-day period. These can be found on the Town Council website.](#)



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes

Redenhall with Harleston Town Council's Planning and Development Committee held at the Council Offices, Memorial Leisure Centre at 10am on Monday 26th June 2023

Present: Councillors: Paul MBA, Clive Digby, Clive Attwood, Keith Harrison, Shelagh West

Also present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

Members of Public: Carolyn Malinowski, Michael Hardy, Mr Osbourne

District Councillors Trevor Graham & James Eddy

1. To elect

a) a Chairman

Cllr Digby nominated himself.

By show of hands unanimously voted in favour of Cllr Digby who accepted the position of Chairman
Unanimously agreed.

b) a Vice-Chairman

Cllr Harrison nominated himself.

By show of hands unanimously voted in favour of Cllr Harrison who accepted the position of Vice Chairman
Unanimously agreed.

2. Welcome

Cllr Digby welcomed the committee and members of the public to the meeting.

3. To receive and consider accepting apologies from members unable to attend.

Cllr Tyler sent apologies due to work commitments these were unanimously accepted by the committee.

4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

To note that the council appoints a trustee to the Dove charity which has a share in the land on Spirketts Lane.

5. To receive and approve the minutes of the last Planning and Development Committee meeting on Monday 20th March 2023.

The minutes were approved by the committee and signed and dated by Cllr Digby

6. To note progress on decisions made at the last meeting of the Planning and Development Committee

Progress was noted.

7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

Standing orders were suspended at 10.10.

The following items were highlighted by members of the public.

- It was reported that the size of land that is owned by the Dove Charity is very small.
- Concerns about the infrastructure considering all the developments in the town.
- Noise and dust during the construction phase.
- Questioned the need for the 91 houses detailed in item 21b.
- No buffer between the new development and existing houses.
- Ditch and hedge rule land ends in the middle of the mound.
- Concerns about the increase in traffic on local roads when looking at all the new developments as a whole rather than on a case-by-case basis.
- Needham Road is outside the settlement policy and the Neighbourhood Plan. It is also believed that it does not align with the South Norfolk Council policy DM1.3.
- Information for new councillors on how the Neighbourhood Plan is a crucial document, with regards to infrastructure before developments are finalised.

District Councillor Graham highlighted the following.

- Item 13 – 732 additional houses until 2036.
- He is seeking clarification on the total CIL money that may be owed from SNDC.
- SNDC may pay the parish their CIL share up front and may double the payment, but this would need to be applied for as a matter of urgency.
- He urged the Town Council to set up a working party to focus on the CIL allocation.
- Item 12 – Nature Recovery working party. Encouraged the new council to continue with the work of the previous council in respect of the Nature Recovery Plan.

District Councillor Eddy highlighted the following.

- He wanted to gauge the feelings of the local community as he is now directly involved in the planning decision process at SNDC.
- He now has a better understanding of the planning application process and how applications are seen by the SNDC Planning Committee rather than a Planning Officer.

District Councillors Graham and Eddy left the meeting at 10.26.

Standing orders reinstated at 10.27.

8. To agree invitations for non-councillors with no voting rights onto the Planning and Development Committee.

It was agreed for Mrs Malinowski and Mr Hardy to be invited to join the planning committee.

Unanimously agreed and invitations accepted by Mrs Malinowski and Mr Hardy.

Cllr Digby formally welcomed them to the committee.

9. To review the current Terms of Reference and make suggested amendments as necessary.

To now include.

The planning and development committee has the ability to invite non council members with the relevant experience and knowledge to provide the committee with assistance. They have no voting rights and are not part of the quorum.

Bullet point 2 change 'all' to 'notified'.

Action – Town Clerk

10. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023.

Unanimously agreed.

11. To discuss a calendar of Planning and Development Committee meetings for 2023/24 and agree the meeting schedule.

Proposed monthly meeting. Deputy Clerk to add the final calendar to the website.

Unanimously agreed.

Action – Deputy Clerk

12. To review the responsibilities of the Planning and Development Committee current working parties and agree duties and membership.

a) Emergency Plan – recommend moving to Town Council level.

b) Nature Recovery - recommend moving to Town Council level.

Unanimously agreed.

Action – Town Clerk

13. To consider the responsibilities of any new Planning and Development Committee working parties and agree duties and membership.

Town Clerk suggested that there should be a working party for CIL and Section 106 funds.

It was agreed the working party members from the planning committee would be Cllrs West, Attwood, and Digby and Mrs Malinowski and Mr Hardy

Recommend that this working party is at Town Council level and that the duties will be put forward to the Town Council at their meeting in July.

Action – Planning and Development Working Party

14. To note the attendance to the South Norfolk Council Neighbourhood Plan Network Meeting – 'Reviewing Neighbourhood Plans' The purpose of the meeting is to share the process and options for reviewing a Neighbourhood Plan, including when a review might trigger more significant modifications.

Noted

Mrs Malinowski will attend and report back at the next meeting.

Action – Mrs Malinowski

15. To receive and note the South Norfolk District Harleston Tree Preservation Order 2023 No. SN0597

Noted

16. To receive correspondence relating to street lighting

a) Letter to the council detailing what other councils are doing and the implications of accepting the street lighting.

i. Street Lighting South Norfolk

ii. Street Lighting Norfolk County Council

iii. Street Lighting Press

Mrs Malinowski raised the concern that the cost of the lighting is not as high as implied in the letter. This was noted by the committee.

17. To receive a request (including map) from Norfolk County Council Community and Environmental Services to review street lighting proposal relating to the development at Mendham Lane, Harleston by Lovell

The committee received and discussed the matter outcome detailed in item 18.

18. To agree which statement applies to Harleston Town Council, as the local lighting authority:

a) The local lighting authority does not want street lighting to be installed on The above development.

b) The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.

Agreed with Statement B subject to the following conditions being received in writing from the developer.

- The developer will pay the installation costs of all the lighting once the confirmation has been received for the following two points.
- Clarification that a maintenance agreement is in place for a period of time after the installation of the lights and will be the responsibility of the developer during this time.
- Lighting columns have the same specification as the existing streetlights in the town.

Action – Town Clerk

19. To consider appointing professional Planning Advisors to scrutinise on the Councils behalf the expected Full Planning Application for the development of the Spirketts Lane North site and to guide any response to the application that the Council may decide to make and make any recommendations to Full Council.

Unanimously agreed to recommend for approval at the next Town Council meeting.

Action – Town Clerk

Cllr MBA and the Town Clerk left the meeting at 11.42 due to another meeting.

Deputy Clerk continued clerking the meeting.

20. To consider the requirement for an open meeting for residents to attend to discuss planning application 2023/1418 Land North of Spirketts Lane and agree the format for the meeting.

Agreed that a meeting should take the same format as the previous meeting for the Briar Farm Development as soon as possible.

Action – Town Clerk

21. [To receive and consider the new planning application received and ratify comments and verdict.](#)

a) [2023/1418](#)

Applicant: NA

Location: Land North Of Spirketts Lane Harleston Norfolk

Proposal: Erection of 91 x dwellings with associated landscaping and external works

Application Type: Full Planning Permission

Deferred until after the public meeting.

b) [2023/1505](#)

Applicant: Mr John Stokes

Location: Land West Of 15 Needham Road Harleston Norfolk

Proposal: Outline planning permission for 2 dwellings and associated garages with all matters reserved except for access

Application Type: Outline Planning Permission

It was agreed that the Council would object to this application and the following comments to be submitted.

Referring to the Redenhall with Harleston Neighbourhood Plan.

1.22 Due to the level of new housing growth proposed in the current and emerging Local Plan, the Redenhall with Harleston Neighbourhood Plan is not allocating further sites for development.

It should be noted that the following sites are already allocated.

- HAR1 120 dwellings completed.
 - HAR3 33 dwellings completed.
 - HAR4 Planning permission applied for 91 dwellings.
 - HAR7 150 dwellings allocated.
 - GNLP2136 360 dwelling plus 90 extra care housing
- This far exceeds the JCS requirements of 200-300 new dwellings.

Neighbourhood Plan Policy RWH19 Landscape character and Town Gateways states

The visual scenic value of the landscape and countryside in the Neighbourhood Plan area outside the defined settlement boundary will be protected from development that may adversely affect this character.

Town Gateways - Where green gateways or substantially undeveloped entrances currently exist, these should be maintained as soft entrances to assist with rural to urban transition. The approach from Needham roundabout past the Cherry Tree is identified as one of the important soft gateways to be maintained.

Regarding South Norfolk Council policy DM1.3, we also do not believe these proposals provide overriding economic, social, and environmental benefits.

This application is contrary to this policy.

22. [To receive and note planning decisions made by South Norfolk and other planning authorities since the last meeting](#)

Received and noted the following.

Application Number : [2023/1276](#)

App Type : Works to TPO trees

Parish : Redenhall With Harleston

Grid Ref : 624390 283035

Location : 1 Willow Walk Harleston Norfolk IP20 9DY

Proposal : T1 Leylandii -remove stem to ground level. T2 Acer – remove ivy and deadwood. T3 cluster of Sycamores – remove to ground level. T4 Lime – crown lift to 1.7m and reduce height from 11m to 9m and spread from 7m to 6m. T5 Birch – reduce height from 9m to 7.5m and width from 5m to 4m. T6 Birch – reduce height from 10m to 8m and width from 5m to 4m

South Norfolk View: *Approved with conditions (Delegated)* on 13th June 2023

Application : [2023/0745](#)

App Type : Householder PD Prior Notification

Parish: Redenhall With Harleston

Location : 19 Parklands Way Harleston Norfolk IP20 9DR

Proposal : Proposed single storey rear extension extending 4.0m from the rear of the original dwellinghouse, with a maximum height of 3.90m and an eaves height of 2.79m

South Norfolk View : *Prior Approval not Required (Delegated) on 2 May 2023*

Application Number : [2023/0662](#)

App Type : Works to trees in Conservation Area

Parish : Redenhall With Harleston

Grid Ref : 624764 283620

Location : 2 Candles Mews Candles Lane Harleston Norfolk IP20 9FL

Proposal : T1 elm – reduce from 6.5m to 5m. T2 sycamore – pollard from 10m to 5m. T3&4 yew – reduce from 5m to 5.5m

South Norfolk View – *No Objections on the 25th April 2023*

Application Number : [2023/0457](#)

App Type : Approval of Condition Details

Parish : Redenhall With Harleston

Grid Ref : 625162 283076

Location : Land To The East Of Mendham Lane Harleston Norfolk IP20 9GB

Proposal : Details of conditions of 2022/0067 – (12) demolition compound plan (37) Anglian

Demolition method statement and health and safety plan

South Norfolk View: *Approved on 25th May 2023*

Application Number : [2023/0433](#)

App Type : Approval of Condition Details

Parish : Redenhall With Harleston

Grid Ref : 625082 282826

Location : Land To The East Of Mendham Lane Harleston Norfolk

Proposal : Details of condition 30 of 2022/0067 – (3) materials

South Norfolk View: *Approved on 25th May 2023*

Application Number: [2023/0110](#)

Applicant: Kate James

Location: 15 Magpie Court Harleston Norfolk IP20 9JW

Proposal: Removal of condition 11 of 1986/3261 – To allow occupation of property to persons aged 55 years of age and under Application Type: Removal/Variation of Condition (S73 / S19)

Committee View – No comment on 14th February 2023

The planning committee have reviewed this application are unable to find any objections to this under the planning guidelines but it is felt that consideration should be given to the thoughts and feelings of the current residents. The use of precedent in this application is questionable regarding the lifting of this restriction.

