
The Norfolk County Council (Norwich Northern Distributor Road (A1067 to A47(T))) Order

Response to NNTAG and Bryan Robinson

Planning Act 2008

Infrastructure Planning

The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009

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1 Response to NNTAG

Q1.1 Section 1.1 NCC 1.1.1 – 1.1.15 Traffic matters:

The extracts from Table 25 of “Greater Norwich Economic Strategy 2009 – 2014: Economic Assessment 2012”

Applicant’s response

1.1.1 The table in NNTAG response is not properly aligned hence difficult to interpret. However same table from the original document (Item 7 of Table 25) was examined. This is based on 2001 census data. It is assumed that the % in the table is calculated based on the total number of people working. We can derive numbers close to those reported in Item 7 of Table 25 but can’t match exact numbers. However modal splits are reported in Table 1 below based on the 2011 census data.

1.1.2 Table 1: Journey to work modal share as a % of working population – census 2011

Mode	District		
	Broadland	Norwich	South Norfolk
Working mainly at or from home	10.9%	7.7%	13.0%
Underground, metro, light rail, tram	0.1%	0.1%	0.1%
Train	0.9%	1.1%	1.3%
Bus, minibus or coach	5.3%	7.9%	4.4%
Taxi	0.2%	0.5%	0.2%
Motorcycle, scooter or moped	1.3%	1.1%	1.1%
Driving a car or van	66.4%	44.2%	66.4%
Passenger in a car or van	4.7%	5.1%	4.5%
Bicycle	3.9%	8.8%	3.1%
On foot	5.4%	22.9%	5.5%
Other method of travel to work	0.7%	0.6%	0.6%

1.1.3 Average distance travelled to workplace increases from 2001 to 2011 for all three districts as shown in Table 2 below.

1.1.4 Table 2: Average distance travelled to work – census 2001 / 2011

District	Distance (km)		
	2001	2011	Increase
Broadland	14.4	14.9	0.5
Norwich	10.8	11.9	1.1
South Norfolk	16.0	18.1	2.1

Q1.2 It would be helpful if NCC could provide a table/s showing modal split for journey to work, distance travelled to work and parking standards for the three districts for 2012 baseline conditions, in 2017 and 2032 for do-minimum and with scheme.

Applicant's response

1.2.1 The model is controlled to NTEM trip ends hence corresponding modal splits from NTEM are reported below in Table 3 for Broadland, Norwich and South Norfolk for base year and two forecast years. It should be noted that the % splits from NTEM will be different to those from the census data as NTEM only includes trips and thus working from home is not included in the dataset.

1.2.2 Table 3: TEMPRO modal splits

District	2012					
	Rail	Bus	Car passenger	Car driver	Cycle	Walk
Broadland	1.8%	4.7%	12.2%	68.9%	3.6%	8.8%
Norwich	2.7%	10.5%	14.1%	56.1%	4.2%	12.4%
South Norfolk	1.6%	3.4%	12.3%	70.2%	3.6%	8.8%
2017						
Broadland	1.8%	4.6%	12.1%	69.5%	3.5%	8.6%
Norwich	2.7%	10.0%	14.0%	57.2%	4.1%	12.0%
South Norfolk	1.6%	3.3%	12.2%	70.7%	3.5%	8.6%
2032						
Broadland	1.7%	4.4%	11.9%	70.2%	3.4%	8.5%
Norwich	2.6%	9.6%	13.8%	58.2%	3.9%	11.7%
South Norfolk	1.5%	3.2%	12.0%	71.3%	3.4%	8.5%

1.2.3 It is not possible to easily calculate average distance travelled to work for the three districts separately. Therefore average distance travelled to work was calculated for the whole model area for base and forecast years by peak and are reported in Table 4 below.

1.2.4 Table 4: Distance travelled to work – whole model area

Peak hr	Average distance travelled (km)				
	Base	2017		2032	
		DM	DS	DM	DS
AM	16.3	17.8	18.2	18.5	19.0
IP	16.2	17.8	18.1	18.4	18.9
PM	16.3	17.7	18.2	18.5	19.0

1.2.5 With regard to the request for district council parking standards to be tabulated, this is not straightforward. District council parking standard documents tend to be large documents which cover wider planning issues, security, design guidance, cycle and motorcycle parking, bus stops, servicing arrangements and the calculation of the numbers of spaces required. In view of this it is not practicable to tabulate this information as requested. The full documents are therefore attached that are produced by Broadland District Council and Norwich City Council which fully detail their parking standards. Also attached is South Norfolk District Council's Development Management Policies Document, Proposed Submission Document November 2013. This indicates that their vehicle parking standards are currently the Parking Standards for Norfolk 2007 (Norfolk County Council), but that they intended to replace this with their own Vehicle Parking Standards SPD in due course.

1.2.6 These documents can be found in the Appendices within this report.

Q1.3 It would be of further assistance if the NCC could provide a table containing the data above for two points on the NDR which represent trips in the am and pm peak hours to the new employment areas at Airport and to Broadland Gate business park development.

Applicant's Response

1.3.1 We interpret this as a request to provide modal split for journey to work, distance travelled to work for Airport and Broadland Gate business park developments for AM and PM peak hours.

1.3.2 Journey to work trips mode splits for Airport and Broadland Gate business park developments extracted from the transport model are given in Table 5 below for the two peak hours in forecast year 2017 and 2032. It should be noted that these are the mode splits between car and public transport and do not include active modes.

1.3.3 Table: Journey to work modal splits for Airport and Broadland Gate

Deve	AM				PM			
	2017		2032		2017		2032	
	Car	PT	Car	PT	Car	PT	Car	PT
Airport	N/A		85.4%	14.6%	N/A		86.2%	13.8%
Broadland Gate	84.8%	15.2%	79.6%	20.4%	86.4%	13.6%	82.4%	17.6%

Notes: New Airport development is included in 2032 only. Modal splits will not change between Do Minimum and Do Something significantly.

1.3.4 Table 6 below contains average commuting travel distance to/from the developments.

1.3.5 Table 6: Average commuting travel distance (km) for cars

Deve	2017				2032			
	DM		DS		DM		DS	
	AM	PM	AM	PM	AM	PM	AM	PM
Airport	N/A				11.7	11.5	12.7	12.2
Broadland Gate	10.6	10.5	10.6	10.2	10.5	9.7	10.7	10.3

Notes: The travel distances are taken to the development in the AM peak and from the development in the PM peak

1.3.6 With regard to parking standards for new employment areas, the Broadland Gate development has an outline permission and so the level of parking provision will be agreed in detail in due course following the districts parking standards.

1.3.7 The Aeropark development is a hybrid application, part detailed and part outline, but the detailed part still includes parking as a reserved matter so the level of parking provision will be agreed in due course following the districts parking standards. With the outline part of the application travel planning measures implemented in the earlier phases will be reviewed and parking levels agreed taking into account the targets for non-car modes.

1.3.8 The Airport related 30ha of employment referred to in the JCS and Broadland’s Site specifics work, for which no planning application has yet to be submitted, would be expected to follow the districts parking standards in due course.

2 Response to Bryan Robinson

Q2.1 This reply does not directly answer my concerns that traffic numbers avoiding Norwich altogether by using the NDR and Southern Bypass will be nominal. Despite an attempt to interpret the data in figures 1.1 to 1.5 as the response given by NCC, I am still unable to establish the anticipated reduction in traffic from the North which will avoid using the outer or inner ring roads or going through the city. I content without adequate starting information and often illogical conclusions drawn by NCC, the future 5 and 20 year projections must be treated with extreme caution.

Applicant's response

- 2.1.1 As explained in the original response the Traffic Forecasting Report (Document Ref. 5.6) provides information that shows changes in traffic flows on links across the network. The text in section 7.1 provides an explanation describing key changes. Thus the documentation shows the net effect of traffic flows on road links.
- 2.1.2 Mr Robinson in this and subsequent paragraphs appears to want to understand all the traffic route changes across the network. This is far more complicated to show comprehensively and to explain this it is necessary to describe some aspects of the modelling.
- 2.1.3 The transport model contains information on the traffic demand between locations across the country that will pass through the greater Norwich area. To facilitate this Great Britain is divided into 413 'zones' that represent areas for which trips can be generated or attracted, with smaller zones in the Norwich area and larger zones further away so that routing in the study area can be represented. This means there are $413 \times 413 = 170569$ cells in the demand matrices of trips and each of these movements is loaded onto the computer representation of the road network in the model. This process is called assignment which is an iterative process and can lead to each movement using a number of routes through the network depending on the

calculated travel ‘costs’ through the network that take account of travel time and distance. This process is repeated for each of seven matrices that represent different ‘user classes’ such as commuter trips and HGV movements. Therefore over a million movements and even more routes are assigned in a model run.

- 2.1.4 It is not possible to replicate this process by examining turning movements at junctions and making simple assumptions about routing. It is accepted that the modelling process is not easily accessible to the layman. However, the results in terms of forecast traffic flows on roads, as presented in the Application, are straightforward.
- 2.1.5 NCC does not accept that the conclusions of the transport modelling are illogical.

Q2.2 This statement in 7.1.3 that “In 2017 there is an estimated switch of 1100 AADT from the A146 and the A149 to the A12(T)/A47(T) (sites 2 and 4 to site 1) as figure 1.4”, does not stand up to any logical analysis.

Applicant’s Response

- 2.2.1 The model shows that some trips between Norwich and the east coast use two routes, one to the south via the A146 and one further north linking with the A149. With the NDR this will make the direct connection to the A47 East quicker and thus more attractive, so it is logical that some trips using these alternative routes between Norwich and the east coast will switch routes.

Q2.3 This statement that traffic would be reduced on routes in the suburbs is misleading as not all routes shown on the various maps will have traffic reductions.

Applicant's Response

2.3.1 The figures are set out in the Traffic Forecasting Report Appendix I (Document Ref. 5.6) so these can be reviewed by the Examining Authority. The commentary in section 7.1 of the report is considered to give a reasonable overview as traffic flows in the suburbs are generally reduced.

Q2.4 Regarding the previous response in 10.1.4 that referred to the changes in forecast city centre through traffic - again these are stated as facts but without any detail of how these outcomes have been calculated or will be achieved on the ground.

Applicant's Response

2.4.1 The calculations use a 'cordon' tool in the model software that enumerates all of the assigned movements that cross the cordon, so for the cordon within the inner ring road this counts all of the traffic that travels through the city centre. By comparing these numbers for the scenario with and without the Scheme the changes in through traffic were calculated.

2.4.2 The changes will be achieved by a combination of the NDR attracting traffic away from the city centre and suburbs and the proposed city centre measures displacing or preventing traffic from travelling through the city centre.

Q2.5 There are no guarantees of jobs and growth. Why does Greater Norwich need growth?

Applicant's Response

2.5.1 It is agreed that jobs and growth are not guaranteed. The forecasts are made on the basis of best estimates which are themselves based on the planning assumptions and in particular the JCS which has been examined, accepted and adopted by the planning authorities. The level of growth in the JCS is required to meet the objectively assessed need, as explained in the previous response, which was a matter for the examination of the JCS. The appraisal of the NDR has been undertaken, therefore, using those planning assumptions to give best estimates of growth.

Q2.6 Economic Issues: The NDR is essential part of the GNDP growth agenda which is to be funded by the index linked Community Infrastructure Levies on developers, the main burden of which lies with housing developers. The levy rate was initially set at £75/m² for residential in zone A (which covers the whole area inside the NDR marked for development) but I note that the rate has increased to £115/m² on the Norwich and South Norfolk web sites, but not Broadland's within which district the majority of development is planned. I have now found my own answer to the CIL rate. The Inspector looking into the JCS Strategy was concerned that the £115/m² rate would be a disincentive to development and suggested that the rate should be reduced. Norwich City Council has accepted this but qualified that it may be revisited later. It is not clear whether the new distributor road between Catton and Thorpe as shown in the traffic projections will be funded from the CIL or a separate Section 106 charge.

Applicant's Response

2.6.1 The CIL charging schedules for Broadland, Norwich and South Norfolk were examined under a separate process to the JCS. All three districts have adopted schedules with the rates recommended by the examiner (Mr Keith

Holland of the Planning Inspectorate). The adopted Schedules include a Zone A residential rate of £75.m2. Zone A is broadly similar to the Norwich Policy Area. The rates are index linked in accordance with CIL regulations.

- 2.6.2 The developer link road is being provided as an integral part of the access arrangements of the development proposals in the relevant parts of the Growth Triangle. The only element that would require public sector intervention, which might include CIL funding, is the very short section required for a public transport link from the proposed residential allocation to the west of St Faiths Road on to the Airport Industrial Estate (Growth Triangle Area Action Plan Reg 19 paragraph 7.31).

Q2.7 With the current debate on house prices, the question of how this levy will impact. Although this charge is supposed to replace Section 106 agreements, these are still an extra option. Overall I consider that this new charge, especially at the higher rate will impact the sales value of new properties and then be reflected in existing house values in the immediate locality. In effect the properties in Broadland which are already less affordable than Norwich will be even more out of reach. For a planned programme of 53,000 new homes, the levy is equivalent to £400,000,000 assuming at third exemptions for affordable units. It must also be remembered that the lower values of affordable stock is reflected in the sales values of other properties. This figure would now reduce to c£260,000,000, which is still not an insignificant windfall for the Councils. Although these sums are enormous, there is a catch 22 in that expenditure on the road will be incurred before the bulk of these revenues are realised. This is likely to increase the backlog of highways work at least in the short term. I consider that growth should be organic and cannot be “bought”, which appears to be the single philosophy behind the NDR and green belt development. NCC has not replied to this section of my original letter.

Applicant’s Response

2.7.1 In accordance with CIL regulations, the consideration of the charging schedules at the examination (a joint examination into all 3 charging schedules) was focussed on the impact of the proposed charges on development viability and delivery of the local plan strategy. The objector’s concerns were therefore addressed by the Examiner. It should be noted that the viability of residential development is very sensitive to house prices and since the CIL rates were examined in 2012 (based on evidence produced in 2011) house prices have increased. This will tend to improve the viability of development. Furthermore, CIL is intended to be funded by a moderation in land values rather than an increase in house prices.

- 2.7.2 The district councils and the County Council, working through the Greater Norwich Growth Board, have agreed to pool CIL and other funding for delivery of infrastructure projects across the Greater Norwich area. This is part of the process for managing cash flow for the scheme.
- 2.7.3 The level of housing and employment provision in the Joint Core Strategy (JCS) is required to meet the objectively assessed need to support economic, household and population growth. The JCS also sets out the general location of development for the Greater Norwich area. The adopted JCS was found to be sound following independent examinations; most recently in 2013. As explained in paragraphs 2.11.2 to 2.11.9 of Volume 1 of the ES (Document Ref 6.1) the NDR scheme is identified as infrastructure which is fundamental to the achievement of the strategy in the JCS.
- 2.7.4 There is no statutory Green Belt around Norwich.

Q2.8 *All the various reports and submissions highlight the knowledge based bias of the economy in Norwich. History tells us the major period of affluence and growth was agricultural based on wool and textiles. Geographically, Norfolk still has its agricultural and as an asset and the north sea gas, oil and green energy. There is no natural other resources apart from the relatively unspoilt beauty of the area. New industries are not specified in the application apart from the aviation related sector. Similarly expansion of existing sectors is limited to the Research Park. Other sectors such as Insurance is in fact declining as noted by the empty office space formerly occupied by Norwich Union (Aviva) and the relocation of Marsh's headquarters to London and regional offices to Ipswich. I consider that the current office provision in Norwich is blighted by lack of direct parking, resulting not only to migration outside the county but also to the suburbs such as Broadland business park. The resultant refurbishment of many of these empty buildings is for high value residential use. Has this been factored in to the traffic and growth agendas? There has been little sign of recent growth in the Norwich economy apart from the Research Park. The growth ambitions in the JCS do not highlight any definitive plan to reverse this trend.*

Applicant's Response

2.8.1 The Table below provides an extract of the most recent published run of the East of England Forecasting Model illustrating the number of jobs by industrial sector in the Greater Norwich area (Broadland, Norwich and South Norfolk). The year 2011 is the most recent in the model which could be based on observed data rather than forecasts and therefore illustrates the range and relative contribution to total employment of industrial sectors in the area. This data is derived from the national Business Register and Employment Survey (BRES) and ONS Workforce Jobs. Subsequent years are forecasts. EEFM forecasts are based on observed past trends which will reflect past infrastructure and policy environments. The forecasts do not take into account any policy or other constraints that might prevent their

realisation or facilitate higher levels of growth. Consequently, initiatives such as improved transport infrastructure, a focus on industry appropriate skills, the SEP and City Deal, or private sector investment, may be required to achieve the forecast and/or can contribute to growth over and above that forecast.

- 2.8.2 The EEFM illustrates that employment in the area is spread over a number of sectors, with the Construction, Retail, Hotels & Restaurants, Professional Services, Business Services and Health & Care sectors forecast to be significant for components of overall growth.
- 2.8.3 Current levels of economic growth in the area reflect the international economic downturn that began in 2008. The extract from the EEFM includes data from 2001 and 2007 and indicates strong level of growth just prior to the downturn.
- 2.8.4 In common with many other sectors, EEFM data indicates that the Finance sector, which includes Insurance, has seen a decline since the peak prior to the economic downturn. However it is forecast to remain a strong element of the local economy, if relatively static. Aviva remains a major employer in the Norwich area which is the focus for its general insurance business and is understood to employ around 6,500 people. Broadland Business Park has provided the opportunity to relocate elements of the business to modern accommodation while retaining them within the area. Marsh is a global insurance broker and risk adviser. It is a significant employer in Norwich which is understood to be its largest UK office outside London. However, it is unclear to what Mr Robinson is referring as Norwich has never been its headquarters and its website does not list any presence in Ipswich.
- 2.8.5 The delivery of the JCS is supported by the Greater Norwich Growth Board and activities associated with the City Deal and the SEP. These initiatives are particularly focussed on high impact sectors which broadly align with the Government's Industrial strategy. The SEP identifies these high impact sectors as Advanced Manufacturing and Engineering; Agri-Tech; Energy, ICT and Digital Creative; and Life Sciences (set out in the SEP Chapter 2).

The definition of these high growth sectors does not directly coincide with the Standard Industrial Classification (SIC) categorisation of sectors in the EEFM but in general the high impact sectors target areas of the economy that are not forecast to grow significantly in the EEFM without intervention.

- 2.8.6 Changes of use are part of the on-going churn to be seen in any city centre. Several current or former office employment sites are allocated for redevelopment to include residential uses and are included in committed development to deliver JCS targets. Such sites include the tower block on Westelgate where redevelopment is underway and the area between St Stephens Street and the Bus Station which includes vacant office towers.
- 2.8.7 Non-allocated “windfall” sites can come forward through applications and through the currently temporary relaxation of permitted development rules. The attached paper (Appendix ??), submitted as evidence for the City Council’s site allocations plan, suggests that the impacts of permitted development as currently operated will be limited with respect to both the number of dwellings delivered and the impact on economic development.
- 2.8.8 As the JCS requires the identification of sufficient allocations to meet the identified level of need, windfall development will tend to be a substitute for allocated development rather than an addition. Windfall development will only be genuinely additional in the Local Plan period to the extent that need has been underestimated.

East of England Forecasting Model Baseline 2013 (Extract)

Table 3: Employment by sector (000s)

Greater Norwich

	2001	2007	2011	2026	2031	Change 2011-2031
Agriculture	3.0	3.4	3.6	2.9	2.8	-0.8
Mining and Quarrying	0.1	0.2	0.1	0.1	0.1	0.0
Food Manufacturing	4.2	3.2	2.7	2.8	2.8	0.0
General Manufacturing	6.8	5.6	5.4	4.9	4.7	-0.7
Chemicals	4.1	4.4	2.4	2.0	1.9	-0.5
Pharma	0.0	0.0	0.0	0.0	0.0	0.0
Metals	2.3	2.6	2.1	2.0	1.9	-0.2
Transport	2.7	2.3	2.4	2.7	2.6	0.2
Electronics	2.0	1.7	1.2	1.0	0.9	-0.4
Utilities	0.8	0.5	0.7	0.5	0.4	-0.2
Waste and remediation	0.2	0.2	0.7	0.7	0.7	0.0
Construction	17.4	16.4	17.2	20.0	20.9	3.6
Wholesale	12.3	13.2	12.2	14.1	14.0	1.7
Retail	18.9	21.4	21.7	25.1	25.4	3.7
Land Transport	5.6	7.6	6.0	7.1	7.1	1.1
Water and air transport	0.3	0.2	0.3	0.5	0.5	0.2
Hotels and restaurants	10.6	11.5	10.6	13.3	13.6	3.0
Publishing and broadcasting	3.7	2.7	2.0	2.2	2.2	0.2
Telecoms	1.0	1.1	1.0	1.1	1.1	0.1
Computer related activity	1.7	1.8	2.1	2.8	2.8	0.8

Finance	12.0	15.8	12.5	12.9	13.0	0.5
Real Estate	1.4	4.2	3.1	4.1	4.3	1.1
Professional services	10.9	13.4	10.3	14.7	15.6	5.3
R+D	1.1	0.9	0.9	1.3	1.4	0.5
Business services	10.9	14.1	12.3	16.1	16.9	4.6
Employment activities	2.2	3.1	3.7	5.0	5.5	1.7
Public Administration incl land forces	7.2	11.0	9.3	9.0	9.1	-0.2
Education	13.9	16.1	17.7	16.8	17.1	-0.7
Health and care	20.8	27.1	27.7	30.0	31.1	3.4
Arts and entertainment	4.4	4.8	5.8	7.6	8.1	2.3
Other services	4.6	5.2	6.0	6.7	6.9	0.9
Total	187.1	215.6	203.9	230.1	234.9	31.1

Appendix A

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BROADLAND DISTRICT COUNCIL
LOCAL DEVELOPMENT FRAMEWORK



Parking Standards
Supplementary Planning Document (SPD)



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Introduction

1 Introduction

Purpose

1.1 The purpose of this supplementary planning document (SPD) is to provide a set of parking standards for application within the Local Planning Authority of Broadland. They are supplementary to policies TRA5 (Cycle Movement) and TRA8 (Parking Guidelines) in the Broadland District Local Plan (Replacement) (reproduced at appendix 2) and take account of the location and accessibility of new development (listed in Appendix 1). They also take into account the advice in the policy documents mentioned below.

SPD Objectives

1.2 The guidance in this document on vehicle parking is intended to:

- a. Assist intending developers in preparing plans for the development of land;
- b. Expedite the determination of planning applications by ensuring that applications submitted include an appropriate level of parking; and
- c. Promote good design.

1.3 The standards cover those vehicular modes of transport commonly in use, e.g. bicycles, powered two wheelers, cars, buses, coaches and servicing vehicles.

Policy Guidance

1.4 The standards take the form of maximum standards for car parking to accord with the latest Government advice as set out in Planning Policy Guidance: 13 Transport (PPG) (March 2001) and take into account the advice in Planning Policy Statement: 3 Housing (PPS) (December, 2006) taking into account the expected levels of car ownership, promoting good design and efficient use of land. In the case of commercial developments, the operational requirement is seen as a minimum in contrast to the non operational maximum. In the case of commercial development falling within the classes described in PPG 13, these standards will apply only below the thresholds set out in PPG13, though they are generally similar to the standards in the PPG.

Above these Standards the PPG 13 Standards will apply. The standards for cycle parking will apply for all sizes of development including those above the PPG13 thresholds. Generally, where there is good accessibility by modes other than the private car, developers will not be expected to provide more spaces than they themselves wish except where needed to avoid on-street parking and road safety problems as well as fully catering for car drivers with disabilities and non-car modes. Sufficient spaces must be provided for development in areas of rural areas where the car will continue to be the dominant form of transport.

1.5 Generally, new development should contain all its associated parking and servicing requirements within the curtilage of the development site, and allow vehicle access and egress to and from the adjacent public highway in forward gear except when in

accordance with the Norfolk Residential Design Guide. All parking and servicing areas should be available for use at all times and in all weather conditions. Conditions may be imposed on planning permissions to prevent the obstruction of parking and servicing areas for example by on-site storage of materials and waste.

Broadland District Local Plan (Replacement)

- 1.6** The Broadland District Local Plan (Replacement) was adopted in May 2006. The Local Plan policies are saved until mid 2009 until such time that they are replaced by new policies in a Local Development Document (LDD). Unless particular policies are saved for longer period. This SPD seeks only to give further guidance on the policies in the Local Plan (Replacement). It is, however, also written in the light of such material as current national, regional and strategic guidance and the Broadland Community Strategy. Once the Core Strategy is developed for the Greater Norwich Area these Standards will need to be reconsidered.
- 1.7** The underpinning principle of the SPD is to support sustainable development that makes efficient use of land and resources and demonstrates good design. This is in line with the national policy context set out in the next section - Wider planning context.
- 1.8** As with all Local Development Documents, developers and their agents must have regard to this SPD from an early stage of developing their proposal. Broadland District Council encourages pre-application discussion for all development proposals and developers are requested to contact the Planning and Conservation department before finalizing their proposals.

Wider planning context

- 1.9** The key national policy documents which have been considered in preparing this SPD are:

Planning Policy Statement 1: Delivering Sustainable Development (PPS1) (2005)

PPS1 sets out the Government's key principles, which support the core principle of sustainable development that underpins planning. The following key principles are relevant to this document:

- Address the causes and potential impacts of climate change (for example, through reducing the need to travel by private car).
- Promote high-quality, inclusive design in the layout of new developments and individual buildings, in terms of function and impact, over the lifetime of the development.
- Prepare development plans that include clear, comprehensive and inclusive access policies, in terms of both location and physical access.
- Take into account the needs of disabled people.

Introduction

Planning Policy Statement 3: Housing (PPS3) (2006)

- Local authorities should develop parking policies for their plan area, with local communities and stakeholders, taking account of expected car ownership in different locations, the importance of promoting good design and the need to use land efficiently.

Planning Policy Statement 6: Planning for Town Centres (PPS6) (2005)

- Promote social inclusion and economic growth.
- Ensure that locations for development are fully exploited, through high density, mixed-use development, and promote sustainable transport choices.

Planning Policy Guidance 13: Transport (2001)

- Promote more sustainable transport choices.
- Promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling.
- Reduce the need to travel, especially by car.
- Use parking policies, alongside other planning and transport measures, to promote sustainable transport choices and reduce reliance on the car.
- Give priority to people over ease of traffic movement.

1.10 From a Regional Perspective the recent proposed changes by the Secretary of State to the Draft RSS include the following policies in relation to Parking:

Policy T14 -Parking - Draft East of England Plan (2006)

- Parking controls should be used for influencing travel change, alongside measures to improve public transport accessibility, walking and cycling and with regard to the need for coordinated approaches in centres which are in competition with each other.
- Demand constraining maximum parking standards should be applied to new commercial development.
- The standards in PPG13 should be treated as maximums, but local authorities may adopt more rigorous standards to reinforce the effects of other measures in Regional Transport Nodes and Key Centres for Development and Change.

Policy T13 - Public Transport Accessibility - Draft East of England Plan (2006)

- Public transport provision, including demand responsive services should be improved as package of measures to improve accessibility,
- Encouraging accessibility by increasing the accessibility of appropriate levels of service to a high proportion of households to provide access to core services.

Security

2 Security

Safety Measures

- 2.1 In all parking areas, security is regarded as essential and the Council would support the achievement of 'Safer Parking' status for more information regarding this scheme please refer to <http://www.britishparking.co.uk>

Bike Locker for Employee Use



Other security measures

- 2.2 Motorcycle users are prone to the same personal security concerns as other transport users. Good lighting of motorcycle parking will increase confidence in both personal and vehicle security. The level of illumination that is acceptable will vary according to the site, and security considerations must be balanced against the environmental impact of lighting. The British Standard BS5489, Part 9, gives guidance in this respect. Where possible parking should be located where it will be regularly observed by passers by.
- 2.3 Consideration should be given to protecting motorcycle parking areas with bollards or similar restrictions. This will ensure that other vehicles do not conflict with the parked motorcycles, and that the spaces are not used by other vehicles.
- 2.4 At medium to long-stay parking sites, designers should consider locating motorcycle parking in supervised areas, or near to points such as ticket barriers where staff supervision is possible. Unstaffed facilities may require CCTV. Where on-street parking is provided in town centres where CCTV schemes operate, it should be located within areas covered by the scheme.

3 Design Principles

Design Guidance

3.1 Car Parking -What Works Where, Summer 2005 a very useful Parking Design Guidance published by English Heritage states that there is now a great deal published on good urban design practice, from Government Guidance - PPS1, By Design, Better Places by Design: A companion guide to PPG3 and Safer Places: The Planning System and Crime Prevention - to English Partnerships own Urban Design Compendium. Most of the principles underpinning urban design practice now familiar and widely accepted: Interconnected Streets help to reduce car reliance and make a neighbourhood more walkable. If the area is is also sufficiently dense and compact it can support local facilities, and together these two principles of connectedness and compactness add vitality to public spaces and encourage safe, surveilled streets. The Urban Design Compendium - Parking Standards Section recommends the following design solutions:

Positioning Parking

Put Parking behind, under, above or to the side of the Building

3.2 The manner in which car parking is arranged has a fundamental effect on the quality of place. Vehicles should not be allowed to dominate the space, or to inconvenience pedestrians and cyclists. The best places for off-street car parking are in secure rear courtyards, where these are well overlooked. What to avoid is parking within the front curtilage. This breaks up the frontage, restricts informal surveillance and is generally unattractive.

Keep cars in view

3.3 In residential areas, a very careful balance has to be struck between the expectations of car owners, in particular the desire to park as near to their houses as possible, and the need to maintain the character of the overall setting. Where cars are parked in courts or squares, the design should ensure that they are overlooked by adjoining buildings. To avoid parked cars dominating the surroundings there should generally be no more than 10 - 15 spaces in a courtyard.

Parking next to the house

3.4 Allocated Parking spaces should be therefore be located within the private curtilage wherever possible. Where this cannot be done, parking spaces should be sited clear of the carriage way, within about 20m of an entrance to the property and linked to it by a convenient, safe and attractive footpath. Please refer to the Broadland District Council Design Guide for more information.

Design Principles

Parking for views and vistas

3.5 There may be some circumstances where 'informal parking' accommodating only a very limited number of vehicles may be appropriate which causes no obstruction or inconvenience for others in order to have views or vistas to a particular area or countryside.

Design and Access Statements

3.6 From 10 August 2006, applicants will need to submit with their applications for planning and listed building consent a Design and Access Statement. A Design and Access Statement must accompany applications for both outline and full applications, and generally will be required for all planning and listed building consent applications except for:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: but statements are required if the property is located within a Conservation Area
- Advertisements,
- Tree Preservation Orders
- Storage of Hazardous Waste

What Should a Design and Access Statement Cover?

3.7 Statements are documents that explain the design thinking behind an application, to show that the applicant has thought carefully about how everyone, including disabled people, older people and young children will be able to use the places they want to build. They provide an opportunity for the applicant to demonstrate his/her commitment to achieving good design and ensure accessible design. Statements should include a written description of the proposal and a justification for the application. Photographs, maps and drawings would be helpful to further illustrate the points made.

3.8 The statement needs to make reference to the relevant planning policies in the Council's Local Plan Replacement, and Supplementary Planning Documents (SPD's). Statements should provide a clear reason for any departures from policy. For most straightforward applications, the statement will be short, whereas for more complicated applications will require a detailed report.

The statement should address the following:

- **The design process** - explain the design principles and concepts Amount of development -how much will be built on site number of units /floor space.
- **Use** – what buildings and spaces will be used for

Design Principles

- **Layout** - how the buildings, private /public spaces are to be arranged on site and their relationship.
- **Scale** - how big the buildings and spaces will be in terms of their height/ width /length.
- **Appearance** – details of materials /architectural details.
- **Landscaping** – treatment of private and public spaces hard and soft landscaping.
- **Access** – access to the development to ensure equal; and convenient access to buildings and spaces and the public transport network, and access for emergency services where relevant.
- **Safety / Crime Prevention** - how crime prevention measure have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places- the Planning System and Crime Prevention (ODPM/Home Office, 2003).

Listed Building Consent Applications

3.9 Statements should also include a brief explanation of how the design has taken into account the historic and special architectural importance of the building, the particular physical features that justify its designation as a listed building and the building's setting. The statement should detail any specific issues that arise because the building is listed, and if it is not possible to provide inclusive design, this needs to be expanded upon in the statement.

Car Parks**Divide up the commercial car park**

3.10 In commercial developments the best way to alleviate the effect of large parking areas is to ensure that they are designed as an integral part of the landscape treatment and managed communally. This also ensures that pedestrian movement is not determined and restricted by vehicular movement requirements. Parking layouts should be obvious and logical and avoid the creation of leftover space. consideration should be given to providing adequate signage for parking where necessary.

Make car 'parks' just that

3.11 Shared surface treatments can be effective although it is important to ensure that pedestrian routes are clearly defined - particularly in teaching children about road safety and maintenance of the pavement as a 'safe' area. Adequate space should be allowed for tree planting to all parking areas. This can be one of the most successful devices for integrating parking in to the urban landscape.

Design Principles

Parking can enliven the street

3.12 On the street, a certain amount of parking has a beneficial traffic calming effect, but the layout should be designed to accommodate it. Parking can be incorporated within a widened carriageway that also allows room for street trees and gives pedestrians greater freedom of movement.

Consider Views

3.13 In areas where a particular view may be of some importance informal parking should be provided where it is safe to stop.

Cars Parked in Landscaped Parking Area



The landscaped parking area at the Broadland designed to provide a pleasant environment.

Basements: soften and screen

3.14 The benefit of underground parking is that it allows the street frontage of buildings to be maintained. It may be possible to service ground storey shops and businesses from the underground area. However, such forms of car parking would not be suitable if located within the Flood Zones 2 or 3 of the Environment Agency Flood Maps, for more information refer to the Broadlands Strategic Risk Assessment (SFRA).

3.15 Parking spaces demand a rigid geometry - a 16m wide space accommodates two rows of parking bays, but this geometry should not necessarily dictate the design of the above ground building.

Servicing

Service from the street

3.16 The ideal form of delivery is from the street directly to the building in the traditional way. Where a delivery / storage yard is required, place it at the rear and frame it with buildings to avoid the invariably unsightly yards and building edge. In largely urban

Design Principles

situations basement servicing may be possible and encouraged. Time management regimes can be a very useful device especially where there is not a means of reaching a satisfactory design solution.

Delivery Truck



Addressed capacity parking facilities for a central location were planned to ensure that delivery vehicles could be delivered to the premises.

Drainage

3.17 Parking areas should be constructed and drained to an adequate standard so that the spaces provided are available at all times, e.g. they are not subject to flooding. Where technically feasible, sustainable drainage systems (SUDS) will be expected, see Local Plan Policy CS2, taking account of the guidance of the Environment Agency, with appropriate arrangements for their future maintenance.

Cycle Parking

4 Cycle Parking

- 4.1** Cycling is encouraged as a sustainable travel mode and a healthy lifestyle option. Cycle parking will therefore need to be provided at all new development. The standards are the minimum provision that should be made.
- 4.2** The provision of convenient secure parking and related facilities is fundamental to attracting modal shift to cycling. Cycle theft and fear of cycle theft are major deterrents to increased cycle usage. Providing secure cycle parking is a key factor in deterring both opportunistic and organised cycle thefts. In addition to the provision of secure cycle parking developers of commercial developments will be expected to provide for the additional needs of cyclists such as lockers, changing and shower facilities as appropriate to the development.
- 4.3** The type of facilities needed depends mainly upon the expected duration of anticipated cycle parking. The cycle parking standards within this document have been divided into two categories:

Visitors:	Short stay up to 4 hours
Staff / Residents:	Medium to long stay over 4 hours




Location and Design

- 4.4** In the location and design of cycle parking facilities various requirements should be incorporated



General requirements for commercial facilities

- Should not present a hazard to pedestrians (especially those who are pushing prams or wheelchairs, have impaired vision / mobility or are frail) as well as cyclists both in terms of location and personal injury.
- In well-used thoroughfares, have a warning surface surrounding the facility to aid those whose sight is impaired.
- Enhance, or at least blend into, the surroundings to demonstrate the benefits of catering for cycles.
- Be more convenient than car parking, to encourage cycling, especially for short journeys.
- Be under effective surveillance
- Be kept clean, tidy and free of broken glass, overgrown shrubs and preferably under cover
- Be where motor vehicle access is limited to reduce risk of organised theft

Location requirements:

Convenience	Example	Visitor	Resident / Staff
Near to entrance		essential	desirable
Weather protection		essential	essential
Visible and attractive		desirable	desirable
Security	Example	Visitor	Resident / Staff
Passing Surveillance		essential	desirable

Cycle Parking

Security	Example	Visitor	Resident / Staff
Well Lit		essential	essential
CCTV / High level security.		desirable	essential
Off street with controlled access (e.g. cycle lockers or secure compound)		desirable	essential
Signing			
Obvious and well signed		essential	essential
Clear, unobstructed cycle route to parking facility.		essential	essential

Parking equipment requirements should:

- Be Easy to use
- Support cycles without damage

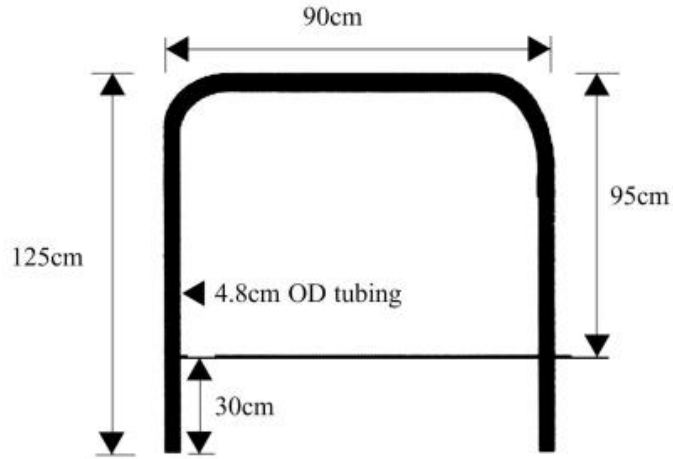
Cycle Parking

- Be vandal proof
- Have good finish, clean with no sharp edges.
- Allow cyclists to use their own locks.

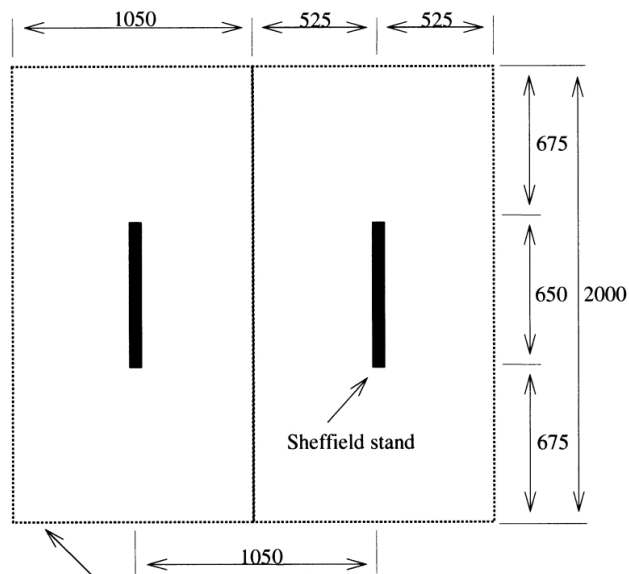
- 4.5** The ‘Sheffield’ design of cycle stand (Fig 1 and 2) is the preferred stand for cyclists. They provide two parking spaces per stand, and meet the above requirements. The shape of the stand and their arrangement can be varied as long as the above, basic requirements are not compromised. Other types of cycle stand can be considered on their merits but those that support or grab just the wheel are not considered suitable.
- 4.6** Where both staff and visitors share the stands, the visitors’ stands should be clearly signed.
- 4.7** A shelter for the stands is a useful facility for weather protection. These are available ‘off the shelf’ in a range of designs. Those with clear roofs offer a light, airy, non-intrusive feel. They utilise natural light and other illumination sources. The use of art or architectural designs can enhance the appearance of both the shelter and building.
- 4.8** Security is a major factor to consider in the location of any cycle parking facility. For staff who generally leave their bikes unattended for long periods of time greater security is required. Lockers or secure compounds offer this but visibility and passing surveillance are just as important. Where there is expected to be little passing surveillance, CCTV should be considered.
- 4.9** Visitors generally want a short-term facility. This should be easy to use in a convenient location to the main entrance and subject to passing surveillance.
- 4.10** Routes to the parking facility should be direct and clearly signed within the development and covered where possible. Wide footways should be constructed for shared use paths and these should have priority over motor vehicles where possible. Routes that involve using roads within the development should have some form of traffic calming to reduce traffic speeds.
- 4.11** Retail stores have the problem of shoppers’ trolleys finding their way into the cycle shelter. This must be avoided by careful positioning of trolley and cycle parking facilities.
- 4.12** Cycle parking for individual dwellings can normally be provided within the curtilage of the dwelling (e.g. in a garage, garden shed etc). For flats or maisonettes dedicated facilities will be required for both visitors and residents (e.g. Sheffield stands and cycle lockers). The cycle parking should be easily accessible from the dwelling.

Cycle Parking

Cycle Parking Minimum Dimension - 'Sheffield' Stand



Minimum Dimensions for 90 Angled Parking



Maximum area required assuming all cycle parking places are occupied.

Covered Cycle Parking



Photographs courtesy of Norfolk County Council -2006

Cycle Parking - Sheffield Stand



Powered Two Wheelers Parking Provision

5 Powered Two Wheelers Parking Provision

Benefits OF Powered Two Wheelers

5.1 Motorcycles, mopeds and scooters are often collectively described as Powered Two Wheelers (PTW's). There are a number of benefits that accrue from the use of PTW's, which are a convenient form of personal transport for some, cause less congestion, use less parking space than other motor vehicles and generally produce less air pollution.

Parking Requirements

5.2 Provision should be made for safe, secure and convenient parking in new developments. Spaces should be in well-lit locations, and sheltered wherever practicable. They should be flat and level, and firm enough to prevent stands sinking into the ground. Consideration should also be given to appropriate fixtures to which machines may be locked and secured. It is also desirable to minimise four-wheeled vehicular access to such areas to help reduce the ease of theft.

Dimensions

5.3 A single parking space should measure a minimum of 2.5m x 1.2m. Designated PTW parking spaces should be provided in new non residential developments at the rate of 1 PTW space per 20 car-parking spaces (at the maximum car standard) with a minimum of 1 space. In addition to the provision of secure parking developers will be expected to provide for the additional needs of PTW users such as lockers, changing and shower facilities as appropriate to the development. The requirement for PTW parking spaces does not apply to residential development except for where communal parking areas are used.

Types of use

5.4 Different destinations will attract different types of use, and user requirements for each will differ. A suggested framework to assist decision-making is given below.

Suggested framework to assist decision-making.

Length of stay	Typical Uses
Less than 30 mins	<ul style="list-style-type: none"> • Shopping • Dropping passengers off • Delivery
30 mins	<ul style="list-style-type: none"> • Shopping • 1 hour Leisure • Personal • business

Powered Two Wheelers Parking Provision

1-3 hours	<ul style="list-style-type: none"> • Shopping • Employment • Leisure
4 or more hours	<ul style="list-style-type: none"> • Shopping • hours Employment • Rail or bus use • Education

5.5 This framework offers guidance only, though it may assist in anticipating the lengths of stay that may be generated by different types of trip attractor, and can provide a basis for considering the types of security equipment necessary. Source: Motorcycle Parking, Department of Transport.

Car Parking

6 Car Parking

Provision for People with Disabilities

6.1 The integration of people with disabilities is encouraged, and therefore a minimum specific car-parking requirement is included for people / drivers with disabilities. This requirement is at least 6% of the maximum car-parking standard and will be provided over and above any agreed general car parking provision. All parking areas will have at least one space for people / drivers with disabilities. The requirement for parking provision for people with disabilities does not apply to residential development except where communal parking areas are used. Consideration should also be given to the provision for mobility scooter or powered buggy parking.

Dimensions

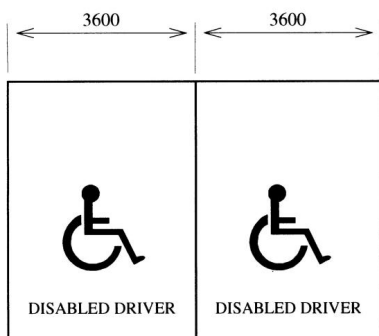
6.2 Car parking spaces for people with disabilities should be larger than usual to enable a wheelchair user to transfer easily to and from a car, and thus should have minimum dimensions of 5.0m x 3.6m. An alternative layout, with shared additional space between two standard sized parking spaces may be acceptable (see Fig 3-4).

Parking Requirements

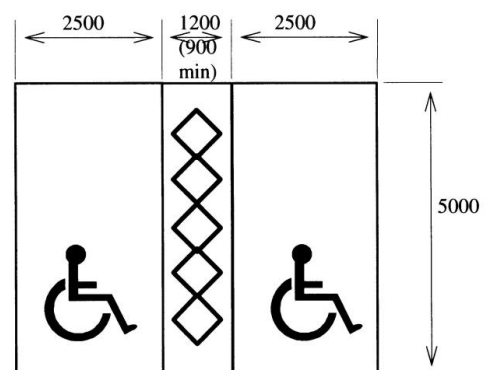
6.3 Car parking spaces for people with disabilities should be located close to an accessible entrance, preferably the main entrance. The entrance should ideally be under cover, clearly signed and not more than 50 m from the designated parking spaces and at an acceptable gradient. Further advice can be found in Traffic Advice Leaflet 5/95, Parking for Disabled People.

Disabled Persons Vehicles - Minimum Dimensions

Disabled Persons Vehicle Parking Minimum Dimensions



Disabled Parking



Non-Residential

- 6.4** It is important that development is provided with adequate car parking provision to avoid on-street car parking and the detrimental effect this has on road safety and local amenity. Non-residential development will be subject to planning conditions to ensure that car parking spaces are always available for that purpose.
- 6.5** Subject to the above, developers are not expected to provide more spaces than they wish. In urban areas where development is not “free-standing” but part of the urban fabric it will be appropriate to consider the use that can be made of any near-by public parking to reduce the ‘on-site’ parking provision.
- 6.6** Reduced provision will be considered when travel plans are an integral part of development proposals. Please refer to Local Plan Policy TRA3 - Travel Plans.

Dimensions

- 6.7** These standards assume a car parking space of dimensions 5.0m x 2.5m for spaces with short term/high frequency of turnover. For residential development a minimum space size of 4.8m x 2.4m will be accepted as recommended by Design Bulletin 32 (or revised guidance due in late 2006). Where a space is adjacent to a wall, fence or landscape area a minimum width of 3.0m will be required.

Layout and Landscaping

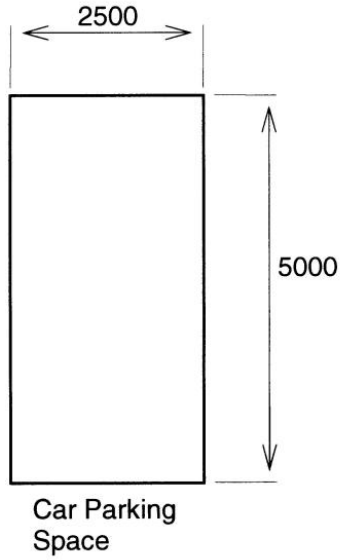
- 6.8** When parking is provided at right angles to the access roadway, a minimum aisle width of 6.0m is required to enable vehicles to enter and leave the parking spaces with minimum manoeuvring. Car-parking layouts should be designed to make the most efficient use of available land, and include suitable landscaping. Diagrammatic examples of some possible parking arrangements are included as Fig. 9-12.

Drainage

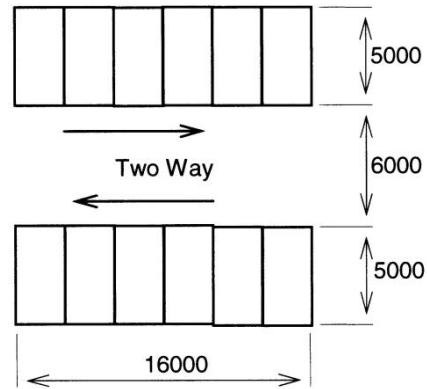
- 6.9** For more information see Design chapter 3

Car Parking

Minimum Dimensions

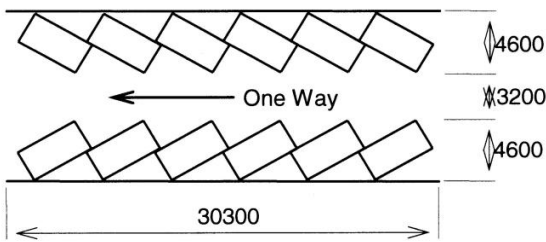


Two Way Flow

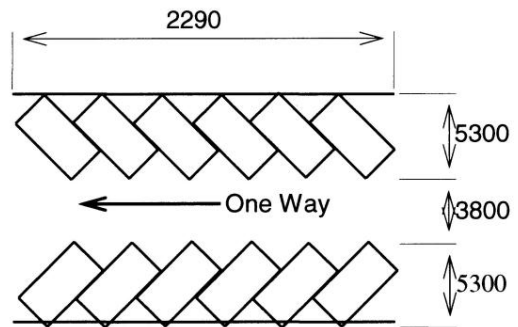


This layout is the most effective land use for two way traffic flow .

