



# Cabinet

Members are invited to a **Meeting of the Cabinet** to be held in the Conference Room, Riverside, Lowestoft on **Tuesday, 7 May 2024 at 6:00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtube.com/live/wqm7Sf6fsVU?feature=share>

## Members:

Councillor Caroline Topping (Leader of the Council), Councillor David Beavan (Deputy Leader and Housing), Councillor Paul Ashton (Corporate Services – Digital, Customer Services, HR and Assets), Councillor Jan Candy (Community Health), Councillor Tom Daly (Energy and Climate Change), Councillor Toby Hammond (Economic Development and Transport), Councillor Vince Langdon-Morris (Resources and Value for Money), Councillor Sally Noble (The Environment), Councillor Sarah Whitelock (Communities, Leisure and Tourism), Councillor Kay Yule (Planning and Coastal Management)

An Agenda is set out below.

## Part One – Open to the Public

Pages

### 1 Apologies for Absence

To receive apologies for absence, if any.

### 2 Declarations of Interest

Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3 Announcements

To receive any announcements.

### 4 Minutes

To confirm as a correct record the minutes of the meeting held on 9 April 2024.

1 - 7

## KEY DECISIONS

### 5 Self-build Housing Supplementary Planning Document ES/1934

Report of the Cabinet Member with responsibility for Planning and Coastal Management

8 - 266

<b>Part One – Open to the Public</b>		<b>Pages</b>
<b>6</b>	<b>Relocating Customer Services to Lowestoft Library ES/1935</b> Report of the Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR and Assets	<b>267 - 275</b>
 <b>NON-KEY DECISIONS</b>		
<b>7</b>	<b>North Falls Offshore Wind Farm – Nationally Significant Infrastructure Project – Application for development consent under the 2008 Planning Act – East Suffolk Council’s position and delegation to enable full participation in the process ES/1936</b> Report of the Cabinet Member with responsibility for Energy & Climate Change	<b>276 - 283</b>
<b>8</b>	<b>Five Estuaries Offshore Wind Farm – Nationally Significant Infrastructure Project – Application for development consent under the 2008 Planning Act – East Suffolk Council’s position and delegation to enable full participation in the process ES/1937</b> Report of Cabinet Member with responsibility for Energy & Climate Change	<b>284 - 293</b>
<b>9</b>	<b>Resilience and Emergency Response Fund ES/1938</b> Report of the Cabinet Member with responsibility for Resources and Value for Money	<b>294 - 302</b>
<b>10</b>	<b>Spa Beach Huts, Felixstowe ES/1939</b> Report of the Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR and Assets.	<b>303 - 344</b>
<b>11</b>	<b>Exempt/Confidential Items</b> It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	

<b>Part Two – Exempt/Confidential</b>		<b>Pages</b>
<b>12</b>	<b>Exempt Minutes</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul> <b>KEY DECISIONS</b>	
<b>13</b>	<b>The Sale of 5 &amp; 6 Newcombe Road, Lowestoft, Suffolk, NR32 1XA</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
<b>14</b>	<b>East Suffolk Services Business Plan 2024-27</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
<b>15</b>	<b>Proposed long lease of Notcutts (sports ground) Park</b> <ul style="list-style-type: none"> <li>• Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	

**16 Minor acquisition of Land, Felixstowe Ferry**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Close**



Chris Bally, Chief Executive

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**[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)**

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**Unconfirmed**



Minutes of a Meeting of the **Cabinet** held in the Deben Conference Room, East Suffolk House, on **Tuesday, 09 April 2024 at 6.00 pm**

**Members of the Cabinet present:**

Councillor Paul Ashton, Councillor David Beavan, Councillor Jan Candy, Councillor Toby Hammond, Councillor Vince Langdon-Morris, Councillor Rachel Smith-Lyte, Councillor Caroline Topping, Councillor Sarah Whitelock, Councillor Kay Yule

**Other Members present:**

Councillor Peter Byatt, Councillor Dan Clery, Councillor Louise Gooch, Councillor Alan Green, Councillor Sally Noble, Councillor Lee Reeves, Councillor Craig Rivett

**Officers present:** Chris Bally (Chief Executive), Jason Beck (Principal Planner (Policy and Delivery)), Chris Bing (Head of Legal and Democratic Services), Ruth Bishop (Senior Planner (Policy and Delivery)), Kerry Blair (Head of Operations), Kate Blakemore (Strategic Director), Heather Fisk (Head of Housing), Phil Harris (Strategic Communications and Marketing Manager), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Fern Lincoln (Strategic Lead – Housing Needs), Andrea McMillan (Planning Manager (Policy, Delivery and Specialist Services) and Interim Head of Planning & Coastal Management), Lorraine Rogers (Chief Finance Officer), Alli Stone (Democratic Services Officer), Nicola Wotton (Member Support and Civic Manager)

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**1 Apologies for Absence**

Apologies were received from Councillor Tom Daly, Cabinet Member with responsibility for Energy and Climate Change.

**2 Declarations of Interest**

Mr Jarvis, Strategic Director, and Mr Khan, Strategic Director, both declared a local non-pecuniary interest that they were Directors of ESSL. Their declarations related to Item 6 - East Suffolk Property Investments Limited - Revised Business Case and Item 7 - Acquisition of new Refuse Collection Vehicles.

**3 Announcements**

There were no Announcements.

#### **4 Minutes**

##### **RESOLVED**

That the minutes of the meeting held on 5 March 2024 be agreed as a correct record and signed by the Chair.

#### **5 Rural Development Supplementary Planning Document**

Councillor Yule, the Cabinet Member with responsibility for Planning and Coastal Management introduced report **ES/1912** which related to the adoption of the Rural Development Supplementary Planning Document (SPD). As an update from the published report, Councillor Yule reported that, from 1 April 2024, the Head of Service role was being covered by Ben Woolnough and Andrea McMillan, as Interim Joint Heads of Planning and Coastal Management.

East Suffolk had 2 Local Plans – the Suffolk Coastal Local Plan and the Waveney Local Plan, both of which contain a range of planning policies that relate to the delivery of development in rural areas. It was noted that the SPD provided guidance on a range of topics including rural worker dwellings, rural annexes, rural residential curtilage expansion, rural building and barn conversions, economic development, equestrian development, tourism accommodation, small scale renewable energy generation, and wastewater management in rural areas.

The document had been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Planning and Compulsory Purchase Act 2004.

The Council had engaged in two rounds of consultation with external stakeholders and then the public. The initial consultation was carried out between 1st February to 16th March 2023. In total 26 individuals and organisations responded to the consultation.

The second consultation, with the Draft Rural Development SPD ran between 15th November 2023 and 10th January 2024. In total, 14 individuals and organisations responded to the consultation. Between them they made 40 comments. The full consultation responses were published online.

It was noted that changes were made, to address many of the comments received from respondents during the consultation. Changes were also made to update the document, improve the clarity and understanding of the guidance, and improve the format for adoption.

On adoption, the Rural Development SPD would be a material consideration in the determination of planning applications.

Councillor Yule moved the recommendations within the report and they were duly seconded by Councillor Ashton.

Those Members present took the opportunity to thank the officers involved with the

creation of the report. It was noted that this SPD would be particularly useful, as many Members had received queries involving developments of this nature. Upon being put to the vote it was unanimously

## **RESOLVED**

1. That the Rural Development Supplementary Planning Document be adopted.
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Rural Development Supplementary Planning Document prior to it being published.

## **6 East Suffolk Property Investments Limited – Revised Business Case**

Councillor Beavan, the Deputy Leader and Cabinet Member with responsibility for Housing introduced report **ES/1913** which outlined a proposal to present a revised business case for East Suffolk Property Investments Limited (ESPIL) and sought Cabinet's support to progress with its development.

East Suffolk Property Investments Limited (ESPIL), a subsidiary of East Suffolk Holdings Limited, was incorporated in October 2019. The company sits within a Group structure and was one of the five Local Authority Trading Companies (LATCos) owned by East Suffolk Council. Despite having an approved business plan, development of ESPIL had not been pursued for several reasons.

Sustainable Housing was one of the four priorities of the Council's Strategic Plan 'Our Direction 2028', and as such provided a greater focus and a new impetus to find innovative ways to provide more quality homes that people in East Suffolk can afford to live in. As a LATCo, 100% owned by the Council and under its full control, ESPIL was one approach that could contribute significantly to the delivery of this priority.

It was proposed that ESPIL, funded by the Council initially to the tune of up to £5m (subject to approval of a business case) to enable it to set itself up, would purchase some five residential properties within the district, which it will then rent at open market rent for a financial return.

The company will be designed to operate with minimal fixed costs and will be evaluated at the end of the first year. If operating successfully and demonstrating proof of concept, the intention would then be to provide further finance to enable the company to purchase additional properties on the same basis.

Unlike the Housing Revenue Account (HRA), homes owned by ESPIL would not be subject to Right To Buy and would charge social rent, not market rent. Each property that was bought would have a full business case to ensure it would provide value for money for the Council and in due course, this would help to reduce the amount of funding spent on temporary accommodation.

Councillor Langdon-Morris stated that he had discussed this matter in great deal with Councillor Beavan and the Chief Finance Officer. They had undertaken research and he looked forward to receiving the detailed business case.

Councillor Candy asked about the type of properties that would be purchased. Councillor Beavan stated that it was not yet known what types of property were needed. However, the business cases produced would need to demonstrate sufficient demand, the level of rent and any retro fitting work that may be needed.

Councillor Candy stated that she had seen an initiative in Grimsby, where derelict houses were bought at auction, at much cheaper prices, which were then renovated and rented to local people. Councillor Beavan stated that he would be open to that initiative, however, care would need to be taken regarding the costs involved in any renovation.

Councillor Smith-Lyte commented that the Grimsby initiative sounded very positive and she queried whether local apprentices could be used to gain skills during any future redevelopment works. Councillor Beavan stated he would be receptive to this and would explore it further.

Councillor Whitelock sought reassurance that the new properties purchased would not be subject to Right To Buy. Councillor Beavan confirmed that was correct.

Councillor Candy queried if there was funding available from the Community Housing fund. Councillor Beavan confirmed that there was a small amount of funding still available however there were significant criteria and paperwork involved. Councillor Langdon-Morris commented that house prices were currently stable or may even dip slightly in the future, with borrowing costs falling, therefore, it was a positive time to look at purchasing properties.

Councillor Byatt commented that it would be useful to purchase empty properties in the district. He also stated that Waveney District Council had had a scheme where homeowners in arrears with their mortgage could sell the property to the Council and rent the property back from them. He asked if that scheme could be resumed? Councillor Beavan stated that he would look into this further.

Councillor Beavan moved the recommendation in the report, which was seconded by Councillor Langdon-Morris and upon being put to the vote it was unanimously

## **RESOLVED**

That Cabinet considered the proposal to produce a revised business case for ESPIL and supported its production on the timetable set out in section 3.4 of this report.

## **7 Acquisition of new Refuse Collection Vehicles**

Councillor Smith-Lyte, the Cabinet Member with responsibility for the Environment, introduced report **ES/1920** which related to the procurement of 10 Refuse Collection Vehicles, at a total cost of £2.3 million.

As part of the transition from Norse to East Suffolk Services Ltd (ESSL) an operating agreement with Norse for several vehicles, including 10 Refuse Collection Vehicles

(RCV's) will expire on 31 December 2024, and as a result these vehicles will no longer be available for ESSL's use.

Therefore, an alternative arrangement needs to be in place from the 1 January 2025 to ensure continuity of service. The Council has been working with ESSL to understand the best way to resource these vehicles from the 1 January 2025.

Lead in timescales to purchase fleet were long, to ensure that new RCV's were operationally available to ESSL from the 1 January 2025, an order needed to be placed by the end of April. The procurement process to enable the purchase of these vehicles was already underway, although no final order would be made until Cabinet considered this paper.

Councillor Langdon-Morris asked if leasing the vehicles had been considered instead of purchasing? The Head of Operations stated that a full analysis had been undertaken, which showed that purchasing provided the best value and further information could be found in the table in section 6 of the report. He stated that the new RCVs would also be suitable for when the new recycling requirements came into force.

Councillor Hammond queried about the maintenance of the vehicles. It was reported that the vehicles would be maintained at one of the depots, in the north and south of the district, and they could provide same day repairs, which helped with operational continuity.

Councillor Langdon-Morris sought reassurance that the procurement of the vehicles would be completed in time. It was reported that the Council would be using UK based suppliers and confirmation had been received that the vehicles would be provided when required. It was noted that there was some uncertainty regarding the future implementation of food recycling and the Council would be working with other Suffolk Authorities to find a way forward.

Councillor Byatt asked whether it would be possible to reduce emissions further, by using EV. The Head of Operations reported that 44 new light fleet vehicles would be purchased in due course, which would be EV, and that he was working with ESSL to look at sustainability and reducing emissions, wherever possible.

Councillor Smith-Lyte took the opportunity to thank the officers involved in the report and noted that EV was not a silver bullet, as electricity had to be produced from somewhere. She commented that localised street-based collection points were a consideration for the future.

Councillor Smith-Lyte moved the recommendations within the report, which were seconded by Councillor Langdon-Morris. Upon being put to the vote it was unanimously

## **RESOLVED**

1. That the virement of £300,000 from the capital budget 24/25 Bath Tap Terrace allocation to the £2 million capital budget allocated to operational vehicles and equipment for 24/25 be approved.



2. That the expenditure of £2.3 million from the 24/25 capital programme for the purchase of 10 new RCV's from the operational vehicles and equipment budget be approved.

## **8 Housing Regulation – Quarterly Update**

Councillor Beavan, Deputy Leader and the Cabinet Member with responsibility for Housing introduced report **ES/1914** which related to the Housing Regulation – Quarterly Update. The Deputy Leader was pleased to present the report and update on the significant progress being made in the area. It had been complex and challenging work to move from non-compliance to compliance. As of 29 February 2024, the level of compliance was almost at 100% across the board and the overpayments of rent were in the process of being repaid. It was noted that the Regulator of Social Housing (RSH) was content with the action taken.

Councillor Beavan took the opportunity to thank the Head of Housing and her team for all of their ongoing hard work in this respect, which was in addition to their normal workload.

Councillor Beavan moved the recommendations within the report and they were seconded by Councillor Yule.

Those Members present also thanked the Head of Housing and commended her for the work that had been undertaken. Upon being put to the vote it was unanimously

### **RESOLVED**

1. That the information contained within this report be noted and Cabinet endorsed the actions set out to ensure the Council is compliant with the Regulator of Social Housing Consumer 'Home Standard'.
2. That the information contained within this report be noted and Cabinet endorsed the actions set out to ensure the Council is compliant with the Regulator of Social Housing 'Rent Standard'.
3. That the next quarterly update will be presented to the Cabinet Meeting to be held on 9 July 2024.

## **9 Exempt/Confidential Item**

On the proposition of Councillor Hammond, seconded by Councillor Ashton, it was by a unanimous vote

### **RESOLVED**

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 2 and 3 of Part 1 of Schedule 12A of the Act.

## **10 Procurement of Temporary Accommodation to enable the Council to fulfil its duties under Housing and Homelessness Legislation**

- Information that is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 19:11

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Chair



<b>Committee</b>	Cabinet
<b>Date</b>	07/05/2024
<b>Subject</b>	Custom and Self-build Housing Supplementary Planning Document
<b>Cabinet Member</b>	Councillor Kay Yule – Cabinet Member with responsibility for Planning and Coastal Management
<b>Report Author(s)</b>	Anthony Taylor Senior Planner (Policy and Delivery) <a href="mailto:Anthony.taylor@eastsuffolk.gov.uk">Anthony.taylor@eastsuffolk.gov.uk</a>
<b>Head of Service</b>	Andrea McMillan Interim Joint Head of Planning <a href="mailto:Andrea.McMillan@eastsuffolk.gov.uk">Andrea.McMillan@eastsuffolk.gov.uk</a> Ben Woolnough Interim Joint Head of Planning <a href="mailto:Ben.woolnough@eastsuffolk.gov.uk">Ben.woolnough@eastsuffolk.gov.uk</a>
<b>Director</b>	Nick Khan Strategic Director <a href="mailto:Nick.khan@eastsuffolk.gov.uk">Nick.khan@eastsuffolk.gov.uk</a>

Key Decision?	Yes
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
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## Purpose/Summary

The purpose of this report is to recommend the adoption of the Custom and Self-build Housing Supplementary Planning Document (the SPD). The SPD supports the implementation of policies relating to custom and self-build housing in the East Suffolk Council – Suffolk Coastal Local Plan and East Suffolk Council – Waveney Local Plan. The SPD provides guidance on a range of topics including the legal underpinnings of custom and self-build housing, affordable custom and self-build housing, serviced plots, Community Infrastructure Levy (CIL), phasing, design codes, plot passports, marketing strategy, and planning obligations in the form of section 106 agreements.

## Recommendation(s)

That Cabinet:

1. Adopts the Custom and Self-build Housing Supplementary Planning Document.
2. Authorises the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, to make any presentational or typographical amendments to the Custom and Self-build Housing Supplementary Planning Document prior to it being published.

## Strategic plan

### How does this proposal support Our Direction 2028?

#### Environmental Impact

Custom and self-build housing data received through the Council's custom and self-build housing register shows that the main reasons that those on the register want to build their own home is to achieve higher standards of environmental performance than available in the housing market. By supporting the delivery of high quality custom and self-build housing, the SPD acts to support the 'continued commitment to net zero by 2030' and 'Support, promote and implement green tech' priorities.

#### Sustainable Housing

The SPD supports the delivery of a number of priorities identified under this theme, but most directly relates to the 'encourage more self-build housing in East Suffolk' priority through the provision of detailed planning guidance designed to support the delivery of custom and self-build housing.

Custom and self-build housing data received through the Council's custom and self-build housing register shows that the main reasons that those on the register want to build their own home is to achieve higher standards of environmental performance and build quality than available in the housing market. Custom and self-build housing will therefore generally be built to high standards, which supports the 'promote housing developments which enhance wellbeing and protect the environment', 'tackle fuel poverty and support new heating technologies' and 'promote community pride in homes and neighbourhoods' priorities.

The SPD also supports the 'deliver the right housing based on our communities' needs' priority as accords with the Suffolk Coastal Local Plan and Waveney Local Plan, which sets the

	planning policies for the location of development, and responds to high levels of demand in East Suffolk.
<b>Tackling Inequalities</b>	While not directly related to the priorities identified under this theme, an Equalities Impact Assessment has been prepared as part of the preparation of the SPD, which concludes that the SPD will not negatively impact upon any protected group or those experiencing socio-economic deprivation.
<b>Thriving Economy</b>	<p>The SPD supports the ‘encourage creativity and enterprise, and support start ups’ priority as delivery of custom and self-build housing, which as a relatively new and small segment of the housebuilding industry, has been shown to support local economies through greater spend per pound in local economies compared to larger developers. Custom and self-build housing is also more likely to support SME builders.</p> <p>The SPD provides detailed planning guidance designed to support the implementation of the Suffolk Coastal Local Plan planning policies, and as such supports the ‘ensure Local Plans work for local people’ priority.</p> <p>The SPD supports the ‘increase the economic viability of our towns’ priority by supporting the delivery of high quality custom and self-build housing that must be lived in as sole or main residences, thereby increasing the population likely to visit and spend money in our town centres.</p>
<b>Our Foundations / governance of the organisation</b>	Not applicable

## Justification for recommendations

### 1. Background

- 1.1. The Council has two adopted Local Plans: the East Suffolk Council – Waveney Local Plan (March 2019) and the East Suffolk Council – Suffolk Coastal Local Plan (September 2020). These Local Plans both contain planning policies relating to custom and self-build housing.
- 1.2. There is no current Supplementary Planning Document (SPD) relating to the type of guidance provided in the new Custom and Self-build Housing SPD for either the former Suffolk Coastal area or former Waveney area.
- 1.3. The document has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Planning and Compulsory Purchase Act 2004.
- 1.4. The preparation of the SPD has been undertaken through an officer steering group, which included officers from Planning Policy and Delivery, Major Sites, Design and Heritage, Housing, and Community Infrastructure Levy and Section 106 teams. The preparation of the SPD has been overseen by the Council's Local Plan Working Group.
- 1.5. The Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended) require the Council to undertake consultation to inform the production of the SPD and also, as a minimum, requires that the draft document is published for four weeks and that during that time it is available on the Council's website and that hard copies are available for inspection in the Council's offices.
- 1.6. The Council's approach to engagement in the preparation of SPDs is set out in the Statement of Community Involvement. The Council engages in two rounds of consultation with external stakeholders, and the public. The consultations were advertised on the Council's website, through social media posts and a press release. Consultation documents were available on the Council's website and in libraries and at the Council's Customer Service Centres.
- 1.7. The first consultation was an initial consultation to inform the scope and content of the SPD. The initial consultation was carried out between 1<sup>st</sup> February to 16<sup>th</sup> March 2023. The second consultation sought views on the Draft Custom and Self-build Housing SPD and ran from 6<sup>th</sup> September until 18<sup>th</sup> October 2023.
- 1.8. Under the Environmental Assessment of Plans and Programmes Regulations 2004 screening was carried out on the Draft SPD to determine whether a full Strategic Environmental Assessment would be required. The screening concluded that this was not required. The Strategic Environmental Assessment Screening Opinion is appended to this report (Appendix D).
- 1.9. Habitat Regulations Assessment screening was also undertaken which concluded that implementation of the SPD would not lead to likely significant effects on protected

Habitat Sites and that it is therefore not considered necessary to undertake an Appropriate Assessment. The Habitat Regulations Assessment Screening Statement is appended to this report (Appendix E).

## **2. Introduction**

- 2.1. Planning policies on custom and self-build housing issues are set out in the adopted Local Plans. The two adopted local plans are the East Suffolk Council – Suffolk Coastal Local Plan (September 2020) and the East Suffolk Council – Waveney Local Plan (March 2019). The Custom and self-build housing planning policies in these Local Plans are:
- Waveney Local Plan Policy WLP8.3 (Self Build and Custom Build)
  - Suffolk Coastal Local Plan Policy SCLP5.9 (Self Build and Custom Build Housing)
- 2.2. These policies support the delivery of custom and self-build housing by requiring developments of 100 or more homes to provide 5% of the homes as custom and self-build housing in the form of serviced plots, and requiring a design code to be submitted with applications for 5 or more custom and self-build homes.
- 2.3. An SPD cannot conflict with development plan planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Local Plans and Neighbourhood Plans. SPDs provide valuable guidance to support the implementation of the Local Plans. As an SPD, the guidance is a material consideration in determining applications for planning permission and listed building consent. This SPD does not cover parts of East Suffolk that are within the Broads, for which the Broads Authority is the local planning authority.
- 2.4. The guidance in the SPD addresses matters that regularly arise in development management and will assist officers, applicants, Members and consultees. The guidance should improve the quality of applications submitted and schemes proposed.
- 2.5. The SPD covers the following topics which each have a section in the SPD:
- What is custom and self-build housing?
  - Custom and self-build housing data
  - Affordable custom and self-build housing
  - Serviced plots
  - Community Infrastructure Levy
  - Phasing
  - Design codes
  - Plot passports
  - Marketing strategy
  - Neighbourhood Planning/Community led-housing
- 2.6. The SPD was subject to two rounds of consultation during its preparation. Details of the consultations carried out are contained in the Consultation Statement (Appendix B). The first was an initial consultation to inform the scope and content of the SPD. The initial consultation was carried out between 1<sup>st</sup> February to 16<sup>th</sup> March 2023. In total 40 individuals and organisations responded to the consultation. Between them they made 144 responses. The responses received to the initial stage of consultation were used to inform preparation of a draft document which was subsequently subject to a public

consultation.

- 2.7. The Draft Custom and Self-build Housing SPD consultation ran between 6<sup>th</sup> September and 18<sup>th</sup> October 2023. The consultation was advertised on the Council's website, as well as on social media. Emails and letters were sent out at the start of the consultation to the consultees on the planning policy mailing list which includes Town and Parish Councils, individuals, and organisations including those who were previously contacted or responded to the initial consultation. In total, 21 individuals and organisations responded to the consultation. Between them they made 71 comments.
- 2.8. The main themes of the comments received are summarised below; however, many of the comments covered very specific matters and it is not possible to summarise all of them here in a succinct manner. The full consultation responses have been published on the Council's consultation website (for the initial consultation responses see - <https://eastsuffolk.inconsult.uk/CSBSPDINT/consultationHome>. For the formal consultation responses see - <https://eastsuffolk.inconsult.uk/CSB0823DRAFT/consultationHome>) and summarised in the appended Consultation Statement along with details of how each comment has been responded to (Appendix B).
- 2.9. The main issues raised through the consultation are listed below.
- Some confusion over the origin of the self-build exemption from Community Infrastructure Levy (CIL).
  - Responses highlighted a spectrum of views on the design freedom afforded to initial occupants. Some suggest design freedom should be limited, others suggest it should be maximised.
  - Responses highlighted that the Draft SPD provides a useful clarification of desired approach to affordable housing.
  - Developers sought for the marketing arrangements to be applied flexibly (e.g. commencement of minimum 12-month marketing period, number of plots within a cluster).
  - Support for the model conditions and section 106 obligations, however the consistency of expectations between conditions and section 106 obligations should be reviewed.
- 2.10. Changes to the SPD have been made to address many of the comments received from respondents during the consultation, including:
- Clarification of the importance of providing sufficient design freedom for initial occupants, and in particular that initial occupants have a primary input into the design of custom and self-build housing.
  - Clarification of the appropriate format of planning applications and supporting documents and processes.
  - Clarification as to the expected approach to the delivery of affordable housing on custom and self-build housing developments.
  - Clarification as to the expected approach to Marketing Strategies.
  - Clarification about the scope and content of planning conditions and section 106 agreements.



- 2.11. In addition, further changes have been made to address typographical and grammatical errors and to provide clarity on certain elements of guidance.

### **3. Proposal**

- 3.1. The Custom and Self-build Housing SPD contains comprehensive planning guidance on a range of issues within a single document. It has been prepared to support the implementation of policies contained in the adopted Local Plans, as well as being consistent with Government policy, principally that contained within the National Planning Policy Framework.
- 3.2. On adoption the Custom and Self-build Housing SPD will be a material consideration in the determination of planning applications.

### **4. Financial Implications**

- 4.1. The production and adoption of the SPD is covered by the existing budget of the Planning Policy and Delivery Team. As an SPD, it cannot and does not introduce any additional financial requirements upon developers beyond the Local Plan policy requirements.

### **5. Legal Implications**

- 5.1. The SPD has been produced in accordance with the Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended).
- 5.2. An Equality Impact Assessment Screening Opinion was produced to meet the requirements of the Equality Act 2010 (Appendix C). The SPD has been subject to a Strategic Environmental Assessment Screening Opinion in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 (Appendix D). It has also been subject to a Habitats Regulation Assessment Screening Statement, in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) (Appendix E).

### **6. Risk Implications**

- 6.1. There are no risks envisaged in relation to the implementation of the recommendations.

### **7. Options**

- 7.1. Adopt the Custom and Self-build Housing SPD meaning the Council has an up-to-date SPD to guide the implementation of the custom and self-build housing planning policies set out in the East Suffolk Council – Waveney Local Plan and the East Suffolk Council – Suffolk Coastal Local Plan.
- 7.2. An alternative option would be to not adopt the SPD and continue to implement the planning policies without the additional guidance. However, this would be a missed opportunity to provide further clarification on the requirements of the policies, and address some of the frequently raised matters that come about through the development management process, and so ultimately support effective implementation of the relevant Local Plan policies.

### **8. Recommendations**

That Cabinet:

1. Adopts the Custom and Self-build Housing Supplementary Planning Document.
2. Authorises the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, to make any presentational or typographical amendments to the Custom and Self-build Housing Supplementary Planning Document prior to it being published.

**9. Reasons for Recommendations**

- 9.1. Adoption of the Custom and Self-build Housing SPD will provide up to date guidance to assist with the implementation of the Council's Local Plan policies which relate to custom and self-build housing.

**10. Conclusions/Next Steps**

- 10.1. If Cabinet accepts the recommendations, the Custom and Self-build Housing Supplementary Planning Document will be published in accordance with Regulations and the Statement of Community Involvement and become a material consideration when determining planning applications.

## Areas of consideration comments

### Section 151 Officer comments:

There are no financial implications for the Council related to the report recommendations.

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no comments.

### Equality, Diversity and Inclusion/EQIA:

An Equality Impact Assessment was undertaken as part of the preparation of the SPD (Appendix C). The EQIA (Appendix C) screening exercise shows that the SPD will not negatively impact upon any protected group or those experiencing socio-economic deprivation. Therefore, a full EQIA assessment is not considered necessary.

For the purpose of preparing this report, a DASH Equality Impact Assessment has been undertaken, the outcome of which is that the decision will not have equalities impacts. The assessment reference is EQIA602832851.

### Safeguarding:

Not applicable

### Crime and Disorder:

Not applicable

### Corporate Services implications:

Legal Services' officers have been consulted during the preparation of the report, but there are no identified impacts on the service arising from agreement to the recommendations in this report.

### Residents and Businesses consultation/consideration:

The SPD was subject to two rounds of public consultation during its preparation. The first consultation was carried out between 1<sup>st</sup> February to 16<sup>th</sup> March 2023 and the second ran from 6<sup>th</sup> September and 18<sup>th</sup> October 2023.

In total 40 individuals and organisations responded to the first consultation and 21 to the second consultation, between them making 144 and 71 comments respectively.

Further details of the consultations carried out are contained in the Consultation Statement (Appendix B).

## Appendices:

<b>Appendix A</b>	Custom and Self-build Housing Supplementary Planning Document
<b>Appendix B</b>	Consultation Statement
<b>Appendix C</b>	Equality Impact Assessment Screening Opinion (August 2023) (produced to accompany consultation on Draft SPD)
<b>Appendix D</b>	Strategic Environmental Assessment Screening Opinion (August 2023) (produced to accompany consultation on Draft SPD)
<b>Appendix E</b>	Habitats Regulations Assessment Screening Statement (August 2023) (produced to accompany consultation on Draft SPD)

## Background reference papers:

Date	Type	Available From
2019	East Suffolk Council – Waveney Local Plan	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf</a>
2020	East Suffolk Council – Suffolk Coastal Local Plan	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf</a>
2023	National Planning Policy Framework	<a href="https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf">https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf</a>
2021	Statement of Community Involvement	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Statement-of-Community-Involvement/Statement-of-Community-Involvement.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Statement-of-Community-Involvement/Statement-of-Community-Involvement.pdf</a>
2024	DASH Equalities Impact Assessment EQIA602832851	Available on request from <a href="mailto:Anthony.taylor@eastsuffolk.gov.uk">Anthony.taylor@eastsuffolk.gov.uk</a>


# CUSTOM AND SELF-BUILD HOUSING

## SUPPLEMENTARY PLANNING DOCUMENT

May 2024



## How to use this document

The document comprises of 11 chapters and 8 appendices, with each chapter covering a different topic. The best way to navigate through the document is by using the interactive contents. By clicking on a specific chapter in the contents, it will automatically take you to that part of the document. Moreover, if you want to go to a different section quickly, the easiest way is to click  the home symbol in the top right corner of the page. This will take you back to the contents where you can then select a different chapter. There is also a guide on the right-hand side of each page, this will show you what chapter of the document you are currently in and where that sits within the rest of the document. Throughout the document there are hyperlinks in the text that provide links to further information.

## What is a supplementary planning document?

Supplementary Planning Documents expand upon policy and provide further detail to support the implementation of policies in Local Plans. Whilst not a part of the development plan, they are a material consideration in the determination of planning applications. The Local Plan policies, which this SPD provides guidance on, can be viewed on the Council's website: [www.eastsuffolk.gov.uk/localplan](http://www.eastsuffolk.gov.uk/localplan). Other adopted and emerging Supplementary Planning Documents can also be viewed on the Council's website: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/>



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# 1 Introduction

1.1 The Custom and Self-build Housing Supplementary Planning Document (SPD) provides guidance for the consideration of planning applications that include custom and self-build housing, primarily in relation to the following Local Plan policies:

- SCLP5.9 (Self Build and Custom Build Housing) of the [Suffolk Coastal Local Plan](#)<sup>1</sup> (adopted September 2020), and
- WLP8.3 (Self Build and Custom Build) of the [Waveney Local Plan](#)<sup>2</sup> (adopted March 2019).

1.2 The above policies give positive support to custom and self-build housing proposals. They require large developments of 100 homes or more to provide 5% of the homes as custom and self-build homes on serviced plots and they allow the possibility of these plots to be built out by the developer if the plots do not sell following an agreed marketing exercise. They each specify that proposals for five or more custom and self-build homes should be built in accordance with agreed design principles.

1.3 Other Local Plan policies also provide opportunities for custom or self-build housing, in particular SCLP5.4 (Housing in Clusters in the Countryside) and WLP8.7 (Small Scale Residential Development in the Countryside). Detailed information about these two policies (SCLP5.4 and WLP8.7) is available in the Council's [Housing in Clusters and Small Scale Residential Development in the Countryside SPD](#)<sup>3</sup>.

1.4 Other policies that may be relevant include:

- SCLP5.8 (Housing Mix)
- WLP8.1 (Housing Mix)
- SCLP5.10 (Affordable housing on Residential Developments)
- WLP8.2 (Affordable Housing)
- SCLP7.1 (Sustainable Transport)
- WLP8.21 (Sustainable Transport)
- SCLP8.2 (Open Space)
- SCLP10.1 (Biodiversity and Geodiversity)
- WLP8.34 (Biodiversity and Geodiversity)
- SCLP11.1 (Design Quality)
- WLP8.29 (Design)
- SCLP11.2 (Residential Amenity)
- SCLP11.3 (Historic Environment)

<sup>1</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf)

<sup>2</sup> [www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf)

<sup>3</sup> <https://storymaps.arcgis.com/stories/64c3d4c794ee4577baef2726b9fc51aa>





- WLP8.37 (Historic Environment)
- 1.5 This Custom and Self-build Housing SPD applies to the whole of East Suffolk, except the area within the Broads Executive Area, for which the Broads Authority is the local planning authority.
- 1.6 Custom and self-build housing is legislated for in the [Self-build and Custom Housebuilding Act 2015](#)<sup>4</sup> (as amended) (the 2015 Act). The Act places three legal duties on local authorities:
- To hold a register of individuals who are seeking to acquire serviced plots of land for their own custom and self-build home (section 1),
  - To have regard to the register when carrying out its functions relating to planning, housing, land disposal, and regeneration (section 2), and
  - To grant enough planning permissions for custom and self-build housing to meet the demand on the register (section 2A).
- 1.7 The Government's [National Planning Policy Framework](#)<sup>5</sup> (NPPF) (2023) and [Self-build and Custom Housebuilding Planning Practice Guidance](#)<sup>6</sup> (PPG) are material considerations

in the determination of planning applications and set national policy and guidance relating to custom and self-build housing.

- 1.8 In furthering the Council's commitment to custom and self-build housing it is important to note the Council's Strategic Plan ([Our Direction 2028](#)<sup>7</sup>), which expressly supports the provision of self-build housing.

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<sup>4</sup> [www.legislation.gov.uk/ukpga/2015/17/contents](http://www.legislation.gov.uk/ukpga/2015/17/contents)

<sup>5</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1182995/NPPF\\_December\\_23.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1182995/NPPF_December_23.pdf)

<sup>6</sup> [www.gov.uk/guidance/self-build-and-custom-housebuilding](http://www.gov.uk/guidance/self-build-and-custom-housebuilding)

<sup>7</sup> [www.eastsuffolk.gov.uk/yourcouncil/how-your-council-works/east-suffolk-strategic-plan/](http://www.eastsuffolk.gov.uk/yourcouncil/how-your-council-works/east-suffolk-strategic-plan/)



## 2 What is Custom and Self-build Housing?

- 2.1 Custom and self-build housing, as distinct from other forms of housing, offers a greater degree of design freedom which can help meet occupants’ needs and desires, and can lead to higher quality homes with improved energy efficiency standards. Custom and self-build housing can therefore deliver greater choice in the housing market and diversify housing supply, which as the [Letwin Review](#)<sup>8</sup> identified can help speed up housing delivery.
- 2.2 Custom and self-build housing share the same legal definition, as set out in [section 1 of the 2015 Act](#)<sup>9</sup>, which can be broadly defined as housing whose initial occupants have a primary input into its final design and layout. Notwithstanding the single legal definition, the differences between custom and self-build housing

can be best understood as a spectrum of design and delivery control as shown in figure 1.

- 2.3 The 2015 Act makes clear that homes built wholly or mainly to plans or specifications decided or offered by someone other than the initial occupant are not custom or self-build homes. In other words, the initial occupant must have the primary input into the final design and layout of the home.
- 2.4 The 2015 Act also requires custom and self-build homes to be occupied as a sole or main residence.
- 2.5 It is of great importance that clarity is provided as to whether a development proposal includes custom and self-build

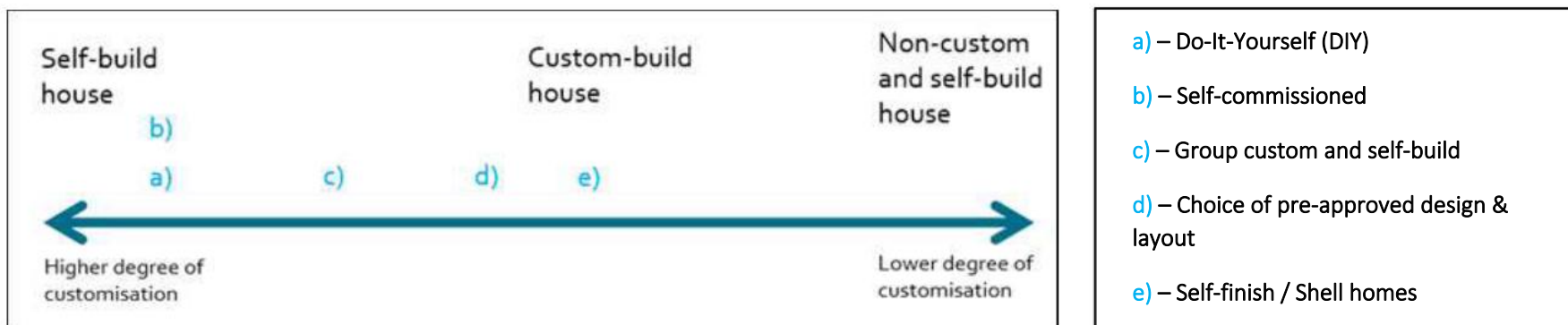


Figure 1: Custom and self-build housing spectrum of design and delivery control

<sup>8</sup> [www.gov.uk/government/publications/independent-review-of-build-out-final-report](http://www.gov.uk/government/publications/independent-review-of-build-out-final-report)

<sup>9</sup> [www.legislation.gov.uk/ukpga/2015/17/section/1](http://www.legislation.gov.uk/ukpga/2015/17/section/1)



housing and how the proposed custom and self-build housing satisfies the legal definition in section 1 of the 2015 Act. It will be expected that planning applications state clearly that a proposal is for custom and self-build housing, including reference to custom and self-build housing in the description of development, which will weigh favourably in the determination of the planning application. Further guidance is provided in Appendix 1 (recommended format of planning applications). Many planning applications for new homes in the form of infill development, barn conversions, replacement dwellings, and 'cluster' proposals<sup>10</sup> can potentially be custom and self-build housing. These developments can also potentially gain exemption from Community Infrastructure Levy (see section 6 for more information).

- 2.6 Appendix 2 (custom and self-build delivery statement) provides a custom and self-build delivery statement template that should be completed and submitted with all relevant planning applications for custom and self-build housing. It is expected that the form is submitted with applications that seek to secure the principle of the development, such as outline planning applications or full detailed planning applications.

- 2.7 The approaches set out in the SPD, including the appendices, will aid the monitoring of custom and self-build housing planning permissions.
- 2.8 Table 1 sets out some common types of custom and self-build housing, how they qualify as custom and self-build housing, and case studies of their implementation. In determining the appropriate degree of design freedom for initial occupants, consideration will need to be given to section 8 (Design Codes).

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<sup>10</sup> Development proposals that accord with Local Plan policies SCLP5.4 (Housing in Clusters in the Countryside) and WLP8.7 (Small Scale Residential Development in the Countryside)



Type of custom and self-build housing	What is it?	How is it custom and self-build housing?	Case studies
Do-It-Yourself (DIY)	Housing whereby the initial occupants undertake all or the majority of the design, project management, and construction work themselves.	Initial occupants retain all decision-making powers in the design, layout and delivery of their home.	Graven Hill, South Oxfordshire; Long Four Acres, South Norfolk
Self-commissioned	Housing whereby the initial occupants commission professionals to undertake the design, project management, and construction works on their behalf.	Initial occupants retain all decision-making powers in the design, layout and delivery of their home.	Graven Hill, South Oxfordshire; Long Four Acres, South Norfolk; Almere, Netherlands
Group custom and self-build	<p>Housing whereby groups of households come together as intentional communities to design and deliver, or commission professionals to design and deliver, housing which they will live in.</p> <p>Co-housing usually also involves an element of communal living, such as for example a communal building within the housing development and/or communal amenity space shared by all residents.</p>	Initial occupants may have to compromise to some extent on their individual preferred design and layout choices in order to agree the design and layout of their house and wider development with a group of households. However, the initial occupants will be involved in the design process and retain decision making powers from the outset and be able to veto design options they do not support.	Marmalade Lane, Cambridge; Hockerton, Nottinghamshire; New Ground Co-housing, London Borough of Barnet
Choice of pre-approved designs	Housing whose design and layout is chosen by initial occupants from a set of pre-approved, customisable design options in a design code offered by the site wide landowner, developer,	Initial occupants will usually not be involved in the preparation of the design code and therefore will have no input into the house design options. It is therefore of critical importance that the pre-approved designs offer a substantial	Marmalade Lane, Cambridge



Type of custom and self-build housing	What is it?	How is it custom and self-build housing?	Case studies
	<p>or specialist developer often known as a custom and self-build enabler.</p>	<p>degree of design and layout customisation for initial occupants. The design options should demonstrate consideration as to how design freedom is offered to initial occupants over matters including, but not limited to, the:</p> <ul style="list-style-type: none"> <li>- Size and shape of the home, including outbuildings,</li> <li>- Position, size and shape of all windows and doors across every elevation,</li> <li>- Materials across every elevation and roof,</li> <li>- Internal layout (e.g. location, size and shape of rooms),</li> <li>- Build specification (e.g. insulation, heating configuration, heat pumps),</li> <li>- Sustainability features (e.g. solar panels, solar hot water, triple glazing), and</li> <li>- Finishes (e.g. kitchen, bathroom, flooring, lighting).</li> </ul>	
<p>Self-finish/Shell home</p>	<p>Housing built as a watertight shell by a developer, the internal layout of which is then designed and finished by the initial occupant.</p>	<p>To qualify as custom and self-build housing initial occupants must have complete layout customisation (i.e.</p>	<p>Blenheim Grove, London borough of Southwark</p>



Type of custom and self-build housing	What is it?	How is it custom and self-build housing?	Case studies
	<p>Self-finish housing will usually not provide initial occupants with an input into the built form and external appearance of the home.</p>	<p>location and design of all internal walls, rooms, staircases), and ideally ceiling heights and external design customisation (e.g. materials).</p> <p>This type of custom and self-build housing cannot be delivered through the 5% requirement on 100+ dwellings schemes (Local Plan policies SCLP5.9 or WLP8.3) as it does not constitute the provision of serviced plots.</p>	

*Table 1: Some examples of common custom and self-build housing*



### 3 Custom and Self-build Housing Data

3



1 in 3 people are interested in building their own home

**64,000** Entries on the England register

**99%** Entries on the England register from individuals

Statistics show there is **demand** for custom and self-build housing in **England** (2022 - National custom and self-build housing register data 2016 to 2021-22 <https://www.gov.uk/government/publications/self-build-and-custom-housebuilding-data-2016-2016-17-2017-18-and-2018-19>)

Custom and self-build **benefits the local economy and community** (2019 - Chamberlain Walker Economics Ltd <https://www.middevon.gov.uk/media/353400/housing-strategy-2021-25.pdf>, page 34)

Amount in every £1 invested locally



**65%** Local labour compared with 43% for major housebuilders



45p Custom & self-build  
22p Major housebuilders



**613** Individuals on the East Suffolk register



**5** Groups on the East Suffolk register

**Top 4** reasons why people on the register want to build their own home in East Suffolk

- Environmental performance
- Design
- Build quality
- Running costs

There is strong demand for custom and self-build plots in **East Suffolk** (2023 - East Suffolk Council custom and self-build housing register data 2015 to 2023 <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/key-statistics-from-the-self-build-and-custom-build-register/>)



## 4 Affordable Custom and Self-build Housing

- 4.1 Custom and self-build housing is not, by definition, Affordable housing. However, it can provide an opportunity for some cost savings where initial occupants undertake a degree of building work themselves (known as sweat equity). It is only Affordable housing if it is delivered in a manner that meets the definition of Affordable housing set out in the [NPPF glossary](#)<sup>11</sup>, about which further information is provided in the Council's [Affordable Housing SPD \(2022\)](#)<sup>12</sup>.
- 4.2 Solely custom and self-build housing proposals will be required to deliver a policy compliant Affordable housing mix, as set out in policies [SCLP5.10 \(Affordable Housing on Residential Developments\)](#)<sup>13</sup> and [WLP8.2 \(Affordable Housing\)](#)<sup>14</sup>. In general, priority consideration should first be given to accommodating conventional affordable housing which is not custom and self-build within the scheme as this is most beneficial to the significant affordable housing needs of the district. In respect of developments of 100+ dwellings which are required to deliver 5% serviced plots, the affordable housing provision of such sites should be entirely within the

developer-built element of the site and not delivered as affordable custom and self-build housing.

- 4.3 The NPPF (2023, Glossary) makes clear that Affordable housing is housing for those whose needs are not met by the market. Custom and self-build housing is for those whose desires and demands are not met by the market. Consequently, where there is a conflict between meeting the policy compliant Affordable housing mix and custom and self-build housing the Council will be minded to resolve the conflict in favour of the Affordable housing mix. For example, it may not be possible to deliver affordable rented housing in a custom and self-build manner due to the difficulty in engaging the initial occupant early enough in the process for them to have a primary input in the final design and layout of the home.
- 4.4 Appendix 2 (custom and self-build delivery statement) provides a template delivery statement that should be completed and submitted with all relevant planning applications for custom and self-build housing. It is expected that the form be submitted with applications that seek to

<sup>11</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1182995/NPPF\\_December\\_23.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1182995/NPPF_December_23.pdf)

<sup>12</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf)

<sup>13</sup>

<https://eastsuffolk.inconsult.uk/consult/ti/suffolkcoastallocalplan2020/viewCompoundDoc?docid=11955764&partid=11960180#11960180>

<sup>14</sup>

<https://eastsuffolk.inconsult.uk/consult/ti/eastsuffolkwavenevlocalplan/viewCompoundDoc?docid=11491476&partid=11497460#11497460>





secure the principle of the development, such as outline planning applications or full detailed planning application. In completing the delivery statement, the applicant will need to set out the proposed approach to affordable housing delivery.

- 4.5 Where the applicant is seeking to deliver affordable custom and self-build housing, the applicant will need to demonstrate how the affordable housing will be delivered in a manner that meets both the affordable housing definition (NPPF glossary) and the custom and self-build housing definition (Self-build and Custom Housebuilding Act 2015). Potential mechanisms for this can include:
- a) Land offered to registered providers and/or community led housing groups to be delivered with a primary input from initial occupants.
  - b) The sale of plots at below market value with the reduction in market value captured through the section 106 agreement and secured in perpetuity by a restriction on the title.
  - c) Discounted self-finish homes with the reduction in market value captured through the section 106 agreement and secured in perpetuity by a restriction on the title.

4.6 Where it is proposed, and deemed acceptable, that affordable housing is delivered as affordable custom and self-build housing, an affordable housing scheme should be submitted

<sup>15</sup> [www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/](http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/)

prior to or in conjunction with the submission of the first reserved matters planning application or prior to commencement (whichever is sooner). In addition to the provisions set out in the Council's [Affordable Housing SPD \(2022\)](#)<sup>15</sup>, the affordable housing scheme will need to demonstrate:

- a) The method by which the developer and/or registered provider shall ensure that the affordable dwellings shall be custom and self-build housing; and
- b) Where discounted sale plots/self-finish dwellings are proposed and deemed acceptable, the method by which the owner shall ensure the initial occupant is not unfairly disadvantaged financially by the discount to be retained.

4.7 In circumstances where the affordable custom and self-build housing is proposed to be taken on by a Registered Provider, and the Council agrees that there is clear evidence that no registered provider has been willing to take on the affordable custom and self-build element, non-custom and self-build affordable housing can be delivered. In such circumstances, the applicant should engage East Suffolk Council to consider whether it is necessary to vary the s106 agreement.

4.8 Where affordable custom and self-build housing is proposed, and deemed acceptable, the section 106 obligations for affordable custom and self-build housing will set out the mix



of tenure types, eligibility criteria for future occupiers and the sales procedure for any discounted plots, and the appropriate clauses will be considered on a case by case basis. To avoid issues arising and potential delays during the course of the development, applicants should carefully consider and set out in their application how the affordable custom and self-build housing is proposed to be delivered to enable suitable clauses to be included in the section 106 agreement.



## 5 Serviced Plots

- 5.1 The Housing and Planning Act 2016 amended the Self-build and Custom Housebuilding Act 2015 to define a [serviced plot of land](#)<sup>16</sup> as:  
 “a plot of land that
- (a) Has access to a public highway and has connections for electricity, water and waste water, or
  - (b) Can be provided with those things in specified circumstances or within a specified period;”
- 5.2 Custom and self-build housing must therefore be serviced for electricity, water, and waste water and have access to a public highway. If a private road is proposed to connect plots to a public highway it will be expected that the private road be secured through the planning permission. It will also be expected that custom and self-build housing be serviced for telecommunications, with fibre optic broadband to the plot boundary.
- 5.3 Early engagement with infrastructure providers is recommended to ensure the timely delivery of infrastructure and other development.
- 5.4 Each custom and self-build plot, or the plots taken together, will need access to a construction compound/s and material storage area/s.
- 5.5 Given that custom and self-build housing on serviced plots can take longer to build out than developer housing, it is important that early consideration is given to the approach and likely timescales for finishing the construction of access roads to the serviced plots and whether access roads will be private roads or adopted by Suffolk County Council as the Highway Authority. Early phasing of custom and self-build housing on developer led sites is recommended. This will help ensure that custom and self-build housing is completed before the site wide developer has moved off the site. Consequently, the site wide developer will be on site to complete the access roads as required. The objective is to complete access roads as early as possible, although not so early that the completed street will carry a significant volume of heavy construction traffic.
- 5.6 Custom and self-build housing can be marketed before being serviced; however, the minimum 12-month marketing period will only commence when the agreed marketing strategy has

<sup>16</sup> [www.legislation.gov.uk/ukpga/2015/17/section/5](http://www.legislation.gov.uk/ukpga/2015/17/section/5)



been initiated, the plot has been serviced, has defined boundaries, and is available for immediate purchase.



## 6 Community Infrastructure Levy

6.1 The Community Infrastructure Levy (CIL) is a charge levied on new development in East Suffolk that helps fund infrastructure to support development. The [East Suffolk CIL Charging Schedule](#)<sup>17</sup> sets the CIL rates for development across East Suffolk. The [CIL Regulations 2010](#)<sup>18</sup> (as amended) provide for a CIL exemption for self-build housing.

### Self-build CIL exemption qualification

6.2 To qualify for self-build CIL exemption the initial occupant must build or commission the construction of the home, which they will occupy as their sole or main residence for at least 3 years from the completion<sup>19</sup> of the home.

### Self-build CIL exemption process

6.3 In order to benefit from the exemption, the following process must be adhered to. If this legislative process is not followed CIL will be charged on the development. The [Planning Portal](#)<sup>20</sup> provides the forms referenced below.

6.3.1 Step 1 (Assume liability and claim self-build exemption) – Assuming liability for CIL and claiming a CIL exemption can be actioned at the same time, however two forms must

be used. The person seeking the self-build exemption must first assume liability to pay CIL in relation to the development by submitting a completed ‘Form 2: Assumption of Liability’ to East Suffolk Council (ESC). The person who assumed liability must claim the self-build exemption by submitting a completed ‘Form 7: Self Build Exemption Claim - Part 1’ to ESC. ESC, as the collecting authority, will notify the claimant of a successful exemption (or the amount of relief granted). If the development commences before ESC notifies the claimant of its decision on the claim, the exemption will be lost, and CIL will be payable.

6.3.2 Step 2 (Commencement notice) – The claimant must submit a valid ‘Form 6: Commencement Notice’ to ESC before development is commenced. If development is commenced before ESC receives and acknowledges the commencement notice, a surcharge will be imposed.

6.3.3 Step 3 (Completion) – No later than six months after the development is completed the claimant must submit a completed ‘Form 7: Self Build Exemption Claim - Part 2’ to ESC along with the necessary supporting evidence. If the

<sup>17</sup> [www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-rates/approved-cil-rates-for-the-east-suffolk-area/](http://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-rates/approved-cil-rates-for-the-east-suffolk-area/)

<sup>18</sup> [www.legislation.gov.uk/uk/si/2010/948/contents](http://www.legislation.gov.uk/uk/si/2010/948/contents)

<sup>19</sup> Completion is defined as the date on which a compliance certificate under the building regulations is issued.

<sup>20</sup> [www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms](http://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms)



form is not submitted to ESC within six months of completion the exemption may be lost, and CIL will be payable. Completion of the development is defined as the date on which a compliance certificate under the building regulations is issued. The CIL exemption is also lost if the house is sold or let within 3 years of the completion date.

- 6.4 Developments for multiple homes that include self-build plots must be phased to ensure that each self-build plot can benefit from CIL exemption. The description of development (set out on the planning application form) must reflect the fact that the development will be phased. A phasing plan must be submitted prior to, or in conjunction with, the first reserved matters application setting out that each self-build plot is a separate phase that is capable of being delivered before or after any other self-build plots as well as any other parts of the development (e.g. site wide infrastructure). This is so that the commencement of development on one self-build plot or part of the site does not trigger the commencement of development for CIL purposes on other self-build plots.
- 6.5 A phasing plan will also be required for planning applications for a single self-build home if the developer wishes to commence work on for example highway access and/or servicing to the plot boundary without triggering the

commencement of development for CIL purposes on the self-build dwelling.

- 6.6 Once a self-build plot has commenced development the self-builder must be the person to build out, or commission the build out of, the development. Self-build exemption cannot be claimed by another person in the event that the plot is sold or transferred after commencement.



## 7 Phasing

- 7.1 Custom and self-build housing must be delivered in individual plot phases to ensure that:
- Custom and self-build housing is delivered in a timely manner,
  - Self-build plots can benefit from CIL exemption,
  - Custom and self-build plots do not unnecessarily hold back later development phases, and
  - Custom and self-build plots are not required to deliver any part of the site wide infrastructure.
- 7.2 Applicants are encouraged to use the model phasing plan provided in Appendix 5.

### **Delivery of custom and self-build housing in a timely manner**

- 7.3 Where custom and self-build housing is to be delivered as part of a larger development, the Council will expect the early delivery of custom and self-build plots. However, where clear justification is provided to demonstrate why parcels of custom and self-build plots may not be delivered early in the build programme, the Council will expect all custom and self-build plots to be marketed in accordance with the agreed marketing strategy and available for immediate purchase when not more than 50% of the total dwellings are occupied. This will be dealt with via a section 106 agreement, as set out in Appendix 4 (model section 106 obligations).

- 7.4 Delivery of a custom and self-build plot means providing access, servicing to the plot boundary, making the plot available for immediate purchase, and marketed in compliance with any marketing requirements. It is also important that each custom and self-build plot, or the plots taken together, has access to a construction compound/s and material storage area/s.
- 7.5 Early attention in the design process must be given to how the phasing best enables access and servicing of custom and self-build plots. Such plots should be designed in a way which avoids conflicts with construction arrangements with the main developer(s) and ensure suitable access, site safety and security. Furthermore, care needs to be taken in how different build out rates of custom and self-build plots might interact with the main development site and amenity of new residents. For further information in relation to design see section 8 on design codes.

### **CIL exemption**

- 7.6 As set out in the CIL section (section 6), self-build housing can gain exemption from CIL provided the correct statutory procedure is followed.
- 7.7 If self-build plots are not identified on the phasing plan as individual phases that can be delivered independently of



other elements of the development, any commencement of the development would result in the loss of potential CIL exemption on self-build plots other than those for which CIL exemption has been already granted. The description of development must specify that the development is phased.

### Later phases of development

- 7.8 Custom and self-build housing can often take longer to deliver than, for example, housebuilder homes for a variety of reasons, including the potentially limited experience of custom and self-builders in construction and less readily available funding sources. Consequently, it will be important to avoid a situation whereby the commencement of housebuilder homes within a later phase of a large development is prevented until custom and self-build homes have been completed.
- 7.9 The phasing plan must therefore separate, for example, the housebuilder phases from custom and self-build housing phases and ensure that the commencement of housebuilder phases is not dependant on the completion of any custom and self-build housing phases.
- 7.10 For large strategic sites consideration will need to be given to marketing clusters of custom and self-build housing at different times to avoid a large number of custom and self-build plots flooding the market and resulting in unsold plots after the minimum 12-month marketing period. Further detail is provided in paragraph 8.7.

### Site wide infrastructure

- 7.11 Site wide infrastructure requirements such as transport infrastructure, sustainable drainage systems, and Biodiversity Net Gain must be delivered by the site wide developer and must not trigger the commencement of development on custom and self-build plots. The phasing plan must therefore ensure that site wide infrastructure is not part of any custom and self-build housing phase.
- 7.12 For custom and self-build plots as part of wider developments, the potential impermeable area of custom and self-build plots should be considered in the wider drainage strategy. This should be at least 60% impermeable area per plot. If infiltration is viable site wide developers should consider the required size of plot soakaways and that the plot is suitably sized to allow soakaways clearance to buildings (5m).
- 7.13 For single plot custom and self-build proposals, the design of custom and self-build homes should consider SuDS principles in the management of surface water on-plot. This should include the use of pervious surfaces, raingardens, and other





SuDS techniques where appropriate. Please see the [Lead Local Flood Authority technical guidance](#)<sup>21</sup>.

### **Recommended approach to phasing**

- 7.14 The description of development must specify that the development is phased. A phasing plan will be required for all development proposals delivering multiple custom and self-build homes. The phasing plan will be expected to be submitted prior to, or in conjunction with, the first reserved matters application.

