



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 5th August 2024 at 10am** to consider the business detailed below.

Signed: *Clare Crane* - Town Clerk

Date: 31st July 2024

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 1st July 2024 (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. [To receive and consider the new planning applications received and ratify comments and verdict.](#) (copy herewith)
 - a) Application: [2024/1239](#)
Applicant: Mr Hume
Location: 3 Candler Lane Harleston Norfolk IP20 9JA
Proposal: Variation of condition 2 of 2022/1818 - re-design
Application Type: Removal/Variation of Condition (S73 / S19)
 - b) Application: [2024/1958](#)
Applicant: Mrs Emma Gray
Location: 58 London Road Harleston Norfolk IP20 9BZ
Proposal: Replace front four windows and front door like for like in materials and style but double glazed
Application Type: Listed Building Consent
 - c) Application: [2024/1986](#)
Applicant: Mr John Stokes
Location: Land West Of 15 Needham Road Harleston Norfolk

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/>

Proposal: Reserved matters for the approval of appearance, landscaping, layout and scale following Outline permission 2023/1505

Application Type: Reserved Matters

- d) Application: [2024/2025](#)
Applicant: Mr R Gamble
Application Type: Householder
Location: 13A Needham Road Harleston Norfolk IP20 9JY
Proposal: Single storey rear extension
- e) Application: [2024/2006](#)
Applicant: Mr F and Mrs J Wolski
Application Type: Householder
Location: Redenhall House Bungay Road Redenhall Norfolk IP20 9QW
Proposal: Single storey extension to existing annexe
- f) Application: [2024/2112](#)
Applicant: Mr Dean Stokes
Application Type: Householder
Location: 6 Mendham Lane Harleston Norfolk IP20 9DE
Proposal: Single storey extension, change external finishes, new gable end windows in the existing roof
- 8. [To receive and note planning decisions made by South Norfolk and other planning authorities since the last meeting](#) (copy herewith)
- 9. [To receive and note the planning decisions which remain outstanding by South Norfolk and other planning authorities](#) (copy herewith)
- 10. To receive a notification from the Development Management Committee of the planning authority regarding application 2024/1089
Proposal: Change of use from hairdressing salon to one bedroom dwelling & single storey extension
Location: 15A Wilderness Close Harleston Norfolk IP20 9DB
Applicant: Mrs Heidi Wooltorton
Application Type: Full Planning Permission
To note the Planning Committee agreed outside of a meeting that their attendance was not required (copy herewith)
- 11. To receive feedback from Cllr Hardy following the Broadland & South Norfolk Design Code online workshop for South Norfolk Parish & Town Councils
- 12. To receive and note a report on the impact of the South of Spirketts Lane Development on Education Infrastructure and CIL Funding (copy herewith)
- 13. To receive and note the National ALC's new consolidated Planning Legal Topic Note, which provides guidance on local councils' planning powers and duties (copy herewith)
- 14. To note the date of the next Planning and Development Committee meeting as Monday 2nd September 2024 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. To receive confidential reports relating to enforcement cases (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 1st July 2024

In Attendance: Councillors: John Graham, Michael Hardy, Paul MBA, Shelagh West

Also present: Emma Chandler (Deputy Clerk) and Mrs Carolyn Malinowski (Planning Advisor)

Members of Public: no members of the public present

1. Welcome

Cllr Graham welcomed everyone to the meeting.

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

No apologies needed.

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.

No declarations received.

4. To receive and approve the minutes of the last Planning and Development Committee meeting on Monday 3rd June.

Mrs Malinowski inquired if a response had been received regarding the 5-year land supply.

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

Noted

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).

Not needed

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

a) Application: 2024/1541

Applicant: Mr Stuart Deadman

Proposal: Rear first floor terrace

Location: Woodland Hall Bungay Road Redenhall Norfolk IP20 9QW
Application Type: Listed Building Consent
Please submit comments by 21st June 2024 – extension approved
Planning Committee Comment – Neutral and no comment

b) Application: 2024/1651

Applicant: Miss Alison Priest
Location: 4 Stockyard Close Harleston Norfolk IP20 9FG
Proposal: Erection of shed (retrospective)
Application Type: Householder
Please return comments by 10 July 2024.
Planning Committee Comment – Neutral and no comment

8. To receive and note planning decisions made by South Norfolk and other planning authorities since the last meeting

Noted

9. To receive and note the planning decisions which remain outstanding by South Norfolk and other planning authorities

Noted

10. To receive and note a report on the impact of the South of Spirketts Lane Development on Education Infrastructure and CIL Funding.