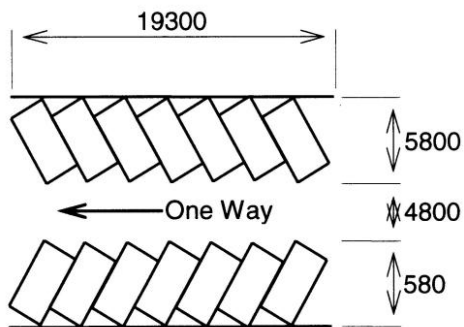
-30 degree angle parking



-45 Degrees one way flow



-60 Degree Angled Parking



Residential Car Parking

6.10 Advice on the layout, construction and drainage of residential parking areas can be found in the Norfolk Residential Design Guide. Advice on parking treatments on different locations can be found on 'What works where' English Partnerships, 2006. For information on SUDS please refer to the Environment Agency.

Garages

6.11 In residential development garages will be counted as car parking spaces where they are large enough to function as a car parking space and provide some domestic storage. It is considered that the minimum internal dimensions of a garage to fulfil these functions are 7.0m x 3.0m.

6.12 Where properties back on to the countryside or rear garden garages which are positioned adjoining the dwelling, the inclusion of a back door in the design of garages is encouraged, this will help improve access by connecting spaces to streets to countryside encouraging outdoor activities i.e. cycling, walking, etc.

Expected Levels of Car Ownership

6.13 More recent emerging guidance in Planning Policy Statement 3: Housing (PPS) takes a different approach, suggesting that residential parking standards should be based upon expected levels of car ownership (para 20). These levels reflect findings below.

6.14 Evidence from the 2001 census is that average car ownership in Broadland was 1.4 cars per household (above the national top quartile), but taking account of the 13.1% of households which do not have any vehicles, the average per vehicle owning dwelling becomes **1.6 vehicles per dwelling**. These figures have not changed significantly since the 1991 census, perhaps highlighting the necessity for a car in parts of Broadland, and will therefore be used for the purposes of these standards. In addition, regard has been had to the information about the number of people per house size and car ownership levels in new developments as well as, recent Residential Car Parking Research by DCLG published in May 2007.

6.15 Taking this into account, the levels of car parking set out in these standards for residential development will be regarded as operational, and will therefore not be regarded as a maximum, but as an indicative level. Variations about this level will be permitted where it can be demonstrated for example that a higher level would be necessary where there are no realistic alternatives to the car, or where a lower level may be appropriate for example where the character of a Conservation area would be compromised by normal levels of parking or where proximity to facilities or particularly good public transport alternatives make normal levels of parking unnecessary.

Car Parking

Promoting Alternative Modes of Travel

6.16 The Council's reasoning is that people may be persuaded to use alternatives to the car where limited parking facilities will be available at their destination, but limited parking at the origin of their journey (generally their home) is unlikely to be an incentive to use alternative modes, and may even be a disincentive if people do not have a safe and secure place to leave their vehicle. Adequate on site parking is seen as critical in view of the need to minimise the risk of crime. Furthermore, efforts to reduce the domination of roads in residential layouts mean that parking displaced onto roads by inadequate on site levels of car parking will be more intrusive and more likely to cause obstruction and danger.

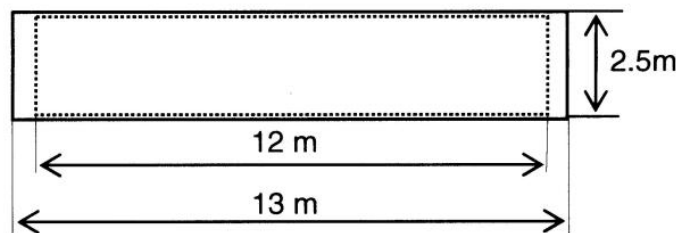
Bus, Coach and Minibus Parking and Drop-off/ Pick-up Points

7 Bus, Coach and Minibus Parking and Drop-off/ Pick-up Points

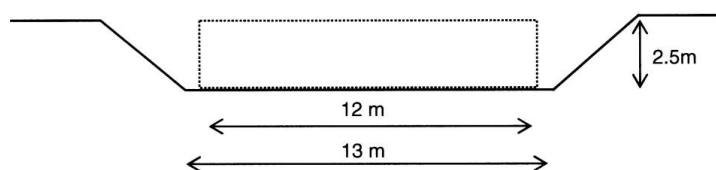
7.1 Spaces allocated for buses and coaches should be capable of accommodating the maximum dimensions of the largest public service vehicle currently permitted under British legislation. Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, make allowance for adequate space for entry and exit taper.

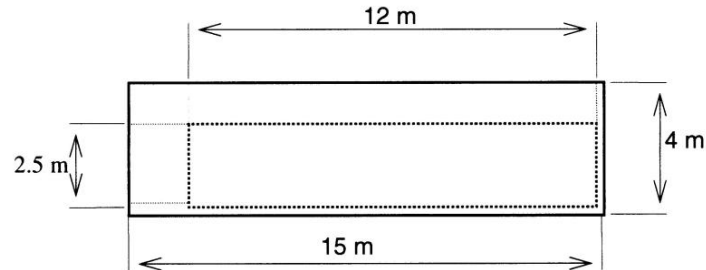
- Touring coach: length 12.0m x 2.5m width (although articulated vehicles can be up to 15.0m long). Where straight kerbside parking is available and no other parking is designated either before or after the bus bay, a minimum pick-up/drop-off space required is 13.0m x 2.5m. (see Fig.5) If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.
- Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, a minimum length of 19.0m is required (inc. 3.0m taper in and 3.0m taper out) with the central length of 13.0m x 2.5m (see Fig. 6). If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.
- Where possible, all new bus pick-ups and drop-off points should be fitted with kerbing set at a height of 150 – 180 mm. This height gives ease of access for the mobility impaired (especially those using wheelchairs, prams, pushchairs etc)
- Where passengers will be alighting from and boarding coaches in a parking area, a minimum of 4 metres width is required (see Fig. 7).

Minimum Dimensions



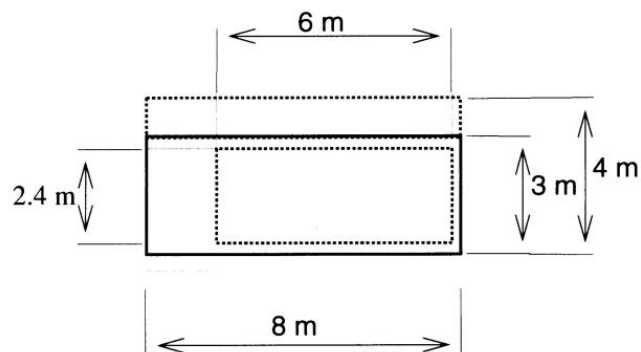
Pick up/Drop-off Point



Bus, Coach and Minibus Parking and Drop-off/ Pick-up Points**Coach Spaces****Non PSV Minibus Parking**

7.2 Spaces allocated for minibuses should be capable of accommodating at least an average sized minibus.

- Minibus: length 6.0m x 2.4m width (some minibuses can be up to 8.0m long). Minimum standing space required is 8.0m x 4.0m (32 m²) - (see Fig. 8) (4.0m width is the minimum necessary to allow passengers to disembark other than at a kerbside.) Minimum (average) size is 6 metres length x 2.4 metres width. Parking space should be increased to 4 metres width if passengers are to embark.

Mini-Bus

8 Service Vehicles

- 8.1** Service vehicles are defined as those vehicles delivering goods to or removing goods from a development. It is recognised that servicing requirements will be unique to a particular site. For this reason, no parking standards for service vehicles are included. Developers should analyse the requirements of the development in terms of size, numbers and types of commercial vehicles visiting and should demonstrate to the local authority that sufficient service vehicle provision is being made. Non-residential development will be subject to planning conditions to ensure that servicing areas are always available for that purpose.
- 8.2** Service areas should be designed to make the most efficient use of the available area within a development. However, it is essential that all goods vehicles should access and leave the public highway in forward gear. The manoeuvre to turn to exit in forward gear must be sufficiently practical to avoid a temptation to reverse into the carriageway. No more than a three point turn should be necessary. Such provision should be clearly signed and laid out to avoid the area being used as an overflow car parking area. The area should also not be used for materials storage etc. Advice on service vehicle provision can be found in The Freight Transport Association's publication 'Designing for Deliveries'.

Calculation of the Number of Parking Spaces

9 Calculation of the Number of Parking Spaces

- 9.1** The number of parking spaces for any given development is related to gross floor area (gfa), unless otherwise stated.

Thus, for a development that has a gross floor space of 450m^2 and where the car-parking standard is 1 space per 20m^2 gfa, the calculation gives a nominal provision of 22.5 spaces ($450/20$). This figure would be rounded down for car parking to the nearest whole number, to give a provision of 22 spaces.

- 9.2** Where there are a number of units sharing a single car park (e.g. a retail park), the parking requirement for each unit is worked out individually to provide an aggregate total number of parking spaces. A reduction factor to allow for cross-visitation will be applied to reduce the level of parking provided to the minimum appropriate for the development.

10 Definitions

The following definitions are used within these standards:

Definitions

Gross Floor Area (gfa)	Gross Floor Area (gfa) is ascertained by the external measurement of the building. Corridors, stairwells, sanitary accommodation, etc. are included within this measurement.
SPD	Supplementary Planning Document
Staff	the maximum number of people on duty in any shift period
Sui Generis	means, in a UK legal context: "unique."
Public Area	the area within premises where members of the public including customers have unrestricted access.
Curtilage	The enclosed land around a house or other building.

Appendix 1- Development to Which the Parking Standards Apply**1 Appendix 1- Development to Which the Parking Standards Apply****Use Class - Development or Land Use**

USE CLASS - DEVELOPMENT OR LAND USE	PAGE
A1: Shops	Page 39
A2: Financial & Professional Services	Page 33
A3: Restaurants and Cafes	Page 33
A4: Drinking Establishments	Page 34
A5: Hot Food Takeaways	Page 34
B1: Business	Page 34
B2: General Industrial	Page 34
B8: Warehousing	Page 34
C1: Hotels & Hostels	Page 34
C2: Residential Institutions	Page 35
C3 Dwelling Houses	Page 35
D1: Non Residential Institutions	Page 36
D2: Assembly & Leisure	Page 37
Sui Generis	Page 38

- 1.1** In view of the fact that a variety of alternative names can exist for a single land use or development, an alphabetic list of developments is set out below with a key to the applicable standard in each case. The list is not exhaustive and where an appropriate alternative name and therefore, applicable standard is not evident, a developer is advised to consult either the Local Planning Authority or the County Council.

Development or Land Use List

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
Art Gallery	D1	Page 36
Assembly, Place of Worship	D1	Page 36
Badminton Club	D2	Page 36
Bank	A2	Page 33
Bingo Hall	D2	Page 37
Building Society	A2	Page 33
Cafe	A3	Page 33
Car Auction	Sui Generis	Page 38
Car Sales Showroom	Sui Generis	Page 38
Caravan Site (Residential or Permanent)	C3	Page 35
Casino	D2	Page 37
Children's Home	C2	Page 35
Chiropodist's Surgery	D1	Page 36
Cinema	D2	Page 37
Clinic	D1	Page 36

Appendix 1- Development to Which the Parking Standards Apply

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
College of Further Education	D1	Page 36
College, Sixth Form	D1	Page 36
Community Centre / Hall	D2	Page 37
Concert Hall	D2	Page 37
Crèche	D1	Page 36
Cultural Building	D1	Page 36
Dance Hall	D2	Page 37
Day/Care Centre for Elderly People	D1	Page 36
Day/Care Centre for Mentally Handicapped	D1	Page 36
Day/Care Centre for Physically Handicapped	D1	Page 36
Dentist's Surgery	D1	Page 36
Discotheque	D2	Page 37
Doctor's Surgery	D1	Page 36
Dwelling Houses	C3	Page 35
Elderly Persons' Day/Care Centre	D1	Page 36
Elderly Persons' Home	C2	Page 35
Elderly Persons' Sheltered Housing	C3	Page 35
Estate Agent	A2	Page 33
Exhibition Hall	D1	Page 36
Financial and Professional Services	A2	Page 33
Garage (Vehicle Repair)	B2	Page 34
Garden Centre	Sui Generis	Page 38
Guest House	C1	Page 34
Gymnasium	D2	Page 37
Health Centre	D1	Page 36
High Tech Units	B1	Page 34
Hospital	C2	Page 35
Hostel	C1	Page 34
Hotel	C1	Page 34
House	C3	Page 35
Housing with Communal Parking	C3	Page 35
Industry, General	B2	Page 34
Industry, Light	B1	Page 34
Launderette	Sui Generis	Page 38
Leisure Centre	D2	Page 37
Library	D1	Page 36
Licensed Club (Primarily Drinking)	A4	Page 34
Lorry Services	A3	Page 33
Marina	Sui Generis	Page 38
Mentally Handicapped Persons' Day/Care Centre	D1	Page 36
Mentally Handicapped Persons' Home	C2	Page 35
Motel	C1	Page 34
Motorist Services	A3	Page 33

Appendix 1- Development to Which the Parking Standards Apply

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
Museum	D1	Page 36
Night Club	Sui Generis	Page 38
Nursery	D1	Page 36
Nursing Home	C2	Page 35
Office	B1	Page 34
Petrol Filling Station	Sui Generis	Page 38
Physically Handicapped Persons' Day/Care Centre	D1	Page 36
Physically Handicapped Persons' Home	C2	Page 35
Public Hall	D1	Page 36
Public House	A4	Page 34
Residential Caravan	C3	Page 35
Residential Care Home	C2	Page 35
Residential Training Establishment	C2	Page 35
Restaurant	A3	Page 33
Retail Superstore, Food	A1	Page 39
Retail Warehouse Parks	A1	Page 39
Retail Warehouse, Non-Food	A1	Page 39
Retirement Housing	C3	Page 35
Schools, Primary And Secondary	D1	Page 36
Schools, Higher And Further	D1	Page 36
Shared Accommodation	C3	Page 35
Sheltered Housing	C3	Page 35
Shop	A1	Page 39
Showroom (Motor Vehicles)	Sui Generis	Page 38
Snooker Club	D2	Page 37
Sports Centres, Indoor	D2	Page 37
Sports Centres, Outdoor	D2	Page 37
Squash Club	D2	Page 37
Starter Units	B1	Page 34
Storage Units	B8	Page 34
Superstore	A1	Page 39
Surgery	D1	Page 36
Swimming Pool	D2	Page 37
Take-Away (Hot Food)	A5	Page 34
Tertiary Education	D1	Page 36
Theatre	D2	Page 37
Veterinary Surgery/Clinic	D1	Page 36
Village Hall	D1	Page 36
Warehousing	B8	Page 34
Wholesale Warehouse	A1	Page 39
Wine Bar	A4	Page 34
Worship, Place Of	D1	Page 36

Appendix 2- The Parking Standards and Relevant Local Plan Policies

2 Appendix 2- The Parking Standards and Relevant Local Plan Policies

Car Parking Standards

Car Parking Standards -Broadland

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
FOOD RETAIL Free standing Supermarkets, with gfa below 1,000m ²	<u>Visitors:</u> 1 space / 200 m ² <u>Staff:</u> 1 space / 100 m ²	1 space / 14 m ² gfa
SHOPS	<u>Visitors:</u> 1 space / 200 m ² <u>Staff:</u> 1 space / 100 m ²	1 space / 20 m ² gfa
CASH and CARRY, NON-FOOD RETAIL WAREHOUSES,	see SHOPS above	SHOPS <i>above</i>
Class A2 – Financial and professional services		
BANKS, BUILDING SOCIETIES, ESTATE AGENTS, ETC.	<u>Visitors:</u> 1 space / 200 m ² <u>Staff:</u> 1 space / 100 m ²	1 space / 20m ² gfa
Class A3 – Restaurants and Cafes		
RESTAURANTS, ROADSIDE RESTAURANTS, DRIVE-THROUGH OUTLETS	<u>Visitors:</u> 1 space / 25 m ² <u>Staff:</u> 1 space / 4 staff	1 space / 5m ² gfa

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
Class A4 – Drinking Establishments		
PUBS, WINE BARS, LICENSED CLUBS (PRIMARILY DRINKING)	See RESTAURANTS AND CAFES above	1 per 5m ² public area
Class A5 - Hot Food Takeaways		
TAKE AWAY OUTLETS	See SHOPS above	1 per 3m ² public area
Class B1 – Business		
LIGHT INDUSTRY AND OFFICES OTHER THAN A2	<u>Visitors:</u> 1 space / 100 m ² <u>Staff:</u> 1 space / 50 m ²	1 space / 30 m ² gfa
Class B2 - General Industry		
INDUSTRIAL PROCESSES OTHER THAN B1	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 50m ²	1 space / 50m ² gfa
Class B8 – Warehousing		
STORAGE AND DISTRIBUTION	<u>Visitors:</u> 1 space / 400 m ² <u>Staff:</u> 1 space / 100 m ²	1 space / 150m ² gfa
Class C1 – Hotels		
HOTEL, MOTEL, BOARDING HOUSE, GUEST HOUSE,	<u>Visitors:</u> 1 space / 10 beds <u>Staff:</u>	1 space / bedroom (guest or staff)

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
For restaurants and function rooms open to non-staying guest see A3 Food and Drink	1 space / 4 staff	
	<u>Residents</u> 1 space /10 beds	
Class C2- Residential Institutions		
RESIDENTIAL CARE HOME	<u>Visitors:</u> 1 space / 20 beds	1 space / 3 beds or dwelling unit plus 1 space / resident staff
	<u>Staff:</u> 1 space / 4 staff	
HOSPITALS	<u>Visitors:</u> 1 space / 20 beds	1 space / 3 beds plus 1 space / 4 staff
	<u>Staff:</u> 1 space / 4 staff	
RESIDENTIAL EDUCATIONAL ESTABLISHMENTS	<u>Visitors:</u> 1 space / 20 beds	1 space / resident staff plus 1 space / 2 other staff plus
	<u>Staff:</u> 1 space / 4 staff	1 space / 3 beds for students
	<u>Residents / Student</u>	
	1 space / 10 beds	
Class C3 – Dwelling Houses		
Note: See Also paragraph 6.14		
DWELLINGS	None for individual houses with garages or rear gardens for a garden shed.	Average of 1.5 spaces /1 bedroom unit 2 spaces /unit for a 2 or 3 bedroom unit
*For the purposes of these standards good accessibility is defined as being within 200 m walking	For flats and developments with communal parking:-	

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
distance of a bus stop served by buses of a frequency of 15 minutes or less to town, district or a local service centre.	<u>Residents</u> 1 space / unit <u>Visitors:</u> 1 space / 4 units	min 3 - max 4 spaces /unit for a 4 or more bedroom unit - depending if double garage design. For housing in areas of good accessibility* an average of 2 spaces / unit or less will be provided over the development site.
Class D1 – Non-Residential Institutions		
HEALTH CENTRES, MEDICAL CENTRES AND FAMILY CENTRES	<u>Visitors:</u> 1 space / consulting room <u>Staff:</u> 1 space / 4 staff	1 space / full time staff plus 2 spaces / consulting room plus ambulance space
DAY CARE CENTRES	<u>Visitors:</u> 1 space / 200 m ² <u>Staff:</u> 1 space / 4 staff	1 space / full time staff plus 1 space / 4 persons attending plus a dropping off / collection point for clients
CRECHES, NURSERIES	<u>Visitors:</u> 1 space / 30 children <u>Staff:</u> 1 space / 5 staff	1 space / full time staff plus a dropping off / collection point for clients
SCHOOLS (PRIMARY & SECONDARY)	<u>Children</u> 1 space / 6 children (secondary only) <u>Staff:</u> 1 space / 5 staff	1 space / full time staff or equivalent plus, 1 space / per classroom provision for public / schools transport

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
SCHOOLS (HIGHER AND FURTHER)	<u>Students:</u> 1 space / 3 students <u>Staff:</u> 1 space / 5 staff	1 space / 2 daytime teaching staff plus 1 space / 15 students plus provision for public / schools transport
ART GALLERIES, MUSEUMS, PUBLIC OR EXHIBITION HALLS	<u>Visitors:</u> 1 space / 35m ² <u>Staff:</u> 1 space / 4 staff	1 space / 30 m ² gfa plus bus/coach drop-off/pick-up point
LIBRARIES	<u>Visitors:</u> 10 spaces for a Main Library (3 for a Branch) <u>Staff:</u> 1 space / 4 staff	1 space / 30 m ² gfa plus bus/coach drop-off/pick-up point
PLACES OF WORSHIP	<u>Visitors:</u> 1 space / 5 seats	1 space / 10 m ² gfa or 1 space / 10 seats
D2 – Assembly and Leisure		
CINEMAS, CONFERENCE CENTRES,	<u>Visitors:</u> 1 space / 20 seats or 1 space / 100m ² gfa <u>Staff:</u> 1 space / 4 staff	1 space / 5 seats
CONCERT, THEATRE, HALLS, BINGO HALLS, CASINOS, DANCE HALLS, DISCOTHEQUE	<u>Visitors:</u> 1 space / 20 seats or 1 space / 100 m ² gfa	1 space / 22 m ² gfa plus bus/coach drop-off/pick-up point

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
	<u>Staff:</u> 1 space / 4 staff	
SWIMMING POOLS, INDOOR / OUTDOOR SPORTS except motor sports and firearms	<u>Visitors / players:</u> 1 space / 4 visitors <u>Staff:</u> 1 space / 4 staff	1 space / 22m ² gfa plus bus/coach drop-off/pick-up point
COMMUNITY HALL, VILLAGE HALL, EXHIBITION HALL	<u>Visitors:</u> 1 space / 100 m ² gfa	1 space / 22m ² gfa plus bus/coach drop-off/pick-up point
Sui generis		
PETROL FILLING STATION	<u>Visitors:</u> 1 space <u>Staff:</u> 1 space / 5 staff	1 space / 20 m ² gfa of shop
MOTOR SERVICE CENTRES	1 space / 5 staff	1 space / staff plus 1 space / 35m ² gfa
MOTOR VEHICLE SHOWROOMS	1 space / 5 staff	1 space / staff plus 1 space / 45 m ² of display area
LAUNDERETTE	See Shops above	See Shops above
MARINA	1 space / 10 moorings	1 space / 2 mooring berths
STADIA	<u>Visitors:</u> 1 space / 75 seats	1 space / 15 seats plus sufficient coach parking
GARDEN CENTRES	See SHOPS above	See SHOPS above

Appendix 2- The Parking Standards and Relevant Local Plan Policies

LAND USE	MINIMUM CYCLE PARKING	MAXIMUM CAR PARKING
Class A1 - Shops		
Includes all retail areas but not outside growing and storage areas		
BUS STATIONS	4 spaces / bus bay	Provision of passenger drop off / pick-up point.
NIGHT CLUBS	See CINEMAS above	See CINEMAS above

Broadland District Local Plan (Replacement) Policies

2.1 In addition, to the Parking Standards noted above the following Broadland District Local Plan policies will apply in relation to Parking:

TRA3 - Travel Plans

For major development, (or for smaller developments that would generate significant amounts of traffic in, or near to, air quality management areas) the submission of travel plan will be required as part of a planning application. (Objective 4)

Appendix 2- The Parking Standards and Relevant Local Plan Policies**TRA5 - Cycle Movement**

Within new developments safe and coherent provision will be made for cyclists including secure cycle parking and where appropriate showers and changing facilities. Outside the new development site additional provision will be required, as a direct consequence of the development , linking with existing provision and improving links with local services including public transport. (objectives 1, 3,4)

TRA8 - Parking Guidelines

The Parking Provided in relation to a particular development will reflect the use, location and accessibility by non car modes as determined in the transport assessment for the development. In new developments parking and manoeuvring space will be provided in accordance with the council's parking guidelines , which augment the nationally applicable advice in planning policy guidance note no.13 (objectives 1, 4)

CS2 - Sustainable Drainage Systems

Surface water drainage from new development should be by way of sustainable drainage system where appropriate. Where such systems are not feasible a positive piped system incorporating adequate anti-pollution measures should be used. (Objective 5)

- 2.2** For further information please refer to the Environment Agency flood maps and Strategic Flood Risk Assessment (SFRA)

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Appendix B

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Appendix 4

Standards for Transportation Requirements within New Developments

Other links in the Interactive Local Plan:

- [Written Statement - Contents](#)
- [Written Statement – List of Policies](#)
- [Proposals Maps](#)
- [Copyright Notice](#)
- [Local Plan Help](#)

[This Appendix forms part of the Local Plan and should be read with it]

The Application of the Standards

These Standards apply to all development for which planning permission is sought. They reflect the advice contained within PPG13 and are intended to give guidance to developers, businesses, and members of the public on the implementation of the Local Plan policies.

The Standards provide the necessary detail to interpret Local Plan parking policies (particularly Policies [TRA6](#), [TRA7](#), and [TRA8](#)) and provide brief advice on the extent of transportation improvements that may be required as part of any new development (policy [TRA11](#)). They are intended to ensure that all development provides for an acceptable level of cycle parking, servicing and car parking and makes adequate provision for movement to and from the site. All standards relate to gross floor area unless otherwise stated.

Advice on site specific works that are necessary to facilitate access to the development are not included (see policy [TRA10](#)) and these must be considered. Consistency with these standards is not in itself, therefore, sufficient to demonstrate that a given proposal is acceptable either in transportation or planning terms.

Norwich City Centre has one of the largest surviving mediaeval street layouts in the UK and thus has very specific parking and access requirements. These are reflected within this Appendix. Additionally, transportation requirements have been adjusted to suit the particular location and function of proposed developments. The areas and locations to which the individual standards apply can be found on the proposals map.

The Role of Design

The City Council has always emphasised the importance of good design in all submitted planning applications, including the need for suitable landscaping. Car Parking and servicing areas are rarely

attractive visually and should be designed to minimise their impact on the immediate townscape and landscape in accordance with Local Plan policies [TRA5](#), [TRA26](#), [HBE12](#), [HBE19](#) and [NE9](#).

Provision for People with Disabilities

Many sections of the community do not have full access to the facilities that they need owing to a lack of personal mobility. Whilst improvements in the built environment help to reduce this exclusion, and public transport is becoming increasingly accessible, some members of the community would be unable to gain access to facilities, and maintain a reasonable degree of independence without the use of a car. Therefore a minimum specific car parking requirement is included within these Standards (usually 5%) for disabled people/ drivers. Where car parking at less than the maximum level is proposed, *the number of spaces for disabled drivers should be calculated as if the maximum level had been provided*

These car parking spaces should be larger than the usual sized space to enable a wheelchair user to transfer easily to and from a car, and thus should have minimum dimensions of 5m x 3.6m. (An alternative layout, with shared additional space between two standard sized parking spaces may be acceptable - see [diagram 4d](#).)

These parking spaces should be located close to an accessible entrance. The entrance should ideally be under cover, clearly signed and not more than 50 metres from the designated parking spaces.

Cycle Parking

The City Council actively supports cycling, and research has shown (MAP research 1999) that inadequate cycle parking is one of the major blocks to increased cycle usage. Therefore, cycle parking to at least the levels contained within the standards will be required within all developments. The standards are intended to provide for increased cycle usage, and will, therefore, appear a little high if compared to current cycle use. They do, however, reflect the targets contained in the Norwich Area Transportation Strategy.

The Cycle Parking Standards have been divided into two categories; dependent upon the expected duration of anticipated cycle parking:

- **Short Term:** Stands which are easily accessible, visible and normally adjacent to (certainly within 25 metres of) a main entrance to a building. These stands are aimed principally at visitors to the premises whose visit is likely to be of short duration. Covered protection from rain is desirable, particularly where visitors are likely to remain at the premises for some time.

- **Long Term:** Stands having good weather protection and excellent security, e.g. locked shed or enclosure, etc. These facilities should be well lit and conveniently located for access to the premises. These are for long term users of the premises, for example, members of staff in the case of business premises, or residents of housing developments.

The 'Sheffield' design of cycle stand is preferred (see [diagram 1](#)), as it provides two cycle parking spaces per stand, and does not damage the cycles. Other types of cycle stand will be considered on their merits.

Car Parking

In accordance with Government policy, the parking standards that form part of the transportation requirements for site development are maximum standards, which should not be exceeded. Within the City Centre operational car parking only is permitted, and the standards are consistent with those that have been applied for many years. These take account of the high levels of accessibility that the City Centre enjoys by all transport modes, and the need to reduce overall levels of traffic within this historic area. Operational parking is to facilitate necessary movement of visitors to and from the site throughout the working day and is not for the long-term storage of vehicles.

Application of the Standards outside the City Centre

Outside the City Centre, developments should contain all of their associated parking (including cycle parking) and servicing requirements within the curtilage of the site and enable vehicular access and egress in forward gear.

The Standards detail specific parking and servicing requirements for each Use Class category. These should be regarded as the figure normally required for a typical Use Class category and should be accommodated within the development curtilage.

The Council will accept lower levels of car parking provision than the standards permit, but will need to be assured that the transportation consequences of the development will be addressed, whilst minimising adverse effects in the locality. Most commercial developments will therefore need to be supported by a Travel Plan (under policy [TRA12](#)), whilst residential developers will need to show that every effort has been made to ensure that local facilities and public transport are accessible (under policy [HOU13](#)).

Developments, particularly those that have high levels of trip generation, should be sited and designed to maximise access by all modes of transport and will, therefore, be expected to support appropriate transportation measures off site. Those developments which have limited levels of access, particularly by non car modes, will be expected to support proportionately more measures to deal with the consequences of their proposals.

Application of the Standards within the City Centre

Standardised parking and servicing solutions are rarely suited to sites within the City Centre, and the standards recognise this by minimising on site transportation requirements

Cycle parking, and where applicable servicing and parking areas should be contained within the curtilage of the site. Vehicular access and egress should ideally be achieved in a forward gear, although this may not be necessary in quieter streets. In busy locations, where sites are constrained or where conservation of the City's heritage is important, it may be inappropriate to provide for vehicles within the site. Alternative arrangements will be considered in these cases (see policy [TRA9](#) in particular).

Such alternative provision may include on street provision of facilities such as cycle racks, or changes to on street waiting arrangements. In locations where servicing can only take place from the public highway developers are advised to consult the Transportation section of Planning Services at an early stage, to enable the traffic management implications of any likely 'on-street' servicing to be fully explored.

Contributions to wards Transport Infrastructure

The policies reflect an increasing realisation that the cost of inefficient use of transport infrastructure is too high in both environmental and financial terms. New advice in PPG 13 states that, whilst new developments should provide capital to support transportation improvements, it is inappropriate to require payments specifically in lieu of parking space provision. Additionally, the Council is concerned that in requiring contributions from developers, development in less sustainable locations should not be encouraged.

The Council will, therefore seek contributions towards transport infrastructure improvements, the scope of which are outlined in policy **TRA11** and within Supplementary Planning Guidance (SPG) which interprets that policy. These financial contributions will be in addition to any costs that are incurred as a direct consequence of the development itself (see policy **TRA10**), and will relate to the scale, location and type of development. SPG will be updated from time to time to relate such payments to the transport programme.

It is the Council's intention that any contribution will be used to enhance existing programmes, not to replace them. The SPG outlines the areas of transport infrastructure improvements that will be supported by particular developments.

Payment of the Developer Contribution

Contributions will be by way of a section 106 agreement with the City Council. Half the agreed sum should be paid on commencement of construction and the remaining half on first occupation of the development. If the development does not involve construction the full payment should be made on occupation. Allowances for inflation will form part of the agreement.

Obligation of the City Council

The City Council, in accordance with policy **TRA11**, will retain all payments in a separate fund reserved for the provision of transportation infrastructure and improvements to public transport within the Norwich Area. The City Council will ensure that:

- Payment is no greater than is necessary for achieving these purposes;
- Payments relate fairly to the scale, location and type of development;
- Payment will be used solely to support transportation improvements and use of individual developer contributions can be traced;
- The fund will be interest bearing and accounts will be regularly published.

In addition, the Council may agree that the contribution is used for a particular project, or within a specific geographical area. Where agreement is reached that a particular payment will be used for a specific project this will be provided within a reasonable time, although it may be necessary to await the accumulation of funds to help provide finance, for example, for a new whole car park for park and ride. However, where contributions are used for a specific purpose, it is not the intention that any particular improvement will be exclusively for users of a particular development but will form part of the larger transport system available to all.

Design and layout of Parking and Servicing Facilities

Basic layout and size requirements for cycle and vehicle parking are contained within the standards. On urban sites, it is usually necessary to adjust standard arrangements to suit the site characteristics, so this information is provided as guidance only. Details of the preferred cycle stand arrangements are shown in diagram 1a and 1b. Basic requirements for service vehicles are shown in diagram 2a and 2b for rigid vehicles, and in diagram 3a and 3b for articulated vehicles.

It is assumed that car-parking layouts will be designed to make the most efficient use of available land, and include suitable landscaping. Diagrammatic examples of some possible parking arrangements are included as diagrams 4a – 4c. Parking for disabled people is shown in diagram 4d, and an arrangement for private driveways, including on site turning is shown in diagram 4e.

Diagram 1a

Cycle Parking - Minimum Dimensions

"Sheffield" Type Cycle Stand

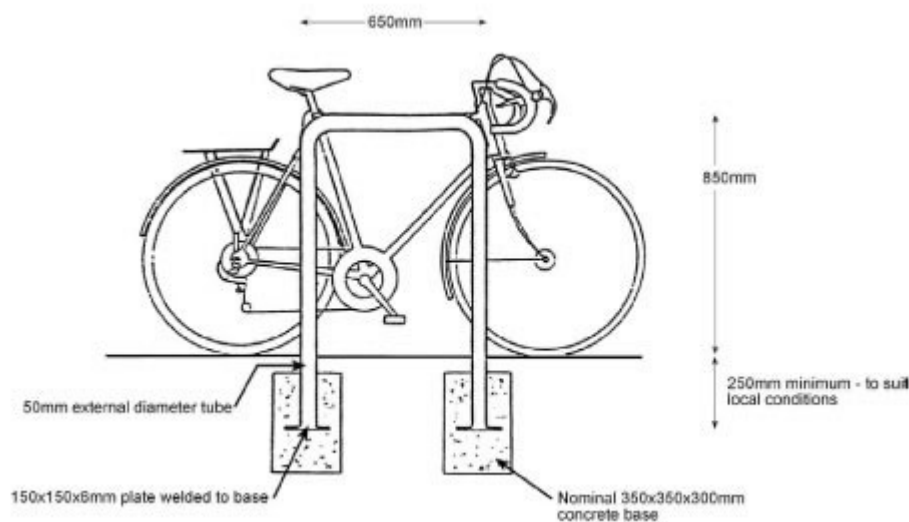
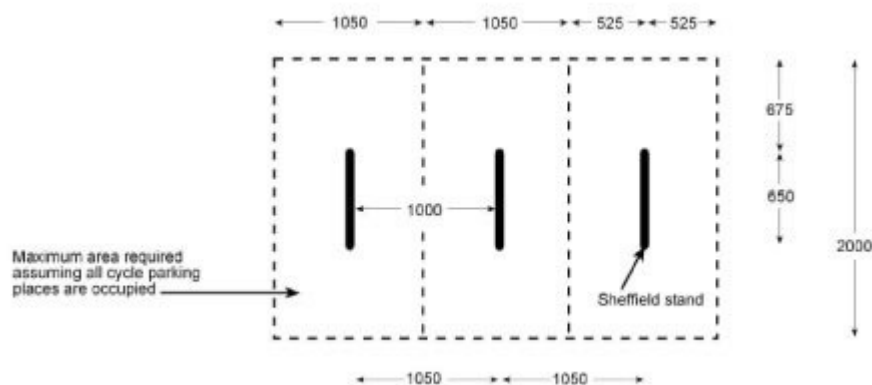


Diagram 1b

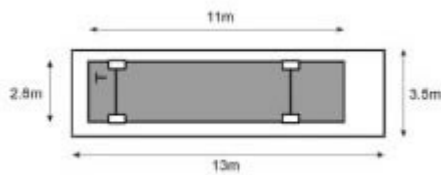
Minimum Dimensions for 90° Angled Parking



Rigid Wheelbase Vehicles

Diagram 2a

Minimum Parking Space

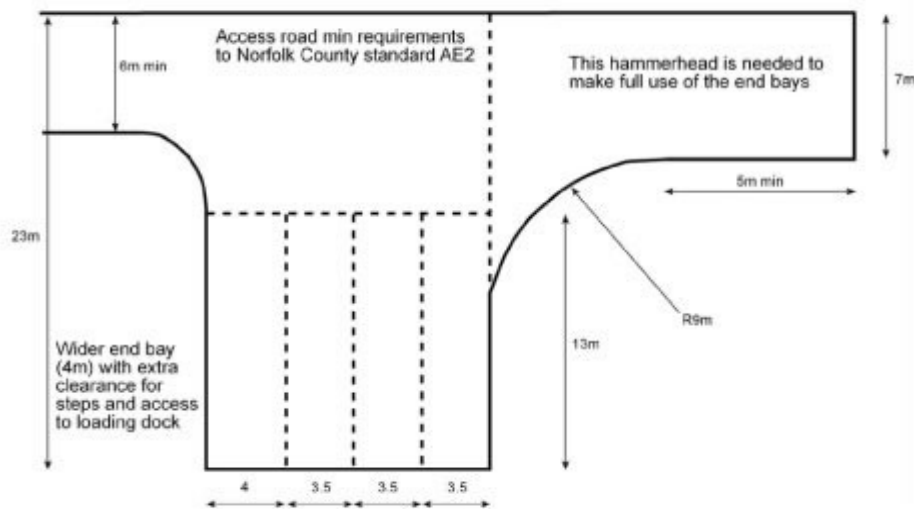


Length 11 metres x 2.6 metres width.

Minimum standing space required is 13 metres x 3.5 metres width (45 sq.m.)

Diagram 2b

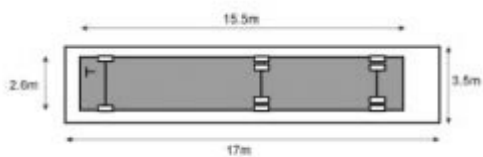
Delivery Service Spaces



Articulated Vehicles

Diagram 3a

Minimum Parking Space



Length 15.5 metres x 2.6 metres width.

Minimum space required is 17 metres x 3.5 metres width (60 sq.m.)

Diagram 3b
Delivery Service Spaces

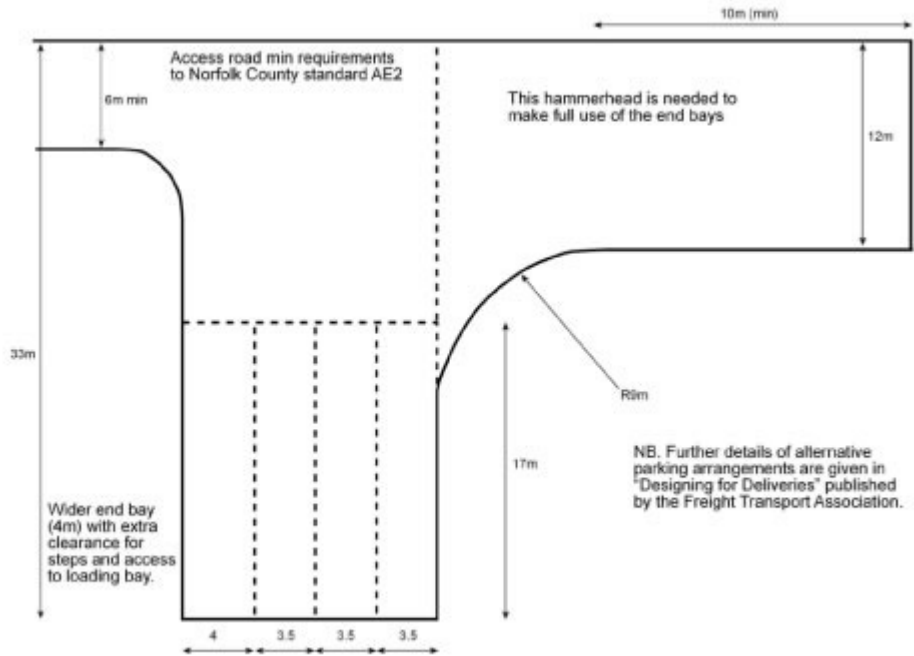


Diagram 4
Car Parking Spaces
Minimum Dimensions

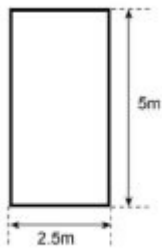


Diagram 4a
Two Way Flow

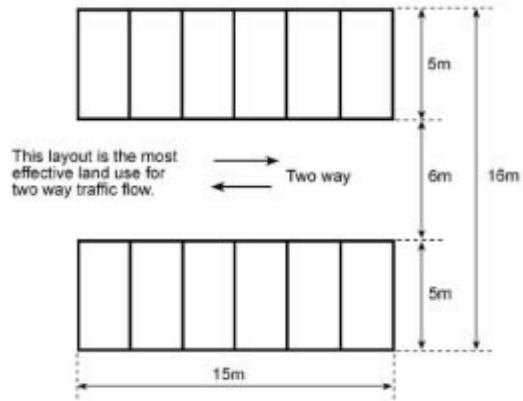


Diagram 4b

One Way Flow 30° angled parking

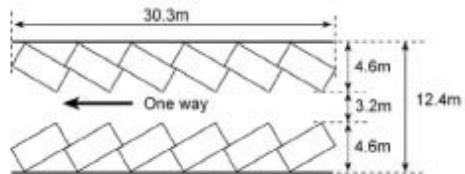


Diagram 4c

One Way Flow 45° Angled Parking

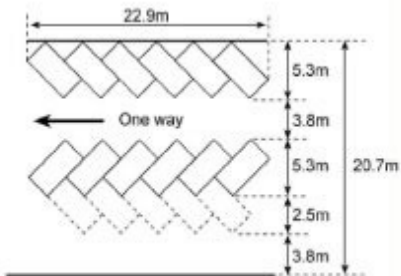


Diagram 4d

Disabled Persons Vehicles Minimum Dimensions

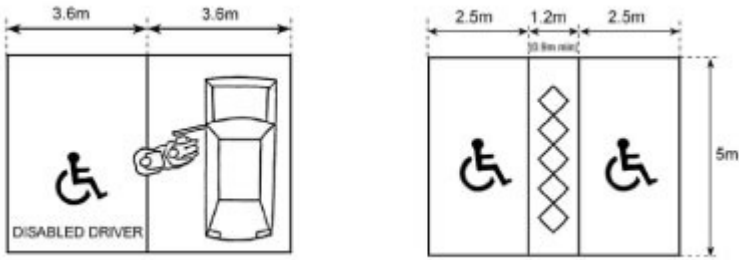
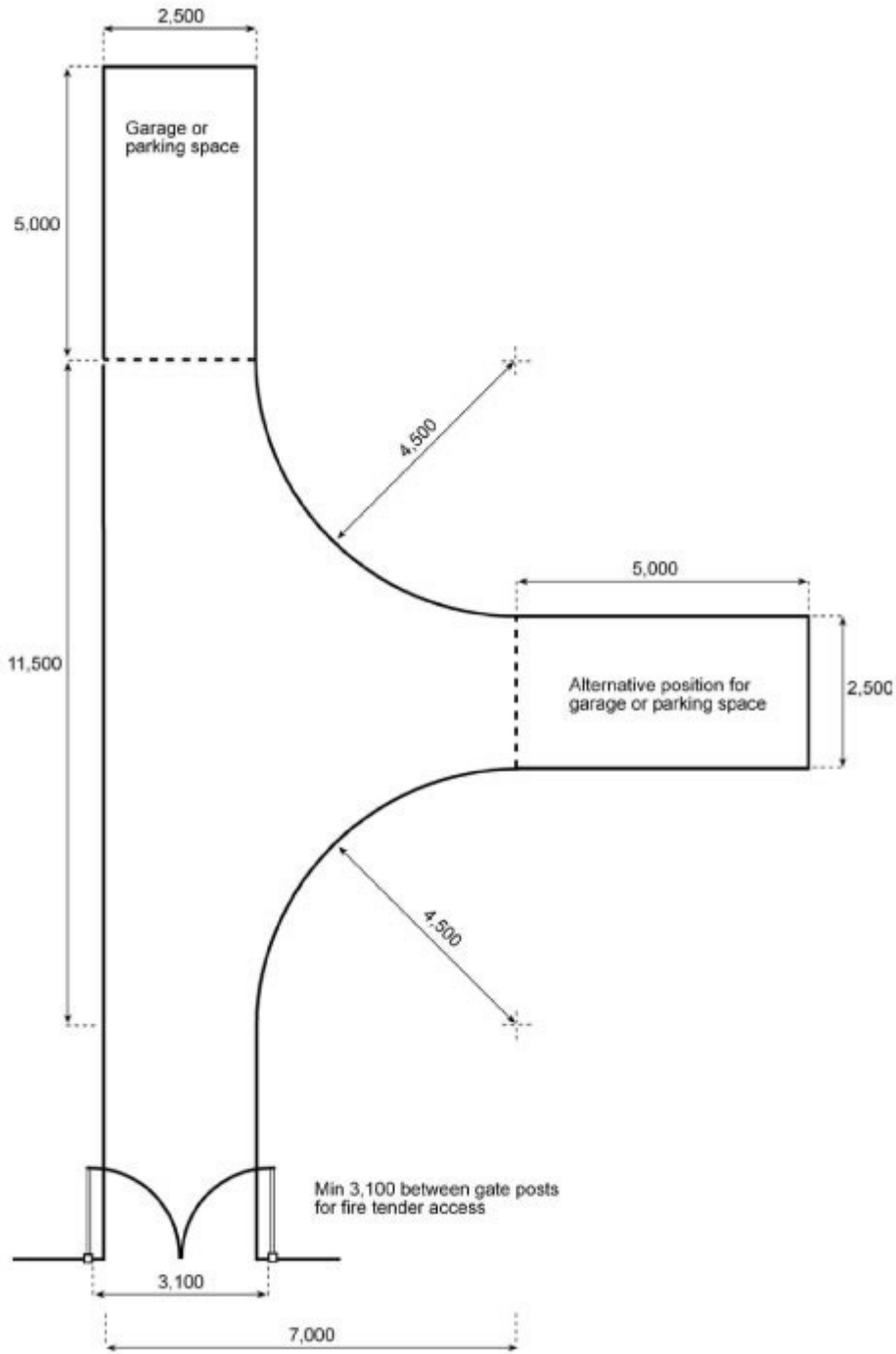






Diagram 4e
Turning Radii for Private Drives



Section 1

Shops, High Street Offices and Restaurants (Use Class A1, A2 and A3)






Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site requirements

<p>Central Retail and Leisure Areas.</p>	<p>Staff: One covered and secure cycle parking space per 100m²</p> <p>Customers: Where possible, the provision of one cycle space per 50m² within the shopping area will normally be required.</p>	<p>Car parking is not normally permitted in this area</p>	<p>Servicing will normally be permitted on street for smaller stores (under 1000m²). Developments over 1000m² will normally require off street service bays capable of handling likely service vehicle generation, including provision for articulated vehicles.</p>	<p>Contributions towards elements of the City Centre Transport Plan and a Travel plan will normally be required for developments of over 500m² gfa</p>
<p>Elsewhere in the City Centre</p>	<p>Staff: One covered and secure cycle parking space per 100m²</p> <p>Customers: One cycle space per 50m² adjacent to principal entrances</p>	<p>Customer car parking will only be permitted where this replaces pro-rata identified public parking spaces in the City Centre and is subject to agreements which ensure full public access and short stay tariffs. (see policy TRA21)</p> <p> 5% of total.</p> <p>Parent and Child spaces: 5% of total.</p> <p> 3% of total</p>	<p>Servicing may be permitted on street where safe and practicable. Otherwise a bay capable of holding a rigid 11m vehicle required. Developments over 1000m² will normally require off street service bays capable of handling likely service vehicle generation, including provision for articulated vehicles.</p>	<p>Contributions towards elements of the City Centre Transport Plan and a Travel plan will normally be required for developments of over 500m² gfa</p>
<p>In or adjacent to existing District and Local shopping centres</p>	<p>Staff: One covered and secure cycle parking space per</p>	<p>One parking space per 20m² gfa</p>	<p>A bay capable of holding a rigid 11m vehicle normally required.</p>	<p>For developments of over 500m² gfa a Travel plan and contributions</p>

<p>as defined on the Proposals Map</p>	<p>100m²</p> <p>Customers: One cycle space per 50m² (or part) adjacent to principal entrances</p>	<p> 5% of total</p> <p>Parent and Child spaces: 5% of total.</p> <p> One per 500m²</p>	<p>Developments over 1000m² require standing for an articulated vehicle for every 2000m² or part.</p>	<p>towards local improvements for pedestrian and cycle access and safety will normally be required as part of a local Transport Action Plan (see policy TRA25). Stores over 2000m² will be expected to support local public transport infrastructure improvements</p>
<p>Elsewhere in the urban area</p>	<p>Staff: One covered and secure cycle parking space per 100m²</p> <p>Customers: One cycle space per 50 m² (or part) adjacent to principal entrances</p>	<p>One parking space per 20m²</p> <p> 5% of total</p> <p>Parent and Child spaces: 5% of total.</p> <p> One per 500m²</p>	<p>A bay capable of holding a rigid 11m vehicle normally required. Developments over 1000m² require standing for an articulated vehicle for every 2000m² or part.</p>	<p>Stores over 200m² a Travel plan and contributions towards local improvements for pedestrian and cycle access and safety will normally be required as part of a local Transport Action Plan (see policy TRA25). All proposals over 500m² will additionally provide significant support to City-wide infrastructure improvements to reduce car dependency and mitigate car use at</p>

				the site.
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Section 2
Offices, High Tech and research units. (Part Use Class B1)

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	Staff: One covered and secure cycle parking space per 35m ² Customers: One cycle space per 500 m ² (or part) adjacent to principal entrances	Operational parking only is permitted. One operational parking space per 200m ² .  One space per 600m ²	Units over 1000m ² should have standing adjacent to a service bay for an 11m rigid vehicle unless servicing is permitted from the street.	A Travel plan will normally be required as part of the development proposals over 500m ² . Contributions towards the City Centre Transport Plan, including the park and ride service will be required for all developments over 200m ²
In existing or proposed employment locations outside the City Centre as defined by policies EMP4 EMP5, EMP7 and EMP8 to 15.	Staff: One covered and secure cycle parking space per 50m ² Customers: One cycle space per 500 m ² (or part) adjacent to principal entrances	One parking space per 35m ² (includes staff and visitors)  5% of total  One per 500m ²	Units should have standing for an 11m rigid vehicle associated with a service bay. Units over 2000m ² should provide an additional bay to accommodate an articulated vehicle	A Travel plan will normally be required as part of the development proposals over 500m ² . Contributions towards local improvements for pedestrian and cycle access and safety and city-wide infrastructure will normally be required for

				developments over 200m ²
Elsewhere in the urban area	<p>Staff: One covered and secure cycle parking space per 50m²</p> <p>Customers: One cycle space per 500 m² (or part) adjacent to principal entrances</p>	<p>One parking space per 35m² (includes staff and visitors)</p> <p> 5% of total</p> <p> one per 500m²</p>	Units should have standing for an 11m rigid vehicle associated with a service bay. Units over 2000m ² should provide an additional bay to accommodate an articulated vehicle	<p>A Travel plan will normally be required as part of the development proposals over 500m².</p> <p>Contributions towards local improvements for pedestrian and cycle access and safety and public transport infrastructure will normally be required, and additional contributions to provide significant support to City-wide infrastructure improvements to reduce car dependency to mitigate car use at the site.</p>

Section 3

Industrial and Warehousing units. (Use Classes B2 and B8, and part B1).




Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	<p>Staff: One covered and secure cycle parking space per 50m²</p> <p>Customers: One</p>	Operational parking only is permitted. One operational parking space per	One service bay is required per 2000m ² or part. All units should have standing adjacent	A Travel plan will normally be required as part of development proposals over

	cycle space per 500 m ² (or part) adjacent to principal entrances	200m ²  One space per 600m ²	to a service bay for an 11m rigid vehicle. Units over 500m ² should accommodate an articulated vehicle.	1000m ² . Contributions towards the City Centre Transport Plan, including the park and ride service will be required for developments over 200m ²
In existing or proposed employment locations outside the City Centre as defined by policies EMP4, EMP5, EMP7 and EMP8 to 15.	Staff: One covered and secure cycle parking space per 75m ² Customers: One cycle spaces per 500 m ² (or part) adjacent to principal entrances	One parking space per 50m ² (includes staff and visitors)  5% of total  one per 1500m ²	One service bay is required per 1000m ² or part. All Units should have standing for an 11m rigid vehicle associated with a service bay. Units over 500m ² should accommodate an articulated vehicle.	A Travel plan will normally be required as part of development proposals over 1000m ² . Contributions towards local improvements for pedestrian and cycle access and safety and public transport infrastructure will be required for developments over 200m ²
Elsewhere in the urban area	Staff: One covered and secure cycle parking space per 75m ² Customers: One cycle space per 500 m ² (or part) adjacent to principal entrances	One parking space per 50m ² (includes staff and visitors)  5% of total  one per 1500m ²	Units should have standing for an 11m rigid vehicle associated with a service bay. Units over 500m ² should provide an additional bay to accommodate an articulated vehicle	A Travel plan will normally be required as part of development proposals over 1000m ² . Contributions towards local improvements for pedestrian and cycle access and safety and public transport

				infrastructure will normally be required, and additional contributions to provide significant support to City-wide infrastructure improvements to reduce car dependency to mitigate car use at the site infrastructure will be required for developments over 200m ² .
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Section 4

Hotels and Guesthouses. (Use Class C1)


Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
All locations. For restaurants and function rooms generally open to members of the public rather than to staying guests, consult A3 standards	Staff: One covered and secure cycle parking space per ten bedrooms Customers: One covered and secure cycle parking space per 4 bedrooms and one cycle space per 15 bedrooms adjacent to principal entrance	3 spaces for every 4 bedrooms  5% of total rone per 25 bedrooms	All units should have standing adjacent to a service bay for an 11m rigid vehicle, unless servicing is permitted from the street.	A Travel plan will normally be required as part of the development proposals for all developments of over 50 bedspaces.

Section 5

Hospitals, Residential Care Homes and Residential Training Centres (Use Class C2).

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	<p>Staff: One covered and secure cycle storage space per 5 bed-spaces</p> <p>Visitors: One cycle space per 10 beds adjacent to principal entrances</p>	<p>Only operational car parking is permitted in this area. One operational parking space per 50 beds capable of standing an ambulance or minibus.</p> <p> One space (minimum) per 200 beds</p>	A bay capable of holding a rigid 11m vehicle normally required.	A Travel Plan will normally be required for units of 50 bedspaces or more detailing measures to encourage minimal use of private cars by both staff and visitors to the site. Operators must therefore expect to locate in areas which have, or can
Elsewhere in the Urban area	<p>Staff: One covered and secure cycle storage space per 10 bed-spaces</p> <p>Visitors: One cycle space per 10 beds adjacent to principal entrances</p>	<p>Staff: One space per 10 bed spaces</p> <p>Visitors: One space per 10 bed spaces</p> <p> 5% of total (one space minimum)</p> <p> One per 100 bed spaces</p>	Standing space for ambulance or minibus. A bay capable of holding a rigid 11m vehicle normally required	be made to have high levels of accessibility by non-car modes, and particularly public transport



**Section 6
Housing (Use Class C3).**

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
Central shopping core and pedestrian area	One covered and secure cycle storage space or shed per dwelling.	Car Parking is not normally permitted in this area. Refer to policy TRA9 (car	Access for emergency services, removal lorries, refuse vehicles will be	Contributions towards the City Centre Transport Plan, and in particular

	Cycle parking for visitors is required in the vicinity.	free housing)	necessary.	environmental improvements in the locality will normally be required for all developments of 10 units and over
Elsewhere in the City Centre	One covered and secure cycle storage space or shed per dwelling. Cycle parking for visitors is required in the vicinity.	1 and 2 bed units: 1 space per dwelling 3+ bed units: 1.25 spaces per unit (All units can have one space, one in four can have two spaces)	Access for emergency services, removal lorries, refuse vehicles will be necessary.	Contributions towards the City Centre Transport Plan, and in particular environmental improvements in the locality will normally be required for all developments of 10 units and over
Elsewhere in the urban area	One covered and secure cycle storage space or shed per dwelling. Cycle parking for visitors is required in the vicinity.	1 and 2 bed units: 1 space per dwelling 3+ bed units: 2 spaces per dwelling. On average, developments should average 1.5 parking spaces per unit or fewer.	Access for emergency services, removal lorries, refuse vehicles will be necessary.	Contributions to local enhancement of the pedestrian and cycling environment will normally be required through the local transport action plan for all developments of 10 units and over

Section 7

Health Centres and Surgeries (Part Use Class D1).


Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements

City Centre	Staff: One covered and secure cycle storage space per consulting room Visitors: One cycle space per consulting room adjacent to principal entrances	Only operational car parking is permitted in this area. Staff and Visitors • two operational parking spaces per consulting room One space per 7 consulting rooms (min. one space).	Provision for the dropping off and collection of patients Standing space for ambulance, minibus or a rigid 11m vehicle normally required (may be provided on street dependent on circumstances).	A Travel Plan will normally be required for premises with more than three practitioners detailing measures to encourage minimal use of private cars by both staff and visitors to the site. Operators must therefore expect to locate in areas which have, or can be made to have high levels of accessibility by non-car modes, and particularly public transport
Elsewhere in the Urban area	Staff: One covered and secure cycle storage space per 2 consulting rooms Visitors: One cycle space per consulting room adjacent to principal entrances	Staff: One space per 2 consulting rooms Visitors: Three spaces per two consulting rooms 5% of total (min one space)	Standing space for ambulance, minibus or a rigid 11m vehicle normally required	

Section 8





Nursery Schools, Day Nurseries and Day-care Centres (Part Use Class D1).

Location	Cycle parking standards (minimum)	Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	Staff: One covered and secure cycle storage space per 50m ² Visitors: one cycle space adjacent to principal entrances per consulting room.	Only operational car parking is permitted in this area. One operational parking space per 200m ² . One space per 600m ² (min. one	Standing space for ambulance, minibus or a rigid 11m vehicle normally required (may be provided on street dependent on circumstances).	A Travel Plan will normally be required detailing measures to encourage minimal use of private cars by both staff and visitors to the site for premises likely

		space).	Provision for the dropping off and collection of day-visitors	to cater for more than 50 pupils/day visitors. Operators must therefore expect to locate in
Elsewhere in the Urban area	Staff: One covered and secure cycle storage space per 50m ² Visitors: one cycle space adjacent to principal entrances per consulting room.	Staff and Visitors: One space per 35m ²  5% of total (min one space)	Standing space for ambulance or minibus. A bay capable of holding a rigid 11m vehicle normally required. Provision for the dropping off and collection of day-visitors.	or can be made to have high levels of accessibility by non-car modes, and particularly public transport

Section 9





Buildings for Assembly and Leisure (Use Class D2).

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	Staff: One covered and secure cycle parking space per 100m ² Customers: One cycle space per 50m ² adjacent to principal entrances	Only operational car parking is permitted in this area  One space per 500m ² . One space minimum	One operational parking space per 400m ² . Servicing may be permitted on street where safe and practicable. Otherwise a minimum bay capable of holding a rigid 11m vehicle required.	A Travel Plan will normally be required detailing measures to encourage minimal use of private cars by both staff and visitors to the site for developments intended to cater for more than 50 users at a time. Operators must therefore expect to locate in areas,
Elsewhere in the Urban area	Staff: One covered and secure cycle parking space per 100m ²	One space per 25m ²  5% of total. One	A minimum bay capable of holding a rigid 11m vehicle required. Developments	which have, or can be made to have high levels of

	Customers: One cycle space per 50m ² adjacent to principal entrances	space minimum	over 1000m ² will normally require standing for an articulated vehicle. On major routes vehicles will be expected to turn within the site	accessibility by non-car modes, and particularly public transport. For developments of over 500m ² gfa contributions towards local improvements for pedestrian and cycle access and safety will normally be required
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Section 9a

Playing Fields and Sports Pitches and Outdoor Courts

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site requirements
City Centre	Use unlikely to be acceptable in this area			
Elsewhere the City	<p>Staff: One covered and secure cycle parking space per pitch</p> <p>Customers: One cycle space per 1000m² pitch area adjacent to principal entrance to the site. For associated buildings see section 9.</p>	<p>One space per 500m² of pitch area</p> <p> 5% of total. One space minimum</p> <p> 5% of total</p> <p>For associated buildings, see section 9.</p>	Each proposal will be treated on its merits.	Contributions towards local improvements for pedestrian and cycle access will normally be required



Section 10

Educational Establishments (Part Use Class D1)

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site Requirements
City Centre	<p>Staff and Students: Ten secure and covered cycle stands per classroom</p> <p>Visitors: Two cycle spaces adjacent to the main entrance(s)</p>	<p>Only operational car parking is permitted in this area. One operational parking space per 200m² for visitors and deliveries.</p> <p> One space (minimum) per 10 classrooms</p>	Space should be provided within the site for service vehicles, although this could be a hard surfaced area principally for other uses	<p>A Travel Plan will normally be required detailing measures to encourage minimal use of private cars by both staff and students, for establishments likely to exceed 50 students.</p> <p>Particular regard should be given to safe routes to the site, particularly where the establishment caters for young children. Provision of identified off site works will normally be required.</p>
Elsewhere in the Urban area	<p>Staff and Students: Ten secure and covered cycle stands per classroom</p> <p>Visitors: Two cycle spaces adjacent to the main entrance(s)</p>	<p>Staff: One space per two classrooms</p> <p>Visitors: 1 space per 10 classrooms, adjacent to main entrance</p> <p> 5% of total. One space minimum.</p>	Space should be provided within the site for service vehicles, although this could be a hard surfaced area principally for other uses	<p>A Travel Plan will normally be required detailing measures to encourage minimal use of private cars by both staff and students, for establishments likely to exceed 50 students.</p> <p>Particular regard should be given to safe routes to the site, particularly where the establishment caters for young children. Provision of identified off site works will normally be required.</p>

Section 11

Petrol Filling Stations

Location	 Cycle parking standards (minimum)	 Car Parking Standards (maximum)	Servicing Requirements	Off site requirements
Central shopping core and pedestrian area	This use is not appropriate in the Central Shopping Core			

<p>Elsewhere in the City Centre</p>	<p>Staff: One covered and secure cycle parking space per 50m² of kiosk/shop</p> <p>Customers: One cycle stand (2 spaces) per 100m² of Kiosk/shop adjacent to principal entrances (not required for filling stations selling only petrol)</p>	<p>Car Parking is not normally permitted in this area</p>	<p>Tankers must be able to turn within the site</p>	<p>Contributions towards elements of the City Centre Transport Plan will normally be required</p>
<p>Elsewhere in the urban area</p>	<p>Staff: One covered and secure cycle parking space per 50m² Kiosk/shop</p> <p>Customers: One cycle spaces per 50m² (or part) adjacent to principal entrance to kiosk/shop (not required for filling stations selling only petrol)</p>	<p>One parking space per 20m² of Kiosk/shop</p> <p> one space (minimum)</p> <p> one space</p>	<p>Tankers must be able to turn within the site</p>	<p>Contributions towards local improvements for pedestrian and cycle access and safety will normally be required as part of a local Transport Action Plan</p>

Appendix C

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South Norfolk Local Plan



Development Management Policies Document

Proposed Submission Document
November 2013



Enhancing the environment we live in

South Norfolk Development Management Policies Document

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Note for those reading the document on-line.

Some technical or specific terms used are highlighted in **bold text**, clicking on these will connect you to the Glossary for an explanation of the term together with a hyperlink to relevant references. Hyperlink connections are provided to reference documents where indicated *like this*.

Published Separately:

A Sustainability Appraisal Report for the Development Management Policies Document.

FOREWORD by John Fuller

Local Councils have a responsibility to ensure that, when developers want to build houses, factories, shops or offices, such development is focused as far as possible closest to facilities and amenities in a way that takes advantage of existing social and physical infrastructure and minimising environmental impacts.

Councils control such development by publishing a Local Plan to make sure that residents and business can have access to sufficient education, health, transport & communication facilities.

Over the last decade, the population of the Norwich area has grown by over 1% per year, every year. Our plans have to recognise that, as a result of population increases and as a result we're all living longer and increasingly, live in smaller family units.

The measure of our success will be bringing forward growth and managing it so that it is sustainable, retaining and improving the quality of life here for now and for future generations, to make South Norfolk one of the best places to live and work in the country.

Much of this development will be guided by national policies drawn up by Government. There are also the policies of the Joint Core Strategy which cover the Greater Norwich Area. But South Norfolk Council has a duty to 'localise' planning policies to reflect the special character of our market towns & villages and the sensitive landscape areas between them.

This document sets out the Development Management policies and local ground rules that we'll use to judge whether development proposals are acceptable over the next 15 years or so; they will be used by the Council to promote sustainable development and to make decisions on all planning applications in the district.

The policies within this document properly reflect the special circumstances and distinctive character found in the market towns, villages and countryside here in South Norfolk. The policies take into account the comments made in two rounds of public consultations where we asked for your views on how development should be guided in the district and are the product of a long and thorough process to ensure we have the appropriate policies to ensure future development promotes a thriving economy and enhances our quality of life and the environment we live in.

Councillor John Fuller

Leader

0.3 Introduction to the Local Plan

- 0.1 This document forms part of a set of documents that together constitute a **Local Plan** for the future development of the area. The Development Management Policies will determine how the Council carries out its development management responsibilities to promote sustainable development and how it will determine planning applications. The policies influence the type and quality of future homes and other new development that is approved by the Council, and will help us conserve **heritage assets** and the countryside for future generations to enjoy, while delivering the ambitious spatial planning strategy and objectives for the growth of the area (which are set out in the Joint Core Strategy).
- 0.2 This document contains 44 policies arranged in four themes. Each policy is supported by a reasoned justification and important background notes. There are also maps showing the extent of sites and areas designated by some of the policies. A Sustainability Appraisal of the impact of the policies is provided in a separate document.
- 0.3 All the terms highlighted in **bold** text are explained in the glossary at the back of this document.

How the Development Management Policies Document has been developed

- 0.4 The Development Management Policies Document has been developed over the past 2 years, involving discussions with key stakeholders in the development management process. There have been two full consultation exercises, firstly in 2012 looking at the important 'issues and options' to be considered in preparing these Policies. The responses we received were considered in further developing the policies whilst in addition taking into account the National Planning Policy Framework (published in March 2012) to ensure the draft policies and accompanying Sustainability Appraisal conformed with important national planning policies and guidance.
- 0.5 Reasonable alternative options were considered and a list and the scope of the 'preferred' policies were agreed by Council's Cabinet on 11th June 2012. Draft policies were then prepared, tested and refined resulting in the 'preferred option' draft policies with reasoned

justifications which were agreed by Cabinet on 26th November 2012. The process and the consideration of the reasonable alternatives were further explained in the accompanying Interim Sustainability Appraisal.

- 0.6 The second public consultation took place in March – May 2013. This identified the Council’s preferred draft Development Management policies. The responses to this consultation led to further revisions to the draft policies and the reasoned justifications and ultimately to the policies contained in this document.
- 0.7 Details of the consultation processes and their findings are outlined in more detail in the Consultation Statement that accompanies this document.

The documents that make up the South Norfolk Local Plan

- 0.8 The Development Management Policies Document, along with the Joint Core Strategy, Site Specific Allocations and Policies Document, and Area Action Plans make-up an overarching plan for the future development of the area known as the ‘Local Plan’.



- 0.9 These documents replace the remaining ‘saved policies’ and site designations and allocations of the South Norfolk Local Plan (2003).

Adopted Joint Core Strategy (JCS)

- 0.10 The Joint Core Strategy was prepared jointly by South Norfolk, Broadland District and Norwich City Councils together with Norfolk County Council. It was adopted in March 2011. Policies set out the strategic pattern for sustainable growth and development across South Norfolk and form the foundation of these Development Management Policies. These provide the detail to deliver this strategy through the development management work carried out by the Council and ultimately, in the decisions made on individual planning applications. Development Management policies must conform to the Joint Core Strategy.

Site Specific Allocations and Policies Document and Action Area Plans

- 0.11 The Site Specific Allocations and Policies Document allocates land for development according to the strategy set out in the Joint Core Strategy. In addition, the Council is preparing comprehensive Action Area Plans to coordinate the site allocations, new infrastructure and planning policies for two of the locations with major levels of new planned growth, at Wymondham and Long Stratton.
- 0.12 The above documents are prepared through a process that includes an Examination in Public and when adopted, will have the statutory force of **development plan** policies under the provisions of the Planning Acts and will form part of the **Local Plan**.

Neighbourhood Development Plans

- 0.13 Under the provisions of the Localism Act, local communities now have the opportunity to prepare their own Neighbourhood Development Plans. These plans set out planning policies for small areas such as parishes and can allocate land for development. Such plans are required to be in general conformity with the NPPF and the strategic policies of the Local Plan.
- 0.14 The local community, through the offices of the Parish Council at Cringleford, are preparing a Neighbourhood Development Plan for the Parish of Cringleford on the fringe of Norwich, with a similar aim to the Area Action Plans and Site Specific Allocations and Policies DPD of allocating land for the development set out for Cringleford in the JCS.
- 0.15 Neighbourhood Development Plans, like the Development Plan Documents and Area Action Plans prepared by local planning authorities, are subject to a process of independent examination and adoption with the additional requirement for a local referendum. Once made, Neighbourhood Development Plans form part of the Development Plan.

Supplementary Planning Documents (SPD)

- 0.16 The Council will also produce further detailed guidance and advice in the form of Supplementary Planning Documents (SPD). The Council has produced a South Norfolk Place-Making Guide SPD which will be used in conjunction with the Development Management Policies Document to help ensure developers' designs are of the highest quality and reflect the distinctive characters of South Norfolk's towns and villages.
- 0.17 The Council is now preparing a Residential Alterations and Extensions Guide SPD and a Design in the Historic Environment Guide SPD as well as a Vehicle Parking Standards Guide SPD to provide further detailed guidance on these specific matters.

Other important planning considerations

National Planning Policy Framework

- 0.18 The Document must conform to the Government's **National Planning Policy Framework** (NPPF). Central to the NPPF is the 'presumption in favour of sustainable development'. There are three dimensions to the definition of sustainable development: economic, social and environmental, and this is addressed fully in Development Management Policy DM 1.1.
- 0.19 The draft Development Management Policies DPD has been written to be used in conjunction with the National Planning Policy Framework. The DPD is structured similarly and the policies add further guidance only where this is required over and above that in the National Planning Policy Framework to address the specific circumstances of South Norfolk.

Community Infrastructure Levy

- 0.20 All developers will be required to pay a **Community Infrastructure Levy** (CIL) to make sure the infrastructure and facilities go with the proposed growth of housing and employment. The Levy will be charged on any new developments of more than a very minor specified scale. The proposed charging schedule is at www.gndp.org.uk. Different charges apply to different areas of South Norfolk and to different types of development.
- 0.21 The levy will apply on most proposals on commencement of development. Other developer requirements, like the provision of affordable housing will also apply, as set out in the Joint Core Strategy and the Development Management Policies Document.

Norfolk County Council

0.22 Norfolk County Council is the planning authority for minerals and waste developments and whose DPDs are the planning policy documents for any mineral extraction or waste disposal development proposed in the county.

Vision and Objectives

0.23 The strategic vision and objectives for the **Local Plan** are set out in the Joint Core Strategy. The strategic planning objectives are:

Objective 1 – To minimise the contributors to climate change and address its impact

Objective 2 – To allocate enough land for housing, and affordable housing, in the most sustainable settlements

Objective 3 – To promote economic growth and diversity and provide a wide range of jobs

Objective 4 – To promote regeneration and reduce deprivation

Objective 5 – To allow people to develop to their full potential by providing educational facilities to support the needs of a growing population

Objective 6 – To make sure people have ready access to services

Objective 7 – To enhance transport provision to meet the needs of existing and future populations while reducing travel need and impact

Objective 8 – To positively protect and enhance the individual character and culture of the area

Objective 9 – To protect, manage and enhance the natural, built and historic environment, including key landscapes, natural resources and areas of natural habitat or nature conservation value

Objective 10 – To be a place where people feel safe in their communities

Objective 11 – To encourage the development of healthy and active lifestyles

Objective 12 – To involve as many people as possible in new planning policy

Sustainability Appraisal Report

- 0.24 European law requires the systematic identification of the environmental impacts of any plan or programme. The Planning and Compulsory Purchase Act 2004 has incorporated this into its requirement for local planning authorities to undertake a Sustainability Appraisal (SA) of each of their **Local Plan** documents, including the Development Management Policies Document.
- 0.25 A Sustainability Appraisal report accompanies this DPD which follows on from the earlier Interim Sustainability Report. This outlines the sustainability assessment of all the policies, including the modifications made following the outcome of previous consultations.

Habitats Regulation Assessment (Appropriate Assessment)

- 0.26 European legislation on the Conservation of Natural Habitats and of Wild Fauna and Flora (the Habitats Directive), transposed into United Kingdom legislation as the Conservation of Habitats and Species Regulations 2010, requires the assessment of emerging plans and strategies that are likely to have a significant impact on a designated European Site of Ecological Importance (i.e. "Natura 2000" sites).
- 0.27 The Natura 2000 sites are any classified Special Protection Area (SPA), Special Area of Conservation (SAC), potential SPAs and candidate SACs. Government policy guidance also includes a requirement for the appropriate assessment of such impacts on Ramsar sites, i.e. wetlands of international importance designated under the 1971 Ramsar convention.
- 0.28 An Appropriate Assessment screening report of the Development Management Policies Document has been undertaken by Norfolk County Council on behalf of South Norfolk Council. Their report concludes that the development management policies either alone or in combination with other growth proposals identified in the Joint Core Strategy and any adjoining local Plans, would be unlikely to have an adverse effect upon the integrity of any European site, subject to the delivery of the necessary mitigation as set out in the Appropriate Assessment of the Joint Core Strategy.

0.4 Development Management Policies – Use of the Policies

The use of the Draft Development Management Policies

- 0.29 The Development Management Policies will be used to help determine how the Council carries out its development management responsibilities to promote sustainable development and how it will determine all planning applications. These policies are being prepared to have the legal status of **development plan**¹ policies and to address the types of development proposal most frequently coming forward in South Norfolk. Planning legislation requires that all planning proposals that accord with the development plan should be supported and those that do not will be refused – unless **material considerations** indicate otherwise.
- 0.30 This document must be considered together with the **Joint Core Strategy** and the other statutory development plan documents adopted by the Council; this group of documents are referred to collectively as the **Local Plan**. These also provide the basis for the Council to prepare other specialist supplementary planning guidance and advice that does not have the status of statutory policies but does provide useful advice and guidance on a variety of matters, for example, the **South Norfolk Place-Making Guide**.

Relationship with the National Planning Policy Framework

- 0.31 In March 2011, the Government streamlined the long established body of national planning policies and guidance that applied to all development across England into a new national policy document called the **National Planning Policy Framework**.
- 0.32 This document has been structured in a similar way to the National Planning Policy Framework to make it easier to use; these Development Management Policies add important clarification and detail to customise the National Planning Policy Framework policies to address the particular circumstances, needs and priorities to be considered when applying for planning permission to develop land and buildings in South Norfolk.

Structure of this document

- 0.33 The document is structured into four sections, Section 1 contains cross-cutting strategic policies that apply to all development proposals in order to achieve **sustainable development**. Reflecting the structure of the National Planning Policy Framework, Sections 2, 3 and 4 address

how the economic, social and environmental dimensions of development proposals will be assessed.

Format of each Policy

0.34 Each policy is set out in a similar format of:

- A Reasoned Justification, to explain the purpose of the Policy and how it will be applied, and making reference to supporting evidence. Some technical or specific terms are highlighted in bold text, by clicking on these you will be connected by hyperlink to the Glossary section of the document where an explanation is given. Some numbered references are made to points further elaborated in the Notes section following the Policy.
- The Policy wording with the statutory development plan status is set out in bold in a text box.
- The Notes following the Policy, to sign-post important National Planning Policy Framework, Joint Core Strategy and other Development Plan Policies that should to be read alongside the Development Management Policy; together with references to supporting evidence or relevant supplementary planning guidance. As within the Reasoned Justification, terms highlighted in **bold** text are defined in the Glossary together with a hyperlink to relevant references.

¹ The definition and function of the **development plan** is set out in legislation and in particular section 38(6) of the Planning Act.

The Development Management Plan Policies

1. Strategic Policies

Introduction to the Strategic Policies

- 1.1 The **Joint Core Strategy** has been prepared by the three Councils of Broadland, Norwich and South Norfolk, working together with Norfolk County Council as the Greater Norwich Development Partnership (GNDP). The Joint Core Strategy forms part of the **Local Plan** adopted by each local planning authority. The scale and location of development and the services and infrastructure required to support the Plan are based on thorough analysis, consultation and evidence fully detailed in the work of the GNDP which is accessible through the GNDP web site: <http://www.gndp.org.uk/>
- 1.2 The **South Norfolk Site Specific Allocations and Policies Document, Long Stratton Action Area Plan** and the **Wymondham Area Action Plan** also form part of the **Local Plan** for South Norfolk. These plans amend the **Proposal Map** and add specific policies to guide the delivery of development on sites allocated for development. In addition adopted **Neighbourhood Development Plans** may be produced which further amend the Development Plan policy requirements and development boundaries.
- 1.3 The Broads Authority determines planning applications in that part of the district that falls within The Broads.
- 1.4 The four strategic Development Management policies in Section 1 have the same strategic status as the Joint Core Strategy in South Norfolk and cut across the economic, social and environmental dimensions addressed in Policies under Sections 2, 3 and 4. The four strategic Policies address:
 - How the presumption in favour of sustainable development should be applied in South Norfolk
 - The requirement for infrastructure provision to be delivered through planning obligations
 - The sustainable location of development
 - The environmental quality and distinctive character of South Norfolk

1.1 Ensuring Development Management Contributes to Achieving Sustainable Development in South Norfolk

Reasoned Justification

- 1.5 International and national bodies have defined the broad principles and meaning of *sustainable development*. The UK government defines **sustainable development** as that which leads to improvement in terms of the *economic, social and environmental dimension*¹ - both now and for future generations.
- 1.6 The **National Planning Policy Framework** requires that the policies in a **Local Plan** follow the approach of “*a presumption in favour of sustainable development*”, with clear local policies that will guide how the presumption will be applied locally. To ensure that each dimension of sustainable development is properly assessed in decision-making, the Development Management Policies have been arranged around the three dimensions of sustainable development.
- 1.7 In-line with best practice, the Council will exercise its planning responsibilities with a positive approach to **development management**; this involves working positively with developers and assessing all development proposals against the **Local Plan** and other agreed policies and objectives, and balancing the predicted and often competing concerns, benefits and impacts in order to reach a decision on whether to grant planning permission. A development management approach is more than *arbitrating* these competing concerns but also one of *creatively* seeking improvements and solutions wherever possible to facilitate good quality development to meet needs while protecting the public interest.
- 1.8 The development management decision-making process necessary to ensure that all development contributes to achieving sustainable development – whether the decision is made by the Council’s planning committee or delegated to a professional officer of the Council or an appeal decision by a Planning Inspector - can be represented diagrammatically as below in Figure 1.1.
- 1.9 The implications on all three dimensions, represented in the three columns, must be considered in every decision – applying relevant policies from the sections in this document and other relevant material considerations. In accordance with the **National Planning Policy Framework** the decision makers must make development management decisions to achieve sustainable development by seeking economic, social and environmental gains from all development, “jointly and simultaneously”².
- 1.10 Degrees of adverse impact in one or more dimension(s) may be balanced with a degree of positive impact in another dimension(s) – the green and amber areas in each column. The principles of *sustainable*

development seek a net beneficial impact from any development in each dimension.

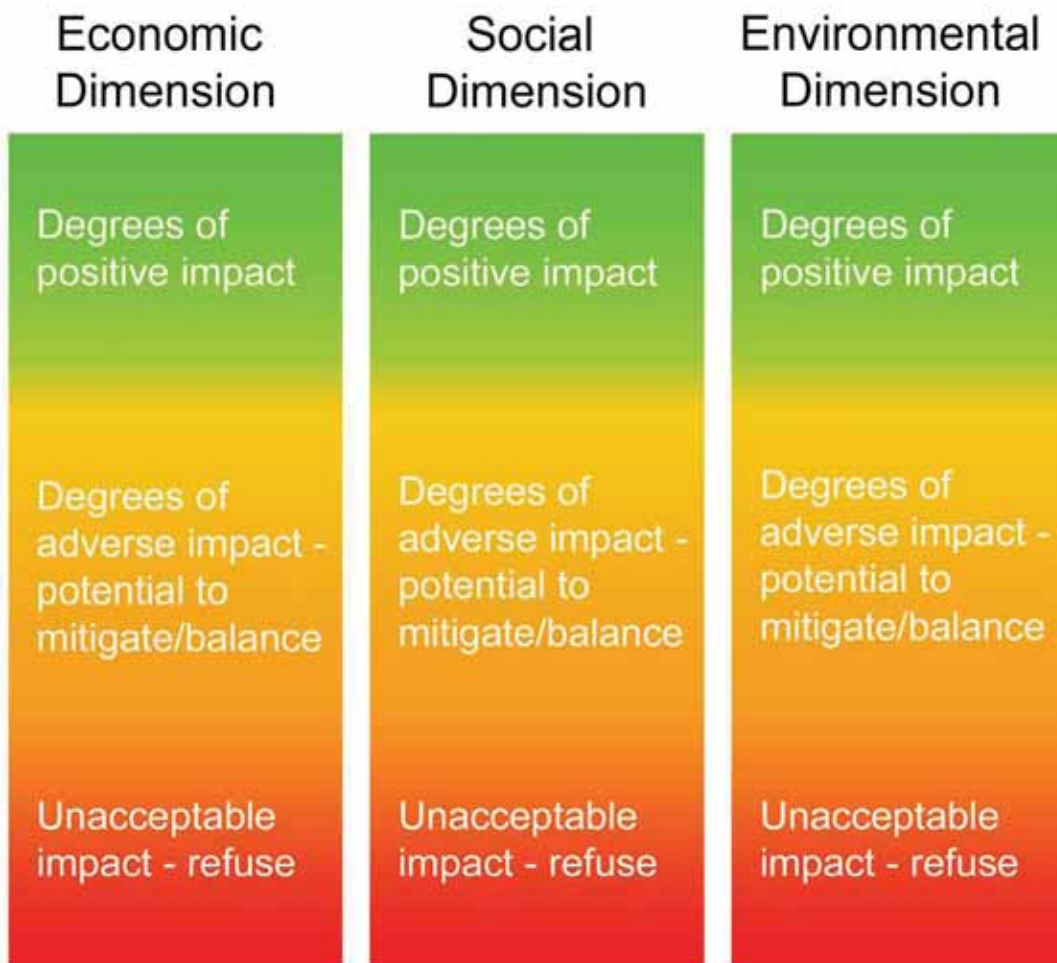


Figure 1.1 Development Management decision making to ensure all development proposals contribute to the three dimensions of sustainable development

- 1.11 If a development proposal would have an unacceptable adverse impact in any one dimension, then the proposal should be refused – the red area at the bottom of each column. The benefits and adverse impacts will be weighed and no one dimension will routinely have precedence over the others.
- 1.12 In order to facilitate the necessary *creative* discussion about new development proposals all potential planning applicants are strongly recommended to enter **pre-application** discussions with the Council, neighbours and other stakeholders – in a manner proportionate to the scale of the proposal.
- 1.13 Local communities now have the opportunity to prepare their own **Neighbourhood Development Plans** which form part of the development plan. Therefore development proposals should also be in

accordance with these plans as well where they have been prepared. Neighbourhood Development Plans must be consistent with the **Strategic Policies** in the Joint Core Strategy and in Section 1 of this document. Where formally adopted, these Neighbourhood Development Plans can take precedence over the non-strategic policies elsewhere in the **Local Plan**, such as the Site Specific Allocations and Policies Document. The Council will treat other local community led plans such as Village Design Statements and Village Plans as a material consideration in decision making.

- 1.14 In order to reach a positive assessment of the impacts of any development proposal it is vital that the necessary supporting evidence and information is submitted with the planning application. The Council's requirements will be proportionate to the particular proposal and made clear through early discussion with the Council, in relevant policies and supplementary guidance. It will not be possible to approve proposals if necessary information is missing.
- 1.15 In cases where there are not up-to-date and relevant Local Plan policies, the Council will take a decision based on the whole of the National Planning Policy Framework and the Strategic Policies and the overall Vision and Objectives of the Local Plan as set out in the Joint Core Strategy. This will enable a proper discrimination to be made between development proposals that are in some way harmful but necessary in the circumstances and should be approved, and those that are entirely unacceptable and should be refused.

Policy DM 1.1 Ensuring development management contributes to achieving sustainable development in South Norfolk

- a) The Council will take a positive approach that reflects the presumption in favour of sustainable development, together with a responsibility to meet objectively assessed needs identified in the Local Plan and other unforeseen development needs and opportunities emerging that are generally consistent with the Council's Vision and Objectives for the area.
- b) The Council will work proactively where possible with applicants to find solutions so that development proposals can be approved wherever possible, and to secure development that jointly and simultaneously improves the economic, social and environmental conditions in the area.
- c) Planning applications that accord with the policies in this Local Plan (and, where relevant, with policies in adopted neighbourhood plans) will be approved without unnecessary delay, unless material considerations indicate otherwise.

- d) Where there are no directly relevant Policies to the application or the relevant policies are out of date at the time of making the decision, then the Council will consider the impact of the proposal in each of the economic, social and environmental dimensions jointly and simultaneously, for now and in the future. The Council will grant permission unless material considerations indicate otherwise – taking account of whether any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits when assessed against:
- i. The policies in the National Planning Policy Framework taken as a whole or
 - ii. Specific policies in international and national advice and guidance that indicate that development should be restricted or
 - iii. The Council’s overall Spatial Vision and Objectives for the area as set out in the Joint Core Strategy.
- e) The Council will give significant weight to supplementary guidance and community led plans where these are relevant.

-
- ¹ The **National Planning Policy Framework** identifies “three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:
 - an economic role* – contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;
 - a social role* – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community’s needs and support its health, social and cultural well-being; and
 - an environmental role* – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy”. (National Planning Policy Framework paragraph 7)
 - ² “To achieve sustainable development, economic, social and environmental gains should be sought jointly and simultaneously

through the planning system”. National Planning Policy Framework (paragraph 8)

- The **National Planning Policy Framework** (para 49) clarifies that **Local Plan** housing policies will not be considered up-to-date if the Council cannot demonstrate a five year supply of deliverable housing sites. In this instance the Policy DM 1.1 criteria (d) will be important; decision makers will take a decision based on the National Planning Policy Framework, the Local Plan Strategic Policies and the overall Vision and Objectives for the area, in order to ensure proper discrimination between development proposals that are in some way harmful but necessary, and those that are entirely unacceptable.
- UK Sustainable Development Strategy - Securing the Future sets out five guiding principles of sustainable development
- Resolution 24/187 United Nations defines sustainable development as meeting the needs of the present without compromising the ability of future generations to meet their own needs
- This Policy includes aspects of the *Planning Inspectorate (PINS)* ‘model policy’ addressing the presumption in favour of sustainable development.
http://www.planningportal.gov.uk/wps/portal/!ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3gjtXBnJydDRwP3IA8LA0_nqJAALwt_YwMjl_1wkA6zeAMcwNFA388jPzdVvyA7rxwAdbWTjA!!/dl3/d3/L0IDU0IKSWdra0EhIS9JTIJBQUlpQ2dBek15cUEhL1ICSIAXTkMxTktfMjd3ISEvN18yRIRDQkIxQTAwNDgxMEIJSFRWRk1PMTBDNQ!!/?PC_7_2_FTCBB1A004810IIHTVFMO10C5000000_WCM_CONTEXT=/wps/wcm/connect/portal2liveenvironment/portal2site/planning/planninginspectorate/presumption

1.2 Requirement for Infrastructure through Planning Obligations

Reasoned Justification

- 1.16 The Council will apply appropriate **planning conditions** to planning permissions in order to manage or mitigate the impact of development. Sometimes it will also be necessary to require that **planning obligations** are entered into by developers to enable development to proceed. The obligations may be a commitment to take certain action or to ensure that new physical or **green infrastructure** is secured; this may be provided on the site or through a financial contribution to infrastructure to be provided off-site. Agreement will be reached to ensure that the necessary infrastructure improvements are made at the appropriate stage in the implementation of the development. In this way it can be ensured that sustainable development can proceed with timely completion of necessary infrastructure.

- 1.17 Part 1 of the policy makes clear that planning obligations will only be used to secure infrastructure or actions that are necessary, cannot be secured by planning condition and are not otherwise to be provided through **Community Infrastructure Levy (CIL)**. Part 2 of the policy outlines the scope for planning obligations to be secured through agreements made under Section 106 of the Planning Act.
- 1.18 The construction of all new buildings requires that a **Community Infrastructure Levy (CIL)** is paid to the local planning authority as a contribution to providing the necessary infrastructure to serve development in the area; this is fully described in the **CIL Charging Schedule** and documentation available from the GNDP website¹. Part 3 of the Policy addresses how the Council will proceed in the event that the financial viability of a development proposal means that it cannot proceed without reducing the planning obligation requirement. S106 agreements for affordable housing, the transfer of land and possibly other items, will still be needed after the implementation of CIL. The 'Regulation 123 list' is a list of infrastructure and infrastructure-related projects to be funded through the CIL. The Council may adopt a Planning Obligations Prioritisation Framework² to set out certain priorities to be applied in negotiating individual planning obligations.

Policy DM 1.2 Requirement for infrastructure through planning obligations

- 1) **The Council will seek to secure site specific planning obligations for the delivery of essential infrastructure on or adjoining a site which:**
 - a) **is only necessary as a direct consequence of the development proposed;**
 - b) **cannot be secured via a planning condition; and**
 - c) **is not identified as infrastructure to be delivered through the Community Infrastructure Levy;**
- 2) **Planning obligations will be required to secure infrastructure which is necessary to ensure:**
 - a) **the delivery of sustainable development (through compliance with the Policies of the Development Plan);**
 - b) **the delivery of affordable housing;**
 - c) **the delivery of open space, play space or other facilities (or a financial contribution) required directly to serve the development and contribute to local community facilities;**
 - d) **pedestrian and highway safety improvements necessary to secure satisfactory access to the development via a range of modes of transport; and**
 - e) **account is taken of other requirements set out in neighbourhood community led plans.**

3) In cases where it is demonstrated by independent viability assessment that:

- a) the impact of planning obligations combined with abnormal development costs would result in a proposed development becoming economically unviable;
- or
- b) a viable scheme cannot be achieved without amendments to the proposals to make it inconsistent with the other Policies within this plan; then

planning obligation requirements covering specific matters may be reduced by agreement, subject to the scheme being sustainable and having no adverse implications for health and safety. The Council will have regard to any approved Planning Obligations Prioritisation Framework (or successor document) and may add a specific site obligation requirement onto the “Regulation 123 list” to access other funding support to help deliver requirements.

Notes

- ¹ GNDP documentation for **Community Infrastructure Levy (CIL)** projects is emerging. The Community Infrastructure Levy: Background and Context document sets out the draft charging schedule and the **Regulation 123** list will be prepared by the Council. http://www.gndp.org.uk/content/wp-content/uploads/downloads/2012/02/Background_Context_CIL_DCS_rdc.pdf
- ² A **Planning Obligations Prioritisation Framework** will rationalise and agree a clear set of priorities for the negotiation of s106; this would NOT form part of the Policy.
- The Policy is necessary to secure **Joint Core Strategy** Objectives 5, 6, 7, 10 and 11; and to Policies 6, 7 8 and 12 -20

1.3 The Sustainable Location of New Development

Reasoned Justification

- 1.19 The **Joint Core Strategy** for Broadland, Norwich and South Norfolk sets out the Vision, Objectives and Strategic Policies to guide future development in the three districts until the year 2026. It sets a spatial strategy for the broad location and scale of new housing and employment growth, transport infrastructure and essential services and facilities. Development should avoid or enhance areas with important environmental qualities (including biodiversity, landscape, natural and

built heritage), and avoid areas subject to flooding or other natural hazards. Strategic Policy DM 1.3 applies this sub-regional strategy to development management decisions in South Norfolk district.

- 1.20 Significant change across the Greater Norwich Area is required to meet the ambitious targets for new homes and jobs that the area needs; between 2008 and 2026 at least 36,820 new homes will be built (of which approx. 33,000 will be in the defined **Norwich Policy Area**) and about 27,000 new jobs will be created. In the South Norfolk part of the Norwich Policy Area, growth will take place at the expanded communities of Easton/Costessey and Cringleford on the fringe of Norwich, and at Hethersett, Long Stratton and Wymondham. The communities will be served through the enhancement of **local centres** and facilities, which are easily accessible by foot, bicycle and public transport. More modest levels of growth in other towns and larger villages both inside and outside of the Norwich Policy Area will be supported by the protection and enhancement of the function of these centres and the location of new local jobs, services, community facilities and infrastructure.
- 1.21 Policy DM 1.3 provides a development management strategy to guide change and new development to sustainable solutions and locations, at an appropriate scale to implement the Joint Core Strategy. This envisages new development throughout a hierarchy of **Settlements** – Norwich Fringe, Main Towns, Key Service Centres and Service Villages and Other Villages - as the focal points for communities; whilst the **Countryside** retains its distinctive South Norfolk character and continues to be a working environment and offer areas of tranquillity. There will be protection and enhancement of nationally and locally important habitats and areas of **biodiversity**, landscape and built heritage. In particular, the distinctive characteristics of places in South Norfolk should be protected.
- 1.22 New development should normally be located within the defined development boundaries of the settlements including on **Allocated Sites** identified on the **Policies Map** through the **Site Specific Allocations and Policies Document** or **Action Area Plans** for Long Stratton and Wymondham. In the case of Cringleford, sites are to be allocated within the **Cringleford Neighbourhood Development Plan**.
- 1.23 For the purposes of the Development Management policies, the area outside of the defined **development boundaries** of the **settlements** is referred to as **Countryside**. However, the countryside contains scattered smaller rural communities and outlying areas of settlements that do not have a defined development boundary. Only in exceptional cases consistent with specific Development Management Policies or site allocations will development proposals in the countryside be supported by the Council.
- 1.24 The strategy for the location of new development growth in South Norfolk is summarised in the **Key Diagram** (see figure 1.3).

- 1.25 The scale of development at each location will be appropriate for the function of place and availability of suitable sites to ensure a sustainable pattern of development.
- Major mixed use development will be focused at the growth locations and other sites around the urban fringe of Norwich at Costessey, Colney, Trowse and Cringleford or new and expanded mixed communities to be focussed at Easton / Costessey.
 - Major mixed use development within the Norwich Policy Area will also take place at growth locations of Wymondham, Hethersett and Long Stratton and to a lesser extent at the Key Service Centre of Poringland / Framingham Earl.
 - Outside of the Norwich Policy Area significant development will take place at the rural Main Towns of Diss and Harleston and the Key Service Centres of Loddon / Chedgrave and Hingham.
- 1.26 Development of the allocated sites shown on the Policies Map, will be supported, as will development of small **windfall sites**, in the settlements for infill development of compatible scale, form, function and character with the surroundings.
- 1.27 South Norfolk is a rural area much of which comprises agricultural land which is an important resource in itself and provides an attractive **setting** and backdrop to settlements and **The Broads**. The rural area is a sensitive and multi-functional asset and contains many attractive natural and other features influenced by man such as field boundaries, including areas of notable **landscape character** and beauty, geological and **biodiversity** interest – of international, national and local importance. These need to be protected and enhanced and development will not normally be permitted in the open **countryside** except where this is necessary to meet specific needs of the rural economy and is carried out in accordance with the specific policy requirements of the Development Management Policies.

Policy DM 1.3 The sustainable location of new development

- 1) All new development should be located so that it positively contributes to the sustainable development of South Norfolk as led by the Local Plan. The Council will work with developers to promote and achieve proposals that are:**
- (a) Located on Allocated Sites or within the development boundaries of Settlements defined on the Policies Map, comprising the Norwich Fringe, Main Towns, Key Service Centres, Service Villages and Other Villages; and**

(b) Of a scale proportionate to the level of growth planned in that location, and the role and function of the Settlement within which it is located, as defined in the Local Plan.

- 2) Permission for development in the Countryside outside of the defined development boundaries of Settlements will only be granted if:
- c) It satisfies specific criteria in the Development Management Policies or
 - d) Otherwise demonstrates overriding benefits in terms of economic, social and environment dimensions as addressed in Policy 1.1.

Notes

- This Policy directly responds to the **National Planning Policy Framework** (paragraph 8) requirement that “the planning system to play an active role in guiding development to sustainable solutions” – by identifying the appropriate locations for scales of development, and where development should not normally take place.
- The **Joint Core Strategy** Spatial Vision (para 4.3) and planning Objectives (para 4.4) are set out for the whole of the Greater Norwich joint planning area.
- **Joint Core Strategy** Policy 4 identifies housing targets for the parts of South Norfolk within and outside the Norwich Policy Area. Policy 6 sets out the access and transport strategy to sustainably serve development in the areas for growth. Policies 9 -17 set out the roles and growth requirements for the hierarchy of settlements. Policy 18 requires that proposals close to the Broads have particular regard to potential impact on the **Broads** and ensure no detriment to the **Broadland SPA, Broadland Ramsar and Broads SAC**.
- Supporting evidence for the Vision, Objectives and Strategic Policies of the Joint Core Strategy are available through the *GNDP web site*: <http://www.gndp.org.uk/> which includes the historic characterisation and sensitivity assessment prepared in connection with the Joint Core Strategy.
- Mapping of the development boundaries of the settlements is provided on the Policies Map.
- The Policy helps deliver the Core Principle (5) of the **National Planning Policy Framework** (para 17) by ensuring development management decisions take account of the different roles and characters of different local areas, promoting the vitality of the urban areas and important centres and recognising the intrinsic character and beauty of the countryside, whilst supporting the rural communities within it.

1.4 Environmental Quality and Local Distinctiveness

Reasoned Justification

- 1.28 Notwithstanding the need to consider the economic and social dimensions of all decisions (Policy DM 1.1), the Council is committed to ensuring that development proposals do not cause significant harm to irreplaceable **environmental assets**, and do make positive improvements in the quality of the built, natural and **historic environment** and people's quality of life. In accordance with the **National Planning Policy Framework**¹ this will include:
- moving from a net loss of bio-diversity to achieving net gains for nature;
 - replacing poor design with better design;
 - improving the conditions in which people live, work, travel and take leisure; and
 - widening the choice of high quality homes.
- 1.29 In particular, all development proposals should demonstrate that full regard has been given to local circumstances and the distinctive local characters and qualities of the places found in South Norfolk. The Council will work with partners and stakeholders to identify and prepare information about these **environmental assets**; to help developers understand the important local natural, heritage and built assets and characteristics in the areas. For example the Council will work with the Local Nature Partnership – Wild Anglia, and the Norfolk Biodiversity Information Service, and with local special interest groups and parish councils to prepare conservation appraisals of conservation areas.
- 1.30 The National Planning Policy Framework points to the importance of an inclusive design approach addressing the connections between people and places, and points to the desirability of new development making a positive contribution to local character and distinctiveness as part of supporting and building successful local communities and vitality.
- 1.31 The Council is committed to ensuring that development management decisions deliver the requirements of **Joint Core Strategy** Policy 1 'Addressing climate change and protecting **environmental assets**', and Policy 2 'Promoting good design'.
- 1.32 The development management policies and supplementary guidance produced by the Council will advise on how development proposals can achieve high quality by protecting important **environmental assets** and respond by making positive improvements to locally distinctive assets and characteristics. Relevant guidance will be produced to assist larger and smaller development proposals, for example: the South Norfolk Place-Making Guide SPD, Development in the Historic Environment SPD, the

Residential Alterations, Conversions and Extensions SPD and South Norfolk Landscape Character Assessment. Development will be expected to contribute to bio-diversity enhancement and **green infrastructure** in the areas of most significant development growth and change

- 1.33 The **Design and Access Statements** prepared by developers to support planning applications should demonstrate an understanding and evaluation of **environmental assets** and distinctive local characteristics, and justify the proposed layout and design against an expectation that all new development should make a positive improvement. The statement should address the natural, influenced and built environment and locally distinctive characteristics of places.
- 1.34 In carrying out development management functions the Council will seek to avoid duplication of functions and overburdening of developers with unwarranted requirements, by working closely with those responsible for other aspects of environmental regulation, including activities requiring Environmental Permit approvals otherwise administered by the Council and/or Environment Agency.