South Norfolk Council View – *Approval with No Conditions on 26th April 2023*

23. [To receive and note the planning decisions which remain outstanding by South Norfolk and other planning authorities](#)

Received and noted the following.

Application Number : [2023/1549](#)

App Type : Works to trees in Conservation Area

Parish : Redenhall With Harleston

Grid Ref : 624757 283610

Location : Candler's Mews Candler's Lane Harleston Norfolk IP20 9FL
Proposal : T1- 4 x sycamore – single stem pollard to 6m. Current height 12 m and crown spread 4m.
T5 ash – reduce branches overhanging boundary. Current length 3/4 m reduced to 1/2m
Town council not consulted
South Norfolk View – *Pending*

Application Number : [2023/1488](#)
App Type : Approval of Condition Details
Parish : Redenhall With Harleston
Grid Ref : 625082 282826
Location : Land To The East Of Mendham Lane Harleston Norfolk
Proposal : Details of condition 11 and 26 of 2022/0067 – (11) Construction parking – part discharge (26) CEMP
Town Council not consulted
South Norfolk View: *Pending*

Application Number : [2023/0518](#)
App Type : Approval of Condition Details
Parish : Redenhall With Harleston
Grid Ref : 625082 282826
Location : Land To The East Of Mendham Lane Harleston Norfolk
Proposal : Details of conditions of 2022/0015 – 11 Drawings for offsite highway improvements and 12 offsite highway improvements

Application Number: [2023/0366](#)
Applicant: Ms Karol Perley
Location: 1 Swan Lane Harleston Norfolk IP20 9AN
Proposal: Remove existing timber windows and replace with UPVC framed windows
Application Type: Householder
Town Council View: No Comment

Application Number: [2022/2177](#)
Applicant: Ms Martha Jary
Location: Former Workshop ,Stables And Storage Buildings At Old Police Station Yard Harleston Norfolk
Proposal: Conversion of former workshop, storage and stables to residential dwelling with 2 x parking spaces.
Application Type: Full Planning Permission
Committee View: *No Comment* on 15 December 2022 (The Town Council have reviewed the application. The proposed development should conform to the requirements of the Redenhall with Harleston Neighbourhood Plan policy RWH3 "Heritage protection", including conformity with the Design Guidance and Code, and the Harleston Conservation Area Character Appraisal and Management Guidelines 2016. Concerns were also raised regarding the losing of police history through the loss of policing buildings).
South Norfolk Council View: *Pending*

Application Number: [2022/2122](#)
Applicant: Mr John Mewse
Location: 4 School Lane Harleston Norfolk IP20 9HG
Proposal: Proposed garden room open on one side and replacement of existing toilet lean to
Application Type: Householder
Committee View: No Comment on 15 December 2022 (The Town Council reviewed this application with no comments.).
South Norfolk Council View: *Pending*

Application Number: [2022/1929](#)

Proposal: Erection of new gate, new paint colour and signage to dwelling. (Retrospective)

Location: 1 Redenhall Road Harleston Norfolk IP20 9EN

Applicant: Miss Farah Moussavi

Application Type: Listed Building Consent

Committee View: **Object** – This is in contravention of South Norfolk Councils Character Appraisal and Management Guidelines with regard to 'Painting Buildings' and also the 'Design Code' in relation to the colour palette. The additional of the signage (metal sculpture and lamp on the front of the building) is not in keeping with a Grade II Listed Building and the general tone of the Conservation Area.

South Norfolk Council View: *Pending*

Application Number: [2022/1843](#)

Proposal: Erection of new gate, new paint colour and signage to dwelling. (Retrospective)

Location: 1 Redenhall Road Harleston Norfolk IP20 9EN

Applicant: Miss Farah Moussavi

Application Type: Householder

Committee View: **Object** – This is in contravention of South Norfolk Councils Character Appraisal and Management Guidelines with regard to 'Painting Buildings' and also the 'Design Code' in relation to the colour palette. The additional of the signage (metal sculpture and lamp on the front of the building) is not in keeping with a Grade II Listed Building and the general tone of the Conservation Area.

South Norfolk Council View: *Pending*

Application Number: [2022/1501](#)

Proposal: Minor internal alterations including new hatch between kitchen and living area; convert existing dressing room on first floor to en suite with new external soil vent pipe.

Location: 5A Church Street Harleston Norfolk IP20 9BB

Applicant: Mrs Maria Davies

Application Type: Listed Building Consent

Committee View: *No Comment* on 24th August 2022

South Norfolk Council View: *Pending*

24. To receive and note information relating to local points of interest from District Councillors Graham and Eddy

Received and noted.

25. To receive and note significant correspondence and agree on any necessary response.

a) Planning objection application 2023/1418

Received and noted.

b) Briar Farm development access

Received and noted.

26. To note the date of the next Planning and Development Committee meeting starting at 6.30pm in the Social Room at the Memorial Leisure Centre (as decided at Item 11).

It was noted that the next meeting would take place on Monday 10th July 2023 at 10am.

27. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.

Mr Osbourne left the meeting.

28. Confidential reports for information only
Received and noted.

Meeting Closed 12.20

Signed

Dated.....

DRAFT

Planning and Development – Progress Report – 10th July 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Planning	20/03/2023 Item 7	Emergency Plan	Cllr Eddy had put together an initial blueprint that will need to be finalised by the new committee	New Planning Committee	September 2023	No further work has been completed to date. Ongoing
Planning	20/03/2023	Open Space	Committee to completed further investigation into the management of open spaces	Committee	June 2023	Ongoing
Planning	26/06/2023 Item 9	Terms of Reference	To now include. The planning and development committee has the ability to invite non council members with the relevant experience and knowledge to provide the committee with assistance. They have no voting rights and are not part of the quorum. Bullet point 2 change 'all' to 'notified'.	Town Clerk	TC Meeting 27 th June 2023	Action Completed Matter Closed
Planning	26/06/2023 Item 11	Meeting Calendar	Deputy Clerk to add the final calendar to the website.	Deputy Clerk	30 th June 2023	All meetings added to the Event Calendar Matter Closed
Planning	26/06/2023 Item 12	Existing Working Parties	Emergency Plan – recommend moving to Town Council level. Nature Recovery - recommend moving to Town Council level.	Town Clerk	July TC Meeting	Added to July Town Council agenda. Matter Closed
Planning	26/06/2023 Item 13	New Working Parties	Working Party for CIL and 106 - Cllrs West, Attwood, and Digby and Mrs Malinowski and Mr Hardy Recommend that this working party is at Town Council level and that the duties will be put forward to the Town Council at their meeting in July.	CIL and 106 Working Party	July TC Meeting	Added to July Town Council agenda. Matter Closed
Planning	26/06/2023 Item 14	South Norfolk Council Neighbourhood Plan Network	Mrs Malinowski will attend the South Norfolk Council Neighbourhood Plan Network Meeting – 'Reviewing Neighbourhood Plans' and report back at the next meeting.	Mrs Malinowski	July Planning Meeting	Mrs Malinowski was unable to attend. Slides circulated to the Planning Department.

Planning and Development – Progress Report – 10th July 2023

		Meeting – 'Reviewing Neighbourhood Plans'				Matter Closed
Planning	26/06/2023 Item 18		Agreed with Statement B subject to the following conditions being received in writing from the developer. • The developer will pay the installation costs of all the lighting once the confirmation has been received for the following two points. • Clarification that a maintenance agreement is in place for a period of time after the installation of the lights and will be the responsibility of the developer during this time. • Lighting columns have the same specification as the existing streetlights in the town.	Town Clerk	July Planning Meeting	Ongoing – To the agenda 10th July 2023
Planning	26/06/2023 Item 19		Unanimously agreed to recommend for approval at the next Town Council meeting appointing professional Planning Advisors for the Spirketts Lane North Planning application	Town Clerk	July TC Meeting?	Added to the TC Agenda 26 th July 2023 Matter Closed
Planning	26/06/2023 Item 20	Public Meeting re Spirketts Lane Planning Application	Agreed that a meeting should take the same format as the previous meeting for the Briar Farm Development as soon as possible.	Town Clerk	ASAP	Added to the TC Agenda 26 th July 2023 Matter Closed



**Presentation to South Norfolk and Broadland Council
28th June 2023**

Peter Dawson Mendlesham Neighbourhood Development Plan Committee (dissolved)

Site allocations and Neighbourhood Plan Review

1. Mendlesham Parish
2. 2017 Neighbourhood Plan
3. Why review our plan?
4. Evidence base and work completed
5. Issues and obstacles
6. Summary