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<sup>21</sup> [www.suffolk.gov.uk/asset-library/2023-sf3967-scc-suffolk-flood-risk-appendix-a2.pdf](http://www.suffolk.gov.uk/asset-library/2023-sf3967-scc-suffolk-flood-risk-appendix-a2.pdf)



## 8 Design Codes

- 8.1 Design codes play an important role in the delivery of custom and self-build housing, in maximising the level of design freedom for initial occupants while demonstrating a coherent and high quality development that responds to its context. A design code is a set of written and illustrated rules that establish the design parameters of a development and of each plot.
- 8.2 The Council requires a design code to be agreed for developments that include 5 or more custom and self-build homes. The design code must be agreed prior to marketing plots for sale to provide certainty for potential plot purchasers as to what can and cannot be built on each plot.
- 8.3 Custom and self-build housing, by its nature, must offer initial occupants sufficient design freedom to meet their needs and desires and the custom and self-build housing legal definition. The 2015 Act makes clear that homes built mainly to plans or specifications decided or offered by someone other than the initial occupant will not constitute custom and self-build housing. This means the degree of design freedom available to initial occupants is of critical importance in determining whether a development proposal constitutes custom and self-build housing.
- 8.4 The greater the degree of design customisation afforded to initial occupants, the lower the likelihood that such custom and self-build housing will compete with other new build residential development, thereby adding to the housing supply rather than substituting from new build sales. This is particularly relevant in housing markets dominated by volume housebuilders ([Bacon Review, 2021](#)<sup>22</sup>). Understanding local demand for particular types of custom and self-build housing and the need to improve affordability will be important in the preparation of design codes.
- 8.5 As a general rule, in preparing a design code the starting point will be to secure as much design freedom for the initial occupant as possible and only fix design parameters where demonstrably necessary. Consideration must also be given to the cumulative effects of design code parameters to ensure that when taken together the parameters do not unnecessarily restrict design freedom and initial occupants have the main input into the design and layout of their home. Site context will often help determine whether it is necessary to restrict design freedom in relation to certain design

<sup>22</sup> [www.gov.uk/government/publications/independent-review-into-scaling-up-self-build-and-custom-housebuilding-report](https://www.gov.uk/government/publications/independent-review-into-scaling-up-self-build-and-custom-housebuilding-report)



parameters. For example, if the site lies within a conservation area or its setting, or the setting of a listed building (or other designated heritage asset, such as a scheduled monument or registered park and garden) it will be important for the design code to exert some control over external appearance and scale.

- 8.6 However, it should not be assumed that innovative or contemporary design would be inappropriate in a historic context. It is often the case that historic areas exhibit a significantly diverse range of built forms and architectural styles in close proximity, which represents the many centuries over which settlements have evolved. Historic areas are often protected for this very reason. It therefore follows that diversity of building design should be encouraged in certain contexts. Over time such diversity of buildings and architecture can be understood to add significant value to an area's character. Consequently, it will rarely be necessary to restrict design freedom to built forms and appearances of neighbouring existing or proposed buildings, unless such buildings are protected for their special architectural or historic interest.
- 8.7 Design parameters addressed in a design code must be capable of being measured and assessed. Table 2 below sets out a number of parameters that could be addressed in a design code. It will rarely be necessary to address all of these parameters, and design codes may identify ranges to ensure flexibility, e.g. a range of acceptable materials. Design codes

will be expected to address (fixed, ranges, or total freedom) the following parameters:

- a) Layout,
- b) Plot size and shape,
- c) Developable footprint,
- d) Building height or number of storeys,
- e) Orientation,
- f) Landscaping,
- g) Boundary treatment,
- h) Material palette,
- i) Number and location of car parking and cycle storage spaces,
- j) Refuse storage, and
- k) Construction compound and materials storage area/s.



Table 2: Design parameter examples

Other types of parameters	Example of parameters
Development form	E.g. Arrangement of plots (layout)
Plot form	E.g. Plot size and shape
Developable footprint	E.g. Maximum proportion of plot that may be developed; parameters of dwelling position on plot, maximum hard landscaped area, distance between plot boundary and developable area
Building form	E.g. Bulk, massing, height, storey heights
Building orientation	E.g. Orientation towards the sun, position on plot, overlooking, natural surveillance
Density	E.g. Site coverage, dwellings per hectare, plot ratios
Building line	E.g. Frontage continuity, roof-line parameters, set backs, boundary treatments
Building type	E.g. Detached, semi-detached, terraced / town house, flat
Building frontage	E.g. Active frontage, frequency of building features such as windows and entrances, architectural styles, features, proportions, materials, colours, balconies, porches
Environmental sustainability	E.g. Thermal performance, rainwater harvesting, solar panels, heat pump, water efficiency
Townscape features	E.g. Materials, Eave lines, rooflines, chimneys, corner treatments, focal points, advertising
Street network	E.g. Urban grain - street and building pattern and connectivity
Landscaping	E.g. Standards, species planted, biodiversity, lawns and verges, planters



Other types of parameters	Example of parameters
Boundary treatment	E.g. Plot boundary treatment (hedge, wall, fence)
Views and vistas	E.g. Relationship to heritage assets, topography, corridors and backdrops
Street trees	E.g. Species, numbers, placements
Parking (car and cycle) standards	E.g. number of spaces, location of spaces (on-street, off-street, on-plot parking, courtyard parking), electric vehicle charge points
Refuse	E.g. Refuse storage location, communal and private
Infrastructure	E.g. Community energy facilities such as combined heat

**Layout**

8.8 For custom and self-build housing forming part of larger residential developments it will be important to consider how the construction of custom and self-build homes will interact with the construction of developer homes in a health and safety compliant manner. Consideration should therefore be given to the location of custom and self-build plots in relation to developer housing, and the provision of access to custom and self-build housing plots during construction separate to highway access for the developer homes. Generally, it is expected that custom and self-build plots will be clustered together.

8.9 It will however be of critical importance that the development is planned in a comprehensive manner and that custom and self-build homes are not segregated from the wider development by, for example, a lack of cycling and walking infrastructure.

**Plot size and shape**

8.10 It will be necessary to set the size and shape of plots in the design code to provide certainty for plot purchasers as to the nature of the acquired land.

8.11 On sites proposing multiple custom and self-build homes a variety of plot sizes will be expected to help meet the needs



and demands of a range of potential occupants, whilst making efficient use of land.

### Developable footprint

8.12 A common approach is for the exact developable footprint of each home on each plot to be defined in a design code. However, it will often be acceptable for the developable footprint to be located in a number of positions on a plot. Therefore, design codes will be expected to set the size and location of the development zone of each plot, within which the chosen position of the custom and self-build home, of a specified size, should be left to the initial occupant. Figure 2 demonstrates how this should be achieved.

8.13 In identifying the development zone for a plot it will be important to consider:

- a) the location of any existing or planned vegetation;
- b) the extent to which the development zone should be set back from the plot boundaries due to privacy issues;
- c) whether a front garden/defensible space between the home and the highway/public plot boundary should be required; and
- d) whether a consistent building line should be required.

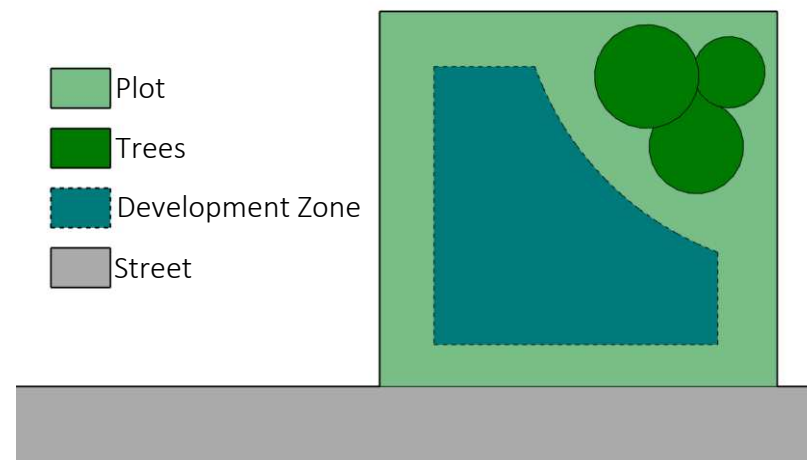


Figure 2: An example of the development zone approach to identifying suitable locations for the home on each plot

### Building height or number of storeys

- 8.14 Design codes will be expected to set a maximum number of storeys, or building height, and allow for flat and pitched roofs.
- 8.15 Building height and the number of storeys of a development are often used interchangeably to control the height of buildings. However, it is important to recognise that they can result in different built forms. Controlling for building height can lead to a very consistent roof line across a development. Whereas controlling for the number of storeys can lead to a varied roof line as buildings can be built to different floor to ceiling heights and different roof pitches. Deciding which of



these parameters to code for will therefore depend on the desired built form. Rooms in the roof will constitute a half or full storey, additional to the number of storeys below.

- 8.16 Settlements often display a wide variety of roof pitches, from flat to steeply pitched. Design codes should therefore usually not control for both eaves and ridge height as it will unnecessarily restrict potential roof design choices for initial occupants. Design codes should set out how flat roofs will be considered. If flat roofs are considered acceptable on a given site, the general expectation will be that flat roofs can be built to the ridge height. In allowing flat roofs built to the ridge height it may be important to consider controlling the number of storeys in addition to the ridge height.
- 8.17 In considering the appropriate building height on a plot it will be useful to consider whether different heights will be acceptable on different parts of the plot. For example, development may be acceptable on areas of a plot closer to other buildings provided the development is of a lower height or number of storeys than elsewhere on the plot. It will also be important to consider whether the maximum building height should be different on each plot.
- 8.18 Design codes should consider whether roof terraces and/or balconies would be acceptable. A roof terrace on top of a custom and self-build home will be considered an additional

storey if its internal floor area is at least half of the internal floor area of the largest storey in the building. In considering the suitability of a roof terrace and/or balcony it will be important to address privacy issues.

### Orientation

- 8.19 Design codes will be expected to orientate homes to maximise solar gain and the potential efficiency of solar panels, regardless of whether solar panels are secured with the development. However, there may be situations where a different orientation would be more appropriate, for example to follow a strong building line parallel to the street. The Council's [Sustainable Construction SPD \(2022\)](#)<sup>23</sup> provides guidance on orientation and other sustainability matters.

### Landscaping

- 8.20 In order to support biodiversity throughout developments, where on plot parking is provided no less than 50% of the plot frontage (plot area between building and front plot boundary) will be expected to be landscaped.
- 8.21 Custom and self-build developments will be required to deliver Biodiversity Net Gain (BNG) in accordance with national mandatory requirements, other than where the [national custom and self-build exemption](#) applies<sup>24</sup>. The exemption will not apply to the application of the 5%

<sup>23</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Sustainable-Construction-2022/FINAL-Sustainable-Construction-SPD.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Sustainable-Construction-2022/FINAL-Sustainable-Construction-SPD.pdf)

<sup>24</sup> Paragraph 003: Reference ID: 74-003-20240214 of the biodiversity net gain planning practice guidance



requirement under Local Plan policies SCLP5.9 and WLP8.3 as the 5% requirement is only triggered for developments of 100 or more dwellings. Arbitrarily slicing up development proposals in an effort to apply the exemption will not be acceptable. Where developments are exempt from mandatory BNG requirements, they are encouraged to deliver biodiversity gain proportionate to the scale of development. To qualify for this BNG exemption, planning applications must clearly demonstrate that the development meets the custom and self-build legal definition, and planning permissions must be secured as custom and self-build housing (see Appendix 3: Model Conditions and Appendix 4: Model Section 106 Obligations).

### Boundary treatment

- 8.22 The expectation will be for plots to be bounded in a consistent manner throughout the development with hedges, trees and/or walls appropriate to the local context. This will be especially important for public facing boundaries. This consistency of landscaped boundary treatment throughout a development can support the creation of a pleasant green character and appearance, enhance biodiversity, and enable significant variation in the design of custom and self-build housing to easily assimilate into their context. Fencing will

usually be inappropriate on public facing and edge of site boundaries.

### Material palette

- 8.23 Design codes will be expected to offer a very wide variety of materials in relation to colour and texture, including at least 10 different roof material finishes and 10 different elevation material finishes for each plot. Design codes will also be expected to allow for similar alternative materials to be used. It will not be acceptable to restrict the choice of materials to specified elevations or sections of an elevation.

### Number and location of car parking and cycle storage spaces

- 8.24 The number of car parking and cycle storage spaces must accord with the [Suffolk Guidance for Parking \(2019\)](#)<sup>25</sup> or any successor document. Cycle storage must be covered, secure, and accessible via an obstruction free and direct route. The location of car parking and cycle storage spaces must be set out in the design code, and plot passport.

### Refuse Storage

- 8.25 Bins will be expected to be sited in well-designed refuse stores, the location of which must be identified in the design code. The location must be convenient to ensure their continued use, and well-integrated into the house design for

<sup>25</sup> [www.suffolk.gov.uk/asset-library/imported/Suffolk-Guidance-for-Parking-2019-Adopted-by-SCC.pdf](http://www.suffolk.gov.uk/asset-library/imported/Suffolk-Guidance-for-Parking-2019-Adopted-by-SCC.pdf)





each plot to minimise visual impact and avoid clutter. Bin storage and presentation areas must be located outside the public highway.

### Construction Compound and materials storage area

- 8.26 Construction compounds and materials storage areas should be located in areas that are accessible for all of the build period, should not be located on the street, and must avoid Root Protection Zones or any other sensitive vegetation. These could be located on each plot and/or a secure shared area accessible to all self-builders.

### Homes chosen from pre-approved designs

- 8.27 This subsection applies to development proposals for pre-approved designs (as defined in Table 1), in addition to the above elements of the Design Codes section.
- 8.28 Pre-approved designs must be configured in a manner that secures as much design freedom for the initial occupant as possible and only fixes design parameters where demonstrably necessary. Pre-approved designs must collectively express all of the possible design options afforded by the accompanying design code.
- 8.29 In addition to the requirements set out throughout the Design Codes section, pre-approved design options should demonstrate consideration as to how design freedom is

offered to initial occupants over matters including, but not limited to, the:

- a) Size and shape of the home, including outbuildings,
- b) Position, size and shape of all windows and doors across every elevation,
- c) Materials across every elevation and roof,
- d) Internal layout (e.g. location, size and shape of rooms),
- e) Build specification (e.g. insulation, heating configuration, heat pumps)
- f) Sustainability features (e.g. solar panels, solar hot water, triple glazing), and
- g) Finishes (e.g. kitchen, bathroom, flooring, lighting).



## 9 Plot Passports

- 9.1 Plot passports are concise and visual documents that provide potential custom and self-build plot purchasers with the key design and development parameters that must be abided by in the design and construction of a custom and self-build home on the plot. Their purpose therefore is to provide certainty as to what can and cannot be built on the plot.
- 9.2 Plot passports will be required for all custom and self-build developments of 5 or more homes where a design code is required.
- 9.3 Plot passports shall, as a minimum, provide the following information:
- a) Plot location,
  - b) Plot size and shape,
  - c) Developable footprint (Gross Internal Area),
  - d) Building height or number of storeys,
  - e) Number and location of car parking and cycle storage spaces,
  - f) Refuse storage,
  - g) Any other design and development parameters established in the design code (if any),
  - h) Likely ground conditions, including any on-site constraints such as root protection zones,
  - i) Servicing infrastructure location,
  - j) Construction compound and materials storage area,
  - k) CIL exemption,
  - l) Plot price, and
  - m) Access to surveys conducted by the site wide applicant.
- 9.4 Plot passports can also contain information relating to the plot sales process, and planning application process (if any).
- 9.5 Plot passports should be prepared as early in the design and planning process as possible and must be available to potential plot purchasers as soon as plots are marketed. Plot passports should be as concise as possible, ideally kept to a single A4 page.
- 9.6 Applicants are encouraged to use the model plot passport provided in Appendix 6.



# 10 Marketing Strategy

- 10.1 A marketing strategy sets out the approach to be taken to the marketing and sale of custom and self-build housing, in particular when they form a part of a larger development and will be secured through a section 106 agreement. See Appendix 4 (model section 106 agreements) for further information.
- 10.2 This section applies mainly to the implementation of custom and self-build homes as part of larger residential or mixed-use development. However, for custom and self-build only developments, the Council will as a minimum require by section 106 agreement or condition, as appropriate, the applicant to notify the Council as soon as each custom and self-build plot is serviced, marketed, and available for immediate purchase. This provision is to support those on the Council’s custom and self-build housing register by enabling the Council to notify them about the opportunity to purchase a custom and self-build plot.
- 10.3 The Council expects custom and self-build housing to be adequately and appropriately marketed. For larger sites providing a percentage of homes as custom and self-build homes, this marketing will be for a minimum 12-month period as required by the Local Plan policies and in accordance with marketing principles set out in the Suffolk Coastal Local Plan (Appendix E) and the Waveney Local Plan (Appendix 4). A

marketing strategy is required to demonstrate accordance with these marketing principles.

- 10.4 A marketing strategy must be submitted by the applicant and agreed in writing by the Council prior to the marketing and sale of plots.

### Content of a marketing strategy

- 10.5 The following information must be provided in a marketing strategy for custom and self-build housing that forms part of larger residential or mixed-use developments:
  - a) The arrangements on which the custom and self-build plots will be marketed for a period of not less than 12 months. This should address:
    - I. Details of marketing materials. Good quality visual information should be made available, such as drone photos/videos, website content, and inspiration brochures to aid marketing.
    - II. Details of marketing and promotional methods. This should include social media; website advertising; database marketing; and information packs as a minimum.
    - III. On-site signage. As a minimum the serviced plots must be promoted as plots for sale with signage at the site entrance and by the plots themselves.



Information must be displayed at each plot which includes as a minimum the plot number and plot passport information. QR codes are encouraged to provide quick access to further information. Plots must be clearly demarcated and be in a clear and tidy state. Main site developers should set out methods to enable potential plot purchasers to gain safe access into the site to view the plots.

- b) The price that each custom and self-build plot will be advertised for including valuation methodology, derived from an experienced local RICS registered valuer who ideally has experience of valuing custom and self-build housing;
- c) The contact details for the marketing agent. The agent should be experienced in selling custom and self-build plots;
- d) Signposting to specialist custom and self-build mortgage brokers;
- e) Information on 'Help to Build' and any similar initiatives to assist custom and self-builders;
- f) The [eligibility criteria](#)<sup>26</sup> purchasers must comply with to purchase an affordable custom and self-build plot (if applicable);
- g) The site visit arrangements;
- h) The plot passport for each custom and self-build plot;

- i) A commitment that the site wide developer notifies the Council when plots are serviced and available for immediate purchase;
- j) A commitment that the site wide developer holds a record of sales enquiries for each plot, which will be provided to the Council upon request;
- k) The arrangements for the delivery of any custom and self-build plots not taken up after the minimum 12 months marketing period; and
- l) Any alternative or additional marketing in the event that interest in a custom and self-build plot is low.

10.6 The record of sales enquiries in each plot (as set out in paragraph 10.5j) above) should include:

- a) date of enquiry;
- b) nature of enquiry;
- c) whether the enquirer visited the site; and
- d) reason/s why the enquirer did not purchase the plot or find it suitable.

### Commencement of marketing

10.7 Marketing of the custom and self-build plots can take place as soon as the developer wishes. However, this alone will not trigger the minimum 12-month marketing period. The minimum 12-month marketing period for a plot shall only commence once the agreed marketing strategy has been

<sup>26</sup> [www.eastsuffolk.gov.uk/housing/affordable-housing/eligibility-and-allocation/](http://www.eastsuffolk.gov.uk/housing/affordable-housing/eligibility-and-allocation/)



initiated, the plot has been serviced, has defined boundaries, and is available for immediate purchase.

- 10.8 For large developments providing a percentage of dwellings as custom and self-build homes, which total at least 15 custom and self-build plots, marketing should not commence for more than 15 plots at the same time. Marketing subsequent clusters of no more than 15 plots should only commence at least 12 months after the marketing of the previous cluster of plots commenced. This provision aims to avoid flooding the market with custom and self-build plots and reduce the likelihood of custom and self-build plots remaining unsold after the minimum 12-month marketing period.
- 10.9 The plot provider shall notify the Council when each custom and self-build plot has been serviced, is available for immediate purchase, and the 12-month marketing period for each plot has commenced. The Council can facilitate marketing by contacting those on the Council’s [Custom and Self-build Housing Register](#)<sup>27</sup> at this stage.

**No sale after 12-month marketing period**

- 10.10 The following guidance relates to developments that comprise custom and self-build housing as part of larger residential or mixed-use developments whereby the planning permission and/or section 106 agreement allows the plots to

<sup>27</sup> [www.eastsuffolk.gov.uk/selfbuild](http://www.eastsuffolk.gov.uk/selfbuild)

be built out as non-custom and self-build homes if no sale has been agreed after the minimum marketing period.

- 10.11 Continued marketing after the minimum 12-month marketing period has expired is encouraged. However, if a sale has not been agreed during this period it may be possible to build the plot out as an open market or affordable home in line with any requirements of any planning conditions and section 106 agreements. An affordable custom and self-build plot can only be built out as an affordable home; however, an open market custom and self-build plot could be built out as an affordable or open market home.
- 10.12 If the planning permission to which the custom and self-build plot/s relates sets out that a specified number of custom and self-build plots are to be delivered (including as part of the phasing plan condition), evidence would be required to be submitted to and agreed by the Council to demonstrate that marketing requirements have been fully complied with and the sale of the custom and self-build plot/s has not been agreed within the minimum 12-month marketing period.
- 10.13 Evidence to demonstrate compliance with marketing strategy should include:
- a) Dated details of published marketing material,
  - b) Dated estate agent instructions,
  - c) Dated social media posts,



- d) Dated correspondence with Council in respect of marketing to those on the Council’s custom and self-build housing register,
- e) Dated records of sales enquiries and outcomes of those, and
- f) Dated changes in sales price.



# 11 Neighbourhood Planning/Community Led-Housing

11.1 A neighbourhood plan contains planning policies which are a statutory consideration in determining planning applications for the use and development of land. They are prepared by a Parish or Town Council (or neighbourhood forum where relevant) for a designated neighbourhood area. More information about neighbourhood planning can be found on the Council's [neighbourhood planning webpages](#)<sup>28</sup> and the [Locality website](#)<sup>29</sup>.

11.2 Community led housing is housing delivered by, and to meet the needs of, the community. [Community land trusts](#)<sup>30</sup>, [co-operative housing societies](#)<sup>31</sup>, and [cohousing](#)<sup>32</sup> are the three main community led housing models. Custom and self-build housing can be particularly suitable for delivering community-led housing projects. It presents the opportunity for local people to be involved in designing and building their own homes which can offer many benefits such as stronger communities; democratically delivered and managed homes; lower cost homes; environmentally friendly development; and learning new skills. The initial occupants of the housing must have primary input into the final design and layout of their

homes to qualify as custom and self-build housing. More information about community led housing is provided in the Council's [Affordable Housing SPD](#)<sup>33</sup>, and Community Led Homes' ['A Planner's Guide to Community Led Housing'](#)<sup>34</sup>.

11.3 The bottom-up nature of some forms of custom and self-build housing lends itself to consideration through neighbourhood planning and community-led housing initiatives. The main reasons that those on the Council's [Custom and Self-build Housing Register](#)<sup>35</sup> state for their desire to build their own home include:

- a) The ability to include higher environmental performance than available on the open market;
- b) Higher build quality and specifications;
- c) Lower running costs; and
- d) To live in a specific location/personal links to an area.

11.4 Planning for custom and self-build housing through neighbourhood planning and/or community led housing can

<sup>28</sup> [www.eastsuffolk.gov.uk/planning/neighbourhood-planning/](http://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/)

<sup>29</sup> <https://neighbourhoodplanning.org/>

<sup>30</sup> [www.communitylandtrusts.org.uk/](http://www.communitylandtrusts.org.uk/)

<sup>31</sup> [www.cch.coop/](http://www.cch.coop/)

<sup>32</sup> <https://cohousing.org.uk/>

<sup>33</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf)

<sup>34</sup> [www.communityledhomes.org.uk/resource/planners-guide-community-led-housing](http://www.communityledhomes.org.uk/resource/planners-guide-community-led-housing)

<sup>35</sup> [www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/](http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/)



therefore help to deliver high environmental performance housing that meets the needs and desires of initial occupants.

- 11.5 As an example, the [Bungay Neighbourhood Plan](#)<sup>36</sup> includes a policy (H4: Land to the east of St Margaret’s Road) for the delivery of approximately 70 homes within the parish. Included within this policy is a requirement for at least 10% of the homes to be set aside for custom and self-build housing.

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<sup>36</sup> [www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/bungay-neighbourhood-area/](http://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/bungay-neighbourhood-area/)





## Appendix 1: Recommended Format of Planning Applications

- 12.1 Planning applications can be submitted as outline, full, or hybrid. Each route to planning permission can impact the commencement of development and subsequent CIL liability, and the ability for the initial occupant to have a primary input in the design and layout of their home. It is therefore important to consider the implications of the chosen planning application format at the outset. Potential applicants are advised to seek [pre-application advice](#)<sup>37</sup> to help ensure that planning applications are more likely to be successful.
- 12.2 Planning applications should clearly state that they include custom and self-build housing so that they can be assessed accordingly. The description of the development should include custom and self-build housing and the ‘Self Build and Custom Build’ part of ‘Residential Units’ question in the ‘full’ or ‘outline’ planning application forms should be completed. Appendix 2 (custom and self-build delivery statement) provides a template delivery statement that should be completed and submitted with all relevant planning applications for custom and self-build housing. It is expected that the form be submitted with applications that seek to secure the principle of the development, such as outline planning applications or full detailed planning application.
- 12.3 The bullet points within the following table set out the recommended approach to the sequencing of planning applications for different types of development.

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<sup>37</sup> [www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/](http://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/)



Table 3: Recommended format of planning applications

Type of development	Recommended planning application format
<p>More than one custom and self-build home, either as part of a:</p> <ul style="list-style-type: none"> <li>a) Solely custom and self-build housing development, or</li> <li>b) Larger residential/mixed use development</li> </ul>	<p>Phased hybrid or outline application is recommended. Phased Full applications could also be acceptable for developments where there is clear evidence that such applications meet the custom and self-build housing definition.</p> <p>Developments including 5 or more custom and self-build homes will be required to submit a design code.</p> <p>Hybrid application process:</p> <ol style="list-style-type: none"> <li>1. Outline permission for custom and self-build homes and full permission for the other elements of development. The description of development specifies that the development is phased and includes custom and self-build housing. Custom and self-build delivery statement submitted with outline application (see Appendix 2).</li> <li>2. A phasing plan is agreed to ensure each plot can come forward independently of other plots and the other elements of the development and does not trigger CIL payments for other plots.</li> <li>3. Design code and plot passport agreed prior to marketing.</li> <li>4. Marketing strategy agreed prior to the sale of plots.</li> <li>5. Site wide infrastructure delivered, and plots serviced.</li> <li>6. Reserved matters permissions granted for each plot.</li> </ol> <p>Outline application process:</p> <ol style="list-style-type: none"> <li>1. This route is only different to the above hybrid approach in that the site wide infrastructure and/or other elements of the development come forward as separate reserved matters applications rather than as part of the initial hybrid application.</li> </ol> <p>Full application process:</p> <p>If the initial occupants are known prior to the start of the planning process and have had a primary input into the final design and layout of their home through the preparation of the planning application a full planning</p>



Type of development	Recommended planning application format
	<p>application may be appropriate. Of particular importance will be the need to demonstrate how initial occupants have had a primary input into the design and layout of their home. Consequently, a marketing strategy will not be required, and a design code may not be required. However, if initial occupants drop out of the project after the design of the homes has been finalised the applicant will need to demonstrate how initial occupants that take their place will have a primary input into the final design and layout of their home (this may be through later amendments to the proposal to personalise the design).</p> <ol style="list-style-type: none"> <li>1. Full application submitted, including a custom and self-build delivery statement (see Appendix 2).</li> <li>2. A phasing plan is agreed to ensure each plot can come forward independently of other plots and site wide infrastructure, and any other elements of the development.</li> <li>3. Site wide infrastructure delivered, and plots serviced.</li> <li>4. Homes built to designs specified in the permission.</li> </ol>
Single custom and self-build home	<p>Outline and full applications are both acceptable.</p> <p>If the initial occupant will not have a primary input into the design and layout of the home prior to the submission of the planning application, an outline application is recommended. On the grant of outline planning permission, the site can be sold to the initial occupant. The initial occupant will then be able to achieve full planning permission having had a primary input into the final design and layout of the home at the reserved matters stage. Alternatively, if a Full application is submitted, the eventual custom/self builder can make later Non Material amendments (Section 96a) or Minor Material amendments (Section 73) to ensure that they have influenced the eventual design of the proposal.</p> <p>Outline application process (assuming the initial occupant has not had a primary input into the design and layout of the home through the preparation of the planning application):</p> <ol style="list-style-type: none"> <li>1. Outline permission for all matters reserved except access. Custom and self-build delivery statement submitted with outline application (see Appendix 2).</li> <li>2. There is no requirement to submit a design code as the development is for less than 5 custom and self-build homes.</li> </ol>



Type of development	Recommended planning application format
	<ol style="list-style-type: none"> <li>3. Plot passport agreed prior to marketing.</li> <li>4. Agreement to notify the Council when the plot will be available for purchase and details of vendor.</li> <li>5. Site wide infrastructure delivered, and plot serviced.</li> <li>6. Plot sold and reserved matters permissions granted for the plot.</li> </ol> <p>Full application process:</p> <ol style="list-style-type: none"> <li>1. Full permission for all matters.</li> <li>2. The application will need to demonstrate that the initial occupant has had a primary input into the final design and layout of the home. This can be achieved by submitting a completed custom and self-build delivery statement with the full application (see Appendix 2).</li> </ol>
<p>Group custom and self-build developments - Housing whereby groups of households come together as intentional communities to design and deliver, or commission professionals to design and deliver, housing which they will live in.</p>	<p>Outline, hybrid, or full phased applications are all acceptable. Application process:</p> <ol style="list-style-type: none"> <li>1. The applicant will need to demonstrate how initial occupants have had a primary input in the final design and layout of their home. This can be done through the submission of the custom and self-build delivery statement (see Appendix 2) alongside the planning application.</li> <li>2. A phasing plan will need to be agreed to ensure the self-build home/s (if any) can come forward independently of other plots and site wide infrastructure without triggering CIL payment for the self-build home/s.</li> <li>3. A marketing strategy will not normally be required as the initial occupants will have had a primary input into the final design and layout of their home through the preparation of the planning application.</li> </ol>



## Appendix 2: Custom and Self-build Delivery Statement

13.1 This custom and self-build delivery statement should be submitted with planning applications that include custom and self-build housing to help the Council understand how the proposal meets the custom and self-build legal definition, as set out below. Please write answers to the following questions in the corresponding textboxes. The text in italics within each textbox below are examples of potential answers.

### Custom and Self-build housing legal definition

13.2 Section 1 of the Self-build and Custom Housebuilding Act 2015<sup>38</sup> (as amended) states:

“1(A1) In this Act “self-build and custom housebuilding” means the building or completion by—

- (a) individuals,
- (b) associations of individuals, or
- (c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.

(A2) But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.”

13.3 The Planning Practice Guidance (2021, paragraph 016) states that initial occupants must have a primary input into the final design and layout of the home.

1. What type of custom and self-build housing is proposed? (please tick as many that apply)

- a) Self-build – a plot of land for the initial occupant to design their own home. The initial occupant will be in control of how their home is designed and constructed and can undertake some, all or none of the construction work themselves.
- b) Custom-build – The initial occupant will choose their house design from customisable house designs offered by a developer. The initial occupant will usually not undertake any of the construction work themselves.
- c) Group custom and self-build – The initial occupant will join an intentional community to collectively design and deliver, or commission professionals to design and deliver, housing in which they will live. This can involve

<sup>38</sup> [www.legislation.gov.uk/ukpga/2015/17/contents/enacted/data.htm](http://www.legislation.gov.uk/ukpga/2015/17/contents/enacted/data.htm)



an element of communal living, such as for example a communal building within the housing development and/or communal amenity space shared by all residents.

d) Self-finish/shell homes – The home is built as a watertight shell by a developer, the internal layout of which is then designed and finished by the initial occupant.

2. How do you intend to deliver the home/s as custom and self-build housing?

e.g. I'm going to build the home myself and live in it.

Or

I'm going to service the plots and sell them with outline planning permission.

3. How many custom and self-build houses are proposed?

e.g. One / two / three / etc

4. Where affordable housing is required/proposed, the Council generally expects affordable housing to be delivered as non-

custom and self-build housing. Affordable Housing is defined in the NPPF Glossary (2023). If affordable custom and self-build housing is proposed how will the custom and self-build housing legal definition specified in question 3 be met?

...

5. Does the description of development for your planning application (as set out in your planning application form) refer to custom and self-build housing, and do you specify the number of custom and self-build homes in the 'residential units' section of your planning application form?

If no, please explain why.

e.g. Yes/No (with explanation)

6. Would you be willing to accept a condition and/or section 106 agreement clause confirming the development is for/includes custom and self-build housing? If no, please explain why.

e.g. Yes/No (with explanation)



## Appendix 3: Model Conditions

14.1 Planning conditions are imposed on the grant of planning permission (as well as Local and Neighbourhood Development Orders) to make development acceptable that would otherwise be unacceptable. Attention will need to be given in any planning permission to ensure that conditions for individual plots can be discharged separately.

14.2 Planning conditions must only be used where they meet the following tests (NPPF, 2023, paragraph 56):

- a) Necessary;
- b) Relevant to planning;
- c) Relevant to the development to be permitted;
- d) Enforceable;
- e) Precise; and
- f) Reasonable in all other respects.

14.3 Model conditions can improve consistency, but consideration must be given to the particular circumstances of each case and the need therefore to adapt model conditions accordingly.

14.4 The below model conditions address the following matters:

- a) The use of land for custom and self-build homes;
- b) The number of custom and self-build homes;

- c) The timely submission of reserved matters applications and commencement of development;
- d) The submission of a phasing plan;
- e) The submission of a design code;
- f) The submission of a marketing strategy; and
- g) The Council is notified of the commencement of marketing of single custom and self-build home permissions.

### **Condition to secure the use of land for custom and self-build homes**

14.5 This condition does not apply to developments that provide a percentage of homes as custom and self-build homes, and may not be necessary if the use of land for custom and self-build homes is secured through a s106 agreement.

Model condition: [Number] homes hereby permitted shall be delivered as custom and self-build homes in accordance with section 1 of the Self-build and Custom Housebuilding Act 2015 (as amended).

Reason: To secure the use of the land for custom and self-build housing only.



### Condition to secure the number of custom and self-build homes

14.6 In relation to developments providing a percentage of homes as custom and self-build homes, the number of custom and self-build homes should be secured via the condition that requires development to be carried out in accordance with the identified plans. One of these plans will be the planning layout. The planning layout will set out, amongst other things, the number of custom and self-build homes.

### Conditions to secure the timely submission of reserved matters applications and commencement of development

14.7 Custom and self-build housing is, by its very nature, different to other forms of housing delivery in that reserved matters applications are often submitted at different times by different applicants and relate to different building plots. The sale of plots after the agreement and implementation of marketing strategies can take a significant amount of time.

14.8 Accordingly, conditions attached to outline permissions should, pursuant to Section 92 of the Town and Country Planning Act 1990, ensure any timeframes specifying the submission of a reserved matters application or the commencement of development are made with full appreciation for the processes that must be undertaken before a reserved matters application can be submitted. It will be particularly important at the outline application stage to consider the likely timeframe for the implementation of marketing strategies and plot sales.

Model condition: for the timely submission of reserved matters: Application for approval of the reserved matters shall be made to the local planning authority not later than [five/seven years] from the date of this permission.

Reason: To ensure the timely submission of reserved matters applications.

14.9 Due to the varying timeframes that reserved matters applications will likely be submitted across a custom and self-build development, the commencement of development on each plot should be tied to the approval of the last reserved matter for that plot. This will ensure the timely delivery of custom and self-build homes on multi plot sites. This will avoid situations whereby the first plot to receive full planning permission on a multi plot site could wait until the final reserved matter is approved on the final plot before commencing development.

Model condition: for the timely commencement of development: The development of each individual plot hereby permitted shall commence not later than [two years] from the date of approval of the last of the reserved matters to be approved for that plot.

Reason: To ensure the timely commencement of development.





### **Condition to secure the submission of a detailed phasing plan**

#### 14.10 Model condition for percentage policy sites

Model condition: Prior to, or in conjunction with, the submission of the first reserved matters application a detailed plan for the phasing of the development will be submitted to and approved in writing by the local planning authority. The phasing plan shall include arrangements to ensure:

- a) The timely delivery of custom and self-build housing,
- b) Self-build plots can benefit from CIL exemption,
- c) Custom and self-build plots do not unnecessarily hold back later development phases, and
- d) Custom and self-build plots do not deliver any part of the site wide infrastructure.

Reason: To ensure the effective and timely delivery of the custom and self-build housing alongside other elements of the development.

#### 14.11 Model condition for full permissions for a single custom and self-build plot

Model condition: Prior to the commencement of development a plan for the phasing of the development will be submitted to and approved in writing by the local planning authority. The phasing plan shall include arrangements to ensure:

- a) The self-build plot can benefit from CIL exemption,
- b) The construction of the custom and self-build home is a separate phase to any site clearance, access and servicing arrangements.

Reason: To ensure the effective and delivery of the custom and self-build housing alongside other elements of the development.

### **Condition to secure the submission of a design code**

14.12 The expectation will be for the submission and approval of a design code to be secured by a s106 agreement. However, there may be circumstances where a condition may be used instead.

14.13 Policies SCLP5.9 (Self Build and Custom Build Housing) and WLP8.3 (Self Build and Custom Build) of the Suffolk Coastal Local Plan (2020) and Waveney Local Plan (2019), respectively, require all development proposals for five or more custom or self-build homes to be developed in accordance with a set of design principles, commonly referred to as a design code.

Model condition: Prior to, or in conjunction with, the first reserved matters application, a Design Code for the custom and self-build housing shall be submitted to and approved in writing by the local planning authority. The Design Code shall provide written and illustrated rules that establish the



design parameters of a development and of each custom and self-build plot, and which shall address:

- a) Layout
- b) Plot size and shape
- c) Developable footprint
- d) Building height or number of storeys,
- e) Orientation,
- f) Landscaping,
- g) Boundary treatment,
- h) Material palette,
- i) Number and location of car parking and cycle storage,
- j) Refuse storage.

All subsequent reserved matters applications in relation to the custom and self-build housing shall accord with the details of the approved design code and be accompanied by a statement which demonstrates compliance with the code.

Reason: To ensure high quality design and coordinated development in accordance with Policy SCLP11.1 (Design Quality)/Policy WLP8.29 (Design) and to facilitate continuity through cumulative phases of development whilst allowing for a suitable degree of customisation in accordance with Policy SCLP5.9 (Self Build and Custom Build Housing)/Policy WLP8.3 (Self Build and Custom Build).

### **Condition to secure the submission of a marketing strategy**

14.14 The expectation will be for the submission and approval of a marketing strategy to be secured by a s106 agreement. However, there may be circumstances where a condition may be used instead.

14.15 Policies SCLP5.9 (Self Build and Custom Build Housing) and WLP8.3 (Self Build and Custom Build) of the Suffolk Coastal Local Plan (2020) and Waveney Local Plan (2019), respectively, expect all development proposals for custom or self-build homes to set out the proposed marketing strategy in accordance with the marketing principles set out in Appendix E of the Suffolk Coastal Local Plan and Appendix 4 of the Waveney Local Plan.

Model condition: Prior to, or in conjunction with, the submission of the first reserved matters application for any development, a scheme setting out the marketing arrangements for each custom and self-build plot shall be submitted to and agreed in writing by the local planning authority. The scheme shall include:

- a) The arrangements on which the custom and self-build plots will be marketed for a period of not less than 12 months. This should address:
  - i. Details of marketing materials. Good quality visual information should be made available, such as drone photos/videos, website content, and inspiration brochures to aid marketing.



- II. Details of marketing and promotional methods. This should include social media; website advertising; database marketing; and information packs as a minimum.
  - III. On-site signage. As a minimum the serviced plots must be promoted as plots for sale with signage at the site entrance and by the plots themselves. Information must be displayed at each plot which includes as a minimum the plot number and plot passport information. QR codes are encouraged to provide quick access to further information. Plots must be clearly demarcated and be in a clear and tidy state. Main site developers should set out methods to enable potential plot purchasers to gain safe access into the site to view the plots.
- b) The price that each custom and self-build plot will be advertised for including valuation methodology, derived from an experienced local RICS registered valuer who ideally has experience of valuing custom and self-build housing;
  - c) The contact details for the marketing agent. The agent should be experienced in selling custom and self-build plots;
  - d) Signposting to specialist custom and self-build mortgage brokers;
  - e) Information on 'Help to Build' and any similar initiatives to assist custom and self-builders;

- f) The eligibility criteria purchasers must comply with to purchase an affordable custom and self-build plot (if applicable);
- g) The site visit arrangements;
- h) The plot passport for each custom and self-build plot;
- i) A commitment that the site wide developer notifies the Council when plots are serviced and available for immediate purchase;
- j) A commitment that the site wide developer holds a record of sales enquiries for each plot, which will be provided to the Council upon request;
- k) The arrangements for the delivery of any custom and self-build plots not taken up after the minimum 12 months marketing period; and
- l) Any alternative or additional marketing in the event that interest in a custom and self-build plot is low.

Reason: To ensure adequate marketing of custom and self-build dwellings in accordance with Policy WLP8.3/SCLP5.9

**Condition to secure the applicant notifies the Council of the commencement of marketing of single custom and self-build home permissions**

Model condition: In conjunction with the commencement of marketing the custom and self-build plot for sale, the applicant shall provide the Council with details of the marketing arrangements and material.



Reason: To enable the Council, in discharging its duty in respect of section 2 of the Self-build and Custom Housebuilding Act 2015 (as amended), to notify those on the Council's custom and self-build register about the opportunity to purchase land for custom and self-build housing.



## Appendix 4: Model Section 106 Obligations

- 15.1 Section 106 (s106) agreements are legal planning obligations, pursuant to [section 106 of the Town and Country Planning Act 1990](#)<sup>39</sup>, the purpose of which is to mitigate the impact of development. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.
- 15.2 Planning obligations must only be sought where they meet the following tests:
- a) Necessary to make the development acceptable in planning terms;
  - b) Directly related to the development; and
  - c) Fairly and reasonably related in scale and kind to the development.
- 15.3 As with model planning conditions, model s106 definitions and clauses can improve consistency, but consideration must be given to the particular circumstances of each case and the need therefore to adapt them accordingly.

<sup>39</sup> [www.legislation.gov.uk/ukpga/1990/8/section/106](http://www.legislation.gov.uk/ukpga/1990/8/section/106)

### Model s106 Definitions (to be included/omitted as appropriate)

#### “Affordable Custom and Self-build Dwelling”

Affordable Housing which meets the custom and self-build housing definition in section 1 of the Self-Build and Custom Housebuilding Act 2015 (as amended).

#### “Affordable Custom and Self-build Housing Scheme”

A document that provides details regarding the delivery of Affordable Custom and Self-build Dwellings, and which shall include details of:

- a) The method by which the developer and/or Registered Provider shall ensure that the relevant Affordable Housing shall be Affordable Custom and Self-build Dwellings;
- b) The timescale and programme for implementation of the Affordable Custom and Self-build Housing Scheme and construction of the Affordable Custom and Self-build Dwellings;
- c) A plan and schedule indicating the number, location, tenure, plot numbers, type and size (including number of occupants each dwelling can accommodate) of Affordable Custom and Self-build Dwellings;



- d) Full details of the affordable housing mix (reflecting the Council’s up to date strategic housing market assessment and specific local needs as determined and agreed by the Council);
- e) The name and registration number of the Registered Provider, and evidence that a contract has been entered into for delivery of Affordable Custom and Self-build Dwellings (if applicable);
- f) The mechanism by which the Owner shall ensure any discounted sale plots will retain a discount in perpetuity and the method by which the Owner shall ensure the initial occupant is not unfairly disadvantaged financially by the discount to be retained; and
- g) Such other information as the Council may reasonably require to enable approval of the Affordable Custom and Self-build Housing Scheme.

### **“Affordable Housing”**

Housing that will be available to eligible households and as defined in Annex 2 of the National Planning Policy Framework (2023) or any amended or subsequent national planning policy that may be published by the Government whose needs are not met by the market and eligibility is determined with regard to local incomes and local house prices (unless otherwise agreed in writing with the Council).

### **“Custom and Self-build Design Code”**

A document that provides written and illustrated rules that establish the design parameters of a development and of each Custom and Self-build Plot, and which shall address:

- a) Layout,
- b) Plot size and shape,
- c) Developable footprint,
- d) Building height or number of storeys,
- e) Orientation,
- f) Landscaping,
- g) Boundary treatment,
- h) Material palette,
- i) Number and location of car parking and cycle storage spaces, and
- j) Refuse storage.

### **“Custom and Self-build Dwelling”**

A dwelling which meets the definition in section 1 of the Self-Build and Custom Housebuilding Act 2015 (as amended).

### **“Custom and Self-build Plot”**

A plot of land upon which a Custom and Self-build Dwelling or Affordable Custom and Self-build Dwelling is to be constructed.



### **“Custom and Self-build Register”**

The Council’s register of persons seeking to acquire a Custom and Self-Build Plot pursuant to section 1 of the Self-build and Custom Housebuilding Act 2015.

### **“Custom and Self-build Sale Contract”**

A contract or contracts for the sale of a Custom and Self-build Plot which is conditional upon the construction of the Custom and Self-build Dwelling or Affordable Custom and Self-build Dwelling.

### **“Fully Serviced”**

A Custom and Self-build Plot that has access to a public highway and has connections for electricity, water, waste water and telecommunications.

### **“Market Dwelling”**

That part of the development which is general market housing for sale on the open market and which is not Affordable Housing.

### **“Marketed Appropriately”**

Marketing the Custom and Self-build Plots in accordance with the agreed Marketing Strategy for a period of not less than 12 months. This will commence when the Marketing Strategy has been agreed between the applicant and the Council, the Custom and Self-build Plots have been Fully Serviced, have defined boundaries, and are available for immediate purchase.

### **“Marketing Period”**

A period of not less than 12 months within which the Custom and Self-build Plots shall be Marketed Appropriately.

### **“Marketing Strategy”**

A document setting out the marketing arrangements for each Custom and Self-build Plot, which shall include:

- a) The period in which the Custom and Self-build Plots will be Marketed Appropriately;
- b) The arrangements on which the Custom and Self-Build Plots will be Marketed Appropriately; This should address:
  - i. Details of marketing materials. Good quality visual information should be made available, such as drone photos/videos, website content, and inspiration brochures to aid marketing.
  - ii. Details of marketing and promotional methods. This should include social media; website advertising; database marketing; and information packs as a minimum.
  - iii. On-site signage. As a minimum the Custom and Self-build Plots must be promoted as Custom and Self-build Plots for sale with signage at the site entrance and by the Custom and Self-build Plots themselves. Information must be displayed at each Custom and Self-build Plot which includes as a minimum the Custom and Self-build Plot number and Plot Passport information. QR codes are encouraged to provide quick access to further



information. Custom and Self-build Plots must be clearly demarcated and be in a clear and tidy state. The Owner should set out methods to enable potential plot purchasers to gain safe access into the site to view the Custom and Self-build Plots.

- c) The price that each Custom and Self-build Plot will be advertised for, including valuation methodology, derived from an experienced local RICS registered valuer who should have experience of valuing Custom and Self-build Plots;
- d) The contact details of the marketing agent. The agent should be experienced in selling Custom and Self-build Plots;
- e) Signposting to specialist custom and self-build mortgage brokers;
- f) Information on ‘Help to Build’ and any similar initiatives to assist custom and self-builders;
- g) The eligibility criteria that purchasers must comply with to purchase a Custom and Self-build Plot upon which an Affordable Custom and Self-build Dwelling is to be constructed (if applicable);
- h) The site visit arrangements;
- i) The Plot Passport for each custom and self-build plot;
- j) A commitment that the Owner holds a Record of Sales Enquiries for each Custom and Self-build Plot, which will be provided to the Council upon request;
- k) The arrangements for the delivery of any Custom and Self-build Plots not taken up after the minimum 12 months marketing period; and

- l) Any alternative or additional marketing in the event that interest in a Custom and Self-Build Plot is low.

### **“Plot Passport”**

A document that provides information for potential plot purchasers regarding the delivery of a Custom and Self-build Dwelling or Affordable Custom and Self-build Dwelling on the Custom and Self-build Plot, and shall include: the plot location, plot size and shape, any design and development parameters established in a Design Code (if relevant), likely ground conditions, location of servicing connection, Community Infrastructure Levy exemption (if relevant), and plot price.

### **“Record of Sales Enquiries”**

A record of enquiries made by individuals in relation to each plot which shall include:

- a) Date of enquiry;
- b) Nature of enquiry;
- c) Whether the enquirer visited the site; and
- d) Reason/s why the enquirer did not purchase the plot or find it suitable.





### “Registered Provider”

means either: -

- a) a body registered as a social landlord pursuant to the provisions of the Housing Act 1996 or a housing association within the meaning of the Housing Associations Act 1985; or
- b) any person or body or entity which is registered as a provider or social housing in accordance with Section 80(2) and Chapter 3 of the Housing and Regeneration Act 2008; or
- c) any body, organisation or company which is registered charity with the Charity Commissioners for England and Wales and approved by Homes England or any other body organisation or company approved by the Council and which has objects demonstrably similar to or compatible with or promoting those of a registered social landlord.

### Model s106 clauses (to be included/omitted as appropriate)

#### Affordable Custom and Self-build

15.4 Given the multitude of possible delivery options in relation to Affordable Custom and Self Build Dwellings, while model definitions have been set out above, it is not appropriate to set out model clauses in full in this document. Such obligations should therefore be agreed on a case by case basis.

### Custom and Self-build

#### Custom and Self-build Marketing Strategy

- 15.5 The Owner covenants to submit the Marketing Strategy to the Council for approval prior to, or in conjunction with, the submission of the first reserved matters application.
- 15.6 Following approval of the Marketing Strategy each Custom and Self-build Plot shall be Marketed Appropriately.
- 15.7 The Owner covenants that no more than 50% of the Market Dwellings shall be occupied until the Marketing Period has commenced.
- 15.8 The Owner shall inform the Council and provide marketing materials on first advertising of the Custom and Self-build Plots to enable the Council to notify persons on the Council’s Custom and Self-build Register.
- 15.9 If at the end of the Marketing Period the Owner has been unable to sell one or more Custom and Self-build Plots and the Owner can provide evidence to the Council’s satisfaction the Custom and Self-build Plots have been Marketed Appropriately the Owner shall be free to seek approval from the Council to convert the Custom and Self-build Plots to Market Dwellings and/or Affordable Housing, such approval not to be unreasonably withheld.
- 15.10 For the avoidance of doubt, the Owner shall not convert a Custom and Self-build Plot that is identified for delivery as an



Affordable Custom and Self-build Dwelling to a Market Dwelling.

15.11 Evidence that Custom and Self-build Plots have been Marketed Appropriately shall include:

- a) Dated details of published marketing material,
- b) Dated estate agent instructions,
- c) Dated social media posts,
- d) Dated correspondence with the Council in respect of marketing to those on the Council’s custom and self-build housing register,
- e) Dated records of sales enquiries and outcomes of those, and
- f) Dated changes in sales price.

### **Custom and Self-build Design Code**

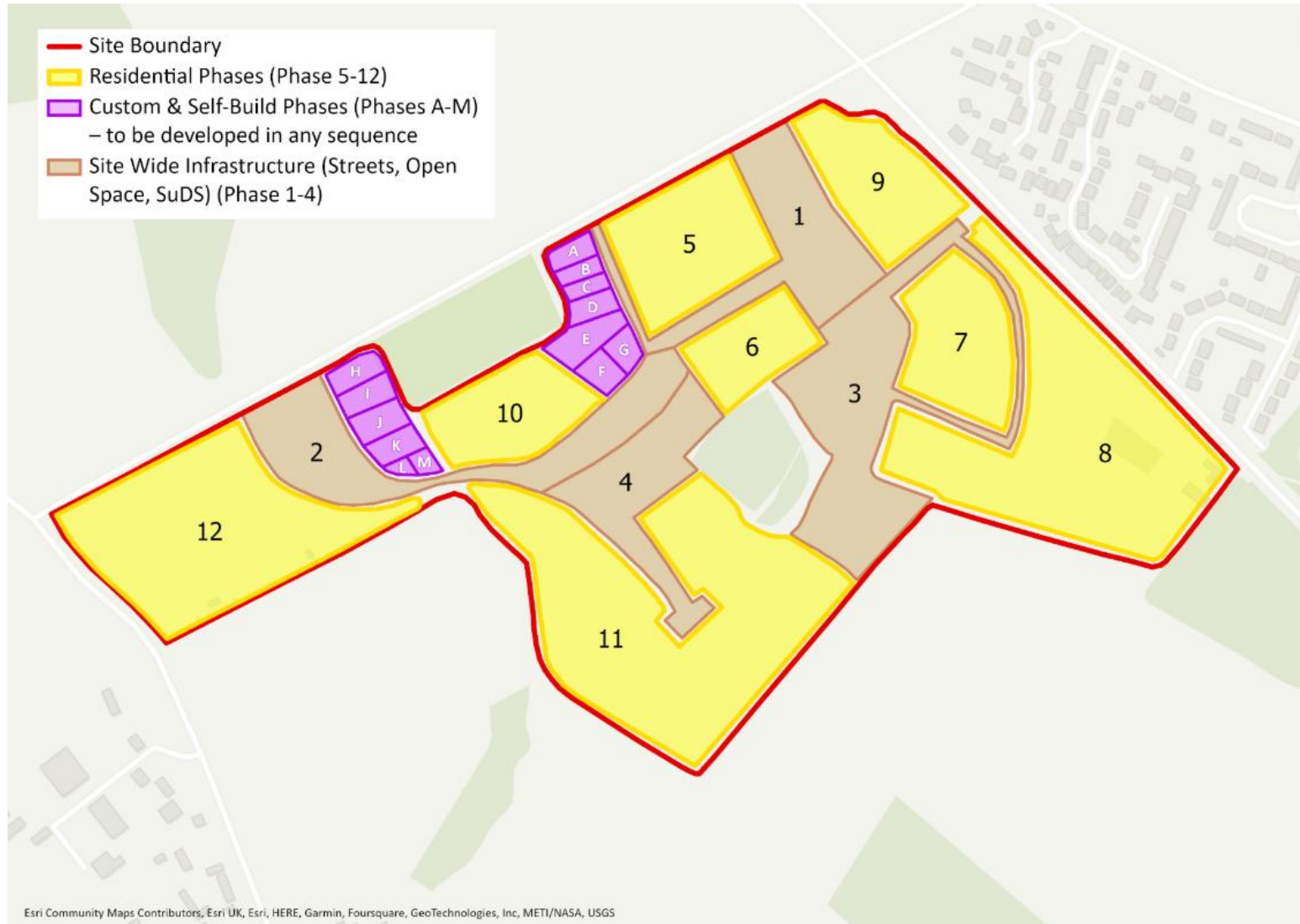
15.12 The Owner covenants to submit the Custom and Self-build Design Code to the Council for approval prior to, or in conjunction with, the submission of the first reserved matters application.

15.13 The Custom and Self-build Dwellings and Affordable Custom and Self-build Dwellings shall be constructed in accordance with the approved Custom and Self-build Design Code.

15.14 The Owner covenants to act in good faith in trying to agree both the terms of and the exchange of the Custom and Self-build Sale Contract and not to take any unreasonable steps which would otherwise frustrate such exchange.



## Appendix 5: Model Phasing Plan





# Appendix 6: Model Plot Passport

Development name:

Plot reference:

Plot price:

Site address:

Planning application reference:

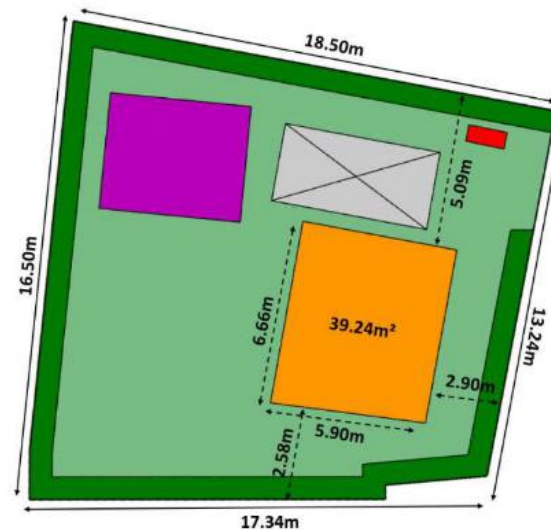
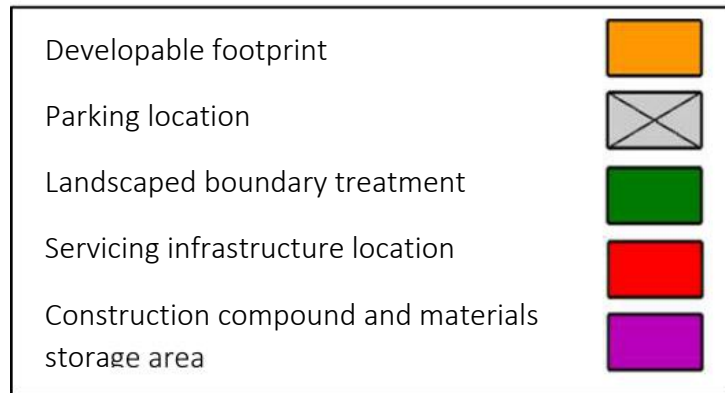
Total plot area: (m<sup>2</sup>)

Developable footprint: (GEA – Gross External Area (ground floor))

Max floor area: (GIA - Gross Internal Area (all floors of entire building area))

Design and Delivery Parameters:

- a) List of design parameters established in approved design code,
- b) Construction compound and materials storage area,
- c) Health and safety requirements,
- d) Likely ground conditions,
- e) CIL exemption process,
- f) Surveys conducted by site wide applicant,
- g) Plot sales process,
- h) Planning application process, and
- i) Contact details for further information.





## Appendix 7: Case Studies

- 16.1 The following case studies set out examples of custom and self-build housing good practice, covering a wide range of custom and self-build housing models, including:
- a) Serviced self-build plots, Long Four Acres, South Norfolk
  - b) Custom and self-build housing, Graven Hill, Oxfordshire
  - c) Marmalade Lane co-housing, Cambridge

### Serviced Self-build Plots, Long Four Acres, South Norfolk

Location: Long Four Acres, Bracon Ash, Norfolk

Local planning authority: South Norfolk Council

Description of development: Phased outline proposal for 15 self/custom build dwellings and access

Planning reference: Outline application (2017/2131) followed by a number of reserved matters applications

Delivery model: 15 custom or self-build homes delivered through the sale of serviced plots supported by a design code.



