



East Suffolk House, Riduna Park, Station
Road, Melton, Woodbridge, IP12 1RT

Full Council

Members: All Councillors

Members are invited to a **Meeting of the Full Council**
to be held on **Wednesday, 22 July 2020 at 6:30pm**

This meeting will be conducted remotely, pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting will be facilitated using the Zoom video conferencing system and broadcast via the East Suffolk Council YouTube channel at https://youtu.be/xhgh3WE_i60

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 Disclosable Pecuniary or Local Non-Pecuniary Interests 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.

- 3a Minutes - 22 January 2020** **1 - 26**
To confirm as a correct record the Minutes of the Meeting held on 22 January 2020
- 3b Minutes - 26 February 2020** **27 - 46**
To confirm as a correct record the Minutes of the Meeting held on 26 February 2020
- 4a Announcements**
To receive any announcements from the Chairman, the Leader of the Council, members of the Cabinet, or the Chief Executive, in accordance with Council Procedure Rule 5.1(e).
- 5 Questions from the Public**
No questions have been submitted by the electorate as provided by Council Procedure Rule 8.
- 6 Questions from Members**
The following questions from Members have been submitted in pursuance of Council Procedure Rule 9:

(a) Question from Councillor Rachel Smith-Lyte to the Leader of the Council:

"As a council, we represent 170 Towns and Parishes and nearly 250,000 individuals across the District. We owe it to each and every one of our communities to ensure that the response to the Sizewell C application issued in their name, through East Suffolk Council, is a fair and robust representation of their views. The influence we have today will be a legacy for our future generations.

To this end, the GLI Group of Members ask the question of the Leader of the Council:

"As the Sizewell C application has now been given the green light to proceed to the next stage, and with the significant repercussions it would have on our economy and environment, would the Leader of the Council now accept that it is time to allow Members to have their say? Will he fully commit to an extraordinary meeting of the Council, dedicated wholly and specifically to a rigorous and transparent debate about this local, national and internationally important infrastructure decision?"

In order for this to be productive, meaningful and optimally influential, the timing of the meeting should be held once the draft Cabinet response has been compiled and shared with Members, and with sufficient time to ensure

Members can garner comment from their own communities. It should also ensure an adequate period for any revisions or recommendations from that Full Council debate to be adequately included in the response before referral back to Cabinet for agreement. Only after that, should the final response be submitted to the Planning Inspectorate.

It is crucial that all members are afforded a free vote during the Full Council debate to enable them to reflect the views of their Wards on a decision that will have the most impact on our communities for years to come."

(b) Question from Councillor Janet Craig to Cabinet Member for Customer Services and Operational Partnerships

"Now that the responsibility for the Closed Circuit Television System in Lowestoft has been passed back to East Suffolk Council, can you advise whether the digital upgrade to the system, which Lowestoft Town Council had planned to carry out, will still be going ahead."

(c) Question from Councillor Tess Gandy to the Cabinet Member for Community Health

"Government statistics have shown that since Coronavirus lockdown, nationally cases of domestic abuse, against both women and men, have risen greatly.

Here in Suffolk, a 'Freedom of Information' request has revealed that Suffolk Police's domestic abuse control room received 1,268 calls in March 2020 (i.e. start of lockdown), compared to 703 in March 2019. Various organisations have also expressed concerns about the likely rise in the reporting of actual domestic abuse criminal incidents following the ease of lockdown, as those experiencing domestic abuse are in a better position to report it.

The draft Domestic Abuse Bill 2020 is currently on its third reading in the House of Commons, *"Part 4 of the 2020 Act introduces a new statutory duty on local authorities, placing clearer accountability on local areas to ensure the needs of victims within refuges and other forms of domestic abuse safe accommodation are met in a consistent way across England"*. What action will this Council take to ensure this duty is met, given the limited refuges available in East Suffolk and that the £208,411.00 allocated funding received by the PCC Tim Passmore to support services dealing with domestic abuse across the whole of Suffolk will only stretch so far?"

(d) Question from Councillor Louise Gooch to the Cabinet Member for Customer Services and Operational Partnerships

"Unless we are mistaken, Lowestoft is still a Fairtrade Town and in support of this, the coffee bar at Riverside serves Fairtrade Coffee.

Recently it was reported that Nestle has decided that it will no longer be using Fairtrade cocoa beans in its chocolate products. Please can we be assured that as companies make their policies more or less supportive of the principle of Fair Trade, this Council will adjust its products for sale accordingly across all outlets within ESC buildings.”

7 Petitions

No petitions have been received as provided by Council Procedure Rule 10.

8 Notices of Motion

The following Motion has been submitted by Councillor Peter Byatt in pursuance of Council Procedure Rule 11:

"In addition to modifying or enhancing the three priorities in the current East Suffolk Economic Growth Plan that facilitate and signpost businesses towards their own economic growth or encourage inward investment, East Suffolk Council, as an anchor institution, has the opportunity in its revised Delivery Plan to kick start economic recovery through its own procurement decisions and build wealth within the community through its significant purchasing power.

Keeping money in the local economy as a way of driving positive economic and social outcomes is not new and has been championed and promoted by Preston Council since 2012 ('The Preston Model'). Its progressive procurement is now being followed by other councils throughout the UK and the Welsh Government.

At its heart is inclusive economic growth. By encouraging anchors, such as Councils, to spend their money locally and socially, the concept of Community Wealth Building has:

- Developed the skills of local people within Preston and the wider Lancashire area;
- Created stable, well paying jobs;
- Reduced levels of in-work poverty;
- Kept money circulating in the local economy and
- Demonstrated the power of anchor institutions to realise good local economies for people and place.

Therefore, this Motion calls on East Suffolk Council to

1. Investigate Community Wealth Building and embed it into our policies to enhance the quality of life and opportunities for people in East Suffolk
2. Instigate new procurement policies that drive local economic growth within its Economic Growth and Recovery Delivery Plan and which
 - Identify where the council spends its money and how much is leaking out of

East Suffolk;

- Leverage maximum local and economic benefit from East Suffolk's spend on goods and services, shifting spend on local and socially responsible suppliers;
- Encourage and monitor the percentage of suppliers that pay at least or in excess of the national living wage;
- Develop the capacity of local business if local suppliers are limited in number;
- Map where suppliers are located with ward level deprivation data and
- Develop a social value framework to procurement that promotes local training and employment; supports the long-term sustainability of the VCSE sector; includes democratic forms of ownership such as co-operatives and promotes environmental sustainability.

3. Inspire other authorities in Suffolk to take up a similar stance

4. Encourage other anchor institutions such as Scottish Power Renewables, EDF Energy, Felixstowe Port etc. to adopt this first step on a community wealth building approach for long term social and economic gain throughout the region."

9 Presentation on the Lowestoft Town Centre Master Plan

To receive a presentation on the Lowestoft Town Centre Master Plan from the Deputy Leader and Cabinet Member with responsibility for Economic Development

10 Adoption of North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document ES/0433

Report of the Cabinet Member for Planning and Coastal Management

47 - 258

11 Acknowledgement of the Declaration of Climate Change and Impact on Housing ES/0436

Report of the Cabinet Member for Housing

259 - 268

12 Approval of the Member Development Strategy ES/0435

Report of the Leader of the Council

269 - 304

13 Cabinet Members' Report and Outside Bodies Representatives' Report to Council ES/0434

Report of the Leader of the Council

305 - 311

14 Exempt/Confidential Items

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 Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

Part Two – Exempt/Confidential

15 Exempt Minutes - 26 February 2020

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Close



Stephen Baker, Chief Executive

Filming, Videoing, Photography and Audio Recording at Council Meetings

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www.local.gov.uk/Community-Leadership

Minutes of a Meeting of the **Full Council** held in the Deben Conference Room, East Suffolk House, Melton on **Wednesday, 22 January 2020 at 6:30pm**

Members of the Committee present:

Councillor Melissa Allen, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Jenny Ceresa, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor Graham Elliott, Councillor John Fisher, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Tess Gandy, Councillor Andree Gee, Councillor Louise Gooch, Councillor TJ Haworth-Culf, Councillor Colin Hedgley, Councillor Ray Herring, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Chris Mapey, Councillor Debbie McCallum, Councillor Mark Newton, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Stephen Baker (Chief Executive), Sarah Davis (Democratic Services Officer), Phil Harris (Communications Manager), Andrew Jarvis (Strategic Director), Brian Mew (Interim Finance Manager), Hilary Slater (Monitoring Officer and Head of Legal and Democratic Services), Simon Taylor (Chief Finance Officer and Section 151 Officer) and Nicola Wotton (Deputy Democratic Services Manager).

Others present:

Ivor Holden (Member of the Independent Remuneration Panel), Karen Forster (Chairman of the Independent Remuneration Panel), Sandra Graffham (Head of Communications and Engagement for the Office of the Suffolk Police and Crime Commissioner) and Tim Passmore (The Suffolk Police and Crime Commissioner).

1 Apologies for Absence

Apologies were received from Councillors P Ashdown, J Bond, A Cackett, T Goldson, T Green, F Mortimer and T Mortimer.

2 Declarations of Interest

There were no Declarations of Interest made on this occasion.

Councillor Elliott sought reassurance that Members did not need to declare any Interests in Item 10 - Report of the Independent Remuneration Panel, as Members would be affected by any recommended changes to the Members Allowance Scheme. The Monitoring Officer and Head of Legal and Democratic Services confirmed that Members did not need to declare any interests in this item of business.

3a Minutes - 25 September 2019

That the Minutes of the Full Council Meeting held on 25 September 2019 be approved as a correct record and signed by the Chairman.

3b Minutes - 16 December 2019

That the Minutes of the Extraordinary Full Council Meeting held on 16 December 2019 be approved as a correct record and signed by the Chairman.

4 Announcements

Chairman of the Council

The Chairman reported that he and the Vice Chairman had attended a number of Civic Engagement, since the last Full Council meeting, which had been very enjoyable.

The Chairman then reported that he would change the order of the agenda, to enable external visitors to have their items heard first.

Leader of the Council

The Leader reported that, using his Delegated Authority as Leader of the Council, had had made the following appointments to Outside Bodies:

- * Alde and Ore Community Partnership (AOCP) which was a Non Executive Function - Councillors TJ Haworth-Culf and R Herring had been appointed.
- * East Suffolk Travel Association (ESTA) which was a Non Executive Function - Councillor A Cackett had been appointed.
- * East Suffolk Travel Association (ESTA) Management Committee which was a Non Executive Function - Councillor A Cackett had been appointed.
- * Felixstowe Travel Watch which was a Non Executive Function - Councillor S Wiles had been appointed.

Members of the Cabinet

There were no announcements on this occasion.

Chief Executive

The Chief Executive advised that the Council would be taking part in a Peer Review, which was a Local Government Association initiative, in September 2020. This would be an excellent opportunity to establish how the Council was meeting its aims and

objectives. It was noted that the Chief Executive would be involved in undertaking a Peer Review involving a Council in Devon later in the year.

5 Questions from the Public

No questions have been submitted by the electorate as provided by Council Procedure Rule 8.

6 Questions from Members

The following questions from Members had been submitted in pursuance of Council Procedure Rule 9:

(a) Question from Councillor C Topping to the Leader of the Council

I would like to know what consultants we have engaged within the last 4 years and who we are currently engaged with? What they have/are engaged in, how much this has cost and the outcomes of the work they have done for us?

Response from Councillor Gallant

Since April 2015 to date, the former Waveney and Suffolk Coastal District Councils, and East Suffolk Council since April 2019, have engaged with over 300 different organisations providing consultancy services to the Council/s in circumstances where the Council does not have the required skills within its workforce due to the specialist nature of the work required to be undertaken. This has taken the form of specialist surveys, master planning and design, formulating strategies and providing specialist skills. The total spend for this period has been £4.22m, across a variety of Council services, to support the delivery of projects, initiatives and service transformation.

Given the number of different consultancy services engaged it is not possible to go through each one of them individually, but to provide an overview of what consultancy services have been engaged with and the outcomes, here are some examples:

- The Council received specialist advice on the creation of East Suffolk Council including Electoral Administration, IT and its constitution;
- Specialist surveys required, master planning and design work for asset development and acquisition projects which support the Council's capital programme;
- Studies and design work for the Leisure Redevelopment Programme at Felixstowe and Bungay leisure centres;
- Specialist planning support for the Local Plan, planning appeals and major developments;
- Master planning, studies and design work for Regeneration and Economic Development projects, for example Felixstowe seafront gardens, Lowestoft seafront, Ness Point regeneration project, the Inward Investment Strategy and the East Anglian Maritime & Fisheries Strategy;
- ICT specialism for project development work, upgrades, etc. of various Council systems - corporate and service specific systems;
- Supporting Customer Services digital transformation work, for example, customer studies;

- Climate Change work, e.g. Plastic Action; and
- Tree Preservation Order Review.

The full list of consultants that have been used, which service area engaged the consultant and how much has been paid to the consultant can be provided to Councillor Topping after this meeting. It will require each service area to review the list and respond individually to identify why each consultant was engaged and what the outcome of the work was. It is also likely that we have used the same consultants for different pieces of work and therefore the total payments made to them will need to be broken down by the service areas. It is envisaged that this work will take some time for the service areas to completed due to the number of consultants used.

Clearly to achieve this level of detail will require a significant number of officer hours – Hours that they can't use to carry out their normal duties.

Each significant spend on consultants or outside advice is considered and authorised on its merits. Significant spends above the delegated authority levels are outlined in the respective paper or business case – so I would urge members including Councillor Topping to refer to these papers if they have specific questions about a particular project or initiative.

A scatter gun approach to asking questions serves to neither provide a useful response nor results in an efficient use of officer time. Therefore, I would be pleased to hear from Councillor Topping as to what further information she would like to receive.

Supplementary Question

There was no Supplementary Question from Councillor Topping, on this occasion.

(b) Question from Councillor G Elliott to the Leader of the Council

- This Council endorsed a policy supporting Fairtrade on 24 July 2019. The motion was somewhat watered down but still contained a commitment to the procurement and promotion of Fairtrade.

Therefore, this Council resolves to:

- *Support food-based initiatives, including Fairtrade, that demonstrate a commitment to improving living standards and raising people out of poverty, while supporting our local economy.*
- *Promote Fairtrade as part of this wider ethical approach, including through support for local groups, in the media including social media, and events, including during Fairtrade Fortnight.*
- *Review its procurement policy, including its catering offer, to ensure that Fairtrade produce is included where possible, and that Fair Trade and other ethical considerations are given appropriate weighting when drawing up any contracts going out to tender.*

In view of this commitment will the Leader of the Council ensure that the East Suffolk House tea and coffee provision matches the Fairtrade provision of Riverside?

Response from Councillor Gallant

I am pleased to confirm that by the end of February, all tea and coffee supply at both East Suffolk House and the Port Health office in Felixstowe, will be Fairtrade. We will be running down the remaining stock on non Fairtrade items. Notices similar to those at Riverside will be displayed so that members, staff and visitors are aware.

Supplementary Question from Councillor Elliott

There was no Supplementary Question from Councillor Elliott on this occasion. However, he took the opportunity to confirm that he chose to purchase locally made produce, whenever possible.

7 Petitions

No petitions have been received as provided by Council Procedure Rule 10.

8 Notices of Motion

N.B. Councillor TJ Haworth-Culf left the meeting during the discussions on this item, at 7.40 pm.

The Chairman advised that three Notices of Motion had been received for this meeting, as set out on the Agenda. Members were then advised that Notice of Motion C, regarding tree planting, from Councillor Brambley-Crawshaw, had been withdrawn and would not now be discussed. The remaining two Notices of Motion would be considered individually.

In accordance with the Council's Constitution, a Motion could only be discussed with the consent of the Council, otherwise the Notices of Motion would be referred to the Cabinet or the most relevant Committee. The Chairman then handed over to the Leader of the Council to invite the Councillors who had proposed the Motions to speak to them.

a) Councillor D Beavan has submitted the following Notice of Motion:

This Council calls on the Southwold Harbour Joint Committee to respect the unanimous motion passed at the last meeting of Waveney District Council on 20/03/2019 which called for "a new inclusive, independent and effective management committee subject to an agreed budget" by appointing two Cabinet members, the ward member, a representative of Southwold Town Council and four independent members to an eight person Harbour Management Committee.

The Leader of the Council reported that he proposed that the Notice of Motion was not debated this evening and was, instead, referred to the Cabinet for further consideration.

Councillor Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development, reported that the Southwold Harbour Lands Joint Committee came

under his portfolio and that he was a Member of the Joint Committee. He also agreed that the Notice of Motion was not discussed this evening and should indeed be referred to Cabinet. He thanked Councillor Beavan for raising the important issue of the Southwold Harbour Lands. Councillor Rivett reported that the Joint Committee was created in 2013, with representatives from Southwold Town Council and the former Waveney District Council's Cabinet. The aim was to focus on the future of the Harbour Lands due to various complex historical and current issues, which included disputed claims of ownership and how best to manage it.

During this time, professional legal advice, work with the Department for Transport (DfT) and more recently consideration of the 2018, DfT issued, new Port of Good Governance Guidance and public engagement have been referred to and considered. The Joint Committee had decided to hold further public consultation, which took place between September and December 2019, to gauge feedback on the professional legal advice on a proposed Constitution for the proposed Southwold Harbour Management Committee, to enable governance improvements, in line with the key principles set out in a consultation document from June 2014 and the Ports Good Governance Guidance.

The next meeting of the Joint Committee was under two weeks away and would take place on 3 February 2020, where the consultation results would be considered and the next steps recommended. As such, Councillor Rivett believed it would be premature and inappropriate for Full Council to discuss this Motion tonight.

Councillor Beavan took the opportunity to respond. He felt that raising this Notice of Motion was the only opportunity that he had to raise the concerns of local residents in Southwold, and those Councillors who did not have a seat on the Joint Committee. He felt that there should be some discussion, particularly around some discrepancies within the consultation documentation and proposed Terms of Reference etc.

The Leader proposed that the matter was not considered or debated this evening and would be referred to the Cabinet for further consideration, for the reasons already discussed this evening. This was duly seconded by Councillor Rivett and upon being put to the vote it was

RESOLVED

That the Notice of Motion not be discussed at this meeting and would be referred to a future meeting of the Cabinet for further consideration.

(b) Councillor L Gooch has submitted the following Notice of Motion:

In the context of this Council passing the Motion to acknowledge the Declaration of Climate Change in July 2019 and the fact that we are addressing Item 5 The Housing Development Strategy 2020 to 2024 in today's meeting, it is essential that we marry these two directions.

To this end, I propose:

1. That all new council houses will be built carbon-neutral, for example by future-

proofing with low carbon heating and the highest standards of energy efficiency.

2. That all developers of new affordable housing should be encouraged to meet these same high standards.
3. That all other developers of new housing should be encouraged to meet these same high standards.
4. That all existing council stock, and properties purchased for such use, should be retro-fitted to the highest standards as economically as possible.

The Leader of the Council proposed that this Notice of Motion was not considered this evening and was instead referred to the Cabinet for further consideration. This was duly seconded by Councillor Kerry, Cabinet Member with responsibility for Housing. The reasons for this were that the Housing Development Strategy was a Cabinet responsibility and the matter of sustainability and carbon neutrality of the Council's new and existing housing stock required further detailed examination and evaluation. This area of work was quite technical and could not be rushed, as it would be feasible to take one approach, given the diversity of housing and age of the Council's housing stock. The Council would be visiting other local authorities, to seek good practice regarding improving the future proofing of housing, which could be replicated in the District.

Councillor Gooch took the opportunity to respond. She stated that her motivation in submitting the Notice of Motion was to raise awareness and start debate regarding improvements to the Council's housing stock. She was pleased that further research would be undertaken in this respect and she was reassured that the Council would be working with other local authorities to share good practice and experience. Councillor Gooch reported that matters such as this could be discussed in more detail by the Environmental Task Group. Councillor Mallinder, Cabinet Member with responsibility for the Environment confirmed that when the Council was retro fitting items such as solar panels and heat pumps, it was crucial to ensure that the Council received value for money. He commented that there were 1200 people currently on the housing waiting list and it was important that the Council received the best value for its investments.

The Leader of the Council had proposed that the Notice of Motion be referred to Cabinet, which had been seconded and upon being put to the vote it was

RESOLVED

That the Notice of Motion would not be discussed this evening and would be referred to the Cabinet for further consideration.

(c) Councillor E Brambley-Crawshaw has submitted the following Notice of Motion

As part of its efforts to combat climate change, will The Council commit to a doubling of tree cover in the District by 2045, in line with the Friends of the Earth ambition.

This to include:

- An action to increase tree* planting on its own land by 100% of its January 2020 level in the next 25 years
- Using the planning process to encourage larger-scale planting to be incorporate into new housing and business development schemes across East Suffolk
- Encouraging Parish and Town Councils to adopt its ambition on their own land within the District
- Launching and funding a 'Tree for Life' campaign to encourage the planting of new trees* by East Suffolk families to commemorate new births and adoptions, and provide memorial trees for parents

nb * Trees should be appropriate for the geology and landscape, be native and wildlife-rich species

The Chairman had already advised that this Notice of Motion had been withdrawn and that there would be no comment or discussion on this matter at this meeting.

9 Update on Policing Matters

A verbal update on Policing Matters was received from Mr Tim Passmore, Suffolk Police and Crime Commissioner. Mr Passmore reported that he welcomed the opportunity to come and speak to Councillors this evening and he would welcome questions at the end of his presentation. He was also accompanied by Ms Graffham, Head of Communications and Engagement from the Office of the Police and Crime Commissioner.

It was noted that Suffolk was one of the safest counties in the country, however the Constabulary was not well funded when compared to other Forces and it was important for the Constabulary to rise to the challenge and meet the needs of the County. Suffolk Constabulary currently had a budget of £133.7 million and it would be increasing its precept for 2020/21 by £24 for a Band D property. The funding raised would be used to pay for an additional 29 officers, many of whom who be deployed to deal with serious crime, provide additional capacity on the front line and digital crime. It was noted that there was currently an online public consultation about the proposed precept increase and he encouraged all those present to complete the survey to share their views on policing in Suffolk. Mr Passmore then reported that he was also trying to get the funding formula reviewed, as there were significant disparities in funding levels received across the country, and he felt it was important that there was more consistency and a level playing field for all Constabularies and their local residents.

One of the main areas of focus for the police would be County Lines - dealing with violent and organised crime. It was noted that the coastline and rural areas were vulnerable and therefore a joined up approach, with partner organisations, was underway and good progress was being made.

The Constabulary was also working collaboratively with the Fire Service and a joint facility in Beccles had recently been developed. In relation to surplus property owned by the Constabulary, Mr Passmore confirmed that he was not able to sell any assets cheaply to partner organisations, for a worthy cause, he was bound to seek the red book valuation and gain the best monetary value for the asset. However, Mr Passmore was keen to work with local communities wherever possible and he would be happy to undertake various negotiations in this respect, as appropriate.

Mr Passmore reported that Suffolk Constabulary had been working closely with colleagues at Norfolk Constabulary for many years and their collaborative working had led to annual savings of £19 million a year, which could then be reinvested in policing. He was proud to advise that this collaboration was the best in the country and colleagues from around the UK had sought their guidance on best practice regularly in this respect. It was confirmed that Mr Passmore was keen to work with a variety of partner organisations and the public sector to bring about savings and efficiencies wherever possible.

In relation to Civil Parking Enforcement (CPE), the delegated functions would be transferred over to District Councils in Suffolk in due course. This was important, as the District Councils would have more capacity to deal with parking enforcement, which would release police time to focus upon more serious crime.

Another focus of the Constabulary was Domestic Abuse and Mr Passmore stated that he had engaged 3 charities to work together in this respect, providing much needed help to victims. It was noted that three-year contracts had been awarded for this important work, which provided certainty for the charity workers, as well as those people receiving their support. The charities had very good track records for providing this support and it was hoped that new initiatives would be forthcoming over the next year.

The Constabulary were also providing grant funding, an example of which was for Access Community Trust (ACT) to work in Leiston, providing support to local young people. In July 2020, the Youth Intervention Fund would receive £50,000 and it was hoped over £100,000 would be raised to supplement it. The money would be used to help and support those young people from particularly difficult backgrounds, as if they received help at an early stage, it would improve their life chances for the future, benefiting everyone overall. Mr Passmore felt very strongly that young people were the future and it was important to redress the balance for those who had received a poor start in life and to give them every opportunity to thrive.

The Constabulary had a wide ranging role to perform, needing to deal with drugs, violence and serious crime strongly, whilst providing compassion and support in other circumstances that required a police presence. Police Officers and staff were highly trained and were required to deal with a huge range of issues, often in challenging circumstances. Overall, the Force used a co-operative and collaborative approach to meet the needs of the County, however it would never be enough at all times. Mr Passmore then invited Members questions at this point in proceedings.