Site allocations and Neighbourhood Plan Review

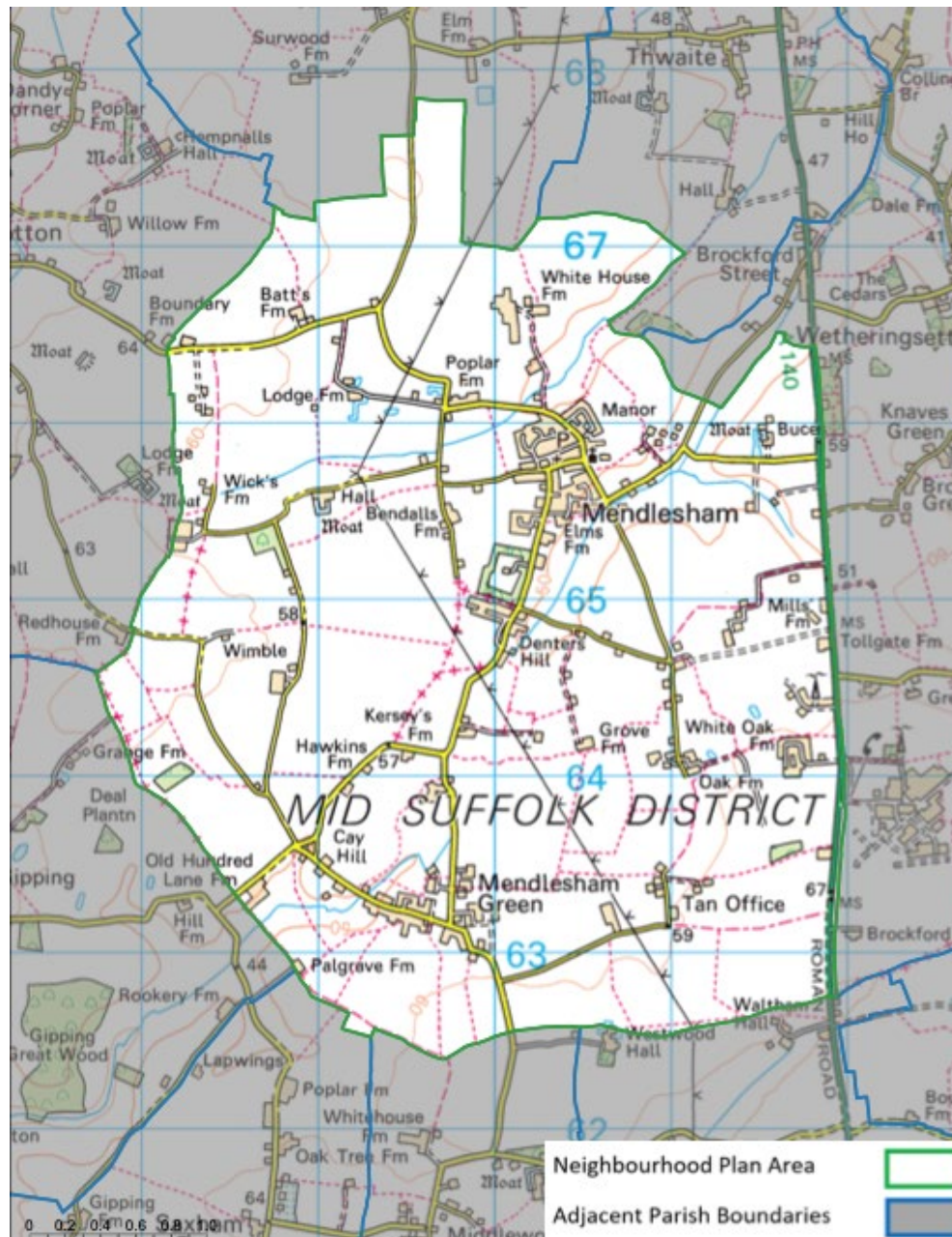
1. Mendlesham Parish
2. 2017 Neighbourhood Plan
3. Why review our plan?
4. Evidence base and work completed
5. Issues and obstacles
6. Summary





“Dear Red, If you’re reading this you’ve got out and if you’ve come this far... maybe you’re willing to come a little further, you remember the name of the town don’t you?”







How many people live locally?	Children Under 16	Working Age Adults (16 to 64)	People Aged 65 +	Dependency Ratio
1,407	264 (18.8%)	901 (64.0%)	242 (17.2%)	0.56
50.3% Males 49.7% Females	Mid Sflk Avg = 18.4% England Avg = 18.9%	Mid Sflk Avg = 61.5% England Avg = 64.7%	Mid Sflk Avg = 20.1% England Avg = 16.3%	Mid Sflk Avg = 0.63 England Avg = 0.55

Total # Occupied Households	Owned (Outright or with Mortgage)	Shared Ownership	Socially Rented	Privately Rented
600	434 (72.3%)	7 (1.1%)	86 (14.3%)	66 (11.0%)
	Mid Sflk Avg = 75.1% England Avg = 63.3%	Mid Sflk Avg = 0.8% England Avg = 0.8%	Mid Sflk Avg = 11.3% England Avg = 17.7%	Mid Sflk Avg = 11.2% England Avg = 16.8%

Number of Bedrooms (Occupied Households)				
None	1 bed	2 bed	3 bed	4 bed +
0 (0%)	69 (11.5%)	118 (19.7%)	260 (43.3%)	153 (25.5%)
Mid Sflk Avg = 0.1% England Avg = 0.2%	Mid Sflk Avg = 6.0% England Avg = 11.8%	Mid Sflk Avg = 25.0% England Avg = 27.9%	Mid Sflk Avg = 40.4% England Avg = 41.2%	Mid Sflk Avg = 28.5% England Avg = 18.9%

Mendlesham Neighbourhood Plan Policies

Policy - MP1* [Housing]

This Plan provides for a minimum total of 161 new homes over the plan period 2018-2037. Any significant increase to this figure will need to demonstrate clearly that the existing local services and infrastructure will be able to cope or, if not, then appropriate measures will be provided as part of the development proposals.

“Residents have a preference for incremental growth of small developments of 20 dwellings or less unless it can be demonstrated that a greater number will deliver a significant and demonstrable benefit.”

Mendlesham Neighbourhood Plan Policies

Policy - MP2 [Access to Affordable Housing]

Normally any affordable housing within the parish should be available, in the first instance, to people who can demonstrate local connections.

Policy - MP3 [Provision of Affordable Housing]

All major residential development shall be expected to provide affordable housing on site in accordance with District policy.

Policy - MP4 [Business]

Proposals to develop small business hubs within the parish will be supported where they do not compromise the rural setting or adversely affect neighbour amenity.

Mendlesham Neighbourhood Plan Policies

Policy - MP5* [Historic environment]

Any designated heritage assets in the Parish and their settings, will be conserved and enhanced for their historic significance and their importance...

Policy - MP6* [Building design]

This policy aims to encourage new development to respect and fit in with the built form and character of Mendlesham.

Policy - MP7 [High speed broadband]

The provision of high speed broadband is seen as essential for all development proposals (dwellings and businesses) in the Parish.

Mendlesham Neighbourhood Plan Policies

Policy - MP8* [Green areas]

Proposals for new housing must include a suitable provision of, or contribution towards, functional green areas for local residents...

Policy - MP9* [Local green spaces]

The following Local Green Spaces are designated in this Plan and are identified on the proposals maps...

Policy - MP10 [Open spaces]

Within or abutting settlement boundaries, visually important open spaces will be protected because of their contribution to the character or appearance of their surroundings...

Policy - MP11 [Public Rights of Way and countryside access]

New housing and business developments shall, where possible, encourage usage of, and provide linkage to, the network of existing paths and bridleways.....

Neighbourhood Plan Referendum 2017

Do you want Mid Suffolk District Council to use the Neighbourhood Plan for Mendlesham to help it decide planning applications in the neighbourhood area?

Yes	393no.	(94.24%)
No	24no.	(5.75%)

Turnout: 36.7%

Neighbourhood Plan Referendum 2017 ✓



however.....

Plan to identify sites for 17,500 homes delayed

23rd October 2021

BABERGH DISTRICT COUNCIL

MID SUFFOLK COUNCIL

PLANNING AND DEVELOPMENT



By Jason Noble, Local
Democracy Reporter

Local Democracy Reporter

[jason_noble89](#)

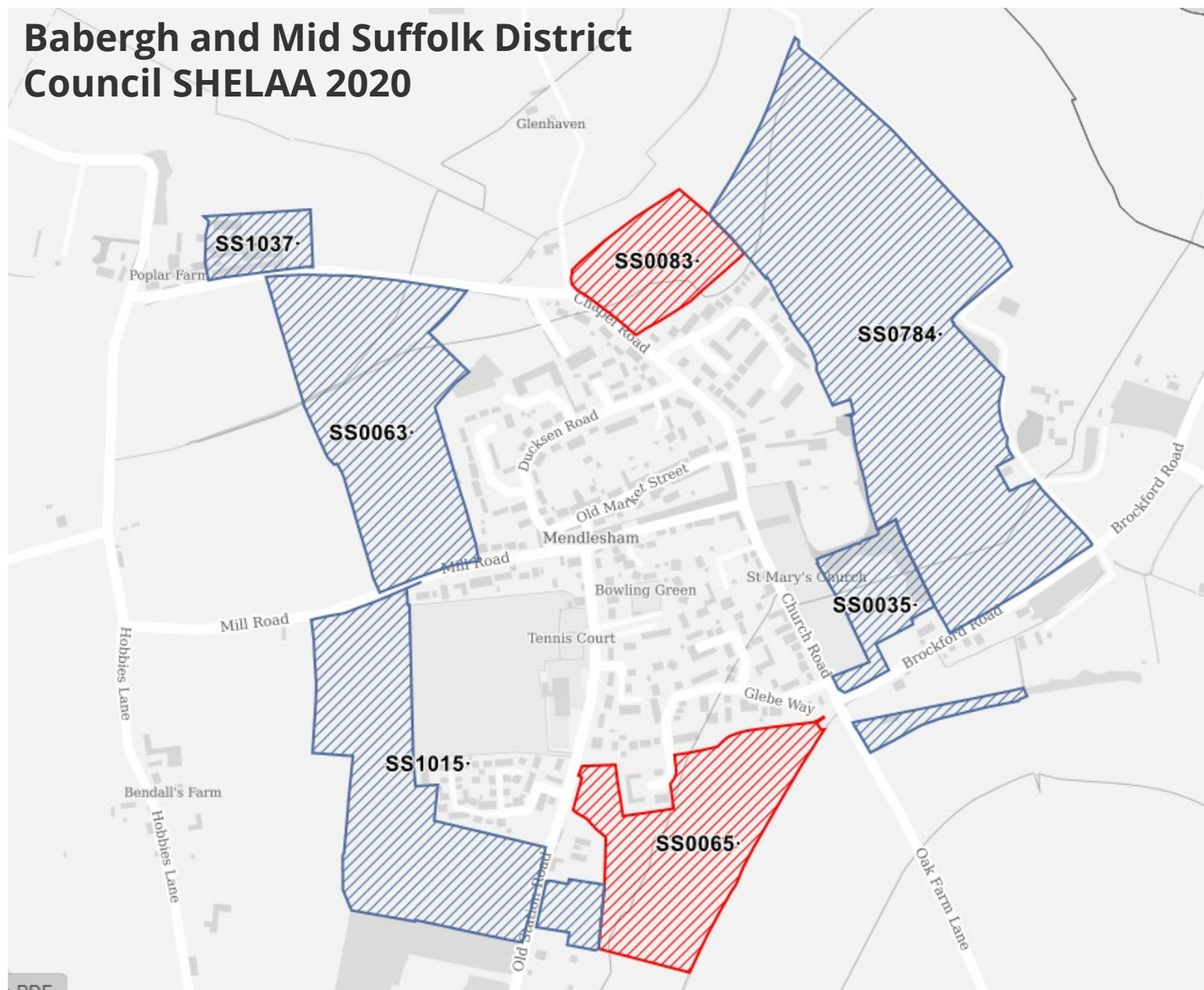
Share



[Comments](#)

Fresh delays have beset a strategy which will determine where 17,500 new homes are built across two Suffolk districts over the next 15 years.