*Photo 1: Long Four Acres custom and self-build housing development viewed from Long Lane*

- 16.2 The Plot Passport submitted with the outline application provides the key information for potential plot purchasers to understand, without too much difficulty, what they will be able to design and build on each plot. The document benefits from being concise, visually consistent and clear. Information is limited to only that which needs to be presented. More detailed information is of course available in the design code.
- 16.3 All plots are bounded by hedges and trees. This continuity of landscaped boundary treatment throughout the development has created a pleasant green character and appearance to the development on the edge of the village, enhanced biodiversity, and enabled the significant variation in the



design of the custom and self-build dwellings to more easily assimilate into its context.

16.4 The Design Code permitted with the application offers a significant degree of design freedom to initial occupants. This is of critical importance in circumstances whereby the design code is prepared without the involvement of initial occupants, as was the case here. Generally, the design code should only restrict design freedom where demonstrably necessary. The purpose of this provision is to ensure initial occupants have as much design choice and control over the final design and layout of their home as possible.

16.5 The site provides for a number of large dwellings on large plots. In East Suffolk emphasis will be placed on providing a range of plot and dwelling sizes to help meet the needs and demands of a range of occupants, whilst making efficient use of land.

### **Custom and Self-build Housing, Graven Hill, Oxfordshire**

Location: Graven Hill, Ambrosden, Oxfordshire

Local planning authority: Cherwell District Council

Description of development: Redevelopment of former MOD sites including demolition of existing buildings, development of 1900 homes; local centre to include a 2 form entry primary school (class D1), a community hall of 660sqm, five local shops or facilities to include A1, A2, A3, A5 and D1 uses

totalling up to 1358sqm, up to 1000sqm gross A1 uses, a pub/restaurant/hotel (class A4/A3/C1) up to 1000sqm and parking areas; employment floorspace comprising up to B1(a) 2160sqm, B1(b) 2400sqm, B1(c) and B2 20520sqm and B8 uses up to 66960sqm; creation of public open space and associated highway improvement works, sustainable urban drainage systems, biodiversity improvements, public transport improvements and services infrastructure. Erection of a 70400sqm fulfilment centre on 'C' site and associated on site access improvement works, hardstanding, parking and circulation areas.

Planning reference: Outline permission (11/01494/OUT), followed by Local Development Orders granting reserved matters approval.

Delivery model: Self-build homes delivered through the sale of serviced plots supported by a masterplan and design code.

16.6 Cherwell District Council, as the local planning authority, has taken a proactive approach in preparing and adopting local development orders, which granted reserved matters pursuant to the outline permission (11/01494/OUT). As a result, so long as the design of a self-build home complies with the provisions of the Local Development Order the design shall be approved by Cherwell District Council within 28 days. Consequently, achieving planning permission for the detailed design of a self-build home can be much quicker than submitting a reserved matters application.



16.7 The Design Code permitted with the application offers a significant degree of design freedom to initial occupants. This is of critical importance in circumstances whereby the design code is prepared without the involvement of initial occupants, as was the case here. Generally, the design code should only restrict design freedom where demonstrably necessary. The purpose of this provision is to ensure initial occupants have as much design choice and control over the final design and layout of their home as possible.

### Marmalade Lane Co-Housing, Cambridge

Location: Marmalade Lane, Cambridge

Local planning authority: Greater Cambridge Shared Planning Service (Cambridge City Council and South Cambridgeshire District Council)

Description of development: 42 low-energy cohousing dwellings plus ancillary facilities including a common house workshop car and cycle parking refuse storage relocation of an electricity substation associated access and landscaping.

Planning reference: Full planning permission (S/3223/15/FL)

Delivery model: 42 group custom build (co-housing) homes and ancillary facilities such as the common house.

16.8 The initial occupants were engaged in the design of the development from the outset, which enabled the submission of a full planning application. Key to the success of a full

application in respect of custom and self-build housing is for the applicant to demonstrate that initial occupants have had a primary input into the design and layout of their future home. In this instance, prior to the submission of the planning application, Townhus (the applicant) submitted a high-level design to Cambridge Cohousing Limited (the client) based on their client's brief. After which, Cambridge Cohousing Limited and Townhus worked together on the detailed design, which formed part of the full planning application.



Photo 2: The car free street of Marmalade Lane co-housing development.

16.9 Not only were initial occupants involved in the design and layout of the development, but they were also able to choose



their plot, house type (from a range of 4 dwelling types, and 7 dwelling sub-types), interior floor plans, exterior materials, and finishing touches (kitchen and bathroom fit outs, or self-finish). This provided initial occupants with a good degree of customisation required of custom and self-build housing.

16.10 Marmalade Lane shows that with early and ongoing engagement between a high quality developer and initial occupants that the needs and desires of such occupants can be met whilst delivering a compact form of development, of terraced houses and flats, appropriate to an urban location.

16.11 As with all co-housing schemes Marmalade Lane provides a number of shared facilities, including common house, south facing garden, and a child friendly and car free street. Together, these shared facilities help create a tight knit community which socialises in these shared spaces.





## Appendix 8: Glossary

### A

**Affordable housing** – see [National Planning Policy Framework 2023 Annex 2: Glossary](#)<sup>40</sup>

### C

**Community led housing** – Affordable housing delivered by, and to meet the needs of, the community. Community land trusts, co-operative housing societies, and cohousing are the three main community led housing models. More information about community led housing is provided in the Council’s [Affordable Housing SPD](#)<sup>41</sup>.

**Community Infrastructure Levy (CIL)** - A charge levied on new development, as specified in the [CIL Charging Schedule](#)<sup>42</sup>, in order to help fund infrastructure to support development.

**Custom and self-build house/home/dwelling** – A house mainly built to the design specifications of the initial occupant (Section 1 (A1 and A2) of the Self-build and Custom Housebuilding Act 2015).

**Custom and self-build housing plot** – An area of land within which a single custom or self-build house will be built.

40

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1182995/NPPF\\_December\\_23.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1182995/NPPF_December_23.pdf)

### D

**Design code** – A set of written and illustrated rules that establish the design parameters of a development and of each plot.

**Development zone** – The area of a plot/custom and self-build housing plot where development is acceptable in principle.

### L

**Local plan** – A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two (NPPF Glossary, 2023).

### M

**Marketing strategy** – A strategy setting out the approach to be taken to the marketing and sale of custom and self-build housing.

<sup>41</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Affordable-Housing/Affordable-Housing-SPD.pdf)

<sup>42</sup> [www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-rates/approved-cil-rates-for-the-east-suffolk-area/](http://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-rates/approved-cil-rates-for-the-east-suffolk-area/)



## N

**Neighbourhood plan** – A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

## P

**Phasing plan** – A plan setting out the different phases of a development, and when each phase will be delivered relative to the other phases.

**Planning application** – An application for planning permission, which can comprise outline, full, hybrid, reserved matters planning applications. Discharging and varying planning conditions are other forms of planning applications that may be relevant to the delivery of custom and self-build housing.

**Planning condition** – 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.

**Plot passport** – A concise document setting out the information necessary for potential plot purchasers to fully understand what can and cannot be built on the plot.

## R

**Registered provider** – Providers of social housing that are registered and regulated by the Regulator of Social Housing.

## S

**Section 106 agreement** – A legal planning obligation, pursuant to Section 106 of the Town and Country Planning Act 1990, that secures the way in which development is provided.

**Serviced plot** – Section 5 of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) defines a serviced plot as “a plot of land that

- (a) Has access to a public highway and has connections for electricity, water and waste water, or
- (b) Can be provided with those things in specified circumstances or within a specified period;”

“Specified” means specified by regulations. Regulation 3 of the Self-build and Custom Housebuilding Regulations 2016 provides that section 5(b) of the Act is satisfied if “in the opinion of a relevant authority [the provisions within section 5(a) of the Act can be provided] within the period before any development permission granted in relation to that land expires.” (i.e. before planning permission expires).

“Relevant authority” means a local planning authority (section 1 of the Self-build and Custom Housebuilding Act 2015).



**Supplementary planning document** – A planning document that expands upon and provides further detail to support the implementation of policies in Local Plans. Whilst not a part of the statutory development plan, it is a material consideration in the determination of planning applications.

**Write to us** 

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This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.

[www.eastsuffolk.gov.uk/planning](http://www.eastsuffolk.gov.uk/planning)

# Consultation Statement

Agenda Item 5

ES/1934

## Custom and Self-build Housing Supplementary Planning Document

May 2024



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# 1 Introduction

The Custom and Self-Build Housing Supplementary Planning Document (SPD) explains what custom and self-build housing is and importantly what it isn't, as well as demonstrates the range of delivery models that meet the legal definition of custom and self-build housing. This will help support policies in our existing Local Plans.

This Consultation Statement was produced under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and outlines the responses submitted to the initial consultation (held between 1 February and 16 March 2023) and the formal consultation (held between 6 September and 18 October 2023) undertaken to inform the preparation of the SPD.

The Council's approach to engagement in the preparation of a Supplementary Planning Document is set out in the Statement of Community Involvement<sup>1</sup>.

Consultation on the Custom and Self-build Housing SPD was split into two stages: an initial stage that informed the scope and content of the SPD, and a formal stage of consultation that sought views on the draft SPD.

## **Initial consultation**

The initial consultation sought views on the broad scope and content of the SPD, and comprised a short initial consultation document with links to an online questionnaire, which included the following questions:

- 1) Do you consider the proposed content of the SPD to be appropriate?
- 2) Are there any specific elements of the Local Plan policies that you consider require additional guidance in the SPD?
- 3) Are there any elements of national policy on custom and self-build housing that you consider require additional guidance in the SPD?
- 4) Are you aware of any good practice in existing SPDs from elsewhere that could be applied in East Suffolk?
- 5) Are you aware of any good custom and self-build housing developments?
- 6) Do you have any other comments for us to consider in drafting the SPD?

In addition to the questionnaire, six workshops were held. The purpose of the workshops was to enable a conversation and dialogue between those interested in custom and self-build housing and the Council, as well as to help inform consultation responses. Three

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<sup>1</sup> How to get Involved in Local Planning – Statement of Community Involvement (April 2021)

workshops were held for individuals and groups signed up to the Council’s Custom and Self-Build Housing Register, and three were for architects, developers, planning consultants, and registered providers. The workshops were split between these groups due to the different information that such groups might be seeking and the times of day that they may be available to attend workshops. Those signed up to the register may only be able to attend workshops outside of standard working hours. For this reason, the three workshops for custom and self-build registrants were held at the following times:

- Tuesday 7 March 2023, 12:30-13:30
- Tuesday 7 March 2023, 17:00-18:00
- Thursday 9 March 2023, 17:00-18:00

Workshops for architects, developers, planning consultants, and registered providers were held during standard working hours:

- Tuesday 28 February 2023, 09:30-10:30
- Thursday 2 March 2023, 15:00-16:00
- Thursday 9 March 2023, 14:00-15:00

The workshops were held virtually using MS Teams and lasted an hour. The workshops were structured around a presentation about custom and self-build housing and the proposed supplementary planning document, followed by questions and answers in a round table format.

The workshops were positively received and considered useful for the Council and participants. A summary of the comments received during the workshops, and the ESC response to the comments is below.

Summary of main issues	Council response
Guidance regarding the appropriate format of planning applications for, and with an element of, custom and self-build housing would be helpful. Design codes and plot passports should be a reserved matter and not sought to be addressed at the outline application stage.	The draft SPD includes an appendix detailing the recommended format of planning applications for different types of custom and self-build housing delivery models.
It would be useful if the Council’s custom and self-build register could be highlighted in the document to increase awareness.	The Council’s Custom and Self-build Housing Register is referenced in the draft SPD, with a link to further information held on the Council’s website.



<p>Case studies of successful custom and self-build developments would help developers understand how best to plan for custom and self-build housing.</p>	<p>Case studies have been included in the draft SPD.</p>
<p>Custom and self-build on larger developer sites can take longer to deliver than the developer's own housing due to the individual nature of the design process and less experienced individuals carrying out the design, planning, and build processes. 2-3 years is not enough time. Delivery timescales set out in planning conditions need to reflect this.</p>	<p>The longer delivery timescales for custom and self-build housing compared to other forms of housing is recognised in the draft SPD through the inclusion of model conditions and s106 agreements.</p>
<p>Careful consideration is required of health and safety issues in relation to custom and self-builders and contractors on the same site as other market housebuilders and contractors. Custom and self-build elements on a larger developer site should be identified as a distinct phase, and located on the edge of developments to help prevent health and safety issues. However, it was noted that custom and self-build on the edge of developments could be challenging to secure due to potential impacts of innovative house designs on adjoining development and/or countryside.</p>	<p>The Council acknowledges the health and safety challenges of different organisations and self-builders interacting on the same site in a health and safety complaint manner. The draft SPD provides potential solutions to deal with health and safety matters from a design and planning perspective.</p>
<p>Guidance regarding what is and what is not custom and self-build housing would be useful, particularly in relation to kit and modular homes.</p>	<p>The draft SPD includes guidance on the custom and self-build housing legal definition and the various delivery models.</p>
<p>Guidance regarding the phasing of custom and self-build on larger developer sites would be useful, noting the number of market homes delivered before serviced custom and self-build plots become available.</p>	<p>Phasing and trigger points are addressed in the draft SPD.</p>

<p>Completion notices should be included within the SPD to help avoid overly prolonged delivery, and plots lying vacant.</p>	<p>The Council expects custom and self-builders to take longer than developers to build homes, however due to the significant financial outlay involved custom and self-builders will no doubt be keen to complete the build as soon as possible.</p>
<p>Guidance on appropriate layout of custom and self-build homes on larger developer sites would be useful.</p>	<p>The draft SPD addresses design, including layout.</p>
<p>During construction, guidance on self-builders living in caravans and other similar structures on custom and self-build plots would be useful.</p>	<p>It would be expected that design codes address the acceptability of caravans and other similar living accommodation sited on plot during construction.</p>
<p>Custom and self-build housing should be more affordable than market housing, e.g. through a variety of plot sizes including some smaller plots at lower prices.</p>	<p>The draft SPD expects a variety of plot sizes to be provided to meet the needs of a range of households with a range of budgets.</p>
<p>It was suggested that the SPD address community/group approaches to custom and self-build housing, and the possibility of helping to facilitate group self-build projects.</p>	<p>The draft SPD addresses group custom and self-build housing.</p>
<p>It was suggested that the SPD include guidance to encourage developers to share their evidence based documents and plans with custom and self-builders to avoid unnecessary duplication of assessments, and to ensure potential purchasers have all the relevant information available before purchasing a serviced plot.</p>	<p>The draft SPD includes an expectation that surveys conducted by the site wide applicant should be made available to plot purchasers. Information about accessing such surveys will be expected to be provided on the plot passport.</p>
<p>Guidance on the consideration of energy efficiency and renewable energy measures (e.g. solar panels) in design codes would be useful.</p>	<p>The draft SPD doesn't provide guidance on renewable energy measures. The design code prepared for a custom and self-build development should consider providing design parameters on renewable energy. The draft SPD also includes a link to the Council's adopted Sustainable Construction SPD.</p>

<p>Clear illustrations relating to design consideration would be helpful.</p>	<p>The draft SPD includes a number of clear illustrations to aid understanding, and design codes prepared for custom and self-build housing should also provide clear illustrations.</p>
<p>It will be important for potential plot purchasers to have certainty as to what they can and cannot do with a plot before purchase.</p>	<p>It will be essential that potential plot purchasers understand what they can and cannot build on a given plot. The draft SPD sets clear expectation as to what design codes and plot passports should include.</p>

A summary of the main issues raised through the questionnaire responses during the initial consultation:

- Custom and self-build housing should be clearly defined.
- Health and safety, and construction management must be carefully managed.
- Innovative and modern custom and self-build housing design should be supported.
- There is a common desire for custom and self-build housing to achieve high environmental standards.
- Custom and self-build housing should be supported on a wider range of sites than as a percentage of large developer sites.
- The self-build Community Infrastructure Levy exemption process should be clearly explained.
- A range of custom and self-build developments were proposed as good practice.

The Council’s response to each questionnaire response submitted through the initial consultation, alongside details of how such responses informed the preparation of the SPD are provided in Appendix 1.

**Formal consultation**

After consideration of each of the consultation responses submitted through the initial consultation, the Council prepared the draft SPD. Responses to the SPD through the formal consultation could be made online, by email, or by post.

A summary of the main issues raised through the formal consultation:

- Some confusion over the origin of the self-build exemption from Community Infrastructure Levy (CIL).
- Responses highlighted a spectrum of views on the design freedom afforded to initial occupants. Some suggest design freedom should be limited, others suggest it should be maximised.
- Useful clarification of desired approach to affordable housing.

- Developers sought for the marketing arrangements to be applied flexibly (e.g. commencement of minimum 12-month marketing period, number of plots within a cluster).
- Support for the model conditions and s106 obligations, however the consistency of expectations between conditions and s106 obligations should be reviewed.

The Council's response to each consultation response submitted through the formal consultation, alongside details of how such responses resulted in changes to the SPD, are provided in Appendix 6.

## 2. Who was consulted?

Consultation on the Custom and Self-build Housing SPD was split into two stages: an initial stage that informed the scope and content of the SPD, and a formal stage of consultation that sought views on the draft SPD.

The groups and organisations consulted as part of the initial consultation are set out in Appendix 2, and those consulted as part of the formal consultation are set out in Appendix 4.

Both the initial and formal consultations were also made available to the public on the Council's website.

## 3. How were they consulted?

### Initial consultation

The initial consultation ran from 1<sup>st</sup> February to 16<sup>th</sup> March 2023 and the consultation documents were made available on the East Suffolk Council website via the pages below:

<https://eastsuffolk.inconsult.uk/CSBSPDINT>

The consultation was advertised on the Council's website, as well as on social media (see Appendix 3). A questionnaire, providing some background to the consultation and asking a series of questions, was published on the Council's website. Town and parish councils, elected members and other organisations referred to above were notified directly by email or post.

Hard copies of the document were also made available free of charge by post by contacting the Planning Policy and Delivery team.

In total 40 individuals and organisations responded to the consultation. Between them they made 144 comments.

Full copies of the responses have been published on the Council's website at:

<https://eastsuffolk.inconsult.uk/CSBSPDINT/listRespondents>

## **Formal consultation**

The formal consultation ran from 6<sup>th</sup> September to 18<sup>th</sup> October 2023 and the consultation documents were made available on the East Suffolk Council website via the pages below:

<https://eastsuffolk.inconsult.uk/CSB0823DRAFT/consultationHome>

The consultation was advertised on the Council's website, as well as on social media (see Appendix 5). The organisations referred to above were notified directly by email or post.

Hard copies of the document were also made available for inspection at all libraries in the district and the Council's Customer Service Centres at The Marine Centre, Lowestoft, and in the Felixstowe and Woodbridge libraries.

In total 21 individuals and organisations responded to the consultation. Between them they made 71 comments.

Full copies of the responses have been published on the Council's website at:

<https://eastsuffolk.inconsult.uk/CSB0823DRAFT/listRespondents>

## Appendix 1: Initial Consultation Responses

The table below lists the initial consultation responses, the Council’s response and how they informed the preparation of the document.

### Question 1 Do you consider the proposed content of the SPD to be appropriate?

Respondent Name	Comment ID	Comment	Council Response	Change Made
Marinus Scheijde	1136750	Yes The whole idea is totally impractical. There’s no way that this can be managed from a health & safety point of view on a fast moving development. From my experience of self build projects, most of them run on for years and it would just leave a blot on the landscape, where all other properties would be finished off in the street around it. In my opinion the only sensible approach would be to have the developer/ builder have a system which could offer alternative internal layout options within the footprint. This would at least allow safe management of the build, including external finishes such as drainage/ driveway, at which time the project could possibly be handed over and be finished by a purchaser internally.	Custom and self-build homes on larger residential and mixed-use developments is a nationally practiced approach consistent with adopted development plan policies that identify a percentage of dwellings for custom and self-build housing. Such approaches have been successfully delivered across the country. However, health and safety must be effectively managed.	The draft SPD addresses construction management and health and safety through careful consideration of layout, access, and phasing.
Andrew Brown	1136754	No	Comment noted	No change
John Bailey	1136756	Yes	Comment noted	No change
Stephen Holliday	1136779	Yes	Comment noted	No change
Coyne Environmental (Kenneth Coyne)	1136805	Yes	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
John Self	1136815	No I registered my interest with you shortly after the introduction of the Self-Build and Custom Housebuilding Act 2015. You have occasionally sent me 'opportunities' which have almost exclusively been for tracts of land already with planning permission by the usual major players in housebuilding. I recently tried to get planning permission on a vacant plot owned by ESC that was refused on various grounds: too modern, inappropriate construction method (!) for the site, etc. It's a widespread view that planning departments are intransigent or just obstructive - it's so easy to say no. Open up the scope for modern designs otherwise if you always do what you've always done, you'll always get the same turgid designs. The Planning Department has allowed the SOS, same old stuff, to be built over the years - see any Hopkins Homes, Badger Homes houses. You should be demanding innovation; I see none.	Given that one of the primary reasons individuals seek to build or commission their own home is that it provides them with an opportunity to design a home that is perhaps not readily available on the open market, it is important that custom and self-build housing proposals are able to design modern or innovative homes.	The draft SPD seeks to facilitate as much design freedom as reasonably possible. The draft SPD sets out that design codes should only restrict design freedom where demonstrably necessary. Determining whether it will be demonstrably necessary to restrict design freedom will often depend on the site context.
Keith Pierce	1136831	No It is not ambitious enough. There is good demand for "Off Grid" living and the SPD does not seem to address this aspect. One Planet Development projects, with the support of the Welsh government, have proven this approach to be hugely successful and Suffolk should consider becoming the first county in England to take on this approach. The SPD also only seems to be considering single self build opportunities, it should consider provision for groups wishing to self build within a rural setting, sustainably off grid.	The draft SPD addresses the whole spectrum of possible custom and self-build housing projects, including single self-build projects through to larger group custom and self-build projects. The draft SPD does not address off grid living, although does link to the Council's adopted Sustainable Construction SPD.	No change
David Barefoot	1136925	Yes	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Bromeswell Parish Council (Verity Brown)	1137136	Yes	Comment noted	No change
Thomas Bury	1137961	Yes	Comment noted	No change
Neil Brooks	1138112	<p>Don't Know</p> <p>It would be useful to have a section detailing the attitude of the Local Authority to the provision of Solar panels on new buildings - in my view it should be encouraged, and no obstacles put in place on account of aesthetics. Nationally provision of solar panels on new building should be made mandatory as far as is possible.</p> <p>IT would also be useful to have a section dealing with the attitude of the local authority to both air source and ground source heat pumps for heating new builds.</p>	<p>The draft SPD does not include guidance regarding the suitability of solar panels, heat pumps, or any other form of energy generation technology. The Council's adopted Sustainable Construction SPD provides useful guidance and has been referenced within the draft SPD.</p> <p>However, the draft SPD seeks to facilitate as much design freedom as reasonably possible. The draft SPD sets out that design codes should only restrict design freedom where demonstrably necessary. Determining whether it will be demonstrably necessary to restrict design freedom will often depend on the site context.</p>	No change
Fiona Ryder	1138775	No I appreciate that most of the comments below relate to a potential change in policy for Self Build and Custom	As noted at the beginning of the respondent's comment, these matters relate to policy changes, which cannot be addressed	No change



Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>Housing, but this seemed like the best place to include them.</p> <ol style="list-style-type: none"> <li>1. To include exception sites within the scope of the SPD for self builders- as long as these are well located to existing settlements and have easy access to services.</li> <li>2. If point 1 above is adopted there should be a requirement that self builders retain ownership/ remain resident in the properties they design and build for a minimum period. This would help ensure that any sites that secure planning for a self build project are only used for that purpose.</li> <li>3. I appreciate that there is some scope to allow affordable self build homes, but this is not well defined within the SPD or indeed the local plan and is restrictive in its current drafting. Most self builders want to build a better or more appropriate house than they could afford to buy. By their very nature, self build projects provide more affordable homes for those that undertake the projects, This is not about owner/ occupiers developing and selling on for profit within a short time scale. This is definitely about enabling people to build homes for themselves and their families.</li> <li>4. I believe that challenging sites in close proximity to existing settlements could be used for self-build projects. Most self builders would undertake to incorporate mitigants into any self build design scheme to enable under utilised land to be used for building single homes. This might include small areas of brownfield land - perhaps land</li> </ol>	<p>through the Supplementary Planning Document. These matters however can be considered through the review of the Local Plans for East Suffolk.</p> <p>In relation to point 3 concerning affordable housing, the draft SPD provides guidance about affordable custom and self-build housing and ways in which market custom and self-build housing can be made more affordable, through for example providing a range of plot sizes to meet the needs of a range of households.</p> <p>The point that custom and self-build homes can also potentially be a less expensive form of housing through sweat equity is also reflected in the draft SPD.</p> <p>In relation to point 5, there will be those that do not want a serviced plot on a larger housing development. However, there will be others that will be perfectly content with such a plot. Through the Local Plan policies it is the Council's</p>	

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>that a developer would avoid or land which may be subject to zone 2 flood risk, which might be useable if the building was elevated. It seems to me that we don't champion self builders sufficiently to help use land that is otherwise 'wasted' Given the housing crisis and the acute shortage of affordable land for self builders, this seems to me to be a very logical suggestion.</p> <p>5. I don't believe that including plots for self build development within housing 'estates' is a helpful addendum to your self-build policy. The size of these plots fall well below what most self builders are looking for. Developers are only focused on profit - whereas self builders focus on building appropriate homes within existing communities for themselves and their families. There is a conflict between these two groups of people.</p>	intention to support custom and self-build housing in a range of delivery models, including on larger residential or mixed use sites.	
Caroline Kilbride	1138794	Don't Know	Comment noted	No change
Melton Parish Council (Pip Alder)	1139199	<p>No</p> <p>It would be very useful to include a clear definition of what constitutes custom and self build. Applications for self build that we have seen are invariably from builders rather than individuals and seen as a way to avoid paying any CIL.</p>	The draft SPD includes guidance as to the various different custom and self-build housing delivery models that meet the custom and self-build housing legal definition.	No change
Felixstowe Town Council (Ash Tadjrishi)	1139646	<p>Yes</p> <p>The Town Council welcomed the Initial Consultation on the Custom and Self-Build Housing Supplementary Planning Document and felt the scope to be thorough and comprehensive. That it was easy to read and most importantly covers all possible areas that a potential reader would expect to see. The Town Council very much</p>	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		welcomed the potential SPD as it deals with an important aspect of the Local Plan.		
Mr Farrow	1139763	Don't Know	Comment noted	No change
LIVEDIN (Charlie de Bono)	1141264	<p>Don't Know</p> <p>"its very geared to self build as delivered on Percentage Policy sites.</p> <p>Self build is its own sector and is supposed to be a diversification of the housing market so procuring via strategic sites is the opposite of the intention and the opposite of what self builders are looking for.</p> <p>This collision of 2 different approaches on one site creates lots of problems in terms of planning, demand, delivery and marketing.</p> <p>The SPD can try address these but conceptually it would be better to make % policy an opt in policy rather than obligatory. and then developer who want to do self build will include and probably have a successful delivery route.</p> <p>Those that don't want to should not be forced as reluctant developers are unlikely to create positive results."</p>	The SPD cannot amend or revoke the planning policies adopted in the Council's two local plans.	No change
Amy Felton	1142133	<p>No</p> <p>The SPD doesn't really show any information for people who wish to build a small off grid home on land they already own. It seems to be aimed at companies who want to build multiple homes for selling on.</p>	The draft SPD provides guidance relevant to single self-build developments as well as large multi plot custom and self-build developments.	No change
Charsfield Parish Council (Pamela Hembra)	1142465	Yes	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Karen King	1142639	Yes	Comment noted	No change
julia denny	1143363	No i think most people who want to self-build would not want to be part of a large development, so an allocation in developments greater than 100 houses would not be very appealing to most. The reasons for self build include having a plot that is larger than most standard housing developments would offer, having a certain amount of freedom with the design and layout, being able to design for individual needs eg. an accessible home or including a granny annex, etc. Also most people would hope to save money by not having to pay the developer's profit. It would be better to have a greater allocation of plots for self or custom build within smaller developments and groups of house.	Those wishing to build or commission their own home will want to maximise the level of design customisation available to them, including through the size of plots. The Council requires that proposals for five or more custom and self-build dwellings be accompanied by a design code. The draft SPD expects design codes to provide a range of plot sizes to meet a range of needs and demands.  The 5% custom and self-build dwelling policy is set out in the Council's two adopted Local Plans, and cannot be amended or revoked by the SPD. The Council will consider how best to support custom and self-build housing through a review of the two Local Plans.	The draft SPD expects design codes to provide a range of plot sizes to meet a range of needs and demands.
Bromeswell Parish Council (Verity Brown)	1143375	Yes	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Alan Ambrose	1143679	No "I have found it difficult to answer this 'consultation' as it's not obvious what your objectives are here:  to help self-builders? (it doesn't really),  to fill a paperwork requirement for a 'consultation' on 'self-build policy'? (probably anything will do)."	Comment noted	No change
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	Yes Yes, we consider the content of the SPD appropriate.	Comment noted	No change
Hopkins Homes	1144071	Whilst the elements proposed to be covered by the SPD appear appropriate, more consideration needs to be given to the proposed timescales for the delivery of and subsequent construction upon any self-build plots proposed as part of a larger development, given the practical, legal and health and safety implications involved.	The draft SPD recognises that custom and self-build housing usually takes longer to deliver than developer homes. The draft SPD also sets out ways of addressing health and safety on larger developer sites through careful consideration of layout and access in particular.	The draft SPD sets out ways of addressing health and safety on larger developer sites through careful consideration of layout and access in particular.
Clayland Architects (Victoria Corbett)	1144081	Yes	Comment noted	No change

**Question 2 Are there any specific elements of the Local Plan policies that you consider require additional guidance in the SPD?**

Respondent Name	Comment ID	Comment	Council Response	Change Made
Marinus Scheijde	1136750	Yes Where and how to find suitable plots before developers do.	When custom and self-build plots are available to purchase they are published on the Council website ( <a href="https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/">https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/</a> ). This information is publicly available, but those registered on the Council's Custom and Self-Build Housing register also receive a notification whenever the webpage is updated with new opportunities.	No change
Andrew Brown	1136754	Yes Further public consultations	After analysing the consultation responses and drafting the draft SPD, the further consultation takes place seeking feedback on the content of the draft SPD.	No change
John Bailey	1136756	Yes There is no mention in the SPD of the sizing of self-build plots. It is likely that a range of sizes will be desired by self-builders, and probable that some self-build plots will need to be significantly larger than custom-build plots. As you've reported in your own document, most self-builders want to live in the countryside or small villages - the 5% custom-build model within developments of 100+ units won't be of interest to the majority of those people.	Those wishing to build or commission their own home will want to maximise the level of design customisation available to them, including through the size of plots. The Council requires that proposals for five or more custom and self-build dwellings be accompanied by a design code. The draft SPD expects a variety of plot sizes to be provided to help meet a range of needs and demands.  The 5% custom and self-build dwelling policy is set out in the Council's two adopted Local Plans, and cannot be amended or revoked by the SPD. The Council will consider how best to support custom and self-build housing through a review of the two Local Plans.	The draft SPD expects a variety of plot sizes to be provided to help meet a range of needs and demands.
Stephen Holliday	1136779	Yes Give greater encouragement - and prioritise - self builds which meet high environmental/sustainability standards.	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of enabling design freedom and only restricting design freedom where demonstrably necessary. The draft SPD includes	The draft SPD highlights the importance of enabling design freedom and only

Respondent Name	Comment ID	Comment	Council Response	Change Made
			reference to the Council's adopted Sustainable Construction SPD.	restricting design freedom where demonstrably necessary. The draft SPD includes reference to the Council's adopted Sustainable Construction SPD.
Coyne Environmental (Kenneth Coyne)	1136805	Yes Any proposals should be of sustainable design taking into account the environment and produce a benefit to the local ecology and improved biodiversity for wildlife	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of enabling design freedom and only restricting design freedom where demonstrably necessary. The draft SPD includes reference to the Council's adopted Sustainable Construction SPD.	The draft SPD highlights the importance of enabling design freedom and only restricting design freedom where demonstrably necessary. The draft SPD includes reference to the Council's adopted Sustainable Construction SPD.
John Self	1136815	Yes Strict review of major housebuilders designs to reject normal conveyor belt houses. Insist on innovation.	Of paramount importance in the provision of custom and self-build housing is that initial occupants have a primary input into the design and layout of the home. The draft SPD highlights the importance of enabling design freedom and only restricting design freedom where demonstrably necessary. The draft SPD includes reference to the Council's adopted Sustainable Construction SPD.	The draft SPD highlights the importance of enabling design freedom and only restricting design freedom where demonstrably

Respondent Name	Comment ID	Comment	Council Response	Change Made
				necessary. The draft SPD includes reference to the Council's adopted Sustainable Construction SPD.
Keith Pierce	1136831	Yes Provision for greenfield sites to be made available for individuals and groups wishing to start new communities.	Our Local Plan policies on custom and self-build housing support and encourage the provision of custom and self-build housing on standalone sites and as part of larger mixed use and residential developments.	No change
David Barefoot	1136925	No	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	1137136	No	Comment noted	No change
Suffolk County Council Archaeological Service (Rachael Abraham)	1137459	Yes In relation to question 2, we would however suggest that the section on Phasing (addressing where custom and self-build housing comprises part of a major development site) flags that these types of development need to take place in line with the wider archaeological strategies for the projects in question/the relevant Local Plan policies relating to archaeology.	The draft SPD makes clear that site wide requirements (e.g. archaeology, drainage, access) are dealt with on a site wide basis and not left to individual plot purchasers to resolve.	The draft SPD makes clear that site wide requirements (e.g. archaeology, drainage, access) are dealt with on a site wide basis and not left to individual plot purchasers to resolve.
Thomas Bury	1137961	No	Comment noted	No change
Neil Brooks	1138112	Yes See above	Comment noted	No change



Respondent Name	Comment ID	Comment	Council Response	Change Made
Fiona Ryder	1138775	<p>Yes</p> <p>Please see the comments above, especially in relation to affordable self build. I disagree with the statement that "It is only 'affordable housing' by definition if it is delivered in a manner that meets with the definition of affordable housing (see sub-section 'Affordable Housing Tenures' above for definitions)".</p> <p>If under utilised 'exception sites' were included in your local plan, the cost of the land purchase would be reduced, thereby achieving improved 'affordability' for custom / self builders as long as there is a commitment to occupy the house for a minimum period of time.</p>	<p>Affordable housing is defined in the National Planning Policy Framework (2021, Glossary). This must be understood as distinctly separate to making savings through for example sweat equity. The draft SPD makes clear however that sweat equity can provide an important mechanism for households to save money. Custom and self-build housing can play a role in both legally defined affordable housing and making market housing more affordable.</p> <p>The SPD cannot amend Local Plan policy. As and when a Local Plan review is undertaken, consideration will be given to how best to support custom and self-build housing.</p>	The draft SPD addresses both policy defined (NPPF) affordable housing, and forms of custom and self-build housing where money can be saved (e.g. sweat equity).
Caroline Kilbride	1138794	Don't Know	Comment noted	No change
Melton Parish Council (Pip Alder)	1139199	No	Comment noted	No change
Mr Farrow	1139763	<p>Yes</p> <p>Should favour people with a local connection and perhaps even have a clause about selling to people with a local connection for say the first 20years. This is to avoid outside wealth taking</p>	The SPD cannot introduce a local connection test in relation to the sale of land for custom and self-build housing.	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		opportunities from locals and help keep the cost of land down.		
LIVEDIN (Charlie de Bono)	1141264	<p>Yes</p> <p>"Large sites: Self build needs separate policies - rather than being procured via large developer sites.</p> <p>Very small sites: (3-5) WLP8.7 and SCLP5.4 are positive - though not specifically for CSB.</p> <p>Other than these - how else can self build be brought forward? 100% CSB allocations? how about sites of 5-10?"</p>	The SPD cannot amend or revoke the planning policies adopted in the Council's two local plans.	No change
Amy Felton	1142133	<p>Yes</p> <p>Guidance on self builds for individuals who want to build and live in an off grid, eco friendly home. Homes that will be low impact on the environment and use green energy and water capture.</p>	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.	The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Charsfield Parish Council (Pamela Hembra)	1142465	No	Comment noted	No change
Karen King	1142639	No	Comment noted	No change
julia denny	1143363	smaller groups of houses may also allow more shop for individual style and design, most large housing developments just seem to have half a dozen or so different house types, so a few token self builds may either be very restricted in design or look out of place within the uniformity of the development. The design guidance could be more flexible in smaller clusters.	Those wishing to build or commission their own home will want to maximise the level of design customisation available to them. The draft SPD makes clear that design freedom should only be restricted where demonstrably necessary. The intention is to support innovative, modern, and sustainable design choices.	No change
Bromeswell Parish Council (Verity Brown)	1143375	No	Comment noted	No change
Alan Ambrose	1143679	No	Comment noted	No change
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	No No, as set out above the content of the SPD is considered appropriate and no additional guidance is necessary.	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Hopkins Homes	1144071	<p>As indicated above, more consideration needs to be given to the proposed timescales for the delivery of and subsequent construction upon any self-build plots, given the practical, legal and health and safety implications involved.</p> <p>Whilst Policies SCLP5.9/ WLP8.3 suggest the requirement for a 12-month marketing period from the time the Plots are serviced, we consider this timescale to be wholly excessive. Such a long timeframe for marketing, followed by any formal submission and subsequent approval of Reserved Matters applications for individual self-build plots, is likely to result in substantial elements of the main development being completed, sold and occupied.</p> <p>The timescales being suggested would cause additional inconvenience for any new residents and also will delay the formal adoption process for roads, footways, etc. which cannot be completed until at least a year after the whole of the development is fully completed.</p> <p>The New Homes Quality Code requires all major developers to provide new home buyers pre-purchase information including</p>	<p>The draft SPD recognises that custom and self-build housing usually takes longer to deliver than developer homes. The model conditions provided reflect this. The draft SPD also sets out ways of addressing health and safety on larger developer sites through careful consideration of layout and access in particular.</p> <p>The required 12-month marketing period is a minimum period consistent with the Council’s marketing guidance set out in Appendices E and 4 of the Suffolk Coastal and Waveney Local Plans, respectively. The Council’s sees no compelling reason for a different minimum marketing period. Developers can mitigate any issues by bringing forward the servicing and marketing of plots in their phasing plans. Plots could of course be marketed before they are available for immediate purchase, however this would not alter the minimum 12-month period.</p> <p>The inconvenience to residents of ongoing construction works would be no different to a development on the edge of an existing settlement.</p> <p>The New Homes Quality Code (December 2021) requires information is provided to the potential home purchaser about the home which is being purchased (e.g. section</p>	<p>The draft SPD sets out ways of addressing health and safety on larger developer sites through careful consideration of layout and access in particular.</p>

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>certainly about the finished development, street scene and external visual appearance of dwellings. Upon handover of a dwelling, the new home buyer has to be advised of any outstanding works to other areas of development in the vicinity of their new property and a timescale for when the work is expected to be completed. Clearly any elongated timescales for the known delivery of any such neighbouring self-build plots will make compliance with the Code requirements difficult, if not impossible to achieve.</p> <p>In order to try and address such issues, it is suggested that self-build plots should be able to be marketed 'Off-Plan' for a period of at least 6 months before the plots will physically become available, in order to provide sufficient time for any such self-build plot purchasers to draw up detailed dwelling designs and subsequently submit Reserved Matters applications, such that once the plots are physically delivered, the respective self-build development could then start ?</p> <p>Alongside such practical timing issues, the overall health &amp; safety issue of a number of different contractors working on the</p>	<p>2.2h)). It does not require detailed information about the external appearance of any other homes on the development. Notwithstanding this, the design code would provide a degree of certainty about the design of each custom and self-build home.</p> <p>In relation to delivery timescales, it is clear from section 2.6iv) of the New Homes Quality Code that details of future phases of development in the vicinity of the home are only required to be provided where such information is available. Such information would be available from the relevant reserved matters permission for each plot. Prior to reserved matters permissions on relevant plots the developer could provide indicative timescales aligned with the model conditions for the commencement of custom and self-build homes set out in the draft SPD. Section 2.12 of the New Homes Quality Code specifies that timescales for any future phases could be indicative. In order to provide more certainty to home buyers developers may decide to bring custom and self-build elements of the development earlier in the phasing. Servicing and marketing earlier in the process would provide more certainty for home buyers as to the likely design of custom and self-build homes.</p> <p>It is of course possible for custom and self-build plots to be marketed before they are available for immediate purchase, and this will no doubt speed up delivery. However, this will not trigger the minimum 12-month marketing period.</p>	

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>site, on behalf of different clients, requires careful practical and legal consideration.</p> <p>Under normal circumstances, the main Developer of any major residential development site will have sought approval for a detailed Construction Management Plan, which would detail the proposed working &amp; delivery hours, build-out programmes, contractor parking arrangements, construction traffic routes, noise &amp; dust control measures, etc. Such details would also be provided to the Health &amp; Safety Executive.</p> <p>Clearly, the involvement of a number of additional, third-party contractors will result in a higher degree of general health &amp; safety risk, particularly when timescales and legal responsibilities for their actions and involvements remain unknown at the outset.</p>	<p>The health and safety of everyone on site is of course of paramount importance, and must be robustly addressed. The draft SPD sets out how health and safety can be addressed, with particular attention paid to layout and access from the outset.</p>	
Clayland Architects (Victoria Corbett)	1144081	No	Comment noted	No change

**Question 3 Are there any elements of national policy on custom and self-build housing that you consider require additional guidance in the SPD?**

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Marinus Scheijde	1136750	No	Comment noted	No change
Andrew Brown	1136754	Yes As previously mentioned	Comment noted	No change
John Bailey	1136756	Don't Know	Comment noted	No change
Stephen Holliday	1136779	Don't Know	Comment noted	No change
Coyne Environmental (Kenneth Coyne)	1136805	Yes A high proportion of the population is retired and require suitable housing in the form of single storey dwellings but as part of mixed community living , not all together bungalows	Our Local Plan policies seek to achieve a range of plot/dwelling sizes to help meet the needs of the whole population. Bungalows and accessible dwellings are an important part of the wider mix, and as is noted by the respondent, must be designed as part of a wider community that helps maximise incidental social interaction.	No change
John Self	1136815	Yes Open up more plots for interested custom builders, serviced or not.	Our Local Plan policies seek to support the delivery of custom and self-build plots. The SPD cannot create, amend, or revoke planning policies, that is the role of the development plan.	No change
Keith Pierce	1136831	Yes Work in conjunction with specialist SIPs house builders to provide self build kits for affordable, self build housing schemes.	The draft SPD does not prescribe construction techniques or materials, and so Structural Insulated Panels (SIPs) may be acceptable on a case by case basis.	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
David Barefoot	1136925	Yes Energy saving and solar energy	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.	The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.
Bromeswell Parish Council (Verity Brown)	1137136	No	Comment noted	No change
Thomas Bury	1137961	No	Comment noted	No change
Neil Brooks	1138112	Don't Know	Comment noted	No change
Fiona Ryder	1138775	Don't Know See comments above	Comment noted	No change
Caroline Kilbride	1138794	Don't Know	Comment noted	No change



Respondent Name	Comment ID	Comment	Council Response	Change Made
Melton Parish Council (Pip Alder)	1139199	Yes Why self build is exempt from any CIL charges. Any development brings an impact on infrastructure so therefore a contribution should be made.	The Council will provide guidance on the self-build exemption from Community Infrastructure Levy (CIL). While it is correct that all residential development will have an impact on infrastructure, the Council cannot revoke the CIL exemption as it is set out in law.	The draft SPD provides guidance on the implementation of the self-build CIL exemption.
Mr Farrow	1139763	Again there should be an incentive for smaller family homes rather than larger indulgent home. I wouldn't want to stop oversized houses but there should be a mechanism to make such a choice less desirable.	Custom and self-build housing developments are subject to the same housing mix policies as other residential development proposals. These housing mix policies have been evidenced by Strategic Housing Market Assessments, which quantify the need for different sizes of homes. The housing mix policies are therefore a reflection of the need for different sizes of homes. The draft SPD identifies the expectation that custom and self-build housing developments provide a range of plot sizes to meet a range of needs and demands.	No change
LIVEDIN (Charlie de Bono)	1141264	Yes "Affordable housing self build  From our experience RPs are reluctant to work on small sites (less than 4 affordable dwellings) They also usually rely on a developer to build. On self build serviced plot site this is not possible. So another route is needed:	The draft SPD provides guidance relating to affordable housing to ensure custom and self-build housing developments provide affordable housing in accordance with the Council's evidenced need.	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>1. Off-site contributions for CSB (custom self build) ideally CSB delivers our own affordable housing model but until there developed this is a option.</p> <p>2. Exempt tenure ratios for 100% CSB sites. The NPPF defines 4 types of affordable housing - only one is 'Affordable housing for rent'. There is no obligation for every site to have affordable rents - that is at the discretion of the LPA based on identified need and their assessment. There seems to be a strong logic to not impose tenure ratios on CSB sites but take a more programatic and flexible approach.</p> <p>the alternative = Discounted market plots (see Cornwall below)"</p>		
Amy Felton	1142133	<p>Yes</p> <p>With the cost of owning or renting a home so high it seems small self builds especially of a carbon neutral, eco friendly kind, should be easier to access for individuals looking for a simpler, more low cost (in all senses) way of life. Guidance on all aspects of building on currently owned land should be more understandable and easily accessible. Rules should be relaxed where circumstances allow.</p>	<p>There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.</p>	<p>The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.</p>
Charsfield Parish Council (Pamela Hembra)	1142465	No	Comment noted	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Karen King	1142639	No	Comment noted	No change
julia denny	1143363	Don't Know	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	17343233	No	Comment noted	No change
Alan Ambrose	1143679	No	Comment noted	No change
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	No No additional guidance is considered necessary.	Comment noted	No change
Hopkins Homes	1144071	As is alluded to within the Consultation Document, it will be important for the LPA to advise and agree at the outset the most expedient way in which to address the requirements of the CIL Regulations as part of any initial proposal for the development of a major site upon which self-build dwellings are proposed to be delivered. It is understood that a 'Phased' development is likely to be required to be specified, in order to enable subsequent self-builders to be able to benefit from CIL Relief.	The draft SPD provides guidance on the self-build CIL exemption.	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Clayland Architects (Victoria Corbett)	1144081	Don't Know	Comment noted	No change

**Question 4 Are you aware of any good practice in existing SPDs from elsewhere that could be applied in East Suffolk?**

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Marinus Scheijde	1136750	Don't Know	Comment noted	No change
Andrew Brown	1136754	No	Comment noted	No change
John Bailey	1136756	No	Comment noted	No change
Stephen Holliday	1136779	No	Comment noted	No change
Coyne Environmental (Kenneth Coyne)	1136805	Yes Oxfordshire	The Council has considered planning guidance provided by local planning authorities in Oxfordshire.	No change
John Self	1136815	Yes Graven Hill, Bicester, Oxfordshire, where the council opened up a site for 'free range' development. Every builder could build what they wanted without design interference. This could happen here.	The Council is aware of the large Graven Hill custom and self-build housing development, and has provided a case study on Graven Hill in the draft SPD.	The Graven Hill development has been included in the draft SPD as a case study.
Keith Pierce	1136831	Yes The Welsh governments "One Planet Development" directive. This is a highly successful series of self build projects across Wales which allows people to build their own homes and generate an income on green field [agricultural] sites. Buildings are constructed to a nett Zero Carbon target and incorporate off grid energy production, water collection and waste disposal.	The Council has considered the guidance provided in relation to the identified Welsh government directive.	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
David Barefoot	1136925	No	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	1137136	No	Comment noted	No change
Thomas Bury	1137961	No	Comment noted	No change
Neil Brooks	1138112	No	Comment noted	No change
Fiona Ryder	1138775	No	Comment noted	No change
Caroline Kilbride	1138794	Don't Know	Comment noted	No change
Melton Parish Council (Pip Alder)	1139199	No	Comment noted	No change
Mr Farrow	1139763	Don't Know	Comment noted	No change
LIVEDIN (Charlie de Bono)	1141264	Yes "Cornwall p.33 re affordable housing  <a href="https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/adopted-plans/housing-">https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/adopted-plans/housing-</a>	The Council has considered the affordable custom and self-build housing guidance provided in Cornwall Council's Housing Supplementary Planning Document.	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		supplementary-planning-document-spd/"		
Amy Felton	1142133	No	Comment noted	No change
Charsfield Parish Council (Pamela Hembra)	1142465	No	Comment noted	No change
Karen King	1142639	Don't Know	Comment noted	No change
julia denny	1143363	Don't Know	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	1143375	No	Comment noted	No change
Alan Ambrose	1143679	Yes Some of the detail from the community self-build projects could be usefully documented. 'There are now more than 170 CLTs in the UK.'	The Council has considered custom and self-build housing developments brought forward by community land trusts.	The draft SPD includes guidance for households, individuals, and community groups interested community led housing.
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	No	Comment noted	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Hopkins Homes	1144071	No	Comment noted	No change
Clayland Architects (Victoria Corbett)	1144081	Don't Know	Comment noted	No change



**Question 5 Are you aware any good custom and self-build housing developments?**

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Marinus Scheijde	1136750	No	Comment noted	No change
Andrew Brown	1136754	No	Comment noted	No change
John Bailey	1136756	Yes <a href="https://www.gravenhill.co.uk/">https://www.gravenhill.co.uk/</a> is a good example of how to operate a development, but personally I wouldn't want to live there because the plots are pitifully small.	The Council is aware of the large Graven Hill custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on Graven Hill.
Stephen Holliday	1136779	Yes Long Four Acres, Mulbarton, Norfolk.	The Council is aware of the Long Four Acres, Norfolk custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on the Long Four Acres development.
Coyne Environmental (Kenneth Coyne)	1136805	Yes Graven Hill	The Council is aware of the large Graven Hill custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on Graven Hill.

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
John Self	1136815	Yes See 4 above.	The Council is aware of the large Graven Hill custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on Graven Hill.
Keith Pierce	1136831	Yes Google 'One Planer Development Council' Contact Pete Linnell or another member of the Council. Or Just search OPD homes Wales for numerous good examples.	The Council has considered the One Planet Council and examples of One Planet Developments in the preparation of the draft SPD.	No change
David Barefoot	1136925	No	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	1137136	No	Comment noted	No change
Thomas Bury	1137961	No	Comment noted	No change
Neil Brooks	1138112	No	Comment noted	No change
Fiona Ryder	1138775	Don't Know	Comment noted	No change
Caroline Kilbride	1138794	No	Comment noted	No change
Melton Parish Council (Pip Alder)	1139199	No	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Mr Farrow	1139763	No	Comment noted	No change
LIVEDIN (Charlie de Bono)	1141264	<p>Yes</p> <p>Ingoldisthorpe (West Norfolk) <a href="https://livedincustombuild.co.uk/ingoldisthorpe/">https://livedincustombuild.co.uk/ingoldisthorpe/</a></p> <p>Site: The green field site is in a prominent location in the village of Ingoldisthorpe on the main link road from Kings Lynn to the North Norfolk coast. The scheme provides 12 serviced plots (2 affordable) around a new Village Green with installed services and roads ready for the homeowners to start building their houses (most now occupied)</p> <p>DESIGN CODE Serviced plots provided with a full planning permission that allows for customisation of materials, fenestration and layout.</p> <p>A hallmark of custom build is the choice it offers the homeowner. On sensitive sites (such as this) a balance needs to be struck between offering flexibility and protecting the amenity of neighbours as well as designing the overall appearance of development so that it works in its setting. So, at Ingoldisthorpe, the designs were agreed with the planners so that there is a cohesive appearance to the site, with a 'design code'. By pre-designing the houses and allowing the homeowners to build themselves with some flexibility - we get the best of both worlds - ie the houses will sit harmoniously next to each other and within their village setting, whilst allowing the homeowners to customise the houses to fit their individual needs.</p>	The Council has considered the Ingoldisthorpe development in the preparation of the draft SPD.	No change
Amy Felton	1142133	No	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Charsfield Parish Council (Pamela Hembra)	1142465	No	Comment noted	No change
Karen King	1142639	No	Comment noted	No change
julia denny	1143363	No	Comment noted	No change
Bromeswell Parish Council (Verity Brown)	1143375	No	Comment noted	No change
Alan Ambrose	1143679	No	Comment noted	No change
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	As referenced in the introduction to this response the most successful examples are standalone sites which do not form part of a wider allocation. The 'Long Four Acres' scheme in Mulbarton (South Norfolk) is one such example.	The Council is aware of the Long Four Acres, South Norfolk custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on the Long Four Acres development.
Hopkins Homes	1144071	<a href="http://www.gravenhill.co.uk">www.gravenhill.co.uk</a>	The Council is aware of the large Graven Hill custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on the Graven Hill development.

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
Clayland Architects (Victoria Corbett)	1144081	Yes Tadpole Garden Village in Swindon, the Potton area where they manages a part of that site was a good model. Also Graven Hill was a good model would love to see one of those in Suffolk.	The Council has considered the example given of the Tadpole Garden Village, Swindon. The Council is aware of the large Graven Hill custom and self-build housing development, and has considered it further in the preparation of the draft SPD.	The draft SPD includes a case study on the Graven Hill development.

**Question 6 Do you have any other comments for us to consider in drafting the SPD?**

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
John Bailey	1136756	Single plot sites for self-build are extremely rare in Suffolk and supply of those needs to improve in order to broaden the options for the creation of diverse and efficient housing within the area. The UK's legacy housing stock is extremely inefficient from an energy perspective and it is apparent that the big housing developers won't improve their standards until forced by legislation. Self-builders tend to be "ahead of the curve" in that respect and will incorporate the latest techniques and technology in order to maximise the sustainability of their houses.	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.	The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.
Stephen Holliday	1136779	Some guidance for land owners would be useful, particularly encouraging applications for outline planning consent. Building plots are very hard to find and the majority of individual plots that come on the market have detailed planning consent, which is not what a self-builder wants.	The draft SPD includes an appendix setting out the recommended format of planning applications. As is noted, often the best way to deliver serviced plots is by securing outline planning permission. Where design codes are required the expectation will be for design freedom to only be restricted where demonstrably necessary.	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
Coyne Environmental (Kenneth Coyne)	1136805	We have found a plot in East Suffolk which could potentially fit three self build houses but we would need to find two others to offer a joint bid to buy. Would be helpful to have a web site where people seeking a self build plot could contact others with similar needs to join forces as above.	The Council cannot provide guidance on the sale of land. The Council maintains a register of those interested in acquiring a custom and self-build plot.	No change
John Self	1136815	In The Netherlands, there are numerous sites, similar to Graven Hill, where the local council's site guidelines are applied (a passport?): all houses must adhere to the same build line (for multiple units), maximum height, etc, but choice of cladding, tiles, windows is up to the owner. This can happen here.  See: <a href="https://www.theguardian.com/money/2011/nov/25/self-build-go-dutch">https://www.theguardian.com/money/2011/nov/25/self-build-go-dutch</a>	The Council is aware of the innovative and high quality custom and self-build housing provided in the Netherlands and the use of plot passports which is common in the Netherlands and the UK. The draft SPD provides guidance on the implementation of design codes and plot passports.	No change
Keith Pierce	1136831	The drive and momentum currently being generated around green buildings and construction methods offers a perfect opportunity for Suffolk to lead other Councils across England and the UK, perhaps following the Welsh governments example. One Planet Development principles also align perfectly with the Climate Emergency Policy adopted by Suffolk as it can help to address the affordable housing issues as well as sustainability, local food production, health and well being, local employment problems and much more. We are presently working on a range of pre approved SIPS building designs which home builders can select from, that are produced locally using local materials and workforce, that conform to building regulations and	There is a common desire to achieve high environmental performance amongst custom and self-builders. The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.	The draft SPD highlights the importance of orienting homes/plots to maximise passive solar gain. The draft SPD also highlights the Council's adopted Sustainable Construction SPD which provides further information about sustainable construction measures.