Councillor McCallum raised concerns about drugs, which often included gangs and violent crime. She felt that County Lines was a growing issue in the District, as she had

heard that people from Ipswich, London and other areas were travelling to the District, often on operator-only trains, to sell drugs to young people. She queried what could be done, particularly by schools, to help stop this issue? Mr Passmore reported that the Public Sector Leaders Group (PSLG) had made £12 million available to help deal with this problem. It was crucial that schools were engaged and involved in this matter and that teachers knew the signs to look for, should a pupil become involved in selling or taking drugs. However, he felt that it wasn't just schools who should be working against this, it should also be parents, the care system and Pupil Referral Units (PRUs), as they were all involved in the safeguarding of young people. He felt that it was important to take a holistic approach and while progress was being made, more could be done to focus on this difficult issue.

Councillor Jepson queried the amount of violent crime, as a percentage of the total amount of recorded crime for the County? He noted that the perception of crime was often greater than the reality and he queried what the Constabulary could do to increase public confidence in the Police? Mr Passmore reported that he was concerned by the lack of confidence, which related to the recent National Crime Survey results, as he had attended many public meetings across the County, where the public had been positive and supportive of the work of the Police. He acknowledged that more needed to be done to improve public confidence and further analysis and work would be undertaken in due course. He also confirmed that the Police needed to raise more publicity about the things that had gone well and the positive achievements that had been made. With regards to sentencing, it was noted that the Police were not able to influence that, however there needed to be a balance between prosecutions and sentencing and further discussions were needed in this respect.

Councillor Topping commented that a Police Officer had recently attended a Beccles Town Council meeting for the first time in 2 years, which was very positive. She also stated that the 101 number for reporting non-urgent matters had ongoing issues and the public were still struggling to report crime, often being kept on the phone for long periods of time. Although people were also being directed to the police website in order to access various information, a lot of the crime figures were out of date, and the figures for Beccles had not been updated since November 2019. Mr Passmore reported that he was very concerned that the crime figures were not being updated on the website and he would raise this matter tomorrow. He acknowledged that work was ongoing regarding 101 and an additional £200,000 had been allocated to try to improve performance, including training and new technology. He commented that it was important for the public to be able to use a variety of methods to report crime and he would raise this with the Chief Constable, as it was an operational matter. It was also important for Community Police Officers to attend Town and Parish Council meetings when possible, as it was useful to share information about emerging problems.

Councillor Brooks, Cabinet Member for Transport, sought reassurance that the Police would still deal with instances of dangerous parking? Mr Passmore confirmed that they would be and that £190,000 had been allocated to support this important work and that Civil Parking Enforcement (CPE) would have a positive effect across the County for residents.

There being no further questions, the Chairman thanked Mr Passmore for his

informative presentation and he left the meeting, with Ms Graffham, at this point in the proceedings.

10 Report of the Independent Remuneration Panel

Councillor Gallant, Leader of the Council, presented report **ES-0273** which was the report of the Independent Remuneration Panel, containing the proposed amendments to the Members Allowances Scheme. The Leader took the opportunity to thank the Members of the Independent Remuneration Panel (IRP), some of whom were present at the meeting, for their hard work in undertaking such a detailed review. He also thanked the Members, who had engaged wholeheartedly with the process. It was noted that the IRP was comprised of community representatives and was independent of the Council, therefore the public could have confidence that their report was impartial. Any recommendations from the IRP were referred to Full Council for consideration, in order that the process was open and transparent.

The IRP was commissioned in September 2019 to carry out an in-depth review of the East Suffolk Council (ESC) Members Allowances Scheme, following an agreement that it would only sit once the new Council had been 'up and running' for a few months. This would allow the IRP to work with detailed information about Councillor workloads and meeting attendance, which would help to inform their review. Councillor Gallant advised that the cost to the East Suffolk tax payer was currently the lowest in Norfolk and Suffolk by some distance, with all the Councillors costing the individual tax payer £1.12 per year. Even with the proposed increase in Members Allowances, the individual cost to each East Suffolk taxpayer would still be lower than eight of the other eleven councils in the area.

It was noted that there had been an overall reduction in the number of Councillors since the creation of East Suffolk, from 90 Councillors to 55 Councillors, which meant that the total cost for Members Allowances would still be far lower than the overall payments which were made to the Suffolk Coastal District Council and Waveney District Council Councillors. Should the proposed changes to the Members Allowances Scheme be approved, the total cost of the new allowances still amounted to an overall saving of over £112,000 per year, or a 15% reduction, when compared to the total payments made to Members of our predecessor councils. These savings would equate to £448,000 over the four-year term.

During the review, the IRP recognised that all councillors now have greater responsibility representing considerably more residents, businesses and community groups, as well as a far larger geographical area. The IRP also found that the workload for Members had increased significantly and had actually doubled in most cases. The role had changed significantly and could not be viewed as part time. Reassurance was provided that the overall cost of Member Allowances represented a tiny fraction of the Council's overall budget. The overall cost of Members Allowances was around £600,000, compared to a total net spend of £30 million on Council Services, which equated to 2% of the Council's net outgoings.

Councillor Gallant reported that all Councils must seek to attract more and different people to the role, who may otherwise have considered the role un-viable because of financial concerns. It was noted that there was a lack of diversity within the Council, which could be attributed to the small allowances currently available. The IRP also

recognised that people who were self-employed could not afford to become a Councillor. Likewise, employed people might find it difficult to get the time off work required to fulfil their role effectively. As a result, the IRP had also recommended that the Council investigate ways to attract different people from different backgrounds and with a range of skills, by inspiring companies to encourage their workforce to consider becoming a Councillor, or to enable the self-employed to be adequately recompensed for lost work.

Councillor Gallant then invited Mrs Forster, Chairman of the IRP, to say a few words.

Mrs Forster reported that the Councillors had been elected to the newly created East Suffolk Council without knowing the workload of being a Councillor or the allowances that were to be paid. It had been agreed previously that a full review of Members Allowances would be undertaken approximately 6 months after the elections, as more information about the Councillors workloads and responsibilities were available.

The IRP had asked Members to complete a survey about their role and over 54% had responded. There were also a number of interviews which were conducted and it was clear that the basic allowance was too low for the amount of work that Councillors were undertaking. Their overall workload had doubled, Councillors were serving Wards with double the number of constituents and there was considerable preparation required for meetings. There was also additional travel to attend meetings which were held at both sites, in Lowestoft and Melton, and many Wards were spread over a large geographical area, necessitating increased travel to visit constituents.

It was noted that it was important for Councillors to balance their Council work with their home/family life, as well as any other outside work they may have. There were considerable savings which had been generated by the creation of a new Council, and the increase in Members Allowances would not erode the savings. Mrs Forster then took the opportunity to thank all the Members and officers who had supported the IRPs review.

Councillor Gallant thanked the IRP for their thorough review of the Members Allowance Scheme.

There being no questions regarding the Report of the Independent Remuneration Panel, the Council then went into debate.

Councillor Byatt reported that he had taken part in the review process and he had found the IRP to be very thorough and independent. He stated that there had been many comments on social media regarding the proposals within the report, however, he queried whether people had read the whole report, to see the evidence supporting the proposed increase. Councillor Byatt reported that his Ward had doubled in size and he was now representing 11,000 constituents. He then stated that the recent Cabinet papers for the meeting on 7 January 2020 had been over 400 pages long, which Members needed to read to keep informed of latest developments. He felt that the workload had increased significantly and that there should be some recompense for Councillors in this respect.

It was also important to attract younger people and those with different backgrounds to become Councillors, and it was crucial that Members were compensated for having to take unpaid leave or use up annual leave in order to attend meetings. He reported that it was not possible to fully review the Members Allowance Scheme any earlier, as it was important for the review to be evidence-led and Councillors were able to demonstrate evidence that their workloads had increased and he supported the recommendations contained within the report.

Councillor Elliott reported that he agreed with the reasons for reviewing the Members Allowance Scheme and it was important to attract a diverse range of Councillors who reflected the population of the District. He reported that he supported the proposals in principle, however he did not feel that now was the correct time to undertake the review. Councillor Elliott reported that it would have been more appropriate to have undertaken a review prior to the election, as the increased Allowances may have attracted or enabled a greater number of people, from different backgrounds, to become Councillors. He felt that the timing of the review was crucial and it had been a missed opportunity to attract different people to the role, as it was apparent that workloads would double given the reduction in the number of Councillors. He sought assurance that any future IRP reviews would be completed prior to an election, in order to attract a greater variety of candidates to stand for election.

Councillor Brambley-Crawshaw felt that there were negatives and positives with the proposed scheme. Councillors did work hard, however, the public may not fully understand the role of a Councillor and all of the things that they do. Therefore transparency was important and she encouraged the public to look online to see Councillors' attendance at meetings.

Councillor Deacon reported that he endorsed the recommendations contained within the report and he felt it was important that the public be informed about the work and role of a Councillors, as part of the Communications process regarding the Members Allowance Scheme.

Councillor Patience reported that it was a cross party team of Councillors who had been interviewed as part of the review, so that it was a fair and transparent process. He felt that it was very important to attract a diverse range of people to become Councillors in the future, in order to reflect the population that they served. He thought it was important to look at the various barriers which stopped people from becoming Councillors and he suggested that Councillors and officers work together, prior to the next election, to see if any barriers could be addressed or mitigated.

Councillor Topping reported that she had been working since she was 18 years old and she was now able to reduce her hours to a 4 day working week, as a result of the increase in the Members Allowance, as there was a significant amount of work in being a Councillor.

Councillor Kerry reported that he had a full-time job and he relished working to support the local community. He was fortunate in being able to work flexibly, as required, and the increase in the Members Allowances would assist him, and many

other Councillors, in undertaking his Council work. He confirmed that he fully supported the recommendations contained within the report.

Councillor Gallant reported that it was important for the Council to look at encouraging a diverse range of people to become Councillors and the Member Development Steering Group would be looking at this in detail, in due course, ready for the next round of elections. He stated that he valued the independence and professionalism of the IRP and it would have been inappropriate for Councillors to have conducted a review of their own allowances. Councillor Gallant was heartened by the comments received at this meeting in relation to the Members Allowance Scheme and he appreciated the ongoing hard work of the Councillors and noted that all workloads had increased significantly. Therefore, he moved the recommendation contained within the report, which was seconded by Councillor Blundell. Upon being put to the vote, it was unanimously

RESOLVED

That the recommendations of the Independent Remuneration Panel for a new Members' Allowances Scheme for East Suffolk Council, as set out in paragraph 4 of the report, be approved.

11 Treasury Management Outturn Report for 2018/19 and Mid Year Report 2019/20

N.B. Councillor McCallum left during the consideration of this item, at 7.50pm.

Councillor Gallant, Leader of the Council, introduced the report **ES/0149**, on the Treasury Management Outturn for 2018/19 and the Mid Year Report for 2019/20, which was duly presented by Councillor Cook, Assistant Cabinet Member for Resources. It was noted that the Treasury Management Policy Statement required an annual report and mid-year report to be produced and noted by Full Council.

The report reviews the performance of the Treasury Management Function of both Suffolk Coastal District Council and Waveney District Council, for the financial year 2018/19 and a review of the first half of the year for 2019/20, as East Suffolk Council.

The 2018/19 Summary was as follows:

- Investments totalled £66.89m for Suffolk Coastal District Council as at 31st March 2019, which was made up of £50.5m of short term investments, £7.39m of long term investments and £9m of cash at bank.
- Investments totalled £46.39m for Waveney District Council as at 31st March 2019, which was made up of £31m of short term investments, £2.39m of long term investments and £13m of cash at bank.
- Interest received during the year for Suffolk Coastal District Council totalled £550k.
- Interest received during the year for Waveney District Council totalled £410k.
- For Waveney District Council borrowing totalled £87.57m as at 31st March 2019 of which £77.4m relates to the Housing Revenue Account and £10.17m relates to the General Fund. £68.3m of the £77.4m HRA borrowing was taken out in 2011/12 for the self-financing loans.
- Suffolk Coastal District Council remained loan free during 2018/19.

The 2019/20 Summary to date was as follows:

- Investments totalled £109.36m as at 31st August 2019.
- Interest received to 31st August 2019 totalled £340k.

In conclusion, the Councils have operated its Treasury Management function within the prescribed Treasury Management Policy and Prudential Indicators for 2018/19 and for the first half of 2019/20. The Councils have maintained a healthy cash balance during 2018/19 and to date and also ensures that the best interest rate return was being achieved, without putting the Council's money at risk. It was noted that the Audit and Governance Committee had considered this report previously, at their meeting on 18 November 2019.

Councillor Elliott sought reassurance that the Council did not invest in the fossil fuel industry. There was some discussion in this respect and the Chief Finance Officer report that the Council was part of the CCLA Property Fund, which was a multi-asset investment fund. Whilst he could not be 100% certain, there was no investment in fossil fuels that he was aware of. It was important for the Council to make investments that had negligible risk and sufficient returns for its investment, currently 3 or 4%.

There being no further questions or debate, Councillor Gallant moved the recommendations within the report, which were seconded by Councillor Lynch and upon being put to the vote it was

RESOLVED

1. That the Annual Report on the Council's Treasury Management activity for 2018/19 incorporating the Mid-Year review for 2019/20 be noted.
2. That the Prudential Indicators Outturn position for 2018/19 in Appendix A and B be noted.

12 Treasury Management Strategy Statement for 2020/21 and Treasury Management Investment Strategy for 2020/21

Councillor Gallant, Leader of the Council, introduced report **ES/0271**, which set out the Councils' Treasury Management Strategy Statement, and he then invited Councillor Cook, Assistant Cabinet Member for resources to present the report.

Councillor Cook advised that the report set out the East Suffolk Council's Treasury Management Strategy Statement for 2020/21 (Appendix A) and the Investment Strategy for 2020/21 (Appendix B), which covered in detail:

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy; and
- the investment strategy.

It was noted that the Treasury Management Strategy Statement at Appendix A provided Members with details of the economic background that the Council has been operating in, the credit outlook and interest rate forecast. The Treasury Management Indicators help the Council to measure and manage its exposure to treasury management risks. The indicators cover:

- security;
- liquidity;
- interest rate exposure;
- maturity structure of borrowing;
- principal sums invested for periods longer than one year;
- operational boundary for external debt; and
- authorised limit for external debt.

Members were informed that Annex A of Appendix A, provided Members with Arlingclose's economic and interest rate forecast, as at November 2019. It was confirmed that as at 30 November 2019, the Council held £77.41m of borrowing and £120.82m of investments. Annex B of Appendix A provides a further breakdown.

The Investment Strategy at Appendix B provided Members with detail on Treasury Management Investments and Commercial Investments. It also provided detail on the capacity, skills and culture that operate within the Council and details the investment indicators that operate:

- total risk exposure;
- how investment is funded; and
- rate of return received.

Councillor Cook reported that this report had previously been considered by the Audit & Governance Committee, at their meeting on 6 January 2020. He took the opportunity to thank the Finance Team for their ongoing hard work and support for the Council and their detailed report. There being no questions or further debate, the recommendation within the report was moved by Councillor Gallant and seconded by Councillor Lynch. Upon being put to the vote it was

RESOLVED

That the Treasury Management Strategy Statement and the Treasury Management Investment Strategy for 2020/21 be approved.

13 Capital Strategy 2020/21 to 2023/24

N.B. Councillor TJ Haworth-Culf left the meeting during the discussions on this item.

Councillor Gallant, Leader of the Council, introduced report **ES/0268** on the Capital Strategy, and he then invited Councillor Cook, Assistant Cabinet Member for Resources, to present the report.

Councillor Cook reported that following the large amount of commercial investment undertaken by Local Authorities using 100% borrowing to finance their investments, the Chartered Institute of Public Finance and Accountancy (CIPFA) had issued a new

Prudential Code in February 2018, which required all Councils to produce an annual Capital Strategy that provides a high-level overview of how capital expenditure, capital financing and treasury management activity contributes to the provision of local public services, along with how associated risk is managed and the implications for future financial sustainability.

The East Suffolk Capital Strategy for 2020/21 through to 2023/24 was at Appendix A to the report. It was noted that the strategy pulled together all the various policies and strategies that the Council has in relation to capital, and provides the key elements from them, such as:

- capital expenditure and financing, which relates to the Council's capital programme;
- asset management strategy, which is still under development and is being led by the Asset Management Team;
- treasury management, covering borrowing and investments;
- investment for service purposes, where there is a strategic case to do so, such as entering into joint ventures with Norse;
- commercial investments, which links to the East Suffolk Commercial Investments Strategy;
- other liabilities, such as pension fund deficits and business rates appeals;
- revenue implications of the capital programme;
- knowledge and skills of officers, external advisors and councillors; and
- the Chief Finance Officer's statement on the affordability and risk of the Capital Strategy.

Councillor Cook confirmed that this report had previously been considered by the Audit and Governance Committee, at the meeting on 6 January 2020.

Councillor Byatt thanked Councillor Cook for the clear and concise report. He then took the opportunity to query where a list of the Council's assets could be obtained, as he felt it was important that all Councillors were able to check the Council's assets within their Wards. Councillor Gallant reported that the list was currently available for all Councillors to view on FRED, the Council's intranet. There being no further questions or debate, the recommendation within the report was moved by Councillor Gallant and seconded by Councillor Lynch. It was therefore

RESOLVED

That the Capital Strategy 2020/21 to 2023/24 be approved.

14 Capital Programme for 2020/21 to 2023/24 including Revisions to 2019/20

Councillor Gallant, Leader of the Council, introduced report **ES/0270** and invited Councillor Cook, Assistant Cabinet Member for Resources, to present the report.

Councillor Cook advised that as part of the annual budget setting process, the Council was required to agree a programme of capital expenditure for the coming four years. This report set out the East Suffolk Council's General Fund Capital Programme at Appendix A and the Housing Revenue Account Capital Programme at Appendix B, for the financial year 2020/21 to 2023/24 and also the revisions to 2019/20.

The Capital Programme had been compiled taking account of the following main principles, to:

- maintain an affordable four-year rolling Capital Programme;
- ensure capital resources are aligned with the Council's Business Plan;
- maximise available resources by actively seeking external funding and disposal of surplus assets; and
- not to anticipate receipts from disposals until they are realised.

The General Fund Capital Programme included £94.55 million of external contributions and grants towards financing the Council's £152.61 million of Capital Investment for the Medium Term Financial Strategy (MTFS) period. This represented 62% of the whole General Fund Capital Programme.

It was noted that the Housing Revenue Account Capital Programme totalled £59.08 million for the Medium Term Financial Strategy (MTFS) period and did not require any additional external borrowing to finance it. The Housing Revenue Account Capital Programme would benefit from £8.98 million of external grants and contributions, which was 15% of the programme.

Councillor Cook reported that Section Six of the report detailed the revenue implications arising from the Capital Programme, showing the Capital Charges for each year of the Medium Term Financial Strategy (MTFS) period, split between the General Fund and the Housing Revenue Account. The approval of the Capital Programme for 2020/21 to 2023/24 was required as part of the overall setting of the Budget and the Medium Term Financial Strategy.

Members were advised that this report had previously been considered by the Scrutiny Committee at their meeting on 16 December 2019.

Councillor Elliott commented that there had been a significant sum on money spent on Webcasting at the 2 Council sites in Melton and Lowestoft and he queried when Webcasting was due to implemented? Councillor Gallant reported that it was the Council's ambition to use new technology as much as possible, in order for the Council to become more efficient and transparent in its workings. However there had been some IT issues to overcome and reassurance was provided that work was continuing to address the issues.

Councillor Byatt sought confirmation that the Council was bidding for grants and external funding wherever possible, in relation to Lowestoft. Mr Jarvis, Strategic Director, reported that the Council was currently in discussions with English Heritage and would be submitting a bid to the Towns Fund in due course. Reassurance was also provided that the Council's Economic Development Team were proactive in submitting bids for funding, where possible. There being no further questions or debate, the recommendation within the report was moved by Councillor Gallant and seconded by Councillor Bird. It was therefore

RESOLVED

That the Capital Programme for 2020/21 to 2023/24 and revisions to 2019/20 be approved.

15 Housing Revenue Account Budget Report 2020/21

Councillor Gallant, Leader of the Council, introduced report **ES/0269** and invited Councillor Cook, Assistant Cabinet Member for Resources, to present the report.

Councillor Cook explained that this report brought together the Housing Revenue Account (HRA) Budget for the period 2020/21 to 2023/24, with a forecasted position for 2019/20 and a summary of its reserves and balances. The HRA budgets are fully funded from existing funds to meet the Council's HRA spending plans, including the Capital Investment Programme and reserve balances as per the HRA Financial Business Plan.

Councillor Cook reported that in February 2019, the Government set out a new Policy Statement for Social Housing Rents. The Policy Statement would take effect from 1 April 2020 and would be implemented through the 2020 Rent Standard of the Regulator of Social Housing. This would be the first time Local Authorities would be governed by the Regulator of Social Housing.

Under the new 2020 Rent Standard, Local Authorities can increase rents by up to CPI +1% for 5 years. The September CPI value must be used, which was 1.7% in 2019, which gave the Council the option to increase rents by up to 2.7%. Rents would be based on a formula rent set by government. The Council continued to collect rent and service charges on a 50-week basis. The proposed rent gave an average weekly rent of £84.95 for 2020/21, which was an increase of £1.90 compared to 2019/20.

It was reported that Service Charges can only recuperate the cost of providing a service. Therefore, the proposed average weekly General Service Charge for Grouped Homes in 2020/21 was £12.85, which was a decrease of £1.02, compared to 2019/20.

It was noted that the HRA Repairs & Maintenance (R&M) Programme was split between Capital and Revenue; the capital element was to be funded by the Major Repairs Reserve (MRR) and the revenue element was to be funded from the income derived from rents. The 2020/21 Housing R&M Revenue Budget has been set at £4.318 million. This was considered sufficient to allow the Council to carry out all necessary works to maintain the decent homes standard in all its properties.

Councillor Cook advised that the budget proposals gave a forecast HRA working balance for 2020/21 of £4.958 million, maintaining it well above the minimum acceptable limit of 10% of total income.

It was noted that this report had previously been considered by the Scrutiny Committee on 16 December 2019 and the Cabinet on 7 January 2020.

Councillor Patience queried how many Council garages were currently unoccupied? Councillor Gallant responded that this information was not immediately available and could be provided outside of the meeting. Councillor Kerry, Cabinet Member for Housing, reported that the Housing Team were currently undertaking a

survey on the Council's garage stock and further information would be provided in this respect, in due course.

Councillor Byatt reported that the former Waveney District Council had lost a proportion of its housing stock due to the Right to Buy (RTB) for tenants. He queried whether this was continuing, as it was important for the Council not to lose any more of its housing stock, as there was still a significant demand for housing across the District. Councillor Gallant reported that some housing stock would continue be lost due the Right to Buy initiative, however he would not wish to discourage anyone from purchasing their home in this way, as they were investing in their own future. He then provided reassurance that the numbers of homes being lost to Right to Buy were small and any monies received from the sale of these properties would be reinvested in purchasing additional properties to replenish the Council's housing stock. Councillor Kerry, Cabinet Member for Housing, provided clarification that the Accountant who oversaw the Housing Revenue Account, made sure that any monies received from the sale of Right to Buy properties were ring-fenced and reinvested in the Council's housing stock.

Councillor Gooch drew Members' attention to the information on page 123 of the report, regarding the costs of repairs and maintenance. She queried whether it would be possible to have the information in a tabulated format, with the costs for any works to make properties carbon neutral recorded separately, for ease of reference? Councillor Gallant commented that this was a reasonable request and it was noted that the Council's new Strategic Plan would have a strong focus upon the environmental agenda.

There being no further questions or debate, the recommendations within the report were duly moved by Councillor Gallant and seconded by Councillor Bird. Upon being put to the vote, it was

RESOLVED

1. That the Housing Revenue Account Budget for 2020/21, and the indicative figures for 2021/22 to 2023/24;
2. That the forecast outturn position for 2019/20 be noted;
3. That the movements in Reserves and Balances as presented in Appendix D be approved;
4. That the average weekly rent for 2020/21 of £84.95 over a 50-week collection year, an average weekly increase of £1.90 or 2.3% be approved;
5. That the new Rent Policy Statement and Rent Standard for 2020 with effective from 1st April 2020 be noted;
6. That the Service Charges and associated fees for 2020/21, Appendix B be approved; and
7. That the changes affecting public and private sector housing and welfare be noted.

16 Review of the Local Council Tax Reduction Scheme for 2020/21

N.B. Councillor Gandy left during the consideration of this item of business, at approximately 8.30 pm.