Noted

The committee discussed the response at length.

11. To note the date of the next Planning and Development Committee meeting as Monday 5th August 2024 starting at 10am in the Meeting Room at the Memorial Leisure Centre.

Noted and agreed.

It was suggested by Mrs Malinowski that an additional meeting maybe needed should the planning application for Spirketts Land South be on the agenda for discussion at the next Management Development meeting at South Norfolk Council, should the Town Council wish to make representation at the meeting. It was suggested that they meet as a working party to compile their comments which would then be noted at the next meeting.

12. 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.

Agreed

13. To receive confidential reports relating to enforcement cases

Noted

Meeting ended at 10.52

Signed

Dated

DRAFT

Planning and Development – Progress Report – 5th August 2024

<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	29/04/2024 Item 11	GNLP	The committee agreed to wait until the final version was available on the GNLP website before deciding which sections they would like in hard copy.	Planning Committee	When the document becomes available	Outstanding



The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Mrs C Crane
Redenhall With Harleston

Tel 01508 533780 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2024/1239

16 July 2024

Dear Sir/Madam,

Proposal: Variation of condition 2 of 2022/1818 - re-design

Location: 3 Candles Lane Harleston Norfolk IP20 9JA

Applicant: Mr Hume

Application Type: Removal/Variation of Condition (S73 / S19)

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SCHKXIOQGIV00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 6 August 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management



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Our ref 2024/1958

16 July 2024

Dear Sir/Madam,

Proposal: Replace front four windows and front door like for like in materials and style but double glazed

Location: 58 London Road Harleston Norfolk IP20 9BZ

Applicant: Mrs Emma Gray

Application Type: Listed Building Consent

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SG5R79OQJP400> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

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Our ref 2024/1986

19 July 2024

Dear Sir/Madam,

Proposal: Reserved matters for the approval of appearance, landscaping, layout and scale following Outline permission 2023/1505

Location: Land West Of 15 Needham Road Harleston Norfolk

Applicant: Mr John Stokes

Application Type: Reserved Matters

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGD33TOQJV600> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 9 August 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

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Our ref 2024/2025

23 July 2024

Dear Sir/Madam,

Proposal: Single storey rear extension
Location: 13A Needham Road Harleston Norfolk IP20 9JY
Applicant: Mr R Gamble
Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGGXY5OQJZF00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 13 August 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

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Our ref 2024/2006

23 July 2024

Dear Sir/Madam,

Proposal: Single storey extension to existing annexe
Location: Redenhall House Bungay Road Redenhall Norfolk IP20 9QW
Applicant: Mr F and Mrs J Wolski
Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGGBR5OQJY700> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 13 August 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

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Our ref 2024/2112

24 July 2024

Dear Sir/Madam,

Proposal: Single storey extension, change external finishes, new gable end windows in the existing roof

Location: 6 Mendham Lane Harleston Norfolk IP20 9DE

Applicant: Mr Dean Stokes

Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SH0PABOQ0W800> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 14 August 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

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Our ref 2024/1089

23 July 2024

Dear Sir/Madam,

Proposal: Change of use from hairdressing salon to one bedroom dwelling & single storey extension

Location: 15A Wilderness Close Harleston Norfolk IP20 9DB

Applicant: Mrs Heidi Wooltorton

Application Type: Full Planning Permission

The Council previously consulted you on application 2024/1089

This application will be considered at the meeting of the Development Management Committee on 31 July 2024, starting at 10.00am.

The meeting will be held in the Council Chamber for those wishing to speak and will also be live streamed at <https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

What does this mean for the Parish/Town Council?

You do not need to do anything further unless you wish to speak on behalf of the Parish/Town Council at the Committee meeting.

The representations the Parish/Town Council have already made on the application will be reported in the Committee agenda and will be taken into account in the decision-making process.