Respondent Name	Comment ID	Comment	Council Response	Change Made
		greatly simplify the approval process for planners and councillors during consultation.		
Bromeswell Parish Council (Verity Brown)	1137136	No, the document sets the relevant information out clearly and i have nothing to add.	Comment noted	No change
Fiona Ryder	1138775	See all the comments above.	Comment noted	No change
Melton Parish Council (Pip Alder)	1139199	Do self build developments include enough affordable units?	Custom and self-build developments would be subject to the Council's affordable housing policies in the same way as any other residential development.	No change
Mr Farrow	1139763	Just think about those with smaller budgets and local connections to the land. Perhaps increase the CIL for those that don't have a local connection. Look after the locals not encourage the wealthy to those wanting a second+ home	<p>The draft SPD provides guidance on affordable housing that meets the NPPF (2021 Glossary) definition, as well as making custom and self-build housing more affordable through the provision of a range of plot sizes.</p> <p>It will not be possible to reduce the Community Infrastructure Levy for those with a local connection. It is also worth noting that custom and self-build housing cannot be used as a second home, it must be the occupants' primary residence.</p>	No change



Respondent Name	Comment ID	Comment	Council Response	Change Made
Mutford Parish Council (Mrs Colbridge)	1142207	Mutford Parish Council suggests that the final supplementary planning document must provide a clear and precise definition of 'self-build' housing, to avoid any potential ambiguity or abuse of the planning rules	The draft SPD sets out that custom and self-build housing must satisfy the legal definition set out in the Self-build and Custom Housebuilding Act 2015.	No change
Nigel Herrod	1142481	<p>The Council is failing in it's obligation to permission Custom and Self Build Sites at the rate laid out in the legislation.</p> <p>The proposed SPD attacks the fundamental desire of house owners to create their own special dwellings by further increasing the rules around the design and build which limits individualism.</p> <p>The proposed SPD will not affect the lack of sites being permissioned.</p> <p>Instead of focusing on this document the council should re assess the fundamentals in the Local Plans to allow controlled but increased numbers of single and small sites to be permissioned.</p> <p>Currently the balance of housing town to countryside is disproportionate stifling the rural communities and cramming built up areas making them over developed and unpleasant.</p> <p>The NPPF states that new housing in the countryside should sited where houses already exist, i.e. serviced locations. The limitations imposed by SCLP5.4 (Housing in Clusters in the Countryside) and WLP8.7 (Small Scale</p>	<p>Those interested in custom and self-build housing will usually desire to design their own home with as much design freedom as possible. The draft SPD makes clear that design freedom should only be restricted where demonstrably necessary.</p> <p>The guidance should aid the delivery of custom and self-build housing and therefore the availability of custom and self-build housing plots.</p> <p>The Council will review the Local Plans and their housing policies, including policies relating to custom and self-build housing and specialist older persons housing with a view to increasing the number of custom and self-build homes and specialist older persons housing in East Suffolk.</p>	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>Residential Development in the Countryside) should be relaxed and be covered by an appropriate assessment.</p> <p>Furthermore the as laid out in the 2009 HAPPI Report, many older people in rural communities are living in larger inappropriate housing but have no desirable housing options to downsize into. Many wish to continue living in the countryside, where they have lived all their lives. Priority should be given to OAP housing through the ""exception site"" policy, this working in line with the ""Custom and Self Build"" policy would create flow in the rural housing market. Allowing smaller appropriate individual properties would be far more acceptable than large building sites stuck onto the edge of rural communities eg. Ringsfield WLP7.14.</p>		
Ipswich Borough Council (sally minns)	1142486	The only comment from Ipswich Borough Council has to make is that as the SPD develops, it needs to reflect the emerging agenda of the Levelling Up Bill which is providing a better link between the need to maintain a Register and new available self-build custom build sites which is being made much stronger rather than 'have regard to'.	The Council will continue to keep abreast of the Levelling Up and Regeneration Bill as it progresses to royal assent.	No change
Henstead with Hulver Street Parish Council (Colbridge)	1142930	Henstead with Hulver Street Parish Council have considered this consultation and have no issues with the proposals.	Comment noted	No change
Historic England (Marsh, Andrew)	1143659	Thank you for consulting us on the Council's Custom and Self-Build Housing Supplementary Planning Document – Initial Consultation Document. As the Government's adviser on the historic environment Historic England is keen to ensure that the protection of the historic	Comment noted	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>environment is fully taken into account at all stages and levels of the local planning process, and therefore welcome the opportunity to comment on these proposals.</p> <p>I can confirm that while we do not have any specific comments to make at this stage, we will be interested in receiving subsequent consultations on this and related projects.</p>		
Norfolk County Council (Joe Wyatt)	1143660	Thank you for consulting Norfolk County Council on the above SPD initial consultation. We generally support the plans as set out in the SPD and have no objections at this stage.	Comment noted	No change
Saxtead Parish Council (Lydia Kirk)	1143661	<p>Saxtead Parish Council carefully considered the Supplementary Planning Document in a sincere attempt to discover its purpose. It was noted that an SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses.</p> <p>We acknowledged that considerable time and effort had been put into its publication but bearing in mind the constricted parameters for application the SPD appears to have little value as its practical use seems arbitrary.</p> <p>The Parish Council is open to being persuaded otherwise.</p>	Comment noted	No change
Alan Ambrose	1143679	It would be more than useful to have a dedicated East Suffolk LPA contact point for self-builders for a more 'conversational' contact point as opposed to the 'web page submit document' style of contact point. It could be that some great local projects might be germinated that	The Council would like to be able to provide self-builders with more officer time, however the constraints on officer time simply do not allow this at present. The Council will seek to ensure	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		way. Perhaps associated with the 'Suffolk Design Review Panel'?	the guidance provided in the Supplementary Planning Document meets the needs of those interested in custom and self-build housing and reduces the need for officer time.	
Pigeon Investment Management Ltd (Fillmore, Andrew)	1143979	<p>Thank you for consulting Pigeon on the East Suffolk Custom and Self-Build SPD. We very much welcome the opportunity to participate in the current consultation. The following comments are submitted in the interests of facilitating the delivery of Custom and Self-Build Housing in the district, and ongoing collaborative working between Pigeon and East Suffolk Council.</p> <p>Whilst Pigeon recognises the purpose of the SPD is to provide guidance on the consideration of Custom and Self-Build proposals in respect of adopted policies in the Development Plan it is worth considering whether the approach adopted (5% of larger sites to be given over to Custom/Self-Build) delivers the number and type of accommodation which reflects the demand as set out on the Custom/Self-Build Register. Pigeon has previously advocated that the Council adopt an alternative strategy with a criteria based policy which supports small scale schemes coming forward on the edge of sustainable settlements. We encourage the Council to monitor the effectiveness of the current policy in the delivery of Custom/Self-Build housing and consider how this may need to be amended going forward to meet the identified demand.</p>	The Council will consider different and additional policy approaches to the delivery of custom and self-build housing as part of the review of the Local Plans. As is noted by the respondent, this cannot be addressed in the Supplementary Planning Document, which must not conflict with the development plan.	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<ul style="list-style-type: none"> <li>• Design Codes and Plots Passports – We recognise the benefits of Design Codes and Plot Passports in securing high-quality Custom/Self-Build schemes and consider these should be secured by way of condition as part of an outline planning permission. Having an outline planning permission provides the necessary certainty, and a clear planning framework to enable high quality design parameters to be established. It is recommended the SPD clearly sets out that the requirements for Design Codes and Plot Passports are only required to be brought forward alongside the first of any Reserved Matters applications, and can be secured by condition.</li> </ul> <p>An example of where this has been achieved in East Suffolk relates to outline planning application DC/20/5279/OUT for 139 new homes at Land adjacent to Reeve Lodge, High Road, Trimley St Martin.</p> <ul style="list-style-type: none"> <li>• Phasing – The delivery of the Custom/Self-Build plots as part of larger site raises issues in respect of site management, including traffic management, and health and safety considerations. To best address these we advocate an approach whereby the Custom/Self-Build Housing forms a distinct phase, and that the timing of the delivery of the phase is agreed with the Council on a site specific basis reflecting matters such as site access and provision of infrastructure to serve the Custom/Self-Build Homes.</li> <li>• Model Conditions - Custom/Self-Build schemes often take longer to come forward than typical schemes, which can raise issues in respect of the standard 3 and 2 year</li> </ul>	<p>The draft SPD provides guidance on the expectations in relation to design codes and plot passports. The draft SPD also includes an appendix which sets out the recommended format of planning applications for different forms of custom and self-build housing. In general, it will usually be acceptable to secure the design code and plot passports after outline consent. However, it will of course depend on the particular circumstances of each case.</p> <p>The draft SPD provides guidance on phasing, and includes a model phasing plan.</p> <p>The draft SPD includes an appendix with model conditions that can be used and tailored to each permission.</p>	

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>time limit conditions. We advocate the SPD supports the use of bespoke conditions on a site-by-site basis which allow a longer time period for the submission of Reserved Matters and implementation of Custom/Self-Build Housing applications.</p> <ul style="list-style-type: none"> <li>• S106/CIL – Related to the comments made in respect of phasing it is important that the Council advocate an approach which includes the Custom/Self-Build Housing within its own specific phase of the site to enable a claim from CIL exemption to be made.</li> </ul> <p>We trust that the above comments will assist the Council with its ongoing preparation of the Custom and Self-Build SPD, and look forward to working with officers on producing this guidance. In this regard we would welcome the opportunity to meet to run through the matters raised in this submission.</p>	<p>Recognised within the appendix is the need to allow custom and self-build housing longer in relation to time limited conditions.</p> <p>The draft SPD includes guidance relating to CIL, phasing, and model s106 clauses.</p>	
Martlesham Parish Council (Susan Robertson)	1143982	<p>Martlesham Council (MC) welcomes the further guidance in this supplementary planning document and was pleased to be able to send representatives to the consultation workshop in February. We found this very helpful.</p> <p>We suggest that the planning guidance provides reference to:</p> <ul style="list-style-type: none"> <li>* The application process which needs to be followed in order to gain a self -build exemption from the community infrastructure levy;</li> <li>* Where to find more information on the role of the self -build and custom build register, and how to join;</li> </ul>	<p>The draft SPD includes guidance relating to the self-build Community Infrastructure Levy (CIL) exemption, custom and self-build register, and design considerations. The draft SPD does not prescribe particular design parameters for designated areas (e.g. AONB), as such design parameters will need to be determined based on the particular site context.</p>	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		* The specific design codes concerning individual Custom and Self-Builds within Special Landscape Areas and AONBs.		
Hopkins Homes	1144071	Whilst it is understood that the purpose of self-build development is to allow individuals to design the form, scale and appearance of the respective dwelling concerned, given that the only way seemingly being proposed for such delivery in East Suffolk is via a requirement to accommodate these as a % of a larger development, it will be important for adequate regard to be had to the corresponding form, scale and appearance of the permitted dwellings on the larger development in determining the appropriateness of the respective self-build dwellings being proposed.	The draft SPD makes clear that design codes will be expected to only restrict design freedom where demonstrably necessary. It is worth noting the economic evidence prepared by Chamberlain Walker Ltd for the Bacon Review (page 88), which found that the greater the variety in custom and self-build housing design compared to new build design, the more likely it is that custom and self-build sales won't be substituting for new build sales.	No change
Clayland Architects (Victoria Corbett)	1144081	I have worked as an architect with self-builders all my career; and you can see the personality, thought and effort put into one-off houses is significantly higher than when you give land to developers to 'fill' for max profit, developer models can often turn everywhere into the same style of house.  I would like it if there was a target to hit for self building that was separate from the 5 year housing land supply. This would promote self building on smaller plots. you could also promote or give more tax breaks to self builders. You could make some kind of incentive to custom building?	The Self-build and Custom Housebuilding Act 2015 requires local authorities to hold a register of all those seeking a custom or self-build plot to build their own home on. This demand for custom and self-build housing must be met by the local authority by granting enough planning permissions. This requirement is separate to the five year housing land supply requirement.  East Suffolk Council cannot alter taxes to incentivise custom and self-build	No change

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>This is also seen in custom build developments, you get much happier house owners and a higher design quality, often as architects and designers are used rather than the cookie cutter model.</p> <p>As architects and developers in the area, we would love to be involved further in the SPD. Maybe if there was a register so self builders could find architects and developers that do custom build easily?</p>	<p>housing; this is a central government function.</p> <p>The idea of a custom and self-build register of architects, builders, and other consultants is an interesting idea. However, this cannot be addressed in the Supplementary Planning Document.</p>	
National Highways (Mark Norman)	1144083	<p>National Highways welcomes the opportunity to comment on the Custom and Self-Build Housing Supplementary Planning Document (SPD) to be prepared by the East Suffolk Council, which is proposed to be prepared in line with the Suffolk Coastal Local Plan (adopted September 2020) and the Waveney Local Plan (adopted March 2019).</p> <p>National Highways has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN). It is our role to maintain the safe and efficient operation of the SRN whilst acting as a delivery partner to national economic growth.</p> <p>In relation to this proposed SPD, our principal interest will include safeguarding the operation of the SRN routes within Suffolk, specifically within the east Suffolk area, these include A12 and A14, both of which run through</p>	Active travel and parking arrangements will be required of all forms of residential development in accordance with Local Plan policies.	No change



Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>the whole county and provide access to the largest settlements in the area.</p> <p>We understand that the SPD will be required to be in conformity with relevant national and county-wide planning and strategic policies which includes the Suffolk Coastal Local Plan (adopted September 2020), Waveney Local Plan (adopted March 2019), Town and Country Planning Regulations 2012 and the National Planning Policy Framework, to name a few.</p> <p>The proposed document is expected to set out the design guide to provide designers with a clear sense of priorities for the built environment to enable smooth progress through the planning process for high-quality and sustainable designs in Suffolk. The document will provide guidance in regard to Policy SCLP5.9 (Self Build and Custom Build Housing) and Policy WLP8.3 (Self Build and Custom Build).</p> <p>The key themes of interest for National Highways will include the importance of sustainability in promoting new schemes and housing design as well as maximising the effectiveness of sustainable strategies by applying them early in the development process. Similarly, focuses on the importance of reducing the amount of car parking spaces and integrating sustainable modes of travel better within new developments by promoting cycle parking and how developments should provide high-quality cycle parking which is at least in accordance with best practice guidance (key document including the London Cycling Design Standards 2014).</p>		

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>National Highways supports the promotion of sustainable modes of travel within new developments as it reduces the impact of new developments within the vicinity of the SRN to have a significant impact on the local SRN network. Similarly, we support the promotion of the user hierarchy and the importance of prioritising sustainable modes of travel at the very top and reducing the reliance on motor traffic with the key to permeability being achieved through new developments in a way to minimise the need to travel and encouraging sustainable modes of travel that are easily accessible.</p> <p>Furthermore, National Highways supports the promotion of mixed-use developments and developments close to existing facilities as it reduces the impact of new developments within the vicinity of the SRN to have a significant impact on the local SRN network by reducing the potential trip generation.</p> <p>We consider that this document will not have any significant impacts on the operation of the SRN in the area due to the type of document this is, it is considered that the designs which will be set out within the document will be unlikely to have an impact on the operation or capacity of the SRN as the main purpose of this document is to promote higher quality of homes and improve the efficiency of the building environment.</p> <p>However, we look forward to reviewing further progress on the SPD and hope the above comments provide useful information in the progression of the Custom and Self-Build Housing SPD for East Suffolk Council</p>		

Respondent Name	Comment ID	Comment	Council Response	Change Made
Suffolk County Council (Georgia Teague)	1145029	<p>Thank you for consulting Suffolk County Council (SCC) on the Custom and Self-Build Housing SPD.</p> <p>Health and Wellbeing</p> <p>SCC would suggest that this SPD encourages, where possible, the creation of open and/or green spaces as part of small-scale self-build development sites. Access to pleasant outdoor and open spaces can provide positive impacts to both mental and physical health and wellbeing.</p> <p>Self-build developments should consider access to the wider community, including to services and facilities such as shops, schools, and employment spaces. This SPD should encourage the means of active and sustainable travel, such as walking and cycling, to reach these services rather than the reliance on private vehicle usage. With fewer cars on the road networks, this can help to improve air quality, which can help to reduce health impacts as a result of pollution. Active travel encourages exercise, leading to improvements of physical health by reducing obesity.</p> <p>Self-build housing proposals should include adequate and secure cycle storage facilities.</p> <p>Self-build housing and small-scale development should have consideration for building dwellings to be adaptable and accessible, in order to meet the needs of an aging population.</p>	<p>Open space, active travel, accessible and adaptable homes, SuDS, and parking arrangements will be required of all forms of residential development in accordance with Local Plan policies.</p>	<p>No change</p>

Respondent Name	Comment ID	Comment	Council Response	Change Made
		<p>Whilst the WLP and SCLP each have percentages of M4(2) requirements in set out policy, the SPD could further encourage self-build and custom dwellings to be built to these standards.</p> <p>Strategic Infrastructure</p> <p>Self-build developments should consider access to facilities and services that can be achieved sustainably, such as through public transportation, walking, and cycling. The SPD should be made clear that any self-build development will need to be provided with necessary strategic infrastructure including SuDS and access to the existing road network and/or provision of on-site highways network with active travel routes, in accordance with the Suffolk Design: Streets Guide (or any successor documents). Consideration will need to be given, on a site-by-site basis, to who has responsibility for the provision and delivery of strategic infrastructure, its adoption and/or on-going maintenance, to ensure this is delivered to a high quality. Ideally, strategic infrastructure should be provided before the first parcel is even commenced.</p> <p>It is recommended that the SPD requires any self-build or custom housing to include residential parking standards as set out in the Suffolk Guidance for Parking (2019) or any successor documents. Cycle parking and storage should also adhere to this document.</p> <p>General</p>		

Respondent Name	Comment ID	Comment	Council Response	Change Made
		SCC supports the ambitions for inclusion of custom and self-build housing in neighbourhood plans, through community-led groups.		
Natural England	1146812	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.</p> <p><b>Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.</b></p> <p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p> <p><b>Strategic Environmental Assessment/Habitats Regulations Assessment</b></p> <p>A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance <a href="#">here</a>. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation</p>	Comment noted	No change

<b>Respondent Name</b>	<b>Comment ID</b>	<b>Comment</b>	<b>Council Response</b>	<b>Change Made</b>
		Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.		

## Appendix 2: Initial Consultation Bodies

The following organisations and groups were consulted during the preparation of the Supplementary Planning Document:

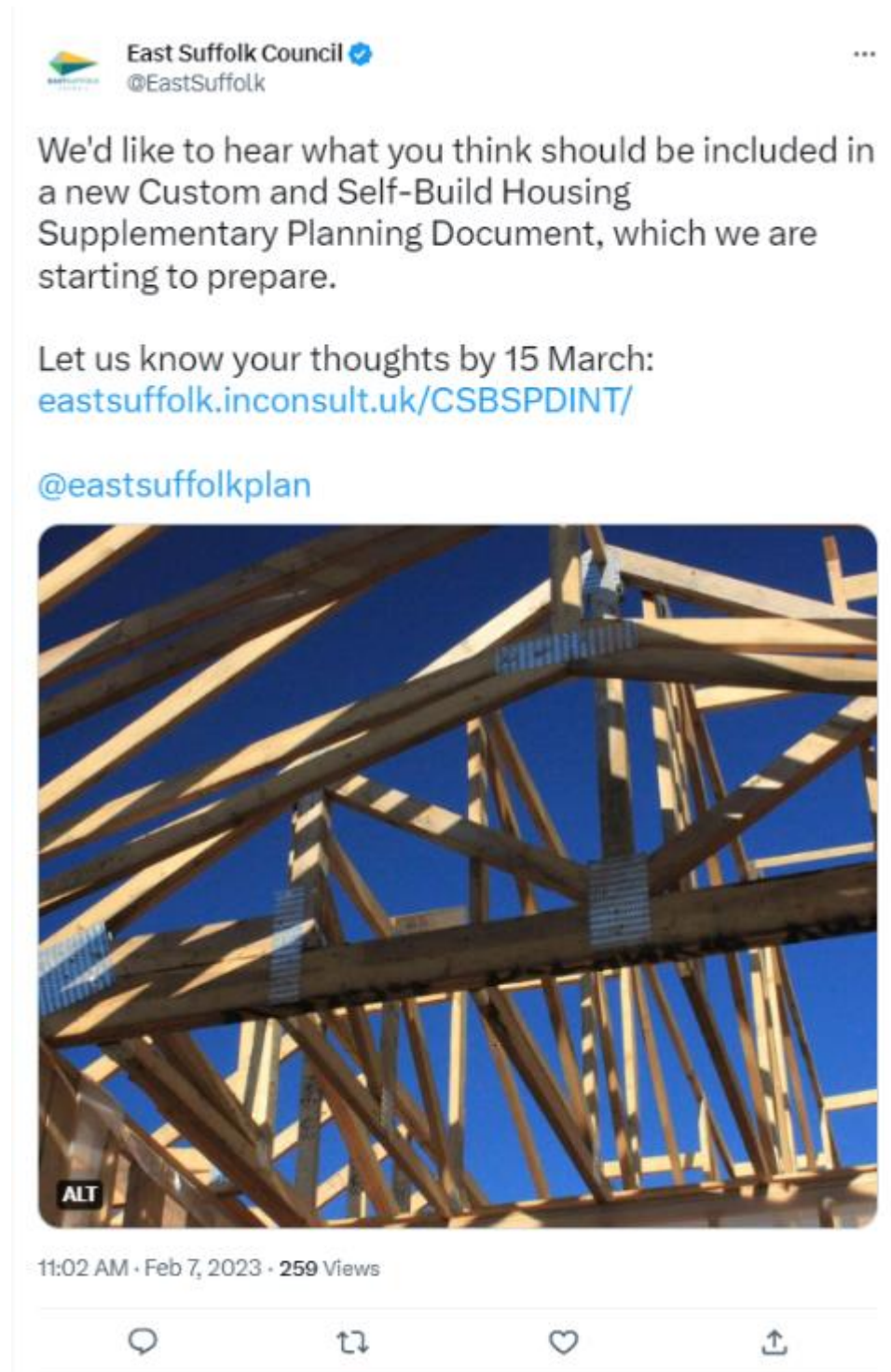
- Elected members
- Developers / landowners / agents
- Suffolk County Council
- Broads Authority
- Historic England
- Natural England
- Environment Agency
- Town and Parish Councils
- Individuals and groups on the custom and self-build register

### **Specific consultation bodies**



Anglian Water  
Babergh and Mid Suffolk District Councils  
Broadland Housing Association  
Community Action Suffolk  
DEFRA  
Department for Culture, Media and Sport  
Department for Transport  
EDF Energy Generation Ltd  
English Heritage  
Essex and Suffolk Water  
Great Yarmouth Borough Council  
Greater Norwich Local Plan Team  
Home Builders Federation  
Homes England  
Ipswich Borough Council  
Marine Management Organisation  
National Grid  
National Highways  
National Trust  
Network Rail  
New Anglia Local Enterprise Partnership  
NHS Property Services  
Norfolk County Council  
RSPB  
South Norfolk District Council  
Sport England  
Suffolk Fire & Rescue Service  
Suffolk Police  
Suffolk Wildlife Trust  
Sustrans  
UK Power Networks  
West Suffolk Council

## Appendix 3: Initial Consultation Promotion Material

Twitter – 7<sup>th</sup> February 2023




The image is a screenshot of a Twitter post from East Suffolk Council. The profile picture is the council's logo, and the name is 'East Suffolk Council' with a verified account icon and the handle '@EastSuffolk'. The text of the tweet reads: 'We'd like to hear what you think should be included in a new Custom and Self-Build Housing Supplementary Planning Document, which we are starting to prepare. Let us know your thoughts by 15 March: [eastsuffolk.inconsult.uk/CSBSPDINT/](https://eastsuffolk.inconsult.uk/CSBSPDINT/) @eastsuffolkplan'. Below the text is a photograph of a wooden roof truss structure under construction against a clear blue sky. The photo has a small 'ALT' label in the bottom left corner. At the bottom of the tweet, it shows the time '11:02 AM', the date 'Feb 7, 2023', and '259 Views'. The interaction icons for reply, retweet, like, and share are visible at the very bottom.

East Suffolk Council    
@EastSuffolk

We'd like to hear what you think should be included in a new Custom and Self-Build Housing Supplementary Planning Document, which we are starting to prepare.





Let us know your thoughts by 15 March:  
[eastsuffolk.inconsult.uk/CSBSPDINT/](https://eastsuffolk.inconsult.uk/CSBSPDINT/)

[@eastsuffolkplan](#)



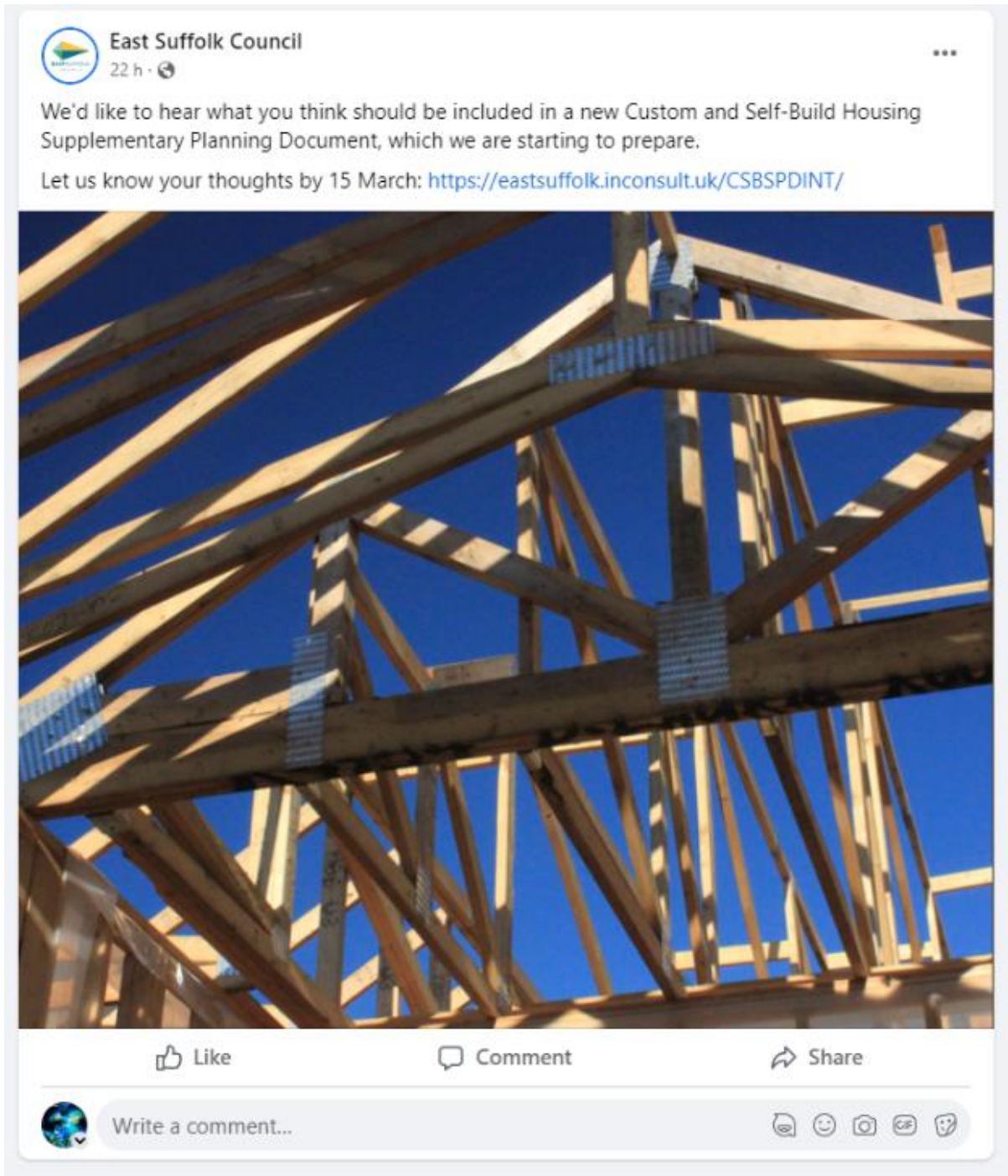
ALT

11:02 AM · Feb 7, 2023 · 259 Views




Facebook – 7<sup>th</sup> February 2023




**East Suffolk Council**  
22 h · 🌐

We'd like to hear what you think should be included in a new Custom and Self-Build Housing Supplementary Planning Document, which we are starting to prepare.

Let us know your thoughts by 15 March: <https://eastsuffolk.inconsult.uk/CSBSPDINT/>



👍 Like      💬 Comment      ➦ Share

 Write a comment...      🗨️ 😊 📷 📧 🎭

## Appendix 4: Draft Consultation Bodies

The following organisations and groups were consulted during the preparation of the Supplementary Planning Document:

- Elected members
- Developers / landowners / agents
- Suffolk County Council
- Broads Authority
- Historic England
- Natural England
- Environment Agency
- Town and Parish Councils
- Individuals and groups on the custom and self-build register

### **Specific consultation bodies**

Anglian Water  
Babergh and Mid Suffolk District Councils  
Broadland Housing Association  
Community Action Suffolk  
DEFRA  
Department for Culture, Media and Sport  
Department for Transport  
EDF Energy Generation Ltd  
English Heritage  
Essex and Suffolk Water  
Great Yarmouth Borough Council  
Greater Norwich Local Plan Team  
Home Builders Federation  
Homes England  
Ipswich Borough Council  
Marine Management Organisation  
National Grid  
National Highways  
National Trust  
Network Rail  
New Anglia Local Enterprise Partnership  
NHS Property Services  
Norfolk County Council  
RSPB  
South Norfolk District Council  
Sport England  
Suffolk Fire & Rescue Service  
Suffolk Police  
Suffolk Wildlife Trust  
Sustrans  
UK Power Networks  
West Suffolk Council

## Appendix 5: Draft Consultation Promotional Material

Twitter 6<sup>th</sup> September 2023

↻ East Suffolk Council Planning reposted

 **East Suffolk Council** @EastSuffolk

East Suffolk residents are invited to have their say on a new planning document covering custom and self-build housing: [bit.ly/45AVbTB](https://bit.ly/45AVbTB)

[@eastsuffolkplan](https://twitter.com/eastsuffolkplan)



9:00 AM · Sep 6, 2023 · 653 Views

🗨️ ↻ 4 ❤️ 1 📌 ↗

Twitter – 11<sup>th</sup> October 2023

East Suffolk Council Planning reposted

 **East Suffolk Council** @EastSuffolk

There's still time to comment on a draft planning document which provides guidance on the development of custom and self-build housing: [bit.ly/45AVbTB](https://bit.ly/45AVbTB)

Consultation closes on 18 October.

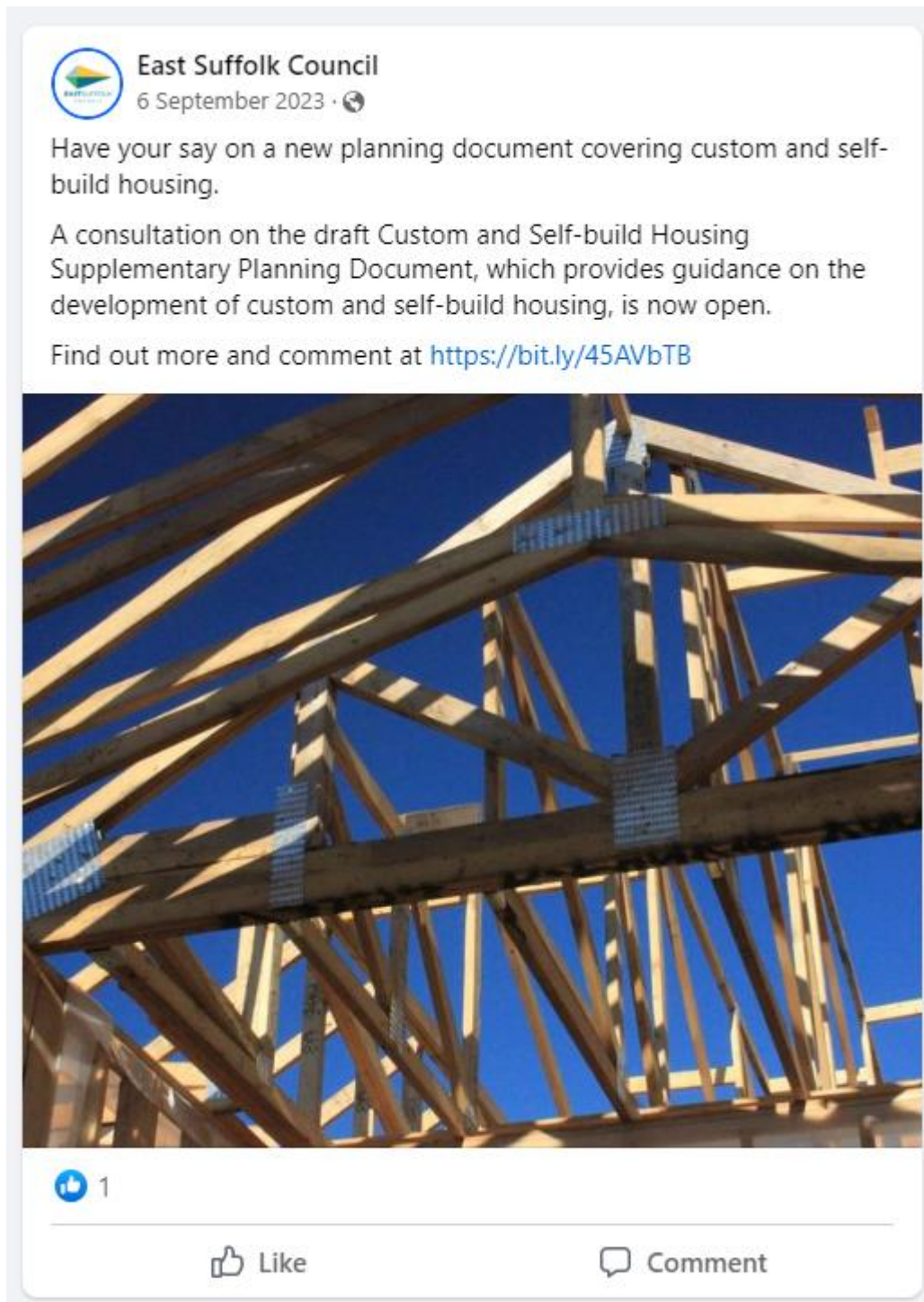



East Suffolk Council Planning

10:18 AM · Oct 11, 2023 · 569 Views

Reply icon   Retweet icon (3)   Like icon (1)   Bookmark icon   Share icon

Facebook – 6<sup>th</sup> September 2023





 **East Suffolk Council**  
6 September 2023 · 🌐



Have your say on a new planning document covering custom and self-build housing.

A consultation on the draft Custom and Self-build Housing Supplementary Planning Document, which provides guidance on the development of custom and self-build housing, is now open.

Find out more and comment at <https://bit.ly/45AVbTB>



 1

 Like  Comment

Facebook – 11<sup>th</sup> October 2023



A screenshot of a Facebook post from East Suffolk Council. The post features the council's logo, the name 'East Suffolk Council', and the date '11 October 2023'. The text of the post reads: 'There's still time to have your say on a new planning document covering custom and self-build housing. A consultation on the draft Custom and Self-build Housing Supplementary Planning Document is open until 18 October: <https://bit.ly/45AVbTB>'. Below the text is a photograph of a row of modern, colorful houses (black, white, and orange) situated on a grassy hillside under a clear blue sky. The bottom of the post shows interaction icons for 'Like' and 'Comment', with a '1' and a share icon next to the 'Like' button.

**East Suffolk Council**  
11 October 2023 · 🌐

There's still time to have your say on a new planning document covering custom and self-build housing.

A consultation on the draft Custom and Self-build Housing Supplementary Planning Document is open until 18 October:  
<https://bit.ly/45AVbTB>



1 🗑️

👍 Like      💬 Comment

Press release – 5<sup>th</sup> September 2023

## Have your say on a new planning document

*Posted by on 5 September 2023 | Comments*

East Suffolk residents are invited to have their say on a new planning document covering custom and self-build housing.

A consultation on the draft Custom and Self-build Housing Supplementary Planning Document (SPD), which provides guidance on the development of custom and self-build housing, begins on Wednesday 6 September.

The Suffolk Coastal Local Plan and the Waveney Local Plan each contain a policy which supports custom and self-build housing. The Custom and Self-build Housing SPD provides further guidance on the application of these policies:

- Policy SCLP5.9 Self Build and Custom Build Housing (Suffolk Coastal Local Plan, 2020)
- Policy WLP8.3 Self Build and Custom Build (Waveney Local Plan, 2019)

The draft SPD covers a range of topics including the types of housing that qualify as custom and self-build housing, an overview of the self-build exemption from Community Infrastructure Levy, consideration of design and the application of design codes, and guidance to help ensure custom and self-build housing is appropriately marketed.

Cllr Kay Yule, East Suffolk's cabinet member for Planning and Coastal Management said:

"Supplementary Planning Documents provide detailed guidance to developers and in this case, to people building their own properties. We welcome any feedback and all comments received will be taken into account when finalising the document."

Comments on the Draft Custom and Self-build Housing Supplementary Planning Document must be submitted by 5pm on Wednesday 18 October 2023.

From 6 September, [you can view the consultation and comment](#).

Comments can also be emailed to [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk) or sent to East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

Paper copies of the draft SPD and consultation statement have been made available for inspection at [all libraries in the district](#) and at the Council's [Marina Customer Services Centre](#) in Lowestoft.

All comments received will be considered when finalising the Custom and Self-build Housing SPD, which will be adopted in the winter of 2023/24. Once adopted, the SPD will be a material consideration in determining planning applications.



Poster – 6<sup>th</sup> September 2023



Consultation period  
6th September to 18th October 2023

## Public Consultation on a draft Supplementary Planning Document

# Custom and Self-Build Housing

### What are we doing?

East Suffolk Council is preparing a document to support planning policy which will provide guidance on the consideration of custom and self-build housing development proposals.

The draft document explains what custom and self-build housing is and importantly what it isn't, as well as demonstrates the range of delivery models that meet the legal definition of custom and self-build housing.

### How can you get involved?



#### HIGHLIGHT ISSUES

Matters to highlight could relate to the design and delivery of self-build plots.



#### SUGGEST SOLUTIONS

Are there other ways the Council could support custom & self-build?

Find out more and give your views:

[www.eastsuffolk.gov.uk/  
planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy)

[planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk)  
 01394 444557 / 01502 523029

Alternatively, please send comments to:  
East Suffolk Council, Planning Policy &  
Delivery Team, Riverside, 4 Canning Road,  
Lowestoft, Suffolk NR33 0EQ



## Appendix 6: Draft Consultation Responses

The table below lists the comment summaries from the consultation responses, the Council’s response and how they informed the preparation of the document. The full consultation responses can be viewed here: <https://eastsoffolk.inconsult.uk/CSB0823DRAFT/listRespondents>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
1. Introduction	Anonymous	1	The requirement for 5% of homes on developments of 100 or more homes to be custom and self-build homes is inadequate. Custom and self-build homes tend to deliver higher environmental standards than standard new build homes, and large scale developments do not pay adequate attention to the size of gardens and outdoor spaces, wildlife protection, quality of design and construction, sustainability. This is due to inherent nature of the profit-led development model.	The requirement for at least 5% of homes on developments of 100 or more homes to be custom and self-build homes is established in the Council’s two adopted local plans. Local Plan policies cannot be amended by a supplementary planning document.	No change
1. Introduction	Anonymous	3	Some of the custom and self-build houses at Corton, near the Rugby Club, lead to disasters due to the use of amateurs. With regard to the photograph in your advert, if that is the sort of design that we end up with, it will end in disaster. Can we be assured that the design will be in keeping with the area and is very carefully monitored, as to who the custom and self-builder employs to carry out the work.	Custom and self-build housing would need to meet the same design standards as any other form of housing, irrespective of who it is designed and/or constructed by. Self-build housing can be designed and built by the initial occupants, however a more common approach is for initial occupants to commission the design and construction of their homes.	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
1. Introduction	Anonymous	4	You can't handle the back log of planning applications, so how do you think you can deal with any new applications?	Comment noted	No change
1. Introduction	Gibberd, Brenda	6	I fail to see why this consultation has been sent to me as I have no interest in custom and self-build housing. However, I have read through it and find it long winded and repetitive. Anyone contemplating custom and self-build housing is likely to be very confused by the time they have read the entire document.	Individuals and organisations signed up to the Council's planning policy mailing list and/or the custom and self-build register received notification of the consultation on the draft SPD. Whilst we have sought to keep the SPD as short as possible, there is a significant amount of detail that must be addressed.	No change
1. Introduction	Natural England	7	Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.  Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.  Strategic Environmental Assessment/Habitats Regulations Assessment A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites,	Comment noted	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
			<p>they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p> <p>Please send all planning consultations electronically to the consultation hub at <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a></p>		
1. Introduction	Leigh Cunningham	8	<p>Any custom and self-build housing policy should take into account the existing infrastructure, i.e. impact on the existing roads, the services available in that area for instance doctor's surgery, dentists, schools. Any new builds must be in keeping with the surrounding properties, for example not built to look like a futuristic block of cheese when the neighbouring houses look nothing like this.</p>	<p>New development, including custom and self-build homes, will be built in locations which accord with the spatial strategy contained in the district's local plans. The spatial strategies take into account infrastructure needs. Furthermore, impacts on existing infrastructure will be considered when determining planning applications for development, including those for custom and self-build housing.</p> <p>In respect of design and appearance, the nature of custom and self-build housing requires the initial</p>	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
				occupant to have a primary input into the final design and layout of their home. As such, a degree of design freedom must be afforded to initial occupants. Design freedom will be constrained where demonstrably necessary.	
1. Introduction	Melton Parish Council (Pip Alder)	9	Overall, the Parish Council supports this guidance document however it remains concerned that National Policy still gives a zero rating for CIL for self-build housing.	Support welcomed. The exemption from the Community Infrastructure Levy is set out in legislation, which the Council has no powers to alter.	No change
1. Introduction	Felixstowe Town Council (Ash Tadjrishi)	13	Thank you for the opportunity to be consulted on this SPD. The Town Council's Planning & Environment Committee considered the document at its meeting yesterday and believe it to be a very thorough, comprehensive, and helpful document.	Support welcomed	No change
1. Introduction	Badger Building (E.Anglia)Ltd (Edward Gilder)	14	Those seeking to register should be "viability tested" to ensure that they have the means to see a project through, otherwise a false idea of demand is created by households with insufficient resources seeking registration.  Registration should be allowable with only one council to avoid the double counting (or more), of demand.  The allocation of sites should relate to the outcome of the above not some figure representing aspiration and	The Self-build and Custom Housebuilding Act 2015 does not restrict people from joining more than one register. The supplementary planning document will not consider the allocation of sites although this may form part of a future local plan review, taking appropriate	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
			expressions of demand lodged with more than one council.	account of indicators of demand.	
1. Introduction	National Highways (Sir/Madam)	31	<p>National Highways is responsible for the operation, maintenance, and improvement of the Strategic Road Network (SRN) in England on behalf of the Secretary of the State. In relation to this proposed Custom and Self-Build Housing Supplementary Planning Document (SPD), our principal interest will include safeguarding the operation of the SRN routes within Suffolk, specifically within the East Suffolk area, these include A12 and A14, both of which run through the whole county and provide access to the largest settlements in the area.</p> <p>After completing the review of the supporting document related to this above-mentioned SPD. There would not have any predicted adverse impact on the Strategic Road Network (SRN).</p> <p>National Highways do not have any comment on this above-mentioned SPD.</p> <p>Standing advice to the local planning authority</p> <p>The Climate Change Committee’s 2022 Report to Parliament notes that for the UK to achieve net zero carbon status by 2050, action is needed to support a modal shift away from car travel. The NPPF supports this position, with paragraphs 73 and 105 prescribing that significant development should offer a genuine choice of transport modes, while paragraphs 104 and 110 advise</p>	Comment noted	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
			<p>that appropriate opportunities to promote walking, cycling and public transport should be taken up.</p> <p>Moreover, the build clever and build efficiently criteria as set out in clause 6.1.4 of PAS2080 promote the use of low carbon materials and products, innovative design solutions and construction methods to minimise resource consumption.</p> <p>These considerations should be weighed alongside any relevant Local Plan policies to ensure that planning decisions are in line with the necessary transition to net zero carbon.</p>		
1. Introduction	Parker Planning Services (Jason Parker)	32	<p>Unfortunately, the SPD relates to a policy which in essence states that the LPA will not approve self-build development unless it would have otherwise been approved for standard housing. As such the Council does not actually have a self-build policy which is capable of requiring any dwelling being restricted to self-build purposes, for the following reasons:</p> <ul style="list-style-type: none"> <li>- Circular 11/95 sets out 6 tests for the imposition of planning conditions (Or proposals which are otherwise restricted by a unilateral agreement). Such tests include whether it is necessary or reasonable. If a proposal came forward for a dwelling which the applicant suggested would be for self-build, the council could not reasonably restrict it purely to self-build purposes because they will only approve self-build development if the development would have been otherwise approved as a standard dwelling anyway. As it</li> </ul>	The Council’s Local Plan policies regarding custom and self-build housing require 5% of homes on developments of 100 or more homes to be custom and self-build housing on serviced plots. The policy approach is similar to that of our affordable housing policy, which provides for a percentage of homes to be delivered as affordable housing. This approach was found to be sound and is commonly used in local plans nation-wide.	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
			<p>would 'restrict' the development the council cannot lawfully restrict the dwelling to self-build.</p> <ul style="list-style-type: none"> <li>- Scenario 1. I apply for planning permission for one dwelling. The dwelling is for myself so will be self-build. However, as the council policy is that the application will only be approved if you would have approved it for a standard dwelling the council cannot impose planning conditions or a legal agreement to require the plot for self-build. As a planning condition would be a limiting condition there is no rationale for me to ask for it as a self-build dwelling. I may as well just say its a dwelling and then this leaves my options open to do a self-build or sell the dwelling to a house builder.</li> <li>- Scenario 2, Application for 5 plots. Schemes of this size are attractive to the self-build Scenario or to sell the entire site to a small builder. For the same reasons as Scenario 1 the council cannot require me to provide them for self-build. Also, there is no rationale or benefit for someone to state they will be self-build. As such it doesn't really matter whether the plots will eventually meet the definition for self-build or comply with the new SPD as there is no benefit or logical reason for anyone to comply with the Council's policy in relation to Self-build Plots.</li> </ul> <p>For the reasons outlined above, the Council either needs to create a new self-build policy or guidance in relation to the fact that they are effectively absent or silent on the</p>	<p>In addition to the above, the Council's two Local Plans include policies which give support to the development of custom and self-build housing. The two Local Plans are therefore not silent on the matter of custom and self-build housing.</p>	

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			<p>matter of the provision of self-build plots, as they have no real policies in relation to the specific provision of self-build, for the reasons expressed above.</p> <p>Without this the SPD is only useful for the situation whereby the Council is considered to be 'absent or silent' on the provision of self-build or are failing to meet their self-build 'duties'. In that situation this would mean that paragraph 11 of the NPPF would come into play and an application coming forward for self-build development would be considered in line with the 'titled balance'. In that scenario it would be 'reasonable' for a dwelling to be restricted to self-build. It would then be important for the dwelling to meet the definition of self-build. However, there is ample government guidance on the definition of self-build dwellings.</p> <p>For the reasons outlined above it is clear that the Council has no control over the provision of self-build plots and has no real way of restricting any dwelling to be provided for self-build, unless it is confirmed that the LPA are either not meeting their self-build duties or are absent/silent on the matter of self-build policy. The SPD therefore has no real use.</p>		
1. Introduction	Kettleburgh Parish Council (Sonia Frost)	41	No comment	Comment noted	No change
1. Introduction	Kettleburgh Parish	42	No comment	Comment noted	No change



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	Council (Sonia Frost)				
1. Introduction	Peter Raffell	49	<p>Although I am not currently resident within the East Suffolk boundary, I have strong ties to the area and have moved in the last few years from my own self build property in the East Suffolk district. As such I have experienced all the difficulties of finding an affordable plot on which to build, taking the project through to completion, and finally being able to enjoy living in the property. In my case 12 very enjoyable years.</p> <p>My comment is regarding Policy SCLP5.9: Self Build and Custom Build Housing</p> <p>I believe that simply requiring developers to market self-build plots for a period of 12 months will have little value to the policy. Potentially the developer could massively inflate the price of any plot in order to make the land unattractive and therefore available to themselves. This would enable the developer to subsequently build on the plot themselves.</p> <p>I would suggest that a greater incentive should be created. This could be by extending the marketing period to 12 months after completion or possibly, at least, the start of the last house on the development.</p> <p>This approach would increase the cost of holding the plot unsold and converting to a developer homes, and therefore encourage the developer to sell the plot at an</p>	<p>The price of a serviced plot is addressed via the marketing strategy and will be considered by the Council, and only accepted if deemed reasonable. This will help avoid artificially inflated pricing.</p> <p>The 12-month marketing period is a minimum period, and the Council encourages longer if sales are struggling. The minimum 12-month marketing period for each plot will only commence when the agreed marketing strategy is initiated, the plot has been serviced, has defined boundaries, and is available for immediate purchase. The Council will circulate marketing information about plots to those on the Council custom and self-build housing register.</p>	No change

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			<p>affordable price. There would then be no need for the developer to maintain an extended presence on the site.</p> <p>There might be alternative mechanisms to provide a similar incentive, but without such incentives I suspect the policy as is, will be circumvented and not achieve its potential. One only has to look at the poor provision of affordable housing under existing policies.</p>		
1. Introduction	North Cove Parish Council (Joan Pryce)	53	The Parish Council is concerned about the increased use of the private car if properties are situated further from shops, bus routes, schools, employment. Rural areas often lack internet deliveries. Accessing plots and sites can be dangerous with reduced visibility splays and light pollution as many houses seem to have huge windows and no blinds or curtains. Interruption of green corridors and hedge removal also.	All of the matters mentioned are material considerations to the determination of planning applications and would therefore be carefully considered. The local plans contain policies which set out where new development can take place and how it should be designed with respect to highway safety and biodiversity.	No change
1. Introduction	Martin Wenyon	56	To achieve its targets for custom and self-build planning permissions the Council seems to be relying on large developments of over 100 where 5 % must be custom or self-build. This is understandable if you are trying to meet a target, but it takes no account of the wishes of the majority of the individuals on the register who may not wish to be on a large housing development. It would be interesting to survey the register to find out exactly what they are looking for. As an individual on the register I would be interested in a single plot or with a small group of self-builders and in no way would I wish to be tucked	As noted by the respondent, the Council's policy approach to the delivery of custom and self-build housing is primarily through the delivery on developments of 100 or more homes of 5% of such homes to be custom and self-build housing on serviced plots. It is not possible to introduce policy in the SPD	No change

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			away in a large development. This may possibly be a common wish amongst self-builders.	that would conflict with the Local Plan policies, but the Council will of course review the implementation of planning policies through Local Plan reviews as appropriate.	
1. Introduction	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	58	<p>These representations have been prepared by DLP Planning Ltd (DLP) and Ingleton Wood LLP on behalf of their respective client's Larkfleet Group Ltd, Chenery's Farm Partnerships and the Beccles Townlands Trust in response to the Draft East Suffolk Custom and Self-Build Housing Supplementary Planning Document October 2023.</p> <p>This response is made jointly on behalf of the individual client interests in land comprising the Beccles and Worlingham Garden Neighbourhood. For clarity purposes, Larkfleet Group Ltd have an option on a substantial part of land comprising the Beccles and Worlingham Garden Neighbourhood (known as the 'eastern parcel') and the Chenery's Farm Partnerships and the Beccles Townlands Trust represent the interests of the 'western parcel'.</p> <p>These representations are made insofar as they relate to the development and delivery of the Beccles and Worlingham Garden Neighbourhood, a strategic allocation that was adopted under Policy WLP3.1 of the Waveney Local Plan (March 2019) for approximately 1,250 new dwellings. The delivery of the Garden</p>	Comment noted	No change

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			<p>Neighbourhood is subject to site specific requirements through the allocation policy, which were tested and examined through the evidence base that supported the production of the Local Plan.</p> <p>It is accepted by all parties that the Beccles and Worlingham Garden Neighbourhood will be required to make provision for self-build and custom houses within the development to make the delivery of the site acceptable in planning terms and in accordance with the adopted Waveney Plan Policy WLP8.3.</p>		
1. Introduction	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	68	<p>Our clients agree and support the requirement for the Beccles and Worlingham Garden Neighbourhood allocation to make provision for self-build or custom plots as outlined in Local Plan policy WLP8.3 (Self Build and Custom Build) of the Waveney Local Plan (adopted March 2019).</p> <p>Overall, our clients intend on delivering a development that provides a mix of housing for the local community which are high-quality and sustainable. The design of housing across the development will be controlled via a design code, which will be agreed with the council and will include both the developer led housing as well as self-build or custom plots to ensure the development is cohesive, attractive and complementary to the existing housing within Beccles and Worlingham.</p> <p>It is considered that the draft SPD could have implications relevant to the delivery of the Beccles and Worlingham Garden Neighbourhood and it is our clients' view that the</p>	<p>Custom and/or self-build homes must meet the definition in the legislation. The level of design freedom afforded to initial occupants will need to be substantial enough for the initial occupant to have a primary input into the final design and layout of their home.</p> <p>The preparation of design codes for custom and self-build housing will need to follow the principles set out in the SPD. The starting point will be to secure as much design freedom for initial occupants as possible and only fix design parameters</p>	No change

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			<p>12-month marketing period of self-build or custom plots should not be constrained by the need for plots to be serviced and available for immediate purchase. Whilst there will likely be a lower level of customisation available on the Beccles and Worlingham Garden Neighbourhood site, due to the scale of the development, there is a need to ensure that early marketing of custom and self-build housing across the site is completed before the site wide developer has moved off the site, in the event that plots are not sold within the marketing period and are amended to open market or affordable housing.</p>	<p>where demonstrably necessary. A site of the scale of the Beccles and Worlingham Garden Neighbourhood can comfortably accommodate areas for custom or self-build homes which allow greater design freedoms and do not need to be constrained by a whole-site design code.</p> <p>The minimum 12-month marketing period will only commence once the agreed marketing strategy has been initiated, plots are serviced, have defined boundaries, and are available for immediate purchase. This is consistent with the requirements of policies SCLP5.9 and WLP8.3. Marketing can begin beforehand, however this will not trigger the minimum 12-month marketing period on its own. Serviced plots for custom or self-build homes can be provided earlier in the build schedule if there are</p>	

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				concerns about the main developer moving off the site.	
1. Introduction	Suffolk County Council (Natalie Winspear)	71	<p><b>Flooding</b></p> <p>SCC, as the Lead Local Flood Authority (LLFA), has the responsibility for managing flood risk arising from surface water, ground water and ordinary watercourses. From an LLFA perspective, most of the development covered by this guidance will be below the criteria for assessment, but it is important that self-build plots are considered strategically by developers. SCC encourage self-builders to use SuDS principles to manage the runoff from their plots.</p> <p>Where self-build plots are proposed as part of a wider scheme, surface water should be managed as part of the site-wide surface water drainage strategy.</p> <p>SCC would recommend the insertion of the following text:</p> <p>“For self-build plots as part of wider developments: Strategic development should consider the potential impermeable area of self-build plots in the wider drainage strategy. This should be at least 60% impermeable area per plot. If infiltration is viable developers should consider the required size of plot soakaways and that the plot is suitably sized to allow soakaways clearance to buildings (5m).</p>	<p><b>Flooding</b></p> <p>The Council agrees that site wide infrastructure, including drainage infrastructure, must be dealt with in a strategic manner by the site wide developer and not left to individual custom and self-builders. This is set out in paragraph 7.11. The proposed text in relation drainage has been added to the SPD below paragraph 7.11.</p> <p><b>Health and wellbeing</b></p> <p>Table 2 provides examples of potential design parameters and is not an exhaustive list. M4(2) space standards are captured by building regulations and other Local Plan policies.</p> <p><b>Transport</b></p>	<p><b>Flooding</b></p> <p>The County Council’s proposed text in relation to drainage has been added below paragraph 7.11: “For custom and self-build plots as part of wider developments, the potential impermeable area of custom and self-build plots should be considered in the wider drainage strategy. This should be at least 60% impermeable area per plot. If infiltration is viable site wide developers should consider the required size of plot soakaways and that</p>

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			<p>For single plot self-build proposals: Design of self builds should consider SuDS principles in the management of surface water on-plot. This should include the use of pervious surfaces, raingardens, and other SuDS techniques where appropriate. Please see the Lead Local Flood Authority technical guidance<sup>1</sup>.”</p> <p>Health and Wellbeing</p> <p>SCC would recommend inclusion of the following additions as part of Table 2 Design Parameter examples:</p> <p>“Creation of open/Green/recreational space (E.g. Size, shape, purpose) M4(2) provisions (E.g. Quantity of Custom and Self-build units built to M4(2) standards)”</p> <p>Transport</p> <p>For self-build plots that are provided as part of a wider development site, SCC would require that these dwellings are assessed as part of the wider scheme in terms of Transport assessment, and are well connected to services and facilities both within the site and beyond. As with all development, priority should be given to walking and cycling in line with Suffolk Design Streets Guide principles. All parking as part of the wider development should be provided in accordance with the Suffolk Guidance for Parking (2019) or any successor documents.</p>	<p>Reference to “or any successor document” in relation to the application of the County Council’s parking guidance has been added to paragraph 8.24.</p> <p>Reference to “accessible via an obstruction free and direct route”, in relation to cycle storage, has also been add to paragraph 8.24.</p> <p>Reference to “bin storage and presentation areas must be located outside the public highway” has been added to paragraph 8.25.</p> <p>General</p> <p>The NPPF was updated the day before the consultation commenced (5 September 2023) and it was therefore not possible to amend the draft SPD. However, the SPD has since been amended to refer to the 2023 NPPF.</p>	<p>the plot is suitably sized to allow soakaways clearance to buildings (5m).</p> <p>For single plot custom and self-build proposals, the design of custom and self-build homes should consider SuDS principles in the management of surface water on-plot. This should include the use of pervious surfaces, raingardens, and other SuDS techniques where appropriate. Please see the Lead Local Flood Authority technical guidance.<sup>1</sup></p> <p>1 <a href="https://www.suffolk.gov.uk/asset-library/2023-">https://www.suffolk.gov.uk/asset-library/2023-</a></p>

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			<p>For individual self-build plots, this type of development is likely to be in a fairly rural or village location, so intrinsically car dependant. For larger self-build-only schemes, Suffolk Design Streets Guide principles should still be applied, along with adherence to the Suffolk Guidance for Parking (2019) or any successor documents.</p> <p>Therefore, we would expect most in ESC to be fully compliant with the Suffolk Design: Streets Guide and SCC parking guidance.</p> <p>We note that the SPD has referred to the Suffolk Guidance for Parking, however SCC would suggest that the SPD also refer to “any successor document”, as previously recommended.</p> <p>Paragraph 8.24 sets out the need for considering the location of cycle storage – such storage needs to be accessible for users through the provision of an obstruction-free route to encourage take-up of cycling, by reducing the physical barriers to accessing a bicycle in its storage location.</p> <p>Paragraph 8.25 should specify that bin storage and presentation areas should be provided on-plot and outside of the public highway where they may present an obstruction to highway users.</p> <p>General</p>		<p><a href="#">sf3967-scc-suffolk-flood-risk-appendix-a2.pdf</a></p> <p>Transport</p> <p>Paragraph 8.24 has been amended to include “or any successor document” in relation to the County Council’s parking guidance.</p> <p>Paragraph 8.24 has also been amended as follows: “Cycle storage must be covered, <del>and</del> secure, <del>and</del> <u>accessible via an obstruction free and direct route.</u>”</p> <p>The following sentence has been added to paragraph 8.25 “<u>Bin storage and presentation areas must be</u></p>



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			<p>A minor note is that the document refers to NPPF 2021.</p> <p>1 <a href="https://www.suffolk.gov.uk/asset-library/2023-sf3967-scc-suffolk-flood-risk-appendix-a2.pdf">https://www.suffolk.gov.uk/asset-library/2023-sf3967-scc-suffolk-flood-risk-appendix-a2.pdf</a></p>		<p><u>located outside the public highway.”</u></p> <p>General</p> <p>All references to the 2021 NPPF have been amended to the 2023 NPPF.</p>
2. What is Custom and Self-build Housing?	Anonymous	2	The draft SPD is very clear and easy to comprehend.	Comment noted	No change
2. What is Custom and Self-build Housing?	Badger Building (E.Anglia)Ltd (Edward Gilder)	15	The use of an example in the Netherlands may have relevance in the context of design, but the process of planning and delivery is not the same as in the UK and this should be noted, perhaps with a footnote.	While it is of course correct that the Netherlands operates a different planning system to our own, it is not considered necessary to explicitly point out.	No change
2. What is Custom and Self-build Housing?	Kettleburgh Parish Council (Sonia Frost)	43	The design of the build would need to be appropriate and match the local environment and existing housing, even if there is no completed Neighbourhood Plan.	A custom or self-build home must allow design freedom to the initial occupant, in accordance with the ethos of custom and self-build housing, and also consider the impacts of design on the character and appearance of the area, especially when within a heritage context. Design codes allow for	No change