Policy DM 1.4 Environmental quality and local distinctiveness

- a) The Council will work with developers to promote and achieve high quality and positive environmental improvement from all development. All development proposals must demonstrate an understanding and evaluation of the important environmental assets including locally distinctive characteristics, and justify the design approach.
- b) Designated assets will be protected in accordance with their natural and historic significance, as detailed in the Development Management Policies.
- c) A net environmental improvement will always be sought and all proposals should avoid environmental harm or where this is not possible, adequately mitigate and compensate for the adverse environmental effects of development.
- d) All development should take all reasonable opportunities to:
- i. Make a positive contribution to local character and distinctiveness;
 - ii. Enhance biodiversity to achieve a net gain for nature;
 - iii. To improve the resilience of ecosystems to environmental change including through the provision of improvements to enhance identified environmental sites; stepping stones and corridors;
 - iv. Protect environmental and water resources and enhance their efficient use;

- v. **Deliver the provision of essential infrastructure including water and wastewater network upgrades, waste facilities', flood defences and green infrastructure;**
- vi. **Enhance and better reveal the significance of heritage assets and re-use buildings rather than demolish;**
- vii. **Recycle building materials and select materials to maximise environmental sustainability and minimise impact on scarce resources and environment;**
- viii. **Generate and utilise renewable energy in appropriate ways; and**
- ix. **Work with the characteristics of the location to ensure that the necessary mitigation measures are not disproportionate to the benefits of the scale of development proposed.**

Notes

- ¹ The **National Planning Policy Framework** (paragraph 9) requires positive improvement in the quality of the built, natural and historic environment, and reflecting of local circumstances (paragraph 10).
- Important aspects of local distinctiveness that new development should respond to are identified addressed in Section 2 of the **South Norfolk Place Making Guide**; Section 4.2 of the Guide includes detailed guidance on appraising a site and its context. This should form part of the **Design and Access Statement** submitted with proposals.
- The importance of contribution to local distinctiveness is also reflected in guidance applying to domestic scale development, in the **historic environment** and setting in the wider landscape - see **Residential Alterations, Conversions and Extensions SPD, Development in the Historic Environment SPD, and South Norfolk Landscape Character Assessment**.
- Policies in Section 4 of the Development Management policies set out how the environmental dimension of a proposal will be considered. Policies DM 4.6 – 4.11 address the natural environment and **influenced landscape**, DM 4.12 - 4.13 address **heritage assets**. Policy DM 3.9 addresses design principles including the regard given to local distinctive character.
- Development Management policy DM 1.1 addresses the presumption in favour of sustainable development that balances the economic, social and environmental dimensions in both the immediate and longer term.
- Policy 1 'Addressing climate change and protecting environmental assets', and Policy 2 'Promoting Good design' apply the Vision and Objectives of the **Joint Core Strategy** to all development proposals.
- Sections 7, 10, 11, 12 of the **National Planning Policy Framework** in particular promote design and environmental quality, including the protection and mitigation of impacts. Para 15 requires local plans to set out how the 'presumption in favour of sustainable development' will be applied locally; para 58 refers to the need to "understand and evaluate" the

“defining characteristics” and to respond and reflect these, while not preventing appropriate innovation. Para 61 addresses the “connections between people and places” and the contribution to sustainable communities, para 121 points to the “desirability of new development making a positive contribution to local character and distinctiveness”.

- The statement '*Environmental Quality in Spatial Planning*' – English Heritage, Environment Agency and Natural England (formerly The Countryside Agency and English Nature) provides guidance on incorporating the natural, built and historic environment, and rural issues in plans and strategies. http://www.environment-agency.gov.uk/static/documents/Research/envqualityplansupp_1351829.pdf

2. Introduction to the Economic Policies

- 2.1 Official labour and market statistics¹ offer a comparison of employment and economy in South Norfolk compared to East of England and UK-wide averages. This indicates a relatively high proportion of local residents with up to NVQ 3 equivalent level qualifications (2 A levels and 5 GCSE passes) but a relatively low availability of jobs per resident aged 16 – 64 and relatively low hourly pay rates; there is a high level of part-time employment and relatively low levels of new business formation with a predominance of employment in public administration, education and health sectors. The **Local Plan** seeks to help address this with the promotion of a wide range of new economic and employment opportunities.
- 2.2 The Council is committed to a **Joint Core Strategy** that promotes **economic development** to provide opportunities for 27,000 additional jobs across the three districts, directed to the existing **Settlements** and a range of **Allocated Sites**; together with special support for specialist business clusters, business innovation, skills and training, and tourism and the rural economy more generally.
- 2.3 The following Development Management Policies support this new growth. Policy DM 2.1 sets out how the Council will respond positively to new **economic development** proposals wherever this is consistent with the principles of **sustainable development**. The **Site Specific Allocations and Policies Document** and **Long Stratton Area Action Plan** and **Wymondham Area Action Plan** contain site allocations and policies for development of each of the designated strategic employment sites and other smaller employment sites, all identified as **employment areas**. Further guidance may also be provided in relevant community led plans.
- 2.4 Some employment locations will be safeguarded for knowledge-based and high technology clusters, for example at Norwich Research Park and Hethel Engineering Centre respectively. Also protected is the wide range of existing other employment sites and buildings suitable for a variety of economic uses in locations across the district. Policy DM 2.2 protects against the loss of existing viable employment sites including in the allocated Employment Areas. Policies DM 2.4 to 2.5 address towns and larger villages which are the focus of local services and employment.
- 2.5 South Norfolk is substantially rural with important agricultural and other land based industries. The **National Planning Policy Framework** and local economic strategies offer support for both new and existing rural based businesses essential to sustain and maintain the vitality of rural communities. Policy DM 2.3 addresses working from home, and

Policies DM 2.7 to 2.12 address a variety of different types of development proposal that support the rural economy.

- ¹ *nomis official labour market statistics* labour market profile - Office for National Statistics
<http://www.nomisweb.co.uk/reports/lmp/la/2038431852/report.aspx>

2.1 Employment and Business Development

Reasoned Justification

- 2.6 The **Local Plan** seeks to help address the economic circumstances outlined in the introduction above with the promotion of a wide range of new economic and employment opportunities¹.
- 2.7 The Local Plan allocates sufficient land in accessible locations to meet identified economic need and provide a choice of development sites in defined employment areas. Town centres should be the focus of the ‘**main town centre uses**’ which contribute to the local economy and a range of employment opportunities. The **Site Specific Allocations and Policies Document** and the **Long Stratton Area Action Plan** and **Wymondham Area Action Plan** contain specific site allocations and policies for employment development on both the Strategic Employment Sites and other smaller Employment Areas across the district. These sites are suitable for a range of **employment uses** including **Business Class** development – the definition of these uses is set out in the **Glossary**.
- 2.8 In addition, the Council will respond positively to **economic development** proposals on other sites. This Policy gives preference to new sites within **development boundaries**, to the needs of existing businesses that wish / require expansion, and finally to new small sites that are well related to a nearby rural settlement in terms of urban form and access to services. A distinction is made for locations that are near Diss and Wymondham reflecting the larger size of these settlements. The definition of “near” is a site that has good connectivity to these settlements, particularly in terms of pedestrian and cycle access. Outside of the main employment allocations, this policy will improve the range of accessible job and new business opportunities across the whole of the district and minimise incursion into the open **Countryside**.

Policy DM 2.1 Employment and business development

- 1) Development proposals which provide for or assist the creation of new employment opportunities, inward investment and / or provide for the adaptation and expansion of an existing business will be supported unless there is a significant adverse impact in terms of Policies DM 1.1, 1.3 and other policies of the Local Plan.

- 2) Existing and allocated Employment Areas defined on the Policies Map are prioritised for Business Class uses and other appropriate Employment Uses.
- 3) Business Class proposals will be supported within all existing and allocated Employment Areas subject to adequate protection of neighbouring occupiers and the other policies of the Local Plan.
- 4) Proposals for other uses in existing and allocated Employment Areas will be supported where it is demonstrated that these will be supportive of the particular Employment Area and not conflict with the requirements of Policies for the main town centre uses.
- 5) Proposals for Employment Uses on new sites located within Development Boundaries will be supported subject to the policies of the Local Plan.
- 6) Proposals for the expansion of existing businesses located in the Countryside should not have a significant adverse impact on the local and natural environment and character of the Countryside and should protect the amenities of neighbouring occupiers.
- 7) Proposals for new sites in the Countryside will be assessed against the policies of the Local Plan, with positive consideration given to proposals that:
 - a) Re-use redundant rural buildings and hard standings (see Policy DM 2.10);
 - b) Are located on sites well related to rural towns and villages and it is demonstrated that there are no sequentially preferable sites available; and
 - c) Create accessible jobs and business opportunities in the rural area.
- 8) Proposals for new offices in the countryside, of less than 200 sq m gross floor area (or 500 sq m near Diss and Wymondham), will not be required to undertake a 'sequential test'.

Notes

- ¹ 'Nomis' Official labour and market statistics offer a comparison of employment and economy in South Norfolk compared to East of England and UK wide averages. This indicates a relatively high proportion of local residents with up to NVQ 3 equivalent level qualifications (2 A levels and 5 GCSE passes) but a relatively low availability of jobs per resident aged 16 – 64 and relatively low hourly

pay rates; there is a high level of part-time employment and relatively low levels of new business formation with a predominance of employment in public administration, education and health sectors. The Local Plan seeks to help address this with the promotion of a wide range of new economic and employment opportunities.

- Section 1 of the **National Planning Policy Framework** requires the planning system to support sustainable economic growth.
- **Joint Core Strategy** Objectives 1, 3, 8 and 9 and Policies 5, 6, 7 and 12 – 19 address provisions for employment.
- Economic Strategy – see *South Norfolk Economic Strategy (2011-14)* and successor documents and the GNDP Economic Strategy Objective 3 and para 3.11 focus on the rural economy. <http://www.gndp.org.uk/our-work/economic-strategy/>
- **Site Specific Allocations and Policies Document, and Wymondham and Long Stratton Area Action Plans** are all pertinent to allocations of sites for **Employment Uses**. These documents allocate land as Employment Areas.
- Proposals for new small offices in the **countryside**, of less than 200 sq m gross floor area (or 500 sq m near Diss and Wymondham), will not be required to undertake a 'sequential test'. (See Policy DM 2.4)

2.2 Protection of Employment Sites

Reasoned Justification

- 2.9 This Policy supports the retention of existing sites and buildings currently in use for, or viable and suitable for, a range of **employment uses** whether or not it is located in one of the allocated **employment areas**. This will help to ensure good access to a broad and sufficient range of job opportunities is maintained, throughout South Norfolk, to support sustained economic growth.
- 2.10 The **Joint Core Strategy** protects designated employment land for **employment uses**; other uses should only be accepted where these will be supportive to the designated employment area. This Policy seeks to protect viable sites and buildings in employment use and provides specific guidance on how proposals for **change of use** will be addressed.
- 2.11 Existing and allocated employment areas are prioritised for **employment uses** (defined in the glossary) under Policy DM 2.1. That policy also provides for the introduction of other employment generating non-**business class** uses into an employment area where these may be supportive of that particular local employment area.
- 2.12 The **National Planning Policy Framework** is clear that planning policies should avoid the long term protection of sites allocated for

employment use where there is no reasonable prospect of a site being used for that purpose. Where a change from an employment use is proposed the onus will be on the applicant to demonstrate the merits of the new use or that the building is not viable for an employment use. In order to satisfy the requirements of Policy criteria 2 a) and 2 b) below, the Council will require the evidence of active professional marketing for at least six months, at valuations agreed with the District Valuation Office and for a range of suitable alternative commercial uses. Marketing and potential alternative uses should be discussed and agreed with the Council to meet the requirements set out in Policy DM 3.17.

- 2.13 However, criterion b) recognises that in some cases it may be more beneficial to the local community if a former employment site or building is redeveloped for an alternative uses.

Policy DM 2.2 Protection of employment sites

- 1) **The Council will safeguard sites and buildings allocated or permitted for Business Class and other Employment Uses. Proposals leading to the loss of sites and buildings to another use will be permitted where the new use continues to provide employment and is supportive to that particular employment area.**
- 2) **The Council will safeguard all other land and buildings currently in or last used for an Employment Use (both inside and outside Development Boundaries). Proposals leading to the loss of such sites and buildings will be permitted where:**
 - a) **The possibility of re-using or redeveloping the site / premises for a range of alternative business purposes has been fully explored and it can be demonstrated that the site or premises is no longer economically viable or practical to retain for an Employment Use;**
 - Or**
 - b) **There would be an overriding economic, environmental or community benefit from redevelopment or change to another use which outweighs the benefit of the current lawful use continuing.**

Notes

- Section 1 of the **National Planning Policy Framework** requires the planning system to support sustainable economic growth.
- Policy DM 3.14 guards against the introduction of new incompatible neighbouring uses, including the introduction of a new residential or

other sensitive uses close to an established employment use, that could lead to pressures on the continuation of the established **employment uses**.

- Government has announced it will be revisiting proposals to amend the Town & Country Planning Use Classes Order and GDPO further to allow changes of use from **Business Class** as **Permitted Development**.
- **Joint Core Strategy** Objectives 3, 8 and 9 and Policies 5,6, 7 and 12 – 19 address provisions for employment. Policy 5 protects Employment Areas.
- **Site Specific Allocations and Policies Document, and Wymondham and Long Straton Area Action Plans** are all pertinent to **change of use** of Business Class premises in designated employment areas.

2.3 Working at Home

Reasoned Justification

- 2.14 Working at home can have many benefits for new or small businesses, particularly in a rural area. It can, for example:
- Enable a new enterprise to save on start up costs
 - Allow flexibility and avoid the need for tenancy agreements etc
 - Save on travelling time and expense to another place of work
 - Reduce traffic congestion and pollution
- 2.15 Some types of small scale business activity at home are also suitable in a residential area, whereas some other uses may be more suited to purpose-built 'live/work units' or more remote locations where residential neighbours will not be impacted by activities on site.
- 2.16 If a householder wishes to regularly work some of their employment 'from home' or to use a computer and telephone to run a business at home, and does not have employees or visits to the site for sales or deliveries, then planning permission will probably not be required as there is no material **change of use**. Small scale development to facilitate this 'incidental' use of the home will be acceptable in principle. Where the scale of activity exceeds this it is necessary to have guidance about the level of work that may be appropriate in residential properties. This policy gives guidance on the level of working that may be acceptable without adverse impact on the amenities of neighbours.
- 2.17 Development proposals should not have an unacceptable impact on the amenities of any nearby residential occupiers, taking account of the direct and indirect effects of the scale of the business activity undertaken including: the employment of non-residents in the business accommodation, the operations and processes carried out on the site,

and visitors and deliveries to the site. The scale of the activity must remain incidental to the overall use of the site for residential purposes. Suitable planning conditions may be applied to manage activity.

Policy DM 2.3 Working at home

Planning permission will be granted for proposals for the change of use of part of the dwelling, extension of a dwelling or for the erection of a new building in the curtilage to allow working at home provided that:

- a) **The proposal would not have an unacceptable impact on the amenities of any nearby residential occupiers or on the character and appearance of the area;**
- b) **The direct and indirect effects of the scale of the business activity, including the employment of non-residents at the business, must remain ancillary to the overall use of the site for residential purposes; and**
- c) **There is adequate off-street parking to cater for both business and residential uses.**

Notes

- The **National Planning Policy Framework** (para 21) requires that planning facilitates flexible working practices and accommodates reasonable integration of residential and commercial uses in the same unit.
- The Policy supports **Joint Core Strategy** Objectives 3, 8 &9 and Policies 2 & 5
- Applicants are advised to consider the guidance and advice in the **South Norfolk House Extensions Guide SPD**.

2.4 Location of the 'Main Town Centre Uses'

Reasoned Justification

2.18 High street shopping is under considerable pressure from both the effects of the economic recession on consumer spending, and changing shopping patterns bringing continuing growth in out-of-centre shopping and internet trading. Latest UK economic projections (Experian 2012¹) indicate that following the recovery in economic growth in the UK economy, medium-term economic growth (2019) will remain less buoyant than seen in the 12 years before the recession in 2008/09. The Portas Review² found that less than 50% of retail

spending now takes place on the high street and this figure is falling, although sales in local neighbourhoods are holding up better than in town centres. On this basis the projections of retail growth and new floor space requirements to meet planned housing and population growth assessed for the **Joint Core Strategy** can be regarded as optimistic. The Council will continue to monitor national and sub-regional shopping trends and monitor the health of individual town and village centres, including vacancy rates.

- 2.19 The **National Planning Policy Framework** continues the policy of support for and directing growth to the ‘town centres first’. The Council will support the **local centres** by supporting qualitative improvements to town and village centres and increasing the level of flexibility over certain changes of use. This can help the centres to offer an attractive and competitive ‘shopping experience’; and individual retailers to compete on ‘service and expertise’ as well as ‘price and range’ as suggested by the Portas Review. Each local centre has a distinct heritage, character and function and many have a good variety of shop units. The importance of heritage to the attractiveness of the centres is reflected in the **South Norfolk Place-Making Guide SPD**.
- 2.20 The Council’s policies define, promote and manage a hierarchy of town and village centres which will be competitive and the focal point for local communities and location for the majority of shopping, services and other ‘**main town centre uses**’.
- 2.21 In line with the National Planning Policy Framework and Joint Core Strategy, the Development Management Policies DM 2.4 and 2.5 bring together the hierarchy of 4 levels of shopping centres identified in the Joint Core Strategy Policy 19, and the hierarchy of places (Policies 13 - 17). The larger centres for shopping and services are defined and shown on the **Policies Map** (or the Area Action Plans for Wymondham and Long Stratton) and in the Maps 2.4 (1) to (6) at Annex 1.
- 2.22 New shopping development and other ‘**main town centre uses**’ are encouraged within the context of research into shopping patterns and the need for more retail floor space (also known as ‘headroom’) across the Norwich sub-region, in which the City of Norwich serves as the Level 1 shopping centre; limited scope for more floor space growth in the identified Level 2 Main Towns of Diss and Harleston (and Wymondham)³. These centres have defined Town Centre Areas.
- 2.23 The Level 3 centres (all with defined Town Centre Areas) are identified in the **Key Service Centres** of Hethersett, Hingham, Loddon and Poringland (and Long Stratton); and Level 4 provision is found in the Service Villages, Other Villages, Smaller rural communities and the local suburban shopping centre at Norwich Road, Costessey⁴. Together these fulfil valuable local shopping and service functions which should be maintained. However, these serve local catchments that are too small to form a basis to calculate a meaningful estimation

of retailing floor space growth potential. An appropriate scale of new retail floor scale will be supported in the town centre areas of the Level 3 centres and these have been defined to allow for some expansion in shops and services in the **Key Service Centres** that serve areas where significant housing growth is planned. These areas should be prioritised for this purpose.

- 2.24 Level 3 and 4 local convenience shops and other shops and services providing an important local community service will be protected from loss through Policy DM 3.17.
- 2.25 Proposals to change the use of Class A1 ground floor shops in all centres will be assessed with reference to Policy DM 2.5.
- 2.26 Improvements in the provision in all the centres is encouraged, and in line with national policy a **sequential approach** and **impact assessment** will be applied to large proposals for new shops, leisure uses and offices to be located outside of existing centres. Generally the threshold for such assessments will be 500sqm for a sequential assessment and impact assessment with a lower threshold of 200sqm requiring just a sequential assessment. However, near Diss and Wymondham the threshold is increased given the larger nature of these settlements. “Near” should be seen as a site with good connectivity to these settlements for pedestrian and cyclists.

Policy DM 2.4 Location of the ‘main town centre uses’

(1) The development of new or improved retailing, services, offices and the other ‘main town centre uses’ will be encouraged at a scale appropriate to the form and functions in the following hierarchy of centres:

- **Main Town Centres - of Diss and Harleston. (Wymondham is subject to the separate policies of an Area Action Plan);**
- **Key Service Centres - the large village and district centres of Hethersett, Hingham, Loddon, and Poringland. (Long Stratton is subject to the separate policies of an Area Action Plan);**
- **Village and Local Centres – including groups and individual village shops in the Service Villages, Other Villages and the local centre at Norwich Road, Costessey.**

(2) Proposals for ‘main town centre uses’ should be located within the defined Primary Shopping Area or elsewhere in the defined Town Centres Areas (or on the sites allocated in the Local Plan) as shown on the Policies Map (see Plans 2.4 & 2.5 (1) to (6)).

(3) A sequential assessment and impact assessment will be required for

planning applications for 'main town centre uses' over the thresholds specified to be located outside of the Town Centre Areas. Preference will be given to accessible sites that are well connected to the town centre. All proposals for retail, leisure and office uses of 1000 sq m or more near Diss and Wymondham, and 500 sq m elsewhere, will be required to submit an assessment of:

- The impact of the proposal on existing, committed and planned public and private investment in a centre in the catchment area of the proposal; and
- The impact of the proposals on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

All new retail, leisure and office development of 500sq.m or more near Diss and Wymondham, and 200sq.m elsewhere, will be required to submit a sequential assessment of any availability of sequentially preferable locations for potential alternative sites.

Notes

- ¹ *Wymondham Retail Strategy 2012* Oct 2012 GVA includes a review of national trends and projections, including Experian UK economic forecasts. http://www.south-norfolk.gov.uk/planning/media/PDF_Wymondham_Retail_Strategy_2012.pdf
- ² The *Portas Review* – 'An independent review into the future of our high streets' quotes BIS and other statistics and makes recommendations for supporting out high street shopping. (2011) <http://www.bis.gov.uk/assets/BISCore/business-sectors/docs/p/11-1434-portas-review-future-of-high-streets.pdf>
- ³ *Norwich Sub Region: Retail and Town Centres Study* (2007) provides the retailing **evidence base** for the Joint Core Strategy, including calculations of retail growth and floor space requirements for the sub region. The South Norfolk District Retail Study (2004) looks at further smaller centres. <http://www.gndp.org.uk/content/wp-content/uploads/downloads/2010/08/EC-4-Final-Report-Chap-1-12.pdf>
- ⁴ Policy 19 of the **Joint Core Strategy** sets out the hierarchy of places with the tiers of Main Towns (Policy 13), Key Service Centres (Policy 14), Service Villages (Policy 15), Other Villages (Policy 16) and Smaller communities (Policy 17).
- **National Planning Policy Framework** paragraphs 23 – 27 addresses town centres.

- **South Norfolk Place Making Guide SPD** (2012) considers the centres with the most proposed most growth and focuses on their qualities. The Portas Review notes the contribution of the attractiveness of places to the ‘shopping experience’.
- **Site Specific Allocations and Policies DPD** and **Wymondham AAP and Long Stratton AAP** identify specific site allocations and policies.

2.5 Changes of Use in Town Centres and Local Centres

Reasoned Justification

- 2.27 ‘High street shopping’ in town and village centres is under considerable pressure from both the effects of the recession on consumer spending, and continuing growth in out-of-centre shopping and internet trading (see paragraph 2.18) . Despite this, the Portas Review¹ supports the view that, by supporting qualitative improvements to town and village centres and some increased flexibility in planning controls, Councils can effectively support their **local centres** to offer a competitive shopping experience where individual retailers can then compete on ‘service and expertise’ as well as ‘price and range’. The Portas Review also finds that some planning restrictions are necessary to limit over-concentrations of certain uses, to maintain a predominance of shopping in primary areas, and otherwise maintain a suitable stock of ground floor accommodation available for town centre uses. Evidence from the Norwich Sub Region Retail and Town Centres Study supports this too². This means protecting such units from the dominating market pressure for conversion to residential use.
- 2.28 The **National Planning Policy Framework** requires that Local Plans define a list of the main uses suitable for town centre location – the ‘**main town centre uses**’. These are defined as: retail development (including warehouse clubs and factory outlet centres), leisure and entertainment facilities, the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities). These uses fall under different **Use Classes** and the **General Permitted Development Order** permits changes of use between some of these uses without the need for further planning approvals. Policy DM 2.5 addresses the changes of use requiring permission.
- 2.29 The attractiveness and vitality of town centres depends in large measure on the mix of uses within them. A key consideration is to manage ground floor premises to ensure a range of opportunities for the uses that most attract shoppers and other visitors. The needs of the

main town centre uses should not be compromised by site availability and consequently a small number of vacant units in local centres are both necessary and normal. Such uses should include a variety of shops, services, leisure and eating places, keeping up-to-date with new trends. A wide range of commercial and residential uses will be encouraged within the upper floors of commercial premises in the **Town Centre Area**, subject to general development management policies regarding standards of amenity etc.

- 2.30 The National Planning Policy Framework provides for Local Plans to define **Primary Shopping Areas** that include a high proportion of retail uses, while providing for a more varied mix of uses elsewhere in the town centre area. The latter could provide locations for a greater mix of town centre and employment generating uses. However, a concentration of a particular type of non-retail use in ground floor premises that could reduce a town centre's attraction should also be avoided. This is especially true within the primary shopping area but also elsewhere within the defined town centre in order to protect areas such as the Diss Heritage Triangle where there are a number of specialist shops which make an important contribution to the town centre. The town centre and primary shopping areas are all defined on the Policies Map and Maps 2.4 /2.5 (1) – (6).
- 2.31 Smaller village and other **local centres** fall outside the definition of town centres used in the National Planning Policy Framework but it is important that opportunities are maintained in these local centres to offer a suitable range of local convenience shops and other important local facilities. These will be protected from loss to other uses dependent on qualitative rather than quantitative assessment of the circumstances of an individual local centre and proposal, and taking account of factors such as the availability of alternative facilities and the future viability of the unit for the similar permissible uses – also see Policy DM 3.17.
- 2.32 Local centre shops not only provide locally accessible and convenient shopping that is valuable to communities, but UK wide BIS trading level figures show that they are also holding-up their level of trade better than many larger centres. Just because a unit is currently vacant does not mean it is not viable for a similar use in future.

Policy DM 2.5 Changes of use in the town centres and local centres

All Town Centre Areas

- (1) **In the defined Town Centre Areas, development proposals for shopping, food and drink and leisure uses (Use Classes A1, A2, A3, A4, A5 and D2 as defined in the Town and Country Planning (Use Classes) Order 1987, as amended) will be encouraged, together with other defined Main Town Centre Uses (falling within Classes D1, B1 and appropriate Sui Generis class).**

Main Town Centres

- (2) Within the Primary Shopping Area of Diss and Harleston, development proposals (including changes of use) that would result in less than 60% of the number of ground floor units being available for Class A1 shop uses will not be permitted.
- (3) Elsewhere in the defined Town Centre Areas of Diss and Harleston, a change of use of a ground floor unit will not be permitted where:
- a) It creates a concentration of non-A1 uses that would harm the attractiveness of part of the Town Centre Area
or
 - b) The loss of a ground floor unit would result in less than 50% of the number of ground floor non-residential units available for Class A1 shop use.

Key Service Centres and village and local centres

- (4) A change of use from Class A1 Shop will not be permitted if the future attractiveness and vitality of the centre is harmed to an unacceptable degree.
- (5) Changes of use will not be permitted that creates a concentration of a particular type of non-Class A1 shop uses that will unacceptably harm the future attractiveness and vitality of part of the Town Centre Area or a local centre.

Notes

- ¹ The Portas Review – ‘An independent review into the future of our high streets’ quotes BIS and other statistics and makes recommendations for supporting high street shopping. (2011)
<http://www.bis.gov.uk/assets/BISCore/business-sectors/docs/p11-1434-portas-review-future-of-high-streets.pdf>
- ² Norwich Sub Region: Retail and Town Centres Study (2007) provides the retailing **evidence base** for the Joint Core Strategy, including calculations of retail growth and floor space requirements for the sub region. The South Norfolk District Retail Study (2004) looks at further smaller centres.
<http://www.gndp.org.uk/content/wp-content/uploads/downloads/2010/08/EC-4-Final-Report-Chap-1-12.pdf>

- Proposals leading to the loss of an important local shop or community facility are assessed under viability test Policy DM 2.2 / 3.17.
- Proposals for **change of use** will be subject to all other Policies including DM 3.15(a) and DM 3.11 on the impact on residential amenity and highways.
- **National Planning Policy Framework** paragraphs 23 – 27 addresses town centres. Policy 19 of the **Joint Core Strategy** sets out the hierarchy of centres.
- The **Use Classes Order** as amended 2005 defines use classes – see **Glossary**
- Place Making Guide SPD (2012) considers the centres with the most proposed most growth and focuses on their qualities. The Portas Review notes the contribution of the attractiveness of places to the ‘shopping experience’.

2.6 Food, Drink and Hot Food Takeaways

Reasoned Justification

- 2.33 The number and diversity of food and drink uses, including hot food takeaways, has been increasing. These can add to the attraction, convenience and vitality of centres. Food and drink uses play an important role in the local economy and although the majority of outlets should be located within **Town Centre Areas** and **local centres**, they may well be acceptable elsewhere. For example, hot food takeaways may be appropriate on the principal routes and main distributor routes on the highway, at railway and bus interchanges, and where they can serve residential concentrations.
- 2.34 However, the introduction of such uses can be incompatible with adjoining and close neighbouring residential uses. The adverse effects on local residential amenity can reach far-afield from hot food takeaways in particular; the impact of night-time operations can be exacerbated by late night noise disturbance, litter and demand for short-term car parking.
- 2.35 Policy criteria a)-c) address factors the Council will consider when setting limits to the opening hours of such new uses; the closing times below will be typical:
- Within the Town Centres Areas and local centres or along the principal and main distributor highway routes: 23:30 hours Monday to Saturday; 23:00 Sundays and Bank Holiday
 - Elsewhere: 23:00 hours on Monday to Saturdays; 22:30 on Sundays and Bank Holidays.

- 2.36 Substantial kitchen extract ventilation systems are often necessary to disperse kitchen odour and heat but their appearance can conflict with design objectives, particularly when they affect conservation areas or listed buildings. It is therefore important to have full details of extraction systems and other plant and machinery submitted prior to the determination of the planning application.

Policy DM 2.6 Food, drink and takeaways

Food and drink uses within classes A3, A4 and A5 will be permitted both within defined Town Centre Areas, local centres and elsewhere within Settlements where development does not give rise to unacceptable environmental impacts including noise, odour and general disturbance which would adversely affect amenity of nearby occupiers and which could not be satisfactorily controlled by conditions.

Typical opening hours will be applied in a planning condition to set appropriate limits to the opening hours, subject to consideration of:

- a) **The consistency with the pattern of trading hours for other A3, A4 and A5 uses already established within the vicinity;**
- b) **The character of the existing area including existing background noise levels in that area; and**
- c) **The particular nature of the proposal concerned.**

Notes

- In town and village centres proposals for the **change of use** of existing shops must also satisfy Policy DM 2.5 and the generic Policy DM 3.15 protecting the amenity of neighbouring occupiers.
- The safe and free flow of traffic on the highway network must not be prejudiced by customer parking, Policies DM 3.12 and 3.13 will be important considerations.
- Planning decisions will assume that other aspects of environmental regulation dealing with matters such as the preparation of food for the public, storage and disposal of commercial food waste and safety will all operate effectively – see Policy DM 1.4. For detailed information contact the Council's Environmental Service
- The **National Planning Policy Framework** sections Ensuring the vitality of town centres (para 23) and Conserving and enhancing the natural environment (para 123) of the are relevant.
- This Policy helps implement **Joint Core Strategy** Objectives: 3, 6, 8 and Policies: 5, 6, 7, 12 -14.

2.7 Agricultural and Forestry Development

Reasoned Justification

- 2.37 Many types of agricultural, forestry and horticultural development can be carried out without the need for planning permission under permitted development rights. However, certain agricultural and forestry development requires planning permission and the considerations may differ to those for other types of development proposed in the **countryside**.
- 2.38 The Council will seek to ensure that agricultural development is appropriate and necessary, and designed to minimise impact on rural character and appearance and the amenity of the locality.
- 2.39 The siting of new buildings to integrate with existing features is an important issue. New buildings should normally be located as closely as possible to existing buildings, although in some cases this may not be possible or appropriate. Opportunities to re-use existing buildings or previously built sites will be preferred except in the case that removal of an existing structure and re-building in a more appropriate location is more beneficial.
- 2.40 It is recognised that the nature of agricultural and land based rural activities are changing, including the increased use of agricultural contractors who require buildings for the storage of equipment and vehicles from which to serve a wide customer base.
- 2.41 In relation to criterion (a), the Council will be supportive of proposals for the re-use or replacement of existing buildings or for new buildings to enable the diversification, ongoing competitiveness or expansion of farm based enterprises. The conversion or replacement of existing buildings on the site for other **Employment Uses** to occupy will be considered under the terms of Policy DM 2.10.
- 2.42 In relation to criterion (b), it should be demonstrated that the site is well positioned with suitable road links with the area to be served.
- 2.43 In all cases the road access should be suitable to serve the scale and nature of development and activities proposed without causing demonstrable harm to the safe and free flow of traffic, assessed under Policy DM 3.12.

Policy 2.7 Agricultural and forestry development

Agricultural and forestry development will be permitted where:

- a) **The proposed development is necessary for the purpose of agriculture and forestry within the farm unit**

or

- b) In the case of development for an agricultural or forestry contractor serving a wider area, demonstrate that the site is well related to the area to be served and that there are no other alternative sites with existing buildings available;

and

- c) The proposed development is appropriate to the location in terms of use, design and scale, and is sensitively sited to protect the amenity of existing neighbouring uses in the locality; and
- d) It is designed to avoid serious adverse impact on the natural and local environment and the appearance of the locality, integrate the proposals with existing features, and respect and enhance the character of the surrounding landscape / area.

Notes

- The **National Planning Policy Framework** promotes development and diversification of agriculture and other land based rural businesses, including the conversion of existing buildings and well designed new buildings (para 28). It is a Core Principle (para 17 point 5) that development should both recognise the intrinsic character and beauty of the countryside and support thriving rural communities.
- The **Joint Core Strategy** Objectives 3, 8 & 9 and Policies 1, 5, 6 & 7 are all relevant to agricultural and rural business development outside of **Settlement** boundaries.
- Other particularly relevant Development Management Policies include: DM 1.3, 1.4, 2.1, 2.10, 3.9, 3.12, 3.13, 4.2, 4.3, 4.7 and 4.8

2.8 Equestrian and Other Small Rural Land Based Activities

Reasoned Justification

- 2.44 The growth in interest in the natural environment and recreational use of the Countryside is to be welcomed as a part of improving quality of life and healthy and active lifestyles. It is also important to the growth and diversification of the rural economy and can lead to improvements in the diversity and appearance of the landscape and the habitat value of the natural environment. Furthermore, the use made of the Countryside and agricultural and forestry practice is constantly evolving, inevitably leading to changes in the 'influenced' rural

landscape. However, development in the open **Countryside** is not generally appropriate.

- 2.45 This Policy provides for appropriate small scale development while protecting against a multitude of small scale individual changes that could have a harmful **cumulative impact** on the rural character and landscape of the Countryside, and on the natural and local environment. The latter includes the impact on biodiversity, **geodiversity**, species and habitat quality.
- 2.46 This Policy addresses some of the types of development proposal arising from:
- Growing interest in commercial and private rural pursuits that give rise to small scale development that falls outside of the definition of commercial agriculture and forestry use and outside of any **permitted development** rights.
 - Farm units being restructured and former agricultural dwellings and buildings becoming available for other occupation.
 - Householders seeking to extend their residential **curtilage** onto former agricultural land for: gardens, 'amenity land' or 'hobby farming' activities.
 - The keeping and riding of horses for recreational purposes - significant change can arise through the changes made in the use of land for the keeping of horses; the sub-division of fields into small parcels of land and the erection of field shelters/stables/tack rooms/storage facilities. Equestrian fencing, equipment and other facilities associated with the keeping of horses such as jumps and ménages can also have an adverse impact if not managed carefully.

Policy DM 2.8 Equestrian and other small rural land based activities

(1) The change of use of land or erection of buildings and equipment for equestrian uses or other small scale rural land based uses in the Countryside shall be permitted if:

- a) **The scale, design, materials and siting of proposed buildings and equipment is designed to avoid serious adverse impact on the natural and local environment and the appearance of the locality, integrate the proposals with existing features, and respect and enhance the character of the surrounding landscape / area; and**
- b) **It is sensitively sited to protect the amenity of the locality; any muck pad / storage is sited not to adversely impact on the natural and local environment or the residential amenities of local residents and other occupiers.**

(2) Proposals to extend residential curtilage onto agricultural land will be positively considered, but with particular regard given to:

- c) Adverse impact on the character and visual appearance of the Countryside or availability of productive agricultural land;**
- d) Adverse impact on public rights of way or the areas of urban / rural transition that provides the setting of Settlements in the Countryside; and**
- e) The inclusion of appropriate boundary treatment that is in keeping with the rural character of the locality.**

(3) In all cases the Council will consider the possible cumulative impact of many separate individual changes in an area and may impose appropriate planning conditions.

Notes

- Large scale development is inappropriate in the **Countryside** (Policy DM 1.3 refers), consistent with **Joint Core Strategy** Policy 2, Objectives 8, 9 & 11. This Policy provides for appropriate development consistent with **National Planning Policy Framework** Core Principle 5 (para 17).
- The Council will impose appropriate planning conditions to equestrian uses. e.g. Grant 'personal' permissions to limit or prohibit commercial scale of activity, to require the removal / storage of jumps and other equipment when not in frequent use or otherwise restricting the use of land, buildings, boundary treatments, planting and lighting etc.
- The Council will impose appropriate planning conditions to extensions of residential **curtilage**. e.g. Remove permitted development rights from the land.
- Impact on traffic and access will be considered against Policy DM 3.12, and the impact on amenity (including the impact of artificial lighting) in Policy DM 3.14.
- New rural enterprises will also be considered against the criteria in Policies DM 2.1 and DM 2.12.

2.9 Rural Tourist and Recreational Destinations

Reasoned Justification

2.47 The Council will encourage the establishment of new rural tourist and visitor attractions and recreational 'destinations', and the expansion of

existing attractions and 'destinations' in order to encourage greater rural tourism and leisure activity to benefit the rural economy, rural communities and visitors, whilst seeking to protect the intrinsic beauty and character of the **Countryside**.

- 2.48 Other **Local Plan** policies promote the retention and development of leisure, recreation and other facilities in the rural towns and villages, and support the location of new and expanded tourism and recreational uses where these are well related to such rural settlements. This Policy provides the basis for assessing development proposals for new and expanded visitor 'destinations' in the open Countryside where development would not otherwise be acceptable.
- 2.49 Proposals for the expansion of existing attractions and 'destinations' in the Countryside should include a clear statement of why the development proposed is reasonably necessary for the maintenance and/or enhancement of the business/attraction, and why this need cannot be met in a **local service centre** (also see Policy DM 2.4). Proposals for new attractions should also clearly explain the nature of the unique and special attributes of the location.
- 2.50 The assessment of the impact on the local and natural environment shall include aspects such as biodiversity, **geodiversity**, species and habitat.

Policy DM 2.9 *Rural tourist and other recreational destinations*

(1) The Council will be supportive of proposals for new and expanded visitor recreational and leisure destination attractions in the Countryside where clearly justified on the basis of:

- the unique and special attributes of the location;
- the necessity of the development proposed to the continued viability and enhancement of the attraction; and
- explanation of why these attributes or needs cannot be met at existing facilities in a local service centre and that it would adversely affect the viability and vitality of any local service centre.

(2) Development proposals will be permitted where:

- a) The expansion / extension to existing facilities is of a scale appropriate to the existing development and / or would not have a detrimental effect on the local and natural environment and the character of the landscape and Countryside; and
- b) Harm would not be caused by the nature, scale, extent, frequency of timing of the activities proposed, including:

- i. Any noise and other pollution likely to be generated by the proposed activities;
 - ii. The siting and appearance of any new buildings, extensions to existing buildings or structures required for the activity and the appropriateness of building conversions;
 - iii. The number of people / activity likely to be at the site at any one time and their degree of concentration or dispersal within the site; and
 - iv. Impact on the natural environment and habitats (including high quality agricultural land, water courses and wildlife habitats).
- (3) All proposals will require safe and adequate access to serve the whole site, and the local road network and access routes should be sufficient to serve the attraction and surrounding area with a safe and free flow of traffic, as assessed under Policy DM 3.12

Notes

- **National Planning Policy Framework** Section supports a prosperous rural economy, Core Principle 5 (paragraph 17) supports recognises the need for thriving rural communities and protecting the intrinsic character and beauty of the countryside.
- Joint Core Strategy Policy 5 supports development of the economy and jobs in rural locations with preference for the re-use of redundant buildings and supporting tourism and promotion of appropriate new and expanded businesses which provide tourism.
- The requirement to show the need cannot be met from a rural service centre arises from National Planning Policy Framework para 28(4).
- Note the additional clarification at (3) above over and above in respect of destinations in the open **Countryside**.

2.10 Conversion and Re-use of Buildings in the Countryside for Non-agricultural Use

Reasoned Justification

2.51 The adaptation and re-use of existing buildings in the **Countryside** for new uses can keep them in productive use and reduce the need for new buildings. The renovation or adaption of older traditional buildings and those of architectural or historic importance may help preserve and keep them in productive use. In the case of traditional and historic

buildings the retention of the character of the building and / or the contribution it makes to the setting of other historic buildings will be an important consideration, taking account of their significance.

- 2.52 The **Joint Core Strategy** requires a preference for re-use of appropriate redundant non-residential buildings for **Employment Uses**, including holiday accommodation, to support the tourism industry and local economy. This Policy elaborates on this to encourage **Employment Uses** including **Business Class** uses into more modern buildings, and the creation of holiday accommodation in older character properties. The Policy sets out a basis for identifying when conversion to another use, including community use or residential use, may be more appropriate.
- 2.53 Proposals may be for a mixture of uses, for example food processing or design and manufacture, together with an element of retail display and sales. The inclusion of some retailing or another '**main town centre use**' (preferred to locate in town centres) will normally be acceptable where this is providing for a need that cannot be met in a nearby town centre or **local centre**. Larger proposals for the 'main town centre uses' will be required to show that there is no sequentially preferable site and no harmful impact on **local service centres**¹.
- 2.54 The creation of additional isolated dwellings in the **Countryside** is generally regarded as unsustainable; however, conversion for residential uses will be supported where there is a compelling case to allow this in order to protect an important traditional building. Larger residential proposals will need to provide a suitable quality and mix of housing in keeping with **Development Plan Policies**.
- 2.55 Buildings suitable for conversion should generally be in keeping with rural character in terms of scale, siting and appearance and be of permanent and substantial construction. Occasionally, the replacement of buildings for **employment uses** might be preferable to conversion where this would result in a development which is more acceptable in terms of landscape impact and visual appearance.
- 2.56 It is accepted that a building may require significant re-construction to achieve the necessary standards for the new use. However, in all cases the granting of planning permission will be dependent on demonstrating that the external dimensions and outward appearance of the standing building(s) and the **curtilage** of the site are suitable for the proposed use without the need for future major extensions, new outbuildings and change of use of agricultural land that would harm the character and appearance of the building, setting and Countryside.
- 2.57 The Council will also have regard to the possible effect on the amenity and living conditions of neighbouring occupiers and the environment including important habitat and species (such as bats and barn owls) which are protected under legislation.

Policy 2.10 Conversion and re-use of buildings in the Countryside for non-agricultural use

The change of use and conversion of buildings in the Countryside for Employment Uses (including holiday accommodation) will be supported where the following requirements are met:

- a) The proposed development should not result in the loss of a farm building suitable for continued agricultural use and which, if its alternative use is permitted, would be likely to result in the construction of a replacement agricultural building;
- b) The building(s) to be re-used should be standing and of adequate external dimensions to accommodate the proposed use, without the need for the erection of major extensions and additional outbuildings and / or significant changes in materials and appearance that would have a serious adverse impact on the rural characteristics of the original building;
- c) The development (including associated use of external space and change of use of land) is sympathetic to the setting; and
- d) Any proposed commercial use (including leisure or retail sales content) should not have an adverse impact or give rise to the dispersal of activity on such a scale as to prejudice the vitality and viability of local rural towns and villages.

The conversion of buildings in the Countryside for residential use (Class C3) will only be supported where all the above criteria are satisfied and there is compelling evidence submitted that the building(s):

- e) Cannot be practically or viably converted for Employment Uses; and
- f) It is a historic and traditionally constructed building worthy of protection and the proposals will enhance the building and / or the setting of other nearby buildings in the Countryside.

Notes

- ¹ Larger proposals for the 'main town centre uses' will be required to show that there is no sequentially preferable site and no harmful impact on local service centres. See Policy DM 2.1 & DM 2.4

- Consideration should be given to the existing **South Norfolk SPG on rural building conversions** - to be updated and included within the new **Development in the Historic Environment SPD**.
- The Council will apply planning conditions and agreements to minimise, mitigate and compensate adverse impacts, and to control the introduction of ancillary structures, outside storage, means of enclosure and withdraw permitted development rights as appropriate.
- The preference for the re-use of rural buildings for Employment Use is consistent with the Policies DM 2.1 & DM 2.7, and **National Planning Policy Framework** para 28 and Core Principle 5 (para 17). In cases where the building is unsuitable for conversion a replacement new building may be considered.
- The **National Planning Policy Framework** para 55 is clear that new isolated homes in the Countryside should be avoided unless there are special circumstances, including that re-use would lead to an enhancement of the immediate setting.
- The Policy is consistent with **Joint Core Strategy** Policies: 1, 2, 4, 8 & 12-19 and Objectives: 2, 8 & 9.
- The proposed use should not create levels of traffic which the local highway network cannot accommodate safely (Policy DM 3.12) or cause pollution, noise or other disturbance that would cause unacceptable harm to other occupiers and land uses in the area (Policy DM 3.14 & DM3.15). Planning conditions may be imposed to manage the intensity of use including control over sub-division or the inclusion of a mezzanine floor.
- Proposals for a community use will be assessed on the above basis and supported in preference to economic use where a compelling case is supported by the local community as addressed in Policy DM 3.17.

2.11 Agricultural and Other Occupational Dwellings in the Countryside

Reasoned Justification

- 2.58 Rural housing should generally be provided within development boundaries and exceptionally on local needs housing sites provided under Policy DM 3.3. In accordance with national and **Local Plan** policies, new isolated dwellings in the **countryside** will only be supported in special circumstances.
- 2.59 It will almost always be the case that those employed in agriculture, forestry or other rural based occupations will be able to meet their accommodation needs in existing houses either on the site or nearby. Very occasionally it will be essential for a worker to have an occupational dwelling in close proximity to the enterprise to allow short travel to deal with a night time emergency and nothing suitable is available locally¹.

- 2.60 The Council will support a development proposal for a new isolated rural occupational dwelling where there is a demonstrated functional need for this to support an agricultural or other business requiring a rural location. The dwelling must be appropriate and affordable and required to support a viable enterprise, and must meet the criteria below. Housing for a new enterprise may be supported under criterion f) below.
- 2.61 If permission is granted for rural occupational dwellings it is important that they are occupied as intended and the Council will therefore impose restrictive occupancy conditions to ensure that any dwelling remains available to meet the needs of the particular business – see g) & h) below.

Policy 2.11 – Agricultural and other occupational dwellings in the Countryside

- (1) Proposals for development in the Countryside to meet the housing needs of full-time workers in agriculture, forestry and other essential workers connected with that land will be permitted only where they comply with the following criteria.**

In the case of established enterprises:

- a) There is a demonstrated functional need for one or more full-time workers to be readily available at all times for the enterprise;
- b) The functional need could not be met by another existing dwelling in the area that is available and suitable;
- c) The enterprise has been established for at least 3 years and is likely to remain financially viable for the foreseeable future;
- d) The proposal does not represent a replacement of another dwelling on the site (or the former holding of which the site formed a part) that has been sold on the open market in the last five years; and
- e) The proposed dwelling is no larger than that required to meet the functional needs of the enterprise and is affordable from a viable income derived from the enterprise in the long term.

In the case of new enterprises:

- f) If there has been insufficient time to demonstrate financial soundness, permission may be granted for a temporary dwelling in the form of a residential caravan, mobile home or other prefabricated structure which can easily be dismantled and

removed from the site.

(2) **Occupational dwelling planning conditions:**

- g) **Planning conditions will be applied in all cases restricting use of the occupational dwelling to the purpose for which it was approved.**
- h) **A proposal to remove an ‘occupancy condition’ will only be approved where it is demonstrated that the occupational dwelling is no longer required and cannot be re-let or sold following the marketing required under Policy DM 3.17 and within the terms of the condition.**

Notes

- ¹ Appeal decisions have consistently found that it is not necessary for a full-time worker to be housed within ‘sight and sound’ of an enterprise to respond and deal with emergencies.
- This Policy elaborates on the **National Planning Policy Framework** (para 55) sets out the special circumstances where new isolated homes in the Countryside might be justified.
- This is consistent with the **Joint Core Strategy** Policies 4 and 5 and Objectives 3 and 8.