Councillor Gallant, Leader of the Council, introduced report **ES/0274** and invited Councillor Cook, Assistant Cabinet Member for Resources, to present the report.

Councillor Cook announced that this report to Full Council advised Members about the findings of the 2019 annual review of the Local Council Tax Reduction Scheme (LCTRS); the consultation on these findings; and the resultant proposals for changes to the LCTRS scheme, to take effect from April 2020, to introduce a tolerance level of £15.00 per week (or £65 per month) before the Anglia Revenues Partnership (ARP) would action any council tax adjustment to an individual's account.

It was noted that since the introduction of Universal Credit (UC), the ARP have experienced a 72% increase in revised Universal Credit awards, which was causing customers to become confused as to what amount they were supposed to be paying the Council, as the amount of benefit award was continuously changing. It was reported that this also had a knock-on impact with regards to the Council's collection rates, with the amount of money collected from Local Council Tax Reduction Scheme claimants reducing.

Councillor Cook drew Members' attention to the table in paragraph 3.7 of the report, which showed the reduction on the number of reassessments for tolerance limits between £5.00 and £25.00. The recommended limit of £15.00 would result in a 32% reduction of reassessments needing to be undertaken. Table 3.12 showed the impact of a £15 tolerance limit on a sample of cases. It was noted that for a typical claimant currently having 12 monthly reassessments and 12 amended Council Tax bills, a tolerance limit of £15.00 would reduce this to four monthly reassessments and the weekly difference in support would be £0.27p per week.

Councillor Byatt queried why there had been no claimants for the Hardship Fund that was available to assist Universal Credit claimants in some circumstances and he sought assurances that the Fund was being sufficiently advertised. Councillor Gallant reported that the Council was working closely with the Citizens Advice Bureau (CAB) to provide advice to claimants and they were aware that this source of funding was available. Councillors could also make their constituents aware of the Hardship Fund, and share the information widely. Councillor Burroughes, Cabinet Member for Customer Services and Operational Partnerships, confirmed that the Council's Customer Services Team were working hard to provide help and support to customers with their Universal Credit queries and they were directing them to the correct people to get the help that they needed.

Councillor Gooch commented that she was aware of several cases in her Ward that had ongoing problems with claiming Universal Credit, therefore she welcomed the proposals contained within the report, which would provide some additional much needed help.

There being no further questions or debate, the recommendations contained within the report were moved by Councillor Gallant and seconded by Councillor Bird. It was then

RESOLVED

1. That the Council retains the current Local Council Tax Reduction Scheme for 2020/21 as the 8.5% benefit scheme, i.e. the maximum benefit to working age claimants is 91.5%.
2. That the Council introduces a tolerance to the treatment of Universal Credit income in the Local Council Tax Reduction Scheme, as detailed in this report.

17 Update of the Anglia Revenues Partnership Agreement

Councillor Gallant, Leader of the Council, introduced report **ES/0154** and invited Councillor Cook, Assistant Cabinet Member for Resources, to present the report.

Councillor Cook advised that the ARP delivered the revenues and benefits service on behalf of the five partner authorities and the proper functioning of the ARP enabled the continued delivery of cost-effective services to the residents and businesses of East Suffolk, improve their quality of life and help deliver a strong and sustainable economy. He reported that the purpose of the report was to consider the updated Anglia Revenues Partnership (ARP) Agreement, following the change in ARP Membership, pursuant to the abolition of four member authorities and the creation of two new member authorities in their place on 1 April 2019 and to update other approved changes in the Partnership Agreement. It was noted that on 1 April 2019, East Suffolk Council had replaced Suffolk Coastal District Council and Waveney District Council and West Suffolk Council had replaced Forest Heath District Council and St Edmundsbury Borough Council. As a result, the ARP had taken the opportunity to update the APR agreement to reflect the new Councils, some changes which had been approved since the 2015 agreement was signed and to ensure that the agreement remained fit for purpose.

It was noted that the revised agreement at Appendix A to the report, had been reviewed and approved by the ARP Joint Committee at its meeting on 17 December 2019 and now needed to be considered by each individual partner authority, to allow the agreement to be signed and sealed by the 5 partners.

Councillor Gallant took the opportunity to thank all those involved with the ARP and, in particular, the Council's Chief Finance Officer. There being no questions or debate, the recommendation within the report was moved by Councillor Gallant and seconded by Councillor Brooks. It was then

RESOLVED

That the revised ARP Partnership agreement at Appendix A be approved to have effect from 1 April 2019.

18 Proposed Changes to the East Suffolk Council Constitution

Councillor Gallant, Leader of the Council, presented report **ES/0272**, which sought approval for minor changes to the Council's Constitution. It was noted that East Suffolk Council must have a written Constitution which has to include its standing orders, Code of Conduct and such other documents, as the Council considers to be appropriate, in accordance with Section 37 of the Local Government Act 2000. The Council had drafted a new Constitution when East Suffolk Council was created, on 1 April 2019. The Constitution had been approved by the Shadow Council for East Suffolk on Monday 28 January 2019 – report reference REP 29(SH) refers. It was recognised by the Shadow Authority that the Constitution would need to be reviewed, to fit the working practices of the newly formed East Suffolk Council and this report proposed some changes to the Constitution.

It was noted that Part 2 of the ESC Constitution outlined the Council's functions and responsibilities. Paragraph 2.1 of Section B of this part of the Constitution detailed specific functions that were reserved for Council and stated that one of those functions was changing the Constitution. In addition, Paragraph 10.3 of Part 1 of the Constitution, stated that the Audit and Governance Committee (AGC) has responsibility to advise the Council on substantive changes to the Constitution. Any substantive changes to the Council's decision-making arrangements and committee structure have to be considered by the AGC which will then recommend changes to the Full Council. In addition, the Monitoring Officer has authority to make minor amendments and corrections to the Constitution, whilst the Leader may change the Cabinet Portfolios and delegations.

This report proposed changes to the Constitution which the Monitoring Officer does not consider to be "minor amendments". These proposed changes have been considered by the AGC, at its meeting on 6 January 2020. The AGC agreed the proposed changes, as drafted, and recommended them to Full Council for approval. The proposed changes were as follows:

Change 1 - Election of Chairman and Vice Chairman of the Scrutiny Committee

It was proposed that the election of the Chairman and Vice Chairman take place by Full Council, at its Annual meeting, rather than at the first meeting of the Scrutiny Committee

Change 2 - Appointment of a Deputy Chief Finance Officer

It was proposed that a Deputy Chief Finance Officer be appointed, who will be kept briefed on emerging issues. The Deputy will act in place of the Chief Finance Officer if the Chief Finance Officer is absent or unable to act due to conflict or other relevant issues.

Change 3 - Audit & Governance Committee to review the Budgetary Policy Framework (BPF) Documents

In accordance with the CIPFA guidance, the Audit and Governance Committee should review the BPF Documents, such as the Treasury Management and Investment Strategy, rather than the Scrutiny Committee.

Change 4 - Changes to the wording relating to the Code of Good Practice/Guidance for Members-Planning and Rights of Way, in relation to Planning Site Visits

The wording had been amended to reflect that site visits were purely factual meetings, provided to give Members a better understanding of a site, prior to the consideration by either of the Planning Committees of any application in relation to it. The original wording suggested that the site visits were conducted as full meetings of the Committee, where the public had rights to address the Committee whilst on site. What was in the Code did not reflect accurately with how site visits were conducted, in reality.

Councillor Byatt queried that site visits could be filmed, as the aim was for Council meetings to be broadcast in the future? The Monitoring Officer and Head of Legal and Democratic Services clarified that site visits were minuted and the minutes were available on the Council's website to view. She raised concern that there would be several issues in relation to the filming of external locations, including relevant permissions being required. Councillor Mapey confirmed that he was a keen photographer and the landowner's permission was required prior to taking any photographs, which could be a complicated process. It would also leave the Council potentially exposed to various problems in relation to permissions, over time.

There being no further questions or debate, Councillor Gallant moved the recommendation within the report, which was seconded by Councillor Lynch. Upon being put to the vote, it was

RESOLVED

That the proposed changes to the Constitution, as set out in this report, be approved.

19 Summary of Urgent Executive Decisions

Councillor Gallant presented report **ES/0053**, which provided a summary of Urgent Executive Decisions, made between June 2019 and December 2019. It was noted that details of key decisions made by the Executive must be given at least 28 days' notice of, in a prescribed form, on the Council's Forward Plan. If it was not possible to give the requisite notice, Regulations 9, 10 and 11 say that those decisions can still be made, if the Chairman of the Scrutiny Committee agrees that they are urgent and cannot reasonably be deferred. If key decisions were to be made at "private meetings" of the Cabinet, from which the public will be excluded, Regulation 5(6) provides that 28 days' notice must be given of that private meeting. If it was not possible to give 28 days' notice of a private meeting, it could still be held, if the Chairman of the Scrutiny Committee agreed that the meeting was urgent and could not reasonably be deferred.

It was reported that Section 19 of the Regulations required that the Executive Leader must submit a report to Full Council, periodically, which contained details of the urgent executive decisions which have been made. A report submitted for the purposes of Regulation 19 must include particulars of each decision made and a summary of the matters in respect of which each decision was made. The Leader must submit at least one report under Regulation 19 annually to the relevant local authority. This requirement was reflected in paragraph 22.1 of the Access to Information Procedure Rules which were set out in Part 3 of the Council's Constitution. This states that 'the

Leader of the Council shall submit to the Council at quarterly intervals a report containing details of each executive decision taken during the preceding three months where the making of the decision was agreed as urgent. The report will include details of each decision made and a summary of the matters in respect of which each decision was made.'

Members noted that there had been two Urgent Executive Decisions which had needed to be taken between June 2019 and December 2019. They were in relation to:

- * Unit 1, 112 London Road North, Lowestoft
- * Lowestoft Full Fibre Project

Councillor Bird, Chairman of the Scrutiny Committee provided reassurance that he was provided with detailed justifications about why the decision(s) could not be deferred to a later meeting and he ensured that there was thorough discussion about the matter, involving all of the facts. He provided reassurance that being consulted as Chairman of the Scrutiny Committee was not just a 'tick box' exercise and he took the responsibility very seriously.

There being no further questions or debate, the recommendation within the report was moved by Councillor Gallant and seconded by Councillor Bird. It was then

RESOLVED

That the report detailing urgent Executive decisions made from June 2019 to December 2019 be noted.

20 Cabinet Members' Report and Outside Bodies Representatives' Report to Council

Councillor Gallant, Leader of the Council, presented report **ES/0267**, which provided individual Cabinet Members' reports, as well as reports by Outside Bodies representatives. The Leader stated that the written reports would be taken as read and invited questions on their contents.

Councillor Byatt commented that he welcomed this report and the updates that it contained. It was important for all Members to keep updated on developments within the District.

Councillor Ritchie commented upon the Quality of Place Awards, which had been organised annually by the Design and Conservation Team, to recognise and encourage an interest in the quality of the built and natural environment of the District and to promote an awareness of the need for high standards in all forms of design. The quality of the designs had been especially high this year. There followed some discussion in this respect and it was noted that it was important for Councillors to ask questions at an early stage of the development and planning process, in order to get the best possible developments for the District.

The recommendation within the report was moved by Councillor Gallant and seconded by Councillor Rudd. It was then

RESOLVED

That the report be received.

The meeting concluded at 8.45 pm

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Chairman

Minutes of a Meeting of the **Full Council** held in the Conference Room, Riverside, on **Wednesday, 26 February 2020 at 6:30pm**

Members of the Committee present:

Councillor Melissa Allen, Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Jocelyn Bond, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor Graham Elliott, Councillor John Fisher, Councillor Steve Gallant, Councillor Andree Gee, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Tracey Green, Councillor Colin Hedgley, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Trish Mortimer, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Kerry Blair (Head of Operations), Lewis Boudville (Car Parking Manager), Neil Cockshaw (Programme and Partnership Manager), Hilary Slater (Head of Legal and Democratic Services), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Sandra Lewis (Business Solutions Manager), Brian Mew (Interim Finance Manager), Lorraine Rogers (Finance Manager), Paul Wood (Head of Economic Development and Regeneration), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies for absence were received from Councillors T Fryatt, T Gandy, TJ Haworth-Culf, R Herring, C Mapey, F Mortimer and M Newton.

2 Declarations of Interest

There were no declarations of interest made at the meeting.

3 Announcements

The Chairman of the Council

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The Chairman of the Council reported that he and the Vice Chairman had attended a number of civic events since the last Full Council meeting, which included Civic Receptions, a Burns Night celebration and various Annual General Meetings.

He also reported that the Minutes from the last Full Council meeting on 22 January 2020 had not been able to be published with the papers for this meeting, however it was hoped that they would be available in the near future.

Urgent Item of Business

- The Chairman reported that in accordance with Section 100B (4) (b) of the Local Government Act 1972, he had agreed, as Chairman of the Council, to accept an urgent item of business.

The matter related to a Councillor request for an extended leave of absence. The special circumstances for considering this item as a matter of urgency were that a decision needed to be taken before 25 March 2020, which would be the next Full Council meeting, as if the Councillor did not attend a meeting before that date, they would cease to be a Councillor, in accordance with Section 85 of the Local Government Act 1972. Once any Councillor loses office, through failure to attend for the six month period, the disqualification cannot be overcome by the Councillor subsequently resuming attendance, nor can retrospective approval of the Council be sought. By considering this matter now, it would remove the pressure from the Councillor and help to speed up their recovery.

Therefore the Chairman had agreed that there were special circumstances which would allow for this item of business to be considered as a matter of urgency. This matter would therefore be considered as Item 11a on the Council Agenda for this evening, prior to the confidential reports.

The Leader of the Council

- The Leader of the Council reported that he was pleased to announce that he had recently appointed Councillor M Cook as the Cabinet Member with responsibility for Resources.

The Leader then took the opportunity to provide an up-date for Members about the two Notices of Motion that came before the last Full Council meeting, on 22 January 2020, and which had been referred to Cabinet for further investigation.

The first was a Notice of Motion submitted by Councillor David Beavan, in relation to what was then a forthcoming meeting of the Southwold Harbour Lands Joint Committee. The Notice of Motion was:-

“This Council calls on the Southwold Harbour Joint Committee to respect the unanimous motion passed at the last meeting of Waveney District Council on 20/03/2019 which called for “a new inclusive, independent and effective management committee subject to an agreed budget” by appointing two Cabinet members, the ward member, a representative of Southwold Town Council and four independent members to an eight person Harbour Management Committee.”

At the Full Council meeting on 22 January 2020, the Council did not consent to discuss the Notice of Motion immediately. This was because the Southwold Harbour Lands Joint Committee was going to consider the formation of a Harbour Management Committee at its meeting on 3 February 2020. This included the consideration of the results of a public consultation which had been held by the Joint Committee, about the formation of a Harbour Management Committee. It was felt that it would be wrong for the Council at its meeting on 22 January 2020, to pre-empt those discussions, and the receipt of those locally held views and representations which were to be presented at the meeting on 3 February 2020. Also, it was acknowledged that the history of the Southwold Harbour Lands was lengthy and complex. A report setting out the history and background would be required for Members to debate the Motion. Therefore, instead, the Notice of Motion was referred to Cabinet for investigation, and/or debate, and a further report back for subsequent debate by the Council. This follows Council Procedure Rule (CPR) 11.5. Meanwhile, three things have happened since:

- 1) there was a very constructive meeting of the Southwold Harbour Land's Joint Committee on 3 February 2020 and resolutions were passed about the formation of a Harbour Management Committee.
- 2) Further reports will be made to the joint Committee about the formation of the Harbour Management Committee
- 3) Cllr Beavan has confirmed that he is "happy to withdraw the Motion as it seems things are now going in the right direction.

In view of all these things, no further action is required, in the form of a report back to Council.

The second Notice of Motion was submitted by Councillor Gooch, as follows:-

"In the context of this council passing the Motion to acknowledge the Declaration of Climate Change in July 2019 and the fact that we are addressing Item 5 The Housing Development Strategy 2020 to 2024 in today's meeting, it is essential that we marry these two directions.

To this end, I propose:

1. That all new council houses will be built carbon-neutral, for example by future-proofing with low carbon heating and the highest standards of energy efficiency.
2. That all developers of new affordable housing should be encouraged to meet these same high standards.
3. That all other developers of new housing should be encouraged to meet these same high standards.
4. That all existing council stock, and properties purchased for such use, should be retro-fitted to the highest standards as economically as possible".

At the Council meeting on 22 January 2020, Council did not consent to discuss this Notice of Motion, either, on the basis that, again, it was a complex issue that warranted a report to set out the facts and implications. Therefore, the Notice was referred to Cabinet for investigation, and/or debate, and a further report back for subsequent debate by the Council, in accordance with CPR 11.5.

The Leader reported that he was pleased to inform Members that a report on the issues raised by the Notice of Motion was being prepared by Councillor Kerry, Cabinet Member with responsibility for Housing, and the Head of Housing. It will be presented at a future Cabinet meeting, at which all Members will be welcome, and it will be reported back to Council, for a subsequent debate.

I think all Members can rest assured, therefore, that the Notice of Motion will be fully considered, and can be debated by Members, in the usual way, armed with the relevant facts.

Councillor Rudd, Cabinet Member with responsibility for Community Health

- Councillor Rudd reported that all Councillors would be invited to attend a tour of Port Health in Felixstowe, in order that Members could see the variety of work undertaken by the Port Health staff. An email invitation would be circulated shortly and a tour of Felixstowe would also be arranged afterwards, if there was sufficient interest. All Members were asked to consider car sharing wherever possible.

Councillor Mallinder, Cabinet Member with responsibility for the Environment

- Councillor Mallinder advised those present that the Council had been updating its Tree Planting Policy and Guidance and an email would shortly be circulated to Members in this respect. It was noted that maps regarding the land owned by East Suffolk Council would soon be loaded onto the intranet and Members would be encouraged to assist any groups in their Wards who were interested in planting trees. It was noted that all Councillors were able to access their Enabling Communities Budgets for this purpose, if they so wished, in order to support local projects. Councillor Mallinder reminded those present of the importance of quality over quantity when planting trees and the refreshed guidance, which would be published shortly, would assist when considering the type of trees to be planted and the most appropriate location.

Chief Executive

- There were no announcements from the Chief Executive on this occasion.

4 Questions from the Public

The following Question had been submitted by a Member of the Public, Ms Bostock, in accordance with Council Procedure Rule 8:

As residents of the Parkhill Estate in Lowestoft, we are deeply concerned at the lack of maintenance given to the open space and pond, sited at Johnson Way / Jenkins Green. There are a number of very old trees which should be protected and cared for, they need to be trimmed. With regards to the pond, a reed has been growing and due to lack of maintenance, this is spreading quickly over the pond, resulting in loss of wildlife. Herons and Kingfishers are no longer seen, ducks and moorhens are fewer in number. However, vermin (rats) have increased in number, surely a health hazard.

We are asking that you give this matter your attention, trim the trees, remove the reeds and broken trees from the pond, repair the fence. Once these matters are dealt with, residents are prepared to play their part in future care.

We shall also be contacting Suffolk Wildlife to seek their assistance and advice.

Councillor Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development provided the response on behalf of the Council:

Councillor Rivett thanked Ms Bostock for her question and informed the members of the public present that should they have any queries about matters that the Council was responsible for, they would receive a more timely response if they contacted the relevant Cabinet Member directly, rather than submitting a question on notice to Full Council, which would take much longer for a response to be received.

Councillor Rivett reported that a meeting to discuss the best way to manage the pond at Johnson Way/Jenkins Green had taken place on 27 January 2020. In attendance were the East Suffolk Council Ecologist, the Councillor for the Ward, Councillor Rudd, Cabinet Member with responsibility for Community Health, a representative of the Maintenance Team at East Suffolk Council, and the Head of Grounds Maintenance for Norse, who carry out work in this area on the Council's behalf. A resident's representative was also present, who gave some input on how they would like to see the habitat managed.

Following the meeting, the Ecologist gave the following view:

"Based on what we saw, the pond area does provide an important resource for local wildlife, with a number of birds (including house sparrow which is a UK Priority species) observed foraging in the vegetation surrounding the pond. Large-scale removal of vegetation should ideally be avoided in order to retain these habitats, however some limited vegetation tidying could be undertaken without impacting significantly on the ecological value of the area, these should be limited as follows:

- Trimming of bushes/brambles where they overhang the fence around the pond (including the gorse along the southern footpath boundary);
- Cutting back to ground level of the two small bushes in the south-east corner opposite some of the properties.
- Selective tree works (including removal of deadwood) – in accordance with the works already planned.

As already planned, all of the above should be undertaken before the end of February 2020, to avoid impacts on nesting birds. The vegetation has matured since 2008, including the increased amount of reed growth in the pond. Whilst it is appreciated that this has changed the aesthetic of the pond, from an ecological perspective the more mature vegetation provides enhanced wildlife value (particularly for things like nesting birds). I would be happy to provide further advice on this as required in the future"

East Suffolk Council took this advice into account, and have agreed to the following works being carried out:

- Gorse bushes encroaching footpath from behind railings to be cut back to railings;
- Small mound of brambles immediately to right of Gorse/Fence and fronting properties to be cut down to ground level;
- Small mound of brambles immediately next to road and encroaching on footpath to be cut down to ground level;
- Small open areas of grass to be stirred to tidy as a pre-season operation;
- Any long bramble runners growing from shrubs/trees (around grassed areas) to be cut back to tidy but without affecting tree/bushes;
- Reshape two mature oaks adjacent no.11 and reduce slightly from property, dead wood all oaks where necessary.

All grounds works to be completed before the end of February 2020, to ensure minimal disturbance to nesting birds.

In addition, residents had flagged issues with a lamp post, and works required to repair sections of the footpath. East Suffolk Council have checked ownership records, and confirmed that both the lamp post and the footpath are the property of Suffolk County Council. The Council had therefore contacted the County's Highways team, and they were going to inspect the area, and make a decision on any required repairs.

5 Questions from Members

The following Questions were submitted by Members, in accordance with Council Procedure Rule 9:

(a) Question from Councillor Pitchers to the Leader of the Council

- Will the Leader of the Council join with the Kirkley and Pakefield Councillor team in thanking Cabinet Member David Ritchie and his team for providing timely advice and communication in dealing with the possible consequences of Storm Ciara. Were there any lessons to be learned and if so, what were they?

Response from Councillor Gallant, Leader of the Council

As Leader of the Council I am incredibly proud of the efforts of Councillor Ritchie, Cabinet Member with responsibility for Planning and Coastal Management, and especially the Officer Team, who took a proactive approach to put in place plans for East Suffolk Council and partners, to manage this challenging situation at Pakefield and I thank the local District Councillors for raising this question to enable us to highlight this difficult situation. This work involved not only staff in the Coastal Management Team but also colleagues in Building Control, Environmental Health, Joint Emergency Planning Unit (JEPU), Communities and Communications

In the last 3-4 months, we have seen a very unusual and unprecedented period of beach lowering in front of the Arbor Lane area at the south of Pakefield, resulting in cliff erosion. This situation continues to be very active, therefore the lessons learnt mentioned below are very initial and will be developed as the situation continues.

The specific lesson we learnt from the Storm Ciara response was that this situation is not going to go away. The erosion will continue to worsen with each storm event and

was in fact progressing rapidly on a regular basis. Therefore, we soon realised we needed to change from emergency response to looking at the hard reality of the long term. From this we have realised the need for and devised the community approach to removing the properties at risk. We are in the process of providing technical studies for the SMP review and whilst this is going on in parallel we realised there is no longer enough time to assist those on the Cliff Top before the review takes place so have had to focus our efforts on the immediate risks and assisting those affected.

Key lessons include:

- Proactive approach liaising with the property owners – make them aware of the risks and their responsibilities, e.g. contacting utility providers etc
- Regular liaison with professional partners, e.g. HM Coastguard, EA and Natural England
- Social media outlining the risks associated with walking on the beach, particularly too close to the bottom of the cliff
- Support the property owners by undertaking asbestos surveys and coordinating a demolition contractor
- Working together with other teams e.g. Building Control
- Cost efficiencies for the property owners – cheaper to demolish before the property ends up on the beach
- ESC need to come up with an incident plan for coastal erosion – it is not just CPE
- CPE need to have a mechanism to manage a rota – whether through Building Control or separate
- Member and SLT updates – may need to keep relevant Suffolk County Councillors informed more

Supplementary Question from Councillor M Pitchers:

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Can you ensure that the Kirkley and Pakefield Ward Councillors are kept updated on the latest developments, in this respect?

Response from Councillor Gallant, Leader of the Council

Yes, it is very important that Ward Councillors are kept fully informed about the latest developments. This will benefit all concerned, as the Ward Councillors know their areas extremely well and their local community and the various community groups within it, so it is important for them to share and receive information as it develops.