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				controls over the design of the homes to be set where necessary.	
2. What is Custom and Self-build Housing?	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	59	<p>Whilst we have no objections in principle with the spectrum indicated in Figure 1 and the relevant descriptions provided in Table 1, noting that there is a lower degree of customisation available for larger scale developments delivered by volume housebuilders, the thresholds for each element of the spectrum have not been identified and clarity on this would be welcomed to provide guidance on the level of customisation expected at differing development scales.</p> <p>It is anticipated that the Beccles and Worlingham Garden Neighbourhood would offer a lower degree of customisation on the external built form of custom or self-build units due to the requirement for a complementary design code to be followed on site in order to ensure that housing is complementary to the wider development, this is discussed in Section 8 of the consultation document and below.</p>	<p>Custom and/or self-build homes must meet the definition in the legislation and development proposals must demonstrate how this is achieved. The Custom and Self-Build Delivery Statement in appendix 2 will assist with this. It is not appropriate to work back from a standard house type, adding minimal design freedom until a custom and self-build housing bar is met.</p> <p>The correct approach in preparing a design code for custom and self-build housing is, as set out in section 8 (Design codes), to secure as much design freedom as possible for initial occupants and only restrict design freedom where demonstrably necessary. However, to provide clarity on this matter paragraph 2.8 and table 1 have been</p>	<p>The following sentence has been added to paragraph 2.8: "In determining the appropriate degree of design freedom for initial occupants, consideration will need to be given to section 8 (Design Codes)."</p> <p>Table 1 has been amended in relation to the 'How is it custom and self-build housing?' column and 'Choice of pre-approved designs' row, as follows: "Initial occupants will usually not be involved in the preparation of the design code and</p>

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				<p>amended in relation to 'choice of pre-approved designs'.</p> <p>Large sites such as the Beccles and Worlingham Garden Neighbourhood can be comfortably laid out in such a way to accommodate areas of custom or self-build homes which are not of the same appearance as standard house types built elsewhere on the development. It is not accepted that large scale sites should provide a lower degree of customisation.</p>	<p>therefore will have no input into the house design options. It is therefore of critical importance that the <u>pre-approved designs</u> <del>code</del> offers a substantial degree of design and layout customisation for initial occupants. <u>The design options should demonstrate consideration as to how design freedom is offered to initial occupants over matters including, but not limited to, the:</u></p> <ul style="list-style-type: none"> <li>- <u>Size and shape of the home, including outbuildings,</u></li> <li>- <u>Position, size and shape of all windows and doors across every elevation,</u></li> </ul>

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					<ul style="list-style-type: none"> <li>- <u>Materials across every elevation and roof,</u></li> <li>- <u>Internal layout (e.g. location, size and shape of rooms),</u></li> <li>- <u>Build specification (e.g. insulation, heating configuration, heat pumps),</u></li> <li>- <u>Sustainability features (e.g. solar panels, solar hot water, triple glazing), and</u></li> <li>- <u>Finishes (e.g. kitchen, bathroom, flooring, lighting)."</u></li> </ul>
3. Custom and Self-build Housing Data	Badger Building (E.Anglia)Ltd (Edward Gilder)	16	How many of the 580 on the East Suffolk register are registered elsewhere?	The Council does not have data on whether those signed up to our custom and self-build register are signed up to other local planning authority registers.	No change
3. Custom and Self-build Housing Data	Kettleburgh Parish Council (Sonia Frost)	44	<p>No comment to add regarding the presented data above.</p> <p>But does this take into account the historical plots that have footing commenced that have lapsed over several years?</p>	The data does not cover planning permissions or completions.	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
3. Custom and Self-build Housing Data	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	60	<p>Details provided on the Council's self-build and custom build register identifies that for Beccles and Worlingham there are a total of 71 individuals who are interested in a plot within these parishes<sup>1</sup>.</p> <p>It is acknowledged that the evidence provided is based on an up-to-date register which is updated annually as required by the Self-build and Custom Housebuilding Act 2015. What is not clear however is whether these individuals have also registered an interest in plots within other parishes in the District.</p> <p><sup>1</sup> <a href="https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/key-statistics-from-the-self-build-and-custom-build-register/">https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/self-build-and-custom-build/key-statistics-from-the-self-build-and-custom-build-register/</a></p>	<p>Those that have registered an interest in a custom and self-build plot in Beccles and Worlingham may have registered an interest in other parishes within East Suffolk as well as other local authority registers.</p> <p>It is worth noting that, in addition to the 71 registrants for Beccles and Worlingham, a further 169 registrants identified that they are interested in a plot in any East Suffolk parish and around 50% would consider a plot outside of their preferred location(s).</p>	No change
4. Affordable Custom and Self-build Housing	Badger Building (E.Anglia)Ltd (Edward Gilder)	17	This is a useful explanation of the relationship of custom homes and self-build housing and affordable housing, and where it fits in to the planning and application process.	Support welcomed	No change
4. Affordable Custom and Self-build Housing	Pigeon Investment Management Ltd (William Page)	35	Section 4 sets out that solely custom and self-build housing developments should deliver a policy compliant affordable housing scheme. The SPD should make it clearer why it is in conflict with paragraph 65 (now 65) of the National Planning Policy Framework, which outlines	NPPF paragraph 66 (previously 65) does not set out that custom and self-build housing developments are exempt from affordable housing, simply that they are	Paragraph 4.6 has been amended as follows: "Where it is <u>proposed, and deemed</u>

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			<p>that custom and self-build is exempt from this requirement.</p> <p>Paragraph 4.5 of the draft SPD outlines the mechanisms for delivering affordable custom and self-build housing in a manner which meets both the affordable housing definition (NPPF glossary) and the custom and self-build housing definition (Self-build and Custom Housebuilding Act 2015). We suggest that in addition to the existing mechanisms listed, an option to provide commuted sums as off-site provision is also included. This offers more flexibility where the provision of affordable housing may not be achievable on site.</p> <p>Paragraph 4.6 stipulates that an affordable housing scheme should be submitted with the outline planning application to demonstrate several details. We suggest that there should also be an option that provision of these details can be conditioned or form part of a S106 agreement, as some of these details will not be known at outline stage.</p>	<p>exempt from the NPPF provision for 10% of affordable housing to be made available for affordable home ownership. Further clarity is provided in the NPPF Glossary which states that Self-build and custom-build housing can provide either market or affordable housing. The SPD is therefore not in conflict with paragraph 66 (previously 65) of the NPPF.</p> <p>Paragraph 4.5 sets out mechanisms that could potentially meet both the affordable housing and custom and self-build definitions.</p> <p>An affordable housing scheme could be submitted with an outline planning application, a reserved matters application, or prior to commencement. Paragraph 4.6 has been amended to clarify this position.</p>	<p><u>acceptable, that affordable housing is delivered as affordable custom and self-build housing, a</u>An affordable housing scheme should be submitted <del>in accordance</del> <u>with prior to or in conjunction with the submission of the first reserved matters</u><del>outline</del> <u>planning application or prior to commencement (whichever is sooner). In addition to the provisions set out in the Council's Affordable Housing SPD, the affordable housing scheme will need to demonstrate."</u></p>

<b>Draft SPD Section</b>	<b>Respondent</b>	<b>Comment ID</b>	<b>Comment summary</b>	<b>Council Response</b>	<b>Change Made</b>
4. Affordable Custom and Self-build Housing	Kettleburgh Parish Council (Sonia Frost)	45	With reference to infrastructure, transport, utilities and employment, Kettleburgh is completely lacking in these essential services. An obligation to provide the necessary services to make the development of custom and self-build housing sustainable should be captured within the register.	All planning applications for housing, irrespective of whether for custom and self-build housing or another form of housing, are subject to consideration of the sustainability of a given location, including with regard to local services and facilities.	No change
4. Affordable Custom and Self-build Housing	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	61	The draft SPD specifies that for developments of 100+ dwellings, the affordable housing dwellings to be delivered should be entirely within the developer-built element of the site and not delivered as affordable custom and self-build housing i.e. they should not form part of the 5% requirement. Our clients agree with this recommended approach for the delivery of affordable housing on sites such as the Beccles and Worlingham Garden Neighbourhood.	Comment noted.	No change
4. Affordable Custom and Self-build Housing	Caroline Price	69	Paragraph 4.1 sets out that 'Custom and self-build housing is not by definition affordable'. I have a big objection in principle. Surely the only housing we should be providing in the country is social housing. Even so-called 'affordable' housing is not easily affordable by local people on the average salary in the area.	The Council must plan for all forms of housing needed across East Suffolk. The local plans for the district contain policies for the delivery affordable housing and other forms of housing.	No change

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5. Serviced Plots	Badger Building (E.Anglia)Ltd (Edward Gilder)	18	<p>It is highly unlikely that developers with self and custom build plots on their sites will provide compounds, other than within the boundaries of the designated plots. Access to a developer's compound as a shared compound, is unlikely to be an insurable risk for a developer.</p> <p>The advice at section 5.4 is sound.</p>	Every custom and self-build plot will need access to a construction compound and material storage area. This will need to be set out in the design code and plot passport to provide certainty to potential plot purchasers.	No change
5. Serviced Plots	Anglian Water Services Ltd (Tessa Saunders)	34	<p>Anglian Water notes that serviced plots are most likely to be delivered as a proportion of a larger housing site, where the developer will have already engaged with us on connecting to our water and wastewater networks to ensure that the infrastructure can be delivered in a timely way for the whole site. However, there may also be circumstances where there might be a stand-alone site of serviced self-build plots coming forward, and in such cases we would encourage the applicant to engage with us as early on as possible to ensure the necessary infrastructure can be delivered to facilitate the marketing of serviced plots. There are some circumstances where delivery of certain infrastructure can have a significant delivery timescale such as communities with a vacuum sewer system for example. The SPD could helpfully reference the need for early engagement with infrastructure providers to ensure the messaging is clear.</p>	The Council agrees that early engagement with infrastructure providers should be encouraged to ensure timely delivery. As such, a new sentence below paragraph 5.2 has been added, which states "Early engagement with relevant infrastructure providers is recommended to ensure the timely delivery of infrastructure and other development."	A new sentence below paragraph 5.2 has been added, which states "Early engagement with infrastructure providers is recommended to ensure the timely delivery of infrastructure and other development."
5. Serviced Plots	Pigeon Investment Management Ltd (William Page)	36	<p>Paragraph 5.5 (now 5.6) suggests that there must be a minimum 12-month marketing period from when plots are serviced. The SPD should allow for greater flexibility as in some cases the outline planning permission may lapse before the marketing period is satisfied, depending on the site context. For example, plots may not naturally</p>	The 12-month marketing period is an absolute minimum, and will only commence once the agreed marketing strategy has been initiated, plots are serviced,	Paragraph 5.5 (now 5.6) has been amended as follows: "Custom and self-build housing can



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			<p>become available because of design considerations until the end of the scheme. If the 12 month period for marketing only began at this point, and plots were able to be marketed before, then the plots could have been available for a number of years.</p>	<p>have defined boundaries, and are available for immediate purchase. Paragraph 5.5 (now 5.6) has been amended to provide clarity as to the marketing requirements as set out in section 10 (Marketing Strategy). Marketing can begin beforehand, however it will not trigger the minimum 12-month marketing period. Furthermore, major development sites are of a scale which makes them capable of being laid out in a way that facilitates the early delivery of the serviced plots, thereby allowing them to be completed whilst the main developer is still on site. Additionally, the model conditions in appendix 3 recommend an extended period for reserved matters applications for custom and self-build plots.</p>	<p>be marketed before being serviced; however, the minimum 12-month marketing period will only commence when <del>plots are serviced</del>. <u>the agreed marketing strategy has been initiated, the plot has been serviced, has defined boundaries, and is available for immediate purchase.</u>"</p>
5. Serviced Plots	Kettleburgh Parish	46	The definition of access and connectivity also should include a reference to effective and realistic transport.	The statutory definition of a serviced plot of land set out in the Self-build and Custom	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
	Council (Sonia Frost)			Housebuilding Act 2015 cannot be altered by East Suffolk Council. However, consideration of other matters such as public transport will of course be important in the determination of planning applications.	
5. Serviced Plots	Martin Wenyon	57	This restriction does not seem logical if it restricts the many small plots that are suitable and desirable for self-builders.	It is not clear what the comment relates to.	No change
5. Serviced Plots	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	62	<p>In accordance with the definition of a serviced plot of land, as provided in the Self-build and Custom Housebuilding Act 2015 (as amended), our clients agree with the requirement for plots to be serviced with electricity, water, and waste water and have access to a public highway.</p> <p>It is also accepted that the plots will require a construction compound/s and material storage area/s to allow for the construction of dwellings separate to the developer led housing.</p> <p>However, we disagree with the recommendation that the minimum 12-month marketing period will only commence when plots are serviced. We do not consider that the requirement for the marketing period to commence following servicing to be necessary to allow for the successful marketing of these plots, given that the</p>	<p>The minimum 12-month marketing period will only commence once the agreed marketing strategy has been initiated, plots are serviced, have defined boundaries, and are available for immediate purchase. Paragraph 5.6 has been amended to provide clarity as to the marketing requirements as set out in section 10 (Marketing Strategy). This is consistent with the requirements of policies SCLP5.9 and WLP8.3. Marketing and publicity can begin beforehand, however it will not trigger the</p>	<p>Paragraph 5.6 has been amended as follows: "Custom and self-build housing can be marketed before being serviced; however, the minimum 12-month marketing period will only commence when <del>plots are serviced</del> <u>the agreed marketing strategy has been initiated, the plot has been serviced, has defined boundaries, and is</u></p>

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			<p>sale of plots would not be complete until after servicing has been installed.</p> <p>From a practical perspective, it is considered that this requirement could cause unnecessary delay to the delivery of dwellings on site and could result in unnecessary costs and programming issues in relation to the phasing of the remainder of the development. This is noted in paragraph 5.4 (now 5.5) of the SPD which states that there is a need to ensure that custom and self-build housing is completed before the site wide developer has moved off the site and there is specifically a need to further ensure that the site wide developer has not moved off site in the event that the 12-month marketing period is completed without the plots being sold.</p>	<p>minimum 12-month marketing period. Furthermore, major development sites are of a scale which makes them capable of being laid out in a way that facilitates the early delivery of the serviced plots, thereby allowing them to be completed whilst the main developer is still on site.</p>	<p><u>available for immediate purchase.”</u></p>
6. CIL	Campsea Ashe PC (Klaus Fortmann)	11	<p>We would like to express concern regarding the CIL policy linked to self-build properties, as we have experienced avoidance of paying CIL by claiming self-build, yet the builder did actually not inhabit the property and sold it within 6 month of completion.</p> <p>We are not quite sure why such CIL policy is in place, as new properties regardless of who builds them will add to infrastructure impact of the area.</p>	<p>The CIL Regulations 2010 (as amended) established by central government provide for the CIL exemption for self-build housing. East Suffolk Council cannot amend or revoke this statutory provision.</p> <p>In situations where parties benefiting from CIL exemption have not complied with the relevant procedures ESC should be notified of the specific details of each case so that we can</p>	No change

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				<p>determine whether the relevant procedure has or has not been followed.</p> <p>District CIL can be spent across the East Suffolk area, including within zero-rated CIL areas. Priority is given to the critical and essential infrastructure needed to support delivery of the Local Plans. A commitment to spending CIL in areas where there are zero-rated strategic sites is documented in the CIL Spending Strategy. Parish Councils can also apply for Local CIL Funding (match funding up to a maximum of £50k) for smaller local projects such as new allotments, new play equipment, walking and cycling routes.</p>	
6. CIL	Badger Building (E.Anglia)Ltd (Edward Gilder)	19	<p>CIL is a complicated topic and the guidance here is really useful in charting the way through the pitfalls of the legislation.</p> <p>Getting this wrong can have huge ramifications for a developer's cash flow and it would be really helpful if this advice could be circulated independent of the rest of the</p>	<p>In addition to the guidance contained in the SPD the Council provides CIL guidance on the ESC website. There is also guidance provided by central government in the PPG. That</p>	No change

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			document. In the days of paper applications an additional sheet attached to the forms would have been the way forward. Is there some way that this advice can be attached to the downloadable CIL forms to remind people of the risks and issues?	said, the Council is open to making improvements in the dissemination of guidance relating to CIL.	
6. CIL	Kettleburgh Parish Council (Sonia Frost)	47	The Parish Council would be concerned if no CIL was applicable to housing in a village such as Kettleburgh, where only poor infrastructure is in place. Remote location needs significant upgrading.	The CIL Regulations 2010 (as amended) established by central government provide for the CIL exemption for self-build housing. East Suffolk Council cannot amend or revoke this statutory provision.	No change
6. CIL	Kettleburgh Parish Council (Sonia Frost)	48	No comment	Comment noted	No change
6. CIL	Kettleburgh Parish Council (Sonia Frost)	50	Any design codes should be appropriate to the local design existing in the village, and they should be appropriate to the scale of a very small settlement such as Kettleburgh.	The Design Code section of the SPD sets out that consideration of site context is of particular importance in determining the design parameters which should guide the design of custom and self-build housing.	No change
6. CIL	North Cove Parish Council (Joan Pryce)	54	Local facilities would be used but no infrastructure contribution.	The CIL Regulations 2010 (as amended) established by central government provide for the CIL exemption for self-build housing. East Suffolk Council cannot	No change

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				<p>amend or revoke this statutory provision.</p> <p>North Cove Parish Council is in receipt of Neighbourhood CIL contributions from developments approved and commenced in the area, that are liable to pay some CIL. East Suffolk Council is not able to divert from legislative requirements in terms of not granting self-build exemptions where applicants are eligible. Parish councils are able to apply for Local CIL up to a maximum of £50K match funded, towards infrastructure projects within their area.</p>	
6. CIL	Caroline Price	70	<p>Why should custom and self-build housing be exempt from CIL? In the town where I live, a development of at least 40 self-build homes has been proposed. Can you explain to me why such a development would not have any impact on the infrastructure of the town?</p>	<p>The CIL Regulations 2010 (as amended) established by central government provide for the CIL exemption for self-build housing. East Suffolk Council cannot amend or revoke this statutory provision.</p> <p>The majority of parish councils are in receipt of</p>	No change

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				<p>Neighbourhood CIL contributions from developments approved and commenced in their area, that are liable to pay some CIL. Not all developments are self-build or have other exemptions applied (for example statutory affordable housing exemption). East Suffolk Council is not able to divert from legislative requirements in terms of not granting self-build exemptions or other exemptions where applicants are eligible. Parish Councils are able to apply for Local CIL up to a maximum of £50K match funded, towards infrastructure projects within their area.</p>	
7. Phasing	Badger Building (E.Anglia)Ltd (Edward Gilder)	20	<p>The need for a phasing plan to address both the policy, but more importantly the CIL issues, is crucial and again needs to be flagged up at the pre-application stage in some way if possible. Perhaps this topic, linked to CIL could be run as part of a developers forum or as a free standing seminar for developers and agents.</p>	<p>It is correct that phasing is important in relation to CIL and the effective delivery of large developments. Consideration will be given to further publicity material in relation to CIL beyond what the Council already publishes.</p>	No change

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7. Phasing	Pigeon Investment Management Ltd (William Page)	37	Paragraph 7.3 expects all custom and self-build plots to be marketed and available for immediate purchase when not more than 50% of the total dwellings are occupied (where justification is provided to demonstrate why custom and self-build plots may not be delivered early in the build programme). We suggest that this should be considered on a flexible site-by-site masterplan basis, instead of using more rigid deadline for availability at 50% of total occupation. As it is currently, larger applications would need to market a significant number of custom and self-build plots early, which may not be possible depending on the individual context on the site.	The provisions in paragraph 7.3 are considered reasonable in all respects. Larger development sites would be able to be laid out in such a way to allow phases of serviced plots to be provided in a timely way.	No change
7. Phasing	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	63	<p>It is agreed that the delivery of self-build and custom plots will be outlined and agreed in a S106 agreement, and that the trigger proposed for their delivery in relation to 50% of total dwellings is considered reasonable.</p> <p>However, in respect of the requirement for plots to be available for 'immediate purchase' is not considered to be reasonable given the acknowledgement at paragraph 7.8 which notes that custom and self-builders have "less readily available funding sources".</p> <p>Paragraph 7.10 states that "For large strategic sites consideration will need to be given to marketing clusters of custom and self-build housing at different times to avoid a large number of custom and self-build plots flooding the market and resulting in unsold plots after the minimum 12-month marketing period." This is noted and will be factored into the phasing of any future application for the Beccles and Worlingham Garden</p>	Given that custom and self-builders may have less readily available funding sources it is important that custom and self-build plots are provided as early as possible in the phasing of developments. The minimum 12-month marketing period will only commence once the agreed marketing strategy has been initiated, plots are serviced, have defined boundaries, and are available for immediate purchase. This is consistent with the requirements of policies SCLP5.9 and WLP8.3. Marketing can begin	No change



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			Neighbourhood. Similarly, the requirement for site wide infrastructure to be delivered by the site wide developer and for description of development to outline that the development will be phased is noted and agreed.	beforehand, however it will not trigger the minimum 12-month marketing period.	
8. Design Codes	Forestry Commission (Neil Jarvis)	5	<p>The Forestry Commission recommends the increased use of home-grown timber in construction to replace, wherever possible, the use of brick, concrete, and steel, all of which release large quantities of CO2 in their manufacture, whereas trees sequester CO2, which is then locked into the building throughout the lifetime of that building. Home-grown timber can be sourced either from Forest England or private forestry estates.</p> <p>The use of home-grown timber is promoted by H.M. Government (e.g. the Governments 25 Year Plan and the Clean Growth Strategy).</p> <p>Other essential facts to include in a building design code:</p> <ul style="list-style-type: none"> <li>- The UK imports around 80% of the wood it consumes annually, we are the second biggest timber importer in the world</li> <li>- All of the woodlands in England have been managed for fuel and timber production in the past and this has shaped habitats that support the biodiversity we value today.</li> <li>- Increasing levels of woodland management by increasing demand for locally grown timber can help improve the habitat condition of neglected woodlands and also allow owners to address tree disease problems and increase resilience to climate change.</li> </ul>	<p>The Council supports the delivery of environmentally sustainable developments, as demonstrated through the Council's Sustainable Construction SPD, which provides detailed guidance relating to sustainable building materials, construction methods and technologies. The Sustainable Construction SPD is reference in the SPD.</p> <p>We do not consider it necessary to reference specific building materials, such as wood, as the nature of custom and self-build housing requires the design of homes to be the domain of the initial occupant.</p>	No change

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			The use of timber in construction and wood for heat and power generation and woodland creation could play an important role in the much needed green economy.		
8. Design Codes	Historic England (Marsh, Andrew)	12	<p>I can confirm that while we do not have any specific comments to make at this stage, we welcome the numerous references to the historic environment throughout the SPD, particularly paragraphs 8.5 - 8.7, which we support. Notwithstanding this we suggest that paragraph 8.5 should be expanded to clarify that the same considerations would apply to all designated heritage assets and their settings (e.g. scheduled monuments and registered parks and gardens), and not just listed buildings and conservation areas.</p> <p>Finally, we should like to stress that this opinion is based on the information provided by the Council in its consultation. To avoid any doubt, this does not affect our obligation to provide further advice and, potentially, object to specific proposals, which may subsequently arise where we consider that these would have an adverse effect upon the historic environment. We hope that the above comments of assistance.</p>	Support welcomed. The Council agrees that further clarity can be provided by identifying all designated heritage assets within paragraph 8.5.	<p>The final sentence of paragraph 8.5 has been amended as follows:</p> <p>“For example, if the site lies within a conservation area or its setting, or the setting of a listed building <u>(or other designated heritage asset, such as a scheduled monument or registered park and garden)</u> it will be important for the design code to exert some control over external appearance and scale.”</p>
8. Design Codes	Badger Building	21	How will the design code be evaluated as part of the application process. By the planning officer or by the	The Council will assess design codes in the same way we	No change

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	(E.Anglia)Ltd (Edward Gilder)		council's design officer? How prescriptive can they be where developers are seeking to ensure that what is built sits comfortably alongside their own schemes? Where self-builders don't agree with the design code is it open to them to seek to change it - and if so by what process? Another planning application perhaps?	<p>assess design quality through planning applications, drawing on the expertise of the Design and Heritage Team and planning officers.</p> <p>It is essential that initial occupants have the primary input into the design and layout of their home, and so as set out in paragraph 8.5 the starting point will be to secure as much design freedom as possible and only restrict design freedom where demonstrably necessary. Careful consideration should be given not only to the design parameters set out in the design code but also to the location of plots within a larger development.</p> <p>The process by which a self-builder could seek to design a home contrary to the design code would vary depending on the preceding planning application process. The extent to which a self-</p>	

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				builder's proposed house design would deviate from the design code would of course be a material consideration, and would influence the potential planning application route and outcome.	
8. Design Codes	Anglian Water Services Ltd (Tessa Saunders)	33	Anglian Water welcomes the reference to other parameters that might be included within the Design Code, such as Environmental Sustainability. We support the inclusion of rainwater harvesting as an example, but we would also welcome the inclusion of water efficiency measures within this section. As a region identified as seriously water stressed we encourage plans to include measures to improve water efficiency of new development through water efficient fixtures and fittings, including through rainwater/storm water harvesting and reuse, and greywater recycling - including going beyond the optional technical standard of 110 litres per person per day. Often, custom and self-builders can be more environmentally conscious and have the freedom to implement such measures as they might not have the opportunity to include these in traditional new builds or it can be more expensive to retrofit. These measures can help reduce energy and water bills, whilst also helping to reduce potable water use and demonstrating the benefits of installing these technologies to the wider custom/self build community.	Both the Council's Suffolk Coastal Local Plan and Waveney Local Plan include policies in support of the water efficiency optional technical standard of 110 litres/person/day. The SPD cannot conflict with Local Plan policy and so a different water efficiency target cannot be included within the SPD. However, we agree that water efficiency measures should be included within Table 2 under 'Environmental Sustainability'.	The environmental sustainability row of Table 2 has been amended to include " <u>water efficiency</u> "
8. Design Codes	Pigeon Investment	38	On the whole we support the requirement for design codes, due to both their strengths as a planning tool and	Design codes could be submitted with outline	Hybrid planning applications under

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	Management Ltd (William Page)		<p>their ability to assist with marketing custom and self-build plots.</p> <p>We suggest that it would be helpful if the SPD clarified that a Design Code can be conditioned as part of a planning permission and that it doesn't always have to be addressed at outline stage.</p> <p>Paragraph 8.9 outlines that it is of critical importance that custom and self-build homes are not segregated from the wider development. Typically, custom and self-build purchasers will desire something different to what a housebuilder provides, so inevitably this will cause a degree of segregation. Whilst we agree with the need for integrated communities, custom and self-build homes being segregated from the rest of the development does not necessarily mean that they wouldn't be connected and serviced. There are also differences between the two plot types - though custom-build housing arguably will have less segregation, self-build inevitably will because of its bespoke nature, and buyers will likely favour plots to the edge of the development, rather in the centre. Again, this needs to be considered on a flexible, site by site basis, as the context will be different for every scheme.</p>	<p>applications or conditioned to outline permissions and submitted and agreed prior to custom and self-build reserved matters. Table 3 of Appendix 1 (Recommended Format of Planning Applications) has been amended to clarify the recommended design code submission process.</p> <p>Within paragraphs 8.8 and 8.9 the Council acknowledges the need to cluster custom and self-build homes to address health and safety, and construction management matters, as well as the need to design development comprehensively in a manner that avoids segregating custom and self-build homes from the wider development. However, to provide further clarity paragraph 8.9 has been amended.</p>	<p>the 'more than one custom and self-build home' development type of Table 3 of Appendix 1 (Recommended Format of Planning Applications) has been amended as follows:</p> <p><u>"3. Design code and pPlot passport agreed prior to marketing."</u></p> <p>Paragraph 8.9 has been amended as follows:</p> <p>"It will however be of critical importance that the development is planned in a comprehensive manner and that custom and self-build homes are not segregated from the wider development <u>by,</u></p>

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					<u>for example, a lack of cycling and walking infrastructure.”</u>
8. Design Codes	North Cove Parish Council (Joan Pryce)	55	Light pollution can be caused by large areas of glass without blinds or curtains in areas without streetlights, and security lights. Such light pollution can harm ‘dark skies’. Hedges removed to facilitate access can damage wildlife corridors.	Light pollution and hedge removal are important issues that relate to all forms of development. The SPD seeks to address matters that specifically relate to custom and self-build housing.	No change
8. Design Codes	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery’s Farm Partnerships, Beccles Townlands Trust and Allison Homes	64	<p>It is acknowledged that design codes play an important role in the delivery of custom and self-build housing, in maximising the level of design freedom for initial occupants while demonstrating a coherent and high-quality development that responds to its context.</p> <p>It is expected that on sites such as Beccles and Worlingham Garden Neighbourhood there will be a lower level of customisation available. However, it is noted that the design code must be agreed prior to marketing plots for sale to provide certainty for potential plot purchasers as to what can and cannot be built on each plot.</p> <p>A site-wide design code will be required for the delivery of Beccles and Worlingham Garden Neighbourhood, given the scale of the development and the likelihood for multiple housebuilders to be involved in the delivery of the development.</p>	<p>The level of design freedom afforded to initial occupants will need to be substantial enough for the initial occupant to have a primary input into the final design and layout of their home.</p> <p>The preparation of design codes for custom and self-build housing will need to follow the principles set out in the SPD. The starting point will be to secure as much design freedom for initial occupants as possible and only fix design parameters where demonstrably necessary. It is not accepted that large sites should</p>	No change

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			<p>As such, it is considered that design consideration and coding for custom and self-build plots will be included in the site-wide design code, to ensure a degree of consistency across the development in terms of design, materials and layouts to be provided.</p> <p>It is noted that where custom and self-build housing forms part of larger residential developments it will be important to consider how the construction of custom and self-build homes will interact with the construction of homes being constructed by the relevant house builder in a health and safety compliant manner. Further to this the location of custom and self-build plots in relation to developer housing needs to be considered to allow for appropriate access during construction. There is therefore a presumption that custom and self-build plots will be clustered together. Our clients agree with the proposed clustering of custom and self-build plots.</p>	<p>provide a lower level of customisation.</p> <p>Site-wide design codes for major sites must allow for the design freedom required for custom and self-build homes and incorporate them into the overall layout accordingly.</p>	
9. Plot Passports	Badger Building (E.Anglia)Ltd (Edward Gilder)	22	Does this section not just repeat the information found in the previous section on Design Codes? These two sections could easily be amalgamated.	It is correct that the Design Codes and Plot Passports sections are heavily related, however given the significance of plot passports to the marketing of plots it is considered necessary that a separate concise section is provided to highlight the key differences between design codes and plot passports.	No change
9. Plot Passports	Pigeon Investment	39	Similarly to design codes, we support the requirement for plot passports for custom and self-build developments	Comment noted	No change

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	Management Ltd (William Page)		due to their value as a planning tool and at the marketing stage.		
9. Plot Passports	Kettleburgh Parish Council (Sonia Frost)	51	No comment	Comment noted	No change
9. Plot Passports	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes	65	The provision of plot passports which provide potential custom and self-build plot purchasers with the key design and development parameters that must be abided by in the design and construction of a custom and self-build home on the plot, is agreed and this will form part of the design code for the wider site.	Comment noted	No change
10. Marketing Strategy	Badger Building (E.Anglia)Ltd (Edward Gilder)	23	The advice contained here follows on from that in the Local Plan and appears to be clear and unambiguous.	Support welcomed	No change
10. Marketing Strategy	Pigeon Investment Management Ltd (William Page)	40	Paragraph 10.7 (now 10.8) outlines that for large developments providing a percentage of dwellings as custom and self-build homes, which total at least 15 custom and self-build plots, marketing should not commence for more than 15 plots at the same time.	Given the demand for custom and self-build housing nationally and in East Suffolk it is considered highly unlikely that	Paragraph 10.12 (now 10.13) has been amended to change 'could



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			<p>Furthermore, subsequent clusters of no more than 15 plots should only commence at least 12 months after the marketing of the previous cluster of plots commenced. Though we support avoiding flooding the market, this again should be considered on a site-by-site, masterplan basis. Large sites with more than 30 custom-self build plots would take 3 years to market and could cause the outline planning permission to lapse. Though phasing could get around this issue in some cases, it may not always be possible. Therefore, a degree of flexibility is suggested.</p> <p>Furthermore, greater flexibility is needed to take into account the differences in the custom and self-build demand by area, as in some cases the local interest may be enough to sell the custom and self-build plots quickly without needing to fulfil the 12-month period/15 plot limit per year. This would be helpful in cases where an outline permission may expire.</p> <p>Paragraph 10.12 (now 10.13) lists the evidence that could be used to demonstrate the marketing strategy used for a scheme. Whilst we agree with the evidence listed, we suggest that the use of the language 'could include' is too vague. The SPD should clarify what evidence 'must be included' to definitively satisfy the requirement.</p>	<p>developers will struggle to sell custom and self-build plots.</p> <p>In relation to paragraph 10.12 (now 10.13), we are satisfied that 'could include' should be changed to 'should include'.</p> <p>For custom and self-build homes a longer period for the submission of reserved matters is recommended as reflected by the model conditions in appendix 3.</p>	<p>include' to 'should include'.</p>
10. Marketing Strategy	Ingleton Wood LLP and DLP Planning Ltd	66	It is proposed that the 12-month marketing period will not commence until the marketing strategy has been initiated, plots have been serviced, boundaries have been defined, and plots are available for immediate purchase.	The submission of details confirming the marketing of custom and self-build plots is essential to ensure such plots	Paragraph 10.12 (now 10.13) has been amended as follows:

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
	for and on behalf of Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes		<p>Further to this, it is recommended that only 15 plots should be marketed in any 12-month period. The reasonableness of this requirement is questioned due to the potential delay this may cause on larger residential and mixed-use developments. Given it is acknowledged that volume housebuilders will develop larger residential sites, and there will be a lower degree of customisation on these sites, with typical design and delivery control relating to pre-approved designs/layout and shell homes, as indicated in Section 2 of the SPD. It is considered that the marketing period could begin prior to plots being serviced and available for immediate purchase so that the delivery of these units coincides with the delivery of the developer-led dwellings.</p> <p>It is agreed that the permission and/or section 106 agreement should allow plots to be built out as non-custom and self-build homes if no sale has been agreed after the minimum marketing period. However, our clients consider that as the delivery of custom and self-build plots would be secured via a S106 agreement, rather than specifically via condition, there should not be a requirement for a section 73 variation of condition application to be submitted which is supported by evidence to demonstrate that marketing requirements have been fully complied with and the sale of the custom and self-build plot/s has not been agreed within the 12-month marketing period.</p>	<p>are appropriately marketed in accordance with the marketing period.</p> <p>It is not accepted that a lower degree of customisation for custom and self-build homes should be provided on larger sites.</p> <p>Publicity or marketing of serviced plots for custom or self-build homes can take place prior to the plots being serviced and available for immediate purchase, but this will not commence the minimum 12-month marketing period. This is consistent with the requirements of SCLP5.9 and WLP8.3.</p> <p>Paragraph 10.12 (now 10.13) has been amended to provide clarity in relation to the process by which non custom and self-build homes could be built on custom and self-build plots if plot sales are not agreed within the</p>	<p><del>"If a condition attached to the planning</del> permission to which the custom and self-build plot/s relates sets out that a specified number of custom and self-build plots are to be delivered (including as part of the phasing plan condition), <del>a section 73 variation of condition application</del> evidence would be required <u>to be submitted to and agreed by the Council</u> supported by evidence to demonstrate that marketing requirements have been fully complied with and the sale of the custom and self-build plot/s has not been agreed</p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
				minimum 12-month marketing period. Consequential changes have been made to Appendix 3: Model Conditions and Appendix 4: Model s106 Obligations.	within the <u>minimum 12-month marketing period.</u>  Consequential changes to Appendix 3: Model Conditions have been made, as follows: “Condition to secure the <u>use of land occupation of for custom and self-build homes</u> <del>Such a This</del> condition <u>does not apply to developments that provide a percentage of homes as custom and self-build homes, and may not be necessary if the use of land for custom and self-build homes is secured through a s106 agreement.</u> planning

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					<p>application's description of development refers to custom and self-build housing. If this isn't the case, a condition will be needed to secure the use of the land for custom and self-build housing.</p> <p>Model condition:                      [Number] homes hereby permitted shall be delivered as custom and self-build homes in accordance with section 1 of the Self-build and Custom Housebuilding Act 2015 (as amended).                      Reason: To secure the use of the land for custom and self-build housing only.</p> <p><b><u>Condition to secure the number of custom and self-build homes</u></b></p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					<p><u>In relation to developments providing a percentage of homes as custom and self-build homes, the number of custom and self-build homes should be secured via the condition that requires development to be carried out in accordance with the identified plans. One of these plans will be the planning layout. The planning layout will set out, amongst other things, the number of custom and self-build homes.”</u></p> <p>Consequential changes have also been made to Appendix 4 Model s106 Obligations.</p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					<p>The following has been added as paragraph 15.11:  <u>“Evidence that Custom and Self-build Plots have been Marketed Appropriately shall include:</u>                      - <u>Dated details of published marketing material,</u>                      - <u>Dated estate agent instructions,</u>                      - <u>Dated social media posts,</u>                      - <u>Dated correspondence with the Council in respect of marketing to those on the Council’s custom and self-build housing register,</u>                      - <u>Dated records of sales enquiries and outcomes of those,</u>  <u>and</u>                      - <u>Dated changes in sales price.”</u></p>

<b>Draft SPD Section</b>	<b>Respondent</b>	<b>Comment ID</b>	<b>Comment summary</b>	<b>Council Response</b>	<b>Change Made</b>
11. Neighbourhood planning / community led housing	Westerfield Parish Council (David Gooch)	10	The Draft Custom and Self-Build Housing Supplementary Planning Document (SPD) was considered at Westerfield Parish Council's meeting on 19th September, where the PC agreed to add their support for the SPD.	Support welcomed	No change
11. Neighbourhood planning / community led housing	Badger Building (E.Anglia)Ltd (Edward Gilder)	24	Neighbourhood plans are not viability tested and have led to some allocations being made which aren't deliverable. There are two allocations in the Kessingland Neighbourhood plan which fall into this category. Where developers are able to demonstrate that this is the case, it is no use the Council falling back on an undeliverable Neighbourhood Plan allocation. If you do, then the sites will remain undeveloped. In such circumstances you must be prepared to overrule the Neighbourhood Plan and find a compromise solution which brings development forward.	Neighbourhood Planning legislation sets out how neighbourhood plans must be made and the basic conditions they are tested against at examination. This is outside of the scope of this SPD.	No change
11. Neighbourhood planning / community led housing	Kettleburgh Parish Council (Sonia Frost)	52	Any exceptional housing should fit within the category.	Comment noted	No change
11. Neighbourhood planning / community led housing	Ingleton Wood LLP and DLP Planning Ltd for and on behalf of	67	Both the Beccles Neighbourhood Plan and Worlingham Neighbourhood Plan note that the strategy for Beccles and Worlingham is for the delivery of a total of 1,458 new dwellings over the period 2014 to 2036. In particular, this is to be delivered through the creation of the Beccles and Worlingham Garden Neighbourhood, which will deliver	Comment noted	No change

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
Community led housing	Chenery's Farm Partnerships, Beccles Townlands Trust and Allison Homes		1,250 dwellings (1,055 dwellings during the plan period) along with a range of facilities, including a care home, employment development, primary school, community hub and open space.  As such, neither of these plans provide for additional self-build or custom plots to be delivered in community led-house schemes.		
Appendix 1: Recommended Format of Planning Applications	Badger Building (E.Anglia)Ltd (Edward Gilder)	25	The section provides more useful and straight forward advice for applicants and you need to find a way of making sure that this is read prior to applications being made. It could be added to Council led seminars.	Support welcomed	No change
Appendix 2: Custom and Self-build Delivery Statement	Badger Building (E.Anglia)Ltd (Edward Gilder)	26	See previous comment.	Support welcomed	No change
Appendix 3: Model Conditions	Badger Building (E.Anglia)Ltd (Edward Gilder)	27	These conditions appear to cover some areas that you earlier said should be submitted with the application. Is their absence from an application not a validation issue, or are you prepared for this information to be submitted subsequently? There seems to be some contradiction here.	In order to avoid confusion and provide clarity the model conditions for the submission and approval of a design code and marketing strategy have been amended to note that the preferred approach is s106, but that conditions	The model condition relating to the submission and approval of a design code has been amended with the insertion of the following sentence



Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
				<p>may be used depending on the circumstances of each case.</p> <p>Paragraph 6.4 sets out that a phasing plan must be submitted with a planning application. This is potentially confusing and may be perceived to be inconsistent with paragraph 7.12 (now 7.14) and the model condition in Appendix 3, which set out the expectation that phasing plans be submitted prior to or in conjunction with the first reserved matters application. Paragraph 6.4 has therefore been amended to clarify that a phasing plan can be submitted prior to, or in conjunction with, the first reserved matters application.</p>	<p>before the model condition, at paragraph 14.12: <u>“The expectation will be for the submission and approval of a design code to be secured by a s106 agreement. However, there may be circumstances where a condition may be used instead.”</u></p> <p>The model condition relating to the submission and approval of a marketing strategy has been amended with the insertion of the following sentence before the model condition, at paragraph 14.14: <u>“The expectation will be for the</u></p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					<p><u>submission and approval of a marketing strategy to be secured by a s106 agreement. However, there may be circumstances where a condition may be used instead.</u></p> <p>Paragraph 6.4 has been amended as follows:                      "... A phasing plan must be submitted <u>prior to, or in conjunction with, the first reserved matters application with the planning application</u> setting out that each self-build plot is a separate phase that is capable of being delivered before or after any other self-build plots as well as any other parts</p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					<p>of the development (e.g. site wide infrastructure)..."</p> <p>Paragraph 7.12 (now 7.14) has been amended as follows:                      "... The phasing plan will be expected to be submitted prior to, <u>or in conjunction with,</u> the first reserved matters application."</p> <p>The model condition for the submission and approval of a phasing plan in Appendix 3 has been amended as follows:                      "Prior to, <u>or in conjunction with,</u> the submission of the first reserved matters application a detailed plan for</p>

Draft SPD Section	Respondent	Comment ID	Comment summary	Council Response	Change Made
					the phasing of the development...”
Appendix 4: Model Section 106 Agreements	Badger Building (E.Anglia)Ltd (Edward Gilder)	28	As is the case with all applications, agreements need to be produced in a timely manner.	The purpose of preparing model section 106 obligations is to provide certainty and speed up the process.	No change
Appendix 5: Model Phasing Plan	Badger Building (E.Anglia)Ltd (Edward Gilder)	29	Helpful	Support welcomed	No change
Appendix 6: Model Plot Passport	Badger Building (E.Anglia)Ltd (Edward Gilder)	30	Helpful	Support welcomed	No change
Appendix 7: Case Studies	N/A	N/A	N/A	N/A	N/A
Appendix 8: Glossary	N/A	N/A	N/A	N/A	N/A

**Write to us**



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# Equality Impact Assessment Screening Opinion

The Custom and Self-Build Housing  
Supplementary Planning Document

August 2023



## Introduction

1. It is the Council's duty under the Equality Act 2010 to undertake an Equality Impact Analysis at the time of formulating a decision, drafting a report, designing or amending a policy. This will ensure that the Council is considering and taking positive action where possible to promote access to services for all its communities, including wider communities. The Equality Impact Assessment Screening Assessment will assess whether there is any impact upon any of the groups with protected characteristics under the Equalities Act, which are listed in the table below. If an adverse impact upon any of these groups is identified, then a full Equalities Impact Assessment will be required.
2. The purpose of the Custom and Self-Build Housing Supplementary Planning Document (SPD) is to provide guidance for those intending to design and build their own home. The SPD is divided into the following chapters.

### **Introduction**

3. The introduction provides an overview of the policy context for the SPD, which includes a summary of the key policies from the Suffolk Coastal and Waveney Local Plans. These include policies most relevant to custom and self-build housing, which are listed below.
  - Suffolk Coastal Local Plan policy SCLP5.9 (Self-Build and Custom-Build Housing)
  - Waveney Local Plan policy WLP8.3 (Self-Build and Custom-Build).
4. The introduction also notes other Local Plan policies, as well as supplementary planning documents that may be of relevance to the Custom and Self-Build Housing SPD. The Chapter concludes by referencing the Self-build and Custom Housebuilding Act 2015, which provides the legislative background for custom and self-build housing. It also references the National Planning Policy Framework (NPPF), which includes national policy guidance about custom and self-build housing.

### **What is custom and self-build housing?**

5. This chapter explains that the purpose of custom and self-build housing is to provide greater freedom for people to influence the design and construction of their own homes. Custom and self-build housing share the same legal definition, but both terms can best be understood as a spectrum of different levels of control over the final design of a house. These range from custom-build houses, through to self-build houses, which have a high degree of customisation. Table 1 of the SPD provides a brief summary of different types of

custom and self-build housing. The chapter also provides some national and local statistics about the uptake of custom and self-build housing.

### **Affordable Custom and Self-Build Housing**

6. This chapter sets out how self-build applicants can demonstrate that their schemes are also affordable housing. It also explains how custom and self-build housing planning applications can include affordable housing provision. This includes how affordable housing can be retained on a site in perpetuity. Crucially, self-build housing and affordable housing are two separate things. Where there is a conflict between affordable housing and custom and self-build housing, affordable housing will take precedence.

### **Servicing Plots**

7. This chapter sets out the level of servicing required for self-build plots. They must be connected to water, waste water, electricity, and have access to a public highway, as set out in legislation. Custom and self-build plots should also be serviced for telecommunications. The minimum 12-month marketing period will only commence once plots are connected to services.

### **Community Infrastructure Levy**

8. This chapter explains that the Community Infrastructure Levy (CIL) is a fee levied on all development. It states that self-build housing is exempt but that it is the applicant's responsibility to apply for exemption. It explains the concept of phasing to ensure that CIL does not become liable on all plots, as soon as one plot is started.

### **Phasing**

9. This chapter sets out the phasing of custom and self-build housing delivery and explains the importance of phasing in developments that include custom and self-build housing.

### **Design Codes**

10. This chapter explains the importance of design codes and adds that it is important that custom and self-build housing is given as much freedom as possible when designing new housing. The chapter lists the different parameters to be considered when creating design codes. It also discusses some of the key elements to be considered when creating a design code.

### **Plot passports**

11. This chapter explains that plot passports provide a concise specification for owners about what can be built on a plot. Plot passports therefore provide certainty for plot purchasers as



to what they can and cannot design and build on the plot. The chapter lists the contents of a plot passport and refers to the model plot passport provided in the appendices.

### **Marketing Strategy**

12. This chapter sets out how custom and self-build plots should be marketed. It focuses on custom and self-build plots that are part of larger developments and sets out what a marketing strategy should contain.

### **Neighbourhood Planning/Community-Led Housing**

13. This chapter explains what community led housing is and states that custom and self-build housing can be particularly suited to community led housing. It is also well suited to small scale developments allocated in neighbourhood plans. The initial occupants of the building must have primary input into the design and layout to qualify as custom and self-build housing.

### **Appendices**

14. The document also contains the following appendices, which provide further information about planning custom and self-build schemes.

Appendix 1 – Recommended format of planning applications

Appendix 2 – Custom and self-build delivery statement

Appendix 3 – Model conditions

Appendix 4 – Model section 106 agreements

Appendix 5 – Model phasing plan

Appendix 6 – Model plot passport

Appendix 7 – Case studies

Appendix 8 – Glossary

15. The Equality Act 2010 lists nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. East Suffolk Council has added a tenth characteristic, socio-economic deprivation, in addition to the nine protected characteristics listed in the legislation. This reflects that pockets of deprivation that exist across East Suffolk.

## Screening of impact on different groups

	<b>Groups</b>	<b>Likely Impact</b> (positive/negative/no impact)	<b>Reason for your decision</b>
a	Age (Includes safeguarding issues)	Positive impact.	The Custom and Self-Build Housing SPD provides guidance about the design and delivery of custom and self-build housing. This helps enable people to build a home that is specific to their needs. It will therefore benefit those from different age groups. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those from different age groups.
b	Disability	Positive impact.	The Custom and Self-Build Housing SPD provides guidance about the design and delivery of custom and self-build housing. This helps enable people to build a home that is specific to their needs. It will therefore benefit those with a disability. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those with a disability.

C	Gender reassignment	No impact.	<p>The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council’s customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those who have undergone gender reassignment.</p>
D	Marriage and Civil Partnership	No impact.	<p>The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council’s customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those who are married or in a civil partnership.</p>
E	Pregnancy and maternity	No impact.	<p>The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council’s customer service</p>

			centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those who are pregnant or on maternity leave.
F	Race	No impact.	The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those from different racial groups.
G	Religion or Belief	No impact.	The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate against those from different religions or beliefs.
H	Sex	No impact.	The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own

			<p>house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council’s customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate in terms of sexual identity.</p>
I	Sexual orientation	No impact.	<p>The Custom and Self-Build Housing SPD provides guidance to those who wish to influence the design and construction of their own house. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council’s customer service centres and the Council has offered assistance in its publicity material. The consultation will therefore not discriminate in terms of sexual orientation.</p>
J	Socio-economic deprivation	Positive impact.	<p>The Custom and Self-Build Housing SPD provides guidance about the delivery of affordable custom and self-build housing. It also provides guidance about the provision of smaller, more affordable plot sizes. Both of these measures will benefit those who are experiencing socio-economic deprivation. Consultation documents will be available online, in libraries and in the Council’s customer service centres and the Council has offered assistance in its publicity material. The consultation</p>

			will therefore not discriminate against those are experiencing socio-economic deprivation.
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## Consultation and Engagement

16. An initial consultation took place between 1<sup>st</sup> February 2023 and 16<sup>th</sup> March 2023. The purpose of this initial consultation was to inform the structure and content of the Custom and Self-Build Housing SPD. The consultation took place online and consisted of a questionnaire, which sought the views of those taking part. There were also a series of six workshops. Three of the workshops were for architects, developers and housing associations. The other three were for those on the custom and self-build register. This division reflected different levels of knowledge about planning as well as custom and self-build housing. All workshops took place online.
17. There will also be a formal stage of consultation, which is scheduled to run between 6<sup>th</sup> September 2023 and 18<sup>th</sup> October 2023. The purpose of this consultation is to enable respondents to comment on the draft Custom and Self-Build Housing SPD. The document will be made available online on the Council’s website to enable people to comment. We will email everyone on the planning policy mailing list, as well as those on the Custom and self-build register. The Council will also publish posters and a press release, as well as posting notifications on social media.
18. Copies of consultation documents will be available online, and hard copies made available for inspection in libraries and in the Council’s customer service centres.
19. Anyone who is unable to view the consultation documents online, in libraries or in the Customer Service Centres can contact the Planning Policy and Delivery Team, and the publicity material provides contact details and an offer of assistance.

## Presentation in Different Languages

20. As part of a six-week period of formal consultation, the document will be published on the Council’s website as well as in libraries and customer service centres, with hard copies available on request for those who cannot access the consultation in the ways listed above. The document may be requested in a different language. When such requests are received the Customer Services Team will be involved with ensuring this request is actioned.

## Proposed Changes

21. The Council will analyse responses received during the public consultation and will make any appropriate changes as a result of comments received.

## Conclusion

22. This EQIA screening exercise shows that the Custom and Self-Build Housing SPD will not negatively impact upon any protected group or those experiencing socio-economic deprivation. Therefore, a full EQIA assessment is not considered necessary.



# Strategic Environmental Assessment Screening Opinion

## Custom and Self-Build Housing Supplementary Planning Document

August 2023



## Contents

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## 1. Introduction

The Custom and Self-Build Housing Supplementary Planning Document (SPD) has been produced by East Suffolk Council. The SPD will apply to the whole of the East Suffolk Council area, excluding the parts of East Suffolk that are within the Broads National Park, for which the Broads Authority is the local planning authority.

In some circumstances a Supplementary Planning Document could have significant environmental effects and may fall within the scope of the Environmental Assessment of Plans and Programmes Regulations 2004 and so require Strategic Environmental Assessment.

This screening report is designed to test whether or not the contents of the Custom and Self-Build Housing Supplementary Planning Document require a full Strategic Environmental Assessment (SEA). The legislative background below outlines the regulations that require the use of this screening exercise. Section 4 provides a screening assessment of the likely significant effects of the SPD and the need for a full SEA. This SEA report reviewed an early draft of the Custom and Self-Build Housing Supplementary Planning Document (SPD).

## 2. Legislative Background

The basis for Strategic Environmental Assessment legislation is European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the Environment'. This document is also known as the Strategic Environmental Assessment (or SEA) Directive. European Directive 2001/42/EC was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (as amended, including through EU exit legislation), or SEA Regulations.

The SEA Regulations include a definition of 'plans and programmes' to which the regulations apply. SEA requirements relate to plans or programmes which are subject to preparation or adoption by an authority at national, regional or local level, which includes those prepared for town and country planning and land use. SEA is required where the plan or programme is likely to have significant environmental effects. It is therefore necessary to screen the SPD

to identify whether significant environmental effects are likely. Where screening identifies significant environmental effects, a full Strategic Environmental Assessment is required.

### 3. Criteria for determining the likely significance of effects referred to in Article 3(5) of Directive 2001/42/EC

The preparation of the SPD triggers a requirement to determine whether it is likely to have a significant environmental effect. This requirement is discharged by the 'responsible authority' being the authority by which or on whose behalf the plan is prepared. Before making a determination, the responsible authority shall: -

- a) Take into account the criteria specified in Schedule 1 to the Regulations;  
and
- b) Consult the consultation bodies.

The consultation bodies are defined in section 4 of the SEA Regulations. The opinions from the statutory consultation bodies: Historic England, the Environment Agency and Natural England, are therefore to be taken into account. The Council consulted with the three consultation bodies and provided five weeks for a response. The responses are contained in Appendix 1. The consultation bodies agreed with the conclusions of the draft screening.

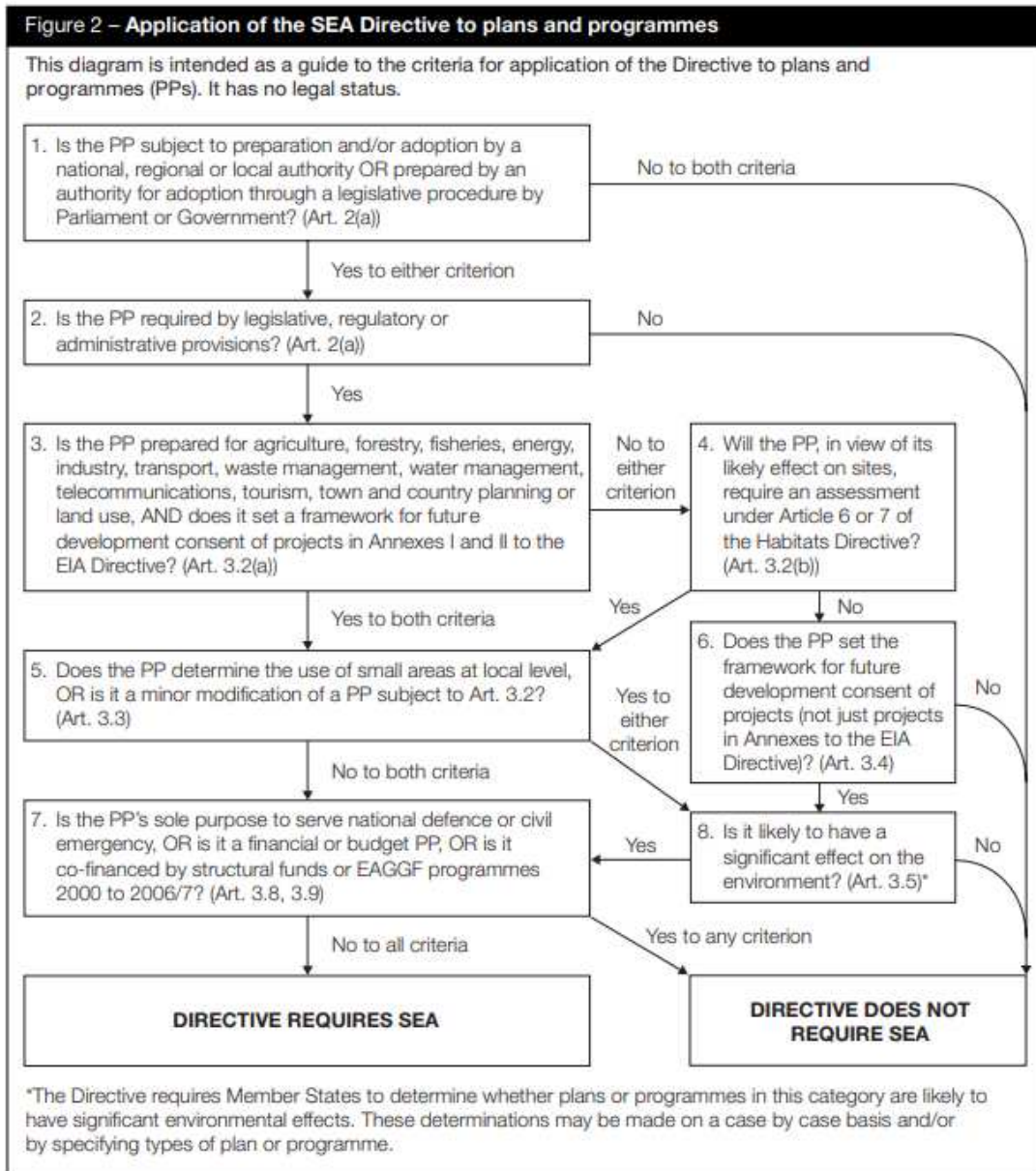
Schedule 1 of the SEA Regulations sets out the criteria for determining likely significant effects as follows:

1. The characteristics of plans and programmes, having regards, in particular to:
  - a. The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.
  - b. The degree to which the plan or programme influences other plans and programmes including those in a hierarchy.

- c. The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.
  - d. Environmental problems relevant to the plan or programme.
  - e. The relevance of the plan or programme for the implementation of community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to:
- a. The probability, duration, frequency and reversibility of the effects.
  - b. The cumulative nature of the effects.
  - c. The trans boundary nature of the effects.
  - d. The risks to human health or the environment (e.g. due to accidents).
  - e. The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),
  - f. the value and vulnerability of the area likely to be affected due to:
    - i. special natural characteristics or cultural heritage;
    - ii. exceeded environmental quality standards or limit values;
    - iii. intensive land-use; and
  - g. the effects on areas or landscapes which have a recognised national, community or international protection status.