Should you wish to attend Committee and speak, please notify Democratic Services at committee.snc@southnorfolkandbroadland.gov.uk by 5pm on the Friday before the committee at the latest stating in what capacity you would like to speak (i.e. support/objecting). Democratic Services will liaise with you to coordinate if there is more than one person wishing to speak.

The following is permitted for public speaking:

- Parish/Town Council – max. 5 minutes
- Objectors – max. 5 minutes
- Supporters – max. 5 minutes
- Local Member

The Council will be live streaming this meeting. Should you wish to observe the meeting only (and not participate in public speaking), you can view this at <https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

Should you have any queries on the above please don't hesitate to contact Democratic Services or the case officer.

Yours sincerely

Development Management

Report on the Impact of Spirketts Lane Development on Education Infrastructure and CIL Funding

1. Introduction

This report provides an analysis of the implications of the Spirketts Lane development on local education infrastructure and the role of the Community Infrastructure Levy (CIL) in funding necessary improvements. The analysis is based on insights from a discussion with the Community Infrastructure Officer at SNDC who has in turn discussed this matter with Senior Planning Officers taking into consideration the responses received from Norfolk County Council (NCC) regarding educational needs in Harleston.

2. CIL Charging Authorities and Exemptions

South Norfolk (and Broadland) District Council is a designated CIL charging authority, and this is a choice made by the authority as it is not mandatory for all Councils to adopt such an approach, for example Breckland District Council have not done so. This distinction is crucial as it impacts the funding mechanisms available for infrastructure improvements.

3. CIL Liability and Affordable Housing

The Spirketts Lane development, although proposed as 100% affordable housing, is technically liable for CIL. However, it is expected to receive an exemption due to its affordable nature. This distinction is significant because if the development's status changes, it would become subject to CIL charges.

4. Pooled CIL and Education Funding

Education is a key area where pooled CIL funds, generated from developments across the Greater Norwich area, can be utilized. NCC and the Education Board can apply for these pooled funds to address educational needs.

5. Future Application for Pooled CIL

Even though the Spirketts Lane site may not directly generate CIL due to its affordable housing status, NCC's request for contributions highlights a potential future need for educational infrastructure funding. By identifying the impact of this development on local schools, NCC positions itself to apply for pooled CIL funds to support necessary improvements.

6. Balancing CIL Contributions and Infrastructure Impact

Over time, the Greater Norwich area sees a balance where some developments generate CIL with minimal impact on services, while others, like Spirketts Lane, create significant demand for infrastructure without generating direct CIL. The pooled CIL mechanism ensures that funds can be allocated where they are most needed.

7. Limitations on S106 Contributions

Given that education is a thematic area covered by pooled CIL, the Planning Authority (South Norfolk) cannot seek financial contributions via S106 for education from the Spirketts Lane development. Instead, the focus should be on utilizing the pooled CIL route through the Greater Norwich Growth Board (GNGB). Where a CIL regime is in place, then a S106 can secure any land required for education purposes and this is not uncommon.

8. Recommendations for Harleston Town Council

It is essential for Harleston Town Council to maintain ongoing dialogue with the school and monitor the impact of new developments on educational capacity. As pressure on Harleston

schools increases, the Town Council should collaborate with schools and lobby NCC to utilize pooled CIL funds for infrastructure improvements.

Key Points from NCC Response

NCC's response to the Spirketts Lane development highlights:

- Current spare capacity in Harleston schools.
- Expected future lack of capacity due to the Spirketts Lane development.
- NCC's intention to seek contributions to expand class space and improve educational facilities.

Conclusion

While the Spirketts Lane development may not directly generate CIL due to its affordable housing status, there remains a significant opportunity for NCC to apply for pooled CIL funds to support educational infrastructure in Harleston. The Town Council should leverage NCC's evidence to advocate for necessary improvements and support the ambitions of local schools for expanded facilities.

Action Plan

- **Maintain Dialogue:** Regularly communicate with local schools to understand capacity and infrastructure needs.
- **Collaborate with Schools:** Work with schools to develop a coordinated approach to lobbying NCC.
- **Lobby for Pooled CIL:** Use NCC's evidence base to advocate for the allocation of pooled CIL funds to Harleston's educational infrastructure.
- **Monitor Developments:** Keep track of planning permissions and their potential impact on local services.
- **Support School Ambitions:** Assist schools in achieving their goals for potential new facilities, using development pressures as leverage.