(b) Question from Councillor Byatt to the Deputy Leader of the Council and Cabinet Member for Economic Development

We recognize the in-depth analysis in the People and Places baseline report for Lowestoft Town Centre, published in December 2019. However, given the apparent fragmented areas of the confirmed and the intended Heritage Action Zones and the Lowestoft Town Centre Masterplan, rather than paying further consultancy fees, would it not be a better use of ESC money to employ a permanent officer to synthesize these areas and plans?

Response from Councillor Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development

- Both the Heritage Action Zones and Town Centre Masterplan intentionally cover discrete areas within Lowestoft. By their very nature they are focussed pieces of work aimed at enhancing, revitalising and regenerating specific areas of the town. However, whilst they do focus on particular areas their impact is much wider since the town operates as a whole and not in isolated silos. As a result of this, the Council's Regeneration Team has a remit to develop, manage and deliver a town wide regeneration and development programme which encompasses all the key areas of proposed development and enhancement within the town. Furthermore, the team's role is to ensure that all aspects of the town wide regeneration plan align and are complementary. This is currently encapsulated within the Lowestoft Regeneration Delivery Plan.

As you will be aware, in late 2019 Lowestoft was one of 101 towns invited to bid for a Towns Fund award of up to £25m, to support regeneration and development activities across the town. As part of this bidding process a Town Investment Plan (TIP) must be produced which sets out a town wide approach to improving the economic prospects of the area. The current delivery plan will form this basis of the TIP and the TIP itself will be agreed by the recently formed Lowestoft Place Board consisting of a wide range of public, private and third sector partners.

East Suffolk Council's Regeneration Team will lead this process and develop the draft Town Investment Plan. During the course of its development, input may be required from external consultants. Such consultants provide specific professional expertise, which does not exist within the Council, and it would be impractical and would not provide value for money for the Council to employ them on a full-time basis, they also provide additional capacity. It would be highly unusual for the Council to employ a member of staff on even a temporary contract to undertake a piece of work such as master-planning as it is time intensive and requires multidisciplinary skills and knowledge. As such, the contracting of a consultant is seen as the most practical and efficient way of completing such a piece of work.

It is also worth noting that the cost of any consultancy input during the course of the TIP's development will be met by the capacity funding (£162k) which ESC has been awarded by MHCLG to support the development of the TIP.

Supplementary Question from Councillor Byatt:

Councillor Byatt did not have a Supplementary Question on this occasion, however he commented that it may save the Council money in the longer term, if it were able to train its own staff over time and provide them with the necessary skills and local knowledge, rather than employing expensive, external consultants.

6 Petitions

No Petitions had been received, as provided by Council Procedure Rule 10.

7 Notices of Motion

No Notices of Motion had been received as provided by Council Procedure Rule 11.

8 Acceptance of Ministry of Housing, Communities and Local Government (MHCLG) Rough Sleeping Grant Funding

Councillor Kerry, Cabinet Member with responsibility for Housing, presented report **ES/0313**, which sought approval to accept grant funding of £693,735 and to use it to deliver the projects and services in relation to reducing rough sleeping in the District.

Members noted that the Homelessness Reduction Act (HRA) 2017, required local authorities to develop and provide enhanced and tailored pathways for groups of people who were more vulnerable to homelessness than others, including people with mental health issues, those experiencing domestic abuse, ex-offenders and care leavers. The Government was particularly committed to assisting rough sleepers or people who were at risk of rough sleeping, with the goal of halving the numbers of people sleeping rough by 2022. East Suffolk Council was successful in its applications to the Rapid Rehousing Pathway and the Rough Sleeper Initiative Funding programmes for 2019/20. The total funding for the financial year 2019/20 consisted of £292,553 from the Rapid Rehousing Pathway and £202,180 from the Rough Sleeping Initiative.

Councillor Kerry reported that in late 2019, the Ministry of Housing, Communities and Local Government (MHCLG) had invited local authorities who wished to benefit from further funding to apply again. On this occasion, the two previous funding streams had been combined into one rough sleeping funding pot. Given the short timescale available for placing bids, the Housing Needs Service bid for an additional £698,448 of funding and the decision on the bids received was anticipated in January 2020. Councillor Kerry reported that he was pleased to announce that the Council had been awarded grant funding of £693,735 and approval was sought to accept the funding. The recommendations within the report sought delegated authority to accept and use the funding and also for an exemption from the Contract Procedure Rules, in order for negotiations to take place to enter into contracts with current and new service providers.

Councillor Deacon stated that he welcomed the additional funding and the initiatives that would be supported by it. He queried paragraph 2.2 g) on page 4, which related to the conversion of the 1 bed Hub in Felixstowe, into a longer term emergency bed for more entrenched rough sleepers. He asked whether the conversion could enable the facility to become carbon neutral. Councillor Kerry reported that he was not sure if the facility could be made carbon neutral, however the redevelopment would try to incorporate energy efficiency measures, to improve its sustainability where possible. It was important for the development to be undertaken quickly so that it was available for any rough sleepers in the area that may need it.

Councillor Elliott asked why retrospective permission was being requested in the recommendations. It was confirmed that the award was made in January and was too late to be considered at the Full Council meeting on 22 January 2020, therefore permission to accept the grant was being sought at this meeting. It was noted that the grant was over £500,000 therefore it had to be brought to Full Council, it could not be accepted at any other meeting.

Councillor Elliott then queried what would happen in 2021/22, and whether the Council would need to apply for further funding? He felt that it would be better if homelessness reduction was looked at in the long term, with funding levels secured for several years, which would provide much needed certainty. Councillor Kerry reported that the Head of Housing had recently met with Peter Aldous, MP, to explain the situation and the need for continued funding. It was confirmed that Peter Aldous would lobby Parliament in this respect and put forward the needs of the District Council to have secure, long term funding, to continue the important work to reduce homelessness.

Councillor Elliott also sought clarification regarding the temporary staffing posts which would be funded by the grants. It was reported that the posts would be held over and kept open, until the funding was received by the Council.

Councillor Kerry then moved the recommendations contained within the report, and this was seconded by Councillor Gallant.

Councillor Gallant advised that should the Council vote not to accept the grant funding, the money would be returned to Government and the important work to reduce homelessness would not be able to continue. The award of the grant had been delayed and the amount of the award was too large to be considered by the Cabinet and had therefore been brought to Full Council.

Councillor Elliott commented that the situation regarding the funding of the temporary posts was far from ideal and did not provide any security for those members of staff. He felt that a proper, long term funding package was needed, in order to reduce homelessness and also provide security for members of staff.

Councillor Green reported that she welcomed the additional funding and commented that homelessness was a complex issue, which needed significant input in order to help people stay off the streets, in the longer term.

On being put to the vote it was unanimously

RESOLVED

1. That Delegated Authority be granted to the Housing Service to receive additional rough sleeping grant funding for 2020/21 of £693,735.
2. That Delegated Authority be granted to the Housing Service to use the funding to extend and continue with existing services and set up new services and initiatives as set out in this report.
3. That for the reasons given in this report the services provided via this funding be exempted from the Contract Procedure Rules, and that delegated authority be given for the Head of Housing Services in consultation with the Cabinet Member for Housing to negotiate, agree and enter into contracts with current and new service providers identified to deliver the initiatives referred to in paragraphs 2.2 to 2.5 of this report.

9 General Fund Budget and Council Tax Report 2020/21

Councillor Cook, Cabinet Member with responsibility for Resources, presented report **ES/0309**, which sought approval of the Medium Term Financial Strategy (MTFS) for the period 2020/21 to 2023/24 and the Council Tax resolutions.

Councillor Cook reported that the MTFS and the proposed Budget have been the subject of extensive updating, scrutiny, and consultation over the course of this year's budget process. Since Cabinet considered the Budget on 4 February 2020, the proposed budget increases received from the Norse partnership, in respect of the services that they provide to the Council, have been incorporated into the Budget and MTFS. These increases potentially have a very significant impact on the Council's financial position and at this point have not been agreed however they do need to be included to ensure a balanced budget is set, as a worst case scenario. The proposals from Norse would be challenged and reviewed in detail, and the result of these discussions will be reported to Cabinet during 2020/21.

It was noted that in 2020/21, the Council's financial position had benefited from the deferral of proposed changes to the business rates system and the roll forward of a one-year finance settlement from 2019/20. However, there was a high degree of uncertainty in the medium term. This means that it was important that the Council approved an appropriate increase in the Council Tax, and maintained its reserves and balances, to ensure both financial sustainability and the continuation of key projects and initiatives.

The increase proposed for East Suffolk's element of the Council Tax was £4.95 per year, for a Band D property. With around 68% of the district's properties being in Bands A to C, a typical Band B household would pay an additional £3.85 a year, or just over 7p a week. In addition, the Council was maintaining the current Local Council Tax Reduction Scheme so that the 14% of households in East Suffolk who were in receipt of those discounts would typically only pay 8.5% of the council tax bill. Section 25 of the Local Government Act 2003 placed a personal duty on the Chief Financial Officer to make a report to Council about the robustness of the estimates made for the purpose of the Council Tax calculations and the adequacy of reserves and balances. The 2020/21 Report of the Chief Finance Officer was provided in Appendix C, and the Act required the Council to have regard to this report before it made its budget and council tax decisions.

Councillor Cook reported that Appendix A presented the updated Budget and MTFS, which reflected the Final Local Government Finance Settlement that was issued on 6 February 2020. There were no changes from the Provisional Settlement issued in December 2019. Appendices to the MTFS include more detail on the Budget and budget movements, and detail on reserves and balances. It was noted that it was a requirement for the Efficiency Strategy in Appendix B to be approved annually in respect of the potential flexible use of Capital Receipts for the one-off revenue costs of transformation projects, although no use of this flexibility was currently proposed in 2020/21. The Efficiency Strategy would be revised during the course of the year to reflect the new East Suffolk Strategic Plan.

At the Full Council meeting on 22 January 2020, Councillors approved that the Council retained the current Local Council Tax Reduction Scheme for 2020/21 as the 8.5%

benefit scheme, i.e. the maximum benefit to working age claimants was 91.5%. Full Council also approved the introduction of a tolerance to the treatment of Universal Credit income in the Scheme. Council Tax Discounts and Premiums, and Long Term Empty Property Premium from 1 April 2020 were previously approved by the East Suffolk Shadow Council. These premiums should make a significant contribution to bringing empty properties back into use.

The Government have announced additional business rates measures that will apply from 1 April 2020, increasing the current retail discount and extending it to cinemas and music venues; extending the duration of the local newspapers discount; and introducing an additional discount for public houses. In the Recommendations, the Council was requested to use discretionary relief powers to grant these reliefs. The Council has a statutory requirement to produce a Pay Policy Statement for each financial year. The Statement to be approved for 2020/21 was provided in Appendix D. Finally, the formal Council Tax Resolutions for 2020/21 were set out in Appendix E. In addition to the Councils own Council Tax Requirement, this Appendix provided the Band D Council Tax for Suffolk County Council, the Police and Crime Commissioner for Suffolk, and the Parish Precept requests by each individual Parish.

Councillor Elliott sought reassurance that the Council was claiming the maximum amount of Council Tax from second homes and long term empty properties in the District. Councillor Cook confirmed that the Council was receiving the maximum amount of Council Tax that it could receive, whilst working within the framework of the legislation.

Councillor Topping commented on the 5 themes that were currently in the East Suffolk Business Plan and the East Suffolk Strategic Plan and queried whether an additional theme could be included regarding the Climate Emergency? Councillor Cook reported that the East Suffolk Strategic Plan was due to be discussed as the next item of business on the Council's Agenda, therefore this question should be deferred until then.

Councillor Deacon queried Appendix 4 in the report, on page 44, which illustrated the MTFS Key Movements. He sought clarification on the figures for Car Park Enforcement and also the additional income from car parking. The Finance Manager and Deputy S151 Officer reported that the increase in costs for Car Park Enforcement related to the additional staff who were being employed to cover Civil Parking Enforcement in the District, which would commence shortly. The increase in income from car parking, was to reflect the actual amounts that were being received, as there had been an underestimation of receipts in the past.

Councillor Elliott raised concerns about the increase in costs of the Norse contract and he sought assurance that the Council would be looking to bring back the function in house, in order that the Council could increase control over the budget. Councillor Cook reported that officers were looking into the matter of the increased costs. He advised that the figures shown in the report were, in fact, the worst case scenario and it was hoped that the actual figures would be reduced. Further reports regarding the progress of the negotiations with Norse, would be brought back to Cabinet, in due course.

Councillor Elliott drew Members attention to the Pay Policy and he raised concerns about whether the Council's partner organisations and parties such as Norse were also bound to review their lowest paid workers. The Finance Consultant confirmed that the Pay Policy only applied to those staff employed by East Suffolk Council, it did not include partners or other organisations. Councillor Elliott queried whether it would be possible to see if the Pay Policy could be made to apply to partner organisations and Councillor Cook reported that this could be reviewed in due course.

Councillor Gooch advised that the Environmental Task Group was concerned about ensuring that the Council considered green and sustainable options wherever possible. She queried whether it would be possible to have an additional appendix in the future Budget Reports, to show the money spent by the Council on reducing damage to the environment and environmentally sustainable products? Councillor Cook reported that there was no defined budget for the Environment or any of the Core Themes within the Business Plan or Strategic Plan. He reported that all of the Council's projects had to provide a detailed business case prior to their consideration and environmental concerns and mitigation were clearly shown within them. It would therefore not be prudent to have a separate budget for Environmental matters, they were considered within everything that the Council undertakes. Councillor Mallinder, Cabinet Member with responsibility for the Environment, reported that the Environment could be compared to a 'golden thread' and was an important part of the decision making process in everything the Council does.

Councillor Blundell took the opportunity to raise the concern that he could not see Purdis Farm listed in Appendix E, which listed all of the Council Tax Resolutions. Councillor Cook reported that this would be investigated and Councillor Blundell would be updated outside of the meeting. Later, during the meeting, Councillor Gallant provided clarification that Purdis Farm had been included under the Parish Area - 'Brightwell, Foxhall and Purdis Farm'.

Councillor Cook then moved the recommendations within the report and they were duly seconded by Councillor Rivett.

Councillor Byatt took the opportunity to thank Councillor Cook for his report and he congratulated him on his recent appointment as Cabinet Member with responsibility for Resources. He reported that this was the first time East Suffolk Council had set a budget and he stated that he would support the proposed budget if the money was being spent wisely, however he and his colleagues would scrutinise the money that was spent and ensure that the Council would keep its promises. With the challenging economic climate, with various local shops closing, it was important that the Council did everything it could to breathe life into High Street. It was also important that East Suffolk Council did the best for the people who lived and worked in the District, regardless of their politics. Future funding was a significant concern, as the Revenue Support Grant (RSG) would disappear entirely in the near future and funding grants were only for a year at a time, therefore it was very difficult for all Council's to plan in the longer term. He reported that the role of the Opposition was not just to oppose everything, it was to work with the Administration and to challenge and question as much as possible. He felt that rural and coastal communities had been overlooked by central Government for many years and that work needed to be undertaken to ensure that this was addressed. The District also had a number of assets such as the

countryside, award winning beaches and many other opportunities and it was important that the Council made the most of them, wherever possible.

Councillor Gallant confirmed that he welcomed being held to account by the Opposition and he would also welcome any suggestions or ideas that could help the Council in the future.

Councillor Beavan took the opportunity to congratulate the Council for producing a prudent and balanced budget. He recognised that it was difficult for finance to balance the budget and it would only become more difficult in the future. He took the opportunity to raise that second home owners were able to use a legal loop hole to avoid paying Council Tax and Business Rates on their properties and they were therefore being subsidised by the remaining Council Tax payers in the District. He reported that there were approximately 354 holiday let businesses registered in Southwold and there was no substantial proof that any of them were genuine holiday let businesses. The Council was losing around £0.5 million each year as a result of this legal loophole and he urged the Council to lobby the Government to investigate closing the loop hole as a matter of urgency, in order that everyone was treated fairly and was paying the various taxes that they owed.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Council's Standing Orders contained the need to have a Recorded Vote at meetings where decisions on the budget were made. Therefore, in accordance with Paragraph 15.5 (Recorded Votes) of Part 3 of the Constitution, the Council would be having a recorded vote for this item. The results of the vote are shown below:

For the recommendations contained within the report:

-
Councillors M Allen, P Ashdown, E Back, D Beavan, S Bird, C Blundell, J Bond, E Brambley-Crawshaw, N Brooks, S Burroughes, P Byatt, A Cackett, J Ceresa, J Cloke, M Cook, T Cooper, L Coulam, J Craig, M Deacon, G Elliott, J Fisher, S Gallant, A Gee, T Goldson, L Gooch, T Green, C Hedgley, R Kerry, S Lawson, G Lynch, J Mallinder, T Mortimer, K Patience, M Pitchers, C Poulter, D Ritchie, C Rivett, K Robinson, M Rudd, L Smith, R Smith-Lyte, E Thompson, C Topping, S Wiles and K Yule.

Against the recommendations the recommendations contained within the report:

-
There were none

Abstentions

-
There were none.

Upon being put to the vote it was unanimously

RESOLVED

1. That the Council considered the Chief Financial Officer's report attached at Appendix C;

2. That the Medium Term Financial Strategy for 2019/20 to 2023/24, including the General Fund Revenue Budget for revised 2019/20; proposed 2020/21; and forecast budgets for 2021/22 to 2023/24 as set out in Appendix A be approved;
3. That the movements to and from Earmarked Reserves and the General Fund Balance for 2020/21 to 2023/24 as set out in Appendix A6 be approved;
4. That the items to be treated as special items in 2020/21 as set out in Section 6 – the precepts by town/parish councils and parish meetings be approved;
5. That a Band D Council Tax for 2020/21 of £171.27, representing an increase of £4.95 or 2.98% on 2019/20 be approved;
6. That the Efficiency Strategy attached as Appendix B be approved;
7. That the Pay Policy Statement set out in Appendix D be approved;
8. That the Council Tax Resolutions in Appendix E be approved;
9. That the discretionary business rate reliefs referred to in paragraph 4.2 under Section 47 of the Local Government Act 1988 be granted;
10. That the Business Rates base (total net Business Rates income) of the district for 2020/21 of £96.159 million be noted; and
11. That the Council Tax Base of 87,888.87 for 2020/21 be noted.

10 East Suffolk Strategic Plan

Councillor Gallant, Leader of the Council, presented report **ES/0308**, which sought approval of the East Suffolk Strategic Plan. He reported that the previous East Suffolk Business Plan had been adopted by both Suffolk Coastal District Council and Waveney District Council in 2015 and this would be replaced by the East Suffolk Strategic Plan, once it had been adopted.

The proposed Strategic Plan covered 5 main themes and followed on from the robust direction of the previous Business Plan. The 5 themes were:

- Growing our economy
- Enabling our communities
- Financial sustainability
- Digital transformation
- Our environment

The plan had been created as a result of the successful 3 day 'Hot House' event. This took place in October 2019, at Adastral Park, with 81 attendees comprising Members and staff, including CMT and SMT. Partners were also invited to the event. The collaborative nature of the Hot House enabled a fully rounded picture to be formed of the new plan and it was the output from the Hot House which had created the proposed Strategic Plan, as presented.

It was noted that the plan was written as a strategic-level document, showing the aims and objectives of the Council at a high level, to steer both the organisation's decision making and day to day management of services. All of the 5 themes were connected and were overarching principles for the way in which the authority would work as a whole. Within each theme, key priorities had been identified and the statements guide what was important to the Council and provided a steer regarding the areas which would be focused upon within each theme. Against each priority, there were points listed to show how progress was to be measured, to understand whether the Council was delivering to each priority over the coming four years. It was noted that these points, at a strategic level, would form the basis of the performance reporting presented to Cabinet, to show at a strategic level, whether the authority was moving in the right direction on areas identified to focus on.

Members noted that the Strategic Plan, as a strategic level document, meant that the detail regarding 'how' matters would be delivered, sits below the Strategic Plan within the action plans from the appropriate Service Areas, and a Strategic Plan Delivery Board would be created to monitor the delivery of the Strategic Plan. The Board would report to Cabinet and would be responsible for overseeing the delivery of the plan, including strategic risks and performance. It was confirmed that feeding into the Board, would be five programmes, which were based upon the five themes. The programme plans would be created from all of the Service Plans, capturing projects and tasks delivering to the priorities of the Strategic Plan. As such, all Service Plans and activity across the authority would feed into the 5 programme themes, with planned workshops to identify how each team contributes to the overall Strategic Plan.

It was noted that the Strategic Plan would be a live document and would be digital by default, with links to other documents and information.

Councillor Gallant took the opportunity to thank Sandra Lewis, Business Solutions Manager, for her outstanding work and support in relation to the creation and development of the Plan. All those present then gave Sandra Lewis a round of applause, in recognition of her hard work and contribution.

Councillor Coulam reported that she had found a typographical error in the spelling of Saxmundham and confirmation was provided that this would be amended after the meeting.

Councillor Brambley-Crawshaw queried who would be on the Strategic Plan Delivery Board. It was reported that the Board would consist of the Leader of the Council, the Portfolio Holders (Cabinet) and the Senior Management Team. It was noted that other Members of the Council would be welcome to attend the meetings, as Observers and ask questions.

Councillor Topping queried how the Council would get the Town and Parish Councils to engage with the Strategic Plan? Councillor Gallant reported that it was very important to share the Strategic Plan with our partners and organisations. He suggested that the Strategic Plan could be considered as an item of business at the future Community Partnership meetings, in order to keep everyone apprised of the Councils aims and objectives.

Councillor Elliott reported that there was a minor error with the map within the Strategic Plan, which should be amended for it to be an accurate reflection of the District. Councillor Gallant reported that there had been some difficulties in producing the map and he confirmed further work would be undertaken in this respect.

Councillor Gallant moved the recommendations within the report and they were duly seconded by Councillor Cook.

Councillor Byatt reported that he was pleased that the Plan would be a living document and he hoped that it would include information about Hidden Needs in due course. He was concerned by the target of 2030 for the Council being carbon neutral, as that was only 10 years away and there was still so much to do. However he was very pleased by the Strategic Plan and felt that the Council had much to be proud of.

Councillor Brambley-Crawshaw stated that she had been involved in the Hot House and had thoroughly enjoyed the process and had built good relationships during the process. During the Hot House, she had suggested that the Council should concentrate on creating a 'Vibrant Economy' rather than 'Growing our Economy', as she felt that the Council should focus on creating prosperity, rather than merely growth. She was concerned that endless growth would damage the environment and a new measure of success was required, rather than simply 'growth'.

Councillor Smith-Lyte stated that she felt that the 2030 target for being carbon neutral was correct, as the target needed to be ambitious. There needed to be significant change and people should focus more upon car sharing and using public transport.

Councillor Gallant thanked Members for their comments. He felt that the Council needed to set an ambitious target and should be aiming high. However the Council may not be able to deliver everything, so it should do its best. In relation to the Economy, he stated that 'Growing the Economy' had been chosen, as it was simple to measure growth. He felt that 'Vibrancy' would be difficult to quantify and it would mean different things to different people. He confirmed that he wished the Strategic Plan to be ambitious throughout and the delivery plans would also be challenging.

Councillor Gooch reported that the Strategic Plan had been considered by the Scrutiny Committee and she was pleased that some of the suggestions made by the Committee had been taken on board. She reported that there were different ways of measuring growth, it was not necessarily about having more. She commented that the Plan needed to be agile and responsive to meet the Council's needs.

Upon being put to the vote it was

RESOLVED

1. That the East Suffolk Strategic Plan and associated governance structure be adopted.
2. That Delegated Authority be granted to the Chief Executive, in consultation with the Leader of the Council, to make minor amendments to the Strategic Plan.

11 Cabinet Members Report and Outside Bodies Representatives Report to Council

The Leader of the Council presented report **ES/0310**, which provided individual Cabinet Members' reports, as well as reports by Outside Bodies representatives. The Leader stated that the written reports would be taken as read and invited questions on their contents.

Councillor Bird provided clarification that his update on the Felixstowe Landguard Partnership Committee, related to the meeting he had attended on 24 January 2020, which had been inadvertently omitted from his report.

Councillor Topping took the opportunity to raise concerns about conflicting meetings being held at the same time, sometimes by the Council and asked that this be avoided wherever possible. She gave the example of the Beccles, Bungay, Halesworth and Villages Community Partnership meetings, which clashed with other events or meetings held by the Council. The Leader of the Council reported that Democratic Services took great care in trying to avoid meeting clashes wherever possible. The Monitoring Officer and Head of Legal and Democratic Services confirmed that the team tried to avoid clashes and Managers had been asked to ensure that the Corporate Calendar was updated with all the events that Councillors may attend, in order that there was a central point that officers could check, to try and avoid meeting clashes.