## 4. Assessment

The diagram below illustrates the process for screening a planning document to ascertain whether a full SEA is required.



Source: A Practical Guide to the Strategic Environmental Assessment Directive (2005)

The following assessment applies the questions from the preceding diagram. The answers determine whether the Supplementary Planning Document will require a full Strategic Environmental Assessment.

**1. Is the PP subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))**

Yes. The preparation and adoption of the Custom and Self-Build Housing Supplementary Planning Document (SPD) is being carried out by East Suffolk Council. The SPD is being produced in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

**2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))**

Yes. The production of the SPD forms part of the delivery of the statutory Development Plan and the process for preparing SPDs is set out in the Town and Country Planning (Local Development) (England) Regulations 2012 and relates to the administration of the Council's planning service.

**3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))**

The SPD has been prepared in support of the delivery of town and country planning and land use policies.

The SPD will not set a framework for the future consent of projects listed in Annexes I and II of the EIA Directive.

**4. Will the PP, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Art. 3.2 (b))**

A separate screening exercise has been carried out under the Habitats Directive (92/43/EEC) and Conservation of Habitats and Species Regulations (2017) (as amended). This has determined that a full Appropriate Assessment is not required.

**5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)**

Not applicable (based on the responses to questions 3 and 4 above).

**6. Does the PP set the framework for future development consent of projects (not just projects in annexes to the EIA Directive)? (Art 3(4))**

Yes. The Custom and Self-Build Housing Supplementary Planning Document will be a material consideration in the determination of planning applications and will be applied alongside the policy framework provided by the Local Plans.

**7. Is the PP's sole purpose to serve the national defence or civil emergency, OR is it a financial or budget PP, OR is it co-financed by structural funds or EAGGF programmes 2000 to 2006/7? (Art 3.8, 3.9)**

No. Not applicable.

**8. Is it likely to have a significant effect on the environment? (Art. 3(5))**

No. The guidance contained in the Custom and Self-Build Housing Supplementary Planning Document will provide information and advice concerning the implementation of the Council's Local Plan policies that relate to the delivery of custom and self-build housing. The SPD will provide guidance on policies within both the Suffolk Coastal Local Plan and the Waveney Local Plan, principally policies SCLP5.9 (Self Build and Custom Build Housing) of the Suffolk Coastal Local Plan, and WLP8.3 (Self Build and Custom Build) of the Waveney Local Plan. It is unlikely that the SPD will have a significant impact upon the environment. All policies within both Local Plans have been subject to a full Sustainability Appraisal, incorporating the requirements for Strategic Environmental Assessment.

## 5. Conclusion

The Custom and Self-Build Housing Supplementary Planning Document will support the implementation of policies in the East Suffolk Council - Suffolk Coastal Local Plan (adopted September 2020) and the East Suffolk Council - Waveney Local Plan (adopted March 2019) which were both subject to Sustainability Appraisal including Strategic Environmental Assessment.

It is considered by East Suffolk Council that it is not necessary for a Strategic Environmental Assessment to be undertaken of the draft Custom and Self-Build Housing Supplementary Planning Document to ensure compliance with SEA legislation.

Signed:



Dated: 22<sup>nd</sup> August 2023

Andrea McMillan  
Planning Manager (Policy, Delivery and Specialist Services)  
East Suffolk Council



## Appendix 1: Responses from Statutory Consultees

### Environment Agency Response



Laura Mundy  
East Suffolk Council  
East Suffolk House Station Road  
Melton  
Woodbridge  
IP12 1RT

**Our ref:** AE/2023/128570/01-L01  
**Your ref:** Custom Self build SPD  
SEA SCRN  
**Date:** 19 July 2023

Dear Laura

#### **CUSTOM AND SELF-BUILD HOUSING SUPPLEMENTARY PLANNING DOCUMENT- DRAFT SEA SCREENING OPINION**

#### **EAST SUFFOLK COUNCIL PLANNING AREA**

Thank you for consulting us on the SEA screening of the custom and self-build housing SPD. We have reviewed the SEA screening document dated June 2023 and can confirm that we do not disagree with the conclusion reached.

We look forward to being consulted on the draft Custom and Self-Build housing supplementary planning document in due course.

Yours sincerely

**Mr Giles Ward**  
**Planning Officer**

Direct e-mail [REDACTED]

## Historic England Response

RE: Custom and Self-Build Housing Supplementary Planning Document- draft SEA screening opinion



Marsh, Andrew <Andrew.Marsh@HistoricEng  
To: ● Laura Mundy; ○ EastPlanningPolicy  
Cc: ○ Marsh, Andrew



Fri 21/07/2023 15:02

Dear Laura,

**RE: draft Strategic Environmental Assessment screening opinion relating to the draft Custom and Self-Build Housing Supplementary Planning Document**

Thank you for consulting us on the draft Strategic Environmental Assessment screening opinion relating to the draft Custom and Self-Build Housing Supplementary Planning Document. As the Government's adviser on the historic environment Historic England is keen to ensure that the protection of the historic environment is fully taken into account at all stages and levels of the local planning process, and therefore welcome the opportunity to comment on this document. I can confirm that Historic England has reviewed the SEA Screening alongside the early draft SPD and agree that no further SEA work is required.

I would be grateful if you would confirm receipt of this email.

Kind regards,

Andrew Marsh BSc MA MRTPI  
Historic Environment Planning Adviser  
Development Advice | East of England  
Historic England

[www.historicengland.org.uk](http://www.historicengland.org.uk)

## Natural England Response

Date: 27 July 2023  
Our ref: 439796  
Your ref: Custom & Self Build Housing SPD – SEA HRA Screening



Ms Laura Mundy  
Policy and Delivery  
East Suffolk Council  
Planning Team at Riverside  
4 Canning Road  
Lowestoft NR33 0EQ.

Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 8GJ

BY EMAIL ONLY - [REDACTED]

T: 0300 060 3900

Dear Ms Mundy

### Custom and Self Build Housing Supplementary Planning Document – draft SEA and HRA Screening

Thank you for your consultation request on the above dated and received by Natural England on 23<sup>rd</sup> June 2023.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

#### Screening Request: Strategic Environmental Assessment

It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, that there are unlikely to be significant environmental effects from the proposed plan.

#### Natural England do not feel that an SEA is necessary.

We have checked our records and based on the information provided, we can confirm that in our view the proposals contained within the plan will not have significant effects on sensitive sites that Natural England has a statutory duty to protect.

We are not aware of significant populations of protected species which are likely to be affected by the policies / proposals within the plan. It remains the case, however, that the responsible authority should provide information supporting this screening decision, sufficient to assess whether protected species are likely to be affected.

Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SA/SEA is necessary.

Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA/SA screening stage, should the responsible authority seek our views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make.

For any new consultations, or to provide further information on this consultation please send your correspondences to [REDACTED]

Yours sincerely

Sharon Jenkins  
Operations Delivery  
Consultations Team  
Natural England



# **Habitats Regulations Assessment Screening Statement**

## **Custom and Self-Build Housing Supplementary Planning Document**

August 2023

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## 1. Introduction

1.1 The Conservation of Habitats and Species Regulations (2017) (as amended) provide protection for sites that are of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species. The network consists of Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). Both types can also be referred to as European Sites. The National Planning Policy Framework (NPPF) states that Ramsar sites should be afforded the same level of protection and refers to SACs, SPAs and Ramsar sites as ‘Habitat Sites’.

1.2 The requirement to undertake Habitats Regulation Assessment (HRA) of plans and projects is set out in the Conservation of Habitats and Species Regulations (2017) (as amended).

1.3 Regulation 105 of the Conservation of Habitats and Species Regulations (2017) states:

‘Where a land use plan:

(a) Is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects), and

(b) Is not directly connected with or necessary to the management of the site, The plan-making authority for that plan must, before the plan is given effect, make an appropriate assessment of the implications for the site in view of that site’s conservation objectives.’

1.4 The HRA is therefore undertaken in stages and should conclude whether or not a proposal or policy would adversely affect the integrity of any sites.

Stage 1: Determining whether a plan is likely to have a significant effect on a European site. This needs to take account of the likely impacts in combination with other relevant plans and projects. This assessment should be made using the precautionary principle. The screening assessment must reflect the outcomes of the 2018 judgement of the Court of Justice of the European

Union<sup>1</sup>, which has ruled that where mitigation is necessary this must be identified through an Appropriate Assessment.

Stage 2: Carrying out Appropriate Assessment and ascertaining the effect on site integrity. The effects of the plan on the conservation objectives of sites should be assessed, to ascertain whether the plan has an adverse effect on the integrity of a European site.

Stage 3: Identifying mitigation measures and alternative solutions. The aim of this stage is to find ways of avoiding or significantly reducing adverse impacts, so that site integrity is no longer at risk. If there are still likely to be negative impacts, the option should be dropped, unless exceptionally it can be justified by imperative reasons of overriding public interest.

1.5 The draft Custom and Self-Build Housing Supplementary Planning Document (SPD) is being produced by East Suffolk Council. The SPD will apply to the whole of the East Suffolk Council area, outside of the Broads. This report considers whether there are likely to be significant effects on protected Habitat sites and where a full Appropriate Assessment may be required.

1.6 East Suffolk (outside of the Broads) is covered by two Local Plans, the East Suffolk Council - Suffolk Coastal Local Plan adopted September 2020 and the East Suffolk Council - Waveney Local Plan adopted March 2019.

1.7 Both Local Plans were subject to Habitats Regulations Assessment as part of their production. Where screening identified a likely significant effect, Appropriate Assessment was undertaken and the mitigation measures identified were incorporated within the Plans, resulting in conclusions that the plans will not lead to any adverse effects on Habitat sites within and in the vicinity of the (then) Suffolk Coastal and Waveney Districts. Both Appropriate Assessments identified recreational disturbance particularly from dog walkers as a significant effect. The Council has subsequently produced a Recreational Avoidance and Mitigation Strategy and requires payment towards mitigation from residential developments within 13km of the protected Habitat sites.

---

<sup>1</sup> C-323/17 – People over Wind, Peter Sweetman v Coillte Teoranta



## 2. Protected sites covered by this report

- 2.1 Sites included in this assessment are listed in Table 1. This includes all sites that are within 20km of East Suffolk. The locations of the sites are shown on maps in Appendix 2 and the Qualifying Features and Conservation Objectives of the sites are contained in Appendix 3, along with a summary of the pressures and threats as documented in the Appropriate Assessments for the Local Plans.

**Table 1: Relevant Habitat sites**

<b>Name</b>
Alde-Ore and Butley Estuaries SAC,
Alde-Ore Estuary SPA, Ramsar
Benacre to Easton Bavents SPA
Benacre to Easton Bavents Lagoons SAC
Breydon Water SPA, Ramsar
Broadland SPA, Ramsar
Deben Estuary SPA, Ramsar
Dew's Ponds SAC
Great Yarmouth North Denes SPA
Haisborough, Hammond and Winterton SAC
Minsmere to Walberswick Heaths & Marshes SAC
Minsmere – Walberswick SPA, Ramsar
Norfolk Valley Fens SAC
Outer Thames Estuary SPA
Orfordness – Shingle Street SAC
Sandlings SPA
Southern North Sea SAC
Staverton Park and The Thicks, Wantisden SAC
Stour and Orwell Estuaries SPA, Ramsar
The Broads SAC
Winterton-Horsey Dunes SAC

### 3. Custom and Self-Build Housing Supplementary Planning Document

- 3.1 This HRA report reviews the draft Custom and Self-Build Housing Supplementary Planning Document (SPD).
- 3.2 The draft Custom and Self-Build SPD provides information and advice to inform the consideration of planning applications that include custom and self-build housing. The guidance contained in the draft SPD will assist in the implementation of Local Plan and Neighbourhood Plan policies for East Suffolk. The SPD, when adopted, will be a material consideration in the determination of applications for planning permission. The SPD does not cover parts of East Suffolk that are within the Broads, for which the Broads Authority is the local planning authority.
- 3.3 The introduction to the SPD explains the policy context and purpose of the SPD, also included within this section is information about the Custom and Self-Build Register (national and local). This section is descriptive and has therefore not been included in the screening table in section 5 of this report. The SPD will also contain information on a number of case studies of custom and self-build housing good practice. Again, as this section is descriptive, it has not been included in the screening table in section 5 of this report.
- 3.4 Other chapters in the SPD provide detailed guidance on the different aspects of custom and self-build. These chapters cover a number of aspects and considerations, including: the definition of custom and self-build, Community Infrastructure Levy, affordable custom and self-build, design codes, plot passports, phasing, marketing, servicing, and neighborhood planning/ community led-housing.
- 3.5 The SPD also includes further guidance for those making planning applications and or/ securing planning permission, this guidance is contained in a number of appendices, alongside a glossary. These provide additional detail to support the main body of the SPD but do not in themselves introduce any new requirements and have therefore not been included in the screening table in section 5 of this report.

## 4. Other Plans and Projects

4.1 Regulation 105 of the Habitats Regulations requires consideration to be given to whether a Plan will have an effect either alone or in combination with other plans or projects.

4.2 As noted in the introduction, the other key plans are the Local Plans. The Local Plans set out the broad scale and distribution of development across the area of East Suffolk formerly covered by Suffolk Coastal District and Waveney District.

4.3 The draft Custom and Self-Build Supplementary Planning Document (SPD) adds specific detail to two policies within the Suffolk Coastal Local Plan and the Waveney Local Plan:

**Suffolk Coastal Local Plan:**

- SCLP5.9 (Self Build and Custom Build Housing)

**Waveney Local Plan**

- WLP8.3 (Self Build and Custom Build)

Other Local Plan policies such as SCLP5.4 (Housing in Clusters in the Countryside) and WLP8.7 (Small Scale Residential Development in the Countryside) also provide opportunities for custom or self-build housing.

4.4 A screening process considered each policy in the Suffolk Coastal and Waveney Local Plans and concluded whether significant effects were likely and if Appropriate Assessment was therefore needed. The Appropriate Assessments of the Suffolk Coastal and Waveney Local Plans considered the following themes:

- Recreation pressure,
- Air quality and traffic emissions,
- Biodiversity net gain,
- Urbanisation,
- Water quality, resources and treatment, and
- Flood risk and coastal erosion.

4.5 Mitigation measures were identified within the Appropriate Assessments and incorporated within both Local Plans, resulting in a conclusion that neither plan

would lead to any adverse effects on Habitat sites within and in the vicinity of the (then) Suffolk Coastal and Waveney Districts.

## 5. Assessment of likely significant effects of the Draft Custom and Self-Build Housing Supplementary Planning Document (SPD) on Habitat sites

- 5.1 Table 3 below considers each relevant section of the draft Custom and Self-Build Housing Supplementary Planning Document (SPD) in relation to whether there is potential for a likely significant effect on protected Habitat sites. This constitutes Stage 1 as set out under paragraph 1.4 above. Consideration is given to the characteristics and location of the protected sites. The relevant sections are considered within the context of the Local Plan policies from which they hang and which have themselves been subject to Habitats Regulations Assessment, as set out in section 4 above.

**Table 3: Likely significant effects of the Draft Custom and Self-Build Housing Supplementary Planning Document**

Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
What is Custom and Self-Build Housing?	This chapter set out the legislative background to custom and self-build housing and defines many of the terms associated with this type of development. The chapter clarifies the requirements for custom and self-build housing. The guidance contained here does not in itself promote new development beyond what is required by Local Plan policy and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No
Community Infrastructure Levy	This chapter clarifies the Community Infrastructure Levy (CIL) requirements associated with custom and self-build housing and explains that the CIL Regulations 2010 (as amended) provide for a CIL exemption for self-build housing.  The chapter provides further detail for those applying for a CIL self-build exemption. The guidance contained here does not in itself promote new	None	None	No

Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
	development beyond what is required by Local Plan policy and will therefore not lead to likely significant effects on Habitat Sites.			
Affordable Custom and Self-Build	<p>This chapter explains that custom and self-build housing proposals will be required to deliver a policy compliant affordable housing mix, as set out in policies SCLP5.10 (Affordable Housing on Residential Developments) and WLP8.2 (Affordable Housing), including the Government’s requirement for 25% of affordable housing to be First Homes. The chapter provides further, more detailed, guidance relating to the Council’s expectations when schemes trigger the affordable housing requirement.</p> <p>The guidance in this chapter does not in itself promote new development beyond what is required by Local Plan policy and will therefore not lead to likely significant effects on Habitat Sites.</p>	None	None	No
Design Codes	This chapter explains that the Council will require a design code to be agreed for developments that include 5 or more	None	None	No

Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
	<p>custom and self-build homes and provides more detailed advice for applicants who will need to comply with this requirement.</p> <p>The guidance in this chapter does not in itself promote new development beyond what is required by Local Plan policy and will therefore not lead to likely significant effects on Habitat Sites.</p>			
Plot Passports	<p>This chapter explains what plot passports are and what basic information should be provided within them, which includes:</p> <ul style="list-style-type: none"> <li>- Plot location,</li> <li>- Plot size and shape,</li> <li>- Any design and development parameters established in the design code (if any),</li> <li>- Likely ground conditions,</li> <li>- Location of servicing connection,</li> <li>- CIL exemption, and</li> <li>- Plot price.</li> </ul> <p>The guidance aims to support the preparation and consideration of</p>	None	None	No



Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
	applications, and does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.			
Phasing	<p>This chapter sets out the Council’s expectations regarding the phasing of the delivery of custom and self-build housing, including when a phasing plan will be required.</p> <p>The guidance aims to support the preparation and consideration of applications and does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.</p>	None	None	No
Marketing Strategy	This chapter sets out the Council’s expectations regarding the marketing of custom and self-build developments to ensure that those on the Council’s custom and self-build housing register area notified about the opportunity to purchase a custom and self-build plot.	None	None	No

Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
	The guidance aims to support applicants and does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.			
Serviced Plots	<p>This chapter explains the legislative requirements in relation to provision of serviced plots and clarifies that custom and self-build plots must be serviced for electricity, water, and waste water and have access to a public highway. It will also be expected that custom and self-build housing also be serviced for telecommunications.</p> <p>The guidance aims to support applicants and does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.</p>	None	None	No
Neighbourhood Planning/ Community Led-housing	This section will provide additional guidance as to how neighbourhood planning and community-led housing groups can best facilitate the delivery of custom and self-build housing.	None	None	No

<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
	The guidance in this chapter will not in itself promote new development beyond what is required by Local Plan policy and will therefore not lead to likely significant effects on Habitat Sites.			

## 6. Summary and conclusions

- 6.1 The draft Custom and Self-Build Housing Supplementary Planning Document (SPD) provides additional guidance to inform the determination of planning applications alongside the Waveney and Suffolk Coastal Local Plans. The draft Custom and Self-Build Housing SPD provides further guidance and advice concerning the delivery of custom and self-build housing in East Suffolk. The guidance contained in the draft SPD will assist in the implementation of Local Plan and Neighbourhood Plan policies for East Suffolk relating to custom and self-build housing. The SPD, when adopted, will be a material consideration in the determining of applications for planning permission.
- 6.2 Implementation of the Custom and Self-Build Housing Supplementary Planning Document will not lead to likely significant effects on protected Habitat sites.
- 6.3 Natural England were consulted on a draft of this Screening Statement as statutory nature conservation body and they agreed with the conclusions set out above. Their response can be found in Appendix 4.



Signed:

Dated: 22<sup>nd</sup> August 2023

Andrea McMillan  
Planning Policy and Delivery Manager  
East Suffolk Council

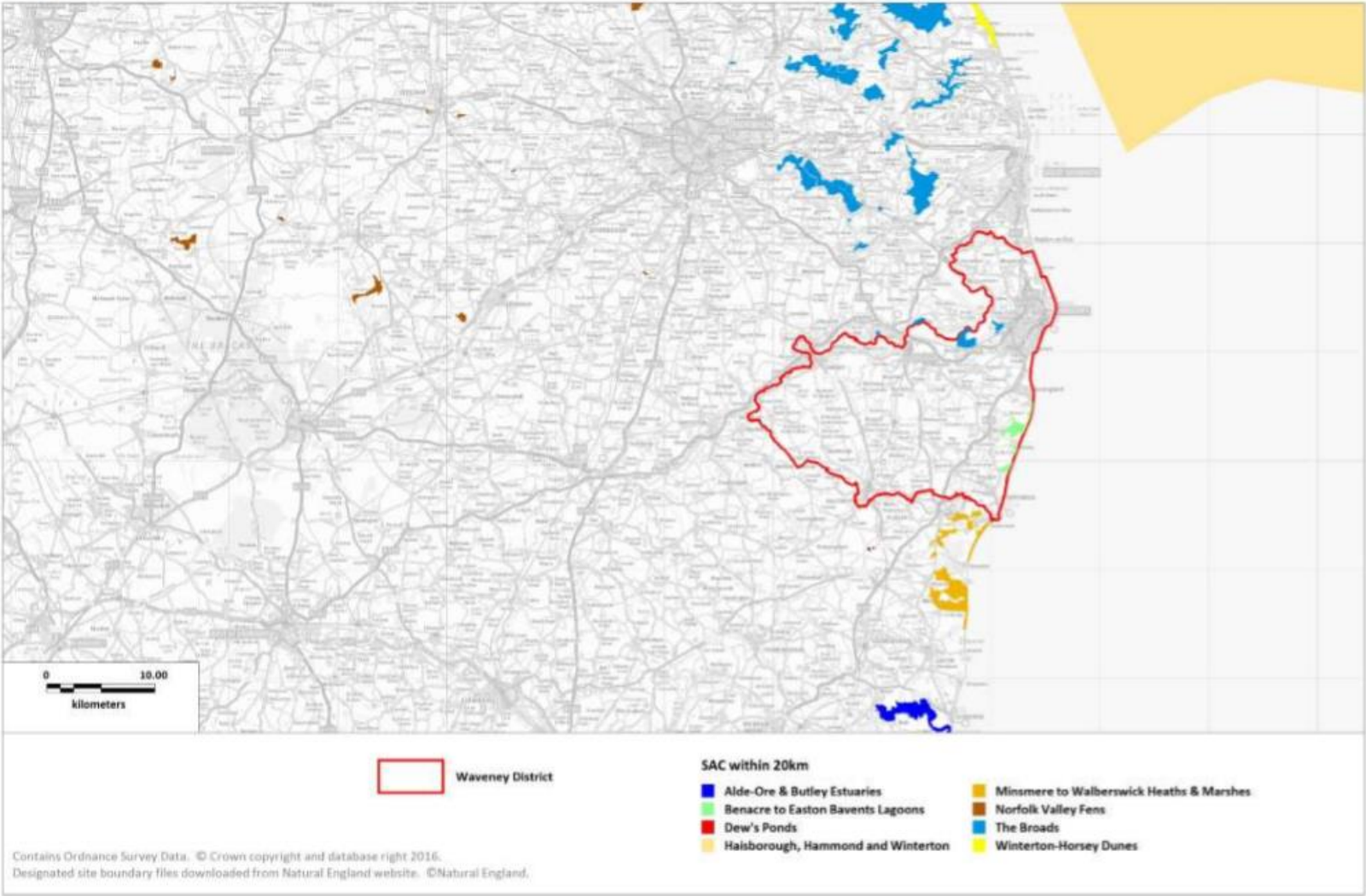
## Appendix 1: Sources of background information

- East Suffolk Council – Suffolk Coastal Local Plan (September 2020)
- East Suffolk Council – Waveney Local Plan (March 2019)
- Habitats Regulations Assessment for the Suffolk Coastal Local Plan at Final Draft Plan stage (incorporating Main Modifications) (May 2020)
- The Habitats Regulations Assessment of the Waveney Local Plan (December 2018)
- Habitats Regulations Assessment Recreational Disturbance Avoidance and Mitigation Strategy for Ipswich Borough, Babergh District, Mid Suffolk District and East Suffolk Councils (May 2019)

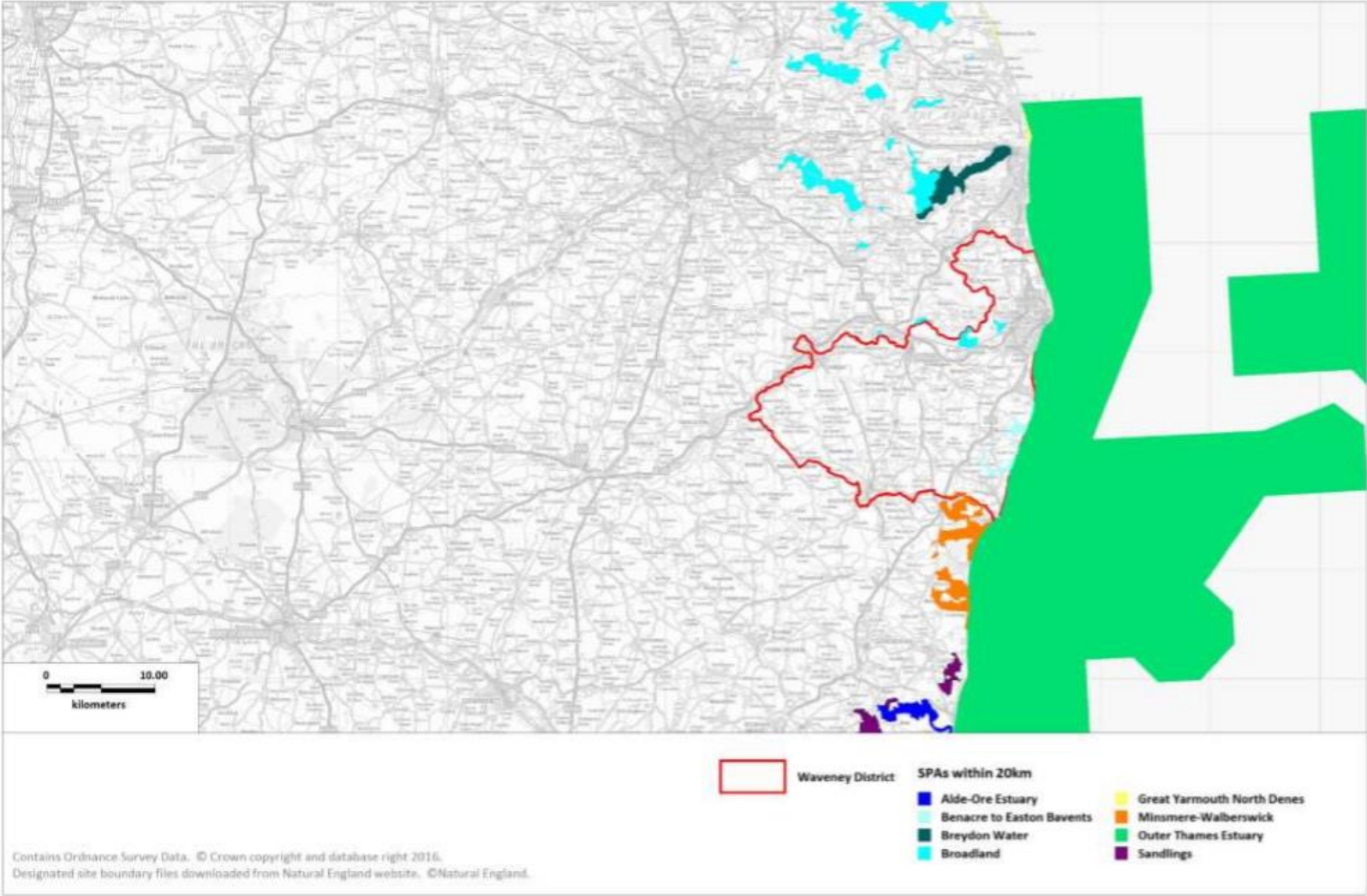
## Appendix 2: Locations of Habitat sites

Habitat sites within 20km of the East Suffolk Council-  
Waveney Local Plan Area

Map 1: SACs

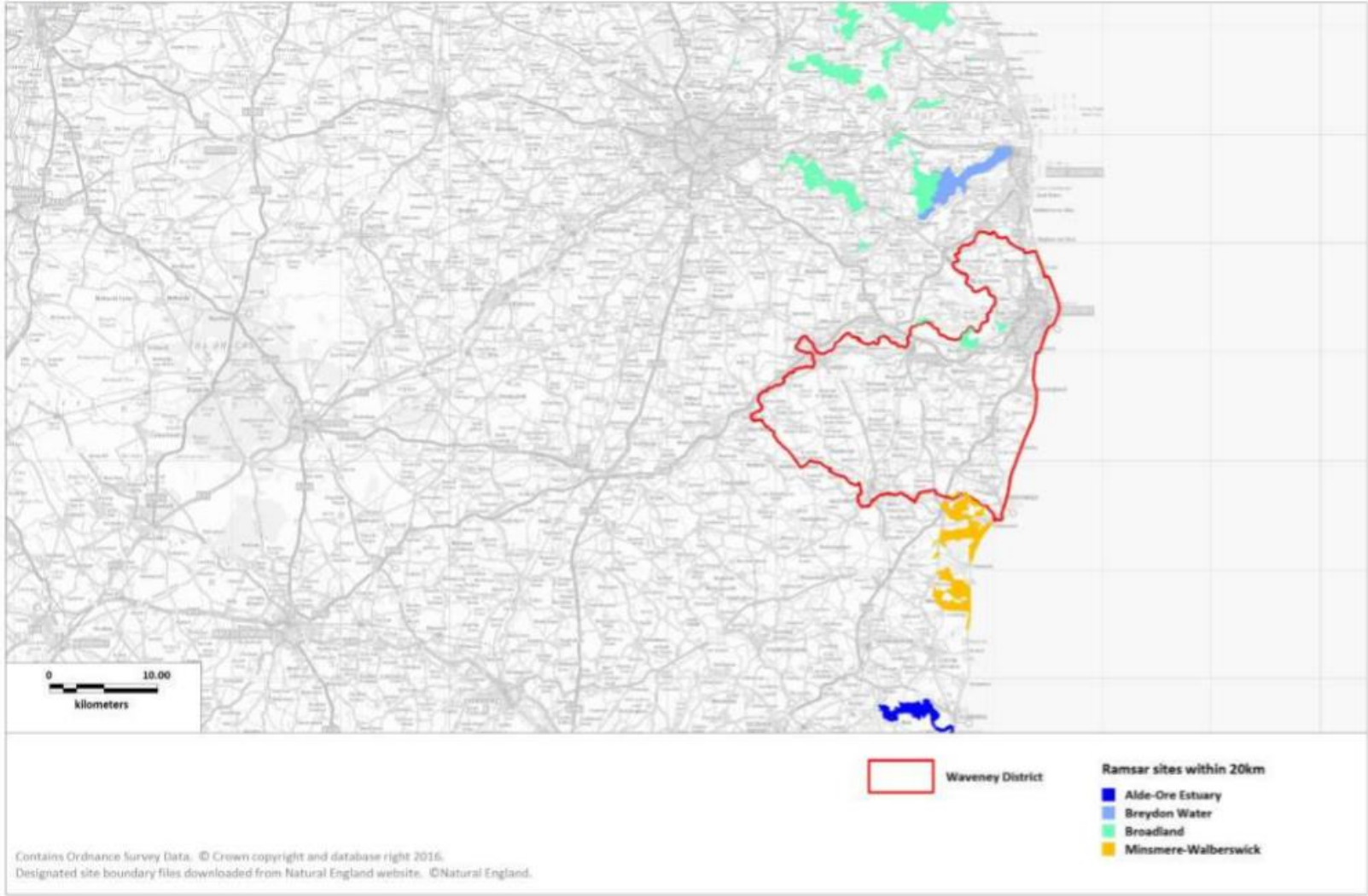


Map 2: SPAs



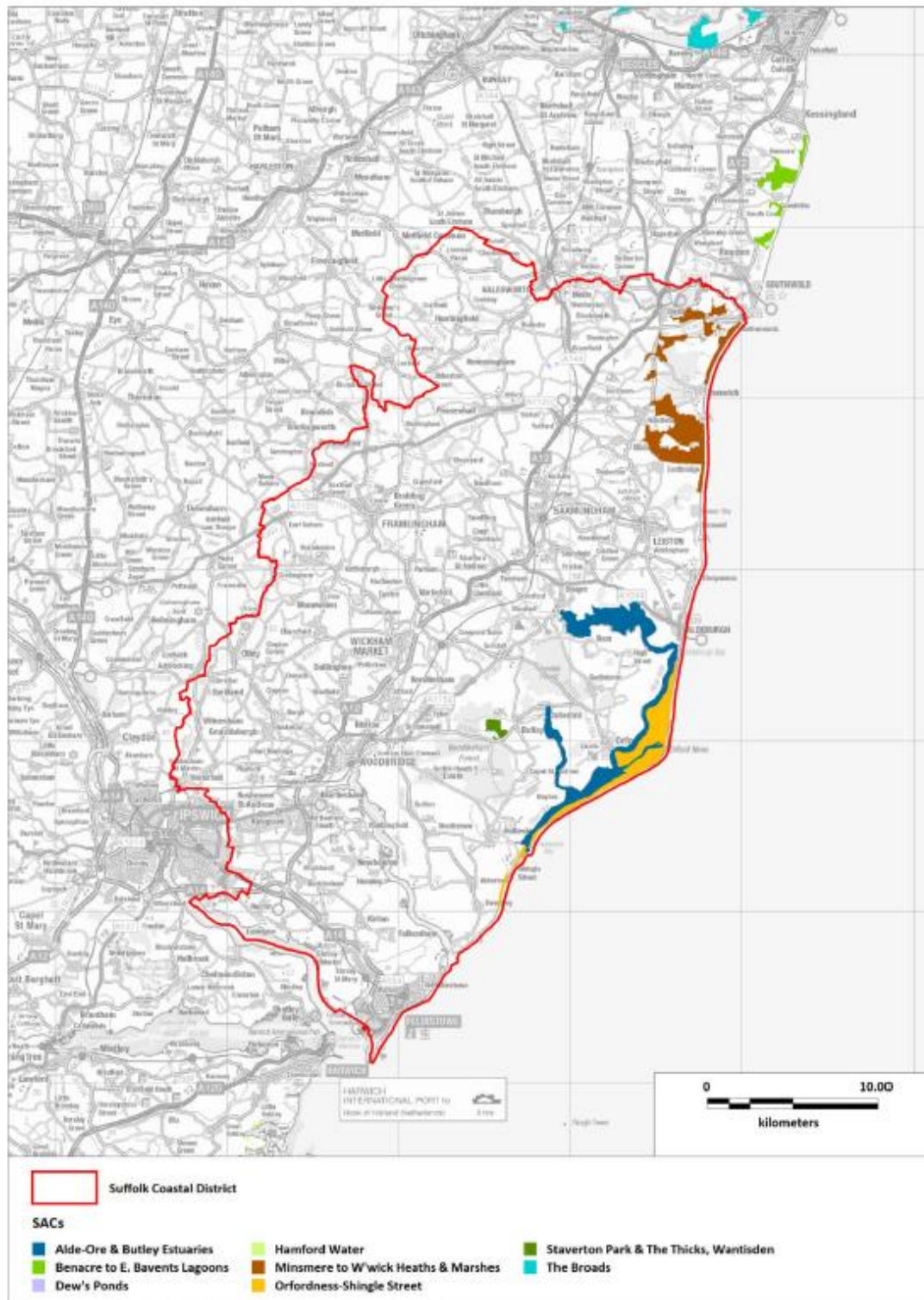


Map 3: Ramsar Sites



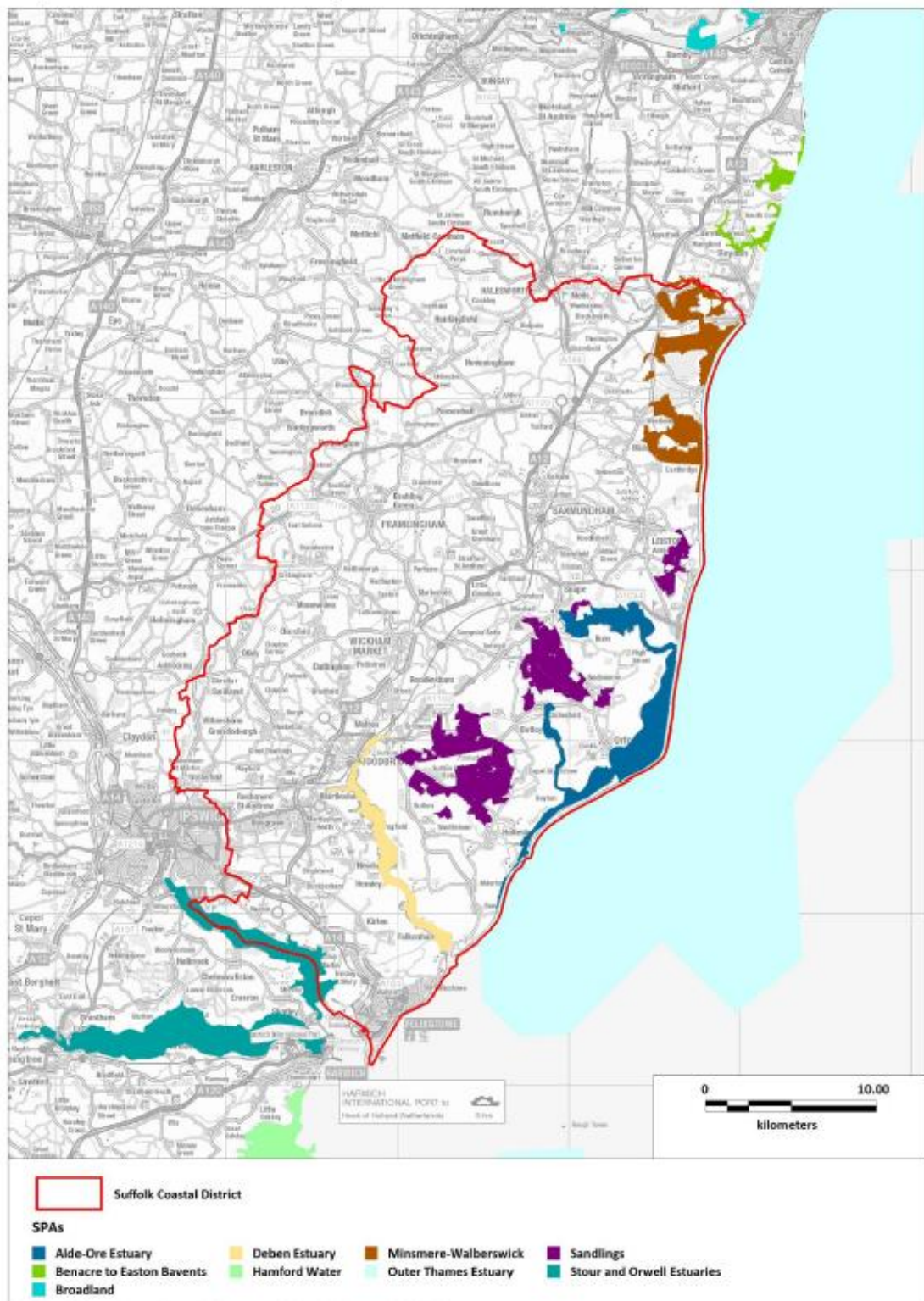
## Habitat sites within 20km of the East Suffolk Council- Suffolk Coastal Local Plan Area

Map 1: SAC sites where boundary within 20km of Suffolk Coastal District



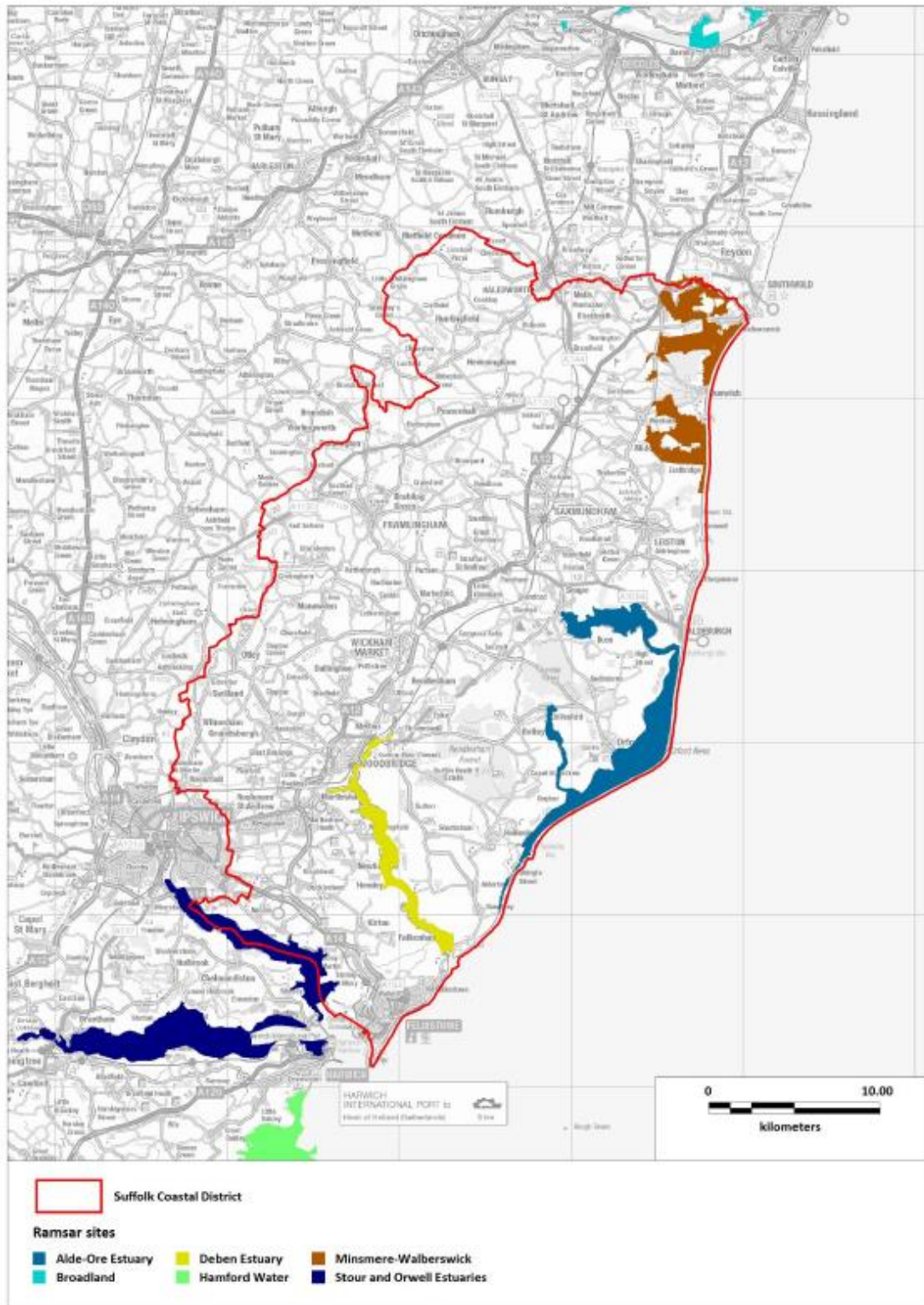
Contains Ordnance Survey Data. © Crown copyright and database right 2017.  
 Contains Natural England information © Natural England and Database Right. All rights Reserved.

**Map 2: SPA sites where boundary within 20km of Suffolk Coastal District**



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 Contains Natural England Information © Natural England and Database Right. All rights Reserved.

**Map 3: Ramsar sites where boundary within 20km of Suffolk Coastal District**



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 Contains Natural England Information © Natural England and Database Right. All rights Reserved.

### Appendix 3: Relevant Habitat sites

Name	Qualifying features	Conservation Objectives	Pressure and threats (as summarised in the Habitats Regulations Assessment for the Suffolk Coastal Local Plan at Final Draft Plan Stage (December 2018))
<b>Special Areas of Conservation</b>			
Alde-Ore and Butley Estuaries	H1130: Estuaries H1140: Mudflats and sandflats not covered by seawater at low tide; Intertidal mudflats and sandflats H1330: Atlantic salt meadows	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring: The extent and distribution of qualifying natural habitats; The structure and function (including typical species) of qualifying natural habitats; The supporting processes on which qualifying natural habitats rely.	Hydrological changes, public access/disturbance, inappropriate coastal management, coastal squeeze, inappropriate pest control, changes in species distributions, invasive species, air pollution, fisheries (commercial marine and estuarine) (Alde-Ore and Butley Estuaries SAC and Alde-Ore SPA)
Benacre to Easton Barents Lagoons	H1150# Coastal lagoons, A195(B) <i>Sterna albifrons</i> : Little tern A021(B) <i>Botaurus stellaris</i> : Great bittern A081(B) <i>Circus aeruginosus</i> : Eurasian marsh harrier	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats,	Public access/disturbance, water pollution, physical modification, changes in species distributions, fisheries (marine and estuarine).

		The structure and function (including typical species) of qualifying natural habitats, and, The supporting processes on which qualifying natural habitats rely.	
Dew's Ponds	S1166 Triturus cristatus: Great crested newt	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of the habitats of qualifying species, The structure and function of the habitats of qualifying species, The supporting processes on which the habitats of qualifying species rely, The populations of qualifying species, and, The distribution of qualifying species within the site.	None identified.
Haisborough, Hammond and Winterton	H1110 Sandbanks which are slightly covered by sea water all the time H1170 Reefs	The Conservation Objective for the Haisborough, Hammond and Winterton cSAC is to maintain the Annex I Sandbanks which are slightly covered by seawater all the time in Favourable Condition, and maintain or restore the Annex I reefs in Favourable Condition.	Feature location/extent/condition unknown, fisheries (commercial marine and estuarine)
Minsmere to Walberswick Heaths and Marshes	H4030 European dry heaths H1210 Annual vegetation of drift lines	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to	Coastal squeeze, public access/disturbance, changes in species distributions, invasive species,

	<p>H1220 Perennial vegetation of stony banks                  A052(B) <i>Anas crecca</i>: Eurasian teal                  A021(B) <i>Botaurus stellaris</i>: Great bittern                  A081(B) <i>Circus aeruginosus</i>: Eurasian marsh harrier                  A082(NB) <i>Circus cyaneus</i>: Hen harrier                  A224(B) <i>Caprimulgus europaeus</i>: European nightjar                  A056(B) <i>Anas clypeata</i>: Northern shoveler                  A056(NB) <i>Anas clypeata</i>: Northern shoveler                  A051(B) <i>Anas strepera</i>: Gadwall                  A051(NB) <i>Anas strepera</i>: Gadwall                  A132(B) <i>Recurvirostra avosetta</i>: Pied avocet                  A195(B) <i>Sterna albifrons</i>: Little tern                  A394(NB) <i>Anser albifrons albifrons</i>: Greater white-fronted goose</p>	<p>achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring;                  The extent and distribution of qualifying natural habitats and habitats,                  The structure and function (including typical species) of qualifying natural habitats, and,                  The supporting processes on which qualifying natural habitats rely.</p>	<p>inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)</p>
<p>Norfolk Valley Fens</p>	<p>H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i>                  S1014 <i>Vertigo angustior</i>: Narrow-mouthed whorl snail</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by</p>	<p>Inappropriate water levels, inappropriate scrub control, hydrological changes, water pollution, inappropriate cutting/mowing, water abstraction, undergrazing, overgrazing, invasive species, change in</p>



	<p>H6210# Semi-natural dry grasslands and scrubland facies: on calcareous substrates (Festuco-Brometalia)                  S1016 Vertigo moulinsiana: Desmoulin`s whorl snail                  H4030 European dry heaths                  H7230 Alkaline fens                  H6410 Molinia meadows on calcareous, peaty or clayey-silt-laden soils (Molinion caeruleae)                  H91E0# Alluvial forests with Alnus glutinosa and Fraxinus excelsior (AlnoPadion, Alnion incanae, Salicion albae)                  H4010 Northern Atlantic wet heaths with Erica tetralix</p>	<p>maintaining or restoring;                  The extent and distribution of qualifying natural habitats and habitats of qualifying Species;                  The structure and function (including typical species) of qualifying natural habitats;                  The structure and function of the habitats of qualifying species;                  The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely;                  The populations of qualifying species, and,                  The distribution of qualifying species within the site.</p>	<p>land management, changes in species distributions, air pollution.</p>
<p>Orfordness – Shingle Street</p>	<p>H1150: Coastal Lagoons                  H1210: Annual vegetation of drift lines                  H1220: Perennial vegetation of stony banks; Coastal shingle vegetation outside the reach of waves</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring:                  The extent and distribution of qualifying natural habitats;                  The structure and function (including typical species) of qualifying natural habitats; and                  The supporting processes on which qualifying natural habitats rely.</p>	<p>Not identified in Suffolk Coastal Final Draft Local Plan HRA.</p>

Southern North Sea	Harbour Porpoise ( <i>phocoena phocoena</i> )	To ensure that the integrity of the site is maintained and that it makes an appropriate contribution to maintaining Favourable Conservation Status (FCS) for harbour porpoise in UK waters.	N/A
Staverton Park and The Thicks, Wantisden	H9190: Old acidophilous oak woods with <i>Quercus robur</i> on sandy plains; Dry oak-dominated woodland.	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring: The extent and distribution of qualifying natural habitats; The structure and function (including typical species) of qualifying natural habitats; and The supporting processes on which qualifying natural habitats rely.	Woodland management, disease, atmospheric pollution.
The Broads	H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i> S1016 <i>Vertigo moulinsiana</i> : Desmoulin's whorl snail H7230 Alkaline fens H6410 <i>Molinia</i> meadows on calcareous, peaty or clayey-silt-laden soils ( <i>Molinia caerulea</i> ) H91E0# Alluvial forests with <i>Alnus glutinosa</i> and <i>Fraxinus excelsior</i>	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats and habitats of qualifying species, The structure and function (including typical species) of qualifying natural habitats,	Water pollution, climate change, invasive species, siltation, inappropriate water levels, hydrological changes, water abstraction, change in land management, inappropriate ditch management, inappropriate scrub control, changes in species distributions, public access/disturbance, undergrazing, drainage, direct impact from 3rd party

	(Alno-Padion, Alnion incanae, Salicion albae) H7140 Transition mires and quaking bogs H3140 Hard oligo-mesotrophic waters with benthic vegetation of Chara spp H3150 Natural eutrophic lakes with Magnopotamion or Hydrocharition-type vegetation S1355 Lutra lutra: Otter S1903 Liparis loeselii: Fen orchid S4056 Anisus vorticulus: Little ramshorn whirlpool snail	The structure and function of the habitats of qualifying species, The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely, The populations of qualifying species, and, The distribution of qualifying species within the site.	
Winterton - Horsey Dunes	H2110 Embryonic shifting dunes H2120 Shifting dunes along the shoreline with Ammophila arenaria ("white dunes") H2150# Atlantic decalcified fixed dunes (Calluno-Ulicetea) H2190 Humid dune slacks, A195(B) Sterna albifrons: Little Tern	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring: The extent and distribution of qualifying natural habitats; The structure and function (including typical species) of qualifying natural habitats; and The supporting processes on which qualifying natural habitats rely.	Inappropriate coastal management, coastal squeeze, public access/ disturbance, hydrological changes, inappropriate scrub control, inappropriate pest control, invasive species, undergrazing, air pollution.
<b>Special Protection Areas</b>			
Alde-Ore Estuary (also Ramsar site)	A081: Eurasian marsh harrier (breeding)	Ensure that the integrity of the site is maintained or restored as appropriate,	Hydrological changes, public access/disturbance, inappropriate coastal

	<p>A132: Pied avocet (non-breeding)                  A132: Pied avocet (breeding)                  A151: Ruff (non-breeding)                  A162: Common redshank (non-breeding)                  A183: Lesser black-backed gull (breeding)                  A191: Sandwich tern (breeding)                  A195: Little tern (breeding)</p>	<p>and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:                  The extent and distribution of the habitats of the qualifying features;                  The structure and function of the habitats of the qualifying features;                  The supporting processes on which the habitats of the qualifying features rely;                  The population of each of the qualifying features; and                  The distribution of the qualifying features within the site.</p>	<p>management, coastal squeeze, inappropriate pest control, changes in species distributions, invasive species, air pollution, fisheries (commercial marine and estuarine)                  (Alde-Ore and Butley Estuaries SAC and Alde-Ore SPA)</p>
<p>Benacre to Easton                  Bavents</p>	<p>H1150# Coastal lagoons,                  A195(B) <i>Sterna albifrons</i>: Little tern                  A021(B) <i>Botaurus stellaris</i>: Great bittern                  A081(B) <i>Circus aeruginosus</i>: Eurasian marsh harrier</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:                  The extent and distribution of the habitats of the qualifying features,                  The structure and function of the habitats of the qualifying features,                  The supporting processes on which the habitats of the qualifying features rely,                  The population of each of the qualifying features, and,                  The distribution of the qualifying features within the site.</p>	<p>Public access/disturbance, water pollution, physical modification, changes in species distributions, fisheries (marine and estuarine).</p>

<p>Breydon Water (also Ramsar Site)</p>	<p>Waterbird assemblage A037(NB)                  Cygnus columbianus bewickii:                  Bewick swan A132(NB)                  Recurvirostra avosetta: Pied avocet A140(NB) Pluvialis apricaria : European golden plover A142(NB) Vanellus vanellus: Northern lapwing A151(NB) Philomachus pugnax: Ruff A193(B) Sterna hirundo: Common tern</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring;                  The extent and distribution of the habitats of the qualifying features,                  The structure and function of the habitats of the qualifying features,                  The supporting processes on which the habitats of the qualifying features rely,                  The population of each of the qualifying features, and,                  The distribution of the qualifying features within the site.</p>	<p>Shooting/scaring, change in land management, public access/disturbance, hydrological changes, fisheries (marine and estuarine).</p>
<p>Broadlands (also Ramsar site)</p>	<p>H7210# Calcareous fens with Cladium mariscus and species of the Caricion davallianae                  S1016 Vertigo moulinsiana: Desmoulin`s whorl snail                  H7230 Alkaline fens                  H6410 Molinia meadows on calcareous, peaty or clayey-silt-laden soils (Molinion caeruleae)                  H91E0# Alluvial forests with Alnus glutinosa and Fraxinus excelsior (Alno-Padion, Alnion incanae, Salicion albae)                  H7140 Transition mires and quaking bogs</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring;                  The extent and distribution of qualifying natural habitats and habitats of qualifying species,                  The structure and function (including typical species) of qualifying natural habitats,                  The structure and function of the habitats of qualifying species,</p>	<p>Water pollution, climate change, invasive species, siltation, inappropriate water levels, hydrological changes, water abstraction, change in land management, inappropriate ditch management, inappropriate scrub control, changes in species distributions, public access/disturbance, undergrazing, drainage, direct impact from 3rd party</p>

	<p>H3140 Hard oligo-mesotrophic waters with benthic vegetation of Chara spp                  H3150 Natural eutrophic lakes with Magnopotamion or Hydrocharition-type vegetation                  S1355 Lutra lutra: Otter                  S1903 Liparis loeselii: Fen orchid                  S4056 Anisus vorticulus: Little ramshorn whirlpool snail</p>	<p>The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely,                  The populations of qualifying species, and,                  The distribution of qualifying species within the site.</p>	
<p>Deben Estuary (also Ramsar site)</p>	<p>A046a: Dark bellied brent goose (non-breeding)                  A132: Pied avocet (non-breeding)</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:                  The extent and distribution of the habitats of the qualifying features;                  The structure and function of the habitats of the qualifying features;                  The supporting processes on which the habitats of the qualifying features rely;                  The population of each of the qualifying features; and                  The distribution of the qualifying features within the site.</p>	<p>Coastal squeeze, disturbance to birds, water and air pollution.</p>
<p>Great Yarmouth North Denes</p>	<p>A195 Sterna albifrons; Little tern (Breeding)</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to</p>	<p>Inappropriate coastal management, coastal squeeze, public access/disturbance, hydrological changes, inappropriate scrub control, inappropriate</p>

		<p>achieving the aims of the Wild Birds Directive, by maintaining or restoring;                  The extent and distribution of the habitats of the qualifying features,                  The structure and function of the habitats of the qualifying features,                  The supporting processes on which the habitats of the qualifying features rely,                  The population of each of the qualifying features, and,                  The distribution of the qualifying features within the site.</p>	<p>pest control, invasive species, undergrazing, air pollution.</p>
Outer Thames Estuary	<p>A001: Red-throated Diver (Non-breeding)                  A195: Common Tern (Breeding)                  A193: Little Tern (Breeding)</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:                  The extent and distribution of the habitats of the qualifying features;                  The structure and function of the habitats of the qualifying features;                  The supporting processes on which the habitats of the qualifying features rely;                  The population of each of the qualifying features; and                  The distribution of the qualifying features within the site.</p>	<p>Not identified in Suffolk Coastal Final Draft Local Plan HRA. SIP identifies fisheries.</p>
Minsmere to Walberswick (also Ramsar site)	<p>H4030 European dry heaths                  H1210 Annual vegetation of drift lines</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to</p>	<p>Coastal squeeze, public access/disturbance, changes in species distributions, invasive species,</p>

	<p>H1220 Perennial vegetation of stony banks                  A052(B) <i>Anas crecca</i>: Eurasian teal                  A021(B) <i>Botaurus stellaris</i>: Great bittern                  A081(B) <i>Circus aeruginosus</i>: Eurasian marsh harrier                  A082(NB) <i>Circus cyaneus</i>: Hen harrier                  A224(B) <i>Caprimulgus europaeus</i>: European nightjar                  A056(B) <i>Anas clypeata</i>: Northern shoveler                  A056(NB) <i>Anas clypeata</i>: Northern shoveler                  A051(B) <i>Anas strepera</i>: Gadwall                  A051(NB) <i>Anas strepera</i>: Gadwall                  A132(B) <i>Recurvirostra avosetta</i>: Pied avocet                  A195(B) <i>Sterna albifrons</i>: Little tern                  A394(NB) <i>Anser albifrons albifrons</i>: Greater white-fronted goose</p>	<p>achieving the aims of the Wild Birds Directive, by maintaining or restoring;                  The extent and distribution of the habitats of the qualifying features,                  The structure and function of the habitats of the qualifying features,                  The supporting processes on which the habitats of the qualifying features rely,                  The population of each of the qualifying features, and,                  The distribution of the qualifying features within the site.</p>	<p>inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)</p>
<p>Outer Thames Estuary</p>	<p>A001 (W) <i>Gavia stellate</i> Red-throated Diver                  A195 (B) <i>Sterna hirundo</i> Common Tern</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring;</p>	<p>Not identified in Suffolk Coastal Final Draft Local Plan HRA. SIP identifies fisheries.</p>



	A193 (B) <i>Sternula albifrons</i> Little Tern	The extent and distribution of the habitats of the qualifying features, The structure and function of the habitats of the qualifying features, The supporting processes on which the habitats of the qualifying features rely, The population of each of the qualifying features, and, The distribution of the qualifying features within the site.	
Sandlings	A224: European nightjar (breeding) A246: Woodlark (breeding)	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring: The extent and distribution of the habitats of the qualifying features; The structure and function of the habitats of the qualifying features; The supporting processes on which the habitats of the qualifying features rely; The population of each of the qualifying features; and The distribution of the qualifying features within the site.	Changes in species distributions, inappropriate scrub control, deer, air pollution, public access/disturbance.
Stour and Orwell Estuaries (also Ramsar site)	A046a: Dark bellied brent goose (non-breeding) A054: Northern pintail (non-breeding) A132: Pied avocet (non-breeding)	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:	Coastal squeeze, disturbance to birds, air pollution and new development.