2.12 Tourist Accommodation

Reasoned Justification

- 2.62 A rich mixture of tourist and visitor accommodation is essential to supporting visits and tourism and the rural local economy in South Norfolk – be it accommodation in serviced hotels, inns and public houses and guesthouses or in whole variety of self-catering accommodation or sites for touring caravans and camping.
- 2.63 To support the vitality of rural towns and villages and to promote sustainable patterns of development, **Local Plan** policies prefer the location of new tourist accommodation to be in **local service centres**, offering visitors the opportunity to use local services and where public transport provision is better. This way rural tourism can support rural diversification and provide a financial injection directly into the rural economy.

- 2.64 Outside of a local service centre location: Policy DM 2.9 provides for new tourist accommodation to be provided at established visitor attractions or 'destinations', and DM 2.10 for the conversion of rural buildings. Small Caravan Club approved camp sites can operate under permitted development rights.
- 2.65 However, not all the needs for new tourist and visitor facilities can be met in these ways and improvement or new types of accommodation may be needed to meet new visitor expectations. Many visitors purposely come to the area for seclusion or to tour by car to visit a wide geographic area and variety of attractions. There also appears to be growing interest in new types of rural tourist accommodation such as 'glamping' and 'tree house' accommodation.
- 2.66 Where new accommodation is permitted outside of **development** boundaries appropriate planning conditions will be applied to ensure the facility is genuinely available for holiday lettings, and to help manage any adverse impacts on the environment and the character and appearance of the **Countryside**. Typically these will take the form of a requirement for the removal of temporary structures at appropriate intervals, and holiday occupancy conditions placed on un-serviced holiday accommodation or sites to require that:
- i) No person occupy any part of the development permitted for a period exceeding SIX WEEKS. Furthermore, no person shall occupy any part of the same development within a period of THREE WEEKS following the end of a previous period of occupation;
 - ii) A register of bookings is maintained at all times and made available for inspection to an officer of the local planning authority upon request; and
 - iii) It is used for holiday purposes only and shall not be occupied as the sole or main residence of the occupiers, and it will be available for commercial holiday lets for at least 140* days per year;

* An alternative seasonal occupancy condition will be attached where the land or accommodation is not suitable for year-round occupation by the nature of its location, design or proximity to a habitat that needs extra protection at certain times of the year.

Policy DM 2.12 Tourist accommodation

- (1) **Proposals for new built permanent or semi-permanent tourist and holiday accommodation will be encouraged to locate within development boundaries or on sites well related to settlements with development boundaries, and at a scale appropriate to the settlement.**
- (2) **In the Countryside, proposals for new tourist accommodation will be permitted in accordance with policies for the enhancement of**

rural tourist and recreation destinations (Policy 2.9) or the conversion of rural buildings (Policy 2.10).

- (3) Proposals for change of use of land for touring caravans, camping, 'glamping' and other temporary structures providing tourist accommodation will be supported where the accommodation site is:
- a) Of an appropriate scale to the level of availability of local services in a nearby settlement or at an existing tourist destination
- Or
- b) Well related to and supports the diversification of a farm or land based enterprise;
- (4) In all cases of proposals for the change of use of land, particular consideration will be given to:
- c) The proposed ongoing management of the site to protect the amenity of the locality and protect nature conservation, landscape and archaeological value; and
 - d) Ensuring that good quality agricultural land is not taken out of production.

Notes

- For all proposals in the Countryside the local road network should be able to safely handle the traffic the site would generate, and access satisfy the requirements of Policy DM 3.12.
- The **National Planning Policy Framework** para 25-7 seek to ensure the vitality of town centres, and 28 on supporting the rural economy.
- **Joint Core Strategy** Objectives: 1, 3, 6, 8 & 9 and Policies 1, 2, 5,6 ,7 and 12-19 are all relevant.
- The following Development Management Policies may be particularly relevant: DM 2.1, 2.4, 2.8, 2.9, 2.10, 3.9, 3.12, 4.3, 4.6, 4.7 & 4.11.
- The quality and versatility of agricultural land will be assessed with regard to the definitions employed by Natural England in 'Agricultural Land Classification: protecting the best and most versatile agricultural land' (TIN049 edition 2 and successors)

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3 Introduction to the Social Policies

- 3.1 The **Joint Core Strategy** seeks to meet the social needs generated by growth in the population and economy. The strategy requires the delivery of a supply of housing suitable to meet a variety of general and special needs, together with necessary supporting services and infrastructure to sustain and build a high quality of community and personal life in South Norfolk. Development Management Policies have an important contribution to make to this.
- 3.2 The policies address the type and quality of the new housing that should be built, together with policies to address the exceptional need for some house building in the countryside to meet local affordable housing need and rural occupational requirements. Policies will also manage householder proposals for home extension and improvement and the replacement of existing dwellings and sub-division of existing housing plots.
- 3.3 The policies also address the general design principles applying to all development, with additional controls over signs and advertising in the countryside, and access and transport requirements including the standards for vehicle parking.
- 3.4 Policies address the need to ensure the protection of the quality of life, the amenity of existing and new occupiers, and to ensure protection from pollution. Policies require new outdoor play and recreation space to be provided and that important local community facilities are provided and protected.

3.1 Housing Quality

Reasoned Justification

- 3.5 Good quality housing should provide for internal and external accommodation that is fit for purpose and suitable for its intended occupants. Homes must be designed to meet the demands of everyday life and offer the flexibility and potential to be occupied by households with different needs over time and under different forms of tenure. For example, the standards should provide adequate space and facilities to allow for studying and working from home.
- 3.6 Buildings that perform better than the minimum environmental standards are more sustainable in the long term, particularly in respect of sound insulation and energy efficiency. Well proportioned rooms with good levels of natural light provide a better quality of life for occupiers, and will also be adaptable to meet changing circumstances over time.

3.7 The Council's preferred minimum gross internal floor areas (GIA) for new homes are defined (Table 3.1) in relation to the number of occupants, bedrooms and storeys. The minimum GIA incorporates the Lifetime Homes standards and the Home and Community's Agency (HCA) Housing Quality Indicators, which assess the basic furniture and activity spaces requirements of occupiers. Consideration has been also been given to the detailed analysis undertaken by the Royal Institute of British Architects (RIBA) and the Greater London Authority (GLA), looking at a cross-section of new homes and the need for new internal standards. Regard has also been given to local experience in South Norfolk and elsewhere in Norfolk.

	Dwelling type (bedroom/person)	Indicative minimum gross internal area (GIA) (sq m)
Single storey dwelling	1p	37
	1b2p	50
	2b3p	61
	2b4p	70
	3b4p	74
	3b5p	86
	4b6p	99
Two storey dwelling	2b3p	71
	2b4p	83
	3b5p	97
	4b6p	107
Three storey dwelling	3b5p	102
	4b6p	113

Table 3.1 Internal residential space guidelines (Gross Indicative Areas)

3.8 Development in the majority of cases is expected to achieve these standards but there may be scope to relax them on a case by case basis if there are exceptional conservation or other benefits, and the application plans demonstrate that the dwellings will accommodate the furniture, access and activity space requirements relating to the declared level of occupancy.

3.9 The outdoor space around new homes may be provided as private gardens or as a communal amenity space. It should however be integral to the overall residential design of the development and form a key part of the overall design of the site. Detailed guidance on the design and quality of outdoor space and arrangements of housing is set out in the **South Norfolk Place-Making Guide**. Provision of parking, refuse storage and utility space should not be detrimental to the provision of suitable external amenity space; detailed guidance is referred to in the Notes below.

- 3.10 The Building Regulations provide for good standards of day lighting, sound insulation, and energy and water efficiency.

Policy DM 3.1 Housing Quality

Proposals for new housing should be designed with regard to the:

- **Council’s internal residential space guidelines (Table 3.1) and demonstrate through detailed design drawings and schedules that the internal spaces are suitable, adaptable and will be able to accommodate a range of residents over time, unless there are exceptional conservation or other benefits to housing quality that are clearly demonstrated; and**
- **South Norfolk Place Making Guide SPD and other supplementary guidance with regard to the provision of external space and the arrangement of dwellings.**

Notes

- The **National Planning Policy Framework** requires planning to deliver a wide choice of high quality homes (para. 50).
- **Joint Core Strategy** Policy 2 promotes good design and Policy 4 a mix of housing, but cognisant of the need for viability in prevailing market conditions.
- **Joint Core Strategy** Policy 1 and Policy DM 4.1 address the Zero Carbon Homes standards which are important to the quality and the cost of running a home.
- The South Norfolk Place-Making Guide SPD addresses the layout of residential developments; Policies DM 3.9 and DM 4.4 provide guidance on vehicle parking standards and requirements for the storage and collection of refuse and recycling.
- Detailed research on the importance of internal space requirements has been conducted for:
 - The Case for Space – RIBA Sept 2011
 - The London Plan and draft Housing SPD – Dec. 2011
 - HCA’s Housing Quality Indicators
 - Lifetime Homes standards

3.2 Meeting Housing Requirements and Needs

Reasoned Justification

3.11 **Joint Core Strategy** Policy 4 requires that all housing proposals contribute to providing the range of housing required to provide balanced communities and meet housing needs in the area, as identified in the most up to date study of the housing market and need. This development management policy expands upon and clarifies how Policy 4 will be applied in South Norfolk.

Dwelling Size

3.12 The latest evidence on the housing market and need indicates a current need across all tenures (at 2011) in the Greater Norwich sub-regional area of:

- 1 bedroom 13-17%
- 2 bedroom 29-33%
- 3 bedroom 35-36%
- 4 bedroom+ 19-20%

3.13 These proportional requirements will be reviewed in the light of future evidence and may be varied to include other relevant requirements identified, for example for single storey houses or provision of sites for 'self-build'.

Affordable Housing

3.14 The Council will seek affordable housing on all developments of 5 or more dwellings or sites of 0.2ha or more. The mix of tenure sought will be based on the latest robust evidence of need available. The September 2011 update of the Greater Norwich Housing Market Assessment shows that 46.3% of housing need in Greater Norwich can be met only through affordable housing provision. Greater Norwich's housing need is used as evidence because the affordable housing provided will implement a sub-regional policy.

3.15 Current evidence sets out the size of affordable homes needed on the basis of bedroom numbers. In future, evidence of need might also include aspects such as the need for different rent levels (e.g. Social Rent and Affordable Rent), single storey accommodation and self-build. This list is not exhaustive.

3.16 It is likely that the system/market for affordable housing will continue to change during the lifetime of this policy. The Council acknowledges that it might not always be possible for rented accommodation to be for Social Rent as specified in the Joint Core Strategy Policy 4, so Affordable Rent will be acceptable where it is necessary in order to maximise the number of affordable homes delivered. Subject to

financial evidence, the Council will consider other rents and any intermediate tenure that meets need and is affordable.

- 3.17 The Joint Core Strategy recognises that in some instances the developer might provide financial evidence that the full policy target for affordable housing is not achievable. Where the Council accepts this evidence, the affordable housing will be sought by agreement in the following priority order:
- By variation in the mix of affordable tenures or numbers provided on-site
 - By accepting that a proportion of affordable housing is provided off-site, and lastly by
 - Accepting a commuted sum to be used for the provision of affordable housing.
- 3.18 The Council wishes to ensure that all affordable homes provided through this policy at least meet the design standards that would be funded by the Homes and Communities Agency grant.
- 3.19 To ensure clarity, all affordable housing requirements will be specified on the following basis:
- number
 - size (number of bedrooms and bedspaces)
 - type (house, flat, bungalow)
 - tenure (including the type of rent)
 - design standards including Gross Internal Area (see Policy DM 3.1)
- 3.20 The precise mix required will be agreed with the Council, based on the latest available evidence for the **Greater Norwich Area** as the starting point, taking account of relevant locally specific requirements and the characteristics of the site and surroundings.
- 3.21 As both the local housing and planning authority, the Council will ensure that the affordable housing contributes to community sustainability through the housing allocation policies; households with a local connection to a particular settlement through residence or employment will be able to benefit from the affordable housing provided through this policy. This will be achieved through a local connection eligibility cascade set out in the policy.
- 3.22 The affordable housing is to be well-integrated on all sites in accordance with the South Norfolk Place-Making Guide SPD and other policies.

Policy DM 3.2 Meeting housing requirements and needs

All housing proposals must include a range of dwelling type and bed spaces to meet the requirements of different households, as identified in evidence in the housing market.

On all qualifying sites (see Joint Core Strategy Policy 4) the affordable homes to be provided will be specified in terms of the number of dwellings and the bed spaces, type, tenure and design standards, all to be agreed with the Council.

Notes

- The **Joint Core Strategy** Policy 4 specifies the mix of housing tenure, types and size required on current evidence. JCS paragraph 5.29 addresses economic viability
- The Glossary to the **National Planning Policy Framework** provides a definition of Affordable Housing. Section 6 (see paragraph 50) sets out the requirement for planning decisions to provide a range of housing. Paragraph 159 identifies the type of Strategic Housing Market Assessment evidence required.
- Greater Norwich Housing Market Assessment Update (September 2011) will now be reviewed to address the period beyond 2016. Commissioned by the GNDP, it is agreed that it will investigate the requirement for bungalows; the National Planning Policy Framework also requires that the HMA also look at the case for providing for 'self-build'.
- The Place Making Guide (paragraph 3.2.3) addresses the requirement for good design and the integration of housing tenures in any scheme, consistent with Policy DM 3.7.
- This Policy addresses general housing need, in addition Policy 3.3 addresses the meeting of rural local housing needs.

3.3 Meeting Rural Housing Needs

Reasoned Justification

- 3.23 The Council will contribute to the social and economic sustainability of rural areas by increasing the availability of affordable housing in rural areas; this can be supported by enabling the development of appropriate sites that would not normally be allocated or released for housing (these are often referred to as '**rural exceptions sites**').
- 3.24 Further to Policy DM 3.2, the Council has agreed a local connections eligibility 'cascade' to ensure that local applicants have priority – through the South Norfolk Home Options choice based lettings system. The local connection with a particular parish or village is based on residence or employment.
- 3.25 The National Planning Policy Framework sets out a range of affordable housing tenures and any of these (or others) will be considered,

provided they can ensure affordable housing in perpetuity. The Council must be satisfied that long term arrangements will be in place to implement the planning consent and to ensure satisfactory management of the affordable housing. The content of community led plans and community views may be an important consideration to identifying local opportunity sites and local needs.

- 3.26 The **National Planning Policy Framework** allows for some housing for market sale within developments such as these. In line with that guidance the Council will consider such proposals to the extent they are essential to enable the delivery of the affordable housing to meet local needs.
- 3.27 To satisfy criterion a) and b) of the policy, a proposal must demonstrate robust evidence of local need, and the housing will be genuinely available and affordable for people in housing need who have a local connection with the parish. In accordance with Policy 3.1 the Council will agree the form of housing required.
- 3.28 Criterion c) requires that ‘exception sites’ are well related to **settlements with development boundaries**; this will be assessed on a case by case basis in terms of the relationship with the built form of the settlement and landscape setting and the quality of pedestrian accessibility to the facilities in the village.

Policy DM 3.3 Meeting rural housing needs

Proposals for affordable housing for local needs in the Countryside will be permitted where:

- a) the proposal can be delivered to help to meet proven local need;
- b) the affordable housing is to be available firstly for people with a local connection;
- c) the proposal would be well related to existing development; and
- d) the housing will be affordable in perpetuity.

Notes

- The Glossary of the **National Planning Policy Framework** provides definition of requirements of Affordable Housing and Rural exceptions sites.
- **Joint Core Strategy** Policy 4 provides for ‘exception sites’ as part of housing policy strategy necessary to contribute to meeting the mix of housing needs and to provide balanced communities. The Policy clarifies that schemes should be at settlements classified in the hierarchy as Other Villages or above (paragraph JCS 5.32).
- Policy DM 3.2 addresses the mix of housing required to meet general housing needs.
- Policy DM 3.4 addresses the provision of sites for rural exception Travellers sites.

- Exceptions sites will in every case be required to fully satisfy the fundamental safety and amenity requirements of Policies DM 3.14 and 3.15 and section 10 of the NPPF, and to avoid serious harm to the local and natural environment and landscape (DM 4.5 and 4.6)

3.4 Sites for Gypsies and Travellers

Reasoned Justification

- 3.29 National planning policies require the Council to ensure there is a supply of deliverable sites to meet the need for Gypsy and Traveller accommodation in the area. A target provision figure for such accommodation was set in the former Regional Spatial Strategy for the period until 2011 and this figure was achieved. The Council must now ensure that there is a rolling five-year supply of deliverable sites to meet the locally assessed need for Gypsy and Traveller sites for future years¹. The Council has recently completed an Accommodation Assessment with the GNDP partners for the Greater Norwich Area which identifies a rolling five-year target figure for each of the three authorities².
- 3.30 To ensure an ongoing supply of suitable sites to meet the range of needs and to achieve the overall South Norfolk target figure, it is likely to be necessary for the Council to prepare a **Travellers Site Document** to allocate some sites to provide part of the provision figure. However, proposals are also likely to come forward as planning applications on non-allocated sites. The considerations used in this policy to assess such planning applications will also be used as part of the assessment of potential sites considered for **Local Plan** site allocations.
- 3.31 There is a preference for development to be located within sustainable settlements and on previously developed land. These principles apply equally to Gypsies and Travellers, and lead to consideration e). However, in the circumstances of South Norfolk potential suitable Traveller sites may well be identified in the countryside away from settlements. For example, a potential source of sites could be redundant agricultural yards and hard-standings located slightly away from settlements. Although such a redundant agricultural yard would fall outside of the definition of previously developed land it may be suitable and preferable to the development of a new greenfield site.
- 3.32 Reflecting this, the different parts of this policy make provision for a range of Traveller sites, including as an exception to other Local Plan policies, in the **countryside**. The key considerations and requirements of this policy will take precedence in the event of any conflicts with other Development Plan Policies should these arise.

- 3.33 Part (1) of the Policy sets out the key considerations a) to h) and requirements i) to m) against which all proposals will be assessed.
- 3.34 Part (2) of the policy provides for some additional flexibility in the event of a shortage of a 5-year rolling supply of deliverable sites; providing for additional flexibility to be given to the key considerations (a) to (h). However, in all circumstances the requirements (i) to (m) must be complied with in full; it is important that fundamental requirements of **sustainable development**, environmental protection and health and safety are not compromised. This reflects the National Planning Policy Framework which requires that policies relevant to housing supply should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable sites, and the national planning policy for traveller sites which elaborates on this. Where there is a shortage of deliverable sites the national policy requires that consideration be given to granting a **temporary planning consent** in order to help address the period of the shortage of sites³. (However, planning guidance⁴ states that permanent planning permissions should not be withheld unreasonably).
- 3.35 Parts 3 and 4 of the Policy address additional considerations or flexibility to be applied in the consideration of a proposal for a local-needs affordable Traveller site or a site designed for transit occupation. A key requirement of the latter will be that the site is convenient to access from the main travelling routes.
- 3.36 In applying the key considerations and requirements of the policy the following clarifications should be noted:
- Any sites in the countryside should be designed to integrate well into the local landscape and that they should not have so many high walls or fences as to give the impression that the site and its occupants are deliberately isolated from the rest of the community (see criteria (b) and (d)).
 - Good practice guidance⁵ is clear that sites should be of an appropriate scale and design to meet occupiers' needs and to achieve good management, and not of a scale that is disproportionate to the availability of local infrastructure and services or the size and density of the surrounding population. National guidance suggests a maximum of 15 pitches is conducive to providing a comfortable environment, but this applies to all geographic circumstances including large urban areas. Reflecting evidence and experience at the sub-regional level, the Joint Core Strategy states that sites will normally have no more than 10 to 12 pitches, varied to suit the circumstances of a particular site. In the circumstances of South Norfolk a maximum guideline size of up to 12 pitches is considered appropriate for locations near smaller towns and villages and a smaller size in the smallest rural communities (see criteria (b) and (l)).

- As identified in consideration (e), there is a general preference for a **Local Plan** led approach and for residential development to be located within Settlements and on previously developed land. Any proposal in the countryside should be accompanied with evidence of the availability of suitable sites on the market (although a sequential assessment of all potential housing sites will not be required).
- Proposals sites should have appropriate access to schools and other necessary facilities to meet the day to day needs of the occupiers, recognising the differences in lifestyle and working patterns of Gypsy and Traveller people (criterion f)).
- For the purposes of Part 3 of the policy, persons with a local connection are defined as: persons who have habitually resorted to the particular parish (albeit that they also have resorted to a wider area of resort) for a specified period.
- Planning permission may be subject to a planning condition restricting the occupation to Gypsies and Travellers and if appropriate, affordable terms, as defined in Annex 1 of the national planning policy for traveller sites. Other planning conditions or planning obligations will be applied to help overcome planning objections, in accordance with national policies (see Part (5))⁶.

Policy DM 3.4 Sites for Gypsies and Travellers

(1) Proposals for all new sites for Gypsies and Travellers, both inside and outside of development boundaries, will be assessed with regard to the following key considerations a) to h):

Key considerations

- a) The scale of the site should not dominate the nearest settled community;**
- b) The development should be well planned to provide open space and facilities for the needs of occupiers and to meet national design guidance and site management experience. The site should include the provision of satisfactory foul and surface drainage, water supply and utilities, and avoid boundary structures that give a deliberately isolating appearance to the site;**
- c) Sites for mixed residential and business uses must be suitably designed with regard to the safety and amenity of the occupants, the neighbouring community and protection of the local environment.**
- d) The development should not have a serious adverse impact on heritage assets and their setting or the character and appearance of the landscape and should be sited and designed to integrate into the local landscape, with good screening by vegetation and / or landform;**

- e) The site should not be allocated in the Local Plan for a non-residential purpose, and there is a preference for sites located on previously developed land or previously occupied agricultural yards and hard-standings;
- f) The site should not be so isolated from Settlements that the occupiers cannot gain convenient access to schools and facilities to meet their daily needs;
- g) There should be adequate capacity available in local infrastructure and services; and
- h) The proposed site should have suitable route(s) of access for the occupiers.

Requirements

In addition to the above key considerations, proposals will not be approved in circumstances where the proposed development is:

- i) Located in an area of functional flood plain or high risk of flooding (Zone 2, 3a or 3b) or
- j) On or nearby a site designated as an International, National or County-wide environmental asset, where those areas will be unacceptably harmed (see Policy DM 4.5 and DM 4.6) or
- k) On a site unsafe for continuous occupation because of:
 - site contamination or
 - localised pollution levels or
 - unsafe site access or
 - other reasons of health and safety (see Policy DM 3.15); or
- l) Individually or cumulatively with other nearby approved or allocated Gypsy and Traveller site(s) is disproportionate with the size and density of the surrounding population or
- m) Will have serious adverse impacts that would significantly and demonstrably outweigh the benefits when assessed against the Policy DM 1.1 and the Local Plan as a whole.

(2) Proposals for temporary planning permission for Gypsy and Traveller sites will be assessed with additional flexibility to one or more of the key considerations a) to h) in the circumstances of:

- n) A lack of availability of a five-year supply of deliverable sites for Gypsies and Travellers in the district; and
- o) A lack of an alternative site.

(3) A proposal for a rural affordable local needs for Gypsy and Traveller sites will be required by planning obligation to ensure in perpetuity that:

- The pitches are available on an affordable basis; and
- The allocations are managed to ensure they are firstly available to people with a local connection.

(4) A proposal for a Transit site designed and sited to be suitable for temporary periods of transit occupation will be considered against the key considerations a) to l) with additional recognition of:

- The different needs of transitory occupiers to access local facilities and the short-term tolerance to localised environmental conditions;
- The need to locate the site conveniently to access the main travelling routes; and
- A planning obligation will be required to ensure site management to ensure the availability of pitches on a transitory basis including a maximum period of stay.

(5) Planning permissions may be subject to planning conditions and/or planning obligations to restrict occupation to Gypsies and Travellers or to otherwise overcome planning objections.

Notes

- ¹**National Planning Policy Framework** and the *National Planning policy for traveller sites* set national planning policies for the provision of accommodation for Gypsies and Travellers. The provision figure for the period to 2011 was set in the Regional Spatial Strategy for the East of England and reaffirmed in Policy 4 of the **Joint Core Strategy**. Policy 4 notes that the RSS is to be revoked and that new targets will be set for the period after 2011. The National Planning Policy for Traveller Sites, policy B: Planning for Traveller sites requires that the planning of Traveller sites contribute to the achievement of sustainable development, and that all local planning authorities identify an annually reviewed five-year supply of deliverable sites and identify developable sites or locations for a further six to ten years supply. The Policy B (paragraph 11) sets out the policy objectives that the site provision should achieve.
<https://www.gov.uk/government/publications/planning-policy-for-traveller-sites>
- ²The *Greater Norwich Gypsy and Traveller Accommodation Assessment – 2012* updates the evidence on need in accordance with **policy 4**; this identifies a rolling target figure for deliverable sites in South Norfolk for the period after 2011.

http://www.south-norfolk.gov.uk/housing/media/Greater_Norwich_Gypsy_and_Traveller_Accommodation_Assessment.pdf

- ³*National Planning policy for traveller sites* Policy H para 25 qualifies the application of **National Planning Policy Framework** paragraph 49, and provides for temporary consents to be granted where there is not a five year supply of deliverable sites. It must be noted that such TEMPORARY consents DO NOT count toward the local target figure for Traveller sites.
- ⁴Circular 11/1995 addresses the use of planning conditions and temporary planning permissions
- ⁵The DCLG document *Designing Gypsy and Traveller Sites: Good Practice Guide* states that a maximum of 15 pitches is conducive to providing a comfortable environment which is easy to manage. It also states that smaller sites of 3-4 pitches can also be successful, particularly where designed for one extended family. The only times the document states that consideration should be given for sites of more than 15 pitches is where there is clear evidence that a larger site is preferred by the local Gypsy and Traveller community. It should be noted that this guidance applies to all geographic circumstances including large urban areas. In much of South Norfolk, 15 pitches would be disproportionate to the scale of nearby settlements. A reduced size of up to 12 pitches would therefore seem more appropriate for locations near smaller towns and villages and less still for smaller rural communities.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11439/designinggypsiesites.pdf
- ⁶Paragraph 26 of the *National Planning policy for traveller sites* outlines scope for planning conditions and obligations.
- *National Planning policy for traveller sites*, policy H: Determining planning applications for Traveller sites, sets out considerations the local planning authority should have when considering planning applications for traveller sites. New sites away from existing settlements should be strictly limited (paragraph 23).
- **Joint Core Strategy** Policy 4: Housing delivery requires suitable provision be made for Gypsies and Travellers as part of housing provision to meet the variety of needs; this should respect the traditional lifestyles of travelling peoples.

3.5 Residential Extensions and Conversions within Development Boundaries

Reasoned Justification

- 3.37 Residential extensions and conversions within **development boundaries** can add greatly to the diversity and flexibility of the housing stock in sustainable locations, and help to meet a range of occupier needs. All development should maintain and create good levels of amenity for future occupiers and neighbouring occupiers, and maintain or enhance the character of the area.
- 3.38 All those contemplating development (including small scale works that can be carried out within the terms of **permitted development**) are advised to have regard to the Supplementary Guidance prepared by the Council on good quality design and standards, in particular the **South Norfolk Residential Extensions, Conversions and Alterations SPD**. Early discussion with neighbours can smooth the path to successful household development.
- 3.39 The Council may remove permitted development rights or impose appropriate planning conditions to protect the amenities of adjoining occupiers. For example, removing permitted development rights to insert new or alter existing windows and balconies in order to protect the amenities of adjoining occupiers.
- 3.40 When considering proposals for extensions and conversions the Council will have regard to parking standards and other guidance and standards for new dwellings. The Council will seek to maintain the standards for new dwellings and will not permit development leading to a reduction of provision below the standards for new dwellings unless there are compelling reasons to do so.
- 3.41 New residential development can be achieved through the sub-division of large dwellings or the conversion of buildings. Buildings currently or last used to provide employment space, shops or community service are subject to policies that protect against the loss of viable opportunities for such uses to continue, including Policies DM 2.2, 2.4, 2.5, 2.10 and 3.17. It should also be noticed that for planning applications for conversions, extensions or other development that involves alterations to the roofspace, there may be a need to carry out bat surveys and possibly surveys for other protected species depending on the specific nature of the proposal.
- 3.42 Proposals for replacement dwellings and additional new dwellings achieved through the sub-division of an existing dwelling plot are addressed by Policy DM 3.6, and in addition will be assessed with regard to Policies DM 3.1 and 3.2;

Policy DM 3.5 Residential extensions, conversions within settlements

Within development boundaries proposals for residential extensions and conversions to create new dwellings will be permitted provided they:

- a) Incorporate a good quality design which maintains or enhances the character and appearance of the building, street scene and surroundings; and
- b) Do not have an unacceptable impact on the amenities of neighbouring occupiers or adversely affect neighbouring commercial uses.

Specifically, proposals must provide and maintain:

- c) Suitable amenity and utility space;
- d) Adequate access and parking; and
- e) Adequate levels of amenity with reasonable access to light and privacy, free from unacceptable noise or other pollutants.

All development proposals are advised to have regard to the Supplementary Guidance prepared by the Council.

Notes

- All other policies for environmental protection will apply, for example requirements for landscaping and protection of important trees. e.g. DM 4.7 and 4.8.
- This Policy helps achieve **Joint Core Strategy** Objectives: 2,4, 8 & 9 and Policy 2.
- Permitted Development rights are set out in the **GPDO** (see Planning Portal web site); there are new Government proposals to increase these rights on a temporary basis.
- In all cases applicants are advised to consider the guidance and advice contained in the **South Norfolk Residential Extensions, Conversions and Alterations SPD, Place-Making Guide SPD** etc.

3.6 Replacement Dwellings and Additional Dwellings on Sub-divided Plots within Development Boundaries.

Reasoned Justification

- 3.45 The replacement of existing dwellings and sub-division of existing residential plots to allow the construction of a small number of further dwellings does provide a regular source of housing supply in sustainable locations and contributes to the effective use of land. All development must maintain and create good levels of amenity for future occupiers and neighbouring occupiers, and maintain or enhance the character of the area.
- 3.46 When considering proposals for replacement and additional dwellings on existing residential plots the Council will have regard to parking and other guidance and standards for new dwellings; the Council will seek to maintain the guidance and standards for new dwellings for both the host property and new dwellings, and will not permit a reduction on the existing level of provision where this is below the standards for new dwellings unless there are compelling reasons to do so.
- 3.47 Replacement dwellings will be unlikely to duplicate the design of the building replaced but should enhance the character of the street scene.
- 3.48 All those contemplating development are advised to have regard to the Supplementary Guidance prepared by the Council on good quality design principles and standards, including: the South Norfolk Residential Extensions, Conversions and Alterations SPD, South Norfolk Place-Making Guide SPD and parking standards. Early discussion with neighbours can smooth the path to successful household development.
- 3.49 The Council may remove permitted development rights or impose appropriate planning conditions to protect the amenities of adjoining occupiers. For example, removing permitted development rights to insert new or alter existing windows and balconies in order to protect the amenities of adjoining occupiers.

Policy DM 3.6 Replacement dwellings and additional dwellings on sub-divided plots within development boundaries.

Within development boundaries the replacement of existing dwellings and sub-division of existing residential plots and gardens to create new dwellings will be permitted provided that it:

- a) Incorporates a good quality design which maintains or enhances the character and appearance of existing buildings, street scene and surroundings; and**
- b) Does not have an unacceptable impact on the amenities of**

neighbouring occupiers.

Specifically, proposals must provide and maintain:

- c) Adequate private amenity and utility space;
- d) Adequate access and parking; and
- e) Adequate levels of amenity with reasonable access to light and privacy, free from unacceptable noise or other pollutants.

All development proposals are advised to have regard to the Supplementary Guidance prepared by the Council.

Notes

- This Policy helps achieve **Joint Core Strategy** Objectives: 2,4, 8 & 9 and Policy 2. The Site Specific Allocations and Policies Document allocates sites for five dwellings or more, smaller 'windfall' sites on existing plots should have regard to this policy. See Policies DM 3.17 and 4.5.
- The policies standards and guidance applying to new development shall apply, including in addition Policies DM 3.1 and 3.2. All other policies for environmental protection will apply, for example requirements for flood risk, sustainable draining and water management, landscaping and protection of important trees. e.g. DM 4.3, 4.4, 4.7a and 4.8.

3.7 House Extensions and Replacement Dwellings in the Countryside

Reasoned Justification

- 3.50 Whereas extensions in the **countryside** may not impact on the amenity of close neighbours in the same way as development within development boundaries. They can, individually and cumulatively over a period of years, have an adverse impact on neighbouring properties and the surroundings. This can gradually change and have an adverse impact on the character of the open **countryside**, contrary to strategic aims and policies of the Local Plan.
- 3.51 The requirements of Policies DM 3.5a and all other residential planning standards will all apply.
- 3.52 The sub-division of plots in the **countryside** would create new dwellings in the countryside and is contrary to Policy 1.3, **Joint Core Strategy** and **National Planning Policy Framework**. The case of an exceptional functional need for occupational dwellings or for local

affordable housing needs in the rural area are addressed under policies DM 3.3 and DM 2.11.

- 3.53 Proposals to extend the residential **curtilage** of an existing dwelling onto agricultural land in the countryside for an enlarged garden, 'amenity land' or 'hobby farming' are considered under Policy DM 2.8.

Policy DM 3.7 – House extensions and replacement dwellings in the Countryside

Proposals to extend or replace existing dwellings in the Countryside or the erection of outbuildings or boundary treatments for such dwellings, will be permitted provided that the proposals comply with the criteria of Policy DM 3.5 and 2.8 and in addition:

- a) The design and scale of the resultant development must be compatible to the area's character and landscape setting; and**
- b) The original dwelling must have a lawful permanent residential use and be capable of residential occupation without major or complete reconstruction.**

Notes

- When considering proposals for extensions and replacement dwellings the Council will have regard to parking and other guidance and standards for new dwellings, the Council will seek to maintain the standards expected for new dwellings and will not permit a reduction of existing provision where this is below the standards for new dwellings, unless there are compelling reasons to do so. See Policies DM 3.17 and 4.5. All other policies will apply including the qualities and standards under Policies DM 3.1 and 3.2.
- All other policies for environmental protection will apply, for example requirements for landscaping and protection of important trees. e.g. DM 4.10 and 4.11.
- This policy helps achieve **Joint Core Strategy** Objectives: 2,4, 8 & 9 and policies 2 & 4.
- In all cases applicants are advised to consider the guidance and advice contained in the **South Norfolk Residential Alterations, Conversions and Extensions Guide SPD**, and also the **South Norfolk Landscape Character Assessment**.

3.8 Residential Annexes

Reasoned Justification

- 3.54 The creation of annexes to an existing dwelling, whether the host dwelling is located inside or outside development boundaries, can create a useful facility for the support and care of family members.
- 3.55 Residential annexes should therefore be designed so that the dwelling unit as a whole provides genuinely flexible accommodation that can be adapted and re-adapted to meet the changing needs of an extended family over time. This should include the option of absorbing the annexe back into the main dwelling accommodation if necessary, by the same or future occupiers.
- 3.56 To meet these requirements rather than create a separate dwelling unit, it is essential that the main and annex accommodation are directly connected by an internal link or otherwise have a close spatial relationship with shared facilities and space.
- 3.57 Unduly large or detached annexes can prove an economic and practical liability when vacated or when the property changes hands and this leads to pressure for the annexes to be severed and let separately from the main dwelling. This can create sub-standard dwellings with inadequate standards of access, amenity and space.
- 3.58 In the case of annexes to dwellings in the countryside, this is also inconsistent with policies seeking to restrict the unsustainable development of new dwellings in the countryside. Within development boundaries the necessary additional accommodation may be achievable by the sub-division of a plot to achieve the requirements of Policy 3.5.
- 3.59 Householder **permitted development** rights also allow the siting of caravans and mobile homes within the **curtilage** of an existing dwelling under certain conditions. The installation of caravans and mobile homes may be approved for use as annexe accommodation where this is required and they are justified. Such approvals will be subject to a condition which restricts occupation to meet the specific need identified and may be time limited.

Policy DM 3.8 Residential Annexes

Proposals for residential annexe accommodation will be considered favourably provided that it is designed so that it can continue to be used as part of the main dwelling, without creating an independent dwelling unit, in future. This will require the annexe to have a scale, shared facilities and spatial relationship to the main dwelling that does not

facilitate its future severance from the main dwelling.

Planning conditions will be imposed to restrict occupation of the annexe to persons related or similarly linked to the occupants of the main dwelling.

Where annexes are proposed which do not comply with the above requirements, they will be assessed as a sub-division of the plot to create independent dwellings under development plan policies.

Notes

- Proposals for extensions, conversions or new building to create residential annex accommodation in the countryside should also comply with the policies and criteria of Policy DM 3.5, 3.7 and 2.8.
- This policy helps achieve the **Joint Core Strategy** Objectives: 2, 4, 8 & 9 and Policies: 2, 4 and 12-19; and is consistent with the **National Planning Policy Framework** (see para 54, 55).

3.9 Design Principles

Reasoned Justification

- 3.60 Good design is a key aspect of **sustainable development** to achieve social, economic and environmental objectives, and indivisible from good planning. All development should contribute positively to making places better for people¹.
- 3.61 The Council is committed to working positively with developers to achieve high quality and inclusive design for all development, including small and larger individual buildings, public and private spaces and wider area development. The Council will seek to ensure that new development will: function well; create attractive places and support community cohesion; optimise the potential of the site; respond to local character, history and distinctiveness; and be visually attractive as a result of good architecture and landscaping. In accordance with the **National Planning Policy Framework**, development of poor design that fails to take the opportunities for improving the character and quality of an area and the way it functions should be refused.
- 3.62 Reflecting the **Joint Core Strategy**, the Council places great importance on the need to promote and reinforce local distinctiveness, and the Council is committed to producing guidance, policies and information to help raise understanding and evaluation of these defining characteristics. This includes the South Norfolk Place Making-Guide SPD, a Residential Alterations, Conversions and Extensions SPD and other supplementary planning guidance and Conservation Area appraisals.

- 3.63 To ensure innovation and originality is not stifled and best practice is shared, the Council will also have regard to promote the sharing of best practice and will maintain a regular programme of local design review.
- 3.64 Reflecting Joint Core Strategy Policy 2, major development (500 dwellings or more) OR that of particular complexity, should be **masterplanned** using an inclusive recognised process demonstrating how the whole scheme will be delivered and related to adjacent areas. A lower threshold may be appropriate for new development in smaller settlements, and this should address the programming of timely infrastructure and so forth. Specific requirements are addressed in individual site allocation policies.
- 3.65 The importance of contributing to local distinctiveness, the **historic environment** and setting in the wider landscape applies at the smaller scale and to domestic scale development too - see Residential Alterations, Conversions and Extensions SPD, Development in the Historic Environment SPD, and Landscape Character Study.

Policy 3.9 Design Principles applying to all development

- (1) **The Council will work with applicants to achieve high quality design and positive improvement from all development, protect and enhance the environment and existing locally distinctive character and encourage innovation; the Council will refuse development that fails to take the opportunities for improving the character and quality of an area and the way the area functions.**
- (2) **Major development should be masterplanned using an inclusive recognised process demonstrating how the whole scheme will be delivered and related to adjacent areas, including the programming of infrastructure requirements. A masterplan may also be appropriate for sites of less than 500 dwellings in the case of large developments incorporated into a smaller settlement or on sites of particular complexity.**
- (3) **Planning permission will be granted for development that has been designed to: respect adjoining structures, spaces, routes and local landscape; provide an attractive, accessible and safe environment; and conform to the following criteria:**
- (a) **The scale, height, massing, form and appearance of development is designed with a satisfactory relationship of structures, spaces and routes within the site and a successful integration into the surroundings;**
- (b) **The development is created with high standards of design, building materials, finishes and landscaping reflecting the use of distinctive local building traditions, materials and heritage**

assets where relevant; or innovative contemporary design solutions reflecting local context and reinforcing or creating local distinctiveness;

- (c) Access is provided by routes and public spaces that meet different requirements of accessibility (including pedestrians, cyclists and people with mobility or sensory difficulties) without an unsatisfactory domination of traffic;
- (d) A clear distinction is made between public and private spaces within the site; all public and private spaces to be suitable for their purpose, attractive, landscaped, safe; and with adequate lighting where provided that is carefully controlled to minimise overspill;
- (e) Visually attractive frontages and hard & soft boundary treatments are created to adjoining streets and public areas, public spaces and the open countryside; all appropriate frontages to contain windows and doors that assist informal surveillance of the public realm by occupants of the site;
- (f) Buildings and spaces are orientated to: gain benefit from sunlight and passive solar energy and wherever possible designed around a Sustainable Drainage;
- (g) The entire development is designed to reduce any actual or perceived opportunities for anti-social activity on the site and in the surrounding area;
- (h) Landscaping of the development is designed to retain important existing natural features, reflect the surrounding landscape characteristics of the area and contribute to relevant objectives of the local Biodiversity Action Plan; and
- (i) Convenient, safe and visually attractive areas are created for servicing buildings and parking of vehicles and cycles without dominating the development or surroundings.

Notes

- ¹Section 7 of the **National Planning Policy Framework** clearly states the importance of good design to sustainable development and that permission should be refused for development that fails to take the opportunities available for improving character and quality of an area and the way it functions.
- Sections 7, 10, 11 & 12 of the National Planning Policy Framework promote design and environmental quality, including the protection and mitigation of impacts. Para 15 requires local plans to set out how the 'presumption in favour of sustainable development' will be applied locally; para 58 refers to the need to "understand and evaluate" the "defining characteristics" and to respond and reflect these, while not preventing appropriate innovation. Para 61 addresses the "connections between people and places" and the contribution to sustainable communities, para 121 points to the "desirability of new development making a positive contribution to local character and distinctiveness".

- **Joint Core Strategy** Policy 2 promotes good quality design that creates a strong sense of place and reflects local distinctiveness. The need to reflect local distinctiveness in development is addressed in the Place Making Guide SPD (Section 2) and Section 4.2 of the guide includes detailed guidance on appraising a site and its context. This should form part of the **Design and Access Statement**.
- Reflecting Joint Core Strategy Policy 2, all development of 10 units or more should be evaluated for the Building for Life Criteria and its successors.
- Development Management Policies expand on the necessary assessments of **environmental assets** and requirements.
- Further advice and guidance prepared by South Norfolk Council to help designers identifying important local characteristics and appropriate design response include:
 - **South Norfolk Landscape Characterisation Study** – published
 - **South Norfolk Place-Making Guide** – Adopted Supplementary Planning Document
 - **South Norfolk Design in the Historic Environment Guide** - (to be prepared)
 - **South Norfolk Residential Alternations, Conversions and Extensions Guide** - (to be prepared)
- Presentation of these documents on the Council's web site pages will include examples of updates, best practice and the results of design review.

3.10 Advertisements and Signs

Reasoned Justification

- 3.66 Poorly placed advertisements and signs can have an adverse impact on the appearance of the built and natural environment; the adverse impact may be caused by an individual sign or an accumulation of many individually less significant signs.
- 3.67 While the importance of directional signage to businesses and the rural economy generally is recognised, signage (including the use of illuminated signs during hours of darkness) can have an adverse impact on the amenity and rural character of South Norfolk generally and to the open countryside setting of the towns and villages in particular. Signs placed at the urban / rural transition on routes near to **settlements** and attractions need to be carefully managed, as do signs and advertisements on the main routes through the district.
- 3.68 The Council has a long established **area of special advertisement control** to provide additional control and protection in the open countryside area; this extends the circumstances in which advertisement consent is required.

- 3.69 The Council has published guidance to assist businesses and others seeking to place advertisements and signs in the open countryside. Consistent with the **National Planning Policy Framework**, the Council's control will only be exercised in the interest of amenity and public safety.
- 3.70 Further guidance and advice has also been prepared for shop signs, advertising and illumination in historic town centres and on historic buildings, to ensure that proposed signs are appropriate and protect and enhance the historic character of these important **heritage assets**.

Policy 3.10 Advertisements and signs

- (1) **Where Consent is required, advertisements and signs will only be permitted if they are well designed and sympathetic to the character and appearance of their location, having regard to their size, materials, construction, location, level of illumination and cumulative impact with other signs in the vicinity. Advertisements and signs will not be permitted where they would be detrimental to highway safety or to the amenities of the area.**
- (2) **Advertisements and signs located off the site of the facility being advertised will be permitted where necessary to give directional information to an enterprise or service which is difficult for visitors to find by reference to conventional highway signs (including brown tourism signs). Favourable consideration may be given for suitably designed off-site directional signs where they refer to businesses dependant on passing trade and which are by-passed by through traffic routes.**
- (3) **Illuminated advertisements and signs will not be permitted outside defined Town Centres and other commercial areas already characterised by illuminated signage, unless the facility being advertised is dependant on evening trade or provides an essential medical or similar service which may have to be visited after dark.**

Notes

- The **National Planning Policy Framework** (paragraphs 67 & 88) address signage and advertising.
- **Joint Core Strategy** Objective 9 seeks to protect rural character and environment and Policy 2 specifically requires the landscape setting of settlements and the urban/rural transition be carefully managed.

- The areas subject to the area of special advertisement control (County of Norfolk, Area of Special Control, Order 1961) is shown on the **Policies Map**.
- The Council will apply the advice contained in the published supplementary guidance notes in: “Advertisements and business signs in the open countryside – guidance notes for potential applicants”
- More guidance on advertisements and signs in the **historic environment** is available in:
 - **The South Norfolk Place-Making Guide SPD**
 - **South Norfolk Development in the Historic Environment SPD** (to be prepared)
 - *Conservation Area character appraisals and management plans*
<http://www.south-norfolk.gov.uk/planning/251.asp>

3.11 Promotion of Sustainable Transport

Reasoned Justification

- 3.71 The principles of directing new development to sustainable locations and of promoting the use of sustainable modes of transport are now well established in national and local planning policies. The need to travel should be reduced by: planning for a good mixture of homes, employment, shops and essential services located together at existing accessible settlements, and design to facilitate walking, cycling and access by public transport for those travelling from further afield. This will contribute to reducing use of energy, carbon emissions and pollution, and promote healthy life styles. Promoting new communications technology, working from home and other initiatives can all help reduce the need to travel too.
- 3.72 The **Joint Core Strategy** applies these principles to development in the whole of the Greater Norwich area and in particular the Norwich Area Transport Strategy supports growth planned in the **Norwich Policy Area**. Strategic Policy DM 1.3 seeks the sustainable location of new development. Elsewhere, public transport access to Main Towns and Key Service Centres from the surrounding rural area is promoted.
- 3.73 The Council will work with the highways authorities and transport bodies to coordinate the planning of buildings, land use and transport infrastructure to ensure all development helps to deliver the Joint Core Strategy growth targets in the most sustainable manner.
- 3.74 In the Norwich Policy Area enhanced public transport and provision for cycling and walking have a particularly important role in serving new development growth and widening transport choice. The Norwich Area Transport Strategy and associated programmes developed with the Norfolk Highways Authority and others will implement this strategy. Funding sources for this include the Local Transport Plan, Government

grants and **CIL**, together with contributions for necessary improvements that will be secured through Section **S106 planning obligations** from benefiting new development (see Policy DM 1.2).

- 3.75 Access and transport considerations are an important consideration in development management decisions. Proposals that will generate significant movement should be located where the need to travel will be minimised and the use of sustainable transport modes can be maximised. Such proposals will need to be supported by a **Transport Assessment** or **Transport Statement** and a **Travel Plan** to help encourage sustainable modes of travel and reduce the **cumulative impacts** of development – further guidance on these matters will be provided by the highways authorities.
- 3.76 The Council recommends that developers consider the guidance on the design of local roads, residential estates and Place Making referred to in the Notes below. The design principles set out in the South Norfolk Place Making Guide apply to all forms of development, including residential development. The use and design of buildings and land should facilitate sustainable development and travel, and prioritise sustainable modes of travel such as walking, cycling and public transport. Development should exploit all opportunities to connect to the local network of walking, cycling and public transport to improve connectivity. However, South Norfolk is a rural district and the private car will remain an important means of travel. The needs of people with disabilities should be considered in planning for all modes of transport.
- 3.77 Land required for the improvement of the transport network will be safeguarded from prejudicial development to protect opportunities for longer term sustainable transport links, including walking and cycling routes and even rail extension projects. For example, there are proposals for the Mid Norfolk Railway to implement further rail extensions using the former track bed between Dereham and Wymondham.