Councillor Byatt took the opportunity to seek reassurance that the Council was lobbying Government for support and increased funding for Suffolk Constabulary and the local Clinical Care Commissioning Groups. He was concerned that County Lines had reached Suffolk and that Market and Coastal Towns were being disproportionately affected. The Leader of the Council reported that the Council lobbied for additional funding wherever appropriate and was committed to doing the best for local residents. He provided reassurance that Suffolk Constabulary were working hard to protect the vulnerable in the County.

The recommendation within the report was moved by Councillor Gallant and seconded by Councillor Rivett. It was therefore unanimously

RESOLVED

That the report be received.

11a Urgent Item of Business - Councillor Request for Extended Leave of Absence

The Chairman of the Council invited the Leader of the Council to present this Urgent Item of Business. It was noted that the Chairman had already explained the reasons for accepting this urgent item of business, within his announcements, at the start of the meeting.

The Leader of the Council presented the report, which sought approval for Council to grant an extended leave of absence for a Councillor. It was noted that Section 85 of the Local Government Act 1972 ('the Act') stated that if a Member of a Local Authority fails to attend a Council meeting throughout a period of 6 consecutive months, from the date of his/her last attendance to any meeting of the authority, they shall unless

the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a Member of that Authority.

Councillor Gallant reported that Councillor Frank Mortimer had not attended any Full Council or Committee meetings since the Full Council meeting held on 25 September 2019, due to ongoing health issues. It was noted that Council can only consider the approval of any reasons for non attendance before the end of the relevant 6 month period, which would be 25 March 2020. The next scheduled Full Council meeting after the six month period would take place on 25 March 2020, so it would be best practice to consider this matter now, rather than to leave it to the last moment.

Councillor Mortimer was elected to the District Council in May 2019 for the Carlton and Whitton Ward. As a result of his health issues, Councillor Mortimer had been unable to fulfil his responsibilities as a Ward Member, however his District Council Ward duties were being picked up by the other Ward Councillor for Carlton and Whitton (Councillor T Mortimer).

Councillor Gallant, as the Leader of the Conservative Group and Leader of the Council, had submitted the request for Councillor Mortimer to be granted an extended leave of absence beyond the usual six month rule, to give him the opportunity to recover fully and resume his District Councillor duties.

Those present took the opportunity to send Councillor F Mortimer their best wishes for a speedy recovery and they hoped to see him at a future meeting of the Council in due course. Councillor Byatt reported that he had needed to request to an extended leave of absence, when a Waveney District Councillor, and he had been grateful for the Council's support.

The recommendation within the report was moved by Councillor Gallant and seconded by Councillor Byatt. It was then unanimously

RESOLVED

That Councillor Frank Mortimer's request for an extended leave of absence be approved for 6 months, until 26 August 2020.

12 Exempt/Confidential Items

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 3 and 5 of Part 1 of Schedule 12A of the Act.

13 Felixstowe Seafront Cafe / Restaurant Build

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

14 Parking Services: Agency Agreement for Civil Parking Enforcement Administration

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

The meeting concluded at 8:40 PM

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Chairman



COUNCIL

Wednesday, 22 July 2020

ADOPTION OF NORTH LOWESTOFT HERITAGE ACTION ZONE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

EXECUTIVE SUMMARY

1. The North Lowestoft Heritage Action Zone is a partnership project which began in 2018 with the aim of focusing on the use of heritage led assets to regenerate the area. The production of the Design Guide Supplementary Planning Document forms one part of this project.
2. The North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document seeks to ensure that new development conserves and enhances the character of the area and maximises its contribution to the heritage led regeneration of the area. Once adopted, the Supplementary Planning Document will be a material consideration in decision making on planning applications in the area.
3. The production of the Supplementary Planning Document has been informed by consultation. The Supplementary Planning Document identifies character areas within the Heritage Action Zone and sets out guidance related to the design of new development as well as identifying enhancements to the public realm.
4. The recommendation is that Council adopt the Supplementary Planning Document.
5. Along with the recommendation to adopt the Supplementary Planning Document, the report also seeks approval of full Council to a temporary suspension of the Statement of Community Involvement in relation to the requirements for the availability of hard copies of documents on adoption of the Supplementary Planning Document. Alternative measures are proposed to enable fair and equal access to documents.

Is the report Open or Exempt?	Open
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Wards Affected:	Harbour and Normanston Gunton and St Margarets
Cabinet Member:	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
Supporting Officer:	<p>Andrea McMillan Principal Planner 01394 444567 andrea.mcmillan@eastsoffolk.gov.uk</p> <p>Ruth Bishop Senior Planner 01502 523028 ruth.bishop@eastsoffolk.gov.uk</p>

1. INTRODUCTION

- 1.1 The North Lowestoft Heritage Action Zone (HAZ) is a five year programme that began in 2018, focusing on the use of heritage assets to regenerate the area. The HAZ programme itself is a partnership scheme between East Suffolk Council, Historic England, Lowestoft Town Council and the East Suffolk Building Preservation Trust. The project aims to improve the overall natural, historic and built environmental quality, making the area more attractive to residents, businesses, tourists and investors. The project covers a wide range of actions including engaging the community in the historic significance of the area and its assets, bringing vacant buildings back into use, working with private sector owners and landlords to jointly fund repair and restoration of historical features back onto the High Street and encouraging footfall by implementing improvements to pedestrian access.
- 1.2 One of the projects of the Heritage Action Zone is the production of a Design Guide to ensure new development conserves and enhances the character of the area and maximises its contribution to the heritage led regeneration of the area. In 2019, Place Services were appointed to produce a Design Guide for the Heritage Action Zone. The Design Guide has been produced as a Supplementary Planning Document and will therefore be a material consideration in determining planning applications for new developments within the Heritage Action Zone, and will be used in decision making alongside policies contained in the Waveney Local Plan. The Design Guide will also feed into other strategies and plans for the area. Whilst the HAZ project itself runs to 2023, the Design Guide will be a legacy of the HAZ project and will guide the design of development in the area beyond the timescale of the project. The project to prepare a Supplementary Planning Document has been undertaken by the Planning Policy and Delivery Team in partnership with the Regeneration Team.
- 1.3 The area covered by the Heritage Action Zone falls within part of the area covered by the strategy for Central and Coastal Lowestoft within the adopted Waveney Local Plan. The Local Plan sets out a number of objectives associated with the regeneration of this area including to improve the natural, historic and built environment, and the Heritage Action Zone projects will contribute towards meeting these objectives. Local Plan Policy WLP2.1 Central and Coastal Lowestoft Regeneration sets out that the Council will work with partners to deliver the objectives for this area. Further policies set out the approach for distinct areas within Central and Coastal Lowestoft, a number of which fall within the area covered by the Heritage Action Zone, and the Design Guide seeks to support the delivery of these policies.
- 1.4 Local Plan Policy WLP2.2 Power Park allocates land for employment uses and port related development and seeks to also bring about enhancementsA to the area including improvements to the public realm and improving connectivity with the surrounding area including the Scores and the historic High Street. Policy WLP2.5 East of England Park allocates 7.87ha of land as a destination park with the aim of enhancing and revitalising the existing open space. Policy WLP2.9 Historic High Street and Scores sets out a policy approach to conserve and enhance the area through heritage based regeneration. The Heritage Action Zone Design Guide will provide a basis for informing the design of development proposals to complement the delivery of these policies. A Neighbourhood Plan is also currently being produced by Lowestoft Town Council.
- 1.5 The Design Guide covers an area which extends further south than the Heritage Action Zone itself as through the preparation of the Design Guide it was considered appropriate to consider linkages within the wider Power Park area. The area covered by the Design Guide is shown on the map on page 5 of the document attached as Appendix A to this report.

- 1.6 The Design Guide focuses on design principles, layout, scale, appearance, landscaping and access, and will be applied to development coming forward across the area covered by the Design Guide. Through the preparation of the Design Guide five distinct character areas have been identified – High Street/Historic Core, Whaplod Road, Power Park and surrounds, Historic Parklands and The Scores. The character areas are mapped within the Supplementary Planning Document which is appended to this report. The Design Guide sets out the planning policy context, describes the historic evolution of the area, contains a statement of heritage significance which describes the attributes of each character area, provides guidance for new development for each character area, provides guidance for the public realm including highways related guidance, sets out guidance for alterations and provides guidance for shopfronts.
- 1.7 A report was presented to Cabinet on 6th May 2020 with the recommendation that Cabinet recommend to Council that the Supplementary Planning Document is adopted. This recommendation was agreed by Cabinet and the Supplementary Planning Document is now presented to full Council for adoption.

2. PRODUCTION OF NORTH LOWESTOFT HERITAGE ACTION ZONE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

- 2.1 Design consultants, Place Services, have been appointed to produce the Supplementary Planning Document. Work on the Supplementary Planning Document began in summer 2019 and initially involved a 'walkabout' with relevant officers and representatives of Lowestoft Town Council.
- 2.2 Following this, an initial draft of the Design Guide was produced and in October 2019 two consultation events were held. The Stakeholder workshop was held on 17th October, and a range of stakeholders were invited such as Suffolk County Council, Historic England, East Suffolk Building Preservation Trust, Lowestoft Town Council, the Council's Local Plan Working Group and Council officers from Economic Development, Planning and Design and Conservation. The workshop involved a presentation given by the consultants, which described the Design Guide's contents in detail, and feedback was invited. A public consultation event was also held, on 28th October, whereby an early draft of the Design Guide was made available at a drop-in session and the public were invited to ask questions and make comments. Thirteen members of the public attended the event.
- 2.3 The comments made at the two events were considered in preparing a draft Design Guide which was subject to a formal public consultation for six weeks between 13th December 2019 and 24th January 2020. In total 27 individuals and organisations responded to the consultation and between them they made 123 comments. There were 41 comments of support, 3 objections and 79 observations. In summary, the main issues raised through the consultation were:
- Overall support for regeneration of the area, with a number of specific locations referenced, and emphasis that respondents would like to see the proposals in the Design Guide implemented.
 - Objections and concerns regarding the perception of 'conservation at any cost', the financial implications for building owners including the colour palette for shopfronts.
 - Respondents provided additional historical information on the area and individual buildings.

- There is support for the well-illustrated document and clear and coherent set of principles.
- Support received for enhancing the appearance of the scores, widening footpaths, high quality surface finishes and planting.
- Requests for further guidance and information to be included in the document on climate change and flooding.
- Respondents suggested there should be further guidance on planting
- Requests for improved cycle routes as per the Waveney Cycle Strategy.
- Further reference should be included in relation to tourism including the presence of the North Denes Caravan Park.
- Further guidance should be included on designing out crime.
- Comments noted concern over the level of detail regarding highways proposals.
- Respondents identified concerns over traffic and parking, and the need for better public transport.
- Comments expressing support and concern for a pedestrian crossing at Crown Street.

2.4 The comments have been considered in finalising the document, and changes have been made to address many of the comments including through:

- Changes to reflect the provision of further historic information.
- Further references to actions that can support mitigating and adapting to climate change including linking with actions in the Waveney Cycle Strategy and referencing sustainable construction.
- Further explanation of appropriate approaches towards planting, including noting that in some locations this may not be suitable.
- Further recognition of North Denes Caravan Park as a tourism use in the area.
- Amendments to the section covering potential highways proposals to clarify that these are concepts and not firm proposals.
- Further reference to designing out crime in the Public Realm section of the document.

2.5 Further amendments have also been made to the document following further engagement with the Council's Design and Conservation Team, including in relation to clarifying the relationship with the North Lowestoft Conservation Area Appraisal, including further reference to the design policies of the Waveney Local Plan, including more description of the High Street/Historic Core, amendments to reflect recent changes to the Listed Building register and to clarify the status of heritage assets which are not listed and further clarification over the intended use of and reasoning for some elements within the Guidance chapters (chapters 7-10). It should be noted that potential alterations to North Lowestoft Conservation Area are currently being considered and the Guidance acknowledges this.

2.6 Further details of the consultation undertaken are contained in the Consultation Statement which is appended to this report (Appendix B).

3. CONTENT OF NORTH LOWESTOFT HERITAGE ACTION ZONE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

- 3.1 The final North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document is appended to this report (Appendix A). The paragraphs below summarise the content of the Supplementary Planning Document.
- 3.2 Chapter 1 'Introduction' sets out the background and purpose of the document, in that it will ensure that new development conserves and enhances the character of the area and maximises its contribution to heritage led regeneration.
- 3.3 Chapter 2 'Heritage Action Zones' provides information on Heritage Action Zones and specifically on the North Lowestoft Heritage Action Zone.
- 3.4 Chapter 3 'Aims and Scope' sets out the overall purpose of the document and introduces the character areas.
- 3.5 Chapter 4 'Policy and Guidance' sets out the relevant national and local planning policy.
- 3.6 Chapter 5 'Historic Evolution' provides an account of the historic evolution of the area covered by the Design Guide dating back to a map produced in 1578.
- 3.7 Chapter 6 'Statement of Heritage Significance' describes the historic significance of the area, considering each character area in turn, as summarised below:
- High Street/Historic Core – characterised by its independent commercial buildings and continuous frontages, set within burgage plots and punctuated by the Scores.
 - Whapload Road – characterised with remaining evidence of Lowestoft's maritime history, contributing to the town's industrial character and dominated with historic commercial warehouses and net stores now in light industrial uses.
 - Power Park and surrounds – largely of modern character with few remnants of historic built structures, although the Smoke House remains. This area covers the northern part of the Power Park allocation in the Waveney Local Plan (under policy WLP2.2) and also an area to the north of the allocation.
 - Historic Parklands – characterised by nineteenth century parks which are described as being significant features of the Heritage Action Zone.
 - The Scores – described as being a significant feature of the Heritage Action Zone, these are dispersed across the centre of the HAZ, each lane being distinct in its character.
- 3.8 Chapter 7 'Guidance for New Developments' sets out guidance for each character area as summarised below:
- Historic Core - The guidance identifies the scale, form, palette of materials, brick and architectural detailing and other characteristics of the High Street, and this area of the HAZ is described as having some of the finest buildings in the area. The guidance provides photographic examples of developments that have the design qualities that would be suitable on the High Street and directly behind the High Street.
 - Whapload Road - The guidance identifies the dominant gable frontage, long building depths, building orientation and palette of materials prevalent in the area. The guidance provides a sketch of an indicative development and photographs demonstrating the key principles of design.

- Power Park and surrounds - The guidance recognises key new developments and identifies a modern material and colour palette. The guidance provides an indicative sketch and photograph examples of suitable modern, industrial buildings.
- Parklands - The guidance notes the constraints of topography and access, identifies the mix of materials, and recognises the limited opportunities for development. The guide notes the importance of Bellevue Park as a registered park and other green spaces.
- The Scores - The guidance notes the unique and distinctive form of the scores to Lowestoft which contribute to the sense of place and history. The guide provides historic photos, character assessment, a palette of materials, an indicative backland development sketch, and photographic examples of developments.

3.9 Chapter 8 'Guidance for the Public Realm' provides detailed guidance on how works to the public realm can be undertaken in a way which would contribute to enhancing the character of the area. The chapter contains a number of aspirational approaches which are intended to inform any future proposals for public realm enhancements. The document provides guidance on street furniture, for example in relation to the colour of street furniture and advising that historic street furniture be refurbished / retained where possible. This chapter also sets out some aspirational concepts relating to potential highways works which would contribute towards meeting the heritage and regeneration aims for the area. Two of the highways related concepts promoted by the Design Guide relate to enhancing pedestrian priority in the High Street and provision of a pedestrian crossing to reconnect Crown Street, however it should be noted that these are presented as design concepts rather than as proposals. This part of the design guidance also contains guidance related to the enhancement of key public spaces of Blue Anchor Square and the Gateway to the Scores (outside of Christ Church). Guidance is also provided on plant palettes, i.e. the types of planting that may be suitable within each character area.

3.10 Chapter 9 'Guidance for Alterations' contains broad guidance on alterations to historic buildings, and it is expected that this would be used in conjunction with the more detailed guidance for each character area.

3.11 Chapter 10 'Shopfront Guidance' reflects that the High Street contains a variety of historic shopfronts albeit that a number have been altered in an inappropriate manner in the past. The guidance therefore sets out guidance on a range of matters including materials, display, shopfronts, advertisements, letters and symbols, A-boards and hanging signs.

4. HOW DOES THIS RELATE TO THE EAST SUFFOLK STRATEGIC PLAN?

4.1 The adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document supports the achievement of the following Strategic Plan theme – Growing our Economy ('Build the right environment for East Suffolk').

5. FINANCIAL AND GOVERNANCE IMPLICATIONS

5.1 The production and adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document is covered by the existing budgets of the Planning Policy and Delivery Team and the Regeneration Team.

- 5.2 The production of the Supplementary Planning Document forms part of the North Lowestoft Heritage Acton Zone project which is a partnership between East Suffolk Council, Historic England, Lowestoft Town Council and the East Suffolk Building Preservation Trust. The production of the Supplementary Planning Document has been undertaken by East Suffolk Council through the Planning Policy and Delivery Team and the Regeneration Team, involving the use of consultants Place Services who were commissioned under Council's procurement process.
- 5.3 The process for production of Supplementary Planning Documents is set out in the Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended). This requires the Council to undertake consultation to inform the production of the Supplementary Planning Document. This was undertaken through a stakeholder event and a public drop-in as described in paragraph 2.2 above. The Council's Statement of Community Involvement (How to get involved in Local Planning, Waveney District Council, September 2014 and How to get involved in Local Planning, Suffolk Coastal District Council, September 2014) also sets out what the Council will do at this stage and through provision and advertising of stakeholder and public events the Council has met its requirements.
- 5.4 The 2012 Regulations set out specific requirements for consultation on the draft Supplementary Planning Document. This requires that the document is published for a minimum of 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. The Statement of Community Involvement states that at this stage the Council will also make copies available at local libraries and other local public places considered appropriate, will extend the statutory consultation period to six weeks, will contact those on the planning policy consultation database, will issue a press release and will use social media. The Council has met all of these requirements, as detailed in the Consultation Statement appended to this report.
- 5.5 On adoption of the Supplementary Planning Document the Council is required under the 2012 Regulations to publish the Supplementary Planning Document and Adoption Statement as soon as reasonably practicable on the website and to make hard copies available at Council offices.
- 5.6 The Council's Statement of Community Involvement also sets out what the Council will do on adoption of a Supplementary Planning Document. This reflects the regulatory requirements associated with the publication of documents on adoption and also sets out the Council's complementary measures. In addition to the regulatory requirements on publicity at adoption referred to in paragraph 5.5, the Statement of Community Involvement commits the Council to adding adoption information on the Council's social media sites and to making hard copies of documents available for inspection in local libraries.

- 5.7 Under the social distancing restrictions that have been put in place in response to the Covid-19 pandemic, the Council's offices and libraries are not currently open to the public in the usual way for viewing documents and therefore adjustments will need to be put in place to ensure that fair and equal access to the documents can be provided. This report therefore asks Council to agree to a temporary suspension of the SCI in order that adjustments can be put in place. The provision of hard copies of the Supplementary Planning Document, the Adoption Statement and supporting documents by post, free of charge and on request, to those who are not able to access the documents online is considered to represent an appropriate adjustment that would enable fair and equal access to the documents, and these arrangements are set out in the 'Temporary Suspension of Parts of the Statement of Community Involvement for Planning Policy Purposes – Adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document' which is attached as Appendix F to this report. An urgent temporary suspension of the SCI relating to other planning policy areas of involvement was agreed on 1st May 2020 under powers delegated to the Head of Planning and Coastal Management, in the absence of full Council meeting at that time.
- 5.8 Arrangements for public access to the offices will be kept under review in order that documents can be made available for public viewing when it is safe to do so, following risk assessment. The position with public access to libraries to view documents will also be kept under review.
- 5.10 The Supplementary Planning Document and supporting documents will all be made available on the Council's website, and those who have asked to be notified of its adoption will be notified directly.
- 5.11 The provisions for the availability of hard copies of documents will be communicated on the Council's website, via social media and to those notified directly of the adoption.
- 5.12 Under the Environmental Assessment of Plans and Programmes Regulations 2004 screening was carried out on the draft Supplementary Planning Document to determine whether a full Strategic Environmental Assessment would be required. The screening concluded that this was not required. The Draft Strategic Environmental Assessment Screening Opinion was subject to consultation with the three consultation bodies as prescribed by the Regulations (Environment Agency, Historic England and Natural England) who concurred with this conclusion. The final Strategic Environmental Assessment Screening Opinion is appended to this report.
- 5.13 Screening was also undertaken under the Conservation of Habitats and Species Regulations 2017 (as amended) which concluded that guidance and proposals in the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document are considered to have no significant adverse impact on any Natura 2000 sites either independently or in combination with other plans and strategies and that it is therefore not considered necessary to undertake an Appropriate Assessment of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document. Natural England were consulted as the appropriate nature conservation body and concur with this conclusion. The final Habitats Regulations Assessment Screening Statement is appended with this report.

6. OTHER KEY ISSUES

- 6.1 An Equality Impact Screening Assessment was undertaken on the draft Supplementary Planning Document and was published alongside the draft Supplementary Planning Document for public consultation. The Screening Assessment concluded that no negative impact upon any group with protected characteristics was identified and therefore a full Equality Impact Assessment is not required. The Screening Assessment did also identify positive impacts in relation to the protected characteristics of age and disability. The Screening Assessment has been revisited following amendments undertaken to the Supplementary Planning Document following consultation and is appended to this report.

7. CONSULTATION

- 7.1 Consultation has been undertaken to inform the production of the Supplementary Planning Document as summarised in this report and in the Consultation Statement appended to this report.
- 7.2 Consultation has been undertaken to meet the requirements of the Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended) and the Council's Statement of Community Involvement.
- 7.3 A Stakeholder workshop was held on 17th October 2019 to which a range of stakeholders were invited such as Suffolk County Council, Historic England, East Suffolk Building Preservation Trust, Lowestoft Town Council, the Council's Local Plan Working Group and Council officers from Economic Development, Planning and Design and Conservation. The workshop involved a presentation given by the consultants, which described the Design Guide's contents in detail, and feedback was invited.
- 7.4 A public consultation event was held on 28th October 2019. The event was advertised on the Council's website and Facebook page as well as on Twitter. Posters were placed throughout the HAZ area along the High Street and Whapload Road. The Council also contacted the Most Easterly Community Group, which is a local community organisation. At the drop-in session an early draft of the Design Guide was made available and the public were invited to ask questions and make comments. Thirteen members of the public attended the event.
- 7.5 The comments made at the two events were considered in preparing a draft Design Guide which was subsequently subject to a formal public consultation for six weeks between 13th December 2019 and 24th January 2020. The public consultation involved contacting all of those whose details are held on the planning policy consultation database, advertising the consultation by poster in the local area, issuing a press release, publicising the consultation on the Council's website and issuing social media posts.
- 7.6 In total 27 individuals and organisations responded to the consultation and between them they made 123 comments. There were 41 comments of support, 3 objections and 79 observations. These comments have helped to inform the final Supplementary Planning Document as set out in section 3 above and the Consultation Statement which is appended to this report.

8. OTHER OPTIONS CONSIDERED

- 8.1 An alternative option would be to not adopt a Design Guide Supplementary Planning Document for the North Lowestoft Heritage Action Zone. However this would represent a missed opportunity to fully support the implementation of the HAZ project and to support the delivery of adopted planning policies for the area.

9. REASON FOR RECOMMENDATION

- 9.1 The North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document will inform the design of development coming forward in the Heritage Action Zone which will contribute towards meeting the overall aims of the project. The production of the document has been undertaken in accordance with regulatory requirements and has been informed by consultation.
- 9.2 The Temporary Suspension of the Statement of Community Involvement will enable the Council to put adjustments in place to ensure fair and equal access to the Supplementary Planning Document and supporting documents on adoption.

RECOMMENDATIONS

1. That the content of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document be noted and endorsed.
2. That the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document be adopted.
3. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, be authorised to make any factual or typographical amendments to the Supplementary Planning Document.
4. That the 'Temporary Suspension of Parts of the Statement of Community Involvement for Planning Policy Purposes – Adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document' be approved.

APPENDICES

Appendix A	North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document
Appendix B	North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document – Consultation Statement
Appendix C	Equality Impact Assessment
Appendix D	Strategic Environmental Assessment Screening Opinion
Appendix E	Habitats Regulations Assessment Screening Statement
Appendix F	Temporary Suspension of Parts of the Statement of Community Involvement for Planning Policy Purposes – Adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document

BACKGROUND PAPERS

Please note that copies of background papers have not been published on the Council's website www.eastsuffolk.gov.uk but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.