Babergh and Mid Suffolk District Council SHELAA 2020





Vistry Group

Bovis
Homes

Linden
HOMES

Vistry
Partnerships

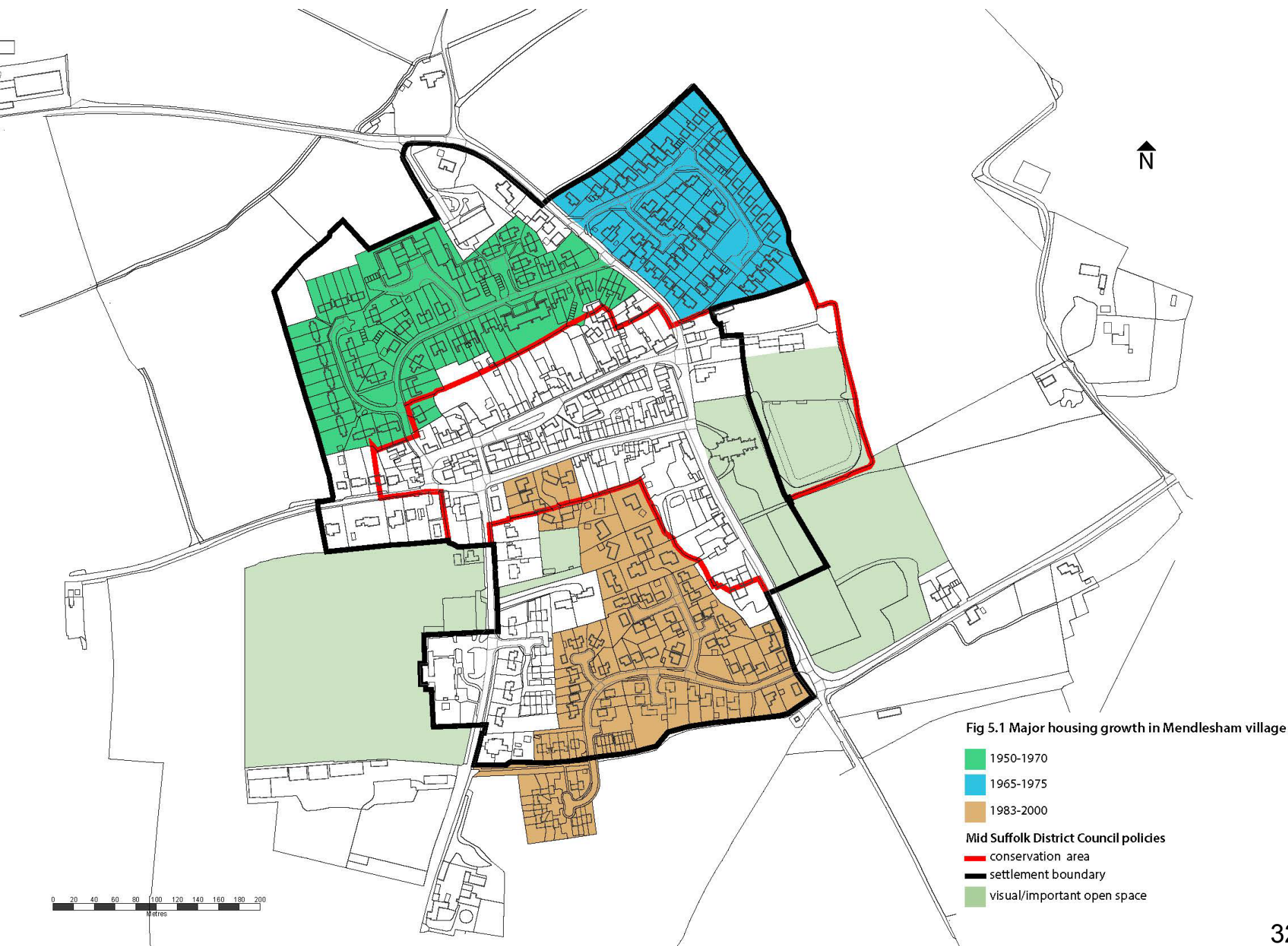
LAND NORTH OF BROCKFORD ROAD **MENDLESHAM**

VISION FOR A CONTEXT RESPONSIVE DEVELOPMENT

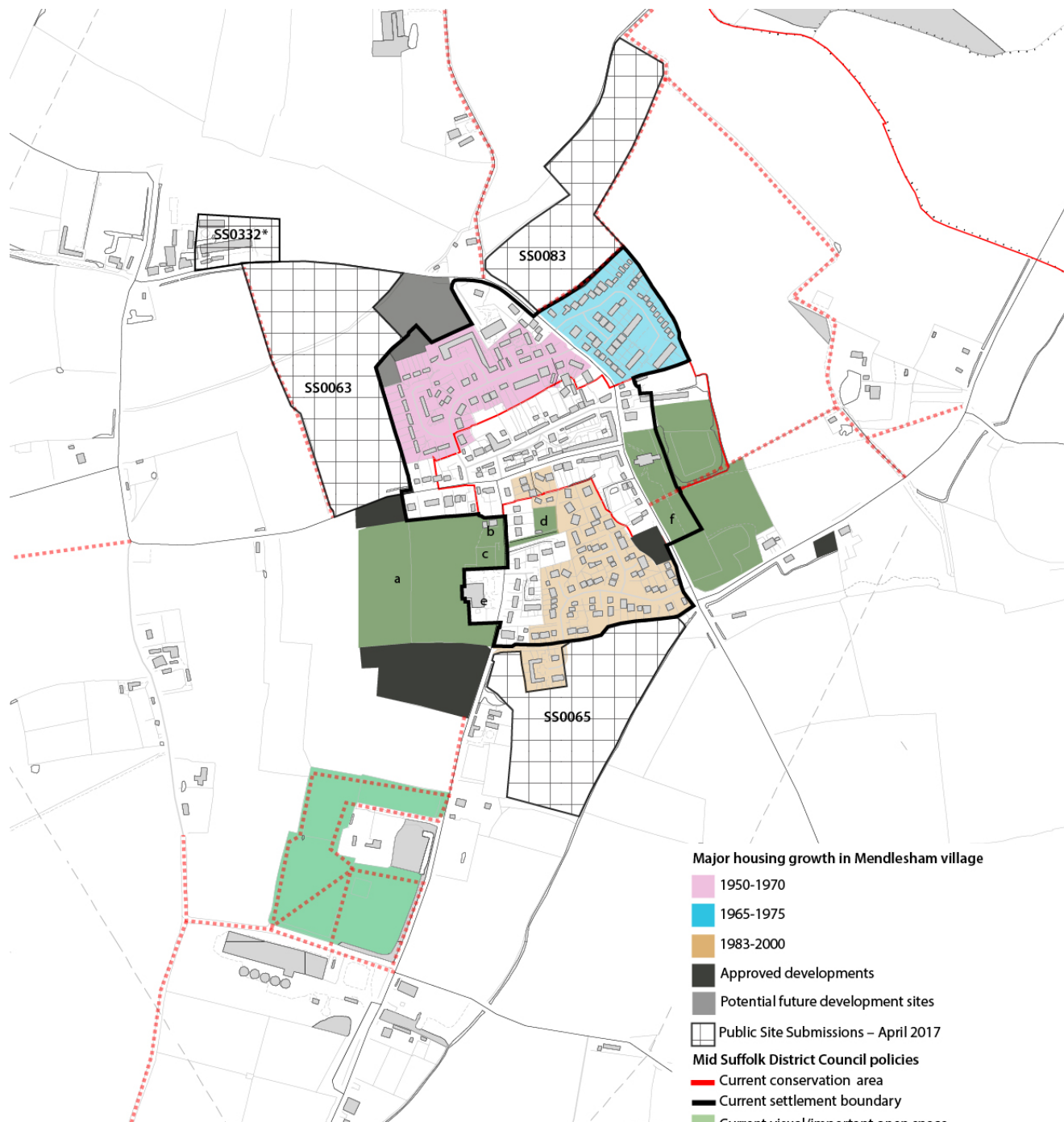
December 2020

Concept masterplan for 150-200 dwellings (Really....!?!?)