	A141: Grey plover (non-breeding) A143: Red knot (non-breeding) A149: Dunlin (non-breeding) A156: Black-tailed godwit (non-breeding) A162: Common redshank (non-breeding) Waterbird assemblage	The extent and distribution of the habitats of the qualifying features; The structure and function of the habitats of the qualifying features; The supporting processes on which the habitats of the qualifying features rely; The population of each of the qualifying features; and The distribution of the qualifying features within the site.	
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## Appendix 4: Natural England Consultation Response

Date: 27 July 2023  
Our ref: 439796  
Your ref: Custom & Self Build Housing SPD – SEA HRA Screening



Ms Laura Mundy  
Policy and Delivery  
East Suffolk Council  
Planning Team at Riverside  
4 Canning Road  
Lowestoft NR33 0EQ.

Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 8GJ

BY EMAIL ONLY - [REDACTED]

T 0300 060 3900

Dear Ms Mundy

### Custom and Self Build Housing Supplementary Planning Document – draft SEA and HRA Screening

Thank you for your consultation request on the above dated and received by Natural England on 23<sup>rd</sup> June 2023.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

#### Screening Request: Strategic Environmental Assessment

It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, that there are unlikely to be significant environmental effects from the proposed plan.

#### Natural England do not feel that an SEA is necessary.

We have checked our records and based on the information provided, we can confirm that in our view the proposals contained within the plan will not have significant effects on sensitive sites that Natural England has a statutory duty to protect.

We are not aware of significant populations of protected species which are likely to be affected by the policies / proposals within the plan. It remains the case, however, that the responsible authority should provide information supporting this screening decision, sufficient to assess whether protected species are likely to be affected.

Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SA/SEA is necessary.

Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA/SA screening stage, should the responsible authority seek our views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make.

For any new consultations, or to provide further information on this consultation please send your correspondences to [REDACTED]

Yours sincerely

Sharon Jenkins  
Operations Delivery  
Consultations Team  
Natural England

Habitats Regulations Assessment Screening Statement  
Custom and Self-Build Housing SPD– August 2023

Date: 15 August 2023  
Our ref: 439796  
Your ref: Custom & Self Build SPD – SEA HRA



Mr Anthony Taylor  
Senior Planner (Policy & Delivery)  
East Suffolk Council

Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 6GJ

BY EMAIL ONLY - [REDACTED]

T 0300 060 3900

Dear Mr Taylor

**Custom & Self Build Housing Supplementary Planning Document – HRA Screening and the requirement for an AA**

Thank you for your enquiry on the above dated and received by Natural England on 15<sup>th</sup> August 2023.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Natural England is a statutory consultee in Local and Neighbourhood planning and must be consulted on draft Local and Neighbourhood development plans and associated documents by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made.

**Natural England agrees with your Authority's conclusions of your HRA screening (that no AA is required).**

For any further consultations on your plan, please contact: [REDACTED]

Yours sincerely

Sharon Jenkins

Operations Delivery  
Consultations Team  
Natural England



<b>Committee</b>	Cabinet
<b>Date</b>	7 May 2024
<b>Subject</b>	Relocating Customer Services to Lowestoft Library
<b>Cabinet Member</b>	Cllr Paul Ashton Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR & Assets
<b>Report Author(s)</b>	Tom Darling-Fernley Customer Experience Development Manager <a href="mailto:tom.darling-fernley@eastsoffolk.gov.uk">tom.darling-fernley@eastsoffolk.gov.uk</a>
<b>Head of Service</b>	Sandra Lewis Head of Digital, Programme Management and Customer Services <a href="mailto:sandra.lewis@eastsoffolk.gov.uk">sandra.lewis@eastsoffolk.gov.uk</a>
<b>Director</b>	Kate Blakemore Strategic Director <a href="mailto:kate.blakemore@eastsoffolk.gov.uk">kate.blakemore@eastsoffolk.gov.uk</a>

Key Decision?	Yes
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
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## Purpose/Summary

The decision would support relocation of East Suffolk Council's front-facing reception and core contact centre from Marina Centre to Lowestoft Library. This is in direct response to the need to vacate the existing facility to enable the Cultural Quarter development, part of the Lowestoft Towns Deal.

This would secure the provision of a tangible front-facing service option in the town centre.

## Recommendation(s)

That Cabinet:

1. Approves the relocation of the council's public reception and core contact centre from Marina Centre to within part of Lowestoft Library.
2. Approves the council entering (a) a five-year lease with Suffolk County Council for the core contact centre space and (b) and a five-year licence to occupy with Suffolk's Libraries IPS Ltd for the public reception and back-office spaces.
3. Approves additional budget in the capital programme of £165,000 to support the relocation, and for this to be profiled across 2024-25 and 2025-26 as per paragraph 4.4.
4. Approves the use of Customer Services' existing revenue reserves to fund the addition to the capital programme.

## Strategic plan

How does this proposal support Our Direction 2028?

<b>Environmental Impact</b>	This proposal in itself has a neutral effect on the theme of environmental impact, we would re-use as much equipment as possible currently located in the Marina Centre.
<b>Sustainable Housing</b>	This proposal has a neutral effect on the theme of sustainable housing. Indirectly, housing officers will continue to have a town centre location from which to deliver responsive housing needs services.
<b>Tackling Inequalities</b>	Continuity of provision for front-facing services in Lowestoft is an explicit response to the town's particular issues of deprivation. Maintaining this facility in a central, reachable location is a key pillar of East Suffolk's strategic plan to ensure equality of access to public services, particularly those in vulnerable circumstances.
<b>Thriving Economy</b>	This proposal has a positive effect on the theme of a thriving economy by keeping our location in the town centre.
<b>Our Foundations / governance of the organisation</b>	Provision of easily accessible council services is a key component of our foundations.

## Justification for recommendations

### 1. Background

#### *Marina Centre*

- 1.1. The council's customer services team has operated out of the Marina Centre in Lowestoft town centre since 2009. This has remained part of a model for providing face-to-face support for residents and other customers, alongside regular presence at half a dozen libraries throughout the district.
- 1.2. The Marina Centre supports a customer reception, contact centre, and general office space for East Suffolk Council. It is owned jointly with Suffolk County Council, whose youth justice team occupies part of the building's north wing.
- 1.3. In October 2022 the customer reception at Marina Centre underwent a light refurbishment, in part to test ideas for how to configure an anticipated new location. Front-facing operations were relocated temporarily to Lowestoft Library at that time.

#### *Cultural Quarter project*

- 1.4. In June 2022, Cabinet approved the development and delivery of the Cultural Quarter, one of five projects in the wider £24.9mn Towns Deal. The Cultural Quarter will be a new leisure and culture destination in the heart of Lowestoft which will drive footfall and spend and support a transition from traditional retail.
- 1.5. As well as redevelopment of the former Battery Green car park, retail premises, and public realm creation and enhancement, the June 2022 approval included repurposing of the Marina Centre. It also delegated authority to the Strategic Director and the relevant Portfolio Holder to make change decisions and to facilitate and deliver the Cultural Quarter project.
- 1.6. The Cabinet paper detailed the following points:
  - 1.6.1. The Marina Centre's usage conflicted with the wider aspirations of the Cultural Quarter project, plus customer behaviour had changed after the Covid-19 pandemic. This suggested an opportunity for both a revised operational model with a smaller size building, as well as for new leisure-based development supporting Lowestoft's wider regeneration. This was informed through joint working with the then Head of Customer Experience, who'd provided a report 'Customer Services - Service Delivery Model and Public Access' in March 2021 to help inform the Business Case.
  - 1.6.2. Relocating Customer Services was to be considered as part of a wider project to determine the future need of the service and addressed in a separate business case. This would introduce an opportunity for a new community-based development that



would support the wider regeneration of Lowestoft and cluster uses in part of the town.

- 1.7. In October 2022 the customer reception at Marina Centre underwent a light refurbishment, in part to test ideas for how to configure an anticipated new location. Front-facing operations were relocated temporarily to Lowestoft Library at that time.
- 1.8. The project design team produced a range of development options for the Cultural Quarter, which were presented to the Project Sponsor Group in May 2023. The chosen option involved demolition of the Marina Centre's north wing, so that the scheme could create (a) more commercial and cultural space increasing the footfall and feasibility of the scheme; (b) line-of-sight between the town centre and the port through the project area; and (c) enhanced and increased public realm within the scheme area.
- 1.9. In July 2023, Corporate Leadership Team discussed the need to support the Cultural Quarter by vacating the Marina Centre. CLT opted to seek a way to continue a tangible customer-facing presence within Lowestoft town centre, working with the Portfolio Holder for Corporate Services. This recognised the town's particular deprivation issues and the need for focussed support to be available reliably and set parameters to identify a new location.
- 1.10. The planning application for the chosen Cultural Quarter delivery option will be determined by Planning Committee on 11 May 2024, with a proposed timeline that sets September 2024 for vacant possession of the whole Marina Centre for partial demolition.

## **2. Introduction**

- 2.1. To support and sustain a customer-facing presence inside Lowestoft, officers have identified a workable option to relocate East Suffolk's customer reception and core contact centre to Lowestoft Library. This follows exploration of alternative locations in the town centre, twin-tracked with work to better understand the nature of enquiries coming through our doors. The library option builds on a productive working relationship between East Suffolk Council and Suffolk Libraries (the charity running libraries on behalf of Suffolk County Council under a contract running between 2011 and 2025).
- 2.2. Moving quickly enough to support the Cultural Quarter sets a challenging time window. Funding for that project is time-bound, such that late commencement of enabling works could jeopardise its financial basis.

## **3. Proposal**

- 3.1. By taking on the space identified at Lowestoft Library, East Suffolk Council can secure a convenient, stable location for local front-facing services through to 2030. Compared to other available and explored options, the library site presents a commercially sustainable case for the council with a healthy balance between need and resource.

- 3.2. Suffolk Libraries are an enthusiastic third sector partner with an enabling attitude and a strong sense of community; they are keen to work in partnership with ESC. The site benefits from high recognition and fulfils the council’s remit for a town centre location. Communications by each organisation would publicise the relocation jointly.
- 3.3. Customer Services will be able to build on established working relationships with the Suffolk Libraries team, extending the partnership working model seen at other library sites in the district. As well as planning to bring opening hours closer together between the library and the council’s reception, different availability windows mean we can find innovative new ways to meet our visiting customers’ needs whenever the library is open and our reception is closed.
- 3.4. The adjacency between the core contact centre and the public reception allows Customer Services to sustain the operational flexibility seen at the Marina Centre, which allows staff members to be quickly redeployed between these roles to respond to fluctuating demand.

#### 4. Financial Implications

- 4.1. The Cultural Quarter budget contains no provision for the service relocation it necessitates; therefore, additional budget in the capital programme, through use of reserves, is needed to support this change.
- 4.2. Between 2019-20 and 2022-23 inclusive, the former Customer Experience service area realised a series of efficiencies, which are captured in a revenue reserve fund. These reserves are sufficient to fund the capital investment necessary for the relocation to Lowestoft Library. The total capital budget needed for relocation would be £165,000, which includes contingencies.
- 4.3. Over the medium-term financial strategy, the revenue costs of operating the service out of Lowestoft Library would be absorbed into annual revenue budgets. These costs can be absorbed by offsetting against the current operational costs of the Marina Centre, which will no longer be required once decommissioned.
- 4.4. This table summarises the absorbed financial effect:

	£	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Total
Revenue, absorbed into operating budgets		37,230	26,200	29,200	25,200	25,200	15,690	
Capital, funded from existing reserves		130,070	34,930					<b>165,000</b>

#### 5. Legal Implications

- 5.1. East Suffolk Council would enter (A) a five-year lease agreement with Suffolk County Council and (B) a five-year licence to occupy with Suffolk’s Libraries IPS Ltd.

5.2. The proposal is in support of and enables multi-partite commitments made under the Lowestoft Towns Deal.

## **6. Risk Implications**

### *Opportunities and leverage*

- 6.1. Partnership working – The location at Lowestoft Library lends itself to a natural confluence between the needs of different customer/resident groups. There is an opportunity to develop more substantial ties with Suffolk Libraries and other third sector actors in Lowestoft.
- 6.2. Innovation – We intend to use the new facility to continually re-assess our service operating model and exploit the modular fit-out approach to increase our service availability to residents and other customers.
- 6.3. Stronger town centre presence – Locating in Lowestoft Library will give all organisations chances to capitalise on adjacency and serendipitous ‘while you’re here’ transactions.

### *Threats and mitigations*

- 6.4. Budget – Components of the capital budget are subject to uncertainty in terms of both scope and materials prices. We intend to mitigate this threat by limiting physical intervention to a level that’s appropriate to our tenure within the building and using a modular fit-out approach to make the costs of any interim reconfiguration more predictable.
- 6.5. Schedule – This project is being planned for an extremely tight timeframe. Keeping the scope rational and appropriate to tenure will help with this. We also plan to provide our reception service from elsewhere in the library building for up to two months between vacating the Marina Centre and beginning permanent operations to allow for refurbishment to take place.
- 6.6. SCC services at Marina Centre – There is a risk that SCC’s services would not move from Marina Centre to 2 Canning Road before September 2024. While this presents an intermediate-severity threat captured in the risk profile for the Cultural Quarter project, this proposal assumes relocation to Lowestoft Library regardless.
- 6.7. Suffolk Libraries contract – Suffolk County Council will award a new operating contract in November 2024, to commence in June 2025. The existing operator, Suffolk’s Libraries IPS Ltd, will be bidding for this new contract. The new contract, the county council’s project lead, and the existing operator’s plans all assume a five-year presence in the Lowestoft Library building by East Suffolk Council.
- 6.8. Engagement – There is a risk that the library location is perceived as a sub-optimal solution or afterthought made in response to more publicised decisions around the Cultural Quarter. We are mitigating this through detailed team engagement and by using our modular fit-out approach to achieve a high-quality environment.

- 6.9. Footprint – It will be challenging to fit our operations into the library space. Taking a shared approach to back-of-house facilities and building on our operational experience in 2022 will help manage this, as will reducing the back-office footprint and consolidating some non-front-facing usages from Marina to Riverside.
- 6.10. Operational – The nature of the available space in the library building means that customer access will be shared between East Suffolk Council and Suffolk Libraries. Hours of operation will also be different. We are already managing this uncertainty through proactive tactical planning between respective management and supervisory teams.

## **7. Options**

### *Remaining in Marina Centre*

- 7.1. It would not be possible for Customer Services to remain in the current building whilst the approved development of the Cultural Quarter, including demolition works, takes place. This would also cause significant disruption to staff and customers. Delaying any relocation of the service would place an unacceptable risk on the deliverability of the Cultural Quarter.
- 7.2. Returning to the reconfigured building would still necessitate the costs and disruption of temporary relocation, as well as internal reconfiguration of the remaining south wing to customer services' operational needs, which may be suboptimal for the regenerated context.

### *Other town centre locations*

- 7.3. The team has considered, visited, and engaged in exploratory discussions about several alternative locations that would meet the town centre criterion. These have included the council's own 151 London Road North site, DWP's Rishton House complex, the former magistrates' court building, and the former Lowestoft hospital site, plus a series of high street retail options. While many were compelling options, each presented their own difficulties, whether through significant reconfiguration cost, difficult layouts, or higher rental costs.
- 7.4. Lowestoft Library offered a good balance of cost and opportunities by comparison. We also share space within other library locations across the district.

### *Withdrawing from Lowestoft town centre*

- 7.5. Options outside the clear town centre of Lowestoft were considered, including the council's own Riverside office complex in Kirkley. Moving away from the accessibility and amenity of the town centre wasn't deemed an acceptable outcome for residents needing the council's services and support.

## **8. Recommendations**

- 8.1. It is recommended that Cabinet:

- 8.1.1. Approves the relocation of the council's public reception and core contact centre from Marina Centre to within part of Lowestoft Library.
- 8.1.2. Approves the council entering (a) a five-year lease with Suffolk County Council for the core contact centre space and (b) and a five-year licence to occupy with Suffolk's Libraries IPS Ltd for the public reception and back-office spaces.
- 8.1.3. Approves the use of Customer Services' existing revenue reserves to fund a capital investment of £165,000 to support the relocation.

## **9. Reasons for Recommendations**

- 9.1. The recommendations are made because they secure a sustainable, medium-term future for face-to-face services in the district's largest town, in ways that build partnerships with other agencies and work towards a more developed solution in the long term. They support the council's strategic imperatives as well as its emerging service principles.

## **10. Conclusions/Next Steps**

- 10.1. As a result of the Cabinet decision taken from this report, the team will take the following steps:
  - 10.1.1. Begin planning public communications jointly with the Suffolk Libraries team to prepare people for the relocation.
  - 10.1.2. Finalise and agree the heads of terms for the lease between East Suffolk Council and Suffolk County Council, and agree a memorandum of understanding to support the licence to occupy between East Suffolk Council and Suffolk's Libraries IPS Ltd.
  - 10.1.3. Review quotations from tenderers and appoint contractors/suppliers for refurbishment works and modular fit-out.
  - 10.1.4. Continue to set in train operational planning and team engagement activities to support the relocation of the service.
  - 10.1.5. Ensure we have vacated the Marina Centre to allow for demolition works to begin in September 2024 including any contingency planning.

## Areas of consideration comments

### Section 151 Officer comments:

This proposal does require additional capital budget, which can be funded from a Customer Services earmarked reserve which has remained unused for a number of years. This report seeks approval of the additional budget and use of reserves in accordance with the Finance Procedure Rules.

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no additional comments.

### Equality, Diversity and Inclusion/EQIA:

No significant change is occasioned by the relocation to the council's EDI obligations and aspirations. See EQIA607405396.

### Safeguarding:

The proposal places our facility next to the youth library in the building, but not in a way that access needs to be shared. We will design our operations to avoid any non-essential access to this space. Beyond this, no particular change to the service's existing safeguarding controls is brought about by the relocation.

### Crime and Disorder:

No impact.

### Corporate Services implications:

*(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)*

Digital, legal, financial, procurement, HR and asset implications have been factored into the background development of this report

### Residents and Businesses consultation/consideration:

Please refer to the content of the report.

## Appendices:

None.

## Background reference papers:

Date	Type	Available From
Mar 2021	Report (Customer Services - Service Delivery Model and Public Access)	Paul Wood
7 Jun 2022	Report – Cabinet – Pt2 Key Decision (Lowestoft Town Investment Plan)	Paul Wood
19 April 2024	Equality Impact Analysis (EqIA) (EQIA607405396)	Tom Darling-Fernley



<b>Committee</b>	Cabinet
<b>Date</b>	07/05/2024
<b>Subject</b>	North Falls Offshore Wind Farm – Nationally Significant Infrastructure Project – Application for development consent under the 2008 Planning Act – East Suffolk Council’s position and delegation to enable full participation in the process
<b>Cabinet Member</b>	Councillor Tom Daly - Cabinet Member with responsibility for Energy & Climate Change
<b>Report Author(s)</b>	Isaac Stringer Assistant Planner – Energy Projects <a href="mailto:Isaac.stringer@eastsoffolk.gov.uk">Isaac.stringer@eastsoffolk.gov.uk</a> Grahame Stuteley Senior Planner – Energy Projects <a href="mailto:Grahame.stuteley@eastsoffolk.gov.uk">Grahame.stuteley@eastsoffolk.gov.uk</a>
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<b>Director</b>	Nick Khan Strategic Director <a href="mailto:Nick.khan@eastsoffolk.gov.uk">Nick.khan@eastsoffolk.gov.uk</a>
<b>Key Decision?</b>	No
<b>Is the report Open or Exempt?</b>	OPEN

## Purpose/Summary

East Suffolk Council (ESC) will be directly involved as a statutory consultee on a number of energy related Nationally Significant Infrastructure Projects (NSIPs). The examination process for applications when submitted to the Planning Inspectorate is very tight in terms of timescales for the submission of representations and responses, requiring the Council to have the ability to act very swiftly to enable our full engagement in the process and represent the views of the council and our communities. In discussions between the Cabinet Member and the officer team, it has been agreed that a practical way forward for a number of these schemes is to present a report for Cabinet's consideration and agreement in advance of the formal submission to the Planning Inspectorate. This enables the approach and authority for engagement throughout the whole process through to delivery of the project to be set out to enable the council's position to be put forward in the strongest possible terms.

This report therefore provides context surrounding ESC's required engagement with the North Falls offshore wind farm project which is anticipated to be submitted as an application for development consent to the Planning Inspectorate (PINS) this year. This report seeks approval from Cabinet to engage in the examination for the project which will include responding to adequacy of consultation, submission of a Relevant Representation, Written Representation, proactive engagement throughout the examination period, making and responding to representations submitted by the Applicant or Interested Parties, responding to requests made by the Examining Authority, attending hearings, together with other requirements on ESC that arise during and after the examination period. This will potentially include the negotiation and signing of any side agreements and all post consent activities.

## Recommendation(s)

That Cabinet:

1. Support the position to not object to the North Falls project with a radial connection to Essex providing the offshore turbines do not have a significant impact on the Essex and Suffolk Coast and Heaths National Landscape but to also continue to support offshore coordination which reduces/minimises the extent of onshore infrastructure.
2. Delegate powers to the Head of Nationally Significant Infrastructure Planning Projects, in consultation with the specific Cabinet Member(s), to act on behalf of the Council in all activities associated with the examination and post examination/consent phases of the project including the signing of any legal agreements/side agreements/memorandum of understandings.

## Strategic plan

How does this proposal support Our Direction 2028?

### Environmental Impact

The Council has committed to net zero by 2030 and will support decarbonising, electrifying and greening technologies to create energy across the district. The proposed NSIP is an offshore windfarm which is out of district having an onshore connection proposed either in the Tendring District, Essex, or offshore. The North Falls offshore wind farm project will contribute towards



	the Governments national carbon reduction targets, namely the connection of 50GW of offshore wind energy generation by 2030 and the achievement of net zero by 2050.
<b>Sustainable Housing</b>	No impact identified
<b>Tackling Inequalities</b>	Currently there is insufficient information to determine if the proposal impacts disproportionately on any groups in the district.
<b>Thriving Economy</b>	NSIPs can make a significant contribution to the local economy. This contribution comes mainly through job creation and spending associated with the influx of workers in the area during the construction period. There is no onshore infrastructure affecting East Suffolk proposed at present, however the Council will seek proportionate compensation to offset any residual seascape visual impacts incurred within the Suffolk and Essex Coast and Heaths National Landscape if appropriate, which would benefit the designation and its visitors.
<b>Our Foundations / governance of the organisation</b>	It is essential that the Council can respond in an agile way to the project, to enable the views and position of East Suffolk Council to be represented, therefore additional delegation is being sought. It is not considered feasible to provide timely responses and engage appropriately in the examination and post consent phase if decisions are required to go through Cabinet and comply with the current Cabinet timeframes.

## Justification for recommendations

### 1. Background

- 1.1. North Falls is a proposed extension to the existing 504MW Greater Gabbard Wind Farm in the North Sea and will cover an area of approximately 90km<sup>2</sup>. The project will consist of up to 71 additional turbines (with a height of 397m above sea level), offshore and onshore distribution infrastructure and various miscellaneous works associated with this. The project was initially planned to be 22km from the East Suffolk Coast, however, following consultation last year, the closest northern array of wind turbines has been removed from the project, resulting in this distance increasing to 42km to the remaining southern array. The overall seabed footprint for the project therefore reduced from 150km<sup>2</sup> to 90km<sup>2</sup>.
- 1.2. The scoping report submitted by the Applicant states that the visibility of the offshore and onshore infrastructure may alter the special qualities or key attributes that underpin designated landscapes (National Landscapes). The impacts on designated landscapes have therefore been scoped in for the Seascape Landscape Visual Impact Assessment (SLVIA) and will be assessed as part of the Environmental Impact Assessment (EIA).
- 1.3. The project gained an award for the right to develop the seabed in 2017, when the Crown Estate launched an opportunity for existing wind farms to apply for extensions, including the Greater Gabbard project. The extension has since been named the North Falls Offshore Wind Farm.

- 1.4. The application for development consent is expected to be submitted in July 2024. The Council is a statutory consultee in the process, giving us the opportunity to identify risks and issues that may arise from the project and impact upon the district and its communities. The Relevant Representation and Written Representation provides an opportunity for the Council to set out an assessment of the relevant environmental, social, and economic impacts of the project.
- 1.5. Whilst ESC is not the host authority of the proposed NSIP, we are a statutory consultee and so have a responsibility to respond to the relevant submissions to represent our view as the Local Authority.
- 1.6. The Council has previously engaged with the project by responding to the Scoping Report in August 2021, the Non-Statutory consultation in December 2021 and 2022, and the Statutory Consultation in July 2023. The responses are available to view on the Council's website ([North Falls Offshore Windfarm » East Suffolk Council](#)).
- 1.7. The primary concern was initially focussed on the project's anticipated seascape visual impact on the National Landscape, however following the removal of the northern array at a distance of only 22km from the East Suffolk coast, the seascape visual impact, as identified within the statutory consultation material, now falls outside of the 'medium magnitude' zone of impact assessed within the addendum to the Suffolk Seascape Study (White Consultants, June 2023). The Suffolk Seascape Sensitivity Study was updated using the proposed heights of the turbines at 400m+, and it was concluded that turbines over 400m should be located at a minimum of 40km from the coastline. This threshold was considered to limit the impact of turbines to below the medium magnitude.
- 1.8. ESC's seascape visual impact concerns have therefore significantly reduced, potentially resulting in no or very limited seascape visual impacts at all. However, we will continue to monitor this throughout the examination period and engage where necessary to support our position in relation to possible impacts on the seascape/tourism. Should a significant impact be identified, we will seek appropriate mitigation and if necessary, compensation.
- 1.9. ESC understands that the North Falls project may include alternative options for connection as part of their development consent application, an onshore radial connection in Tendring, Essex as well as potentially an offshore connection option linking into a Sea Link, a sub-sea transmission cable. The Council continues to be supportive of offshore connections and inter-project coordination options where this reduces and minimises the need for onshore infrastructure. Should an offshore connection option be proposed as part of the North Falls application, this will need to be carefully scrutinised to understand any consequential implications for transmission infrastructure and ensure that it is genuinely delivering a reduction in the extent of onshore works.

## **2. Introduction**

- 2.1. Members will be aware that there are a number of energy projects, either consented (Sizewell C, East Anglia One North, East Anglia Two, East Anglia Three), or proposed (Nautilus, LionLink – both interconnector schemes; and Sea Link – a Suffolk to Kent electricity network reinforcement project) as well as the North Falls and Five Estuaries offshore windfarm extensions, being considered/delivered either within or neighbouring East Suffolk. The Council has previously stated following the Motion to Full Council in September 2023 that the government should seek:

- To intervene to bring long-term stability and security for future plans for all off and onshore energy generation
  - To carry out a full cost-benefit analysis of options for connecting all electricity generation to users in the UK rather than the current piecemeal approach
- 2.2. The Council, as explained above, has responded to several documents at key stages leading up to the anticipated submission of the development consent application. Throughout these consultations ESC has raised the concerns previously outlined and will continue to do so where relevant.
- 2.3. The NSIP process has six stages: Pre-Application, Acceptance, Pre-Examination, Examination, Recommendation and Decision- there is also a six-week period after the decision whereby the decision may be judicially reviewed.
- 2.4. North Falls is currently in the pre-application stage, with its planned submission in July 2024. PINS then has 28 days to decide whether all the relevant documents have been submitted. The pre-examination stage follows which usually lasts three months. The examination then begins and lasts six months (unless otherwise agreed) which would be expected to end approximately May 2025 with an expected decision date of approximately December 2025.
- 2.5. Whilst the project is in the pre-examination stage, the workload is limited to preliminary meetings with the relevant parties to discuss procedural matters and timelines and the general progression of relevant documents.
- 2.6. Following pre-examination, which is expected to last around three months, the examination starts, and the workload significantly increases. The workload expands to preparing and attending meetings and hearings with developers and other parties when necessary, attending site visits, responding to new submissions made by the applicant, and writing representations on behalf of ESC.
- 2.7. The deadlines for responding to new submissions are extremely short and require a fast turnaround to meet the set timescales. It is considered impractical and not possible to bring forth each response to Cabinet for approval and meet the required deadlines therefore the proposed recommendation in this report includes the seeking of appropriate delegation.

### **3. Proposal**

- 3.1. To seek Cabinet's approval of the overall position on the North Falls project and to secure delegation to the Head of Nationally Significant Infrastructure Planning in consultation with the specific Cabinet Member (which is currently the Cabinet Member for Energy & Climate Change) to facilitate timely and effective engagement in the DCO consenting process. This will allow a streamlined service that allows the council to reflect the views of members whilst meeting the required deadlines.

### **4. Financial Implications**

- 4.1. The delegation would allow officers to collate and respond to requests from various parties in a timely manner without the need for additional approval from Cabinet. ESC will negotiate with the developer of the North Falls project to request the ability for officer time to be appropriately reclaimed.

### **5. Legal Implications**

- 5.1. There are limited legal implications as East Suffolk Council is not the decision maker in relation to the DCO. However, should the Council be responsible for any post consent discharges, these decisions can be subject to judicial review challenges.

## **6. Risk Implications**

- 6.1. The risk associated with approving a delegated process is minimal. The documents produced and responses sent will be subject to review by the Head of Nationally Significant Infrastructure Planning in consultation with the specific Cabinet Member which is essentially repeating the agile approach undertaken on all the previously consented schemes.
- 6.2. How the Council responds and represents the constituents is always subject to scrutiny by members of the public and Action Groups however, subject to effective screening from the aforementioned officers, the risk of errors occurring is minimal, and legal challenge is unlikely.

## **7. Options**

- 7.1. The alternative options available are for Cabinet to either amend or refuse the overall position on the project or the delegation sought.

## **8. ESC's Position on North Falls**

- 8.1. ESC understands that the North Falls project may include options for connection as part of their DCO application comprising an onshore radial connection in Tendring, Essex, as well as an offshore connection option linking into the sub-sea transmission cable of the Sea Link project.
- 8.2. Based on the material included within the statutory consultation, the removal of the northern turbine array which has resulted in the closest turbines moving from a distance of 22km from the coast to over 40km. The update to the Suffolk Seascape Sensitivity Study concluded that turbines over 400m located 40km and further from the coastline are likely to have an impact of below medium magnitude. It is therefore anticipated, based on the current proposals, that the impact on seascape from the turbines will be limited. ESC will however continue to monitor and engage as appropriate to support our position in relation to possible impacts on the seascape/tourism. Should a significant impact be identified, we will seek appropriate mitigation and if necessary, compensation. It is therefore proposed that the Council should not object to the project on the basis of the identified connection in Essex and an anticipated less than significant impact on seascape.
- 8.3. The Sea Link project is part of the network reinforcements proposed by National Grid Electricity Transmission (NGET) as part of the Great Grid Upgrade. The Offshore Coordination Support Scheme (OCSS) has awarded funding to the Sea Link, North Falls and Five Estuaries projects to explore the feasibility of coordination through an offshore connection. Following the outputs of the OCSS, National Grid Electricity System Operator (NGESO) commissioned a report to consider the additional network transmission needs should the coordination be feasible. This work has highlighted that in all scenarios a greater amount of onshore transmission infrastructure would be required in East Anglia. The electricity generation capacity required by North Falls, should a coordinated offshore connection be viable would remove a large proportion of Sea Link's transmission capacity, effectively reducing the amount of electricity which can be exported from East Suffolk.

This would be contrary to the need case for the cable connection, noting this is required to increase the transmission of energy out of the East Suffolk district from offshore generation to where it is needed.

8.4. As set out previously, the Council continues to be supportive of offshore connections and inter-project coordination options where this reduces and minimises the need for onshore infrastructure. If an offshore connection option is included within the North Falls development consent application the implications of this option will need to be fully and robustly considered to ensure that the proposed coordination genuinely delivers environmental and social benefits.

8.5. If coordination with another NSIP is proposed as part of the application, ESC would press with the promoters and the Planning Inspectorate to ensure the coordination of projects is examined through a single examining authority to enable the matters to be considered together.

## **9. Recommendations**

9.1. To support the position to not object to the North Falls project with a radial connection to Essex providing the offshore turbines do not have a significant impact on the Essex and Suffolk Coast and Heaths National Landscape but to also continue to support offshore coordination which reduces/minimises the extent of onshore infrastructure.

9.2. Delegate powers to the Head of Nationally Significant Infrastructure Planning, in consultation with the specific Cabinet Member(s), to act on behalf of the Council in all activities associated with the examination and post examination/consent phases of the project including the signing of any legal agreements/side agreements/memorandum of understandings.

## **10. Reasons for Recommendations**

10.1. ESC does not object to the North Falls project with a radial connection to Essex providing the offshore turbines do not have a significant impact on the National Landscape of the Suffolk Coast, although we are disappointed that a coordinated offshore connection with a multi-purpose interconnector has not been proposed which minimises the provision of onshore infrastructure. The Council continues to support coordinated offshore connections rather than radial connections should it be demonstrated that the option minimises and reduces the extent of onshore infrastructure and provides genuine environmental and social benefits.

10.2. Appropriate delegation is sought to allow for a streamlined process that allows ESC officers to respond to the set deadlines in a timely manner whilst also representing the views of members and residents in the NSIP determination process.

## **11. Conclusions/Next Steps**

11.1. Officers will engage fully during the examination and post decision phases of the NSIP process.

11.2. A scheme of delegation be created and signed in order to delegate powers to the Head of Nationally Significant Infrastructure Planning and specific Cabinet Member for Energy & Climate Change.

## Areas of consideration comments

### Section 151 Officer comments:

No additional comments

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no additional comments.

### Equality, Diversity and Inclusion/EQIA:

No additional comments

### Safeguarding:

No additional comments

### Crime and Disorder:

No additional comments

### Corporate Services implications:

*(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)*

No additional comments

### Residents and Businesses consultation/consideration:

No additional comments

## Appendices:

None

## Background reference papers:

Date	Type	Available From
None		



<b>Committee</b>	Cabinet
<b>Date</b>	07/05/2024
<b>Subject</b>	Five Estuaries Offshore Wind Farm – Nationally Significant Infrastructure Project – Application for development consent under the 2008 Planning Act – East Suffolk Council’s position and delegation to enable full participation in the process
<b>Cabinet Member</b>	Councillor Tom Daly - Cabinet Member with responsibility for Energy & Climate Change
<b>Report Author(s)</b>	Isaac Stringer Assistant Planner – Energy Projects <a href="mailto:Isaac.stringer@eastsoffolk.gov.uk">Isaac.stringer@eastsoffolk.gov.uk</a> Grahame Stuteley Senior Planner – Energy Projects <a href="mailto:Graham.stuteley@eastsoffolk.gov.uk">Graham.stuteley@eastsoffolk.gov.uk</a>
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<b>Director</b>	Nick Khan Strategic Director <a href="mailto:Nick.khan@eastsoffolk.gov.uk">Nick.khan@eastsoffolk.gov.uk</a>

Key Decision?	No
Is the report Open or Exempt?	OPEN

## Purpose/Summary

East Suffolk Council (ESC) will be directly involved as a statutory consultee on a number of energy related Nationally Significant Infrastructure Projects (NSIPs). The examination process for applications when submitted to the Planning Inspectorate is very tight in terms of timescales for the submission of representations and responses, requiring the Council to have the ability to act very swiftly to enable our full engagement in the process and represent the views of the council and our communities. In discussions between the Cabinet Member and the officer team, it has been agreed that a practical way forward for a number of these schemes is to present a report for Cabinet's consideration and agreement in advance of the formal submission to the Planning Inspectorate (PINS) (noted however that Five Estuaries recently submitted their application to PINS on 25<sup>th</sup> March 2024). This enables the approach and authority for engagement throughout the whole process through to delivery of the project to be set out to enable the council's position to be put forward in the strongest possible terms.

This report therefore provides context surrounding ESC's required engagement with the Five Estuaries offshore wind farm project which submitted an application for a Development Consent Order (DCO) to PINS on March 25<sup>th</sup> 2024. This report seeks approval from Cabinet engage in the examination for the project which will include responding to adequacy of consultation, the submission of a Local Impact Report (LIR) and Relevant Representation, proactive engagement throughout the examination period, making and responding to representations submitted by the Applicant or Interested Parties, responding to requests made by the Examining Authority, attending hearings, together with other requirements on ESC that arise during and after the examination period. This will potentially include the negotiation and signing of any side agreements and all post consent activities.

## Recommendation(s)

That Cabinet:

1. Support the position to not object to the Five Estuaries project with a radial connection to Essex, providing the offshore turbines do not have a significant impact on the Essex and Suffolk Coast and Heaths National Landscape but to also continue to support offshore coordination which reduces/minimises the extent of onshore infrastructure.
2. Continue to closely monitor and scrutinise the potential residual seascape visual impacts introduced on the National Landscape. Whilst the project has reduced the proposed maximum wind turbine height to less than 400m tall, the closest wind turbines remain at a distance of 37km offshore which will be visible from the designated landscape.
3. Delegate powers to the Head of Nationally Significant Infrastructure Planning Projects, in Consultation with the specific Cabinet Member(s), to act on behalf of the Council in all activities associated with the examination and post examination/consent phases of the project including the signing of any legal agreements/side agreements/memorandum of understandings.



## Strategic plan

### How does this proposal support Our Direction 2028?

<b>Environmental Impact</b>	<p>The Council has committed to net zero by 2030 and will support decarbonising, electrifying and greening technologies to create energy across the district. The proposed NSIP is an offshore windfarm which is primarily out of district having an onshore connection proposed in the Tendring District, Essex. However, there are some works that will be onshore in East Suffolk. There is proposed habitat compensation in Orford Ness for Lesser Black-backed Gulls which relates to the anticipated compensatory habitat associated with forecast impacts on existing gull populations associated with the Alde-Ore Estuary Special Protection Area (SPA). At a distance of 37km offshore, concerns remain that the wind turbines will introduce a residual seascape and landscape visual impact introduced on the National Landscape and surrounding areas. The Five Estuaries offshore wind farm project will contribute towards the Governments national carbon reduction targets, namely the connection of 50GW of offshore wind energy generation by 2030 and the achievement of net zero by 2050.</p>
<b>Sustainable Housing</b>	<p>No impact identified</p>
<b>Tackling Inequalities</b>	<p>Currently there is insufficient information to determine if the proposal impacts disproportionately on any groups in the district.</p>
<b>Thriving Economy</b>	<p>NSIPs can make a significant contribution to the local economy. This contribution comes mainly through job creation and spending associated with the influx of workers in the area during the construction period. The addendum to the Suffolk Seascape Study (White Consultants, June 2023) anticipates an 'above medium magnitude' impact on the seascape experienced by users and visitors of the Suffolk and Essex Coast and Heaths National Landscape. Even with turbines below 400m in height, at a distance of 37km offshore, visual impacts are anticipated. The Council will seek proportionate compensation to offset any residual impacts incurred if appropriate, which would benefit the National Landscape designation and its visitors.</p>
<b>Our Foundations / governance of the organisation</b>	<p>It is essential that the Council can respond in an agile way to the project, to enable the views and position of East Suffolk Council to be represented, therefore additional delegation is being sought. It is not considered feasible to provide timely responses and engage appropriately in the examination and post consent phase if decisions are required to go through Cabinet and comply with the current Cabinet timeframes.</p>

## Justification for recommendations

### 1. Background

- 1.1. Five Estuaries is a proposed extension to the existing 353MW Galloper Offshore Wind Farm located 27km off the Suffolk coast at its nearest point in the southern North Sea. The Five Estuaries extension would cover an area of 128km<sup>2</sup> and would be located approximately 37km offshore, with a grid connection point in Tendring, Essex. The project would comprise of up to 79 additional turbines (up to 395m above sea level) across two separate seabed areas. It also includes offshore and onshore distribution infrastructure, various miscellaneous works associated with this and relevant planning applications that may be necessary for habitat compensation amongst other matters.
- 1.2. The impacts on designated landscapes have been scoped in for the Seascope Landscape Visual Impact Assessment (SLVIA) and will be assessed as part of the Environmental Impact Assessment (EIA).
- 1.3. The project gained an award for the right to develop the seabed in 2017, when the Crown Estate launched an opportunity for existing wind farms to apply for extensions, including the Galloper project. The extension has since been named the Five Estuaries Offshore Wind Farm.
- 1.4. The application for development consent was submitted on 25<sup>th</sup> March 2024, the Secretary of State (SoS) must make a decision whether or not to accept the application for Examination by 22<sup>nd</sup> April 2024. The Council is a statutory consultee in the process, giving us the opportunity to identify risks and issues that may arise from the project and impact upon the district and its communities. The Relevant Representation, Written Representation and Local Impact Report (LIR) provides an opportunity for the Council to set out an assessment of the relevant environmental, social, and economic impacts of the project.
- 1.5. Whilst ESC is not the host authority of the proposed NSIP's onshore infrastructure, we are a statutory consultee and have a responsibility to respond to the relevant submissions to represent our view as the Local Authority.
- 1.6. The Council has previously engaged with the project by responding to the: Scoping Report in October 2021, Habitats and Regulation Assessment Screening Report in November 2021, non-statutory consultation in August 2022, statutory consultation in May 2023 as well as other items on an ad hoc basis up to January 2024. The responses are available to view on the Council's website [\(Five Estuaries Offshore Windfarm >> East Suffolk Council\)](#).
- 1.7. Our primary concern has been reflected in our responses to the pre-application consultations and relates to the seascope and visual impacts introduced on the Suffolk and Essex Coast and Heaths National Landscape that would occur from the further extension to the offshore infrastructure.
- 1.8. The existing Galloper wind turbines have a maximum tip height of 180.5m and are located approximately 27km offshore. The Five Estuaries extension wind turbines will be positioned behind the existing windfarm, noting these will be twice the height of the Galloper turbines. The Five Estuaries promoters claim that the new wind turbines are unlikely to be visible frequently due to the distance, weather conditions and curvature of the Earth. ESC disputes this claim based on the addendum to the Suffolk Seascope Study (White Consultants, June 2023) commissioned to assess the level of potential seascope visual impact introduced resulting from the Five Estuaries project. This concluded that the

project would result in an ‘above medium magnitude’ impact on the seascape as enjoyed from the National Landscape.

- 1.9. The Suffolk Seascape Sensitivity Study was updated using wind turbine heights of 400m+, and it was concluded that turbines over 400m should be located at a minimum of 40km from the coastline. This threshold was considered to limit the impact of turbines to below the medium magnitude.
- 1.10. This assessment found that the turbines would be visible less than 33% of the year due to the variables above. When they are visible however, the visual effects from within the National Landscape would be worse than the medium magnitude.
- 1.11. The Five Estuaries project is currently proposing wind turbines up to 395m in height at a distance of only 37km from the Suffolk Coast. Residual visual impacts are therefore likely, adding to the cumulative impacts from other existing and proposed wind farms on the seascape horizon.
- 1.12. The importance of the National Landscape, its special qualities and value have been stressed by ESC throughout our responses. The proposal has the potential to impact the statutory purpose of the designation from the project itself or cumulatively with the other existing or proposed energy infrastructure projects impacting ESC over the next decade.

## **2. Introduction**

- 2.1. Members will be aware that there are a number of energy projects, either consented (Sizewell C, East Anglia One North, East Anglia Two, East Anglia Three), or proposed (Nautilus, Lion Link – both interconnector schemes; and SeaLink – a Suffolk to Kent electricity network reinforcement project) as well as the North Falls and Five Estuaries offshore windfarm extensions, being considered/delivered either within or neighbouring East Suffolk. The Council has previously stated following the Motion to Full Council in September 2023 that the government should seek:
  - To intervene to bring long-term stability and security for future plans for all off and on-shore energy generation
  - To carry out a full cost-benefit analysis of options for connecting all electricity generation to users in the UK rather than the current piecemeal approach
- 2.2. The Council, as explained above, has responded to several documents at key stages leading up to the submission of the development consent application. Throughout these consultations ESC has raised the concerns previously outlined and will continue to do so where relevant.
- 2.3. The NSIP process has six stages: Pre-Application, Acceptance, Pre-Examination, Examination, Recommendation and Decision- there is also a six-week period after the decision whereby the decision may be judicially reviewed.
- 2.4. Five Estuaries is currently in the pre-examination stage. The DCO was submitted 25<sup>th</sup> March 2024, the Secretary of State (SoS) must make a decision whether or not to accept the application for Examination by 22<sup>nd</sup> April 2024. The pre-examination stage usually lasts three months and should end late July. The examination stage is expected to last six months which would last until late January 2025. The decision should then be issued by July 2025.
- 2.5. Whilst the project is in the pre-examination stage, the workload is limited to preliminary meetings with the relevant parties to discuss procedural matters and timelines and the general progression of relevant documents (including the LIR).

- 2.6. Following pre-examination, which is expected to last around three months, the examination starts, and the workload significantly increases. The workload expands to preparing and attending meetings and hearings with developers and other parties when necessary, attending site visits, responding to new submissions made by the applicant, and writing representations on behalf of ESC.
- 2.7. The deadlines for responding to new submissions are extremely short and require a fast turnaround to meet the set timescales. It is considered impractical and not possible to bring forth each response to Cabinet for approval and meet the required deadlines therefore the proposed recommendation in this report includes the seeking of appropriate delegation.

### **3. Proposal**

- 3.1. To seek Cabinet's approval of the overall position on the Five Estuaries project and to secure delegation to the Head of Nationally Significant Infrastructure Planning in consultation with the specific Cabinet Member (which is currently the Cabinet Member for Energy & Climate Change) to facilitate timely and effective engagement in the DCO consenting process. This will allow a streamlined service that allows ESC officers to reflect the views of Members and its constituents whilst meeting the required deadlines.

### **4. Financial Implications**

- 4.1. The delegation would allow officers to collate and respond to requests from various parties in a timely manner without the need for additional approval from Cabinet. A Planning Performance Agreement (PPA) is currently being finalised to offset officer time charge for engagement in the examination.

### **5. Legal Implications**

- 5.1. There are limited legal implications as East Suffolk Council is not the decision maker in relation to the DCO. However, should the Council be responsible for any post consent discharges, these decisions can be subject to judicial review challenges.

### **6. Risk Implications**

- 6.1. The risk associated with approving a delegated process is minimal. The documents produced and responses sent will be subject to review by the Head of Nationally Significant Infrastructure Planning in consultation with the specific Cabinet Member which is essentially repeating the agile approach undertaken on all the previously consented schemes.
- 6.2. How the Council responds and represents the constituents is always subject to scrutiny by members of the public and Action Groups, however, subject to effective screening from the aforementioned officers, the risk of errors occurring is minimal, and legal challenge is unlikely.

### **7. Options**

- 7.1. The alternative options available are for Cabinet to either amend or refuse the overall position on the project or the delegation sought.

### **8. ESC's Position on Five Estuaries**

- 8.1. ESC will continue to support the position to not object to the Five Estuaries project with a radial connection to Essex, providing the offshore turbines do not have a significant impact on the Essex and Suffolk Coast and Heaths National Landscape but to also continue to support offshore coordination which reduces/minimises the extent of onshore infrastructure.
- 8.2. To continue to closely monitor and scrutinise the potential residual seascape visual impacts introduced on the National Landscape. Whilst the project has reduced the proposed maximum wind turbine height to less than 400m tall, the closest wind turbines remain at a distance of 37km offshore which will be visible from the designated landscape. We will be seeking appropriate compensation to offset any residual seascape visual impacts introduced on the National Landscape.
- 8.3. ESC will continue to work with the Applicant on Lesser Black-backed Gull compensation measures at Orford Ness in order to avoid, minimise and mitigate any associated impacts.
- 8.4. ESC understands that the Five Estuaries project is not currently seeking an offshore connection option (in the same way that the North Falls project is) as part of their DCO application. However, to clarify ESC's position we are very supportive of offshore connections and inter-project coordination options where this reduces the need for onshore infrastructure. However, we are not supportive of such options where the net result would be a greater proportion of onshore infrastructure than the status quo of an uncoordinated approach. Such an approach is counterintuitive and not supported.
- 8.5. The Sea Link project is part of the network reinforcements proposed by National Grid Electricity Transmission (NGET) as part of the Great Grid Upgrade. The Offshore Coordination Support Scheme (OCSS) has awarded funding to the Sea Link, North Falls and Five Estuaries projects to explore the feasibility of coordination through an offshore connection. Following the outputs of the OCSS, National Grid Electricity System Operator (NGESO) commissioned a report to consider the additional network transmission needs should the coordination be feasible. This work has highlighted that in all scenarios, a greater amount of onshore transmission infrastructure would be required in East Anglia. The electricity generation capacity required by Five Estuaries, should a coordinated offshore connection be viable, would also remove a large proportion of Sea Link's transmission capacity, effectively reducing the amount of electricity which can be exported from East Suffolk. This would be contrary to the need case for the cable connection, noting this is required to increase the transmission of energy out of the East Suffolk district from offshore generation to where it is needed.
- 8.6. As set out previously, the Council continues to be supportive of offshore connections and inter-project coordination options where this reduces and minimises the need for onshore infrastructure. If an offshore connection option were to become included within the Five Estuaries development consent application the implications of this option will need to be fully and robustly considered to ensure that the proposed coordination genuinely delivers environmental and social benefits.
- 8.7. If coordination with another NSIP is proposed as part of the application, ESC would press with the promoters and the Planning Inspectorate to ensure the coordination of projects is examined through a single examining authority to enable the matters to be considered together.

## **9. Recommendations**

- 9.1. To support the position to not object to the Five Estuaries project with a radial connection to Essex, providing the offshore turbines do not have a significant impact on the Essex and Suffolk Coast and Heaths National Landscape but to also continue to support offshore coordination which reduces/minimises the extent of onshore infrastructure.
- 9.2. To continue to closely monitor and scrutinise the potential residual seascape visual impacts introduced on the National Landscape. Whilst the project has reduced the proposed maximum wind turbine height to less than 400m tall, the closest wind turbines remain at a distance of 37km offshore which will be visible from the designated landscape.
- 9.3. Delegate powers to the Head of Nationally Significant Infrastructure Planning, in Consultation with the specific Cabinet Member(s), to act on behalf of the Council in all activities associated with the examination and post examination/consent phases of the project including the signing of any legal agreements/side agreements/memorandum of understandings.

## 10. **Reasons for Recommendations**

- 10.1. ESC does not object to the Five Estuaries project with a radial connection to Essex providing the offshore turbines do not have a significant impact on the National Landscape of the Suffolk Coast, although we are disappointed that a coordinated offshore connection with a multi-purpose interconnector has not been proposed which minimises the provision of onshore infrastructure. The Council continues to support coordinated offshore connections rather than radial connections should it be demonstrated that the option minimises and reduces the extent of onshore infrastructure and provides genuine environmental and social benefits.
- 10.2. The Five Estuaries project would comprise of up to 79 additional turbines (up to 395m above sea level) across two separate seabed areas, being only 37km off the Suffolk Coast at its closest point. ESC commissioned an addendum to the Suffolk Seascape Study (White Consultants, June 2023) originally produced for the SPR EA1N and EA2 projects, this addendum assessed the level of potential seascape visual impact introduced resulting from the Five Estuaries project. This concluded that the project would result in an 'above medium magnitude' impact on the seascape when viewed from the National Landscape.
- 10.3. The Suffolk Seascape Sensitivity Study was updated using turbine heights of 400m+, and it was concluded that turbines over 400m should be located at a minimum of 40km from the coastline. This threshold would limit the seascape visual impact to below the medium magnitude. This assessment found that the turbines would be visible less than 33% of the year due to the variables above. When they are visible however, the visual effects from within the National Landscape would be worse than the medium magnitude if turbines over 400m were used.
- 10.4. The Five Estuaries project is currently proposing wind turbines up to 395m in height at a distance of only 37km from the Suffolk Coast. As the nearest wind turbines remain within 40km of the Suffolk Coast having a maximum height potentially only 5m below 400m as assessed in the addendum study, residual visual impacts are therefore likely. This is especially concerning given the cumulative impacts from other existing and proposed wind farms on the seascape horizon when viewed from the National Landscape.
- 10.5. The importance of the National Landscape, its special qualities and value have been stressed by ESC throughout our responses. The proposal has the potential to impact the

statutory purpose of the designation from the project itself or cumulatively with the other existing or proposed energy infrastructure projects impacting ESC over the next decade.

- 10.6. Additionally, should the Five Estuaries project seek an offshore connection (rather than a radial connection to Essex), this would potentially link up to a subsea cable which is due to connect within East Suffolk. In such a scenario, coordination of this kind is likely to result in a need for additional transmission infrastructure within East Suffolk which would not be supported.
- 10.7. Appropriate delegation is sought to allow for a streamlined process that allows ESC officers to respond to the set deadlines in a timely manner whilst also representing the views of members and residents in the NSIP determination process.

## **11. Conclusions/Next Steps**

- 11.1. Officers will engage fully during the examination and post decision phases of the NSIP process.
- 11.2. A scheme of delegation be created and signed in order to delegate powers to the Head of Nationally Significant Infrastructure Planning and specific Cabinet Member for Energy & Climate Change.

## Areas of consideration comments

### Section 151 Officer comments:

No additional comments

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no additional comments.

### Equality, Diversity and Inclusion/EQIA:

No additional comments

### Safeguarding:

No additional comments

### Crime and Disorder:

No additional comments

### Corporate Services implications:

*(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)*

No additional comments

### Residents and Businesses consultation/consideration:

No additional comments

## Appendices:

None

## Background reference papers:

None





<b>Committee</b>	Cabinet
<b>Date</b>	07/05/2024
<b>Subject</b>	Resilience and Emergency Response Fund
<b>Cabinet Member</b>	Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money
<b>Report Author and Director</b>	Kate Blakemore Strategic Director <a href="mailto:kate.blakemore@eastsoffolk.gov.uk">kate.blakemore@eastsoffolk.gov.uk</a>
<b>Supporting Head of Service</b>	Lorraine Rogers Chief Finance Officer & Section 151 Officer <a href="mailto:Lorraine.rogers@eastsoffolk.gov.uk">Lorraine.rogers@eastsoffolk.gov.uk</a>

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
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## Purpose/Summary

Storm BABET caused widespread flooding and disruption to East Suffolk between Friday 20 October and Sunday 22 October 2023. In response to this incident a Resilience Reserve of £500,000 was established at budget Council on the 21 February 2024.

This report presents the terms of reference outlining how this reserve will be used, to be renamed as the Resilience and Emergency Response Fund.

## Recommendation(s)

That Cabinet:

1. Approves the terms of reference for the Resilience and Emergency Response Fund outlined in Appendix A.
2. Approves the appointment of a new 'Coordinator/Convenor' role and the associated supplementary budget requirement totalling £96,713 for an initial two years starting in 2024/25, to provide a communication, coordinating and enabling role for residents and communities, acting as a point of contact for residents to support them prior to, during and after a climate related emergency.

## Strategic plan

How does this proposal support Our Direction 2028?

<b>Environmental Impact</b>	Climate change is causing a shift in the planet's weather patterns and average temperatures. In the UK the rising global temperature is causing warmer and wetter winters, hotter and drier summers and more frequent and intense weather extremes. This report outlines how the Council intends to better support its residents and communities from the effects of climate related emergencies.
<b>Sustainable Housing</b>	No direct impact.
<b>Tackling Inequalities</b>	No direct impact.
<b>Thriving Economy</b>	No direct impact.
<b>Our Foundations / governance of the organisation</b>	Establishing terms of reference for this Resilience and Emergency Response Fund will ensure that it is used as intended, in an open and transparent way.

## Justification for recommendations

### 1. Background

- 1.1 Climate change is causing a shift in the planet's weather patterns and average temperatures. In the UK the rising global temperature is causing warmer and wetter winters, hotter and drier summers, and more frequent and intense weather extremes. These extreme weather events include, but are not limited to, coastal and tidal flooding, from rising sea levels, and fluvial (river) and pluvial (surface water) flooding from prolonged rainfall in the winter and intense storms leading to flash flooding in the summer.
- 1.2 Storm BABET caused widespread flooding and disruption to East Suffolk between Friday 20 October and Sunday 22 October 2023. The storm brought approximately 80mm of rainfall over large areas of the county; more than a month's worth of average October rainfall in just 24 hours.
- 1.3 Flood impacts were widespread across Suffolk, from Haverhill in the West to Halesworth and Wrentham in the East, with over 850 properties internally flooded from rivers (fluvial) and surface water (pluvial). The majority of flooded properties were in Framlingham (East Suffolk) and Debenham (Mid Suffolk). Anglian Water's Whitton water treatment site was badly flooded resulting in more than 3,000 properties across Ipswich having no water for approximately 24 hours. Many roads, including the A12, A11 and A140 on the strategic network, were impassable and Network Rail suspended services across many Anglia routes. 320 properties in East Suffolk were directly impacted by this storm.
- 1.4 During this incident Officers and Members worked hard to support our residents and communities that were directly affected, supporting the wider work of the Joint Emergency Planning Unit (JEPU) of which we are a part, whilst on the ground supporting our affected residents by:
  - Establishing East Suffolk Flood Recovery Group from the outset, chaired by the Chief Executive and attended by senior officers from Council, JEPU and East Suffolk Services Limited (ESSL).
  - Providing a physical presence of Housing Needs/Customer Services Officers in Framlingham and Wickham Market for the first few days immediately following the event to deal with general queries/housing queries/help to replace damaged goods.
  - Providing skips through ESSL to enable the clean-up of households – removal and disposal of damaged goods - 40 tonnes collected and 100+ white goods.
  - Undertook the clean-up of the highway and streets through ESSL – sweeping roads and pavements. Passing information to Suffolk County Council so it could carry out gully sucking.

## **2. Introduction**

- 2.1 Due to climate change these types of incidents are sadly going to increase. Whilst there is much in place already to support residents, such as grants under the flood recovery framework to assist with initial recovery costs, with households and businesses potentially being eligible for 100% discount to council tax/business rates for a minimum of 3 months, a gap was identified in being able to support the immediate needs of our residents and communities when such incidents occur.
- 2.2 For example, the decision to provide skips to affected areas to support residents with the removal of water damaged materials was clearly needed, but no immediate budget was available.
- 2.3 Members therefore subsequently approved a Resilience Reserve in the Budget to Council on the 21 February 2024, to be used in response to future climate related emergencies that directly affect the residents and communities of East Suffolk.