Date	Type	Available From
2014	Statement of Community Involvement - How to get involved in Local Planning	https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Statement-of-Community-Involvement/1Statement-of-Community-Involvement-September-2014.pdf https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/SCDC-Statement-of-Community-Involvement.pdf
2019	Waveney Local Plan	https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/ .

North Lowestoft Heritage Action Zone

DESIGN GUIDE

Supplementary Planning Document

Adopted by East Suffolk Council - July 2020

ACKNOWLEDGMENTS

Prepared by

Document owner	Organisation role
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Control

Date	Author	Approved by
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Contents

1.0	INTRODUCTION	4
2.0	HERITAGE ACTION ZONES (HAZ)	6
3.0	AIMS AND SCOPE	7
4.0	POLICY AND GUIDANCE	8
5.0	HISTORIC EVOLUTION	12
6.0	STATEMENT OF HERITAGE SIGNIFICANCE	16
7.0	GUIDANCE FOR NEW DEVELOPMENT	31
8.0	GUIDANCE FOR PUBLIC REALM	49
9.0	GUIDANCE FOR ALTERATIONS	70
10.0	GUIDANCE FOR SHOPFRONTS	74
11.0	APPENDIX	87

1.0 Introduction

The area of Lowestoft covered by this Guide was originally the main medieval settlement, grown around a thriving fishing industry, including merchants' houses and commercial premises on the cliff top, and workers cottages and net stores below. The North Lowestoft Heritage Action Zone (HAZ) will run until the end of March 2023. For more details refer to: <https://historicengland.org.uk/services-skills/heritage-action-zones/north-lowestoft-heritage-quarter/>

The Design Guide will be a legacy of Historic England's Heritage Action Zone project. The adopted North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document (SPD) will continue to be used and have statutory weight beyond the 2023 HAZ project. It will be used to determine Planning Applications and guide regeneration in the north Lowestoft area covered by the Supplementary Planning Document.

The North Lowestoft HAZ focuses on the medieval High Street, 11 Scores (steep narrow paths in the cliff), historic smokehouses and net stores, and once fine Victorian parks of north Lowestoft. It will provide support, training, advice and grant funding to bring buildings back into use as housing or retail spaces. Research and a programme of community activities will make sure that the heritage of the area becomes better-known and valued.

Additionally, a system of well-designed and accurate information boards containing important data on Lowestoft's medieval location, including its surface

geology and topography, will be considered for placement around the HAZ area to inform local residents and visitors of its historical significance.

The Design Guide will be adopted as a Supplementary Planning Document in line with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012. As a result, the Design Guide will help determine planning applications for new developments within the North Lowestoft HAZ alongside the Local Plan, emerging Neighbourhood Plan and national planning policy.

The Design Guide will ensure a coherent North Lowestoft HAZ wide strategy which meets the requirements of all stakeholders, while maintaining sufficient flexibility to adapt to any emerging future requirements. It will allow stakeholders to understand the impact of the proposals and have the necessary confidence that the form and content of the proposed development is acceptable and that high quality buildings and public realm will be delivered through any future Reserved Matters Applications.

The purpose of this guide is also to help facilitate the delivery of high quality design for the North Lowestoft HAZ area, without unnecessary prescription or detail, particularly relating to the design of individual buildings. It will therefore focus on strategic rules in relation to layout, scale, appearance, landscaping and access.



1.1

North Lowestoft HAZ

Design Guide
masterplan*



2.0

Heritage Action Zones (HAZ)

Heritage Action Zones are a Historic England initiative designed to unleash the potential of the historic environment. They aim to create economic growth, improve quality of life in villages, towns and cities across the country.

Through HAZ, Historic England partner with local people and local authorities to help breathe new life into old places that are rich in heritage. By utilising heritage, HAZ support sympathetic and high quality regeneration of historic areas. This ensures that HAZ meet their potential and are more attractive to residents, businesses, tourists and investors.

HAZ aims to address:

- Historic buildings that have deteriorated through decades of neglect will be restored and put back into use;
- Conservation areas improved to kick-start regeneration and renewal; and
- Unsung places will be recognised and celebrated for their unique character and heritage, helping instil a sense of local pride wherever there's a Heritage Action Zone.

LOWESTOFT HERITAGE ACTION ZONE

The North Lowestoft Heritage Action Zone is a five year programme that began in 2018, using heritage assets to regenerate the area. This is a partnership scheme between Historic England, East Suffolk Council, Lowestoft Town Council and the East Suffolk Building Preservation Trust (ESBPT). The partnership works with a range of other local partners, including Lowestoft Vision. There are a range of projects, including capital works to improve the area, and projects that involve the community in their local heritage to raise awareness of the value of the heritage to their environment. It provides support, training, advice and grant funding to bring buildings back into use as housing or retail spaces.

Further research and a programme of community activities ensure that the heritage of the area becomes enhanced and valued throughout the life of the project and results in a legacy for the future, in addition to improving public safety throughout the HAZ area through a sufficient street lighting strategy. The North Lowestoft HAZ focuses on an area which contains a large part of the North Lowestoft Conservation Area with its medieval High Street,

Scores, historic smokehouses, net stores, and Victorian Parks. It also includes the area of the Denes, an area leading down to the coast at the east, which is linked to the medieval core by a series of alleyways called the Scores. This part of Lowestoft was originally the core of the medieval settlement, grown around a thriving fishing industry, including merchants' houses and commercial premises on the cliff top, and workers' cottages and net stores below.

The North Lowestoft HAZ boundary evolved during consultation with Stakeholders - the HAZ boundary has remained unchanged, however, the area covered by the Design Guide has been expanded to include the whole of the Power Park area for master planning purposes.

The adopted North Lowestoft Heritage Action Zone (HAZ) Design Guide Supplementary Planning Document (SPD) will continue to be used and have statutory weight beyond the 2023 HAZ project. The HAZ Design Guide SPD will also be used to inform the development of the Lowestoft Town Centre Masterplan and other relevant strategies.

3.0

Aims & Scope

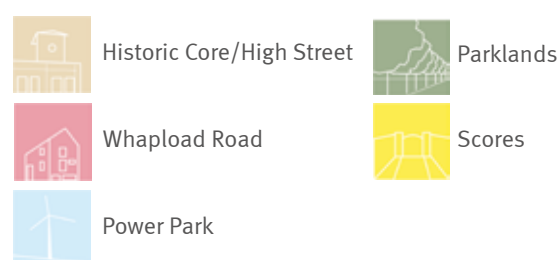
“Our built heritage represents the very best of our past. It also provides a huge resource that can play an important role in the future of our towns, cities and rural areas in terms of the stimulus provided to regeneration and the promotion of sustainable development. Evidence from across the country demonstrates that ‘Heritage Works’ and is a valuable asset that has an important role to play as a catalyst for regeneration.”- **Historic England: The use of historic buildings in regeneration (2013)**

Additionally, please see the link below to Historic England’s 2018 factsheet (Heritage Counts) illustrating the economic and commercial value of heritage in the East of England: <https://historicengland.org.uk/content/heritage-counts/pub/2018/heritage-and-economy-infographics-eofe-2018/>

One of the outcomes of the North Lowestoft Heritage Action Zone is the production of a Design Guide to ensure new development conserves and enhances the character of the area and maximises its contribution to the heritage led regeneration. This project will unlock the potential of North Lowestoft’s Heritage Action Zone, promoting

sympathetic and attractive future development whilst helping to instil a sense of local pride. It is aimed to complete this through joint-working, grant funding and skill sharing. To provide context, this report provides a summary history of the North Lowestoft HAZ. This design supplement sets out the process for managing change affecting heritage assets within North Lowestoft, and provides guidance and principles on design interventions in the Historic Environment.

The HAZ is divided into 5 zones which are shown on page 18, represented throughout the document by the following icons:



HAZ area walkabout with East Suffolk Planning, Policy and Economic Regeneration officers and Town Council representatives



4.0

Policy, Advice & Guidance

This Supplementary Planning Document should be read in conjunction with national policy and guidance set out in the National Planning Policy Framework, and the Waveney Local Plan. There are a number of strategies in the Waveney Local Plan and other documents which seek to deliver improvements in Lowestoft including in relation to cycling, tourism, flooding, renewable energy, and sustainable construction.

Key Planning Policies

- NPPF (2019)
- Waveney Local Plan (2019)
 - o Policy WLP2.1 – Central and Coastal Lowestoft Regeneration
 - o Policy WLP2.2 – Power Park
 - o Policy WLP2.5 – East of England Park
 - o Policy WLP2.9 – Historic High Street and Scores area
 - o Policy WLP2.9 – Historic High Street and Scores area
 - o Policy WLP8.15 – New Self Catering Tourist Accommodation
 - o Policy WLP8.24 – Flood Risk
 - o Policy WLP8.29 – Design
 - o Policy WLP8.30 – Design of Open Spaces
 - o Policy WLP8.31 – Lifetime Design
 - o Policy WLP8.37 – Historic Environment
 - o Policy WLP8.38 – Non-Designated Heritage Assets
 - o Policy WLP8.39 – Conservation Areas
 - o Policy WLP8.40 – Archaeology
- Lowestoft Neighbourhood Development Plan (Emerging)
- North Lowestoft Conservation Area Appraisal

Other relevant guidance that may be of interest

- Historic England Advice Note 1: Conservation Areas
- Historic England Advice Note 2: Making Changes to Heritage Assets
- Historic England Advice Note 12: Statements of Heritage Significance
- Historic England Good Practice Advice Note 3: The Setting of Heritage Assets
- Historic England CPPG (2008)
- Historic England: The use of historic buildings in regeneration (2013)
- Crime Prevention Through Environmental Design (CPTED)
- Secured by Design (SBD) Police Security Initiative

NATIONAL PLANNING POLICY FRAMEWORK

The National Planning Policy Framework (NPPF) places considerable importance upon the protection of heritage assets and the historic environment. Paragraph 184 describes the heritage assets as an ‘...irreplaceable resource...’ which should be ‘...conserved in a manner appropriate to their significance...’

The NPPF therefore states that protection for heritage assets should be in proportion to their significance. Paragraph 195 states that when deciding planning applications local authorities should resist applications that would cause substantial harm to a designated heritage asset, unless this is necessary to deliver public benefits that would outweigh this substantial harm. Paragraph 196 states that in cases where an application causes less than substantial harm to a designated heritage asset this should be weighed against the public benefits of the proposed development. This level of protection should also be applied to buildings that contribute to the significance of conservation areas. Paragraph 197 states that the impact upon non-designated heritage assets should also be considered when deciding planning applications.

The importance of good design in creating high quality places is detailed in Section 12 of the NPPF. Paragraph 124 states that “good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.” Paragraph 127 notes that decisions should ensure that developments “are sympathetic to local character and history”.

Overall, the NPPF does not seek to prevent development of heritage assets or of the wider historic environment. Indeed, it is recognised that the historic environment has the potential to contribute to development and economic growth. However, the NPPF does seek to protect those aspects that contribute to the significance of a heritage asset or the historic environment.

WAVENEY LOCAL PLAN

The Waveney Local Plan is the development plan for the former Waveney District, which covered the northern portion of East Suffolk. The Waveney Local Plan identifies central Lowestoft (which includes the

WLP2.1 (Central and Coastal Lowestoft Regeneration)

This policy seeks a collaborative approach between different stakeholders regarding the regeneration of Central Lowestoft, which includes the area covered by the HAZ. Regeneration projects should meet the requirements of each character area specified in the Local Plan. For the HAZ area this includes enhancing the High Street as a visitor destination, improvements to Ness Park and improved linkages to other parts of the town. The HAZ Design Guidance will help to ensure that regeneration projects within Central Lowestoft are in accordance with the Local Plan's vision for the area and respect its built heritage.

WLP2.2 Power Park

The Power Park is situated directly to the south of the HAZ and is a cluster of the businesses focused on the renewable energy sector. Policy 2.2 seeks to develop this cluster further and also to provide better cycle and pedestrian linkages with other parts of the town. The area covered by the HAZ design guidance will be extended southwards to provide guidance about improved linkages and shared streetscapes with the Power Park.

WLP2.5 East of England Park

Ness Park contains Ness Point, which is Britain's most easterly point and contains a range of visitor facilities. This policy seeks to protect the historic environment of the area, particularly the drying racks, but also enable environmental improvements and better connectivity with other parts of the town. The HAZ Design Guide enables developments to meet these objectives by protecting and enhancing the built environment and improving streetscapes and the public realm.

HAZ) as being the focus of regeneration. This includes public realm improvements to the High Street and greater connectivity between different parts of the town.

WLP2.9 (Historic High Street and Scores area)

This policy sets out the objectives for regeneration of the High Street and Scores area. The HAZ Design Guidance will deliver these objectives, which are to conserve and enhance the High Street and Scores to support regeneration and to enhance shopping facilities; to improve and expand the Triangle Market; increase connectivity and legibility between the High Street and East of England Park; support the delivery of new housing of exceptional design; ensure that changes to shopfronts remain in keeping with the area.

WLP8.37 (Historic Environment)

This policy seeks to protect the historic environment and sets out the information requirements for proposals that affect the historic environment. All development that affects the historic environment should be supported by a heritage impact assessment. Development proposals should also take account of the Built Heritage and Design SPD. The HAZ Design Guide will help to deliver this policy by ensuring that development protects and enhances the existing character of the area. The Design Guidance will be used to assess future planning applications in the HAZ area.

WLP8.38 (Non-Designated Heritage Assets)

The Heritage Action Zone is a historic environment and this policy will apply to non-designated heritage assets that are located here. Proposals for the reuse of Non-Designated Heritage Assets should be compatible with the elements of the fabric of the building and its setting. Proposals that involve the demolition or partial demolition of a Non-Designated Heritage Asset will be resisted unless the building is beyond feasible repair and all efforts to sustain the existing use have proven unsuccessful.

WLP8.39 (Conservation Areas)

The North Lowestoft Conservation Area overlaps significantly with the Heritage Action Zone. The Conservation Area is recognised for its unique historic character and the policy seeks to protect Non-Designated Heritage Assets contained within the Conservation Area. This policy also contains guidance regarding the replacement of doors, windows and porches within Conservation Areas.

WLP8.40 (Archaeology)

This policy favours preservation in situ where possible unless a programme of recording, assessment, analysis reporting, dissemination and deposition are more appropriate. This would include any archaeological material found in the Heritage Action Zone. Early engagement with SCC Archaeological record is beneficial in identifying the potential at a site in the early stages of development.

LOWESTOFT NEIGHBOURHOOD DEVELOPMENT PLAN (EMERGING)

The emerging Lowestoft Neighbourhood Development Plan will set out defined policies for how development should come forward within the town and places particular emphasis on both enhancement and protection of character and quality of design.

The emerging Plan will aim to focus specifically on the matters of design and character of forthcoming development through achieving a number of objectives including (subject to change after public consultation):

- Providing site-specific design solutions, responding directly to local context and conditions,
- Demonstrating an integrated approach to the design of buildings, townscape, streets and spaces,
- Responding to the scale, height and massing,
- Creating enclosure and definition to streets and spaces
- Prioritising the needs and convenience of pedestrians
- Designing for low vehicle speeds
- Using high-quality and durable materials
- Ensuring that future maintenance is considered
- Welcoming creative and innovative design solutions

NORTH LOWESTOFT CONSERVATION AREA APPRAISAL

The North Lowestoft Conservation Area was designated in 1973 and was extended to the north in 1996 and to the south in 2003. The North Lowestoft Conservation Area Character Appraisal was published in March 2007 and seeks to cover a number of important issues relating to how development should come forward within the Conservation Area. An updated North Lowestoft Conservation Area Appraisal is expected to be adopted in 2020.

The appraisal sets out that the purpose of the conservation area is not to prevent new development or stifle the area's economic growth potential, but that particular consideration and a high degree of attention should be paid to design, repair and maintenance in the area. The purpose of the appraisal is to help preserve and enhance the North Lowestoft conservation area through:

- Describing the character of the area
- Identifying its special character
- Putting forward a basis for effective policy control of development; and
- Identifying proposals for its enhancement

The appraisal is of significance to this Guide as it covers a large area of the HAZ, particularly around the High Street and Scores and therefore its contents are highly relevant and applicable. The North Lowestoft Conservation Area maps are attached with the appendix.

BUILT HERITAGE AND DESIGN SUPPLEMENTARY PLANNING DOCUMENT

The adopted Built Heritage and Design SPD (2012) provides practical guidance about development, alterations and changes to historic buildings.

East Suffolk Council is in the process of producing a new Historic Environment Supplementary Planning Document. It is intended that this will include detailed guidance on development, alterations and changes to historic buildings in East Suffolk, as well as information on installing sustainable technology and adapting to climate change.

The North Lowestoft HAZ Design Guide SPD provides information and guidance that is specific to the HAZ area to enable regeneration and enhance the local built environment. The North Lowestoft HAZ Design Guide SPD will inform work on the Lowestoft Town Centre Masterplan and other Lowestoft initiatives.”

LOWESTOFT FLOOD RISK MANAGEMENT

The lower lying coastal area, formerly known as the Beach Village suffered major flooding during the first half the 20th Century. Damage from repeated floods and WWII led to the area being redeveloped for commercial and industrial use.

Areas of Lowestoft are located within the flood zone 2 and 3, include parts in the Heritage Action Zone. The flood risk areas are along Whapload Road and the coast, North Denes Caravan Park, and the Denes Oval and Recreation Ground.

The Lowestoft Flood Risk Management Project is developing a way to reduce the risk of flooding from the sea, rivers and rainfall. The completed project will reduce the risk of homes and businesses flooding and support the regeneration and economic growth in Lowestoft.

Further detailed guidance that includes information on flood risks and management is being developed separately for the Power Park.

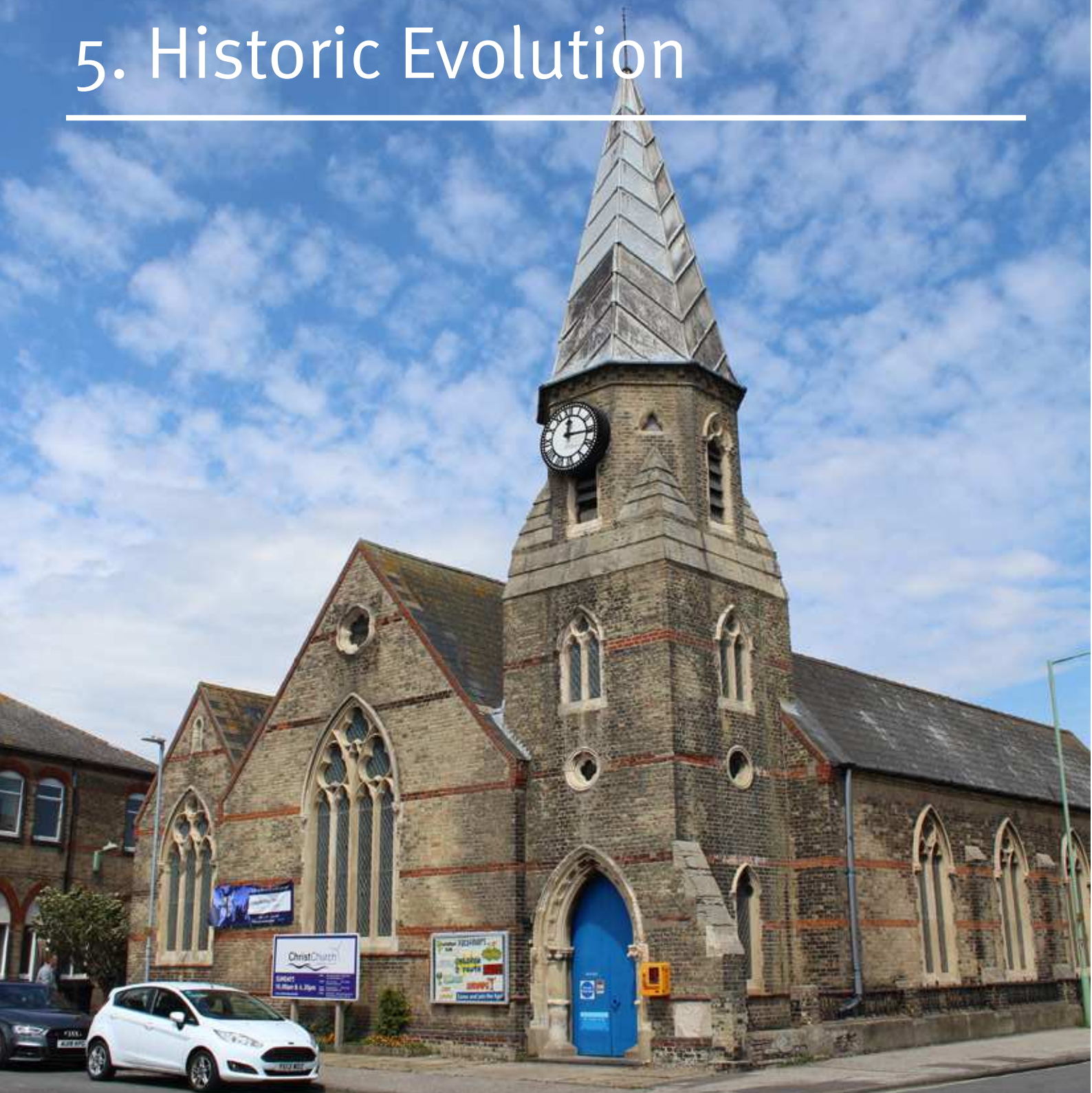
CLIMATE CHANGE

East Suffolk Council declared a climate emergency in July 2019 and the environment is a top priority for the council. An Environmental Task Group was established to ensure all policies are fit for purpose and identify areas for improvement.

The regeneration of north Lowestoft through the support of the Heritage Action Zone scheme and Design Guide will enable people to live, work and shop locally and sustainably reducing the need for travel.

The need for sustainable development underpinned the development of both the Waveney Local Plan and Suffolk Coastal Local Plan. Both Local Plans contain planning policies that address renewable energy, and sustainable construction. Advice on installing renewable energy technologies and adapting historic buildings to increase their energy efficiency is provided by Historic England and will be included in a new Historic Environment Supplementary Planning Document. Each historic building is unique and offers its own opportunities and constraints and should be considered individually. Advice is available from the East Suffolk Design and Conservation Team through the pre-application advice service .

5. Historic Evolution



5.0

Historic Evolution

BASELINE HISTORY

This section provides a baseline history of Lowestoft with a focus on the area included in the Heritage Action Zone. It includes an overview of the development of the historic town, in order to underpin the Design Guide and ensure that all future regeneration of the North Lowestoft HAZ is sympathetic to its historic significance.

Post-medieval to Modern (1486 AD – 2000 AD)
Cartographic evidence from 1578 highlights the extent of Lowestoft by the late sixteenth century. The High Street, extending as far as St. Margaret's Plain, is a planned settlement dating back to the second half of the 14th Century. The community moved here from an inland site for a variety of reasons, and the layout of the High Street and cross lanes is still evident today. This area was densely developed, and a fort had been established, with the scores leading down the cliff from the High Street to the 'fish houses' and 'Deanes'.

1486 AD – 2000 AD



Map of Gunton, Suffolk 1578 [cartographer unknown]



Lowestoft from The Denes 1896 (Francis Frith ref: 37942)

16th Century

As Lowestoft grew in size and fortune, it became an important navigational and defensive site. From the sixteenth century, coastal towns across the country established military defences, and this is evident in Lowestoft with the earliest forts here planned in 1539. From 1625 onwards, gun batteries are also recorded in the town. Temporary navigational structures were established, prior to being replaced with a permanent light house in 1676 by order of Samuel Pepys in the area of Bellevue Park.

By the early seventeenth century, Lowestoft is recorded as being home to c.100 occupations, including textile and clothing manufacture, metalworking, and food and drink production. The town was able to grow rapidly to accommodate this diverse economy due to the weekly market and surrounding agriculture which supported it. Herring fishing also continued to remain a significant element of the local economy throughout this period.

17th Century



Gas Works on Ness Point and environs, 1939 (Britain from Above)



The Sands Lowestoft, 1887 (Francis Frith Ref: 19829)

The area was predominantly of an industrial character as demonstrated by the introduction of the gas works in this area in the mid-1800s, and contained large warehouses and sheds to support the herring industry.

Passing of the Norwich and Lowestoft Navigation Bill of 1827 promoted further growth in Lowestoft. The 1827 venture failed overall, however it paved the way for the purchase of land to the south of the harbour by Samuel Morton Peto in 1844. Peto transformed the town and established Lowestoft as a holiday resort by overhauling the fishing town. This regeneration shifted the focus of the town away from the High Street and towards the harbour and the new town to the south, and south beach became the centre of amusement and recreational activities.