Major housing growth in Mendlesham village

1950-1970

1965-1975

1983-2000

Approved developments

Potential future development sites

Public Site Submissions – April 2017

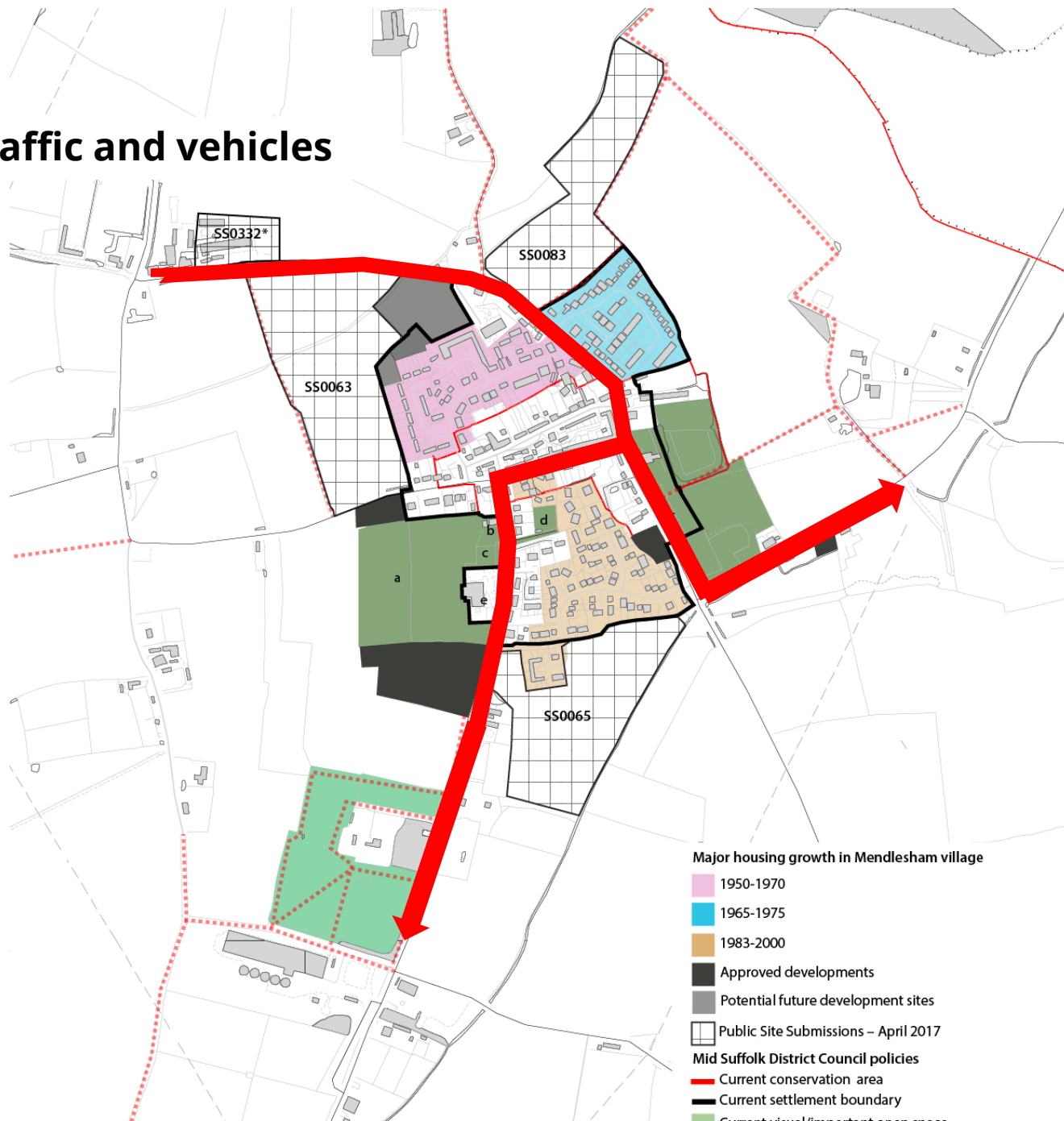
Mid Suffolk District Council policies

Current conservation area

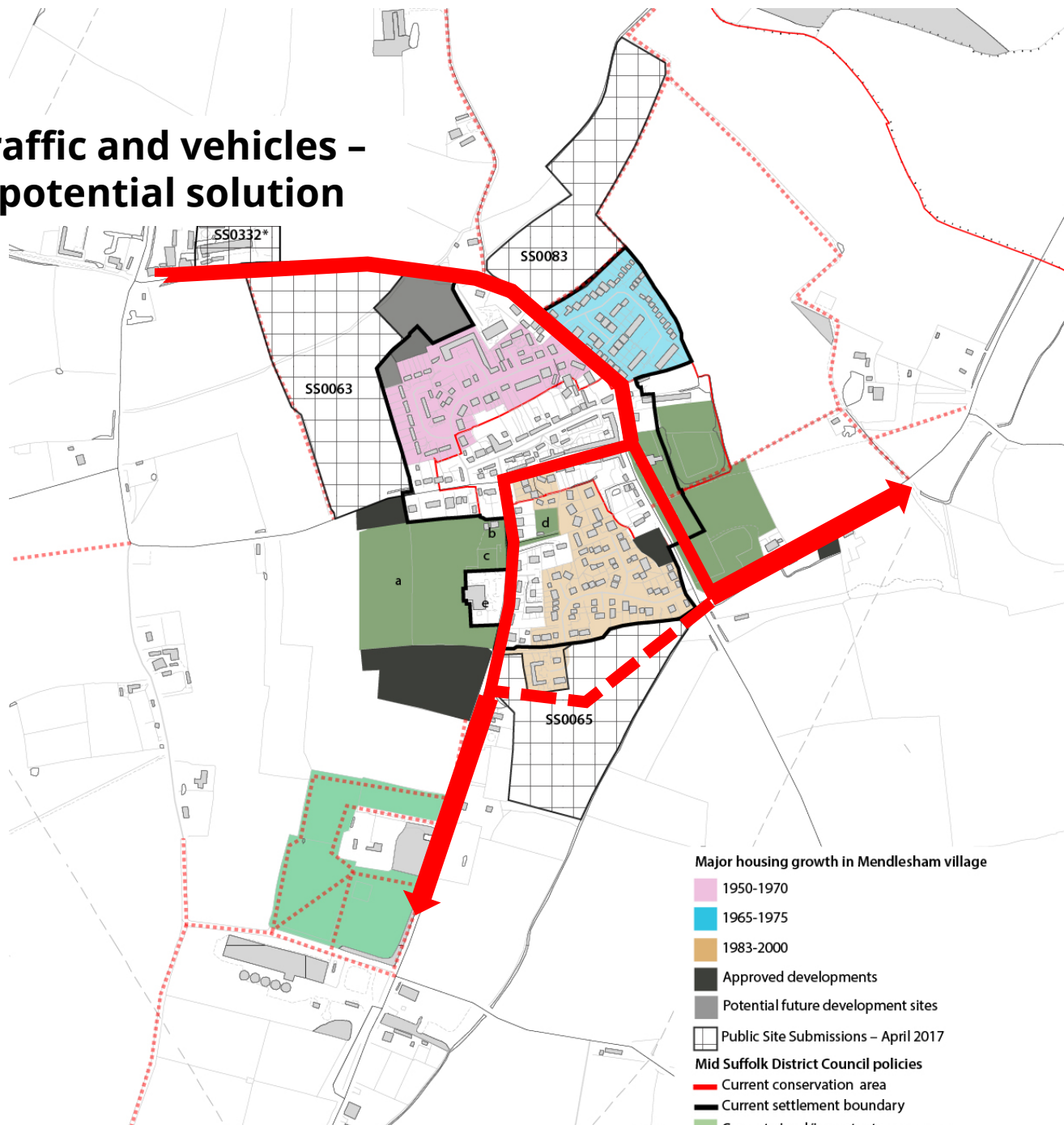
Current settlement boundary

Current visual important open spaces

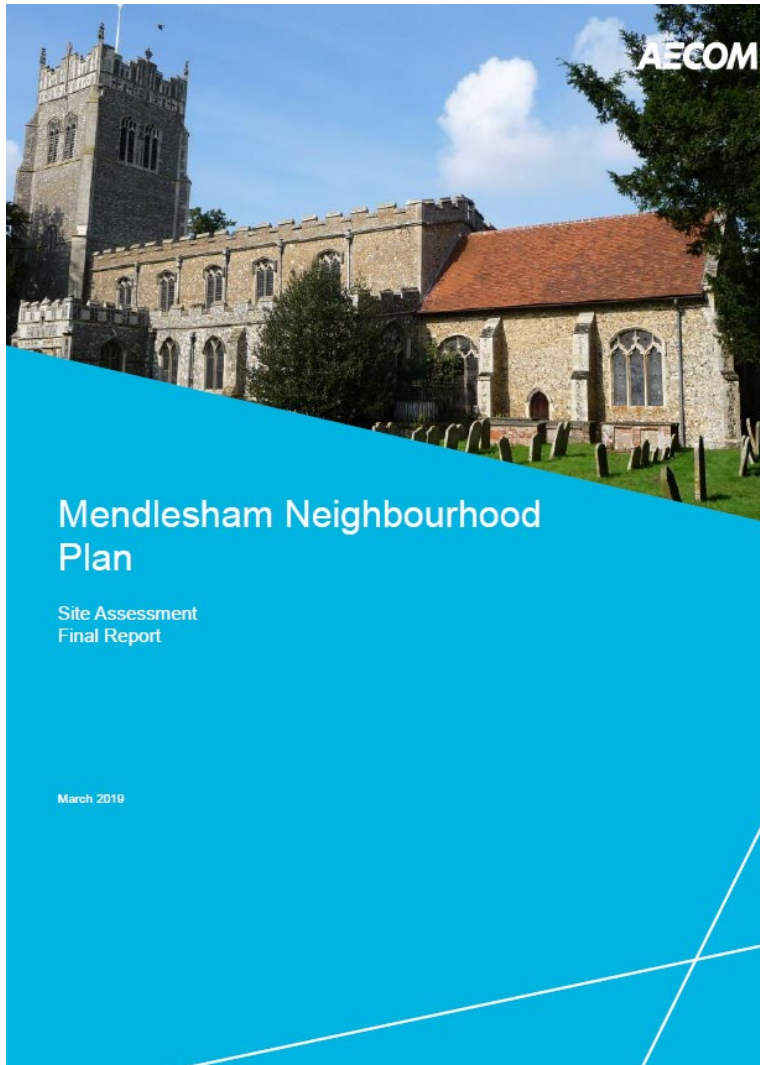
Traffic and vehicles



Traffic and vehicles – a potential solution



Evidence base



Mendlesham Neighbourhood Plan Site Assessment							
Site Ref.	Site Address	Site Type (Greenfield/Brownfield)	Site Source	Site Area (Ha)	Capacity (no. dwellings)	SHELAA Conclusions (if relevant)	Neighbourhood Plan Site Assessment
6	Land to the east of Oak Farm Lane, Mendlesham	Greenfield	SHELAA 2017 Call for Sites 2018	0.51	Unknown	Not suitable – site is poorly related to the existing settlement pattern. Assumed to be available as submitted in the SHELAA and Call for Sites.	The site is considered to be unsuitable for development due to significant constraints. The site is detached from the settlement boundary and therefore lies in isolation from Mendlesham and its local services and amenities. Constraints also include the presence of mature trees and hedgerows, the flood risk area to the west of the site and a lack of timeframe for the site's availability.
7	Land north of Brookford Road	Greenfield	SHELAA 2017 Call for Sites 2018	1.8	Unknown	Not suitable – site is within a Visually Important Open Space and Local Green Space as allocated within the Mendlesham Neighbourhood Plan. Assumed to be available as submitted in the SHELAA and Call for Sites.	The site is considered unsuitable for allocation due to significant constraints. The site is designated as a Local Green Space in the existing Mendlesham Neighbourhood Plan, and therefore the site is unsuitable for development. The site is also unsuitable for development because the southern portion of the site has been assessed as highly significant for heritage views and should be kept undeveloped (as per the Heritage and Settlement Sensitivity Assessment, 2018). Development of the northern portion of the site relies on access through the south, and development alone in the northern half would be too isolated from the existing built up area of Mendlesham.
8	Land north of Brookford Road, Mendlesham	Greenfield	SHELAA 2017 Call for Sites 2018	16.83	Unknown	Not suitable – the site is poorly related to the existing settlement pattern. Assumed to be available as submitted in the SHELAA and Call for Sites.	The site is considered unsuitable for allocation due to significant constraints. The site is unsuitable for development because the site has been assessed as highly significant for heritage views and should be protected from development (as per the Heritage and Settlement Sensitivity Assessment, 2018). The site is also located adjacent to the Mendlesham Conservation Area and is in proximity to listed buildings.