By following these steps, the Town Council can ensure that the educational needs of Harleston are met in the face of new developments.

23 JULY 2024

PLANNING RELATING TO LOCAL COUNCILS

Introduction

Local (parish and town) councils are statutory consultees in the planning process and must be informed of all planning applications and any amendments to those applications within the parish (The Town and Country Planning (Development Management Procedure) (England) Order 2015 (the 2015 Order)).

The Local Planning Authority (LPA) is the decision-making body for planning matters, not the local council.

Local councils can only comment on these planning applications in the same way as any other member of the public, and any comments, objections or recommendations must be agreed during a properly called public council meeting.

Notification of planning application

If a local council makes a written request to the LPA, it must be informed of planning applications relating to land in its area and be given either a copy of each application or information sufficient to identify the land and the nature of the development (paragraph 8 of Schedule 1 to the Town and Country Planning Act 1990 (the 1990 Act)).

A local council is also entitled to be notified of any alteration to a planning application accepted by the LPA (other than a trivial alteration).

Where the local council is given information about an application, it shall, as soon as practicable, notify the LPA whether it proposes to make any representations about the manner in which the application should be determined and shall make any representations to that authority within 21 days of the notification to it of the application.

An LPA must not determine the application before:

- The local council informs them that it does not propose to make any representations;
- makes representations; or
- the period of 21 days for making representations has elapsed,

whichever occurs first;

and in determining the application the LPA shall take into account any representations received from the local council (Article 25 of the 2015 Order).

Notification of planning decisions

Under Article 25(3)(a) of the 2015 Order, a local council is entitled to be notified of the terms of the decision of the LPA or the Secretary of State in relation to planning applications of which it has been given details. The easiest way in which this can be done is for the district council to supply a copy of the decision letter. A decision by the Secretary of State has only to be supplied where the Secretary of State calls in a planning application. There is no statutory right for a local council to be supplied with a copy of every appeal decision made by the Secretary of State or, by delegation, an Inspector.

Appealing decisions as an applicant for planning permission

Section 78 of the 1990 Act provides that applicants for planning permission can appeal the decision of an LPA where the decision is:

- To refuse an application for planning permission or to grant it subject to conditions.
- Refuse an application for permission in principle
- To refuse an application for any consent, agreement or approval required by a condition imposed on a grant of planning permission or to grant it subject to conditions; or
- To refuse an application for any approval required under a development order, a local development order, or a neighbourhood development order, or to grant it subject to conditions.

In England, applicant appeals are made to the Secretary of State. In Wales, appeals are made to the Welsh Ministers.

Appealing decisions when a local council is an interested party

Local councils may request the LPA to notify them of planning applications in their area (paragraph 8 of Schedule 1 to the 1990 Act for England and paragraph 2 of Schedule 1A to the 1990 Act for Wales). The LPA must (i) send a copy of relevant planning applications to the local council (ii) give them an opportunity to make representations as to how the application should be determined, (iii) take into account the representations made by the local council and (iv) notify the local council of their decision. However, as stated

above, only an applicant for planning permission can appeal the decision of an LPA, and such an appeal can only be made in limited circumstances. The right of appeal does not extend to interested parties such as local councils or local residents. Any action they contemplate will need to be outside of legislation for planning appeals and would usually be by way of judicial review (JR).

Judicial Review

The decisions of LPAs can be challenged outside of planning legislation by way of judicial review. Parties who wish to bring a judicial review are advised to instruct independent solicitors to represent and assist them.

Neighbourhood planning

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. If an area has a local council, the 1990 Act provides for the local council to take the lead role in neighbourhood planning. Where a local council chooses to produce a neighbourhood plan or Order, it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order. On matters relating to Neighbourhood planning, how to establish a neighbourhood plan and updating an existing plan, councils should follow the government's online resource (<https://www.gov.uk/guidance/neighbourhood-planning--2#what-is-neighbourhood-planning>) for information and guidance and seek advice from their LPA.

Other sources of advice

Planning Aid give free and independent legal advice (<http://www.planningaid.rtpi.org.uk>)

The government's online resource for information and guidance on planning and building regulations (<https://www.gov.uk/planning-permission-england-wales>)