## **3. Proposal**

- 3.1 To ensure full transparency in terms of how this Resilience Reserve will be managed, terms of reference have since been developed, with the reserve being renamed to the Resilience and Emergency Response Fund.
- 3.2 These terms of reference outline the scope of this reserve and includes examples of how this funding could be used.
- 3.3 The overall intention of this Resilience and Emergency Response Fund is:
  - To provide short-term financial support to communities, working with and through Parish and Town Councils, with immediate recovery activities after a climate related emergency event.
  - To provide the Council with the ability to be flexible and responsive to cover any additional costs, within reason, that the Council incurs immediately after an emergency event.
- 3.4 For the full Terms of Reference please refer to Appendix A.
- 3.5 The real benefit of this Fund will be the Council's ability to act quickly in an emergency situation, having immediate access to this this Fund will bring significant benefits for our residents at a time of need.
- 3.6 In addition to this Reserve, it has also been identified that appointing an officer to undertake a 'Coordinator/Convenor' role for an initial two years to provide a communication, coordinating and enabling role for residents and communities, acting as a point of contact for residents to support them prior to, during and after a climate related emergency would create further capacity within the Council to better support our residents and communities.
- 3.7 The main purposes of this role would be:
  - To provide a communication, coordinating and enabling role for residents and communities, acting as a point of contact for residents to support them prior to, during and after a climate related emergency.

- To work collaboratively with our partners to promote the effective coordination of support and resources for residents and communities in relation to climate related emergencies, both increasing preparedness and resilience during and after said emergencies.

#### **4. Financial Implications**

- 4.1 A Resilience Reserve of £500,000 was established in the budget to Council on the 21 February 2024, to be renamed as a Resilience and Emergency Response Fund.
- 4.2 Additional funding to support the appointment of a Coordinator/Convenor role would be required. Considering a draft job description, it is likely that this post will be a band 6 post and would therefore require funding for two years of approximately £96,713 (this includes on-costs).
- 4.3 If Members agree to this post, it is proposed that the funding for this post is treated as budget growth and the report seeks approval for a supplementary budget of £96,713 across 2024/25 and 2025/26

#### **5. Legal Implications**

- 5.1 The legal framework for responding to emergencies sets out clear roles and responsibilities, and emergency planning work relies heavily on established doctrine and procedures which broadly apply across different types of emergencies. This proposal is not intended to replicate or replace any existing governance we have in place to ensure we comply with the relevant legislation.

#### **6. Risk Implications**

- 6.1 East Suffolk is sadly at risk of future climate related emergencies. This paper seeks to provide additional support to our residents and communities when such incidents occur.

#### **7. Options**

- 7.1 Whilst the Resilience Fund has already been established, there is an option to progress the spend of this fund without a pre agreed terms of reference. However, this option is not suitable as it does not provide for good governance or transparency in terms of how this fund would be spent.
- 7.2 There is also an option to not appoint to the Coordinator/Convenor role. However, such a role would better complement the aims of the Resilience and Emergency Response Fund and provide much needed capacity to work with our residents and communities both prior to and during climate related incidents.

#### **8. Recommendations**

- 8.1 That Cabinet approves:
- The terms of reference for the Resilience and Emergency Response Fund outlined in Appendix A.
  - The appointment of a new 'Coordinator/Convenor' role and the associated supplementary budget requirement totalling £96,713 for an initial two years starting in 2024/25, to provide a communication, coordinating and enabling role

for residents and communities, acting as a point of contact for residents to support them prior to, during and after a climate related emergency.

## Areas of consideration comments

### Section 151 Officer comments:

In accordance with the Finance Procedure Rules a supplementary budget of £96,713 requires Cabinet approved. If approved, the current budget for 2024/25 and 2025/26 will be amended as required. Seeking approval of the Terms of Reference for use of the Resilience and Emergency Response Fund, provides clarity and transparency to ensure good governance and appropriate use of public funds.

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no additional comments.

### Equality, Diversity and Inclusion/EQIA:

When emergency events occur, they happen fast and can sometimes adversely affect our most vulnerable residents. This fund will allow us to better help these individuals.

### Safeguarding:

Not applicable.

### Crime and Disorder:

Not applicable.

### Corporate Services implications:

Not applicable.

### Residents and Businesses consultation/consideration:

The recommendations, if approved by Cabinet, will better support our residents and communities both prior to and during climate related emergencies.

## Appendices:

<b>Appendix A</b>	Resilience Fund Terms of Reference
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## Background reference papers:

Date	Type	Available From
21/2/2024	Council Budget Papers	<a href="#">ESC Website</a>

## East Suffolk Resilience and Emergency Response Fund Terms of Reference

### Overview:

Using the £500,000 Reliance Reserve approved by Full Council on the 21 February 2024 a Resilience and Emergency Response Fund (RERF) will be established. This fund is designed to provide immediate **short term** financial assistance, and support to recovery operations, in areas of East Suffolk affected by future climate related emergency events.

### Climate related emergencies could include:

Severe flooding events	Severe storms
Very high winds and widespread damage	Severe heatwave
Wildfires	Coastal erosion

### The overall intention of this Resilience and Emergency Response Fund is:

- To provide short-term financial support to communities, working with and through Parish and Town Councils, with immediate recovery activities after a climate related emergency event.
- To provide the Council with the ability to be flexible and responsive to cover any additional costs, within reason, that the Council incurs immediately after an emergency event.

### Approaches:

- Expenditure advanced from the Resilience and Emergency Response Fund to be approved by the Leader and or Cabinet Member responsible for Resources and Value for Money, in close consultation with the Chief Executive and or Chief Finance Officer.
- Disbursements must be made, wherever possible, to Town and Parish Councils in East Suffolk in consultation with the ward councillors.
- When disbursements are made in relation to an emergency situation, every effort must be made to recoup the funds from central government.
- Opportunities to 'match' with other emergency funding sources should be explored, e.g. Town Councils often have a small emergency fund, to achieve the best value for money possible.

### Eligibility for spend:

- Spend can be made directly by the Council to an organisation, e.g. organise provision of skips.
- Direct grants can be awarded to local authority Town or Parish Councils or registered Voluntary Groups/charities, of up to £5,000, using a standard pre-drafted grant agreement.



- Household grants of £250 can be made to support households during and after a climate related emergency (pre agreed set of criteria).

**Examples of support that could be provided by the fund:** The nature of the support that could be provided is varied – given the wide range of emergency incidents that can occur from climate related emergencies. But to give a sense of the items that this fund could support:

- Temporary accommodation costs for up to 48 hours
- Disposal costs for damaged furniture/ carpets/ flooring
- Support for voluntary groups who can assist and coordinate recovery activities. For example, in Framlingham a local community group organised hot meals from local restaurants. These voluntary groups could potentially access grants from the fund.



<b>Committee</b>	Cabinet
<b>Date</b>	07/05/2024
<b>Subject</b>	Spa Beach Huts, Felixstowe
<b>Cabinet Member</b>	Councillor Paul Ashton Cabinet Member with responsibility for Corporate Services – Digital, Customer Services, HR and Assets
<b>Report Author and Director</b>	Kate Blakemore Strategic Director <a href="mailto:kate.blakemore@eastsoffolk.gov.uk">kate.blakemore@eastsoffolk.gov.uk</a>
<b>Supporting Officer</b>	David Johnson Asset and Investments Consultant <a href="mailto:david.johnson@eastsoffolk.gov.uk">david.johnson@eastsoffolk.gov.uk</a>

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
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## Purpose/Summary

The Spa Beach Huts were originally situated in an area between the Victorian shelter (bottom of Bent Hill) and the end of the Spa Gardens (where there is a community building known as “The Hut”), on Felixstowe Sea front. They have been there since the 1880s, and some of the huts are the original Victorian structures.

Concerns about beach erosion in this area were first raised by the Felixstowe Beach Hut and Chalet Association (FBHCA) in July 2017. Diminishing sand levels forced the removal of huts onto the promenade that same year. Initially 9 huts were moved to their winter position on the prom, by the end of the year this had increased to the full 54.

The Council has since worked to relocate all beach hut owners into other locations across Felixstowe, however 14 beach hut owners have yet to be relocated.

Working in partnership with these 14 beach hut owners this report presents Cabinet with a proposal to relocate these 14 beach hut owners back to their historic position, by way of situating them on platforms rather than directly on the sand.

## Recommendation(s)

That Cabinet:

1. Approves the proposal to allow the Felixstowe Spa Beach Huts Association to build 14 beach hut platforms pursuant to planning permission DC/23/2089/FUL
2. Delegates to the Strategic Director for Corporate Services, in consultation with the Cabinet Member with responsibility for Corporate Services – Digital, Customer Services, HR and Assets, the authority to enter into an Agreement, on terms that best protect the Council’s interest, with the Felixstowe Spa Beach Huts Association (or any successor organisation) for the building of 14 beach hut platforms pursuant to planning permission DC/23/2089/FUL
3. Delegates to the Strategic Director for Corporate Services in consultation with the Cabinet Member with responsibility for Corporate Services – Digital, Customer Services, HR and Assets, the authority to enter into individual leases for a term of 20 years with the 14 Spa Beach hut owners who have yet to be successfully relocated elsewhere in Felixstowe.

## Strategic plan

### How does this proposal support Our Direction 2028?

<b>Environmental Impact</b>	<p>Climate change is causing a shift in the planet’s weather patterns and average temperatures. In the UK the rising global temperatures is causing warmer and wetter winters and more frequent and intense weather extremes.</p> <p>This report outlines how the effects of coastal erosion in a localised area of Felixstowe could be addressed, with a proposal to put in place platforms to mitigate, and even benefit, the effects of this erosion and enable 14 Spa Beach hut owners who have yet to be successfully relocated elsewhere in Felixstowe, to return to their original historic location.</p>
<b>Sustainable Housing</b>	No direct impact.

<b>Tackling Inequalities</b>	No direct impact.
<b>Thriving Economy</b>	No direct impact.
<b>Our Foundations / governance of the organisation</b>	To progress this proposal both a detailed Development Agreement and Lease agreement will be issued and signed by the relevant parties to enable the proposed platforms to be built and 14 beach huts to return to the Spa Beach huts location in Felixstowe.

## Justification for recommendations

### 1. Background

- 1.1. The Spa Beach Huts were originally situated in the historic area of Felixstowe, between the Victorian shelter (below South beach Mansion) and the community building known as "The Hut", at the end of the Spa Gardens, on Felixstowe Sea front. The huts sat on the beach in front of the Spa Pavilion Theatre and the listed Spa gardens, just on the beach in front of the promenade. This location is the oldest site for static beach huts in the country, dating back to the 1880s. The beach huts are an important part of seaside history nationally, and a key part of Felixstowe's heritage. Please refer to the Heritage Impact Assessment in Appendix 1 for further historical information regarding this site.
- 1.2. Concerns about beach erosion were first raised by the Felixstowe Beach Hut and Chalet Association (FBHCA) in July 2017. Diminishing sand levels forced the removal of huts onto the promenade that same year. Initially 9 huts were moved to their winter position on the prom, by the end of the year this had increased to the full 54.
- 1.3. In 2018, rebuilding sand platforms was explored by the Council, but experts advised against it due to rapid erosion. The decision was made to leave the huts on the promenade temporarily. The situation became more critical in March 2018 when Storm "Beast from the East" battered the coast.
- 1.4. Throughout 2019, alternative relocation sites within the resort were explored with the FBHCA, including Manor End, The Dip, Pier South. At this time, ten owners voluntarily moved their huts to new locations.
- 1.5. A trial for concrete block platforms was proposed in 2020, but Storm Darcy struck in February 2021, further eroding the beach by 1.52 meters (5ft) overnight. This highlighted the impracticality of solid concrete platforms.
- 1.6. With limited options, and the FBHCA's preference for Spa beachside location not looking viable, the focus shifted to the alternative sites. New locations were found for a further 30 huts, utilising alternative locations such as Manor End, The Dip, Pier South, and a new beach site at Clifflands. The remaining 14 were placed in storage on Council land away from the beach in 2022.

### 2. Introduction

- 2.1. Since 2022 the remaining 14 Beach Hut owners have continued to try find a suitable location for their Beach Huts in Felixstowe. In May 2023 a planning application for the reinstatement of 14 beach huts and the erection of individual wooden platforms located on the beach between the beach shelter and Spa Pavilion in Felixstowe was submitted on behalf of the 14 Beach hut owners. This was subsequently approved in December 2023.
- 2.2. These Beach Hut owners have since been working with the Council to develop proposals to enable the owners to build these platforms and reinstate their beach huts.

### **3. Proposal**

- 3.1. The beach hut owners have subsequently formed a new association: Felixstowe Spa Beach Huts Association (FSBHA) and heads of terms in relation to a Development Agreement with this Association have been agreed in principle.
- 3.2. A Development Agreement is an agreement under which a developer agrees with another party (Felixstowe Spa Beach Huts Association) to procure construction of works on behalf of that party. This agreement will include obligations as to risks, cost, and quality of build.
- 3.3. This agreement will therefore see the Spa Beach Huts Association take on full responsibility for the building of the 14 platforms in line with the conditions of the recently granted planning application, and subject to further technical agreement with the Council.
- 3.4. Once the 14 platforms have been built, individual leases for a 20-year term will be issued to each of the 14 beach hut owners, detailing their individual responsibilities for the maintenance of their platforms. The lease is a written agreement that establishes the relationship of freeholder and leaseholder and sets out the contractual terms that are binding upon each person named on the lease. Head of terms for these leases have been developed and shared with the Felixstowe Spa Beach Huts Association. This agreement will be inside the 1954 Landlord and Tenant Act.

### **4. Financial Implications**

- 4.1. All costs associated with the development of the platforms will be borne directly by the Felixstowe Spa Beach Huts Association, as detailed within the Development Agreement.
- 4.2. Standard leases for the 14 Beach Hut owners will be issued, and any management costs associated with the return of the 14 beach huts to the estate will be absorbed as part of the Council's wider management of beach huts, within existing budgets.
- 4.3. It should be noted that no rent has been charged to the 14 huts whilst owners have been unable to use them and bringing them back into use will reinstate that income to the Council.

### **5. Legal Implications**

- 5.1. The Development Agreement and individual lease agreements will be prepared by the Council's legal team in accordance with best practice.

### **6. Risk Implications**

- 6.1. This proposal seeks to ensure that all risks during the construction of the platforms is the responsibility of the Felixstowe Spa Beach Hut Association.
- 6.2. There is the ongoing risk of coastal erosion in this area and other more general associated risks. The ongoing responsibility for the platforms will be detailed within each individual lease agreement moving forward.

## **7. Options**

- 7.1. The Council could choose to not enable the development of the platforms and reinstatement of the 14 Beach Huts to take place. However, it should be noted that the Felixstowe Spa Beach Hut Association has worked tirelessly to reinstate their beach huts, these final proposals ensure the costs and risks associated with this proposal are borne directly by the 14 beach hut owners.

## **8. Recommendations**

### 8.1. That Cabinet:

- Approves the proposal to allow the Felixstowe Spa Beach Huts Association to build 14 beach hut platforms pursuant to planning permission DC/23/2089/FUL
- Delegates to the Strategic Director for Corporate Services, in consultation with the Cabinet Member with responsibility for Corporate Services – Digital, Customer Services, HR and Assets, the authority to enter into an Agreement, on terms that best protect the Council's interest, with the Felixstowe Spa Beach Huts Association (or any successor organisation) for the building of 14 beach hut platforms pursuant to planning permission DC/23/2089/FUL
- Delegates to the Strategic Director for Corporate Services in consultation with the Cabinet Member with responsibility for Corporate Services – Digital, Customer Services, HR and Assets, the authority to enter into individual leases for a term of 20 years with the 14 Spa beach hut owners who have yet to be successfully relocated elsewhere in Felixstowe (or any successor beach hut owner).

## Areas of consideration comments

### Section 151 Officer comments:

This proposal will be of financial benefit to the Council as it will reinstate rental income which the Council has forgone whilst the 14 hut owners have been unable to use their huts. There are no implications for the budget due to additional costs.

### Monitoring Officer comments:

The Monitoring Officer has been consulted and has no additional comments.

### Equality, Diversity and Inclusion/EQIA:

Following an EQIA Screening, there are no specific implications associated with these proposals relating to individuals with protected characteristics.

### Safeguarding:

N/A

### Crime and Disorder:

N/A

### Corporate Services implications:

Ongoing management of the Beach Huts will fall under the remit of resorts management with is resourced within the Councils the Operations Team.

### Residents and Businesses consultation/consideration:

Localised consultation/communication has been undertaken with the Felixstowe Spa Beach Huts Association and the wider Felixstowe Beach Hut Association.

## Appendices:

<b>Appendix A</b>	Heritage Impact Assessment
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## Background reference papers:

Date	Type	Available From
25/5/2023	Planning Application - DC/23/2089/FUL	<a href="#">ESC Public Access</a>





## HERITAGE IMPACT ASSESSMENT

Proposed reinstatement of 14 beach huts on platforms to the **Spa Area of the Sea Front Gardens and Prom area, Felixstowe**

June 2023



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3. Brief history of the locality
4. Summary of heritage planning policy context
5. The proposals
6. Assessment of significance
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8. Conclusions

References

**Appendix 1** Historic Park and Garden register description



# 1 Introduction

1.1 This heritage impact assessment has been prepared by Brighter Planning Ltd on behalf of the Felixstowe Beach Hut and Chalet Association. The proposals seek the reinstatement of 14 beach huts to the Spa area to the Felixstowe promenade and beach area.

1.2 Historically 44 beach huts were located in this area, but they were all removed last year. The research undertaken with regard to the history of beach huts in this location strongly suggests that these were some of the oldest beach huts in the country.

1.3 The proposed location of the beach huts will be adjacent to but outside of the Felixstowe Conservation Area. The site is also outside of the boundary of the Historic Park and Garden of Cliff Gardens which are Grade II on the Register of Historic Parks and Gardens. Some of the buildings at the top of the cliff are Listed and these are identified in the following section.



## 2 Identified Heritage Assets



Extract from Historic England web site

2.1 The above map identifies the designated heritage assets located near to the application site. Listed Buildings are identified by small purple triangles and the green shading shows a Registered Park and Garden.

### Listed Buildings

2.2 There are two listed buildings to the north of this stretch of the seafront. The full descriptions are set out in [Appendix 1](#).



### The Former Felix Hotel (Harvest House)

2.3 This is a Grade II Listed building positioned above the Cliff Gardens to the east of the Spa Pavilion. It was originally built as the Felix Hotel in 1903 by T W Cotman. It is a pastiche of Holland House and Hatfield House. The building has been converted to apartments.

### Stables at South Beach Mansion

2.4 The former South Beach Mansion is not listed in its own right but the stables relating to it are Grade II Listed. The mansion is white stuccoed and has a commanding position to the west of the Spa Pavilion adjacent to the Spa Cliff Gardens. The German Imperial Family stayed in the property in 1891, and this visit was instrumental in the growth of the town as a fashionable seaside resort.



*South Beach Mansion – only the related stables are listed*



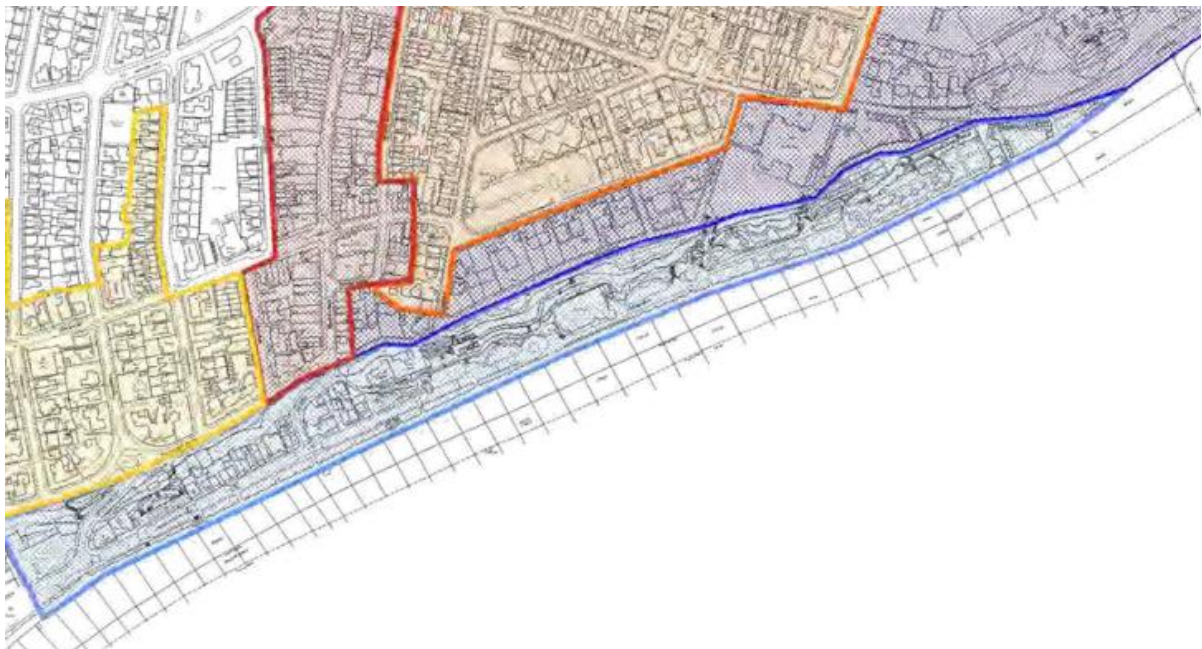
## Registered Park and Garden

2.5 The Cliff Gardens are collectively Listed Grade II on the Register of Historic Parks and Gardens. This includes the former gardens associated with the Felix Hotel, the Town Hall Gardens and the Spa Gardens. The gardens cover 3 ha. The beach huts the subject of this report are south of the Spa Gardens. This garden comprises a series of paths and terraces which wind up the cliff and give views over the beach and promenade. The principal building in the Historic Park and Garden is the Spa Pavilion which was originally built in 1909 but this was destroyed in WWII and the current building is a 1950 rebuild. It is not Listed. The gardens were restored in 2015.

2.6 It should be noted that the beach huts are not located within the defined designated garden area.

## Conservation Area

2.7 The Felixstowe Conservation Area was originally designated in 1975 and has been extended on two occasions. The area covers much of the town centre and the seafront. A Conservation Area Appraisal has been produced for the area and the beach huts fall within Character Area 1. Seafront Gardens and promenade.



*Extract of Conservation Area Appraisal showing the character areas – the light blue is the Seafront Gardens and Promenade*



2.8 The boundary of the conservation area includes the promenade up to where it abuts the beach, therefore the beach huts are currently located within the Conservation Area.

### **Non-designated heritage assets (NDHA)**

2.9 There are a number of NDHA within the Conservation Area which are identified as positive unlisted buildings (see map on page 28 CAA) including:

- The Spa Pavilion 1909 but rebuilt 1950
- South Beach Mansion c.1865
- The Victorian shelter to the seafront



*Victorian Shelt*





# 3 Brief History of the Locality

## Summary of history of the area

3.1 The Conservation Area Appraisal (2020) provides a more detailed account of the history of the area. The town developed as a purpose built Victorian/Edwardian spa and seaside resort which developed due to the natural spring waters which flowed from the cliffs. Scarborough is given credit for being the world’s first seaside resort in the C17 also founded as a natural spa.

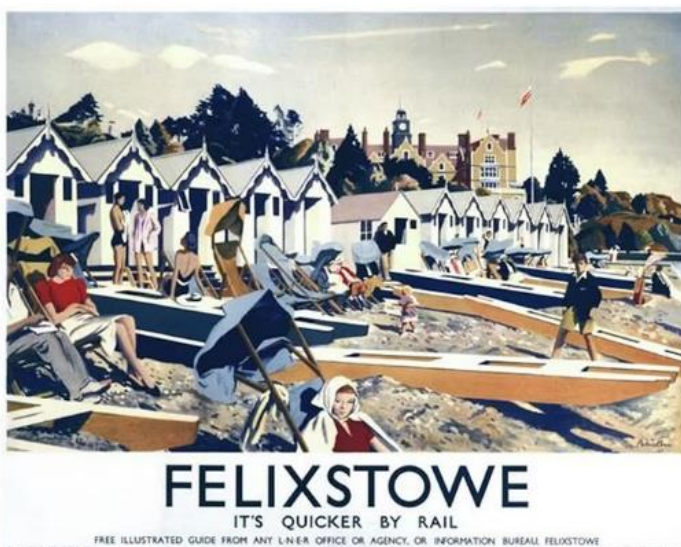
3.2 The development of the town was fuelled by the C19 fashion for sea bathing combined with the medicinal benefits ascribed to the spa water. The town development was promoted by local land owner and entrepreneur Col George Tomline. The development of the resort was given further impetus when the two railway stations were opened in 1877. A visit to Felixstowe 1891 by the German Imperial family, who stayed in South Beach Mansion established Felixstowe as very fashionable resort.



*Image from the Illustrated London News 1891 which shows beach huts on the sea front below South Beach Mansion*



3.3 In 1902 the Urban District Council passed the Felixstowe and Walton Improvement Act which enabled the seafront to be developed with a granite sea wall and promenade. These works coincided with the construction of the Balmoral Hotel later renamed the Felix Hotel, followed by the building of the Cliff Hotel. The pier was constructed in 1905 and the Spa Pavilion in 1909. The Seafront Gardens were laid out adjacent to this building with Notcutts Nurseries of Woodbridge undertaking the landscaping. By 1907, 7,000 visited the town on the Summer Bank Holiday weekends.



Images showing the beach huts on the beach and detail of an original hut





*Historic C20 photos and marketing showing the beach huts in position*



3.4 In the post war era the rebuilding of the Spa Pavilion took place and the gardens formerly belonging to the Felix Hotel were given to the town and incorporated into the Spa Gardens.

### The beach huts



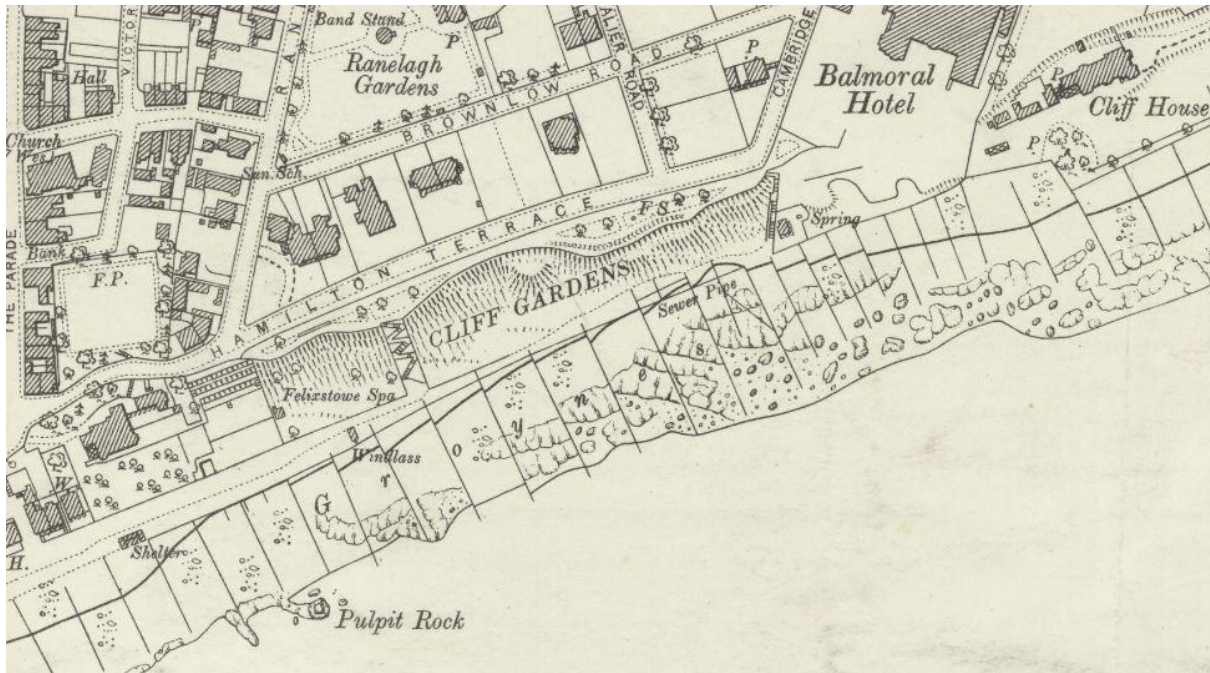
*The former beach huts with the Seafront Gardens in the background (turned 90 degrees)*

3.5 In Dr Ferry’s Book on ‘Beach Huts and Bathing Machines’ she describes beach huts as having become icons of the British seaside – quirky buildings on the margin between the land and sea which have aesthetic appeal. She credits Felixstowe as probably having the earliest beach huts in England. Photographs and images of the Spa Gardens area show beach huts on or adjacent to the beach from the 1890s. There appears to have been an evolution from bathing machines to beach huts and then chalets. The structures becoming increasingly fixed and permanent over time. The fashion for beach huts was at its peak in the interwar years. At Wireless Green Felixstowe a series of rows of beach huts were laid out, many with no direct frontage to the sea. In the post-war era chalets were also developed but the popularity of the colourful beach huts has always remained.

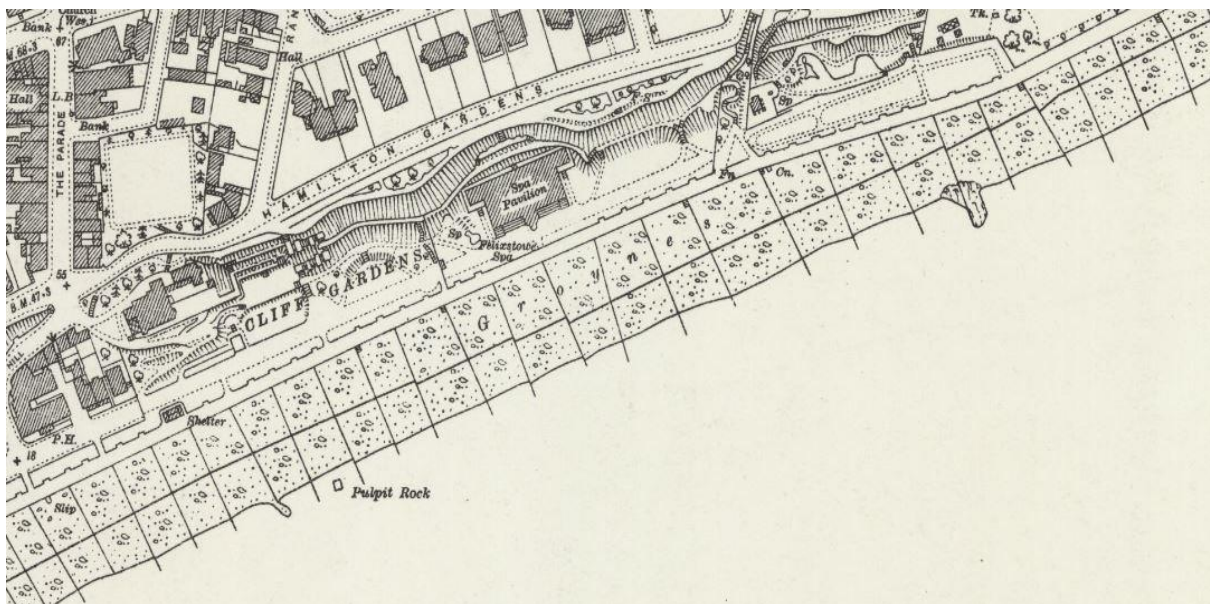


3.6 From an assessment undertaken by Dr Lee Prosser May 22 the former beach huts in this locality were considered to be the original beach huts and thus possibly the oldest row of beach huts in Britain.

### Map regression



OS map 1903 – Twenty-five-inch series. Reproduced with permission of the National Library of Scotland



OS map 1926 – Twenty-five-inch series. Reproduced with permission of the National Library of Scotland



3.7 Two Ordnance Survey maps have been used for the regression. The earliest twenty-five-inch map available dates from 1903. This illustrates that the Spa Pavilion had not been constructed nor had the gardens been laid out. South Beach Mansion is identifiable with steps leading down the cliff face to the east of this. The shelter identified on paragraph 2.9 of this report is noted on this map.

3.8 The second and final map in the regression dates from 1926 by which time the Spa Pavilion had been built. The landscaping of the gardens including the footpaths had also been laid out.

3.9 The existence of beach huts in this location are not depicted on either of the maps but the photographic evidence clearly confirms that they were in situ before 1903 with both drawings and photos of the structures in this location dating from the end of the C19.



# 4 Summary of the Heritage Policy Context

## National legislation

4.1 The statutory requirements of Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the decision maker in considering whether to grant planning permission for development which affects a listed building or its setting, to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Section 72 of the same Act requires special attention be given to the desirability of preserving or enhancing the character and appearance of a conservation area.

## National guidance

4.2 National planning guidance is set out in the **National Planning Policy Framework** (2021). Section 16 of the NPPF sets out policies aimed at conserving and enhancing the historic environment. Paragraph 190 directs local planning authorities to take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality;
- the desirability of new development making a positive contribution to local character and distinctiveness; and
- opportunities to draw on the contribution made by the historic environment to the character of a place.

4.3 The **National Planning Practice Guidance** (PPG), which is regularly updated on- line, provides additional government advice on enhancing and conserving the historic environment. This includes The Historic Environment (July 2019).



## **Local Plan Policy**

4.4 The adopted Local Plan for the locality is Suffolk Coastal Local Plan (2020). The key heritage policy is:

- Policy SCLP11.3 Historic Environment

4.5 This policy aims to conserve and enhance the historic environment and to ensure that where possible development makes a positive contribution to the historic environment.

## **Supplementary Planning Guidance**

4.6 Felixstowe Conservation Area Appraisal (2020) has been adopted as supplementary guidance to the Local Plan.

## **Historic England Guidance**

4.7 The main guidance produced by Historic England of relevance to this application is :

- The Setting of Heritage Assets – Historic Environment Good Practice Advice Planning Note 3 (2017).





# 5 The Proposals

5.1 The proposal is to reinstate 14 of the original 44 beach huts to this area of the seafront. The proposals have been subject of a pre-application enquiry which has indicated that the principle could be supported but would need to be supported by a Heritage Impact Assessment.

5.2 The 14 beach huts will be located on platforms and located on the beach. The original huts were located on the beach and from the 1940's they were wintered on the promenade. The proposals seek to return the huts to their original historic position on the beach during the summer season (April to Sept/October), with the huts over wintering on the promenade. The beach huts elsewhere along the seafront such as at Fludyers, Pier North and Pier South have a similar arrangement.

5.3 The location plan illustrates that the huts will be to the west of Spa Pavilions and relate to the Cliff Gardens area which runs parallel with the promenade.



Location plan of the beach huts (Architect-4U)



# 6 Assessment of significance

6.1 The NPPF (2021) sets out in paragraph 199 that in determining applications local planning authorities should require applicants to describe the significance of any heritage assets affected, including any contribution made by their setting. It also makes clear that the level of information required should be ‘proportionate to the assets’ importance, and no more than is sufficient to understand the potential impact of the proposal on their significance’.

6.2 Heritage assets and significance are defined in the Glossary in Annex 2 of the NPPF. The definition of heritage assets includes both national designations and assets identified by the local planning authority. The NPPF definition of significance states that ‘heritage interest’ may be archaeological, architectural, artistic or historic, and that significance derives not only from a heritage asset’s physical presence but also from its setting.

6.3 Heritage interests are defined as follows:

***Archaeological interest** in a heritage asset is if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point (NPPF, Annex 2)*

***Architectural and artistic interest** These are interests in the design and general aesthetics of a place. They can arise from conscious design or fortuitously from the way the heritage asset has evolved. More specifically, architectural interest is an interest in the art or science of the design, construction, craftsmanship and decoration of buildings and structures of all types. Artistic interest is an interest in other human creative skill, like sculpture. (NPPG para 006)*

***Historic interest** An interest in past lives and events (including pre-historic). Heritage assets can illustrate or be associated with them. Heritage assets with historic interest not only provide a material record of our nation’s history, but can also provide meaning for communities derived from their collective experience of a place and can symbolise wider values such as faith and cultural identity. (NPPG para 006)*

6.4 Setting is defined in Annex 2 of the NPPF as follows:

*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.*

6.5 Historic England's 'Historic Environment Good Practice in Planning: 3 The Setting of Heritage Assets' (2<sup>nd</sup> ed. 2017) makes it clear that setting is not a heritage asset and can only contribute towards the significance of a heritage asset. This document sets out a series of attributes that it may be appropriate to consider when assessing significance listed under two main headings: the physical surroundings of the asset, including its relationship with other heritage assets; and the way that the asset is experienced.

6.6 'Historic Environment Good Practice in Planning: 3 The Setting of Heritage Assets' (2<sup>nd</sup> ed. 2017) makes it clear that setting is not a heritage asset and can only contribute towards the significance of a heritage asset. This document sets out a series of attributes that it may be appropriate to consider when assessing significance listed under two main headings: the physical surroundings of the asset, including its relationship with other heritage assets; and the way that the asset is experienced.

## **Contribution the beach hut site makes to other heritage assets.**

### **The setting of the Registered Park and Garden**

6.7 The registered park and garden follows the cliff line and is a linear feature between the beach and the town development. This provided an attractive means of walking down to the beach and promenading through the area. The park and garden provide a strip of greenery running parallel to the beach and it includes a series of structures including gazebos, benches and fountains. The beach area where the huts are to be located is glimpsed in views from the pathways and seating within the gardens.

### **The setting of the Listed buildings**

6.8 The former Felix Hotel (now Harvest House) is the principal listed building in the area and this building was part of the seaside development of the locality, having had its own beach huts. The Spa gardens and the beach area form the main setting for the building which has a commanding position on top of the cliff. This and the other non-listed hotels and boarding houses form the key element in the seaside collection of buildings and the surviving buildings (albeit now mostly converted to flats) form the skyline development with the beach and seafront providing the setting for the buildings as well as the rationale for why they were built in this location. These were once large houses used as summer homes of notable British families who were influential on developing a fashion for holidaying in the town. The association of beach huts with these holiday homes and hotels is an important part of the



town history and the gardens and seafront form part of the wider setting of the listed buildings. It is therefore argued that the removal of the beach huts has lost some of the understanding of the historic use and enjoyment of this area of the seafront.

### **The setting of the conservation area**

6.9 The government advice relating to the designation of conservation areas sets out that the special character of these areas is not just made up of buildings, it is also defined by other features which contribute to particular views and the familiar local scene. It is noted that the location for the restoration of beach huts in this locality is outside of the defined boundary of the conservation area.

6.10 It is assessed that having beach huts in this location is important to the character and appearance of both the Sea Front Gardens Character Area and the Seafront part of the Conservation Area. Beach huts have form part of the sea front fixtures from the late C19/early C20. The removal of the beach huts from this location has had a negative effect on the character and appearance of this part of the historic sea front.



# 7 Heritage Impact Assessment

7.1 The potential impact of the proposed reinstatement of 14 beach huts to this part of the sea front is now considered with regard to the identified heritage assets.

## Justification

7.2 The existence of beach huts to the Spa Gardens area is held to be hugely important to the understanding of how the town developed as a seaside resort. This part of the sea front had some of the earliest huts in the town, located where the seaside side resort was first developed. The reinstatement of huts in this location is thus important to the understanding of the history of the area and also part of the essential character of the seafront. There is a strong group heritage value for the seaside buildings and features including the Spa pavilion, sea front shelters, benches and the gardens including their various



*An existing beach hut to the east of the site built to a similar format as proposed*



features and fittings. The presence of beach huts is an important part of this collection of beach features which define the distinctive character of the resort. The removal of all the beach huts from this part of the sea front has altered the appearance of the promenade and beach frontage and changed the views to and from the beach. The proposed reinstatement of 14 huts on platforms on the beach – similar to the huts further north along the sea front is seen as an initial attempt at restoring essential visual and functional elements to this seaside frontage that the 44 beach huts, now removed, previously provided.

## Direct Impact

7.3 The proposed location of the beach huts will not have any direct impact to any Listed Buildings, nor will they be within the boundaries of the Historic Park and Garden or the Conservation Area. The key heritage consideration is one of setting.

## Impact on setting

7.4 The impact of the proposed development by way of the setting of the identified assets has been assessed using the guidance set out in the Historic England Good Practice Advice Planning Note 3 – The Setting of Heritage Assets (2017).

## Checklist of potential attributes of a development affecting setting

Potential attributes/experience	The site
Proximity to the asset	The beach huts will be located adjacent to but outside of the defined registered park and garden and conservation area.
Position in relation to topography	The beach huts will be located on platforms raised up from the beach rather than located on the promenade.
Inter-relation of the assets	It is considered that the beach huts form part of the mix of seaside buildings in the area which contribute to the distinctive character and appearance of the locality. The presence of beach huts also



	provides an understanding of how the area developed as a resort. They are very much part of the land use pattern of the locality and how the seaside here has been traditionally enjoyed.
Experience of area	The beach huts given their bright colours are part of the seaside scene and add to the distinctive character of the promenade and Cliff Gardens area. They are very much features synonymous with an English seaside resort. They add to the visual experience of walking along the promenade. The loss of any beach huts in this location has been to the detriment of the visual enjoyment and quality of this part of the seafront.
Orientation	The huts will be orientated to face the sea.
Openness	The beach huts will be sited to be parallel to the promenade which reinforces the linear emphasis to the sea front including the Cliff gardens. There are open views along the promenade and inland to the gardens and out to sea over the beach. The huts will serve to define the boundary between the gardens and the beach. The huts will be positioned in clusters so there will be a break in the run of huts rather than forming a continuous line of huts.
Degree of change over time	The history of beach huts in Felixstowe reveals these features have been sited in this area for over a hundred years. The removal of the 44 huts which formerly stood here has been a significant change to the sea frontage. The proposals seek to reintroduce 14 huts to restore beach huts as part of the seaside-built form of the area. Whilst the proposed huts will not be located within the conservation area or historic gardens it is argued that this will positively contribute to the character and appearance of these designated heritage assets and make way for further assessment as to the appropriate reinstatement of beach huts at this historic site, where they are documented as existing for over 100 years.



Prominence or dominance of the development	The modest size and form of the beach huts ensures that they are subservient to the larger features such as the Spa Pavilion, the former hotel and the extensive cliff gardens. The huts given their bright colours attract the eye but are not intrusive and are very much in keeping with the character of the area. Their new siting will define the interface of the promenade with the beach.
Competition with the assets	The beach huts are not considered to compete with the other heritage assets in the area but form part of a collection of seaside buildings which collectively add to the character of the area.
Visual permeability	The siting of the huts does not form a continuous means of enclosure and views to the sea are obtained between the buildings as well as over the top of them from the vistas from the cliff gardens.
Introduction of movement and activity	The Undercliff Road and the Promenade form the main axis of movement through the area, and this is the historic pattern developed for the area. The pathways through the gardens were developed to give attractive accessways to the beach. The proposed location of the huts will not impede these rights of way.
Diurnal or seasonal change	The beach huts are only lit by street lighting to the promenade and do not have electric lighting. They historically have formed a year-round feature to this locality and their reinstatement is an important part of preserving the character of the area.
Changes to the built surroundings/land use	The loss of the beach huts to this part of the promenade has changed the beachscape and the built form of this part of the seafront. The views across the gardens to the sea have for the last 100+ years included the beach huts. Their removal has had a detrimental impact on the views and vistas in the area. The reinstatement will once again enhance the area.





Changes to skyline	The reinstate of the huts will not alter the skyline – this role is taken by the buildings on top of the cliff. The beach huts will help visually define the promenade and beach.
Changes to public access or amenity	The new proposal beach huts on platforms on the beach in the original location of the 44 huts will not cause any loss of public access or amenity.
Changes to the historic landscape	The loss of huts in this location has had a detrimental impact on the views and vistas of the locality which have changed very little over the last 100 years and still include identifiable structures which are part of the understanding and enjoyment of the development of this seaside resort. The reinstatement of some beach huts will restore some of the quality and historic significance of the beachscape which exists in this part of the town.

**Summary**



*Existing beach huts to the east of the site forming distinctive features to the beachscape*



7.5 The removal of the former 44 beach huts to this part of the promenade has had a harmful impact on the visual amenities of the area and both the setting of the historic park and garden and the conservation area. The understanding and appreciation of this location is based on the seafront created at the end of the C19/early C20. The overall elements within this seaside-scape have changed remarkably little – with any replacement buildings echoing the original concept for the locality. The proposed reinstatement of 14 beach huts is seen as an enhancement and a positive move to restore the special distinctiveness of this location.

## **Level of harm**

7.6 The national legislation and guidance require that great importance and weight must be given to whether there will be any resulting harm. Paragraph 199 of the NPPF states that when considering a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation.

7.7 Beach huts provide a positive contribution to the heritage significance and visual quality of this location. They form collectively part of the group of seaside buildings and fittings which define the distinctive character of Felixstowe and this particular section of seafront. The beach huts are an important element in understanding the history of the town and how it developed as a seaside resort when the original 44 huts were located here. They are a much-loved element of the beachscape. The reinstatement of 14 beach huts of the original 44 in this location will be a visual enhancement to the setting of the adjacent conservation area and historic park and garden. They will enhance the understanding, appreciation and enjoyment of the area.

7.8 The reinstatement of 14 beach huts in this location is assessed as not resulting in any harm to the adjacent heritage assets but they will make a positive contribution to the heritage assets and the character and appearance of the area.

## **Heritage Benefits**

7.9 The reinstatement of beach huts in this location is held to be heritage benefit. The huts are part of the collective understanding and synergy between the seafront buildings and features. Beach huts have features in the postcards and adverts of Felixstowe as a seaside resort and they have become an essential ingredient to the beach frontage. The loss of the beach huts in this location was regrettable and this proposal will begin to restore some of the distinctive character to this area.



# 8 Conclusions

8.1 Beach huts have formed part of the beachscape in this location for over 100 years. The removal of the 44 beach huts which were located here is held to have had an adverse effect on the visual appearance and appreciation and understanding of this area and how it developed as a fashionable seaside resort.

8.2 The proposed location for the reinstatement of 14 beach huts will be outside of but adjacent to the Felixstowe Conservation Area and the designated Historic Park and garden of Cliff Gardens. They will thus form part of the setting to the two designated assets as well as contributing to the wider setting to the cliff top buildings.

8.3 The reinstatement of beach huts is held to be a positive enhancement which will restore important elements within the beachscape. Beach huts in this location were important elements in the collective group of seaside buildings and fixtures. The reinstatement of beach huts will enhance the setting of the identified heritage assets and can be fully justified in heritage terms in enhancing the appreciation and understanding of this part of the town and the heritage assets within the locality.

8.4 The proposals have been assessed as result in no harm to any of the identified heritage assets in the area. The provisions of the Local Plan Policy SCLP11.3 Historic Environment will be complied with in that the reinstatement of the huts will enhance the distinctive historic environment in which they will be located. On this basis there are no sound heritage reasons to resist this development.



# References

- Ferry K **Beach Huts and Bathing Machines**  
Shire Publications 2009
- Bettley J and Pevsner N **The Building of England – Suffolk East**  
Yale University Press 2015
- Dr Lee Prosser **Assessment of the historic fabric of the Felixstowe beach huts** 2022



# Appendix 1

## Historic Park and Garden register description

# Official list entry

Heritage Category: **Park and Garden**

Grade: **II**

List Entry Number: **1001220**

Date first listed: **06-Feb-2003**

This list entry identifies a Park and/or Garden which is registered because of its special historic interest.

## Understanding registered parks and gardens

(<https://historicengland.org.uk/listing/what-is-designation/registered-parks-and-gardens/>)

## Corrections and minor amendments (<https://historicengland.org.uk/listing/the-list/minor-amendments/>)

## Location

The building or site itself may lie within the boundary of more than one authority.

County: **Suffolk**

District: **East Suffolk (District Authority)**

Parish: **Felixstowe**

National Grid Reference: **TM 30184 34295, TM 30664 34512**

## Details

The early C20 grounds of a hotel incorporated into municipal seafront gardens of the 1910s which were designed by Notcutt Nurseries.

### HISTORIC DEVELOPMENT

Until the middle of the C19, Felixstowe was an agricultural area with few buildings and a minimal population. In the latter part of the century however the railway came, linking Felixstowe with Ipswich and at the same time many of the gentry began purchasing land and property in the area. The town grew rapidly and increased in stature following a holiday visit by a German Empress in 1891. In 1897, the Felixstowe Spa and Winter Garden Company decided to develop a public garden along the seafront, associated with a natural spa well which had become a popular visitor attraction. Although they ran a competition to design a pavilion and garden, and a winner, Brightwen Binyon, was chosen, the designs were not realised. In 1902, the Felixstowe and Walton Urban District Council built a granite sea wall with a promenade along it and at the same time laid out a small public garden on the cliff beside the Town Hall (OS 1903). It has been suggested that the artificial rockwork used in the creation of the seafront gardens was the work

of James Pulham and Sons (P Shepherd Assocs 2002). In 1907 a bandstand was erected at the Spa by the council and when the owner of the Felix Hotel (formerly known as The Balmoral), which stood on top of the cliff to the north-east of the Town Hall, began to develop its grounds, the desire to make further improvements to the area around the nearby Spa were resurrected, this time by the UDC. A pavilion, known as the Spa Pavilion, was built 1909 and the local Woodbridge firm of Notcutts Nurseries was commissioned to lay out the accompanying Spa Gardens and to provide the plants. The result was an intricate series of terraces and paths with seats, shelters, enclosed gardens, and long vistas. From 1919 onwards a series of changes were made, most notably the replacement of the main zig-zag path down the cliff with the elaborate scheme of paths and planting beside the Pavilion which survive today. During the Second World War the Spa Pavilion was destroyed by a bomb but was rebuilt by the council in 1950. In the same decade the owners of the Felix Hotel gave their stretch of seafront garden, the Cliff Gardens, to the town and this was incorporated into the existing Spa Gardens. The seafront gardens remain (2003) in the ownership of the local authority.

## DESCRIPTION

**LOCATION, AREA, BOUNDARIES, LANDFORM, SETTING** The seafront gardens at Felixstowe lie along the coast, within the town setting of Felixstowe which is itself located c 15km south-east of Ipswich. The site, which is laid out on the face of, and at the base of a cliff, covers c 3ha. It is divided into three sections: the Town Hall Garden which is the most southerly; the Spa Gardens surrounding the Spa Pavilion; and running north-east from these, the Cliff Gardens, formerly part of the Felix Hotel grounds. The Town Hall Garden is bordered to the south-east by Undercliff Road West, to the north-west by Wolsey Gardens on the top of the cliff, to the east by shops, and to the west by the Town Hall. The Spa Gardens and Cliff Gardens face the sea promenade to the south-east, are bordered by Hamilton Gardens and the grounds of the former Felix Hotel to the north-west along the top of the cliff, and by shops and houses to the east and west.

**ENTRANCES AND APPROACHES** All sections of the gardens can be approached on foot by numerous entrances on the top or at the base of the cliff. Vehicular access is possible to the Spa Pavilion via Undercliff Road West which terminates in the Spa Gardens at the south-west corner of the building.

**PRINCIPAL BUILDING** The principal building on the site is the Spa Pavilion, an entertainment centre and restaurant of rendered white-painted walls under a tile roof. It was rebuilt, on the same site, after the Second World War to replace the original Spa Pavilion which was erected by the council in 1909 close to the site of the spa from which it takes its name. The building which stands today reflects the style of the early C20 although neither this nor the previous building followed the design of the local architect, Brightwen Binyon, who in 1897 won the competition held by the Felixstowe Spa and Winter Garden Company to design a pavilion and associated gardens on the seafront cliff.

**GARDENS AND PLEASURE GROUNDS** The Town Hall Garden lies c 300m to the south-west of the main seafront gardens, divided from the shore by Undercliff Road West and the sea wall. The garden comprises a series of steps and terraced paths forming a semicircle which rises up the cliff to a seat and shelter on Wolsey Gardens at the top. The paths create a symmetrical pattern with banked areas of planting containing evergreen shrubs and yuccas. At the base of the garden on a level with Undercliff Road West is a three-tier fountain flanked by two small lawns.

The Spa and Cliff Gardens are divided from the Town Hall Garden by properties facing onto Undercliff Road West. The Spa Gardens, lying to the south-west of the Spa Pavilion, are laid out in an elaborate series of paths and terraced walls built of artificial rockwork, some of which may have been supplied by James Pulham and Sons (P Shepherd Assocs 2002). From the base of the cliff where lawns are laid out, the land rises through three levels of terracing with walks through mature plantings of holm oak, hebe, yucca, euonymus, escallonia, and other varieties of evergreen and flowering shrubs suited to the seaside conditions. Seats and small enclosures created with the use of hedging or massed shrubs add variety to the design.

On the north-east side of the Pavilion lie the Cliff Gardens, originally part of the grounds of the former Felix Hotel which stands above them on the cliff top. The terraced paths here display less formality but are equally as intricate and occupy the whole space between the top of the cliff and the beach. Paths and steps descend the cliff in a serpentine network, through mature plantings with a similar high proportion of evergreens as the Spa Gardens, the

size of which suggests that many are original plantings. Here also the artificial rockwork is thought to have been supplied by the Pulhams. At sea level a series of open lawns, divided by evergreen hedges, runs along the seafront, some of the lawns being planted with simple bedding schemes. On the cliff side of one of these, below the former Felix Hotel, stands a row of mid C20 beach shelters. Both on the cliff side and at sea level, paths lead to several small enclosed garden areas containing a variety of features. Two contain covered seating pavilions, one encloses a circular fountain pool, another an informal pond, and others have simple lawns set with seats from which to enjoy the view out across the sea. The Cliff Gardens are terminated at their north-east end by a long, low, covered shelter (mid C20) which faces back along the gardens towards the Spa Pavilion.

## REFERENCES

Gardeners' Chronicle, (28 August 1886), p 203; (1 September 1888), p 239 A Jobson, The Felixstowe Story (1968) Report for Suffolk Coastal District Council, (Patricia Shepherd Associates 2002) [copy on EH file]

Maps OS 25" to 1 mile: 2nd edition published 1903 1926 edition

Archival items Postcards, various dates (JE 10/4; HC453/5/9/1293), (Suffolk Record Office) Records of the Urban District Council, various dates: Minute books (EF/12/1/1/9); various plans and documents (EF/12/3/4/6), (Suffolk Record Office)

Description written: January 2003 Amended: February 2003 Register Inspector: EMP Edited: September 2003

## Legacy

The contents of this record have been generated from a legacy data system.

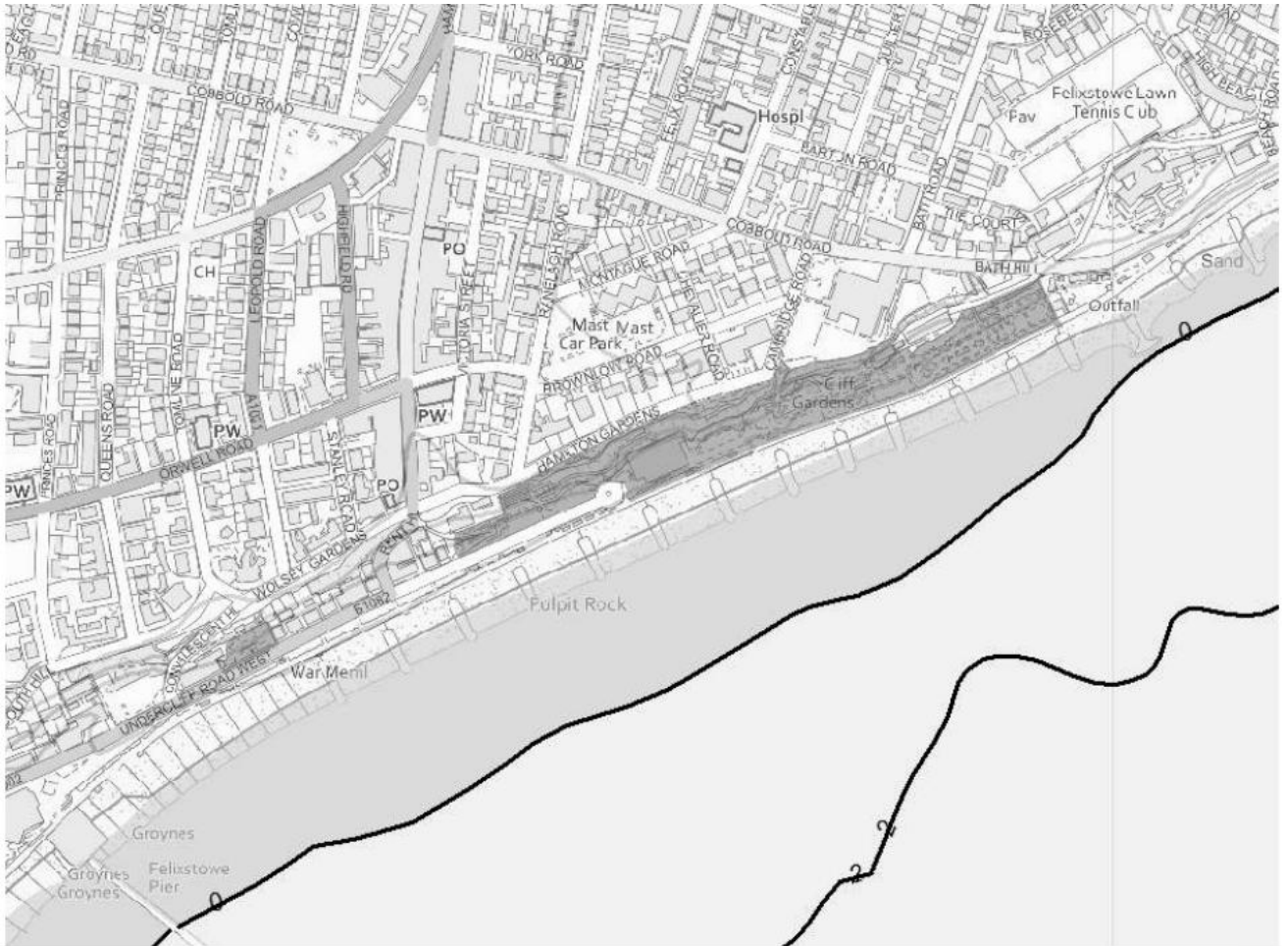
Legacy System number: **2227**

Legacy System: **Parks and Gardens**

## Legal

This garden or other land is registered under the Historic Buildings and Ancient Monuments Act 1953 within the Register of Historic Parks and Gardens by Historic England for its special historic interest.





## Map

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