Evidence base



Mendlesham Neighbourhood Plan
SD19 Landscape and Visual Assessment
of Mendlesham



The Parish Of Mendlesham Neighbourhood Plan

Supporting Document SD19
Landscape and Visual Assessment
of Mendlesham

May 2021

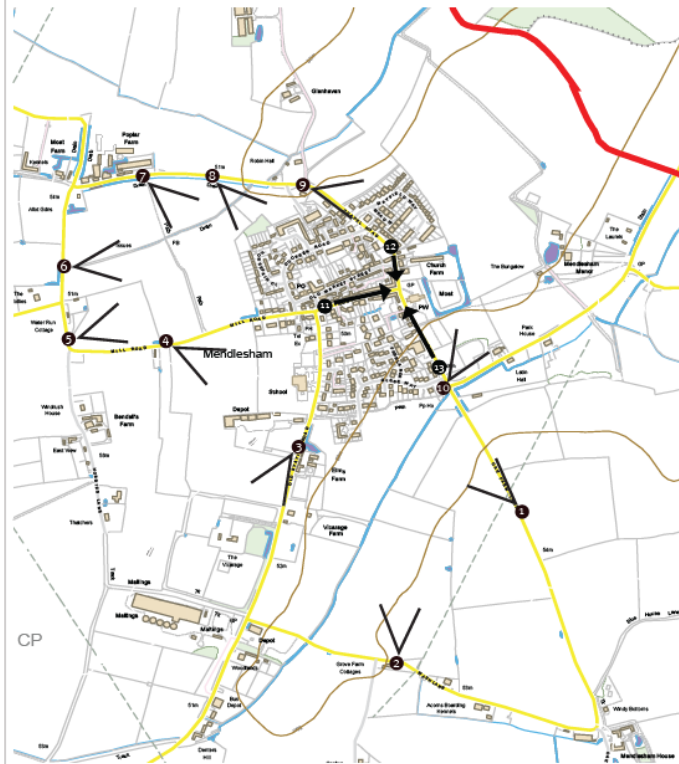
Landscape and Visual Assessment of Mendlesham

[SD19]

Landscape and Visual Assessment of Mendlesham
Mendlesham Parish Council

page8

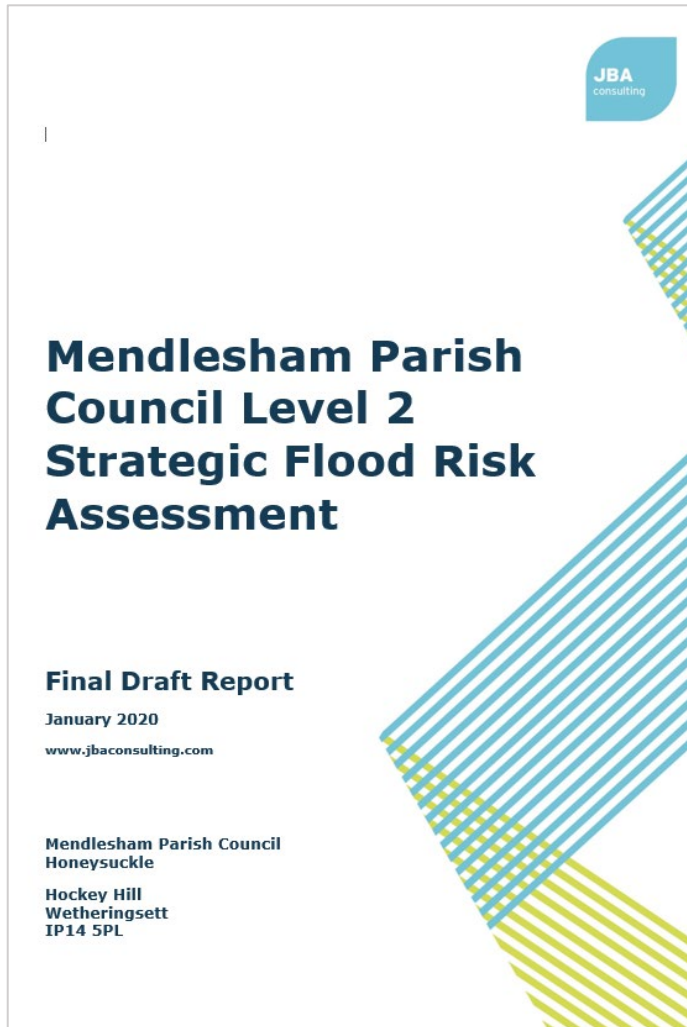
9.0 View location map (fig. 6.7)



Scale
0 1km

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Evidence base



**Parish Of Mendlesham
Neighbourhood Development Plan
2018 – 2037
Submission Modification Draft**

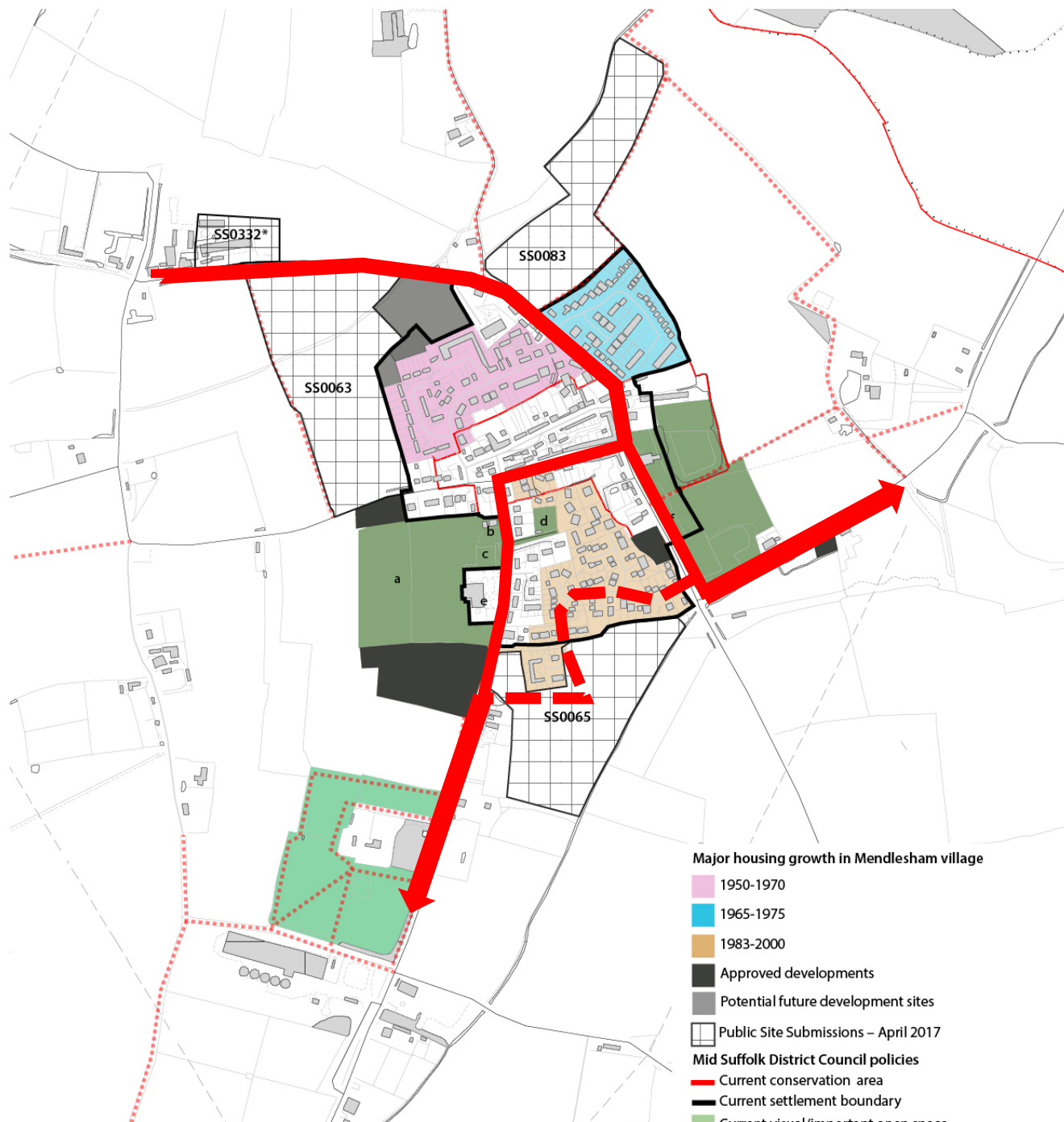
**CONFIDENTIAL DRAFT FOR FACT CHECKING
NOT FOR PUBLICATION
NOT FOR DISCUSSION AT A PUBLIC MEETING**

**Report by Independent Examiner to Mid Suffolk
District Council**

Janet L Cheesley BA (Hons) DipTP MRTPI

CHEC Planning Ltd

14 June 2022



Major housing growth in Mendlesham village

1950-1970

1965-1975

1983-2000

Approved developments

Potential future development sites

Public Site Submissions – April 2017

Mid Suffolk District Council policies

Current conservation area

Current settlement boundary

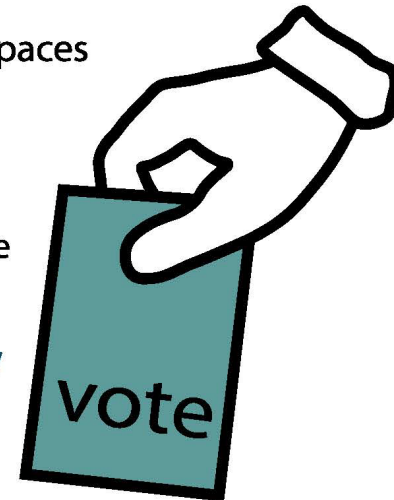
Current visually important open spaces

-  Keep the parish as a rural community
-  Support new development which is suitable for our rural environment
-  Provide additional affordable housing
-  Support small local business development
-  Protect our historic environment
-  Provide guidance for building design requirements
-  Maintain & improve our Public Rights of Way & countryside access
-  Maintain & improve our green areas and open spaces
-  Provide High speed broadband

All information is available to review online on the Parish website. A printed copy is also available for viewing at the King's Head Old Market Street.