The North Denes continued to be used by smaller vessels and fishermen, who lived and worked in the beach village until the area was cleared in the 1960s. Additionally, the North Denes area evolved as a place used for tourism, such as the holiday caravan park, and has greatly contributed to the character of Lowestoft seen today.

Expansion to the north of High Street also began from the later 1800s. After the opening of Bellevue Park in 1874, Lowestoft's first public park, polite society was attracted to the area and established grand residences on the cliff top to the north of the park.

18th Century

Early 19th Century

Late 19th Century

During the 1790s a substantial community began to develop to the east of the High Street, on the Denes. The community expanded rapidly in the mid-1800s to become an established settlement known as the beach village, home to c.2500 people by 1900. Home to Lowestoft's fishing community, residential development here was of a smaller and more irregular scale compared to residences on the High Street, and was interspersed with areas of industry to support the fishermen.



OS Map 1886-1890



Interior of the Netting Sheds ©English Heritage
NMR Reference Number: AA98/12838

By 1911, at the peak of production in the British fishing industry, the population of Lowestoft was recorded as 37,886. Although the outbreak of the First World War impacted Lowestoft's fisheries sector, it also gave rise to the growth of other industries such as shipbuilding and engineering. Lowestoft was bombarded by the German Navy during the First World War and heavily bombed during the Second World War; the beach village was also commandeered by the British military during the latter conflict, exacerbating harm to the settlement. Bomb damage along the cliff top led to extensive rebuilding programmes throughout the twentieth century, to infill gaps left by bombs. World War II features are evident on the Denes, including barbed wire obstructions and a barrage balloon site (LWT 090). 'Bomb craters' on the Denes are the remains of the Lowestoft Links Golf Course. These theories are understood to explain the formation of the current landscape features.



Denes Recreation Ground, 1928

Throughout the later twentieth century, Lowestoft was impacted by a downturn in both the fishing and tourist industries, leading to a period of economic decline. Modernisation was undertaken in the 1960s and 1970s, with considerable redevelopment to the west of the High Street. The construction of the town bypass in the 1970s, in particular, resulted in the clearance of substantial areas of historic built form.

Early 20th Century



OS mapping 1860s and 1960s showing the loss of residential development and rise of larger industrial plots

During the twentieth century, leisure became an increasingly lucrative industry in Lowestoft. New leisure facilities were constructed on the Denes and North Parade in the early twentieth century, including the Denes Oval, new tennis courts, cricket facilities and a new pool. The open air, salt water swimming pool that stood close to the sea has been filled in and was located close to the current North Denes Caravan site.



Bellevue Park and Residences, 1928
(Britain from Above)

Late 20th Century

In January 1953, the beach village was hit by a dramatic flood which swept away older sea defences and heavily damaged the village settlement and southern areas of the town. The impact of the flood, combined with the destruction caused here during World War II, led to the abandonment of the beach village and the land was subsequently redeveloped for industrial use.



6. Statement of Heritage Significance

6.0

Statement of Heritage Significance

North Lowestoft derives its significance from its surviving historic street pattern and fine townscape, as well as its status as one of England's pre-eminent fishing ports on the East Anglian coast during the medieval and post-medieval period. This is augmented by its later evolution into a leisure destination during the nineteenth century, which saw the creation of refined Victorian parks to the north of the town centre. This rich history has left a legacy of striking civic, domestic and commercial buildings along the historic High Street. There are also rare surviving examples of post-medieval fishing infrastructure along the parallel route of

Whapload Road. Together with the varied and dramatic topography of the cliff, the geology of which creates the unique, steeply sloping alley-ways known as 'The Scores', the combination of North Lowestoft's high quality historic townscape, richly detailed architecture, and unique urban morphology results in place that is divided into distinct character areas, all of which can boast a very high level of heritage significance. The concentration of listed buildings, the designation of the Conservation Area, and the consequent Heritage Action Zone scheme all reflect this special interest.

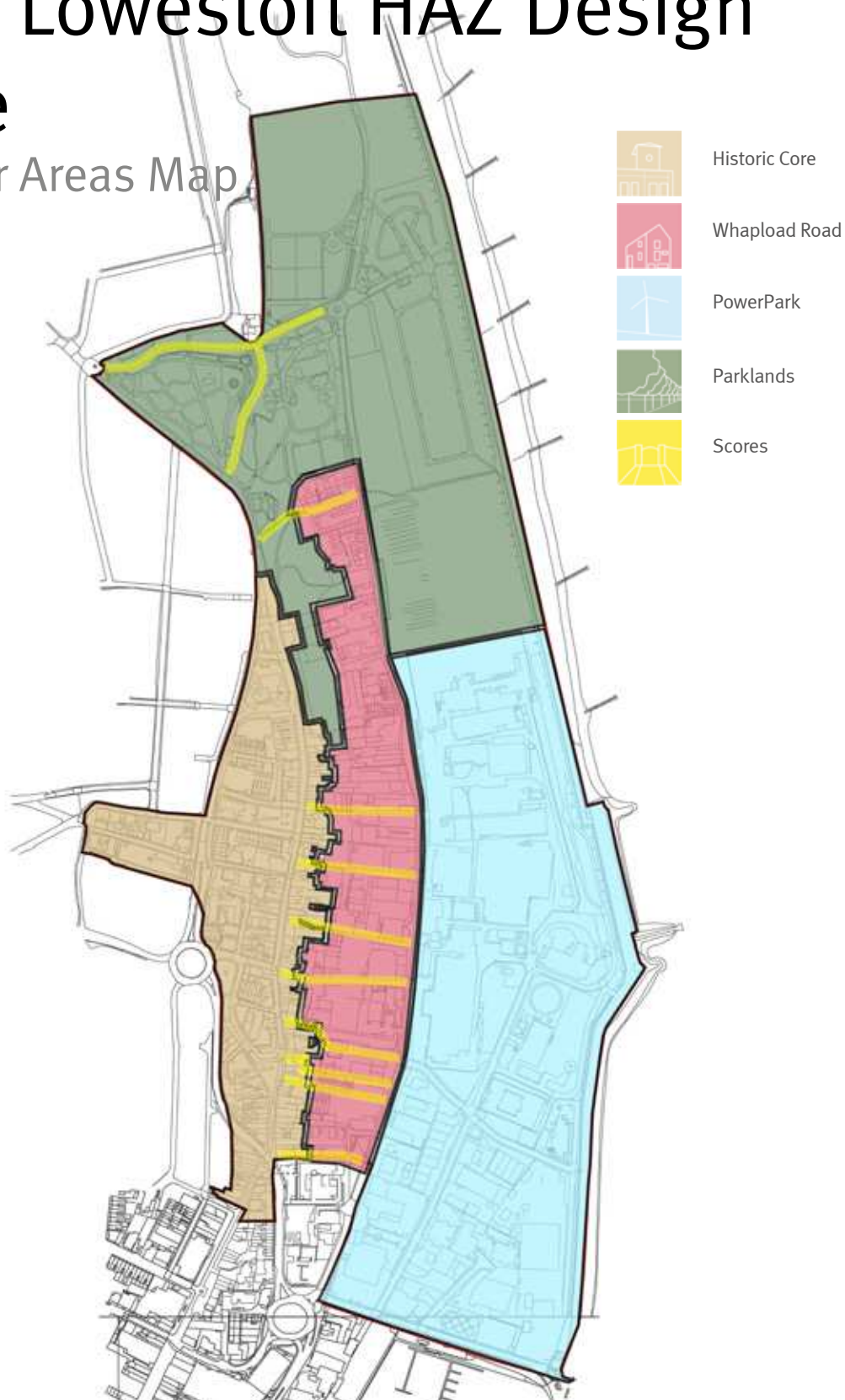


1910's - Bellevue Park

6.1

North Lowestoft HAZ Design Guide

Character Areas Map



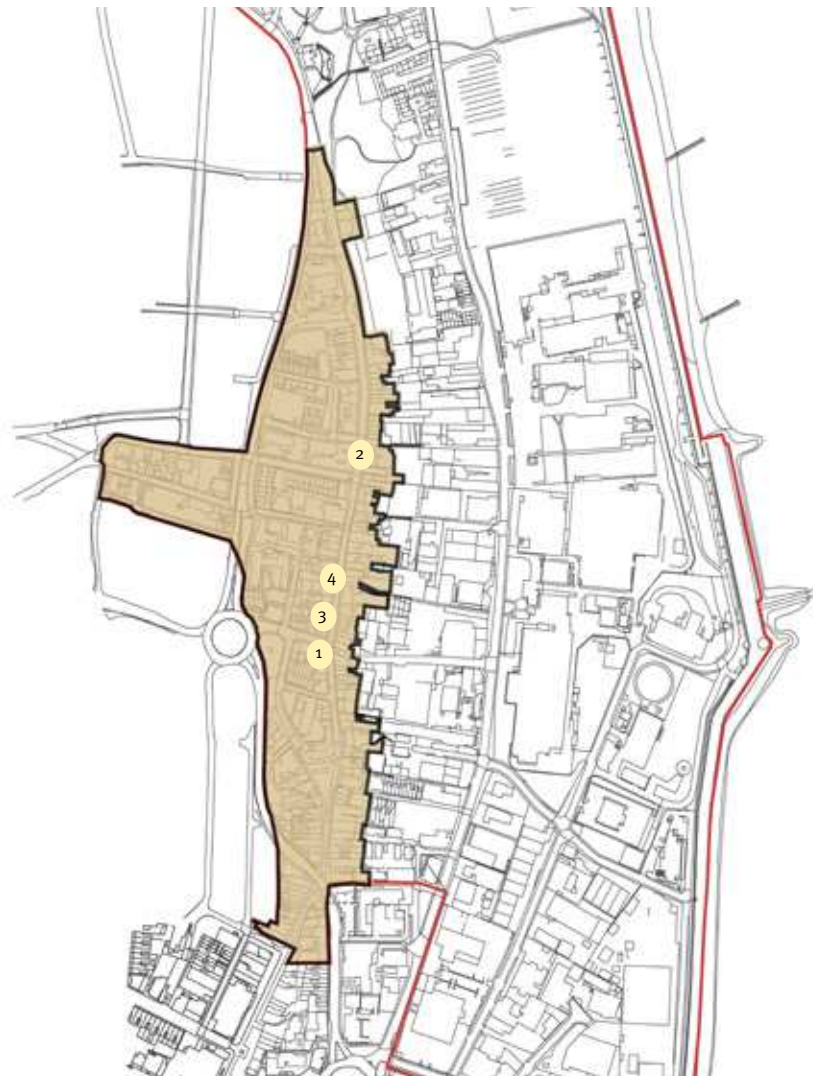
Character Area 1

High Street/Historic Core



Within the historic core, the High Street is characterised by its independent commercial buildings and continuous frontages, set within burgage plots and punctuated by the Scores. The overall high quality of the historic built space is a significant feature of Lowestoft and comparable to other, more famous historic towns. Developed from the fourteenth century, its streetscape is rich in architectural detail, noteworthy for its lack of uniformity in scale and design which is reflective of its continued importance and development.

Post-medieval buildings contribute positively to the historic significance of the area, creating a varied vista of steeply pitched roofs and jettied first floors, in contrast to the later Georgian and Victorian shop frontages, constructed in brick and more rhythmic in design, with detailed features such as door cases, windows, lobbies, and moulded cornicing. Local building materials such as gault brick, stucco and pantile dominate, creating consistency within the street. Large, high status houses were erected in High Street following the town's development as a coastal resort.



HIGH STREET CHARACTER AREA IMAGES



1 The Old Blue Anchor public house



2 Old Town Hall



3 Strong Georgian / Victorian brick frontages



4 Painted render, dormers and pantile roof properties

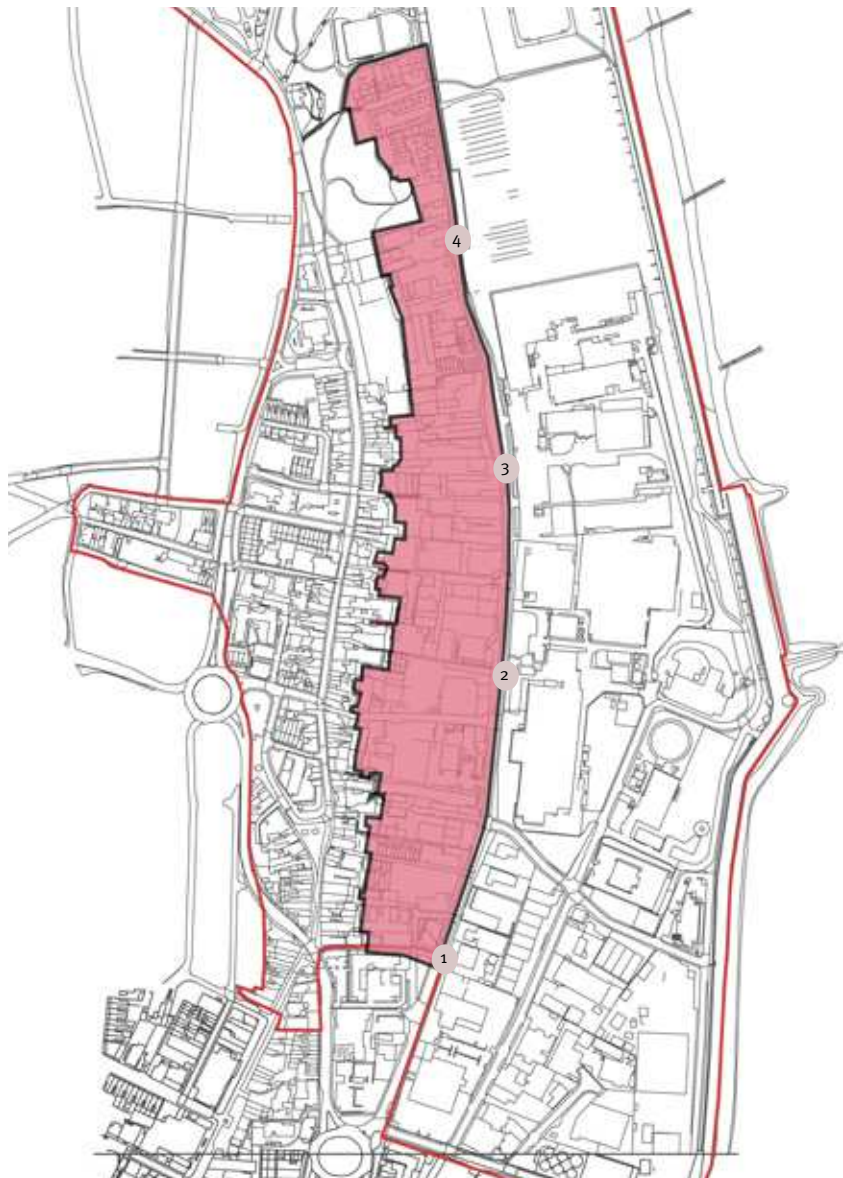
Character Area 2

Whapload Road



Whapload Road retains evidence of Lowestoft's maritime history, contributing to the town's historic industrial character. The area is now dominated by large commercial premises comprising of historic warehouses and net stores, now in light industrial use. This enhances our understanding of the historic trade in this area and contributes to its significance. These buildings are orientated east west, with gable ends facing onto Whapload Road. This creates a

strong rhythm to the streetscape, and opportunity for a visual connection with the High Street, with 'pleasing' views east towards the buildings, roofscape and gardens of the High Street. It is vital to preserve and enhance the historical buildings that still exist here, particularly the fishery office at 329 Whapload Road - a building of national importance and a recently designated Grade II Listed building under Historic England records.



WHAPLOAD ROAD CHARACTER AREA IMAGES



1 Christchurch on Whapload Road



2 Bottle store for the Eagle Brewery that stood on site



3 View towards the High Street from Whapload Road



4 A traditional herring smoke house

Character Area 3

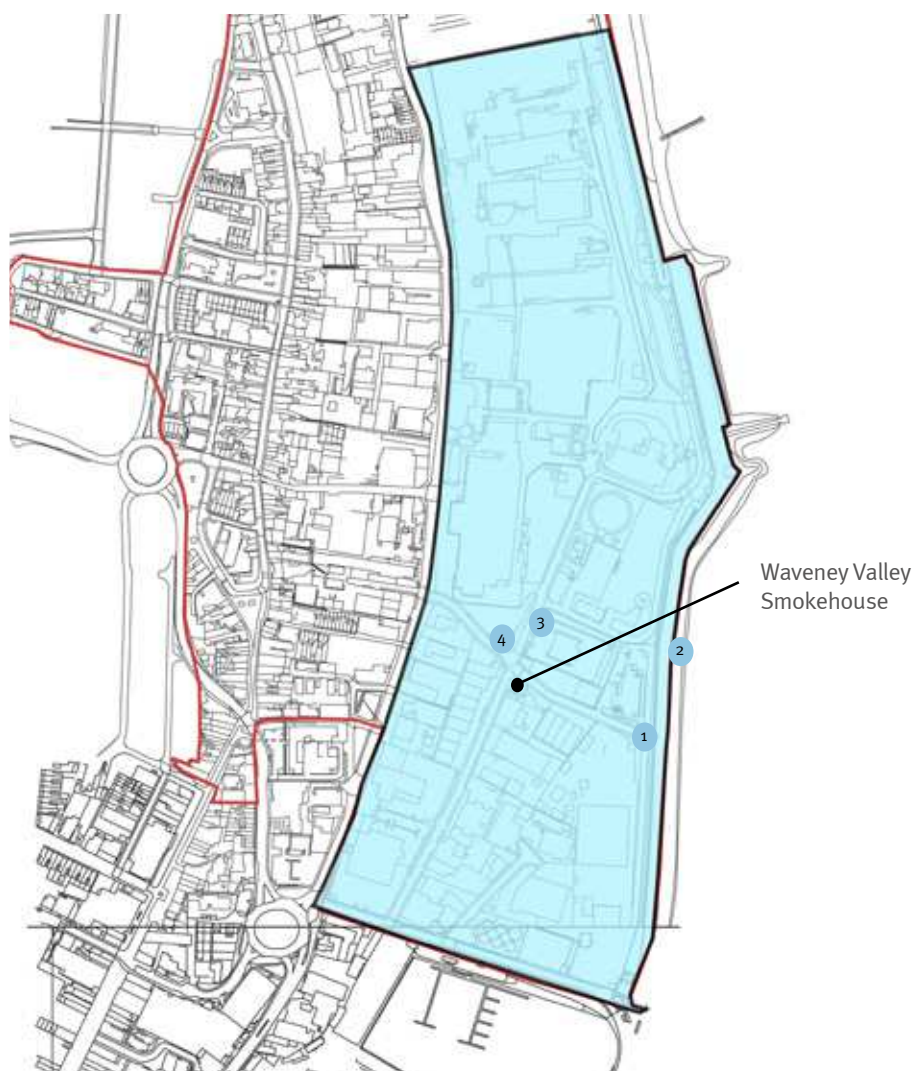
Power Park and Surrounds



The industrial development surrounding the Gas Works, now predominantly comprised of land known as the Power Park, is largely modern built character. The area includes modern buildings of large mass and height. There are very few remnants of historic built structures in this area; the Smoke House is an important survivor of the small-scale smoked herring industry of this area, and highlights the smaller scale character of this area prior to the loss of the Beach Village. The smoke house - see labelled map below - is a single-storey red brick structure orientated east to west and located on Wilde Street. The

street plan here has largely been lost to modern development; however, Wilde Street follows the historic Wilde Score, connecting the beach with the historic town core. Ness Point is of particular significance as the most easterly point of the British Isles, giving the beach here a unique character.

This area increasingly shares an association with the off shore wind farm, with a high number of buildings constructed for the use by the renewable energy sector with emphasis is being placed on the creation of high quality, sustainable and energy efficient buildings.



POWER PARK CHARACTER AREA IMAGES



1 Orbis Energy Building and Gulliver wind turbine



2 View north towards Ness Point along sea wall



3 View west from Orbis Energy towards Birdseye factory



4 View towards former gas holder on Gasworks Road, a strong reference for future placemaking and identity

Character Area 4

Historic Parklands



The north extent of the North Lowestoft HAZ is primarily characterised by verdant, nineteenth century parks, Bellevue Park and Sparrow's Nest. Bellevue Park, a Grade II Registered Park and Garden, was the first free public park established in Lowestoft. It was laid out in the style of a formal pleasure ground and opened in 1874. Sparrow's Nest followed shortly after, and was once the summer home of Robert Sparrow of Worlingham Hall, and later functioned as a pleasure garden in the twentieth century following its acquisition by the town corporation in 1897. These parks are significant features of the North Lowestoft HAZ, are well preserved components of the pleasure town, and will be important to interlink them, to integrate the 'green areas' with the

built environment. Their significance also derives from the group value of heritage assets contained within, in addition to the beneficial contribution they have on views towards the cliffs. On lower ground to the east, Ness Park is open in character, enclosed by a substantial sea wall with a narrow sandy beach beyond. This park is of historic value and shares a strong association with the fishing industry of the Denes, as it has retained the historic drying racks used by fishermen of the former Beach Village. Work in the North Denes area will also draw attention to the remains of the rope walk and liver trench, of which the latter was used to boil down cod livers saved from Iceland voyages over fire pits, to make train oil for fueling domestic lamps and treating leather.



HISTORIC PARKLANDS CHARACTER AREA IMAGES



1
Lowestoft Naval Memorial



2
Sunken gardens within Bellvue Park



3
Thatched Lodge within Bellevue Park



4
View north-eastward from the Ravine towards tennis courts

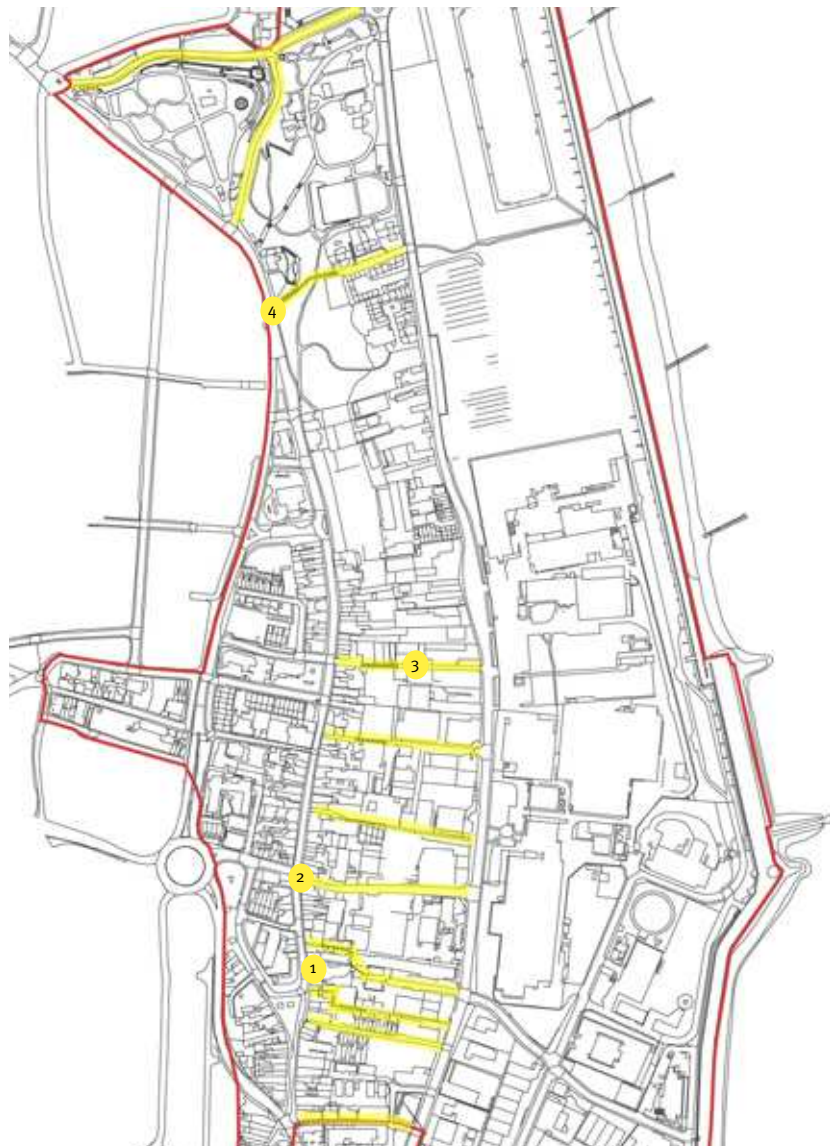
Character Area 5

The Scores



Despite being dispersed across the centre of the North Lowestoft HAZ, the Scores are a significant feature of the area and distinct in its character. While functioning as pedestrian passageways physically linking the High Street with the Denes, each lane is also unique in its form and character. The Scores are of significant historic and evidential value, created over time by the footfall of people wearing paths in the soft, sloping cliff as they travelled between the historic High Street and the Beach Village. They are narrow, and generally widen towards

Whapload Road where modern development has eroded parts of the historic architectural townscape. The lanes are predominantly straight, but there are exceptions as they follow irregularities of property boundaries. For the most part, they are enclosed by high flint and brick walls, with shallow steps, and some are marked by archways and alleys between buildings. While some have been lost, 11 have been retained and are still in use by the community today.