Policy DM 3.11 Promotion of sustainable transport

- (1) **All development should support sustainable transport and development objectives, utilise all opportunities to integrate with local sustainable transport networks, be designed to reduce the need to travel and to maximise the use of sustainable forms of transport appropriate to the location.**
- (2) **Inside the Norwich Policy Area development should maximise opportunities to use sustainable modes of transport and support the proposals of the Norwich Area Transportation Strategy.**
- (3) **Land required for the improvement of the transport network will be protected from prejudicial development.**

Notes

- The **National Planning Policy Framework**, section 4, promoting sustainable transport addressed objectives for transport and more widely the contribution it can make to reducing greenhouse emissions, pollution and adapting to climate change. It supports the protection of routes and sites that would be critical in developing infrastructure to widen transport choice.
- The **Joint Core Strategy** strategic Policies 6 and 1 and 2 are important, addressing access and transport, the impact of transport on climate and environment, and integration into good design.
- The Key Diagram at Policy DM1.3 reflects the spatial strategy for land use and transport planning for South Norfolk, taken from the Joint Core Strategy
- The *Norwich Area Transportation Strategy* and associated and successor programmes set out the strategy for transport to serve development needs in the Norwich Policy Area part of the district.
http://www.norfolk.gov.uk/consumption/groups/public/documents/general_resources/ncc064147.pdf
- Important sources of detailed advice include:
 - *Guide for Developers* - Norfolk County Council.
http://www.norfolk.gov.uk/Environment/Highway_advice_to_developers/Design_of_developments/NCC107154
 - *Manual for Streets 1 and 2* – Department for Transport
 - <https://www.gov.uk/government/publications/manual-for-streets>
 - **South Norfolk Place-Making Guide SPD** – South Norfolk Council

3.12 Road Safety and the Free Flow of Traffic

Reasoned Justification

- 3.78 Whilst the planning and transport authorities work together to plan for development and transport in a way that reduces the need to travel and encourages use of sustainable transport modes, the private car will remain an important means of travel in most rural areas in the district. Car ownership and traffic levels continue to rise and congestion and road safety problems will inevitably rise without firm action.
- 3.79 Furthermore, the Council's approach will be to assess the impact of traffic generated by necessary new development as it impacts on the character and levels of traffic intensity found in rural South Norfolk, rather than against typical urban levels. In decision making the Council will also be aware of rural travel constraints, safety issues and the opportunities for transport solutions that address the circumstance in rural areas.
- 3.80 Proposals for development that create new access / egress points (or intensify the use of existing access / egress points) onto the local

highways network should ensure the safe and satisfactory functioning of the highway network. Planning permission is required to form a new access onto any main roads; further information is available from the Norfolk Highways Authority.

- 3.81 The function of the principal routes and some main distributor routes is particularly important to the strategy for sustainable transport to serve the current and future needs and new development in the towns and villages of South Norfolk, and their function should be protected. These routes are identified as **Corridors of Movement** – see the **Key Diagram** (at Policy DM 1.3) The Key Diagram shows the spatial strategy for South Norfolk, with locations for growth where the need to travel can be minimised and the use of sustainable modes of transport can be maximised, and the protected areas of restraint.
- 3.82 The Norfolk County Council Guide for Developers (and other documents) referred to in the Notes below provide the detailed requirements of new accesses, new roads and layouts to create safe and secure layouts which minimise conflicts between traffic and cyclists and pedestrians, avoid street clutter, set standards for safe and suitable accesses for all people, and that manage the free flow of traffic.

Policy DM 3.12 Road Safety and the free flow of traffic

- (1) **On all sites development will not be permitted that endangers highway safety or the satisfactory functioning of the highway network.**
- (2) **Planning permission will be granted for development involving the formation or intensified use of a direct access onto a Corridor of Movement providing it would not:**
- (a) **Prejudice the safe and free flow of traffic or planned proposals for sustainable transport initiatives along the Corridor of Movement;**
- (b) **Be practical to gain access from the site to the Corridor of Movement via a secondary road; and**
- (c) **Facilitate the use of the Corridor of Movement for short local journeys.**

Notes

- Ensuring the safe access and protecting of the free flow of traffic and function of the **Corridors of Movement** will be a consideration in many

development proposals, in particular development that would generate significant movement.

- The **National Planning Policy Framework** (section 4) requires development to provide for safe and suitable access and the protection of routes that would be critical in developing infrastructure to widen transport choice – such as the defined Corridors for Movement and other projects identified in the *Norwich Area Transportation Strategy*.
- The **Joint Core Strategy** recognises that in most rural areas the private car will remain important and promotes a transport system to be Norwich Park and Ride system.
- Important sources of detailed advice on transport standards and layouts include:
 - *Guide for Developers* - Norfolk County Council.
http://www.norfolk.gov.uk/Environment/Highway_advice_to_developers/Design_of_developments/NCC107154
 - *Manual for Streets 1 and 2* – Department for Transport
 - <https://www.gov.uk/government/publications/manual-for-streets>
 - **South Norfolk Place-Making Guide SPD** – South Norfolk Council

3.13 Provision of Vehicle Parking

Reasoned Justification

- 3.83 The availability of parking can have a significant effect on people's choice of transport. Government policy seeks to restrict levels of parking associated with new development in order to reduce the use of the private car and promote other more sustainable forms of transport. The provision of car parking can also affect the appearance of a development and also result in an inefficient use of land.
- 3.84 It is considered essential that appropriate parking is provided given the rural nature of the area and the current provisions for public transport. In particular adequate parking should be provided at the home, whereas at the point of trip destination there is more scope to manage travel patterns and reduce parking vehicle provision. Here the accessibility by other modes of transport and potential **travel planning** measures can support a reduced parking provision and enable a more efficient use of land.
- 3.85 However, at both the home and point of destination, insufficient or inappropriately located parking can lead to problems of overspill parking from the development site onto surrounding streets and verges creating highway safety problems and unsightly environments.
- 3.86 The Council's parking standards closely follow those prepared by the Highways Authority, but making clear that residential parking standards

are regarded as fully necessary and will almost always be applied as 'minimum standards', whereas all other standards will be applied as 'maximum standards'. The standards include provision for people with disabilities.

- 3.87 The standards will be used as a starting point in calculating the appropriate parking provision. Regard will also be given to the circumstances of the site, relevant advice on the design and integration of parking provision into development and the highways network and place-making. Parking requirements may be adjusted to help achieve good design objectives at locations with very good walking access to public transport and essential services, and to help protect **heritage assets** in conservation areas and listed buildings.
- 3.88 The parking standards will be reviewed over time to provide for new requirements and initiatives that are consistent with Joint Core Strategy objectives, including provision of dedicated spaces: with charging points for electric vehicles; for small and low-carbon vehicles; shared community 'pool' vehicles; and provision for local delivery vehicles.

Policy DM 3.13 Provision of vehicle parking

Planning permission will only be granted where appropriate parking provision is provided by the developer to serve the needs of the proposed development. Development proposals should make parking provision for vehicle and cycle parking in accordance with the Council's parking standards, including the provision for parking for electric vehicles and people with disabilities.

The appropriate parking provision for a development will be determined using the parking standards adopted by the Council as a 'starting point' which may be varied to reflect local conditions such as the availability of public parking, sustainable travel modes, Travel Plan provisions, and design and conservation objectives.

Notes

- The Council's vehicle parking standards are currently *Parking Standards for Norfolk 2007* published by Norfolk County Council. However, over the lifetime of the plan it is intended that they will be replaced by a **Vehicle Parking Standards SPD** prepared by South Norfolk Council.
- The **National Planning Policy Framework** (section 4 including para 39) provides for planning authorities to set local parking standards taking account of local circumstances.

- Parking Standards will be applied to support the achievement of the *Norwich Area Transportation Strategy*, JCS Policies: 2 & 6, and JCS Objectives: 6 & 7.
- In the design and layout of parking the Council will also have regard to best practice advice and other sources including:
 - *English Partnerships – Car Parking - What Works Where (2006)*
<http://www.homesandcommunities.co.uk/car-parking-what-works-where>
 - *DCLG/ CIHT - Manual for Streets 1 & 2 (2007 & 2010)*
<https://www.gov.uk/government/publications/manual-for-streets>
 - **South Norfolk Place Making Guide SPD**
 - **Heritage Assets** including the *Heritage Assets Register, Conservation Area Appraisals and Management Plans* and Listed Building descriptions.
<http://www.south-norfolk.gov.uk/planning/251.asp>
 - **South Norfolk Site Policies and Allocations DPD**
 - Norfolk County Council:

3.14 Amenity, Noise and Quality of Life

Reasoned Justification

3.89 Planning policies seek to ensure a high quality design and quality of life for all existing and future occupiers of the land and buildings. All development proposals should take into consideration the impact on the living and working conditions of existing and future occupiers and the continued operation of the authorised uses and businesses surrounding the site. This applies to all development including changes of use and small scale building extensions.

Amenity

3.90 For planning purposes ‘**amenity**’ is defined as the ‘the desirable features of a place that ought to be protected or enhanced in the public interest’. These features include maintaining privacy and light, and ensuring the existing and potential occupiers are protected from pollution including that in the forms of noise, odour, vibration, air, dust, insects or artificial light pollution. The potential impact of development needs to be considered on a cumulative as well as individual basis, and indirect impacts such as traffic generation as well as more direct impacts also need to be considered.

3.91 New development consistent with the **Local Plan** and the continuance of existing businesses should not have unreasonable restrictions put on it because of the introduction of new and incompatible land uses. The policy therefore takes a cautious approach to ensure that new development forms a pattern which does not adversely affect the area as a whole in the future.

Noise

- 3.92 Planning decisions should avoid development that would give rise to noise that would have significant adverse impacts on health and quality of life. It is recognised that development will create some noise and a business wanting to develop in continuance of their business should not be unreasonably restricted if land uses have changed around them since they were established. Therefore development which is likely to give rise to noise pollution should not be located close to land uses that are sensitive to noise, and new noise sensitive uses such as residential development should not be located in a noisy area.
- 3.93 Conditions will be used to reduce the impact of noise on quality of life. A precautionary approach will be taken and it may be necessary to apply conditions such as restrictions on opening hours etc. However, these conditions need to be proportionate, reasonable and not overly restrictive to new business. The existing back ground noise level will affect the impact of noise generating uses on the area and their effect on health and quality of life, and this should be reflected in any planning conditions imposed. Proposals also need to be considered both individually and cumulatively with special consideration given to the impact noise generating uses will have on the tranquillity of a rural area.

Lighting

- 3.94 **Amenity** and environmental quality can be impacted in other ways including by poorly designed and managed lighting. This is a particular issue in rural parts where the relatively 'dark skies' contribute greatly to character and amenity. References to useful guidance and advice are given in the Notes below.
- 3.95 The importance of tranquillity to wildlife should also be recognised. Increased noise and lighting in particular can have an adverse impact on certain bat and bird species.

Policy DM 3.14 Amenity, noise and quality of life

- (1) Development should ensure a reasonable standard of amenity reflecting the character of the local area. In all cases particular regard will be paid to avoiding:**
- a. Overlooking and loss of private residential amenity space**
 - b. Loss of day light, overshadowing and overbearing impact**
 - c. Introduction of incompatible neighbouring uses in terms of noise, odour, vibration, air, dusts, insects, artificial light pollution and other such nuisances.**

Planning permission will be refused where proposed development would lead to an excessive or unreasonable impact on existing

neighbouring occupants and the amenity of the area or a poor level of amenity for new occupiers.

- (2) In considering applications which may result in an increase in noise exposure, account will be taken of the operational needs of the proposed and neighbouring businesses, the character and function of the area including background noise levels at different times of day and night and the need to protect areas of rural tranquillity.
- (3) Development will not be permitted where the proposed development would generate noise or artificial light which would be significantly detrimental to the amenity of nearby residents or the occupants of other noise sensitive uses. Proportionate mitigating measures including limiting conditions will be used to reduce the potential noise or artificial light impact to an appropriate level whenever practical to do so.

Notes

- **National Planning Policy Framework** Core Planning Principles para. 17 states that planning decisions should always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings
- **National Planning Policy Framework** section Conserving Natural Environment Para 122- 123 addresses the conserving and enhancing of the natural environment.
- **Joint Core Strategy** Policy 7 expects all development to maintain or enhance the quality of life and well being of communities.
- Detailed guidance on noise is provided in *Noise Policy Statement for England* - Department for the Environment, Food and Rural Affairs.
<http://archive.defra.gov.uk/environment/quality/noise/policy/documents/noise-policy.pdf>
- The Environment Agency have produced *Guidance for developments requiring planning permission and environmental permits under the Environmental Permitting* (England and Wales) Regulations 2010 (EPR). Planning and permitting decisions are separate but closely linked. Planning permission determines if a development is an acceptable use of the land. Permitting determines if an operation can be managed on an ongoing basis to prevent or minimise pollution. Further advice is also available in a *Guide for Developers* and on the Environment Agency's web pages.
http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/LIT_7260_bba627.pdf
- *Further detailed advice and guidance used and subscribed to by the Council's Environmental Services is available, including:*
 - Technical Guidance: Planning on noise (incl. wind turbines) - draft based on PPG24 - Norfolk Environmental Protection Group

- Planning and Pollution in Norfolk – Norfolk Environmental Protection Group
- Useful advice on the design of lighting to control light pollution is produced by the Institute of Lighting Professionals in association with others. Of particular relevance are guidance documents focusing on reducing obtrusive light, providing reasonably adequate lighting for crime reduction, and protection of bats and other sensitive species:
 - *Guidance Notes for the Reduction of Obtrusive Light GN01* – ILP: 2011
<https://www.theilp.org.uk/documents/obtrusive-light/>
 - *A Guide for Crime Reduction Professionals* – ILP / ACPO Secured by Design: 2011
http://www.securedbydesign.com/pdfs/110107_LightingAgainstCrime.pdf
 - *Bats and Lighting in the UK* - Institute of Lighting Engineers / Bat Conservation Trust: 2009
http://www.bats.org.uk/data/files/bats_and_lighting_in_the_uk_final_version_version_3_may_09.pdf
- Norfolk County Council Environmental Lighting Zones Policy expect all public highways lighting to minimise light pollution in respect of all exterior lighting installations with reference to the Norfolk County Council Environmental Lighting Zones.

Policy 3.15 Pollution, Health and Safety

Reasoned Justification

- 3.96 Planning decisions should take account of whether the location and site has (or is capable of) suitable environmental conditions for the development proposed. Development management decisions will focus on whether the development is an acceptable use of the land and the impacts of the proposed use, rather than the control of processes or emissions which are subject to approval under pollution control and permitting regimes¹. Planning decisions will assume that environmental regulatory regimes operate correctly.
- 3.97 The planning process plays an important role in determining the location of new development that might give rise to pollution problems. It is important that site conditions and the potential direct and indirect affects of development on health, the natural environment and general amenity are assessed and appropriate mitigation identified. However, the responsibility of securing the safe development of the land clearly rests with the developer or landowner.
- 3.98 Three aspects of pollution and safety are addressed in more detail below (although this is not intended as an exclusive list) and regard should also be given to Policy DM3.15 that addresses amenity more generally.

Contaminated land

- 3.99 Land should be suitable for the new use, ensuring that both human health and the environment are safeguarded from unacceptable risk. Sites which are known or suspected to be contaminated should be identified at an early stage.
- 3.100 For such sites, an assessment by a competent person should be submitted with the application determining whether or not the site is contaminated and demonstrating adequate remediation as appropriate for the proposed use. Where the extent or existence of contamination is unclear a precautionary approach should be taken.

Air quality

- 3.101 Air quality in South Norfolk is generally good and whilst there are currently no declared **air quality management areas** there are several areas of concern which are approaching air quality 'limits'. Development should not worsen air quality in any air quality management area that is designated.
- 3.102 Equally, development should not be permitted where it is likely to result in the inappropriate location of a sensitive use into a problematic area, and specifically, the need for the designation of an area as an air quality management area.
- 3.103 Where development is permitted (whether by the Council or Secretary of State) a section 106 agreement will be required to provide a percentage contribution towards appropriate local air quality management activities of the Council.

Water quality and the impact of water abstraction on water courses

- 3.104 It is an offence under the Water Resources Act 1991 to pollute ground or surface water; the Water Framework Directive requires there to be no deterioration in 'water status'.
- 3.105 Part of South Norfolk falls within Ground Water Source Protection Zones 1, 2 & 3 with principal and secondary aquifers are present. These are identified by the Environment Agency and their definition is subject to change over time as a result of the updating of technical modelling.
- 3.106 There is also the need to protect ground water sources from abstraction which would impact on wildlife conservation in the area. Given the close proximity of The Broads Area and other sensitive areas such as **Sites of Special Scientific Interest** and **County Wildlife Sites** it is important that consideration is given to this when formulating

development proposals and these sites are protected from over-abstraction and pollution.

- 3.107 Developers will need to be mindful of the potential for such changes in definition and seek advice from the Council's environmental services and the Environment Agency as necessary.

Health and Safety

- 3.108 There are a number of installations within South Norfolk that are used for handling hazardous substances including high pressure gas and oil pipelines. Whilst these installations are subject to control under stringent Health and Safety legislation it is prudent to avoid locating new development on or within the vicinity of them.
- 3.109 Where appropriate the advice of the Environment Agency and Health and Safety Executive should be taken to assess any additional public risk created by a proposed development. The installations that have been identified to the Council are shown on the Policies Map.

Policy DM 3.15 Pollution, health and safety

- a) **All development should minimise and where possible reduce the adverse impact of all forms of emissions and other forms of pollution, and ensure that there is no deterioration in water quality or water courses.**
- b) **When assessed individually or cumulatively, development proposals should ensure that there will be no unacceptable impacts on:**
- i. **Air quality**
 - ii. **Surface and ground water quality**
 - iii. **Land quality and condition**
 - iv. **Health and safety of the public**
- c) **Permission will only be granted on or near contaminated land if it is subject to remediation which will make it safe for the proposed use. On a contaminated site or one suspected to be contaminated or within 250 metres (or on more if considered appropriate on a risk based approach) of an existing or disused landfill site, applications will need to be accompanied with an assessment of the extent of contamination on the site and any possible risks.**
- d) **Developments which may impact on air quality will not be permitted where they have an unacceptable impact on human health, sensitive designated species or habitats, and general amenity, unless adequate mitigation can be ensured. Development will not be granted in locations where it is likely to**

result in an Air Quality Management Area being designated or the worsening of air quality in an existing Air Quality Management Area.

- e) Permission will not be granted for development on or in the vicinity of hazardous installations including high pressure gas and oil pipelines unless the development would not give rise to additional public risk.

Notes

- ¹See **National Planning Policy Framework** paragraph 121 - 2 which summaries the position in legislation. It is important that planning does not duplicate other environmental regulatory regimes or unnecessarily burden development. The Penfold Review is considering this interface of planning and environmental regulatory regimes further.
- The Environment Agency have produced *Guidance for developments requiring planning permission and environmental permits under the Environmental Permitting* (England and Wales) Regulations 2010 (EPR). Planning and permitting decisions are separate but closely linked. Planning permission determines if a development is an acceptable use of the land. Permitting determines if an operation can be managed on an ongoing basis to prevent or minimise pollution. Further advice is also available in a *Guide for Developers* and on the Environment Agency's web pages.
http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/LIT_7260_bba627.pdf
Additional Guidance available from the Environment Agency in *Groundwater protection: policy and practice (GP3)*
- The **National Planning Policy Framework** section on Conserving and Enhancing the Natural Environment provides further guidance. This is consistent with **Joint Core Strategy** Policy 7.
- The **National Planning Policy Framework - Technical Guidance** addresses development affected by contamination in detail.
- Policy DM 3.14 addresses Amenity and noise.
- Anglian Water's 'Asset Encroachment' guidance should be consulted at <http://www.anglianwater.co.uk/developers/encroachment.aspx>
- Further specialist advice and guidance on the assessment and mitigation of pollution is available (or is now being prepared) from the *Norfolk Environmental Protection Group*:
 - Land Contamination Reports
 - Planning and pollution in Norfolk

- Land Contamination Reports – Advice for Consultants and Developers
- Technical Advice: Air quality and land use planning
- Technical Guidance: Development on Land Affected by Contamination – (final draft of the specific guidance relating to contaminated land)
- Technical Guidance: Planning and noise (incl. wind turbine) is being drafted but will be based on PPG24 assessment methodology

3.16 Outdoor Play Facilities and Recreational Space

Reasoned Justification

- 3.110 The Council's supplementary guidelines for Recreational Open Space Requirements for Residential Areas set out the standards required of new housing development. The open space provided may link to and form a multi-function role as part of the network of **green infrastructure** strategy promoted by the **Joint Core Strategy**, and well connected to routes for pedestrians and cyclists. Some other forms of development may also need to make some form of publically accessible open space provision.
- 3.111 The required play provision for residential areas should normally be made on the development site, but in appropriate cases part or all of the required provision may be agreed with the Council as a contribution to the creation of an off-site space or the enhancement of appropriate existing open play space and facilities that will serve the new housing. The scope for such substitution will be dependant on the proximity, qualities and intensity of use made of the existing facilities and other developments taking place nearby.
- 3.112 Any specific local space requirements will be set out in the site allocations policy or associated development briefs and master planning. Community led plans such as Neighbourhood Development Plans may also articulate open space requirements. Strategic scale requirements will be achieved through infrastructure planning and Community Infrastructure Levy (CIL) contributions.
- 3.113 The **National Planning Policy Framework** sets out clear guidance that existing open space, playing fields, sports or recreational buildings or land should not be built on unless clearly supported by evidence of surplus requirements or a development resulting in a equivalent or better to outweigh the loss.

Policy DM 3.16 Outdoor play facilities and recreational space

New housing development will be required to provide for outdoor play facilities and recreational open space based on the Council's adopted standards set out in supplementary guidance.

Development must not result in a net quantitative or qualitative loss of existing open space.

Notes

- The **Joint Core Strategy** Policies 1 and 8 set out strategy for a multi-functional **Green Infrastructure** Network, and an expectation that new development will provide for local leisure activities including open space, and assist in creating access to larger parks and the wider countryside. This is consistent with Objectives 6 & 8-12
- Policy DM1.2 requires the timely implementation of infrastructure necessary to support new development, including play space.
- The Council's standards are set out in the supplementary guidance for *Recreational Open Space Requirements for Residential Areas* (Dec 1994) and successor documents
http://www.south-norfolk.gov.uk/planning/media/Local_Plans_appendix02_recreational_land.pdf
- The range of existing provision is documented in the *South Norfolk PPG17 Open Spaces, Indoor Sports and Community Recreation Assessment* (2007). Specific queries should be directed to the Council's open space officer.
Note: Can be viewed at South Norfolk Council, South Norfolk House, Swan Lane, Long Stratton, NR15 2XE
- Section 8 (para.74) of the **National Planning Policy Framework** sets out the approach to be taken in considering proposals to build on existing open space

Policy DM 3.17 Improving the Level of Local Community Facilities

Reasoned Justification

3.114 Many of the community facilities that are important to communities are located in the larger towns and villages; however there is also a need for locally accessible and convenient shops, services and community facilities to serve the needs of people in the local community in which they live or work. These local services are vital to supporting local communities and the rural economy. In accordance with the **National Planning Policy Framework** the Council's planning decisions will promote the retention and development of local services and

community facilities including: local shops, village halls and meeting places, sports venues, public houses and places of worship.

- 3.115 The Council will resist development proposals that would lead to the loss of such facilities in order to maintain opportunities for similar uses or facilities to continue where this is required. Loss will only be accepted where an applicant can establish to the satisfaction of the Council that there is no reasonable prospect of future use because of lack of future need or demand or economic viability.
- 3.116 The Policy applies an approach and three tests a) to c), and requires that the independent assessment of the Valuation Office Agency or other independent qualified assessor is sought where appropriate. The same approach and tests will be applied to proposals for the loss of a local employment space.
- 3.117 Any proposal to create a new local community service or facilities should be located so that it is accessible by pedestrians from within the community to be served and will normally be located within the **development** boundary. New services and facilities may be permitted in the **countryside** where good evidence is provided of the need for the new facility and the lack of more suitable alternative sites within settlements with a development boundary.
- 3.118 The views of the local community and community led plans will be an important consideration in both the case of a development proposal leading to the loss of existing facilities or one for new facilities to be located in the Countryside or on a site allocated for another purpose. However, planning decisions must be based on clear and demonstrable evidence of need and demand rather than sentiment.
- 3.119 Outside of the town planning processes and legislation, local communities may also seek the opportunity to declare a facility an important local community asset and bid to purchase it in the event the facility comes onto the market.
- 3.120 Strategic and large scale requirements for new services and community facilities will in part be met through CIL and pooled planning obligations. More local needs and site specific requirements will be met through planning obligations as addressed in Policy DM 1.2.

Policy DM 3.17 Improving the level of community facilities

- (1) Development proposals involving the loss of an existing local community service or facility** will only be permitted where it is demonstrated that there is no reasonable prospect of viable continued use of the existing building or facility for similar local and community uses. The evidence to be provided shall be agreed with the Council and should include:**

- a) Six months of marketing for the permitted and similar uses, using an appropriate agent;
- b) Confirmation that it has been offered on a range of terms agreed to be reasonable on the advice of an independent qualified assessor; and
- c) Regard to future plans for the area including community led plans.

(2) New or replacement community facilities and services will be permitted within development boundaries. Proposals located in the Countryside must demonstrate evidence of: the need for new facilities, good accessibility to the community to be served, and that no alternative sites are available within settlements with a development boundary.

**** Important local community services and facilities include buildings in use as or last used as: primary school, local convenience shop, bank, post office, public house, rural petrol filling station, community hall, Indoor sports hall, theatre, cinema, cultural facility, small scale health facilities**

Notes

- The three levels in the hierarchy of towns and villages centres are set out in **Joint Core Strategy** Policies 13 -17 which seeks to protect local facilities. This is consistent with Objectives 3, 4, 6, 7, 10 & 11. Policies DM 1.2 and DM 2.4 set out the hierarchy and roles of accessible **local centres**.
- The **National Planning Policy Framework** (para 28) addresses the need to protect rural shops, pubs and services to support rural economy and communities; it provides the definition in the first paragraph of the RJ above.
- Following the Localism Act local communities have the right to declare a local facility an important community asset, and have rights to bid for its purchase in the event of its sale. This is independent of any planning decision. (Draft Regulations published by DCLG for consultation - Oct. 2012)

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4 Introduction to the Environmental Policies

- 4.1 The Strategic Policy DM 1.4 underlines the Council's commitment to ensuring that development protects significant **environmental assets**, and makes positive improvements in the quality of the built, natural and **historic environment**. This section contains detailed policies to be considered in decision making to ensure that the significance of the **environmental assets** are understood and defined, and then responded to in the design of all new development. This way the distinctive environmental assets and circumstances of South Norfolk can be properly respected in new development.
- 4.2 The detailed policies consider a range of issues to be considered when contemplating development proposals:
- maximising the use of renewable low carbon energy and minimising the use of carbon energy and water, and flood risk (DM 4.1, 4.2, 4.3);
 - providing for waste collection and recycling facilities (DM 4.4);
 - protecting **environmental assets** including designated spaces, important local open spaces and trees and hedgerows (DM 4.5, 4.9);
 - maintaining the open setting of and important gaps between settlements (DM 4.7, 4.8);
 - incorporating appropriate landscaping into all development schemes (DM 4.10); and
 - respecting and enhancing distinctive local **landscape character** and heritage of the historic buildings and places in South Norfolk (DM 4.6, 4.11).
- 4.3 A range of supplementary planning guidance and background information will be produced to elaborate and support these policies.

4.1 Building Fabric Energy Efficiency, Carbon Compliance and Allowable Solutions.

Reasoned Justification

- 4.4 The **Joint Core Strategy** aims to minimise future reliance on non-renewable high carbon energy and maximise use of 'decentralised and renewable or low carbon energy' sources. The Policy refers to the Code for Sustainable Homes (CSH) performance standards for residential property and any future government definitions of zero-carbon. The new Part L of the Building Regulations will start to supersede the CSH with a successor Zero Carbon Homes performance standard during 2013 - 2016 and related changes will apply to non-domestic property from 2019.
- 4.5 The new Zero Carbon Homes standard involves a policy of three parts, Fabric Energy Efficiency, Carbon Compliance and Allowable Solutions.

To comply with the latest definition of zero carbon¹ each new home will ideally meet the requirements through Fabric Energy Efficiency and Carbon Compliance², but it will be possible to 'off-set' any excess carbon emissions that are not expected to be achieved at the individual property through Allowable Solutions. (This is likely to be necessary for mass market housing schemes). The Allowable Solution 'off-setting' projects may be provided on-site, near site (within the same LPA) and off-site (perhaps covering a joint-LPA area). Fabric, Carbon Compliance and Allowable Solutions measures will all be checked and verified as part of Building Control approval.

- 4.6 Government is considering proposals³, put forward by industry for administering this. The alternatives include a choice for developers to purchase Allowable Solutions through a Local Planning Authority Allowable Solutions Fund and programme of projects (Route A) or from individual Private Energy Funds (Route B).
- 4.7 Route A provides Local Planning Authorities the opportunity to steer the selection of Allowable Solutions projects towards those that maximise benefits to local communities and constituents and local plan objectives. Additionally there is the option of developing a Community Energy Fund which may provide a magnet for local investment in carbon saving projects. This will further increase the opportunities for developing more significant local carbon-saving projects and the possibility of linking with other Local Planning Authorities to further increase the scale of future projects.
- 4.8 Details of the opportunities are currently unclear and the Council has not adopted a position on these matters. The following Policy provides the necessary statutory Policy basis on which the Council will subsequently decide to adopt a scheme through Supplementary Guidance to detail the operation of a local Allowable Solutions framework, with projects based on clearly defined local needs and to reflect local circumstances.

Policy DM 4.1 Building Fabric Energy Efficiency, Carbon Compliance and Allowable Solutions

Those development proposals assessed under the Building Regulations to be required to make verified contributions to Allowable Solution measures will be required to offer 'first refusal' of that contribution to the local Allowable Solutions scheme established by the Council.

In the event that the Council does not set up a local scheme or declines the contribution, the verified contribution will be discharged through Private Energy Fund and documentation of this submitted to the Council prior to the occupation of the development.

The Council will adopt supplementary guidance to detail the operation of

any scheme established.

Notes

- ¹ The 2011 March Budget announcement revised the definition of zero carbon to not include emissions from unregulated energy use such as cooking and plug in appliances. Even so, it is predicted that Allowable Solutions will need (from 2016) to account for a significant amount of the emissions from a typical new home: for flats in the order of 56% and for detached homes about 40%
- ²The achievement of the new Zero Carbon Homes definition comprises three parts, Fabric Energy Efficiency, Carbon Compliance and Allowable Solutions. Buildings will need to achieve Fabric Energy Efficiency standards to comply with Part L of the Building Regulations but should meet Carbon Compliance (through the energy efficiency of the building fabric, the performance of heating, cooling and lighting systems, and use of low and zero carbon technologies). Any excess on Carbon Compliance standards might be 'off-set' through Allowable Solutions.
- ³Allowable Solutions for tomorrows Home – Zero Carbon Hub / BRAC / DCLG
http://www.zerocarbonhub.org/resourcefiles/Allowable_Solutions_for_Tomorrows_New_Homes_2011.pdf
http://www.zerocarbonhub.org/resourcefiles/Allowable_Solutions_Oct_2012.pdf
- The **Joint Core Strategy**_Policy 3 and Objectives: 1 and 9 aim to minimise reliance on non-renewable high carbon energy and maximise use of 'decentralised and renewable or low carbon energy' sources, and reduce the use of water as a priority in view of the stress upon water resources in the region. The Sustainable Energy Study for the JCS and the Water Cycle Study detail relevant local issues and opportunities (GNDP web site).

4.2 Renewable Energy

Reasoned Justification

- 4.9 The **National Planning Policy Framework** states that planning can play a key role in promoting and supporting the delivery of renewable and low carbon energy, and the **Joint Core Strategy** sets a basis for maximising the use of decentralised and renewable sources. Supporting evidence for the Joint Core Strategy includes a Sustainable Energy Study which finds that local renewable energy resources can amply meet the energy demands of planned development, with a

potential 177% carbon reduction on conventional carbon sources. The greatest potential in energy generation lays in community scale woody biomass combined heating and power schemes, followed by large wind turbines. It is inevitable that some of the requirement will need to come from off-site measures in combination with on-site measures¹.

- 4.10 These estimates are of the technically achievable potential, that has not been constrained by wider planning issues such as the cumulative landscape and nature conservation impacts, consideration of shadow flicker or grid connection and which will constrain the potential. Consistent with the National Planning Policy Framework, the policy does not ask developers of low and zero carbon energy schemes to demonstrate a need for the proposal and focuses on the wider planning impacts.
- 4.11 Large wind turbines (typically 80m - 120m height) do have the potential to significantly impact on the character of the landscape, particularly where arranged in groups or in prominent locations. Smaller turbines can also have a significant impact in some instances. The South Norfolk Wind Turbine Landscape Sensitivity Study will be used to assist in assessing the impact on the landscape of individual applications for wind turbines. Map 4.2 identifies the areas of greatest landscape sensitivity to wind turbines.
- 4.12 Smaller wind turbines (generally up to 18m) can, particularly where there are more than one proposed or one or more already existent in an area, cause significant adverse noise impacts as well as wider planning issues. Noise impacts may be controlled by minimum siting distances to properties and evidence of site specific, rather than generic, background noise data².
- 4.13 As part of proposals for renewable energy generation the Council will, where this is possible, give regard to the impact of associated equipment for the connection to the power grid, the protection of and servicing of equipment.
- 4.14 The Council will also have regard to the impact of large proposals in adjoining areas and the relevant Guidelines adopted by adjoining authorities.

Policy 4.2 Renewable Energy

- (1) Proposals for renewable energy generating development will be supported and considered (taking account of the impact of relevant ancillary equipment) in the context of sustainable development and climate change on the wider environmental, social and economic benefits of maximising use of renewable energy. The Council will encourage the use on-site communal-scale energy generation measures.**

Proposals will not be permitted where either individually or cumulatively the adverse impacts outweigh the benefits in terms of:

- a) Significant adverse impact upon the landscape character, nature conservation or historic assets; and
 - b) Significant adverse impacts on the amenities and living conditions of nearby residents by way of noise, outlook and overbearing or unacceptable risk to health or amenity by way of other pollutants such as dust and odour; and
- (2) In applications for wind turbines, applicants will need to demonstrate that they have assessed and tested their proposal against the methodology contained within the South Norfolk Wind Turbine Landscape Sensitivity Study.
- (3) Where appropriate planning conditions will be imposed requiring the decommissioning and removal / dismantling of all plant and ancillary equipment, and if necessary the restoration of land, on the cessation of use.

Notes

- ¹The *Sustainable Energy Study for the Joint Core Strategy* for the GNDP area finds that of the total (177%) potential carbon reduction, 77% could be achieved through on-site means (woody biomass CHP schemes, PV, small wind turbines, ground source, and solar), and 100% of it by off-site measures (principally though large wind turbines and also anaerobic digestion, energy from waste and hydro). 70% of the new housing development within the GNDP area will consist of large scale developments that will be suitable for communal energy systems which are more capable of achieving low to zero carbon standards than smaller developments. See: <http://www.gndp.org.uk/downloads/2.GNDP+energy+study+FINAL+REPORT+May+2009.pdf>
- ²Guidance on the assessment of smaller wind turbines is being finalised by the Norfolk Environmental Pollution Group - Noise & Nuisance Sub-Group. Also ETSU '97.
- **National Planning Policy Framework** paragraphs 95-98 address the support the move to a low carbon future and the role of planning in this. This is consistent with **Joint Core Strategy** Objective 1 and Policies 1, 2 & 3.
- The **South Norfolk Wind Turbine Landscape Sensitivity Study** considers the sensitivity of the different **landscape character** types (using the SNC Landscape Character Areas) to different typologies of wind turbine size and grouping. Guidance is provided on siting, arrangements including a consideration of cumulative development.

4.3 Sustainable Drainage and Water Management

Reasoned Justification

- 4.15 The requirements to maximise water use efficiency and to incorporate sustainable drainage systems apply to all development proposals.
- 4.16 Flood risk is addressed in the National Planning Policy Framework. The design of buildings and site coverage to incorporate **sustainable drainage systems (SuDs)** enables new development to mimic the behaviour of natural drainage as closely as possible and reduce the contribution of water run-off to flooding.
- 4.17 In view of the ‘water stress’ in the region, the **Joint Core Strategy** exceeds current national standards and requires a standard of water efficiency in new development and requires that all development should take particular care of water sources. All new houses are required to have a water demand of 105 litres of water per person per day or less.
- 4.18 The use of sustainable drainage is an integral part of the strategy to control flooding and protect the water quality of receiving water courses. Sustainable drainage systems (SuDS) are required as a vital element of the design of new developments and will often influence the form and features of open spaces and the design of **green infrastructure**. Drainage systems must therefore be developed as an integral part of the design process.
- 4.19 Consequently, all development should maximise use of soft landscaping and permeable surfaces unless there is justification to show that this is not feasible. Furthermore, where planning permission is required, proposals for new or replacement paved and other impermeable surfaced areas will only be permitted in: areas of impermeable soils; high ground water level or other exceptional and overriding justification for such surfaces. Policy DM 4.10 addresses the incorporation of landscape into development.
- 4.20 The requirement for incorporation of sustainable drainage applies to small scale development too and certain **permitted development**, such as the surfacing of front gardens for drive ways, is conditional on the use of impermeable surfaces and/or on-site sustainable drainage to minimise water run-off from the site. It is also important that the new rainwater run-off arising from the extension of buildings is not connected into existing combined sewers.
- 4.21 The Council will publish supplementary guidance to provide advice on designing to mitigate the impact of flooding and designing SuDS. Further advice on flood risk assessment is provided by the National Planning Policy Framework and its associated Technical Guidance.

- 4.22 In addition to any planning approval, the developer will also need to obtain approval for the drainage system from the **SuDS Approving Body (SAB)**. It is essential that both the planning permission and the SuDS approval utilise the same drainage design. The Council as planning authority, and the SAB, will publish supplementary guidance to provide advice on the design of SuDs. This will address details such as the expectations of **Brownfield** sites to significantly reduce discharge from site to achieve the run-off rates for **Greenfield** sites, except in exceptional circumstances.
- 4.23 The cost of maintaining newly adopted SuDs (following the commencement of the SAB) will fall to the SAB. Funding for the cost will be provided through Area Based Grant in the short term with options for long-term funding which are now being developed by the Department for Environment, Food and Rural Affairs (Defra).

Policy DM 4.3 Sustainable drainage and water management

- (1) **Sustainable drainage measures must be fully integrated within design to manage any surface water arising from development proposals, and to minimise the risk of flooding on the development site and in the surrounding area, unless it can be demonstrated that ground conditions are unsuitable for such measures or there are other exceptional circumstances.**
- (2) **Details showing how proposed drainage measures will fully integrate with the design of development and how the drainage system will contribute to the amenity and biodiversity of the development must be made clear within applications for full planning permission. Drainage features should make a positive contribution to amenity and biodiversity.**
- (3) **All developments (including that on previously developed land):**
 - a) **Should include a sewerage capacity assessment and must have a neutral or positive impact on reducing surface water flooding and should include drainage features that will slow the movement of water through the drainage system;**
 - b) **Must not cause any deterioration in water quality and measures to treat surface water runoff must be included within the design of the drainage system;**
 - c) **Must be served by separate surface water and foul wastewater drainage. No new development (including redevelopment) will be permitted to discharge surface water runoff to foul drainage connections or combined sewers; and**
 - d) **Should maximise use of soft landscaping and permeable surfaces unless the developer can provide justification to**

demonstrate that this is not feasible.

Applications which do not demonstrate how sustainable drainage has been taken into account in the design may be refused.

Notes

- The commencement of the **SAB** is likely to be 1 April 2014 (yet to be confirmed by Government) and in the interim period, the Council will wish to resist adopting new **SuD** features in areas of open space and encourage developers to design in accordance with the [Anglian Water SuDs adoption manual](#).
<http://www.anglianwater.co.uk/developers/sewer-connection/suds.aspx>
- The **National Planning Policy Framework and associated Technical Guidance** provide detailed guidance on incorporating sustainable drainage into design, the protecting water sources and reducing the use of water.
- This is supported by **Joint Core Strategy** Policies 1,2 & 3. Supporting evidence includes the Water Cycle Strategy and Strategic Flood Risk Assessments. Policy DM 4.3 addresses flood risk.
- Policy DM 3.9 addresses design principles and DM 4.11 addresses the incorporation of landscaping into design, both support the incorporation of SuDs.
- Further advice on SuDs can be obtained from the SuDS Approving Body: watermanagement@norfolk.gov.uk
- It is anticipated that National Standards for Sustainable Drainage Systems will be published shortly.
- Additional information can be found at www.waterwise.org.uk
- In the interim, guidance on SuDs is available from the Anglian Water SuDs Adoption Manual
- Further guidance on the on surfacing of front gardens for drive ways etc is available from:
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf>

4.4 Facilities for the Collection of Recycling and Waste

Reasoned Justification

- 4.24 The Council aims to ensure that each property benefits from a simple, sustainable and environmentally beneficial waste collection and recycling service. It also recognises the benefits from the provision of a continuous service. This Policy and related supplementary guidance address requirements for recycling and waste to be integrated with and included as part of new development including provision for: kerbside

collection facilities, bin storage areas, the promotion of further material collection; and the safe and continuous collection of recycling and waste facilities.

- 4.25 The Council will produce Supplementary Guidance to provided detailed guidance and requirements to developers. The approach has three main focus points:

Reducing waste to landfill and providing suitable collection facilities:

- 4.26 The policy focuses on the requirement to reduce waste to landfill through the promotion of kerbside and local recycling facilities. This includes the provision of suitable kerbside recycling facilities for each individual household but also the local provision off-site, enabling the collection of additional recyclables.

Access:

- 4.27 Alongside the promotion of recycling based waste management, the policy requires access for the larger 32 tonne refuse collection vehicles and ensuring that bins can be collected safely and without unnecessary obstruction that could hinder the service continuity. This includes attention to road width, turning bays and safe turning points. It also focuses on the requirement for road adoption and the provision of suitable parking facilities to reduce roadside parking which could result in collection obstructions. Exceptions will only be made where there are other overriding planning considerations and suitable alternative arrangements can be agreed.

Additional Facilities:

- 4.28 The final focus point is on the provision of communal facilities where these are appropriate (such as for blocks of flats), ensuring that residents have sufficient access to their facilities, that these promote reuse and recycling and that the collection crews can collect these larger communal bins without issue.
- 4.29 Every new development of an appropriate size and nature should also have additional communal facilities available within a specified distance. These should enable the residents within this development to readily increase the type and number of materials that they can reuse or recycle.

Policy 4.4 Facilities for the collection of recycling and waste

- (1) All new developments should ensure that sufficient facilities are available for each property to simply store and dispose of their recycling and waste and is well integrated into the design of the development. Provision must be made for the permanent, on-site**

storage of the designated receptacles and then their removal and return for collection.

- (2) Waste management facilities provided for any residential development should be accessible for all residents and designed to maximise the diversion of waste from landfill and promote recycling, including the provision of accessible community collection points for the collection of additional materials.
- (3) Residential development should include space for waste collection from points accessible by a collection vehicle (32 tonnes).

Notes

- The Council's draft **South Norfolk Supplementary Guidance on Recycling and Waste**, details the kerbside facilities, bin storage areas required, and promotes further material collection facilities for the safe and continuous collection of recycling and waste facilities. The draft guidance addresses issues for consultation such as:
 - Possible developer contributions to the cost of the delivery of new bins.
 - Internal storage capacity (i.e. for recycling).
 - Provision of locked bin enclosures
 - Illumination of the bin compounds
- The requirements are consistent with **Joint Core Strategy** policies in relation recycling and design (Policy 1 & 2)
- Regard should be made to incorporate provision appropriately into design with regard to Policy DM 3.9 general design principles, the **South Norfolk Place-Making Guide SPD**, and any special requirements in heritage areas
- Further guidance and advice is available in:
 - 'Planning for Sustainable Waste Management', DCLG (revised March 2011)
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1876202.pdf>
 - *ADEPT; Making Space for Waste (Designing Waste Management in New Developments)*.
<http://www.adeptnet.org.uk/assets/userfiles/documents/000075.pdf>
- Responsibilities for the provision of an appropriate number and *type of receptacles is set out in* Section 46 of the 'Environmental Protection Act' 1990

4.5 Natural Environmental Assets - Designated and Locally Important Open Space

Reasoned Justification

- 4.30 The **National Planning Policy Framework** requires not only that important designated **natural environmental assets** are protected, but requires that all development seeks positive improvements to the quality of the natural local environment jointly and simultaneously with other improvements¹. Development should protect and enhance all natural **environmental assets** including: valued landscapes (including those influenced by man-made features), geological conservation interests and soils, and minimise impact and provide net gains in biodiversity where possible. The National Planning Policy Framework also recognises the wider benefits of **ecosystem services** to peoples' lives and communities.
- 4.31 Part (a) of the Policy addresses the important natural **environmental assets** to be protected from any harmful impact arising from new development, and requires that new development contribute to the positive improvement of these natural environmental assets where opportunities arise. Sites will be identified on the **Policies Map** and in supporting evidence; the sites of highest status which are designated at International, National and County-wide level. Other important assets such as the best and most versatile agricultural land are not shown on the Policies Map but are identified in supporting evidence. It should also be noted that changes to the County Wildlife Sites register may change over the lifetime of the DPD.
- 4.32 Part (b) of the Policy addresses other Important Local Open Spaces that are also to be protected and positively improved where opportunities arise. These too are identified on the Policies Map as locally recognised important open spaces and natural **environmental assets** which are important to local communities and the natural environment. A small number of sites are designated as Locally Important Open Spaces where recognition is not otherwise provided in material planning policies and appraisals.
- 4.33 Part (c) of the Policy develops upon **Joint Core Strategy** Policies 1 and 2. More widely, the Council will work with partners to evolve strategies to ensure individual new development sites contribute effectively to the establishment and positive improvement of coherent ecological networks that will be resilient to future pressures. The basis of these strategies for Biodiversity Enhancement Areas and multi-functional **Green Infrastructure** Networks are set out in JCS Policy 1. The Council will work with partners (including the Local Nature Partnerships (Wild Anglia), the Norfolk Biodiversity Information Service and others) to develop these strategies in more detail on a priority basis, addressing areas under most pressure for change first, in order to ensure appropriate development that contributes to the enhancement

of these networks. Specific detail will also be included in **Area Action Plans, Site Specific Allocations and Policies**, and community led **Neighbourhood Development Plans**.

Proposal Map designations of International, National and County-wide status

- 4.34 The International, National and County environmental designations are all included on the Policies Map.

Proposal Map designations of Important Local Open Spaces

- 4.35 A number of locally important multi-functional open spaces were identified in the South Norfolk Local Plan (2003); the need to retain some of these and also to include some new designations has been identified through the public consultation on the **Site Specific Allocations and Policies** DPD. These designations are listed below, and are shown on Inset Maps as indicated below:

(1) Poringland Conservation and Fishing Lakes Area

- 4.36 The Poringland Conservation and Fishing Lakes Association provides public access for leisure purposes and is in frequent use. The **Joint Core Strategy** identified that development in Poringland/Framingham Earl would have to take particular account of surface water flood issues. The fishing lakes provide a valuable attenuation area for surface water.
- 4.37 The designation is shown on Map 4.5 (1).

(2) Land to the west of Hethersett High School

- 4.38 This land was allocated for use as public open space in the **South Norfolk Local Plan (2003)**, to help meet previously identified deficiencies in open space provision in the village. Since that time, the farm buildings have been converted to residential use with some of the former open space allocation now being in residential use.
- 4.39 The **Joint Core Strategy** identified a need for enhanced **green infrastructure** in Hethersett. Although this site does not presently afford public access to the countryside, it forms a valuable element of the existing green infrastructure in the village.
- 4.40 The designation is shown on Map 4.5 (2).

(3) Old Costessey

- 4.41 Old Costessey is situated in the valleys of the rivers Wensum and Tud. Woodland is of 'immense scenic importance' (Landscape Character Assessment, LUC 2001); the woodlands in the Tud and Wensum Valleys create an important backdrop of trees and areas of heavily wooded, low-density development help give the settlement its character. Two important areas of woodland fall within the Old Costessey Development Boundary, to the north of Townhouse Road (including Green Hills) and between The Croft and Folgate Lane. Nearby Carrs Hill Wood also forms part of this feature, but is outside the Development Boundary for Old Costessey.
- 4.42 The designation is shown on Map 4.5 (3).

(4) Brooke

- 4.43 An important part of the character of the Brooke Conservation Area is derived from the prominence of trees and hedges, some are parts of private gardens, others like the Meres, part of public places. (The feature of the Meres water features tightly bound by public space and located outside of the Settlement boundary.) These features are protected as **Heritage Assets** under policy DM 4.11.
- 4.44 Outside of the Conservation Area, the open space at the corner of Brecon Road contributes significantly to the character of Brooke and is therefore designated as an Important Open Space designation – see Map 4.5 (4).

(5) Diss

- 4.45 The form and character of Diss is very heavily reliant on the contribution made by various open spaces. A landscape history research carried out by the Norfolk Gardens Trust in 1997 identified a high number of ornamental gardens but a lack of small parks and puts this down to the industrial nature of the town in the 18th and 19th centuries. As such the public open spaces that have survived and emerged since the late 19th early 20th centuries are of a particularly high value, and have an historical background.
- 4.46 Previously designations under the **South Norfolk Local Plan (2003)** Policy IMP 3 are the following areas:

Fair Green: Important as a space, historically as the site of the medieval market, and a key setting for a number of listed buildings on the east and south sides:

The Park: Only came into public ownership in 1960, the main public access to the Mere. The view over the park and Mere to the town is unrivalled and a key element in the setting of the town.

The Mere and banks : The presence of the Mere dictated the pattern of the town and while the gardens and yards that form its boundaries on the three sides opposite the Park, have deteriorated over time, the open leafy character survives.

Parish Fields: An interesting space with the entrance off Mount Street purposely designed to enhance the setting of The Cedars a grand listed building on the road opposite. It is possible that the house was also remodelled to present its main elevation to the west to acknowledge the land opposite.

Mount Street Gardens: The land associated with the Manor House, The Grove and Eaton Lodge on the east side of Mount Street are remains of the ornamental gardens referred to above

Rectory meadows and school playing fields: Part of these grounds was associated with the Rectory, now Mere Manor, but is an important “green lung” bisected by a footpath.