**Please Vote and have your say
on the future of Mendlesham**

Printed by Gipping Press on behalf of Mendlesham Parish Council



Neighbourhood Plan Referendum 2022

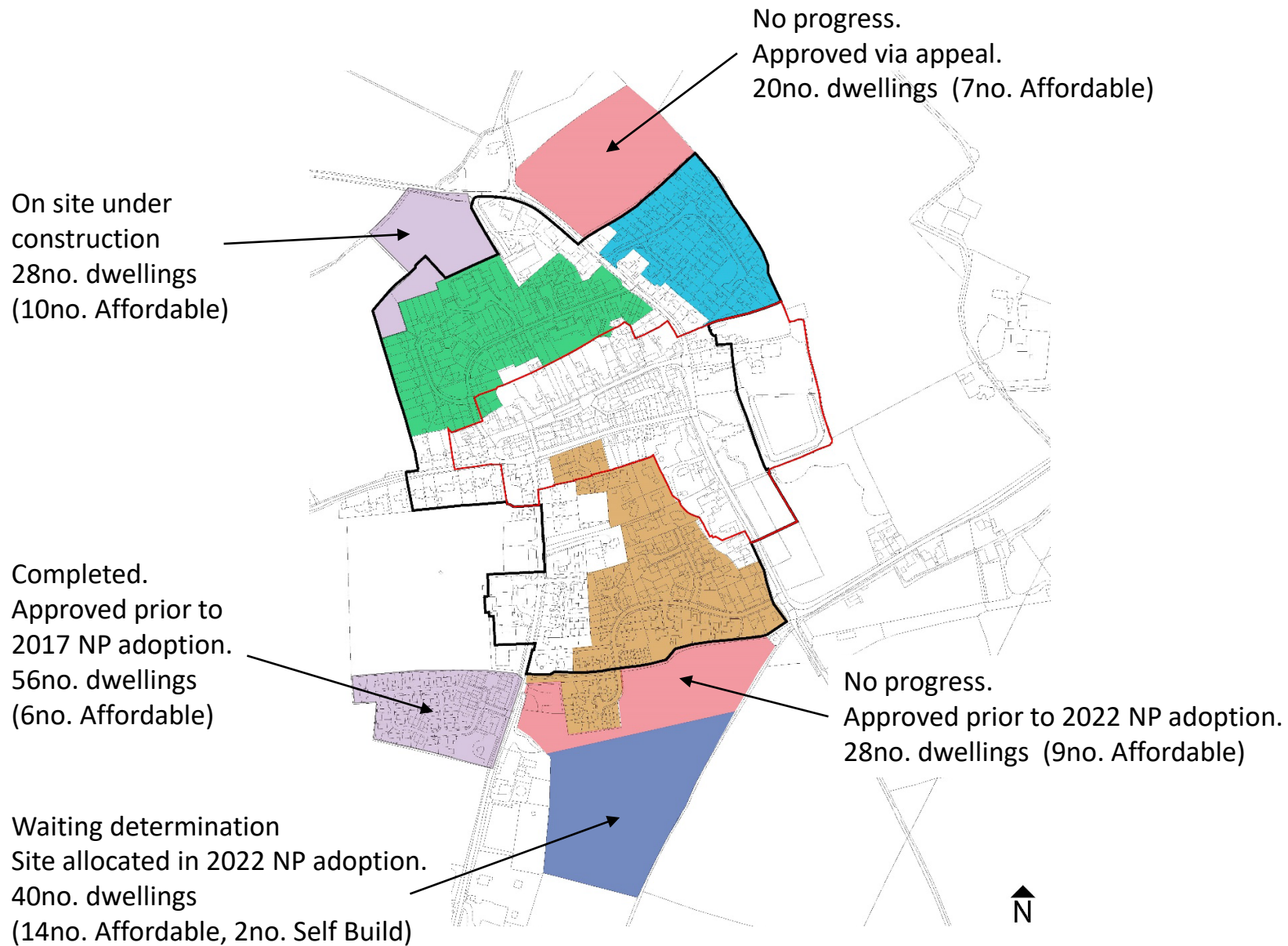
Do you want Mid Suffolk District Council to use the Neighbourhood Plan for Mendlesham to help it decide planning applications in the neighbourhood area?

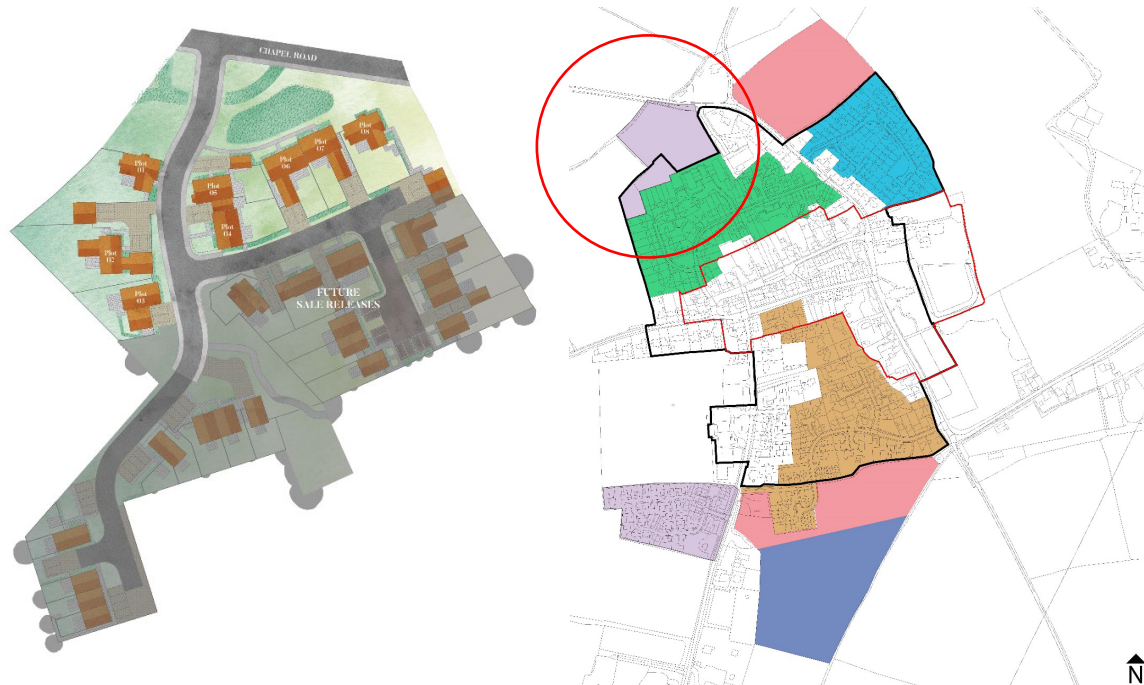
Yes	339no.	(93.4%)
No	24no.	(6.6%)

Electorate: 1179

Ballot Papers Issued: 363

Turnout: 30.8%





Neighbourhood Plan Review- summary

1. Be clear on why you want to undertake a review
2. Consultation, consultation, consultation
3. Don't underestimate the time and resources needed
4. Maximise grants and funding (Locality Grants)
5. Be clear on the evidence base needed
6. Manage consultants closely
7. NP Health Check
8. Site allocations will be divisive – be prepared for difficult conversations
9. Consultation and statutory consultees
10. Remember the end goal!

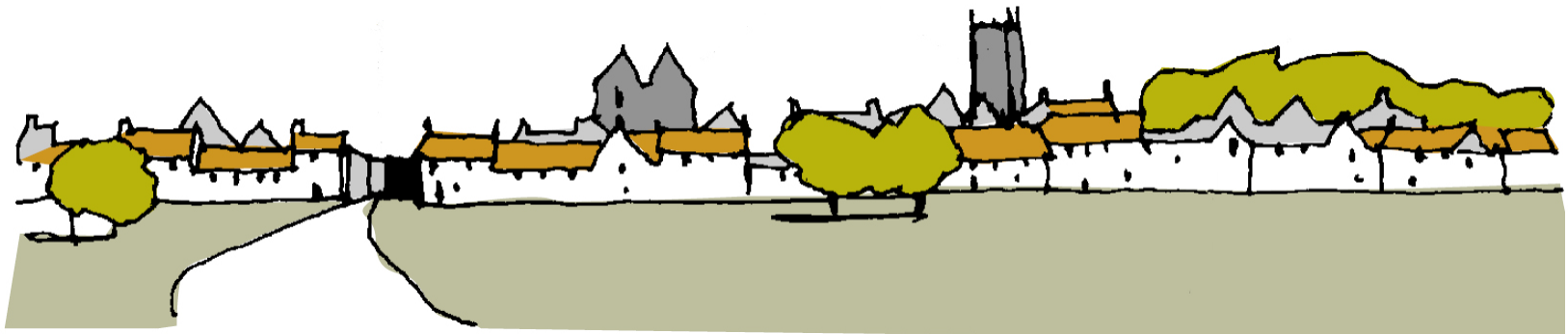


Community land trusts – or CLTs – are democratic, non profit organisations that own and develop land for the benefit of the community.

They typically provide affordable homes, community gardens, civic buildings, pubs, shops, shared workspace, energy schemes and conservation landscapes.

Protecting community assets forever. They ensure that their homes are permanently and genuinely affordable. CLTs act as long-term stewards of land and the assets on it. They ensure that it is put to the benefit of the local community, not just for now but for every future occupier.

Any Questions?



Updating a Neighbourhood Plan



Richard Squires
Senior Community Planning Officer
South Norfolk Council & Broadland District Council

Introduction

- Neighbourhood Plans (NPs) – key success of Localism Act
- Over 1,500 made NPs across the country
- Broadland - 16 adopted NPs
- South Norfolk - 8 adopted NPs
- Earliest NPs made in 2014
- Several early NPs have end date of 2026
- NP policies remain in force until policy is replaced
- GNLP and South Norfolk VCHAP est. adoption - first half 2024
- NP reviews increasing in number, nationally



Why update your Neighbourhood Plan?

- No requirement to review or update a NP
- However, NP policies may become out of date if, for example...
 - Conflict with policy (or policies) in a local plan adopted following NP
 - Evidence base becoming less robust
 - New land use / development issues affecting parish
- Policy(ies) not as effective as intended in planning process
- Emerging / recent NP best practice
- Updates to National Planning Policy Framework
- National planning reforms – Levelling up & Regeneration Bill



Options for updating a Neighbourhood Plan

1. Minor modifications

- Do not materially affect policies within the NP
- Can be made by LPA at any time, with consent from Parish/Town Council
- Consultation, examination & referendum not required

2. Significant updates – which do not change nature of the Plan

- Will require consultation and examination, but not referendum
- Might involve adding / changing one or more policies in the Plan, for example

3. Significant updates – which do change the nature of the Plan

- Will require consultation, examination and referendum
- Might involve allocating significant new sites for development, for example

Significant Updates – Process (1)

Stage	Description
1	Form steering group – agree T-O-R
2	Review existing Neighbourhood Plan policies
3	Agree scope of updates
4	Agree programme
5	Seek funding
6	Undertake evidence gathering and community engagement
7	Draft updates & supporting documents (e.g. SEA screening)

Significant Updates – process (2)

Stage	Description
8	Pre-submission consultation - community and stakeholder bodies (Reg 14) ➤ Incl. statement of whether updates change nature of NP
9	Submission of modified NP to local planning authority (Reg 15) ➤ Incl. statement of whether updates change nature of NP
10	LPA publishes modified NP and invites representations (Reg 16)
10	LPA sends modified NP to independent examination ➤ Incl. LPA statement of whether updates change nature of NP
11	Examiner determines extent of changes ➤ QB decides whether to proceed w. examination
12	Examiner's report produced
13	a) If no referendum – modifications made and NP adopted b) If referendum – LPA consider examiners recommendations and send to referendum

Reviewing policies and scope of updates

Policy No.	Has policy been replaced by a Local Plan policy since adoption?	Is there any conflict w. policies in any emerging Local Plan?	Does policy still accord w. NPPF and national guidance?	How effective has the policy been in the planning process?	Have there been any changes to local circumstances which might affect this policy?	Has there been any significant development in NP 'best practice'?	CONCLUSION – Does this policy need to be modified?
1							
2							
3							

Neighbourhood Planning Practice Guidance



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Guidance

Neighbourhood planning

The guidance explains the neighbourhood planning system introduced by the Localism Act, including key stages and considerations required.