- 4.47 These spaces contribute significantly to the special character and appearance of the Conservation Area in not just a visual sense, but socially, historically and architecturally. The designations are shown on Map 4.5 (5).

(6) Hethersett Village centre

- 4.48 This public open space and the adjacent public car park was created through the housing development at Great Melton Close. It is managed by the Parish Council and forms a small ‘village green’ space at the village centre. The designation is shown on Map 4.5(6).

<p>Policy DM 4.5</p>	<p>Natural environmental assets - designated and locally important open space</p> <p>a) The highest status natural environmental assets are identified on the Policies Map and in supporting evidence, and will be protected from any significant harmful impact arising from new development. New development impacting on these designated sites will be required to contribute positive improvement of these natural environmental assets where opportunities arise. International, National and County-wide level will be accorded the highest levels of priority.</p> <p>b) At the Important Local Open Spaces identified on Maps 4.5 (1) – (6) and on the Proposal Map, development will only be permitted where it retains the open character and appearance of the site, where it respects the contribution which the identified open site or open frontage makes to the form and character of the Settlement and where there is no significant adverse impact on the setting of</p>
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any existing building. New development impacting on these designated sites will be required to contribute positive improvement of these natural environmental assets where opportunities arise.

- c) Developers will need to work with partners to evolve strategies to enable individual new development sites to contribute most effectively to the opportunities for the establishment and positive improvement of coherent ecological networks, Biodiversity Enhancement Areas and multi-functional Green Infrastructure Networks.

Notes

- ¹ **Natural environmental assets** include are defined in the Glossary - Source references for international, national, county and local designations are to be listed on the website.
- The Broads are internationally important with a national designation equal to that of a national park and fall within the Broads Authority planning area. However, development in adjacent areas of the district could impact on The Broads and the Council will liaise accordingly.
- See strategic diagrams for Bio-diversity Enhancement Areas, **Green Infrastructure** and the Green infrastructure Priority Areas at pages 28, 29 and 62 of the **Joint Core Strategy**. More detailed mapping and description will be prepared with partners on a priority basis, to identify a positive strategy to enhance multi-functional **green infrastructure** and bio-diversity to which relevant development might support. More detailed mapping will be made available through the Council's web pages as it becomes available.
- Further detail is provided in the *Green Infrastructure Strategy* (GNDP, 2007) and the *Green Infrastructure Delivery Plan* (GNDP, 2009). The latter document maps Core Biodiversity Areas for part of the district including the Hethersett / Cringleford Area.
<http://www.gndp.org.uk/content/wp-content/uploads/downloads/2010/06/gndp-green-infrastructure-delivery-plan.pdf>

4.6 Protection and Enhancement of Landscape Character

Reasoned Justification

- 4.49 The landscape of South Norfolk comprises a rich and often subtle diversity of character and features, whether natural or influenced by man. Outside the limits of the main built-up centres of the market towns and larger villages, expanses of agricultural land are punctuated by scattered settlements, woodlands, trees and hedgerows, commons, rivers, broads, and heaths.

- 4.50 The district has a slightly undulating topography with gentle transitions. River valleys provide the greatest natural variation in landform and contrast to the arable farmed plateaus, while man-made features such as the Roman town at Caistor St Edmund, railway lines and the dual carriageway by-passes for Norwich (A47) and Wymondham (A11) have imposed their own contrasts.
- 4.51 Throughout the district are identified assets that have helped enrich the landscape. There are many Registered Historic Parks, such as Kimberley, which has arguably one of the finest concentrations of veteran trees in the county, and also a number of locally significant parks and gardens. In addition are remnants of former estates, such as Costessey, the plantings of which still provide significant visual reminders of a grand past. Across the district are many sites of ancient woodland, and also an identified historic hedgerow pattern in the Dickleburgh area.
- 4.52 The landscape of the district includes four of the National Character Areas and studies commissioned by the Council have identified seven Landscape Types that share common characteristics of geology, topography and vegetation. These are: Rural River Valley, Tributary Farmland, Tributary Farmland with Parkland, Settled Plateau Farmland, Plateau Farmland, Valley Urban Fringe and Fringe Farmland. These in turn are further divided to give more detailed analysis.
- 4.53 Studies confirm the distinctive characteristics and special qualities of the five identified Rural River Valleys, the Valley Urban Fringe and their constituent Landscape Character Areas, within South Norfolk that are desirable to safeguard. They contribute:
- a distinctive character and sense of place;
 - contain important/rare features and landmarks and diverse habitats;
 - grazed pastoral valley floors; intimate and enclosed landscape with overall small-scale character; and
 - enjoy a largely intact rural character, which in places is highly tranquil and undisturbed.
- 4.54 The Rural River Valleys and Valley Urban Fringe Extents are identified with the Landscape Character Areas to which they contribute.
- 4.55 The **National Planning Policy Framework** and **Joint Core Strategy** emphasise the importance of identifying and responding to **landscape character** and distinctiveness through good design.
- 4.56 The landscape character areas and river valley extents (Rural River Valley and Valley Urban Fringe) are shown on Map 4.7

Policy DM 4.6 Landscape Character and River Valleys

All development should respect, conserve and where possible, enhance the landscape character of its immediate and wider environment. Development proposals that would cause serious adverse impact on the distinctive landscape characteristics of an area will be refused.

All development proposals will be expected to demonstrate how they have taken the following elements (from the 2001 South Norfolk Landscape Assessment as updated by the 2012 review) into account:

- The key characteristics, assets, sensitivities and vulnerabilities;
- The landscape strategy; and
- Development considerations.

Particular regard will be had to protecting the distinctive characteristics, special qualities and geographical extents of the identified Rural River Valleys and Valley Urban Fringe landscape character types.

Notes

- Core Planning Principles para 17 (point 5) of the **National Planning Policy Framework** requires planning to account for the different roles and character of different urban and rural areas and recognising the 'intrinsic beauty of the countryside'. Section 11 addresses the conservation and enhancement of the natural environment including criteria for assessing proposals impacting on landscape. Paragraph 170 calls for landscape character assessments to be prepared in areas where expansion is considered.
- Sections 7 and 11 of the National Planning Policy Framework address how the impact of development on **landscape character** should be assessed.
- **Joint Core Strategy** Objectives 8 & 9 and Policy 2 address the need to reflect landscape character
- The South Norfolk Landscape Assessment Report (2001) identifies areas of distinctive landscape characters in the district. All development proposals should demonstrate how they have taken account of these characteristics.
- The source of Map 4.6 is the **2012 Local Landscape Designations Review** work on Landscape Character Areas and River Valleys in the Norwich Policy Area, carried out by Chris Blandford Associates. This confirms the boundaries of the Landscape Character Areas arising from the 2001 study findings and the Rural River Valleys and Valley Urban Fringe Extents. These will be identified on the Policies Map.
- The **South Norfolk Place-making Guide** also provides guidance in regard to landscaping.

4.7 Landscape Setting of Norwich

Reasoned Justification

- 4.57 As the “dominant centre of the sub-region” the city of Norwich will continue to act as the focus of significant development pressures; consequently whilst the Norwich Policy Area is the preferred focus for growth, for several decades there have been local planning policies designed to protect the City’s surroundings from “inappropriate development” and to “preserve those attributes of the City’s natural setting which contribute to its environmental quality”¹. In particular there has been concern that development pressure at the junctions on the Southern Bypass is not allowed to outweigh the environmental protection of important landscape characteristics in these locations.
- 4.58 The Council has recently reassessed the characteristics of the landscape setting of the City, taking account of recently completed and planned development, and the policies of the **National Planning Policy Framework**, the **Joint Core Strategy** and Norwich City Council’s Local Plan. The Southern Bypass is recognised to have been well designed to fit into the landscape through which it passes and it is accepted that it should not be regarded as a boundary up to which development is acceptable. In South Norfolk the Bypass passes through nine different identified Landscape Character areas, and a Landscape Zone has been identified where there is a high level of visual accessibility to and from the road to a predominantly open rural area, that positively enhances the setting of Norwich.
- 4.59 Any development to take place within the landscape setting of Norwich will be assessed using four additional planning policy tools:

Norwich Southern Bypass Landscape Protection Zone (NSBLPZ)

- 4.60 A Landscape Zone has been identified where there are high levels of visual accessibility to and from the road to a predominantly open rural area that plays an important part in making the landscape setting of Norwich. This Zone does not have a distinct or special **landscape character** in its own right.
- 4.61 The review undertaken by Chris Blandford Associates (CBA) has concluded that for the most part the boundaries of the originally defined Landscape Zone are robust, subject to the to removal of some areas, most notably around Easton and Costessey, that will in future make only a limited contribution to the landscape setting. This is as a result of past or permitted development or preferred strategic sites allocations determined in the **Joint Core Strategy** and South Norfolk Site Allocations. The amended Landscape Zone is identified on the Policies Map (see Figure DM 4.7).

- 4.62 Any development to be permitted within the Landscape Zone (including that within the highway and other transport corridors) should have regard to protecting the openness of the Landscape Zone and, where possible, enhancing the landscape setting of the Southern Bypass, including the practice of wild flower planting and management regimes.

Key Views

- 4.63 The opportunities for long distance views into the city of Norwich from the south of the city are limited by the topography and screening effect of vegetation. However, fieldwork has identified important opportunities to view the city from the northern edge of the plateau to the south west and south east of the city. (These locations lie within the Landscape Character Areas of Wymondham Settled Plateau Farmland and Poringland Settled Plateau Farmland respectively.) In these areas, broad Key Views 'cones' have been identified (see Figure DM 4.7). Within these 'cones' all development proposals should ensure they do not obstruct the long views to and from the city.

Undeveloped Approaches

- 4.64 There are several road and rail corridors approaching the city that have a very distinctive rural character and that afford views across the surrounding countryside and to Norwich. These Undeveloped Approaches are defined on the Proposal Map (and Figure DM 4.8) as the full breadth of these transport corridors, but the Policy will ensure all development within the wider zone of visual influence visible from the transport corridors is designed to reinforce and avoid undermining the rural character experienced when travelling along the Undeveloped Approaches into Norwich.

Gateways

- 4.65 In line with the Joint Core Strategy the submitted Norwich Local Plan has identified important Gateways where the landscape and townscape changes, marking the 'arrival' into Norwich urban area. South Norfolk Council has similarly identified three such points within the district.
- 4.66 All development proposals in the general location of these Gateways should take account of local evidence and address in the **Design and Access Statements** how the development proposals reinforce and do not undermine the significance of these Gateways as the points of transition or 'arrival' at the City. The significance of these Gateways could be reinforced by the scale and design of development at these points or undermined by the **cumulative impact** of many smaller developments just outside of these points. The Gateway points are shown on Figure DM 4.7 and any development proposals visible

approaching these Gateways should take account of their impact on these.

Policy 4.7 Landscape Setting of Norwich

All development proposals will not harm and where possible should enhance the landscape setting of Norwich with regard to the following considerations:

NSBLPZ

All development proposals within the Norwich Southern Bypass Landscape Protection Zone (NSBLPZ), as shown on the Policies Map, should have regard to protecting the openness of the Zone and, where possible, enhancing the landscape setting of the southern bypass, including the practice of wild flower planting and management regimes.

Key Views

All development proposals located within the Key Views 'cones' shown on the Policies Map should ensure they do not obstruct the long distance views to and from the City.

Undeveloped Approaches

All development proposals within the visual zone of influence viewed from the identified Undeveloped Approaches to Norwich should reinforce and avoid undermining the rural character of the Undeveloped Approaches to Norwich.

Gateways

All development proposals on the approaches to defined Gateways (shown on the Proposal Map) shall reinforce and avoid undermining the significance of these Gateways as the visual points of the landscape and townscape change marking the 'arrival' at and 'departure' from the city of Norwich.

Development which would significantly harm the NSBLPZ or the landscape setting of the Norwich urban area will not be permitted.

Notes

- ¹The former Norfolk Structure Plan (1999) and South Norfolk Local Plan (2003) included policies to protect the landscape setting of Norwich with a protection zone compliant with the National planning policies and guidance applying at that time.
- The **Joint Core Strategy Policies** 1, 2, 10 & 12 and Objectives 8 & 9 require that **Local Plan** policies have regard to urban/rural transition and landscape setting of settlements. The GNDP Historic

Characterisation and Sensitivity Assessment were used to consider development options in Norwich Policy Area.

- Core Planning Principles para 17 (point 5) of the **National Planning Policy Framework** requires planning to account for the roles and character of different urban and rural areas, recognising the ‘intrinsic beauty of the countryside’. Section 11 addresses the conservation and enhancement of the natural environment including criteria (paragraph 113) for assessing proposals impacting on the landscape. Paragraph 170 calls for landscape character assessments to be prepared in areas where expansion is considered.
- Regard should be given to the planning policies of the City of Norwich and The Broads Authority; these similarly seek to protect and enhance the gateways to Norwich and key views to the Norwich City skyline.
- In relation to development in the Cringleford area, also see the emerging *Cringleford Neighbourhood Development Plan*.
<http://www.cringlefordparishcouncil.gov.uk/whitedragon/documents/file/NDP%20Final%20Version%20Dec%2012%20R9746%20Cringleford%20Dev%20Plan-3%20a.pdf>
- Detailed assessments are provided in the **South Norfolk Landscape Character Study (2001)** and the **(2012) Local Landscape Designations Review work on the Norwich Southern Bypass Landscape Protection Zone, carried out by Chris Blandford Associates.**

4.8 Strategic Gaps between Settlements within the Norwich Policy Area

Reasoned Justification

- 4.67 The landscape setting of South Norfolk’s towns and villages is essentially of rural character; it is important to maintain this character within the context of significant planned growth in the Norwich Policy Area.
- 4.68 At some settlements, where peripheral expansion in the form of modern housing estates had taken place over a number of years, the urban/rural transition can be abrupt and unattractive. In others, such as Wymondham, the relationship between built area and countryside may have some historical significance.
- 4.69 In order to ensure the protection and conservation of local **landscape character** (discussed in more detail in the South Norfolk Landscape Assessment) and the setting of urban areas, towns and villages, the Council has defined open land or ‘Strategic Gaps’ that maintain the segregation and individual identities of certain settlements in the Norwich Policy Area and so avoid areas of development ‘sprawl’ which would be detrimental to the rural character of the area.
- 4.70 Strategic Gaps’ for areas of open land between:

- (1) Cringleford – Hethersett and
- (2) Hethersett and Wymondham

will be defined on the Policies Map and are shown on Maps 4.8 (1) and (2) .

Policy 4.8 Strategic Gaps between settlements within the Norwich Policy Area

Development will be permitted in the Strategic Gaps identified on the Policies Map, between the development boundaries of the Settlements listed below, where it would not erode or otherwise undermine the openness of the Strategic Gap, and complies with other Development Plan policies.

- **Cringleford – Hethersett**
- **Hethersett - Wymondham**

Notes

- **South Norfolk Landscape Assessment 2001** identified designated Strategic Gaps – and the 2012 report reviewed these. These designations are based on detailed analysis conducted in 2001 and reviewed in 2012. As a result both of these Strategic Gaps are proposed to be amended. This is fully detailed in the 2012 study.
- Core Planning Principles para 17 (point 5) of the **National Planning Policy Framework** requires planning to account for the different roles and character of different urban and rural areas and recognising the ‘intrinsic beauty of the countryside’. Section 11 addresses the conservation and enhancement of the natural environment including criteria for assessing proposals impacting on landscape. Paragraph 170 calls for plans landscape character assessments to be prepared in areas where expansion is considered.
- **GNDP Historic Characterisation and Sensitivity Assessment** assessed options with in the Norwich Policy Area, where the **Joint Core Strategy** directs most development.
- Joint Core Strategy Objectives 8 & 9 and Policies 1, 2 & 10 address the importance of protecting and enhancing the landscape setting of Settlements and the urban/rural transition, and require the definition of Strategic Gaps
- In relation to development in the Cringleford area, also see the **Cringleford Neighbourhood Development Plan**

4.9 Protection of Trees and Hedgerows

Reasoned Justification

- 4.71 The value of trees, woodlands and hedgerows is widely recognised and their existence contributes greatly to the identified landscape character areas within the district. Trees can offer many environmental, economic, social and climatic benefits. By their absorption of CO₂ trees help create a significant carbon sink and therefore can play a key part in helping to combat climate change.
- 4.72 The Council expects all development proposals to fully consider the existing trees both on and adjacent to the site. Development will be permitted where it can be demonstrated that there exists a harmonious and sustainable relationship between trees and structures.
- 4.73 Where necessary the Council will protect trees using Tree Preservation Orders (TPOs) in order to retain significant trees; tools such as the TEMPO (Tree Evaluation Method for Preservation Orders) system will be used to help identify trees that are suitable for preservation. In identifying suitable trees and woodlands for protection particular regard will be given to relevant priority Biodiversity Action Plan habitats, aged/veteran trees and ancient woodland.
- 4.74 Hedgerows are distinctive features of the countryside and are the most traditional form of field boundary in the district. Many date back to the first enclosure of the land and some, especially in the case of those in the vicinity of Dickleburgh and Rushall, are indicators of a much older land pattern. In addition to their visual benefits the network of countryside hedgerows often contain a great range of plant and wildlife species and can form important linkages between other habitats such as woods.
- 4.75 The Hedgerows Regulations 1997 make it clear that the presumption is in favour of retaining hedgerows that qualify as 'important' unless satisfied that the circumstances justify removal. On development sites, the Council will promote and encourage the retention of hedgerows; the presumption will be for the retention of all sections of 'important' hedgerows.
- 4.76 The Council will continue to promote the planting of new trees, woodlands and hedgerows as part of new developments (see Policy DM 4.11) and to complement existing features.

Policy DM 4.9 Protection of Trees and Hedgerows

The Council will promote the retention and conservation of significant trees, woodlands and traditional orchards and will serve Tree Preservation Orders where necessary.

The Council will presume in favour of the retention of ‘important’ hedgerows as defined by the Hedgerows Regulations 1997.

The Council will safeguard and promote the appropriate management of protected trees and hedgerows, unless the need for, and benefits of, a development clearly outweigh their loss.

Notes

- The importance and multiple benefits of protecting trees and hedgerows is clearly identified **National Planning Policy Framework** Section 11, paragraphs 117 and 118, and the **Joint Core Strategy** objectives 1, 8 and 9.
- Policy DM 1.4 requires development to avoid environmental harm and protect local distinctiveness, and Policy DM 3.9 sets out design principles that include retaining important natural features.
- The identified Landscape Character Areas in the district are detailed in the **South Norfolk Landscape Assessment** (Vol. 1 – Landscape Types of South Norfolk, Vol. 2 – Landscape Character Areas of the Norwich Policy Area, and Vol. 4 – Landscape Character Areas of the Rural Policy Area)
- The **Norfolk Biodiversity Action Plan** prepared Norfolk Biodiversity Partnership details action plans for important habitats and species and addresses the contribution that trees and hedgerows make to environmental biodiversity.
<http://www.norfolkbiodiversity.org/actionplans/>
- Detailed regulations, recommended standards and advice for development affecting trees and hedgerows include:
 - The *Hedgerows Regulations 1997*
<http://www.naturalengland.org.uk/ourwork/regulation/hedgeregs/default.aspx>
 - Forestry Commission - *The case for trees in development and urban areas, 2010.*
<http://www.forestry.gov.uk/forestry/infd-88nfvy>
 - *BS 5837 Trees in relation to design, demolition and construction* – Recommendations.
<http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030213642>

4.10 Incorporating Landscape into Design

Reasoned Justification

- 4.77 Good quality landscaping should make an important contribution to good design. All development proposals will be expected to respect the character and distinctiveness of the local landscape, its pattern,

vegetation type and landform; the Landscape Character Assessment provides advice on this.

- 4.78 Where this is relevant the design and specification of planting should support the strategy for new **green infrastructure** and **biodiversity**, and it will need to be resilient to the impacts of climate change.
- 4.79 New development will be required to incorporate areas for Sustainable Drainage Systems; appropriate landscaping will be particularly important to ensuring the successful appearance and performance of these areas.
- 4.80 The landscaping of new development in towns and villages should also respect local built character and the **historic environment** – the South Norfolk Place-Making Guide and Conservation Areas character appraisals highlight important characteristics and guide how landscaping design might respond. Other factors such as ‘designing out crime’ and facilitating pedestrian movement will also have a bearing on landscape design.
- 4.81 The ‘soft’ (planting) and ‘hard’ (e.g. paving, street furniture) elements of a landscape design should be an integral part of a design and development, and should be considered from the outset. The design of boundary treatments can be particularly important, for example facing onto public spaces, on the edge of settlements / open countryside and facing public highways.

Policy 4.10 Incorporating landscape into design

Detailed development proposals must demonstrate a high quality of landscape design, implementation and management as an integral part of the new development.

The provision for new planted features (such as tree belts, hedgerows, wild flowers and specimen trees) is expected to form part of development proposals from their outset and should provide an appropriate landscape setting for the scheme.

‘Hard’ landscape features (such as paving, kerb stones, street furniture, boundary treatments etc) will reflect locally distinctive character and styles where relevant; or innovative contemporary solutions reflecting local context and reinforcing or creating local distinctiveness and the setting of the development.

Landscape schemes will be required to respect the character and distinctiveness of the local landscape and should ensure that any land remodelling respects the local topographic character in terms of height, slope, angle and character. Landscape schemes should be clearly and properly specified.

Notes

- The importance and multiple benefits of incorporating trees, and soft landscaping into development is clearly identified the **National Planning Policy Framework** Section 11 and the **Joint Core Strategy** Objectives 1, 8 and 9, and Policies 1 and 2.
- The Joint Core Strategy requires development to further the achievement of the **Green Infrastructure Strategy** and *Norfolk Biodiversity Action Plan*.
<http://www.norfolkbiodiversity.org/actionplans/>
- Policies DM 1.1 and 1.4 require development to make a net enhancement of the environment and take opportunities to protect and reflect local distinctiveness. Policy DM 3.9 sets out design principles that include incorporating landscaping as an integral part of design.
- The identified Landscape Character Areas in the district are detailed in the **South Norfolk Landscape Assessment** (Vol. 1 – Landscape Types of South Norfolk, Vol.2 – Landscape Character Areas of the Norwich Policy Area, and Vol. 4 – Landscape Character Areas of the Rural Policy Area).
- The **South Norfolk Place-Making Guide SPD, Development in the Historic Environment SPD** and *Conservation Area character appraisals and management plans* provide guidance on appropriate landscaping
<http://www.south-norfolk.gov.uk/planning/4021.asp>

4.11 Heritage Assets

Reasoned Justification

- 4.82 South Norfolk has a considerable wealth of buildings and settlements of architectural and historic interest, with important examples from a range of historical periods, architecture styles and traditional methods of construction. Local building traditions are strongly related to the local availability of materials which dictated their form of construction and appearance. These indigenous characteristics help provide a ‘sense of place’ and contribute towards defining the local distinctiveness of the district. The South Norfolk Place-Making Guide SPD includes an overview of local context and the key characteristics of the various parts of the district – reflecting the historic built environment and landscape setting. A programme of Conservation Area appraisals is in place to add further detail in the designated areas and the Council is developing the **South Norfolk Development in the Historic Environment SPD** to provide specific guidance for development proposals to ensure that **heritage assets** are conserved in a manner that is appropriate to their significance.
- 4.83 The **National Planning Policy Framework** advocates that local plan policies should aim to ensure that developments “respond to local

character and history, and reflect the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation”. It places “great weight” on the conservation of **heritage assets**, and how they can make a positive contribution to sustainable communities.

- 4.84 Heritage assets are defined by the National Planning Policy Framework as “a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest”. It includes nationally ‘**designated heritage assets**’ and other ‘**non-designated heritage assets**’.
- 4.85 The National Planning Policy Framework defines ‘significance’ in this context as “the value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence but also from its setting.”
- 4.86 The ‘designated heritage assets’ in the district comprise over 3400 listed buildings, 53 Conservation Areas, 37 Scheduled Ancient Monuments, and 7 Registered parks and gardens. Where practical these are shown on the **Policies Map**.

Policy DM 4.11 Heritage Assets

All development proposals must have regard to the historic environment and take account of the contribution heritage assets make to character of an area and its sense of place, defined by reference to the national and local evidence base relating to heritage.

Change of use, alterations and extensions or that otherwise affecting the setting or character of a designated heritage asset, must have regard to and positively respond to, the significance of any designated heritage assets that may be affected.

Proposals must sustain, enhance and better reveal the significance of the asset and make a positive contribution to local distinctiveness.

Proposals must show how the significance of the heritage asset has been assessed and taken into account by reference to the Historic Environment Record, suitable expertise and other evidence/research as may be necessary.

Proposals which adversely affect the significance of a heritage asset will only exceptionally be permitted where clear and convincing justification is provided and:

- a) **Substantial public benefits arise from the proposal; and**
- b) **Retention of the asset in its existing use or form is unsustainable**

and no viable alternatives can be identified.

Notes

- The **National Planning Policy Framework** Section 12 addresses the conservation and enhancement of the **historic environment**
- **Joint Core Strategy** Policies 1 and 2 address the protection of **environmental assets** (including built environment and **heritage assets**) and promotes good quality design that respects the historic environment taking account of conservation appraisals and the wider landscape.
- Guidance on the historic characteristics of places in South Norfolk and how to respond to these characteristics is set out in:
 - **South Norfolk Place-Making Guide SPD**
 - **South Norfolk Development in the Historic Environment SPD**
 - *Conservation Area character appraisals and management plans*
<http://www.south-norfolk.gov.uk/planning/4021.asp>
- Many known heritage assets are also catalogued in the *Norfolk Historic Environment Record* maintained by Norfolk County Council.
http://www.norfolk.gov.uk/Environment/Historic_environment/NCC081336
- English Heritage produces a variety of guidance and advice on the design response of proposals which affect heritage assets, and information on the use of traditional construction techniques.
<http://www.english-heritage.org.uk/professional/>
- Where practical the location of nationally designated heritage assets is identified on the Policies Map. *Further details of listed buildings and Conservation Areas are available from the Council's web site* and the conservation team.
<http://www.south-norfolk.gov.uk/planning/4021.asp>

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5.1 Monitoring and Implementation

5.1 Monitoring is an important part of any plan to ensure it meets its specified objectives. The Development Management Policies DPD will be monitored in accordance with the framework set out below.

Policy ref	Quantitative Indicator(s)	Target	Source
Strategic Policies			
DM 1.1 Principle of Sustainable Development	Area wide policy	No indicator Identified	n/a
DM 1.2 Infrastructure Requirements	New indicator	No target identified	LPA
DM 1.3 Dwellings outside Development Boundaries.	New indicator	<p>Number of planning obligations secured for : Affordable housing Green Infrastructure Open space/ play space Pedestrian & highway improvements</p> <p>Number / percentage of obligations not conforming to full policy position</p> <p>Number planning permissions/ units granted outside development boundaries / percentage overall applications units</p>	<p>LPA</p> <p>Minimise. Record as percentage of applications</p> <p>LPA</p> <p>Minimise</p> <p>LPA</p>

Policy ref	Quantitative Indicator(s)		Target	Source
DM 1.4 Heritage Assets Re Use of Buildings	New indicator	Number of planning permissions granted heritage assets improved	minimise	LPA
Renewable Energy	Existing JCS	Number of conversions	No target	LPA
Protect & Enhance Water Resources	Existing JCS	Renewable energy capacity permitted by type Code for Sustainable Homes	Year on year percentage increase All new homes CfSH level4 and level 6 for schemes over 500	GNDP - AMR GNDP - AMR
Economic Dimension				
DM 2.1 – Employment and Business Development	New indicator	Number of applications for employment creation. Floor space by Use type	Maximise	LPA
DM 2.2 Protection of Employment Sites	New indicator	Loss of employment land (m ²) to non employment use other uses.	Minimise	LPA
DM 2.3 working from home	Area wide policy	No indicator Identified	No target identified	n/a
DM 2.4 Proposals for Town Centre Uses	Existing JCS	Percentage of completed town centre uses in identified centres and strategic growth centres	JCS target	GNDP – AMR

Policy ref	Quantitative Indicator(s)		Target	Source
DM 2.5 Proposals for Town Centre Uses	New indicator	% of none A1 use in defined Primary Shopping Areas of Diss and Harleston	Maximum 40% none A1 use	LPA
	New indicator	% of ground floor A1 units in the defined Town Centre Area for Diss and Harleston	Maximum 50% of number of ground floor non-residential units available for class A1 shop use	LPA
DM 2.6 Proposals for Food, Drink and Hot Food Takeaway	Town centre policy	No indicator identified	No target identified	n/a
DM 2.7 Agriculture and Forestry	Area policy	No indicator identified	No target identified	n/a
DM 2.8 Equestrian and Other Small Rural Development	New indicator	Amount of Equestrian and other small based rural development by location	No target identified	n/a
DM 2.9 Rural Tourist related Development	New indicator	Amount of tourist related development	No target identified	n/a
DM2.10 Conversion of Buildings in the Countryside	Area policy	No indicator	No target identified	n/a
DM 2.11 Agricultural Buildings in the Countryside	Area policy	No indicator identified	No target identified	n/a
DM 2.12 Tourist Accommodation	Area policy	No indicator	No target identified	N/a

Policy ref	Quantitative Indicator(s)		Target	Source
Social Policies				
DM 3.1 Housing Quality	New indicator	% of development achieving space standards by dwelling type and bedroom number	Maximise	LPA
DM 3.2 Housing Needs	Existing JCS	House completions by bedroom number	Figures within 10% tolerance of the Housing Market Assessment requirements	GNDP - AMR
DM 3.3 Rural Housing Needs	New indicator`	Number of affordable homes built in the countryside	No target	LPA
DM 3.4 Provision of Gypsy and Traveller Pitches	Existing JCS	Number of permanent pitches provided	Between 2012 and 2026 38 pitches	GNDP - AMR
DM 3.5 Residential Extensions in Settlements	Area policy	No indicator	No target identified	N/a
DM 3.6 Replacement Dwellings in Settlements	Area policy	No indicator	No target identified	N/a
DM 3.7 Replacement Dwellings in the Countryside	Area policy	No indicator	No target identified	N/a
DM 3.8 Residential Annex	Area policy	No indicator	No target identified	N/a
DM 3.9 Design Principles	Area policy, JCS indicator	Percentage of completions scoring Silver standards	Maximise	GNDP – AMR

Policy ref	Quantitative Indicator(s)		Target	Source
		against Building for Life criteria		
DM 3.10 Advertisements	Area policy	No indicator	No target identified	N/a
DM 3.11 Promotion of Sustainable Transport	New indicator	Amount of land protected for future Transport improvements – Ha	No target identified	LPA
DM 3.12 Site Impacts on Traffic	Area policy	No indicator	No target identified	N/a
DM 3.13 – Parking Provision	New indicator	Amount of completed development in accordance with the councils car parking standards (floor area m ²)	Maximise	LPA
DM 3.14 Amenity	Area policy	No indicator	No target identified	N/a
DM 3.15 Pollution, Health and Safety	New indicator	Number of Air Quality Management Area designations	Minimise	LPA
DM 3.16 Open Space	New indicator	Area of outdoor playing space provided from developments (HA)	Maximise	LPA
		Area of open space lost to development (Ha)	Minimise	
		Net loss of existing open space	None	

Policy ref	Quantitative Indicator(s)		Target	Source
DM 3.17 Improving the level of community facilities	Area Policy	Number of change of uses permitted	Minimise	LPA
Environmental Policies				
DM 4.1 Energy Efficiency	Area policy	Number of allowable solution measures agreed should new regulations come into effect.	Minimise	LPA
DM 4.2 Renewable Energy	JCS indicator	Renewable energy capacity installed by type per annum	Year on year increase	GNDP- AMR
DM 4.3 Sustainable Drainage	Area policy	No indicator	100%	N/a
DM 4.4 Domestic recycling facilities	Area policy	No indicator	100%	N/a
DM 4.5 Environmental Assets	New indicator	Hectors of development in Highly sensitive landscapes.	No target identified	LPA
DM 4.6 Landscape Character	Area policy	No indicator	No target	N/a
DM 4.7 Landscape Setting	Area policy	No indicator	Minimise impact	N/a
DM 4.8 Strategic Gap	New indicator	Amount of strategic Gap lost to development (ha)	Zero	LPA

Policy ref	Quantitative Indicator(s)		Target	Source
DM 4.9 Trees and Hedgerows	New indicator	Protected trees lost as a result of development	Minimise	LPA
	New indicator	Protected Hedgerows lost		
DM 4.10 Landscape & Design	Area policy	No indicator	No target	N/a
DM 4.11 Heritage	Area policy	Number of planning permissions granted heritage assets improved	Minimise	LPA

[Return to contents](#)

6.1 Glossary of Terms with References

Disclaimer

The Glossary is neither a statement of law nor an interpretation of the law, and its status is only an introductory guide to planning issues and should not be used as a source for statutory definitions.

Air Quality Management Area

A designation made by a local authority where an assessment of air quality results in the need to devise an action plan to improve the quality of air.

Allocated Sites

Sites with a specific purpose or development allocation made in the **Local Plan**. The extent of the site is shown on the Policies Map and a site specific policy given in the **Site Specific Allocations and Policies Document** or relevant **Area Action Plan**.

Amenity

A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

Area Action Plan (AAP)

A type of **Local Plan Document** focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).

Area of Special Advertisement Control

An area where additional controls and protection exist, to extend the circumstances in which advertisement consent is required. Predominantly the open countryside part of South Norfolk was designated in the County of Norfolk, Area of Special Control, Order 1961. The designated area is shown on the **Policies Map**.

Article 4 Direction

Direction removing some or all **permitted development rights**, for example within a conservation area or **curtilage** of a listed building. Article 4 directions are issued by local planning authorities.

Biodiversity

The whole variety of life encompassing all genetics, species and ecosystem variations, including plants and animals.

Biodiversity Action Plan (BAP)

A strategy prepared for a local area aimed at conserving and enhancing biological diversity.

Broads

The Norfolk and Suffolk Broads is Britain's largest protected wetland and third largest inland waterway, with the status of a national park. It is also home to some of the rarest plants and animals in the UK, with statutory protection under national and international legislation. The Broads Authority was set up in 1989, with responsibility for conservation, planning, recreation and waterways. It is the local planning authority for the Broads area, and as such responsible for controlling most forms of development within the Broads and preparing local planning policies.

Brownfield Land and Sites

Previously developed land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure. Also see **Previously-Developed Land**.

Business Class Use

A range of uses including:

B1 Business - Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.

B2 General industrial - Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).

B8 Storage or distribution - This class includes open air storage.

Also see Use Classes Order and **GPDO** and Planning Portal web site:

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse>

Change of Use

A change in the way that land or buildings are used (see Use Classes Order). Planning permission is usually necessary in order to change from one 'use class' to another. A guide to use classes is available on the Planning Portal.

Council / South Norfolk Council

References to the Council in the context of development management are to the Council's function as **local planning authority** and the decision maker on a planning application. The Policies will apply equally to other decision makers deciding planning applications in the South Norfolk area, including Planning Inspectors.

Community Infrastructure Levy (CIL)

A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area. Learn more about the Community Infrastructure Levy on the GNDP website:

<http://www.gndp.org.uk/>

Countryside

Term used in this document to refer to all areas outside of the **development boundaries** identified on the **Policies Map**. Policies seek to prevent development from gradually extending into the surrounding countryside.

County Wildlife Sites

A site considered to be of value for wildlife in a county context. There are nearly 1300 CWS in Norfolk, managed by Norfolk Wildlife Trust, Norfolk County Council and Natural England. These sites do not have statutory protection but are protected through the development management policies. See Norfolk Wildlife Trust for information.

Corridors of Movement

Designated by the Local Highways Authority (Norfolk County Council) these are the principal routes outside of urban areas, with the strategic role of carrying traffic between centres of population. Development in the vicinity of these roads and junctions adds significant local traffic movement which can prejudice the strategic function; such development is resisted for these reasons.

Cumulative Impact

A number of developments in a locality or a continuous activity over time that together may have an increased impact on the environment, local community or economy.

Curtilage

The area normally within the boundaries of a property surrounding the main building and used in connection with it.

Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. A DAS is required for planning applications for major development - both full and outline – and for some minor development, including all applications for listed building consent. For more details see **Planning Portal**:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

Development Boundary

The Development Boundary identifies the area within which development proposals would be acceptable, subject to complying with other policies contained in the Development Plan. They seek to prevent development from gradually extending into the surrounding **countryside**.

Development Management Policies

The principle development plan policies to be used for the purposes of **development management**.

Development Management

The process whereby a local planning authority receives and considers the merits of a planning application and whether it should be given permission having regard to the **development plan** and all other **material considerations**.

Development Plan

A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Ecosystem services

The benefits people obtain from ecosystems such as, food, water, flood and disease control and recreation.

Economic development

Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

Employment Areas

Areas designated for intensive employment generating uses including but not exclusively in **Business Class Uses** – see **Policies Map**.

Employment Uses

Business Class and other **economic development** uses that can suitably be conducted within the environment of an area designated for business, general industry and warehousing and without prejudicing the future vitality and viability of established town centres.

Environmental assets

A site, place, area of land, landform or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its environmental interest or sensitivity to development. Environmental assets include designated assets and other assets identified by the local planning authority.

Evidence base

The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Plan documents, including physical, economic, and social characteristics of an area.

General Permitted Development Order (GPDO)

A set of regulations made by the Government which grants planning permission for specified limited or minor forms of development.

Geodiversity

The range of rocks, minerals, fossils, soils and landforms.

Greater Norwich Area

Local authority area comprising Norwich City, South Norfolk District and Broadland District – see **Joint Core Strategy**

Greenfield Land or Site

Land (or a defined site) usually farmland, that has not previously been developed.

Green infrastructure

A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage assets

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic Environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Influenced landscape

Reflection of the influence of man on the landscape.

Joint Core Strategy (JCS) for Broadland, City of Norwich and South Norfolk

<http://www.gndp.org.uk/our-work/joint-core-strategy/>

Key Diagram

The diagrammatic interpretation of the spatial strategy.

Key Service Centre

A layer in the settlement hierarchy defined in the **Joint Core Strategy** with a range of facilities enabling them to meet local needs as well as the needs of residents of surrounding areas.

Landscape Character

The distinct and recognisable pattern of elements that occur consistently in a particular type of landscape. It reflects particular combinations of geology, landform, soils, vegetation, land use and human settlement. A Landscape Appraisal is a method of assessing appearance and essential characteristics of a landscape. See South Norfolk for the Landscape Character assessments: <http://www.south-norfolk.gov.uk/planning/3143.asp>

Local centre

A small group of shops and perhaps limited service outlets of a local nature (for example, a suburban housing estate) serving a small catchment. Sometimes also referred to as a local neighbourhood centre.

Local Service Centre

A settlement that is categorised as a service village or above in the settlement hierarchy within the Joint Core Strategy.

Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the local plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be **local plan documents**, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Local Planning Authority (LPA)

The public authority whose duty it is to carry out specific planning functions for a particular area. In South Norfolk the district council is the LPA except for the area falling within the **Broads Authority** Executive area.

Long Stratton Area Action Plan (AAP)

Area Action Plan for the Long Stratton area being prepared by South Norfolk Council to manage the major developments and change provided for in the **Joint Core Strategy**.

Main town centre uses

Defined in the **National Planning Policy Framework / NPPF** as: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Master planning or masterplanned

Process for planning large-scale developments or areas of particular complexity – this must embrace the principles of urban design. See **South Norfolk Place Making Guide**.

Material considerations

A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

National Planning Policy Framework / National Planning Policy Framework (NPPF)

Government's planning policies for England and how these are expected to be applied. Published March 2012 replacing previous Planning Policy Statements and Planning Policy Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

National Planning Policy Framework - Technical Guidance

Additional Government guidance published to accompany the **NPPF**.

National planning policy for traveller sites

Additional Government policy and guidance published to accompany the **NPPF**.

Neighbourhood plans or Neighbourhood Development Plan (NDP)

A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area – this must confirm with the strategic policies of the **development plan** but can amend other Local Plan policies and guidance prepared by the LPA.

Norwich Policy Area

Area defined in the **Joint Core Strategy** for the majority of growth in the joint planning area – see **Key Diagram** at Policy DM 1.3

Overbearing

A term used to describe the impact of a development or building on its surroundings, particularly a neighbouring property, in terms of its scale, massing and general dominating effect.

Overdevelopment

An amount of development (for example, the quantity of buildings or intensity of use) that is excessive in terms of demands on infrastructure and services, or impact on local amenity and character.

Overlooking

A term used to describe the effect when a development or building affords an outlook over adjoining land or property, often causing loss of privacy.

Overshadowing

The effect of a development or building on the amount of natural light presently enjoyed by a neighbouring property, resulting in a shadow being cast over that neighbouring property.

Permitted Development (or Permitted Development Rights)

Permission to carry out certain limited forms of development without the need to make an application to a local planning authority, as granted under the terms of the Town and Country Planning (General Permitted Development) Order.

Plan-led system

The principle that the decisions upon planning applications should be made in accordance with the adopted development plan, unless there are other **material considerations** that may indicate otherwise.

Planning conditions

A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning gain

The benefits or safeguards, often for community benefit, secured by way of a planning obligation as part of a planning approval and usually provided at the developer's expense. For example, affordable housing, community facilities or mitigation measures.

Planning Inspectorate (PINS)

The Planning Inspectorate's work includes national infrastructure planning under the Planning Act 2008 process (as amended by the Localism Act 2011), processing appeals against the refusal of planning permission and enforcement action, and holding examinations into local plans and community infrastructure levy charging schedules.

Planning Obligation

A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal. Sometimes called "Section 106" agreements.

Planning Permission

Formal approval sought from a **local planning authority** allowing a proposed development to proceed. Permission may be sought in principle through outline planning applications, or be sought in detail through full planning applications.

Planning Portal

A national website provided by the government for members of the public, local planning authorities and planning consultants. The Planning Portal features a wide range of information and services on planning:

<http://www.planningportal.gov.uk/wps/portal/portalhome/>

Pre-application discussion

Informal discussion with the LPA, local community or other parties about a proposed development, prior to submitting a planning application.

Primary Shopping Area

Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage).

Policies Map

Scale map of the LPA area forming part of the development plan, showing sites and areas with policy allocations or designation.

Rural Diversification

The expansion, enlargement or variation of the range of products or fields of operation of a rural business (branching out from traditional farming activities, for example new income generating enterprise like renewable energy, tourism and food processing).

Rural Exception Site

Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Sequential approach / sequential test

A planning principle that seeks to identify, allocate or develop certain types or locations of land before others. For example, brownfield housing sites before greenfield sites, or town centre retail sites before out-of-centre sites.

Settlements

All towns and villages with a **development boundary**.

Setting

The place or way in which something is set, for example the position or surroundings of a listed building. Setting of a heritage asset refers to the surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Section 106

See Planning obligation

Site of Nature Conservation Importance (SNCI) or Site of Biological Interest (SBI)

Locally important sites of nature conservation adopted by local authorities for planning purposes. (See also Local Nature Reserve).

Sites of Special Scientific Interest (SSSI)

A site designated by Natural England under the Wildlife and Countryside Act 1981 as an area of special interest by reason of any of its flora, fauna, geological or physiographical features (plants, animals and natural features relating to the Earth's structure).

Site Specific Allocations and Policies DPD

Development Plan Document being prepared by the South Norfolk Council to identify sites and policies for future growth in accordance with the **Joint Core Strategy**.

Social inclusion

Positive action taken to include all sectors of society in planning and other decision-making.

South Norfolk Development in the Historic Environment Guide SPD

Specialist supplementary guidance being prepared by the South Norfolk Council. See SNC web site.

South Norfolk Local Plan (2003)

Existing Local Plan for South Norfolk with 'saved' **development plan** policies. See SNC web site.

South Norfolk Place-Making Guide SPD

Specialist supplementary guidance adopted by the South Norfolk Council. See SNC web site.

South Norfolk Residential Alterations, Conversions and Extensions Guide SPD

Specialist supplementary guidance being prepared by the South Norfolk Council. See SNC web site.

South Norfolk SPG on rural building conversions

Existing specialist advice prepared by the South Norfolk Council.

Spatial Planning

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function.

This will include policies which can impact on land use by influencing the demands on, or needs for, development, but which are not capable of being delivered solely or mainly through the granting or refusal of planning permission and which may be implemented by other means.

Spatial Vision

A brief description of how the area will be changed at the end of a plan period.

Special Area Of Conservation (SAC)

Areas given special protection under the European Union's Habitats Directive, which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

Special Protection Areas (SPA)

Areas which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds found within European Union countries. They are European designated sites, classified under the Birds Directive.

Statutory

Required by law (statute), usually through an Act of Parliament.

Statutory Body

A government-appointed body set up to give advice and be consulted for comment upon development plans and planning applications affecting matters of public interest. Examples of statutory bodies include: English Heritage, Environment Agency, Health & Safety Executive, Natural England, Regional Development Agency, and Sport England.

Strategic Employment Sites

A key employment site in a strategic location capable of accommodating major investment, often of national or regional significance.

Strategic Policies

The Policies of the Joint Core Strategy and Development Management Policies DM 1.1 to 1.4. Any **neighbourhood plan** prepared in the district should comply with these Policies.

Sui-Generis

A term given to the uses of land or buildings, not falling into any of the use classes identified by the Use Classes Order, for example theatres, launderettes, car showrooms and filling stations.

Supplementary Planning Documents (SPD)

Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the **development plan**.

Sustainability Appraisal

An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

Sustainable development

See National Planning Policy Framework paragraphs 6 to 16 and Policy DM 1.1.

Sustainable transport modes

Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

Sustainable drainage systems (SuDs)

Drainage design to enable new development to mimic the behaviour of natural drainage as closely as possible.

SuDS Approving Body (SAB)

The County Council is the body that will be responsible for approving proposed **SuDS**.

Town Centre Area

Area defined on the local authority's Proposal Map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and **local centres** but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in Local Plans, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Transport Assessment or Transport Statement

A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.

Travel Plan

A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed.

Travellers Site DPD

A DPD to be prepared by South Norfolk Council to allocate necessary Traveller sites.

Use Classes Order

The Town and Country Planning (Use Classes) Order 1987 puts uses of land and buildings into various categories. Planning permission is not needed for changes of use within the same use class.

Valuation Office Agency (VOA)

Provides the Government with the valuation and property advice required to support taxation and benefits.

Vehicle Parking Standards SPD

Specialist supplementary standards and guidance to be prepared by the South Norfolk Council. These will be evolved from the informal Parking Standards for Norfolk (2007) prepared by the local highways authority.

Windfall sites

Sites which have not been specifically identified as available in the Local Plan process. They normally comprise previously-developed sites that have unexpectedly become available.

Wymondham Area Action Plan (AAP)

Area Action Plan for the Wymondham area being prepared by South Norfolk Council to manage the major developments and change provided for in the **Joint Core Strategy**. See South Norfolk Council web site.

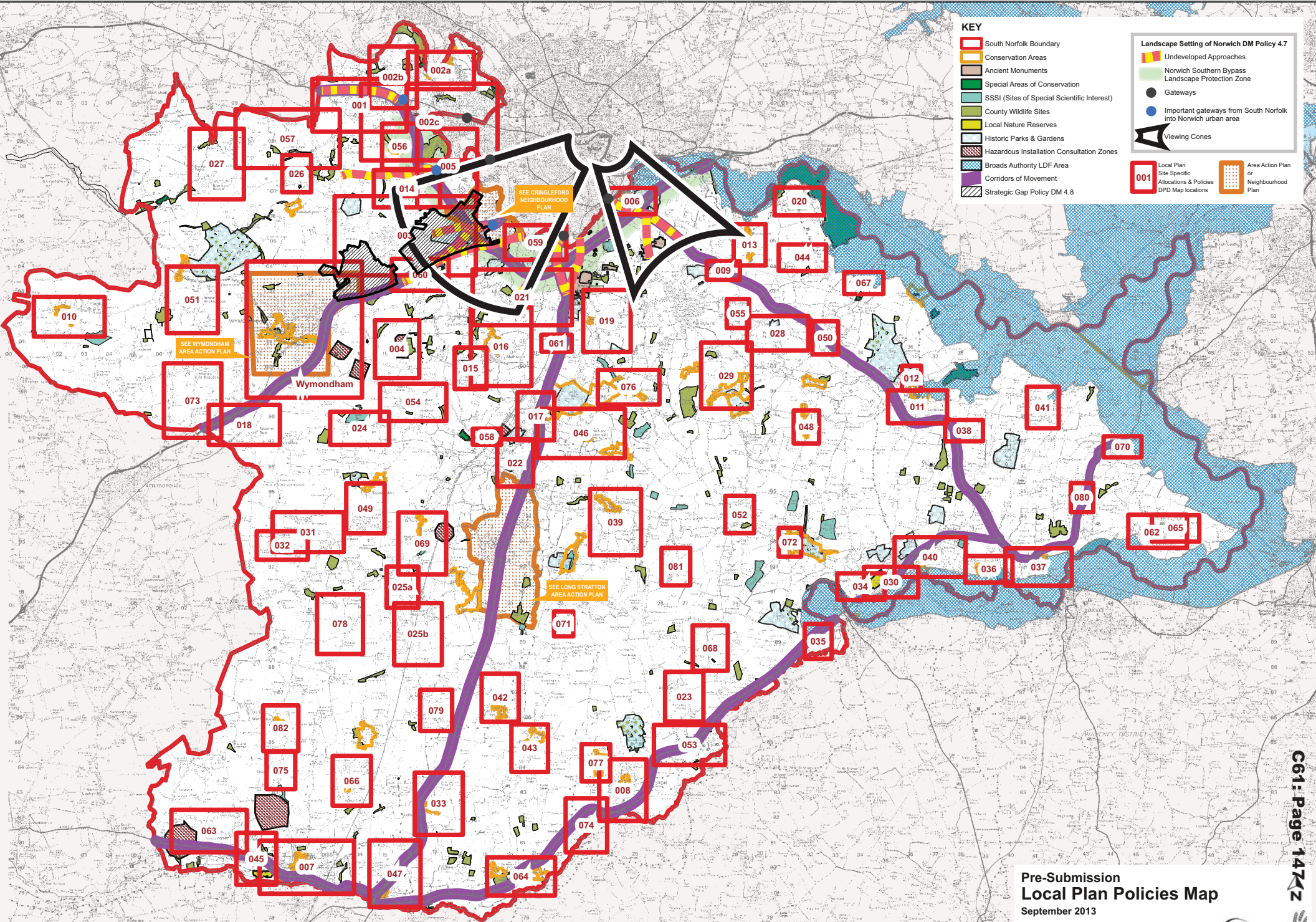
Zero-carbon Home

Over a year, the net carbon emissions from all energy use in the home are zero. This includes energy use from cooking, washing and electronic entertainment appliances as well as space heating, cooling, ventilation, lighting and hot water.

Zone of Visual Influence(ZVI)

The visual 'line of sight' or catchment area having the potential to be visually affected by a particular site or structure, such as wind turbines.

Glossary acknowledgements: Department of Communities and Local Government, Greater Norwich Development Partnership, Norfolk County Council, Norfolk Wildlife Trust, South Norfolk Council, Planning Advisory Service, Planning Inspectorate, Planning Portal and Valuation Office Agency.



KEY

- South Norfolk Boundary
- Conservation Areas
- Ancient Monuments
- Special Areas of Conservation
- SSSI (Sites of Special Scientific Interest)
- County Wildlife Sites
- Local Nature Reserves
- Historic Parks & Gardens
- Hazardous Installation Consultation Zones
- Broads Authority LDF Area
- Corridors of Movement
- Strategic Gap Policy DM 4.8

Landscape Setting of Norwich DM Policy 4.7

- Undeveloped Approaches
- Norwich Southern Bypass Landscape Protection Zone
- Gateways
- Important gateways from South Norfolk into Norwich urban area
- Viewing Cones

001 Local Plan Site Specific Allocations & Policies DPD Map locations

001 Area Action Plan or Neighbourhood Plan

**Pre-Submission
Local Plan Policies Map**
September 2013

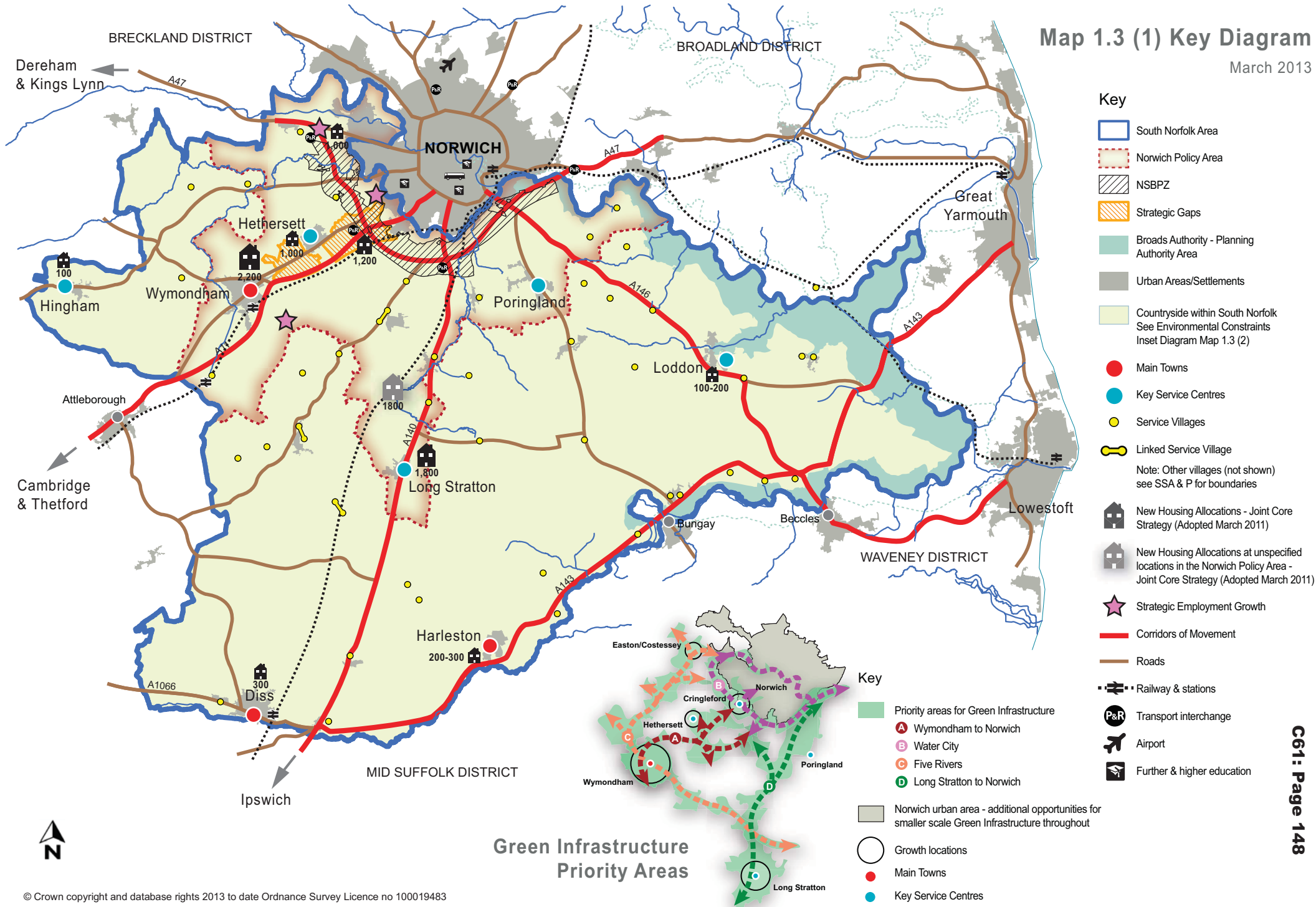
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Map 1.3 (1) Key Diagram

March 2013

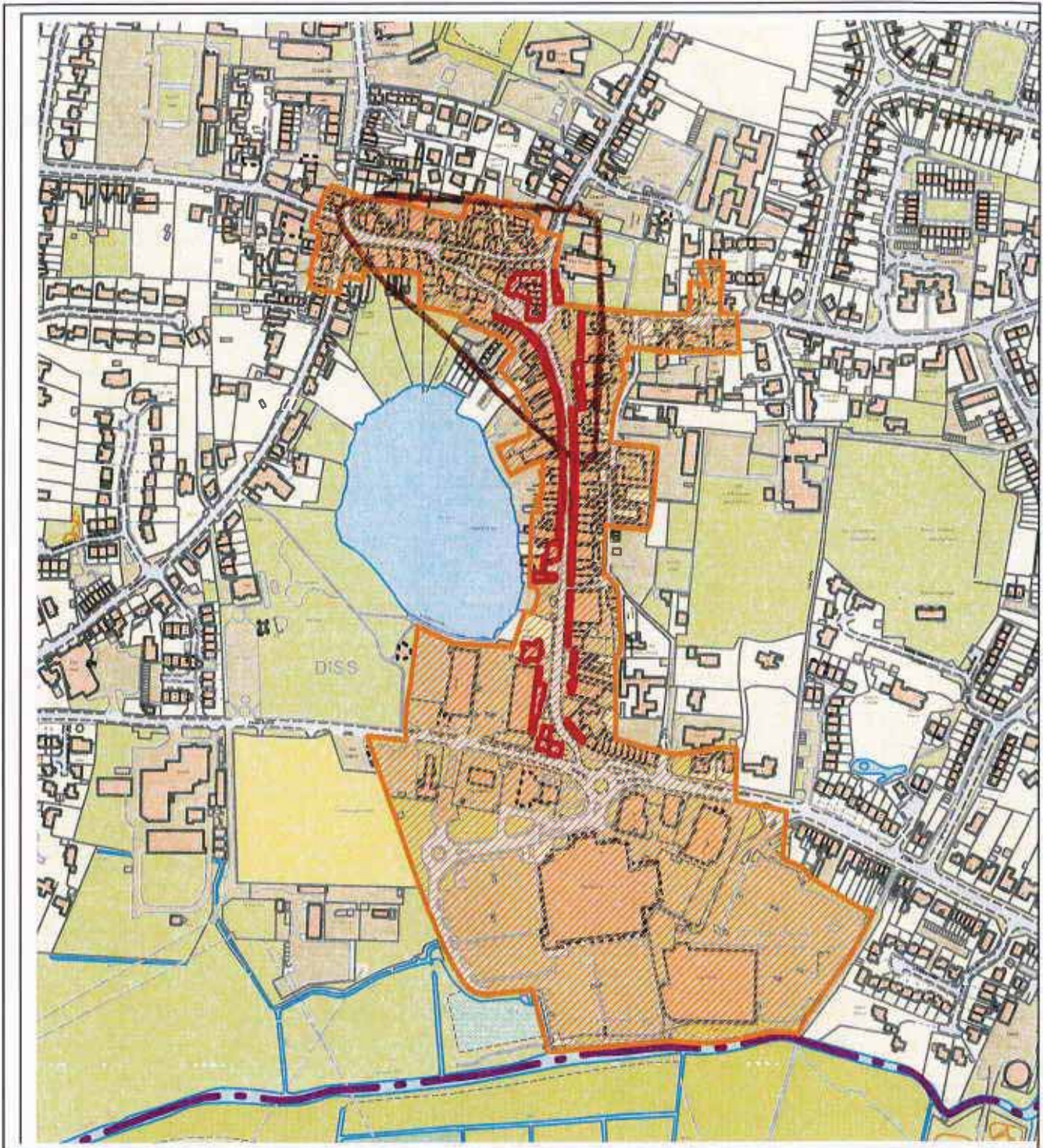


- Key**
- South Norfolk Area
 - Norwich Policy Area
 - NSBPZ
 - Strategic Gaps
 - Broads Authority - Planning Authority Area
 - Urban Areas/Settlements
 - Countryside within South Norfolk
See Environmental Constraints Inset Diagram Map 1.3 (2)
 - Main Towns
 - Key Service Centres
 - Service Villages
 - Linked Service Village
 - Note: Other villages (not shown) see SSA & P for boundaries
 - New Housing Allocations - Joint Core Strategy (Adopted March 2011)
 - New Housing Allocations at unspecified locations in the Norwich Policy Area - Joint Core Strategy (Adopted March 2011)
 - ★ Strategic Employment Growth
 - Corridors of Movement
 - Roads
 - Railway & stations
 - P&R Transport interchange
 - ✈ Airport
 - 🎓 Further & higher education

- Key**
- Priority areas for Green Infrastructure
 - A Wymondham to Norwich
 - B Water City
 - C Five Rivers
 - D Long Stratton to Norwich
 - Norwich urban area - additional opportunities for smaller scale Green Infrastructure throughout
 - Growth locations
 - Main Towns
 - Key Service Centres

Green Infrastructure Priority Areas

Map DM.2.4 & 2.5 Diss
Policy DM 2.4 & 2.5 – Town Centre Area and Primary Shopping Area amended

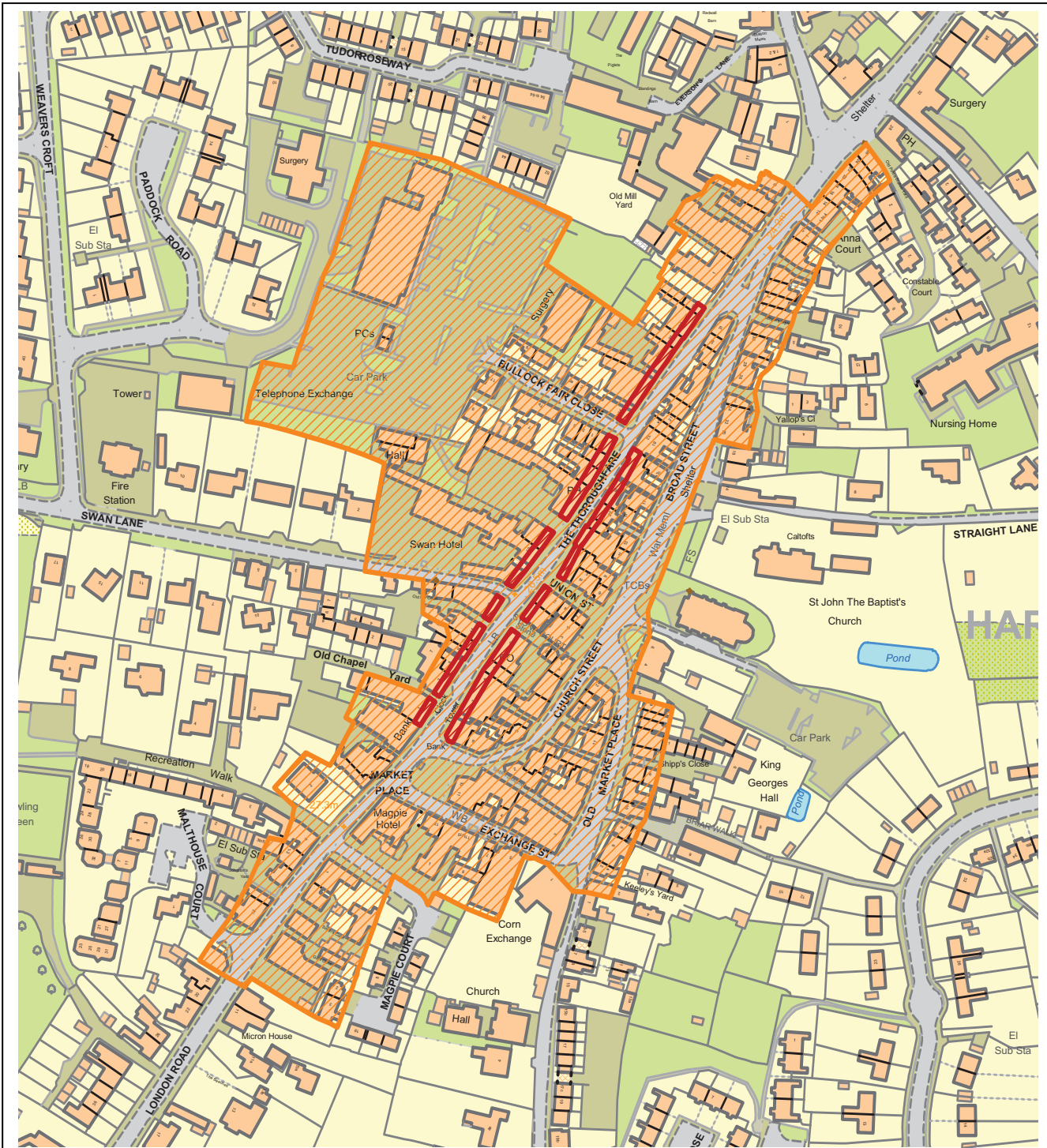


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- KEY:
-  Town Centre Area
 -  Primary Shopping Area
 -  Heritage Triangle (indicative)



**Map DM.2.4 & 2.5 Harleston
Policy DM 2.4 & 2.5 – Town Centre Area and Primary Shopping Area**



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KEY:  Town Centre Area
 Primary Shopping Area



Appendix D

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Parking Standards for Norfolk 2007

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Introduction

The purpose of this document is to provide a consistent set of parking standards for application throughout Norfolk. Local Planning Authorities will need to include policy in their Local Development Frameworks to determine local parking standards and a policy context for their application. These policies will accord with Government advice, Regional Planning advice, Structure Plan policies and other relevant transport policies and strategies. It is expected that Local Planning Authorities will refine and modify the parking standards in their Local Development Frameworks to reflect local circumstances.

The standards cover those vehicular modes of transport commonly in use, e.g. bicycles, powered two wheelers, cars, buses, coaches and servicing vehicles.

The standards take the form of maximum standards for car parking and minimum standards for all other vehicle types to accord with the latest Government advice as set out in PPS 3 - Housing (November 2006), and PPG 13 –Transport (March 2001). Generally, developers should not be expected to provide more spaces than they themselves wish but sufficient spaces must be provided to avoid on-street parking and road safety problems as well as fully catering for car drivers with disabilities and non-car modes. Sufficient spaces must be provided for development in areas of poor accessibility to public transport where the car will continue to be the dominant form of transport.

Generally, new development should contain all its associated parking and servicing requirements within the curtilage of the development site, and allow vehicle access and egress to and from the adjacent public highway in forward gear. All parking and servicing areas should be available for use at all times and in all weather conditions. Local Planning Authorities will be expected to condition non-residential planning permissions to prevent the obstruction of parking and servicing areas. On-site storage of materials and waste is a frequent reason for obstruction of parking and servicing areas.

Cycle Parking

Cycling is encouraged as a sustainable travel mode and a healthy lifestyle option. Cycle parking will therefore need to be provided at all new development. The standards are the minimum provision that should be made.

The provision of convenient secure parking and related facilities is fundamental to attracting modal shift to cycling. Cycle theft and fear of cycle theft are major deterrents to increased cycle usage. Providing secure cycle parking is a key factor in deterring both opportunistic and organised cycle thefts. In addition to the provision of secure cycle parking developers will be expected to provide for the additional needs of cyclists such as lockers, changing and shower facilities as appropriate to the development.

The type of facilities provided is dependent mainly upon the expected duration of anticipated cycle parking. The cycle parking standards within this document have been divided into two categories:

Visitors:	Short stay up to 4 hours
Staff/Residents:	Medium to long stay over 4 hours

Location and Design

When considering the location and design of cycle parking facilities various requirements should be investigated:

General requirements for all facilities:

- Should not present a hazard to pedestrians (especially those who are pushing prams or wheelchairs, have impaired vision/mobility or are frail) as well as cyclists both in terms of location and personal injury.
- In well-used thoroughfare, have a warning surface surrounding the facility to aid those whose sight is impaired.
- Enhance, or at least blend into, the surroundings to demonstrate the benefits of catering for cycles.
- Be more convenient than car parking, so that motorists are encouraged to cycle, especially for short journeys.
- Be under effective surveillance
- Be kept clean, tidy and free of broken glass, overgrown shrubs and preferably under cover
- Be where motor vehicle access is limited to reduce risk of organised theft

Location requirements:

<u>Convenience</u>	Visitor	Resident / Staff
Near to entrance	essential	desirable
Weather protection	essential	essential
Visible and attractive	desirable	desirable
<u>Security</u>		
Passing Surveillance	essential	desirable
Well Lit	essential	essential
CCTV / High level security.	desirable	essential
Off street with controlled access (e.g. cycle lockers or secure compound)	desirable	essential
<u>Signing</u>		
Obvious and well signed	essential	essential
Clear, unobstructed cycle route to parking facility.	essential	essential

Parking equipment requirements

Parking equipment should be: -

- Easy to use
- Support cycles without damage
- Vandal proof
- Good finish, clean with no sharp edges.
- Allow cyclists to use their own locks.

The 'Sheffield' design of cycle stand (diag. 1a and 1b) is the preferred stand for cyclists. They provide two parking spaces per stand, and meet the above requirements. The shape of the stand could have an 'art' influence or utilise the shape of the company logo (e.g. McDonalds could be their arch logo) as long as the above, basic requirements are not compromised. Cycle stands do not have to be in serried lines but can be echelon, snake circle, semi-circle patterns. Other types of cycle stand can be considered on their merits but those that support or grab just the wheel are not considered suitable.

Where both staff and visitors share the stands, the visitors' stands should be clearly signed.

A shelter for the stands is an essential facility. These are available 'off the shelf' in a range of designs. Those with clear roofs offer a light, airy, non-intrusive feel. They utilise natural light and other illumination sources. The use of art intervention or architectural designs can enhance the appearance of both the shelter and building.

Security is a major factor to consider in the location of any cycle parking facility. For staff that generally leave their bikes unattended for long periods of time greater security is required. Lockers or secure compounds offer this but visibility and passing surveillance are just as important. Where there is expected to be little passing surveillance, CCTV should be considered. Visitors generally want a short-term facility. This should be easy to use in a convenient location to the main entrance and subject to passing surveillance.

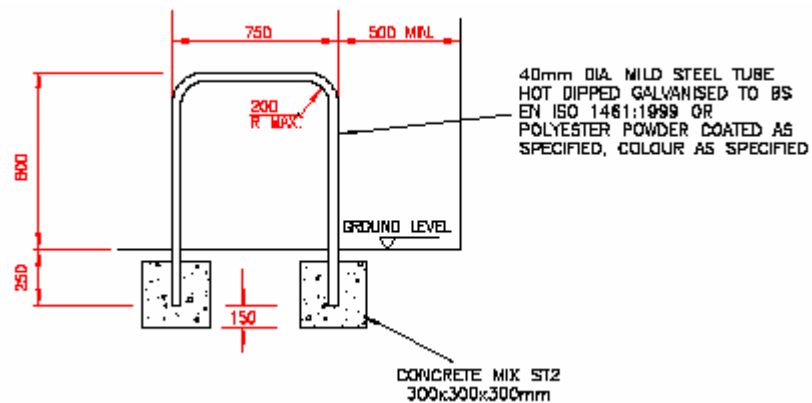
Routes to the parking facility should be direct and clearly signed within the development. Wide footways should be constructed for shared use paths and these should have priority over motor vehicles where possible. Routes that involve using roads within the development should have some form of traffic calming to reduce traffic speeds.

Retail stores have the problem of shoppers' trolleys finding their way into the cycle shelter. This must be avoided by careful positioning of trolley and cycle parking facilities.

Cycle parking for individual residential dwellings can normally be provided within the curtilage of the dwelling (e.g. in a garage, garden shed etc). For flats or maisonettes dedicated facilities will be required for both visitors and residents (e.g. Sheffield stands and cycle lockers).

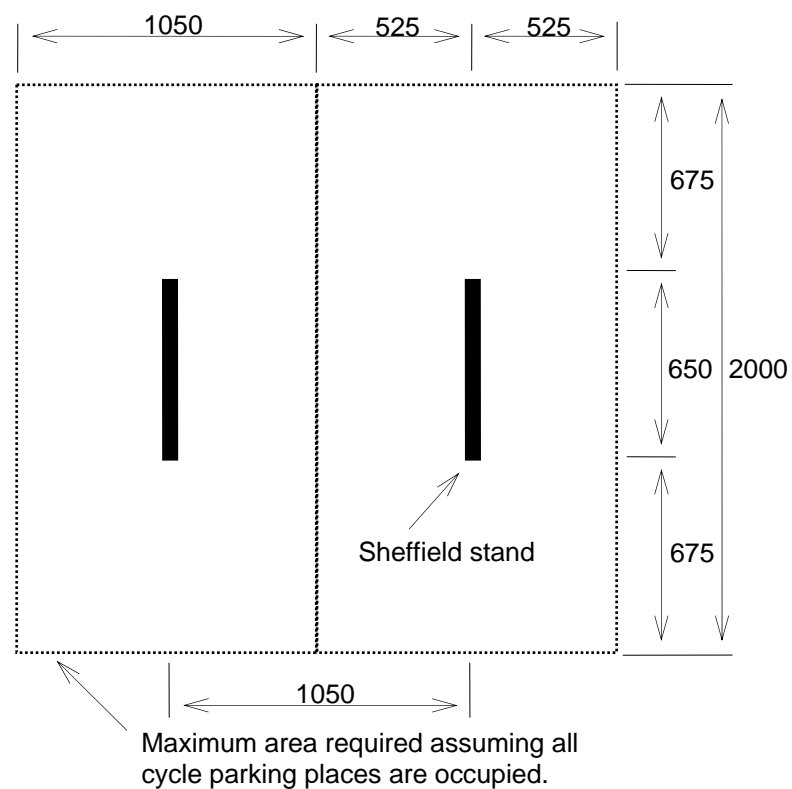
Diag. 1a

Cycle Parking - Minimum Dimensions "Sheffield" Type Cycle Stand



Diag. 1b

Minimum Dimensions for 90° Angled Parking



Parking Provision for People with Disabilities

The integration of people with disabilities is encouraged, and therefore a minimum specific car-parking requirement is included for people/drivers with disabilities. This requirement will be at least 6% of the maximum car-parking standard and will be provided over and above any agreed general car parking provision. All parking areas will have at least one space for people/drivers with disabilities. The requirement for parking provision for people with disabilities does not apply to residential development except where communal parking areas are used.

Car parking spaces for people with disabilities should be located close to an accessible entrance, preferably the main entrance. The entrance should ideally be under cover, clearly signed and not more than 50m from the designated parking spaces and at an acceptable gradient.

Further information can be found in Building Regulations, Part M. The section on access to buildings other than dwellings sets out the size and layout of disabled parking spaces and should be referred to for the current guidance.

Parking Provision for Powered Two Wheelers

Motorcycles, mopeds and scooters are collectively described as Powered Two Wheelers (PTWs). There are a number of benefits that accrue from the use of PTWs. Motorcycling is a convenient form of personal transport for some, causes less congestion, uses less parking space than other motor vehicles and generally produces less air pollution.

Provision should be made for safe, secure and convenient parking in new developments. Spaces should be in well-lit locations, and sheltered wherever practicable. They should be flat and level, and firm enough to prevent stands sinking into the ground. Consideration should also be given to appropriate fixtures to which machines may be locked and secured. It is also desirable to minimise four-wheeled vehicular access to such areas to help reduce the ease of theft.

A single parking space should measure a minimum of 2.5m x 1.2m. Designated PTW parking spaces should be provided in new developments at the rate of 1 PTW space per 20 car-parking spaces (at the maximum car standard) with a minimum of 1 space. In addition to the provision of secure parking developers will be expected to provide for the additional needs of PTW users such as lockers, changing and shower facilities as appropriate to the development. The requirement for PTW parking spaces does not apply to residential development except for where communal parking areas are used.

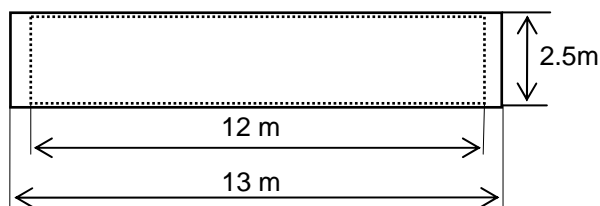
Bus and Coach Pick-up/Drop-off Points

Spaces allocated for buses and coaches should be capable of accommodating the maximum dimensions of the largest public service vehicle currently permitted under British legislation. Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, make allowance for adequate space for entry and exit taper.

- Touring coach: length 12.0m x 2.5m width (although articulated vehicles can be up to 15.0m long). Where straight kerbside parking is available and no other parking is designated either before or after the bus bay, a minimum pick-up/drop-off space required is 13.0m x 2.5m. (see diag. 1) If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.
- Where pick-up/drop-off is in a designated bus bay set into the kerb/footway, or immediately between designated car parking areas on the highway, a minimum length of 19.0m is required (inc. 3.0m taper in and 3.0m taper out) with the central length of 13.0m x 2.5m (see diag. 2). If more than one bus will be at the pick-up/drop-off point at the same time 12.0m should be added to the overall length required for each additional bus/coach.
- Where possible, all new bus pick-ups and drop-off points should be fitted with kerbing set at a height of 150 – 180mm. This height gives ease of access for the mobility impaired (especially those using wheelchairs, prams, pushchairs etc).

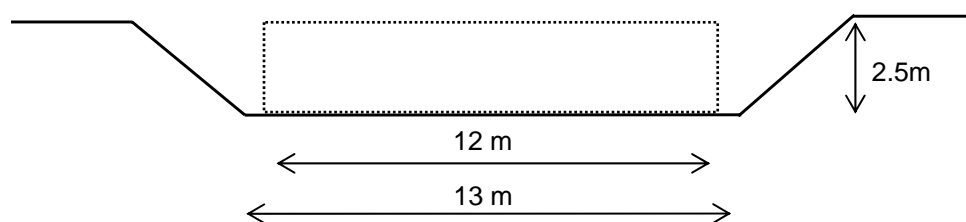
Diag. 3

Minimum
Dimensions



Diag. 4

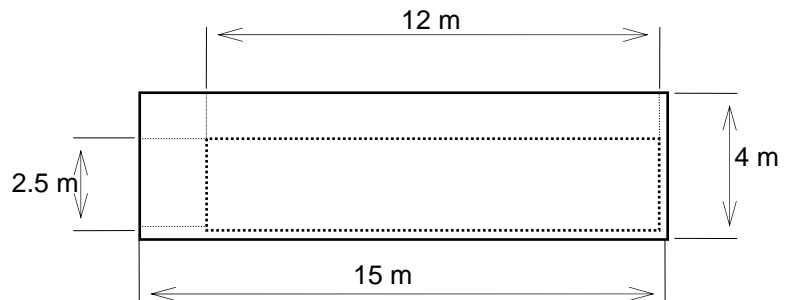
Pick-up/
Drop-off Point



Diag. 5

Coach Spaces

Maximum dimensions of coach is 12 metres x 2.5 metres width. The 4 metres width is the minimum necessary to allow passengers to disembark.



NB. Further advice may be obtained from the bus & coach Councils publication "Urban Planning & Design for Road Public Transport".

Non PSV Minibus Parking

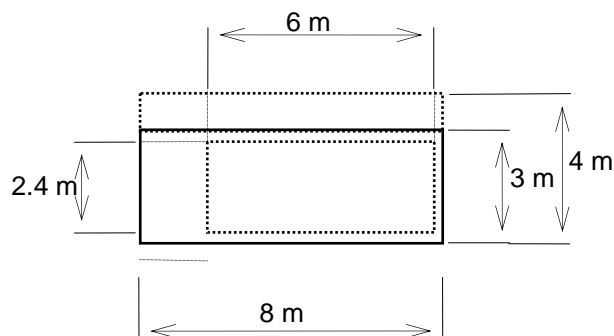
Spaces allocated for minibuses should be capable of accommodating at least an average sized minibus.

- Minibus: length 6.0m x 2.4m width (some minibuses can be up to 8.0m long). Minimum standing space required is 8.0m x 4.0m (32m²) - see diag. 4. (4.0m width is the minimum necessary to allow passengers to disembark other than at a kerbside.)

Diag. 6

Minibus

Minibus (average) size is 6 metres length x 2.4 metres width. Parking space should be increased to 4 metres width if passengers are to embark.



Car Parking

Size and Layout of Car Parking

In residential development garages will be counted as car parking spaces where they are large enough to function as a car parking space and provide some domestic storage. It is considered that the minimum internal dimensions of a garage to fulfil these functions is 7.0m x 3.0m.

These standards assume a car parking space of dimensions 5.0m x 2.5m for spaces with short term/high frequency of turnover. For communal residential parking and for longer term/low frequency of turnover parking a minimum space size of 4.8m x 2.4m will be accepted as recommended by Design Bulletin 32.

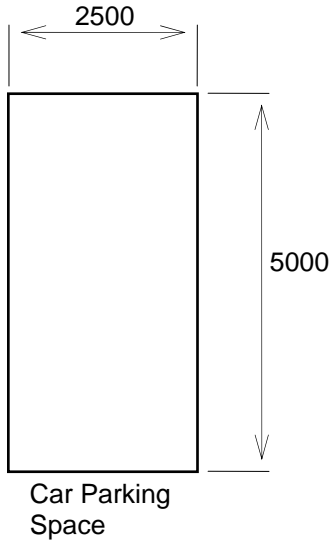
When parking is provided at right angles to the access roadway, a minimum aisle width of 6.0m is required to enable vehicles to enter and leave the parking spaces with minimum manoeuvring. It is assumed that car-parking layouts will be designed to make the most efficient use of available land, and include suitable landscaping. Diagrammatic examples of some possible parking arrangements are included as diag. 7a -7d.

Parking areas should be constructed and drained to an adequate standard so that the spaces provided are available at all times, e.g. they are not subject to flooding.

Advice on the layout, construction and drainage of residential parking areas can be found in the Norfolk Residential Design Guide.

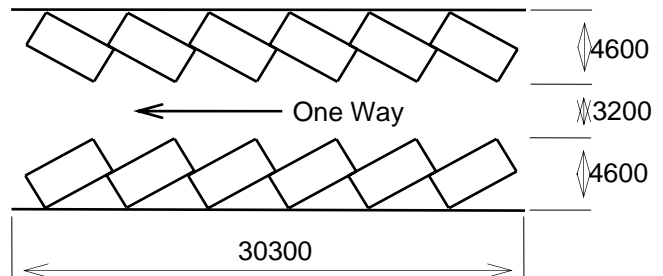
Diag. 7

Car Parking Spaces
- Minimum Dimensions



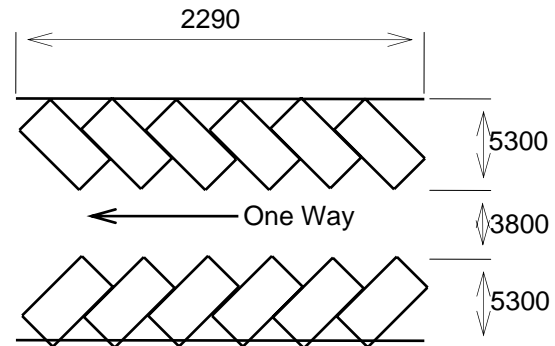
Diag.7b

One Way Flow
- 30° angle parking



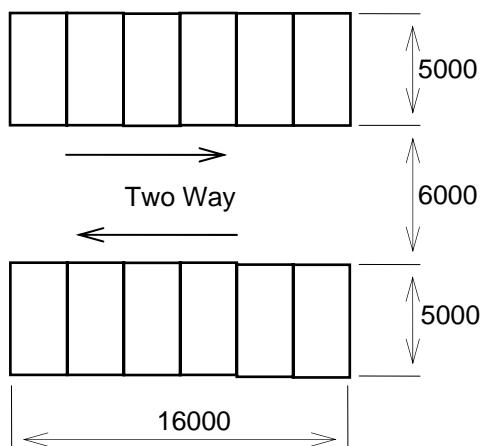
Diag. 7c

One Way Flow
- 45° Angled Parking



Diag. 7a

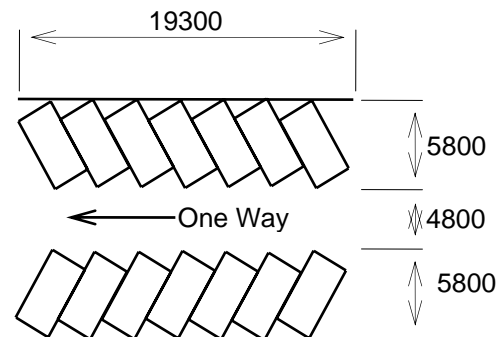
Two Way Flow



This layout is the most effective land use for two way traffic flow.

Diag. 7d

One Way Flow
- 60° Angled Parking



Service Vehicles

Service vehicles are regarded as those vehicles delivering goods to or removing goods from a development. It is recognised that servicing requirements will be unique to a particular site. For this reason, no parking standards for service vehicles are included. Developers should analyse the requirements of the development in terms of size, numbers and types of commercial vehicles visiting and should demonstrate to the local authority that sufficient service vehicle provision is being made. Non-residential development will be subject to planning conditions to ensure that servicing areas are always available for that purpose.

Service areas should be designed to make the most efficient use of the available area within a development. However, it is essential that all goods vehicles should access and leave the public highway in forward gear. Such provision should be clearly signed and laid out to avoid the area being used as an overflow car parking area. The area should also not be used for materials storage etc. Advice on service vehicle provision can be found in The Freight Transport Association's publication 'Designing for Deliveries'.

Calculation of the number of parking spaces

The number of parking spaces for any given development is related to gross floor area (gfa), unless otherwise stated. Thus, for a development that has a gross floor space of 450m² and where the car-parking standard is 1 space per 20m² gfa, the calculation gives a nominal provision of 22.5 spaces (450/20). This figure would be rounded down for car parking to the nearest whole number, to give a provision of 22 spaces.

Assessment of appropriate parking provision

The parking provisions given for private cars are a maximum. In accordance with the principles of PPG 13 to reduce the reliance on the private car the standards should be applied to minimise car parking without threatening the viability or operation on new development.

The standards provided in the table should provide the starting point for assessing the parking requirements of an individual development. Determination of the appropriate parking provision for each mode should not be seen as a formulaic process. It is important to take a wider view of the development, its location and operational characteristics. An informed approach to the flexible application of these standards is seen as vital to maintain their integrity as a demand management tool that Government policy requires whilst reflecting the travel needs of a largely rural county, where the car remains an important way of accessing jobs and services.

Reductions in parking provision should be sought in areas with good access to jobs and services, whether by walking, cycling or public transport. The adjustment to be applied will follow a site-specific assessment of accessibility that in the case of larger sites will form part of a transport assessment. Where a development produces a travel plan, the provision of parking spaces for all modes will need to be fully integrated to support the aims of the travel plan.

Similarly there may be cases where restriction of parking can lead to operational problems both on and off site. Inappropriate off site parking can lead to local nuisance, can have an adverse impact on traffic flow and public transport reliability on adjacent roads and be detrimental to highway safety.

Local Development Frameworks will need to set a clear policy context sufficiently flexible to ensure car parking provision appropriate to the needs individual sites are met.

Definitions

The following definitions are used within these standards:

Gross Floor Area (gfa): Gross Floor Area (gfa) is ascertained by the external measurement of the building. Corridors, stairwells, sanitary accommodation, etc. are included within this measurement.

Staff: - the maximum number of people on duty in any shift period

Development to Which the Parking Standards Apply

The following Parking Standards are listed according to 'The Town & Country Planning (Use Class) Order 1987' as shown below:

USE CLASS	PAGE
A1: Shops	16
A2: Financial & Professional Services	16
A3: Restaurants and Cafes	16
A4: Drinking Establishments	17
A5 Hot Food Takeaways	17
B1: Business	17
B2: General Industrial	17
B8: Warehousing	17
C1: Hotels & Hostels	18
C2: Residential Institutions	18
C3 Dwelling Houses	19
D1: Non Residential Institutions	19
D2: Assembly & Leisure	21
Sui Generis	21

In view of the fact that a variety of alternative names can exist for a single land use or development, an alphabetic list of developments is set out below with a key to the applicable standard in each case. The list is not exhaustive and where an appropriate alternative name and therefore, applicable standard is not evident, a developer is advised to consult either the Local Planning Authority or the County Council.

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
Art Gallery	D1	20
Assembly, Place of	D2	21
Badminton Club	D2	21
Bank	A2	16
Bingo Hall	D2	21
Building Society	A2	16
Cafe	A3	16
Car Auction	Sui Generis	21
Car Sales Showroom	Sui Generis	21
Caravan Site (Residential or Permanent)	C3	19
Casino	D2	21
Children's Home	C2	18
Chiropodist's Surgery	D1	19
Cinema	D2	21
Clinic	D1	19
College of Further Education	D1	20
College, Sixth Form	D1	20
Community Centre/Hall	D2	21

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
Concert Hall	D2	21
Crèche	D1	20
Cultural Building	D1	20
Dance Hall	D2	21
Day/Care Centre for Elderly People	D1	19
Day/Care Centre for Mentally Handicapped	D1	19
Day/Care Centre for Physically Handicapped	D1	19
Dentist's Surgery	D1	19
Discotheque	D2	21
Doctor's Surgery	D1	19
Dwelling Houses	C3	19
Elderly Persons' Day/Care Centre	D1	19
Elderly Persons' Home	C2	18
Elderly Persons' Sheltered Housing	C3	19
Estate Agent	A2	16
Exhibition Hall	D1	20
Financial and Professional Services	A2	16
Garage (Vehicle Repair)	B2	17
Garden Centre	Sui Generis	22
Guest House	C1	18
Gymnasium	D2	21
Health Centre	D1	19
High Tech Units	B1	17
Hospital	C2	18
Hostel	C1	18
Hotel	C1	18
House	C3	19
Housing with Communal Parking	C3	19
Industry, General	B2	17
Industry, Light	B1	17
Launderette	Sui Generis	21
Leisure Centre	D2	21
Library	D1	20
Licensed Club	A3	16
Lorry Services	A3	16
Marina	Sui Generis	22
Mentally Handicapped Persons' Day/Care Centre	D1	19
Mentally Handicapped Persons' Home	C2	18
Motel	C1	18
Motorist Services	A3	16
Museum	D1	20
Nursery	D1	20
Nursing Home	C2	18

DEVELOPMENT OR LAND USE	USE CLASS	PAGE
Office	B1	17
Petrol Filling Station	Sui Generis	21
Physically Handicapped Persons' Day/Care Centre	D1	19
Physically Handicapped Persons' Home	C2	18
Public Hall	D1	20
Public House	A4	17
Residential Caravan	C3	19
Residential Care Home	C2	18
Residential Training Establishment	C2	18
Restaurant	A3	16
Retail Superstore, Food	A1	16
Retail Warehouse Parks	A1	16
Retail Warehouse, Non-Food	A1	16
Retirement Housing	C3	19
Schools, Primary And Secondary	D1	20
Schools, Higher And Further	D1	20
Shared Accommodation	C3	19
Sheltered Housing	C3	19
Shop	A1	16
Showroom (Motor Vehicles)	Sui Generis	21
Snooker Club	D2	21
Sports Centres, Indoor	D2	21
Sports Centres, Outdoor	D2	21
Squash Club	D2	21
Starter Units	B1	17
Storage Units	B8	17
Superstore	A1	16
Surgery	D1	19
Swimming Pool	D2	21
Take-Away Restaurant	A5	17
Tertiary Education	D1	20
Theatre	D2	21
Veterinary Surgery/Clinic	D1	19
Village Hall	D1	20
Warehousing	B8	17
Wholesale Warehouse	A1	16
Worship, Place Of	D1	20

LAND USE	CYCLE PARKING	CAR PARKING*
Class A1 - Shops		
SHOPS	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 100m ²	1 space / 20m ² gfa
FOOD RETAIL SUPERSTORES Free standing food superstore, with gfa above 1,000m ²	<u>Visitors:</u> 1 space / 100m ² <u>Staff:</u> 1 space / 100m ²	1 space / 14m ² gfa
CASH and CARRY, NON-FOOD RETAIL WAREHOUSES,	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 100m ²	1 space / 20m ² gfa
Class A2 – Financial and professional services		
BANKS, BUILDING SOCIETIES, ESTATE AGENTS, ETC.	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 100m ²	1 space / 20m ² gfa
Class A3 – Restaurants and Cafes		
RESTAURANTS AND CAFES	<u>Visitors:</u> 1 space / 25m ² <u>Staff:</u> 1 space / 4 staff	1 space / 5m ² gfa

LAND USE	CYCLE PARKING	CAR PARKING*
Class A4 – Drinking Establishments		
PUBLIC HOUSE, WINE BAR	<u>Visitors:</u> 1 space / 25m ² <u>Staff:</u> 1 space / 4 staff	1 space / 5m ² public area
Class A5 – Hot Food Take-away		
TAKE-AWAY OUTLETS	<u>Visitors:</u> 1 space / 25m ² <u>Staff:</u> 1 space / 4 staff	1 space / 3m ² public area
Class B1 – Business		
LIGHT INDUSTRY AND OFFICES OTHER THAN A2	<u>Visitors:</u> 1 space / 100m ² <u>Staff:</u> 1 space / 50m ²	1 space / 30m ² gfa
Class B2 - General Industry		
INDUSTRIAL PROCESSES OTHER THAN B1	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 50m ²	1 space / 50m ² gfa
Class B8 – Warehousing		
STORAGE AND DISTRIBUTION	<u>Visitors:</u> 1 space / 400m ² <u>Staff:</u> 1 space / 100m ²	1 space / 150m ² gfa

LAND USE	CYCLE PARKING	CAR PARKING*
Class C1 – Hotels		
HOTEL, MOTEL, BOARDING HOUSE, GUEST HOUSE, For restaurants and function rooms open to non-staying guest see A3 Food and Drink	<u>Visitors:</u> 1 space / 10 beds <u>Staff:</u> 1 space / 4 staff <u>Residents:</u> 1 space /10 beds	1 space / bedroom (guest or staff)
Class C2 - Residential Institutions		
RESIDENTIAL CARE HOME	<u>Visitors:</u> 1 space / 20 beds <u>Staff:</u> 1 space / 4 staff	1 space / 3 beds or dwelling unit plus 1 space / resident staff plus 1 space / 3 staff present during the busiest period
HOSPITALS	<u>Visitors:</u> 1 space / 20 beds <u>Staff:</u> 1 space / 4 staff	1 space / 3 beds plus 1 space / 4 staff
RESIDENTIAL EDUCATIONAL ESTABLISHMENTS	<u>Visitors:</u> 1 space / 20 beds <u>Staff:</u> 1 space / 4 staff <u>Residents / students:</u> 1 space / 10 beds	1 space / resident staff plus 1 space / 2 other staff plus 1 space / 3 beds for students

LAND USE	CYCLE PARKING	CAR PARKING*
Class C3 - Dwelling Houses		
<p>The car parking standards set out a maximum per unit. Over a LPA area the average parking provision will reflect car ownership.</p> <p>The accessibility of a site will be determined from a site specific assessment of access to employment and services by walking, cycling and public transport. This will be used to determine the appropriate local parking provision.</p>	<p>None for individual houses with garages or rear gardens for a garden shed.</p> <p>For flats and developments with communal parking:-</p> <p><u>Residents</u></p> <p>1 space / unit</p> <p><u>Visitors:</u></p> <p>1 space / 4 units</p>	<p>General requirement</p> <p>1 space for a 1 bed unit</p> <p>2 spaces for a 2 or 3 bedroom unit</p> <p>3 spaces for a 4 or more bedroom unit</p>
Class D1 – Non-Residential Institutions		
HEALTH CENTRES, MEDICAL CENTRES AND FAMILY CENTRES	<p><u>Staff:</u></p> <p>1 space / 4 staff</p> <p><u>Visitors:</u></p> <p>1 space / consulting room</p>	<p>1 space / full time equivalent staff</p> <p>plus</p> <p>2 spaces / consulting room</p> <p>Plus</p> <p>ambulance space</p>
DAY CARE CENTRES	<p><u>Staff:</u></p> <p>1 space / 4 staff</p> <p><u>Visitors:</u></p> <p>1 space / 200m²</p>	<p>1 space / full time equivalent staff</p> <p>plus</p> <p>1 space / 4 persons attending</p> <p>Plus</p> <p>a dropping off / collection point for clients</p>

LAND USE	CYCLE PARKING	CAR PARKING*
CRECHES, NURSERIES	<u>Visitors:</u> 1 space / 30 children <u>Staff:</u> 1 space / 5 staff	1 space / full time equivalent staff plus 1 space / classroom Plus a dropping off / collection point for clients
SCHOOLS (PRIMARY & SECONDARY)	<u>Children</u> 1 space / 6 children (secondary only) <u>Staff:</u> 1 space / 5 staff	1 space / 1 full time equivalent staff plus 1 space / classroom Plus provision for public / schools transport
SCHOOLS (HIGHER AND FURTHER)	<u>Students:</u> 1 space / 3 students <u>Staff:</u> 1 space / 5 staff	1 space / 2 daytime teaching staff plus 1 space / 15 students Plus provision for public / schools transport
ART GALLERIES, MUSEUMS, PUBLIC OR EXHIBITION HALLS, INCLUDING COMMUNITY AND VILLAGE HALLS	<u>Visitors:</u> 1 space / 35m ² <u>Staff:</u> 1 space / 4 staff	1 space / 30 m ² gfa Plus bus / coach drop-off / pick-up point
LIBRARIES	<u>Visitors:</u> 10 spaces for a Main Library (3 for a Branch) <u>Staff:</u> 1 space / 4 staff	1 space / 30m ² gfa Plus bus / coach drop-off / pick-up point
PLACES OF WORSHIP	<u>Visitors:</u> 1 space / 5 seats	1 space / 10m ² gfa or 1 space / 10 seats

LAND USE	CYCLE PARKING	CAR PARKING*
Class D2 – Assembly and Leisure		
CONCERT HALLS, THEATRE, BINGO HALLS, CASINOS, DANCE HALLS, DISCOTHEQUE	<u>Visitors:</u> 1 space / 100m ² gfa <u>Staff:</u> 1 space / 4 staff	1 space / 22m ² gfa plus bus / coach drop-off / pick-up point
CINEMAS, CONFERENCE CENTRES	<u>Visitors:</u> 1 space / 20 seats <u>Staff:</u> 1 space / 4 staff	1 space / 5 seats plus bus / coach drop-off / pick-up point
SWIMMING POOLS, INDOOR / OUTDOOR SPORTS (except motor sports and firearms)	<u>Visitors / players:</u> 1 space / 4 visitors <u>Staff:</u> 1 space / 4 staff	1 space / 22m ² gfa plus bus / coach drop-off / pick-up point
Sui generis		
PETROL FILLING STATION	<u>Visitors:</u> 1 space <u>Staff:</u> 1 space / 5 staff	1 space / 20m ² gfa of shop
MOTOR SERVICE CENTRES	1 space / 5 staff	1 space / staff plus 1 space / 35m ² gfa
MOTOR VEHICLE SHOWROOMS	1 space / 5 staff	1 space / staff plus 1 space / 45m ² of display area
LAUNDERETTE	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 100m ²	1 space / 20 m ² gfa

LAND USE	CYCLE PARKING	CAR PARKING*
MARINA	1 space / 10 moorings	1 space / 2 mooring berths
STADIA	<u>Visitors:</u> 1 space / 75 seats	1 space / 15 seats plus sufficient coach parking
GARDEN CENTRES Includes all retail areas but not outside growing and storage areas	<u>Visitors:</u> 1 space / 200m ² <u>Staff:</u> 1 space / 100m ²	1 space / 20 m ² gfa
BUS STATIONS	4 spaces / bus bay	Provision of passenger drop off / pick-up point

* Standards changed from proposed 2006 standards are highlighted in **bold**.