Updating a neighbourhood plan

When will it be necessary to review and update a neighbourhood plan?

A neighbourhood plan must set out the period for which it is to have effect ([section 38B\(1\)\(a\) of the Planning and Compulsory Purchase Act 2004](#)). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new Local Plan is adopted, communities preparing a plan should take account of latest and up-to-date evidence of housing need, as set out in [guidance](#).

Communities in areas where policies in a neighbourhood plan that is in force have become out of date may decide to update their plan, or part of it. The neighbourhood area will already be designated, but the community may wish to consider whether the designated area is still the most suitable area to plan for.

Paragraph: 084 Reference ID: 41-084-20180222

www.gov.uk/guidance/neighbourhood-planning--2

Support available

- Community Planning at BDC / SNC:

- ☐ Richard Squires

- ☐ Victoria West

neighbourhoodplans@southnorfolkandbroadland.gov.uk

(01508) 533805

For full details of BDC/SNC support, visit:

www.southnorfolkandbroadland.gov.uk/neighbourhoodplans

- Locality - <https://neighbourhoodplanning.org>

- ☐ Funding

- ☐ Technical support – AECOM

- ☐ Guidance



Broadland and South Norfolk Council – Neighbourhood Plans Review Briefing

28th June 2023

Thank you all for attending our meeting to look in more detail at neighbourhood plan reviews. The evening consisted of a presentation from Richard Squires, Senior Community Planning Officer for Broadland and South Norfolk Councils about the process for embarking on a neighbourhood plan review. We also had a presentation from a guest speaker, Mr Peter Dawson, on behalf of Mendlesham Neighbourhood Plan Steering Group, who themselves have recently undertaken a successful review of their Plan. Both presentations are available in the attached pdfs.

For your information, the Mendlesham Neighbourhood Plan can be viewed on the Mendlesham Parish Council website (<https://mendlesham.suffolk.cloud/mendlesham-parish-council/neighbourhood-plan/>) and Babergh and Mid Suffolk Council website (<https://www.midsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-mid-suffolk/mendlesham-neighbourhood-plan/>).

After the presentations, there were some questions as follows;

Q. Would parishes still get CIL at 25% for having an NP in place, but where the end date has passed?

As it currently stands, a Neighbourhood Plan that has gone past its end date without a review would still receive 25% CIL receipts. It is important to point out that, in planning terms, if the NP is not replaced then it will start to become out-of-date and the amount of weight afforded to it in the planning process will start to diminish as other local plan documents are reviewed and updated (as discussed during the briefing).

Q. Is national infrastructure typically included in the plan, for example pylons, wind farms, battery stores etc.?

No - infrastructure of this nature is one of the areas that is defined as 'excluded development' in legislation relating to Neighbourhood Plans, meaning that such plans cannot include policies that seek to manage or influence these matters.

Q. Does the plan offer any protection against overdevelopment? If someone for example, bought one of the surrounding farmers' fields with a view to building on it, would the Neighbourhood Plan offer any real protection, or would national policy override it?

There is a need to plan positively within a Neighbourhood Plan, and they cannot be used to stop development or try to promote less than has been identified for the area under the strategic policies within the local authority's Local Plan. That said, a Neighbourhood Plan could look to make its own site allocations to make sure the development is sited in an appropriate area in consultation with the local community. There are other policies that can also be looked at, such as identifying specific Local Green Spaces, settlement gaps or important views that can look to afford some protection to parcels of land. Any of these policies must be underpinned by suitable evidence and justification.

Q. In Rackheath a new development has a significant number of homes coming forward on a site. As we are currently looking to review our NP, how much can we use evidence gathering in informing that 4000-home site?

Once a Neighbourhood Plan is adopted, it will obviously have statutory weight in the determination of any planning applications after that point. However, as a Neighbourhood Plan is being developed (and following its submission to the local authority) it does start to gain more weight as a material consideration within the planning process. If planning permission on a certain site has already been granted before this point, then any emerging policies within a Neighbourhood Plan will not have an influence.

With a site of this size, we would recommend early engagement with the Planning officers involved in the application as the timings of the application and the emerging Neighbourhood Plan review will be an important consideration.

Q. What about the utilities and infrastructure needed in the village?

This will depend on what is already captured/determined in the strategic policies of the adopted development plan. Neighbourhood Plans should not duplicate and should be in general conformity with the existing strategic policies but, if justified with evidence, can create policies that add specific local detail in support of the strategic policies. Viability is also a key factor, in terms of what can justifiably be asked of a site developer. If it is something that a Neighbourhood Plan group is keen to explore, we can set up meetings with colleagues to discuss in more detail.

Q. How much weight does the Neighbourhood Plan carry when it comes to planning matters under the district's mandate, in theory and (most importantly) in practice?

Once adopted, Neighbourhood Plans have the same weight as policies in Local Plans produced by the District Council, so officers will consider these alongside Local Plans and national policy, when considering planning applications in the neighbourhood area. Colleagues have sight of the Neighbourhood Plans through the process and, as a Neighbourhood Plan progresses through later stages, more weight can be given to the emerging policies. NPs are used and referred to regularly in decisions and committees.

Q. Re: the latter (in practice), has the district reviewed the extent to which it has followed Neighbourhood Plans? In how many cases have Neighbourhood Plans been over-ridden when it has come to specific planning applications in Broadland (and more widely, such as Norfolk generally) - and what are the lessons to be learnt from such cases?

No, we have not done a full-scale review. This would be fairly resource intensive and we cannot commit to that, currently. As part of the Neighbourhood Plan, we would advise including an 'implementation and monitoring' section, where the parish/town council details how the Neighbourhood Plan will be monitored and reviewed. We would always suggest that where a Neighbourhood Plan is adopted, it would be valuable for parish/town councils to look at how their Plan is being used and cited - from comments the parish/town council might submit on planning applications to decisions issued by the local authority. This monitoring can prove useful in identifying where policies/policy wording is working effectively and/or where the desired intention of a policy is perhaps not working as originally envisaged.

Questions specific to the Mendlesham Presentation:

Q. With regards to the CLT that Mendlesham has taken on, is that parish council led?

It is not parish council led, but there are parish council members on the committee. The CLT is looking at trying to take on small numbers on sites for 1-2 houses, where an RSL (Registered Social Landlord) might not be willing to get involved.

Q. Can I ask whether you got the three specialist evidence reports within the £10k budget or did you get extra support?

Secured initial funding from Locality for 10k and used this wisely to get the reports completed. Locality also offers a technical support package alongside funding, where Neighbourhood Plan groups can get specific studies undertaken, to inform their policies, for free. These studies are undertaken by a consultancy named AECOM, who work with Locality. It is important to get involved and engage early with AECOM (if they are undertaking work on your behalf) so that the Neighbourhood Plan group is able to feed appropriate local information and knowledge into the process.

Q. how many people were in review team?

Initially, the group started with a large number but the core group ended up being six.

Q. You mentioned the group has now been disbanded, how do you continue to monitor the effectiveness of NP?

Most of the group are still parish councillors and they continue to champion and monitor the effectiveness of the Plan. We also conducted a survey for new residents on the development referred to in the presentation, to ask what they liked/disliked about the house/site/area and why they moved there. This has proved really helpful in terms of helping to shape responses/policies going forward.

Planning Compliance Team.

We respond to complaints or enquires from anyone who wishes to report them. We also monitor conditions applied to planning applications.

Each officer has an area to deal with, but any officer can effectively deal with any breach in any location. Last year we received 968 complaints, this year we have received nearly 400 so far.

Once a case is raised, contact is made with the contravener, and a site visit is made to assess the matter. Each case is dealt with on its own merits and the harm presented by the breach. While formal action is possible, an informal approach and discussion with colleagues within the Council often produce a better outcome, and the team works hard to build relationships with complainants, contraveners, colleagues, and outside agencies, which have proved invaluable when resolving cases.

All breaches are assessed using legislation, local policies and guidance, and a consideration of expediency. This approach is taken with reference to government guidance that broadly advises that action should not be taken merely to regularise acceptable development.

The primary legislation is the [Town and Country Planning Act 1990](#).

Below this is our main reference [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#), with [The Town and Country Planning \(Use Classes\) \(Amendment\) \(England\) Regulations 2020](#), [The Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#), and [The Planning \(Listed Buildings and Conservation Areas\) Act 1990](#) also being referenced

Guidance is presented in several different forms.

[National Planning Policy Framework - Guidance - GOV.UK \(www.gov.uk\)](#). This is an online searchable version of the revised National Planning Policy Framework (NPPF) (July 2018, the enforcement section is 59; it's very concise but does suggest Councils should have an enforcement strategy. Ours is here.

<https://www.southnorfolkandbroadland.gov.uk/downloads/file/130/planning-enforcement-strategy>

The main functions of planning enforcement are:

- *To act proportionately*

Ensuring any enforcement action is commensurate with the breach of planning control to which it relates. Enforcement action will not normally be taken to remedy trivial or technical breaches of control which are considered to cause no harm to amenity or the public interest.

- *To take action where it is appropriate to do so*

Although nothing in this strategy should be taken as condoning a wilful breach of planning law, the Council's enforcement powers are discretionary and will only be exercised when it is considered expedient to do so.

Our enforcement plan is here;

<https://www.southnorfolkandbroadland.gov.uk/downloads/file/129/enforcement-plan>

The Planning Practice Guidance (PPG) sits under the NPPF; and section in the relevant for enforcement is here.

<https://www.gov.uk/government/collections/planning-practice-guidance>

Within the section is the part relevant to enforcement.

<https://www.gov.uk/guidance/ensuring-effective-enforcement>

High Hedges

We also deal with High Hedge matters, using part 8 of Anti-Social Behaviour Act 2003.

(<https://www.legislation.gov.uk/ukpga/2003/38/part/>)

Useful information on the process, which is a paid service we provide – with the complainant paying the fee, can be found here <https://www.gov.uk/government/collections/high-hedges>