THE SCORES CHARACTER AREA IMAGES



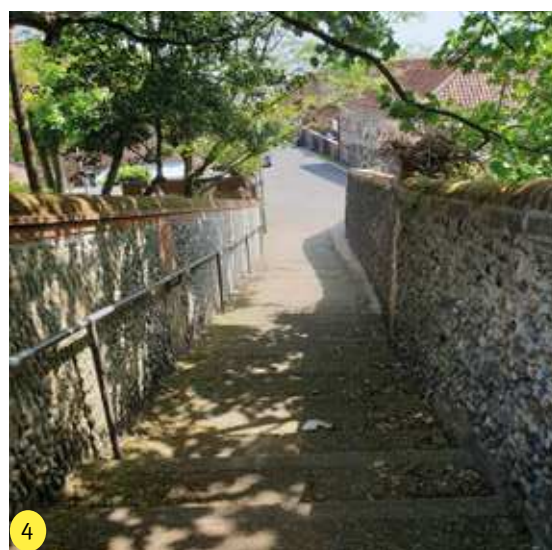
View east along Wilde Score from the carriage arch



View east along Rant Score towards the Powerpark



View up Mariners Score towards High Street



View down Lighthouse Score

6.2 Key Heritage Assets

DESIGNATED HERITAGE ASSETS

There are 51 designated heritage assets within the conservation area of the North Lowestoft Heritage Action Zone. This comprises of 1 grade II* listed building, 48 grade II listed buildings and structures, and 1 grade II Registered Park and Garden. Designated heritage assets, which are considered to make a key contribution to the historic character of the areas, are outlined below:

- North Lowestoft Conservation Area: The North Lowestoft Conservation Area covers the historic core of the modern town of Lowestoft, and largely overlaps with areas of the HAZ. The key significance of the North Lowestoft Conservation Area is defined by the retention of the historic street plan and morphology which enhance our understanding of Lowestoft's origins as a fishing port and market centre.
- Town Hall (Grade II): This building is notable for its architectural interest, as a good example of a civic building in the Italianate style, its communal value, and its prominence on the western side of the High Street.
- Continuous façades on the High Street (Grade II and Grade II*): These buildings are of significant group value for the contribution they make to the historic character and architectural variety of the streetscape.
- Maritime Museum (Grade II): This building is of interest for its architectural detail and historic value as a well preserved house constructed in 1828 in pebble render with brick quoins and dressings under a pantile roof. It sits within the restored Sparrow's Nest Park and is now also notable for its communal value gained from conversion to a museum, hosting exhibitions about the history of Lowestoft and its herring industry.
- High Lighthouse (Grade II): This has been the site of a lighthouse since 1676, making it of historic value to the town and reflective of its importance to the coast. The lighthouse was rebuilt in 1853 and is of 3 storeys, with a gallery at the lantern stage and a glazed lantern surmounted by a weather-vane.
- Naval War Memorial (Grade II): This memorial is

of communal value as a landmark structure within Bellevue Park which commemorates 2,385 names from the patrol depot "Europa" who never returned to their base at Sparrow's Nest.

- No. 329 Whapload Road (Grade II): A mid 17th Century salt store, later extended into a fish smoke house during early 18th Century. Noted for its architectural interest and strong group value with another building to the rear of Whapload Road.
- Fish House to the rear of 312-14 Whapload Road (Grade II): Former workshop and store with 16th century origins and listed as its a rare example of this type of fishing industry-related building, as well as retaining parts of its original fabric, including timber mullioned windows.
- Bellevue Park Registered Park and Garden (Grade II): This park is significant as the first public park to be opened in Lowestoft, and for its associative value and connection with chairman of the Lowestoft Improvement Committee, James Peto, and two of the Committee's members, William Youngman and William Rix Seago, who were responsible for turning the idea of a 'symbol of Lowestoft's growing civic pride' into a reality. It follows the character of contemporary pleasure grounds, with winding paths and cross-walks through areas of lawn densely planted with a wide variety of specimen trees and shrubs, and a pagoda-style bandstand on the eastern boundary to take advantage of the sea views.



High Lighthouse (Grade II)

CONTRIBUTION OF OTHER ASSETS

A range of other assets are located within the Heritage Action Zone, which make a positive contribution to its significance. The Heritage Action Zone initiative is designed to unleash the potential of the historic environmental and possibilities for regeneration, and the key assets identified that could facilitate this are considered to be:

- **The Scores:** These are of high value to North Lowestoft, and are a unique feature of the town. They have been created and maintained by centuries of use, and are reflective of the importance of the herring industry to the growth of the clifftop town. They are still of high communal value to this day, being home to a heritage trail and the annual Scores Race, Britain's most easterly hill race, which includes 401 steps across 11 of Lowestoft's historic scores.
- **Fishing Industry structures:** Examples of industrial buildings remaining on Whapload Road and within the former Beach Village are fairly limited, which make those that have survived significant features.

IMPORTANT LOCAL SPACES

A number of spaces within the HAZ have been assessed and are considered to contribute positively to the built and natural landscape of the HAZ area despite the current lack of formal designation. These include:

- **Sparrow's Nest Park:** Sparrow's Nest Park is well maintained and in active use making a positive contribution to the North Lowestoft HAZ. It contains a number of recreational facilities, including bowling greens, cafes and a bandstand, with distinct areas of planting including large lawn areas, sunken gardens, ponds and fountains.
- **Ness Park:** A new park will recognise the importance of Lowestoft and Britain's most easterly point through provision of a new green space in the area covering the net drying racks, adjacent to the Birdseye factory to the south and North Denes Caravan Park to the north. The new park will improve access, knowledge and interpretation of the HAZ in this area and its maritime connection.

The Smoke House is particularly important for its representation of the small-scale industry which once dominated this area, and as one of very few remaining structures of the smoked herring industry. It is a single-storey red brick structure on Wilde Street, aligned east-west, with a pitched pantile roof. A number of brick-built warehouses can be found on Whapload Road. These are all, notably, orientated east-west, and are typically three storeys high with gable end frontages facing onto Whapload Road. Although this area has lost much of its historic architectural character it has retained its economic importance to Lowestoft, similar to its role throughout the medieval and early modern periods.

- **Christ Church:** Significant for its historic, architectural and communal values. It was constructed in the mid- nineteenth century to serve the community in the Beach Village. The church is Gault brick with red brick stringcourse decoration, and simple geometric tracery is used across the building.

Ness Park will feature naturalistic planting to maintain its heritage and setting, whilst improving cycling and pedestrian access to the sea wall and coastal paths.

- A caravan park occupies a large area of coastal frontage between the historic drying racks to south and open area of grass to the north. The Tingdene North Denes Caravan Park is visible from the surrounding roads and paths including Whapload Road and Gunton Cliff. The caravans visually conflict with the historic and natural characteristics of the historic parklands area but offers holiday accommodation that supports the local tourist economy.
- Other important spaces include the public square at The Blue Anchor pub, as well as The Triangle market; both of which have been identified as 'Key Spaces' within the public realm section on page 51 of this document.



7. Guidance for New Developments

7.0

Guidance for New Developments

Historic Core



The purpose of this built form analysis is to help pick out the overriding features of the townscape, which should be referenced when taking development forward. This

will assist in ensuring that development is place specific in terms of the character of the Historic Core.

EXISTING DEVELOPMENT

The area defined as the Historic Core, as identified earlier in this Guide, covers the historic High Street and surrounding side streets, extending to the A47 corridor and slightly beyond to cover Crown Street West and adjacent streets. This area of the HAZ contains the oldest, and some of the finest buildings in the area which range in age from the fifteenth century onwards but largely consisting of buildings from the Edwardian and Victorian period. Buildings on the High Street are typically residential premises above shops on the ground floor which are set immediately against the back of footway. This area benefits from a range of architectural

and period design styles, with no one single style dominating the streetscene. Behind the High Street on side streets are larger single plots which have been redeveloped into apartment blocks, creating a significantly different grain than the traditional, close knit and tight urban grain of the historic High Street.

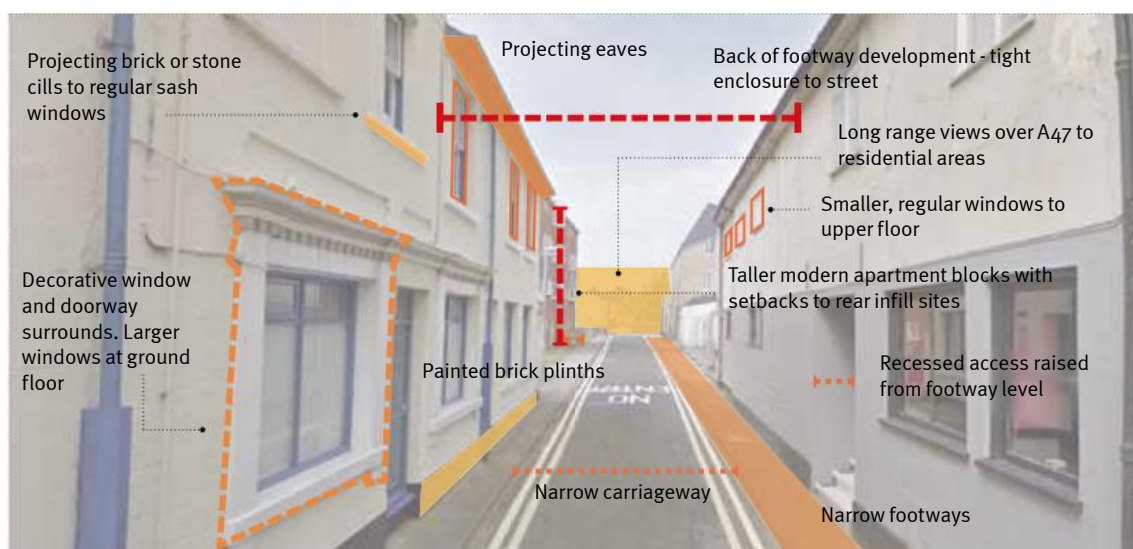
The following diagrams highlight the general attributes of the spatial form in this area and represent the key features of the area which should be considered should development sites come forward within the Historic Core.



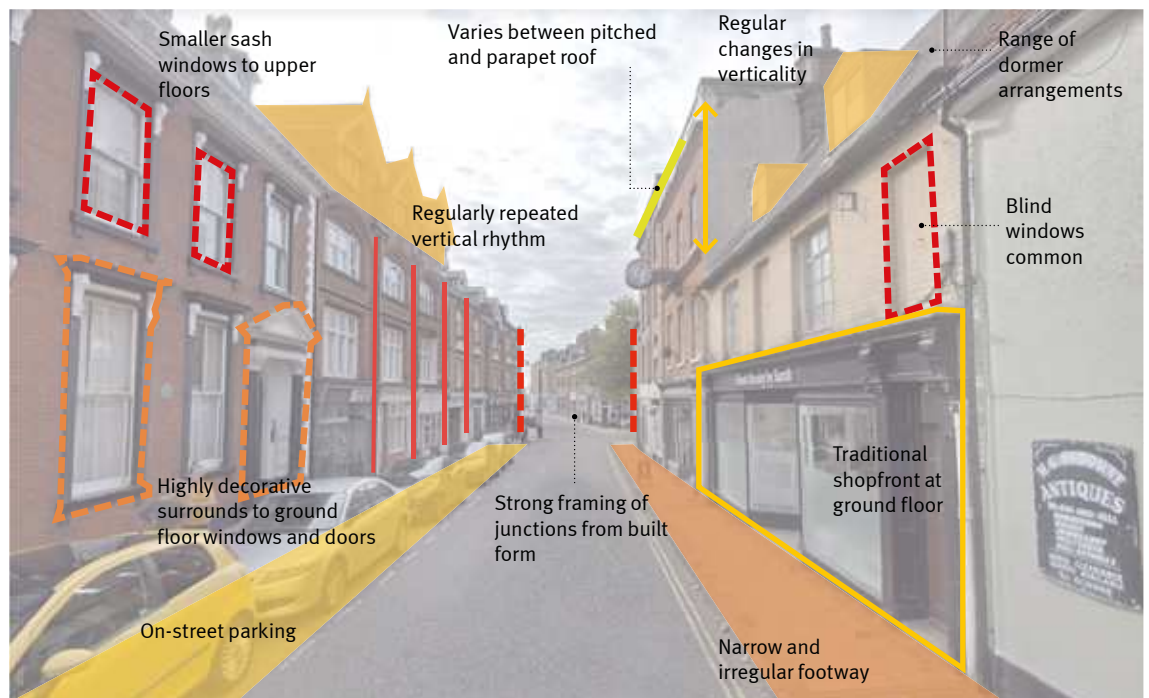
Gateway to the High Street from the south



Gateway to the High Street from the north



Crown Street East looking west



High Street looking north



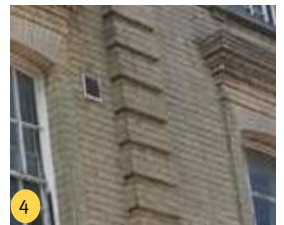
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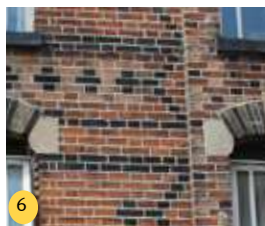
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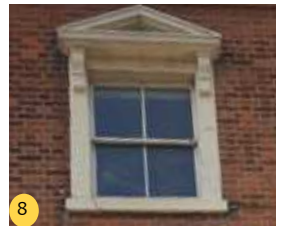
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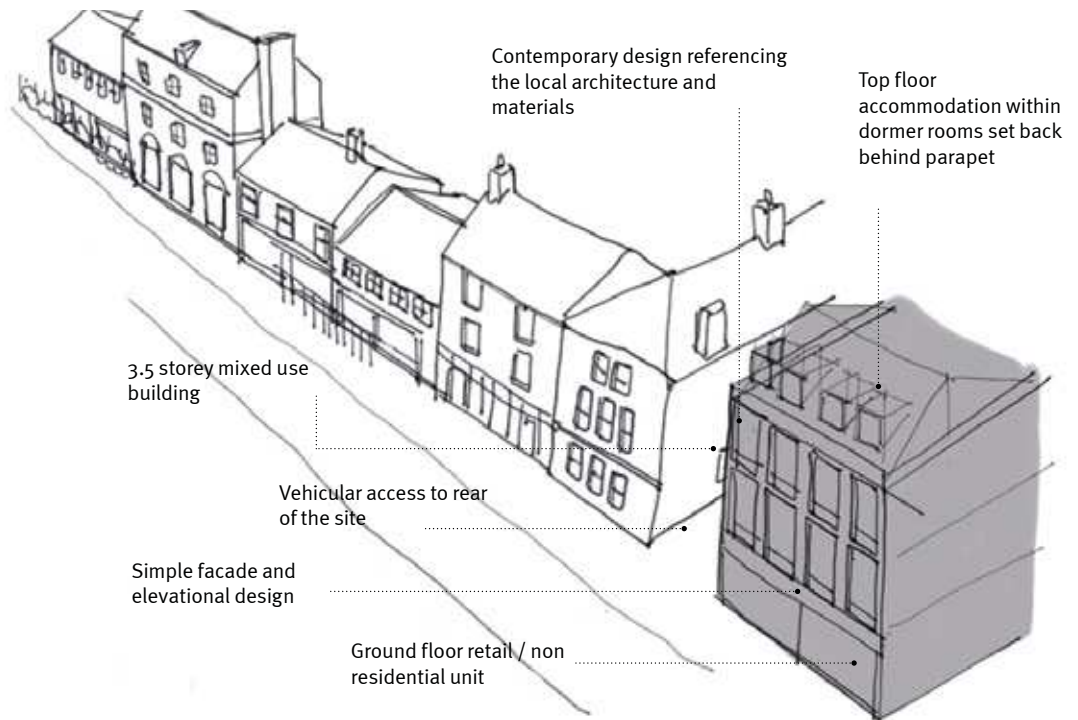
12

1. Suffolk Red brick with header arches over doors and windows
2. White painted aperture detailing
3. Painted clay tiles
4. Gault brick with pilasters and decorative brickwork
5. Jettied timber frame building and cornice detail
6. Diaper brickwork in contrasting tones
7. Various tones of painted render over brickwork

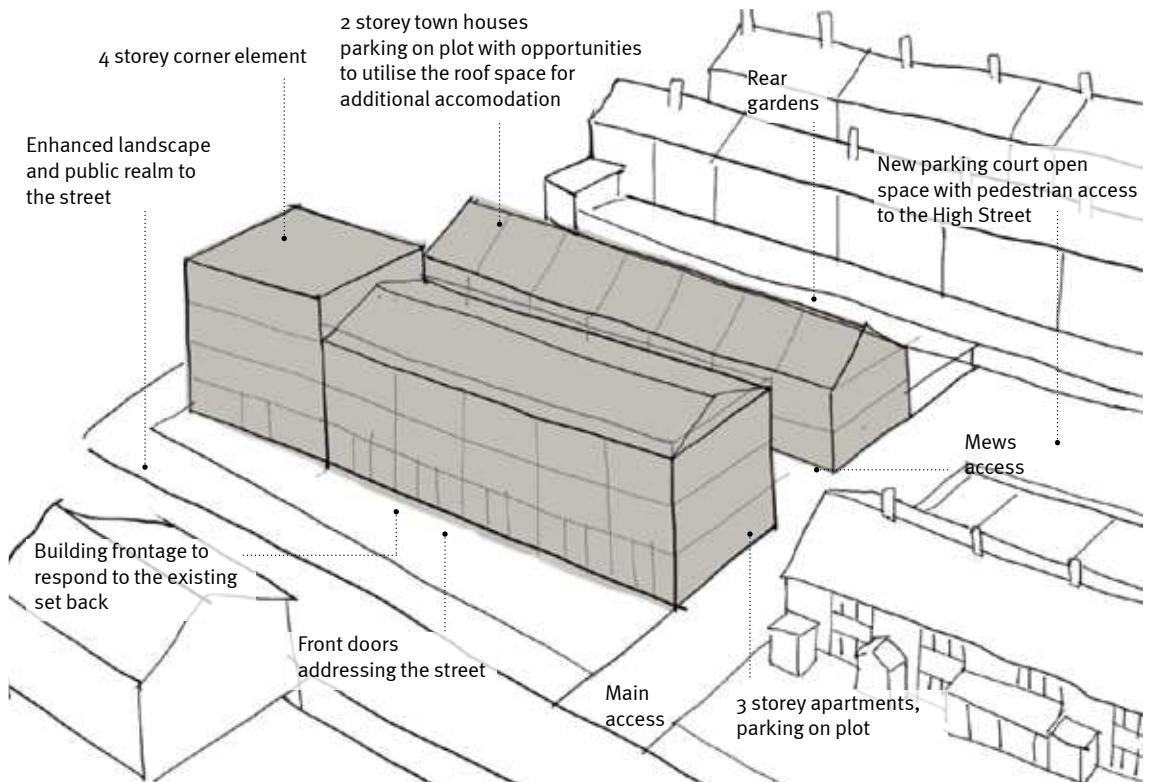
8. Sash windows
9. Clay or terracotta pantiles
10. Slate roof tiles
11. Timber framed gables
12. Range of chimneys with dormers, of varying types, inset into roof and eaves

INDICATIVE DEVELOPMENT FORMS

The illustrations below indicate how new development can utilise plots appropriately by providing a conceptual indication of the design principles that could be applied.



Infill development on High Street



Rear of High Street development

HIGH STREET

Development behind the High Street is generally very different to how development would appear on the High Street frontage itself. They are larger plots, often abutting the A47 and are adjacent to less high-quality built form – certainly when compared to the High Street.

The images below have been included as indicative of the type of built form that is considered would be in keeping of the character of the local area, as well as maintaining a level of high-quality design.



- 13. Infill development in local vernacular materials to traditional dimensions and scale
- 14. Modern townhouse development with a strong, traditional linear orientation interspersed with mews court spaces
- 15. Simple terraced rowhouses with variation in brick to provide contrast and sense of identity to each house

- 16. Row of three storey gable fronted townhouses with frontage parking and refuse storage
- 17. Higher density four storey apartment block with high quality brick and detailing
- 18. Gable fronted brick apartment block featuring traditional design elements in a contemporary style

7.1



Guidance for New Developments Whapload Road

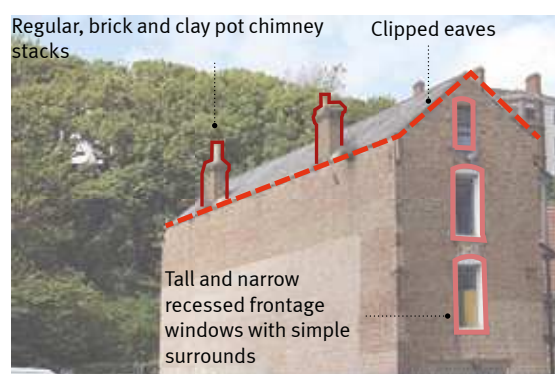
The purpose of this built form analysis is to help pick out the overriding features of the townscape, which should be referenced when taking development forward. This

will assist in ensuring that development is place specific in terms of the character of the Whapload Road area.

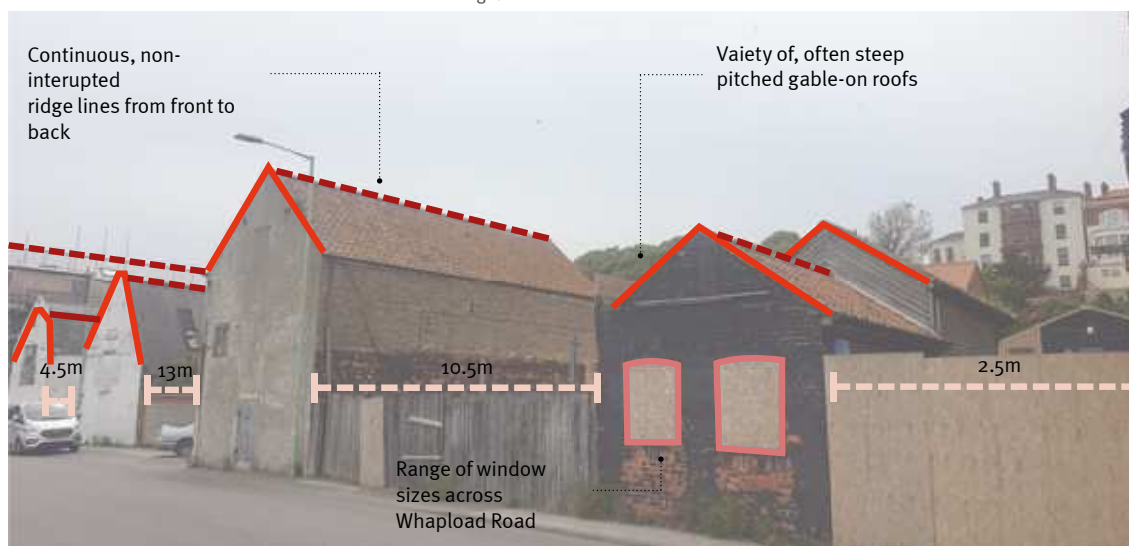
EXISTING DEVELOPMENT

The existing built form on Whapload Road is highly distinctive, not only within the HAZ area but the wider region and is synonymous with the fishery industry which dominated this area.

Whilst some more recent additions are present in the streetscene which are of little distinction or interest, the identity of Whapload Road is defined by the historical smoke houses which front onto the road and generally run in a strong east-west alignment. These typologies are unique and should be taken as as templates for upcoming development in the area. Features such as local brick, pantile roofs, painted brick and strong vertical emphasis from tall and narrow windows are common and help to reinforce the strong sense of place that ties Whapload Road to its historical purpose. Development should reflect these characteristics, be no more than 4 storeys in height and maintain a strong built frontage onto the road, utilising the traditional forms in a contemporary idiom with careful consideration of flood risk and future climate change.



Clipped eaves, tall, narrow windows to frontage and brick chimney stacks



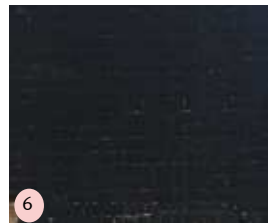
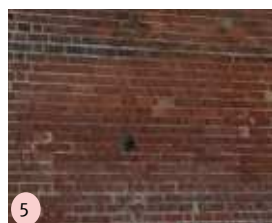
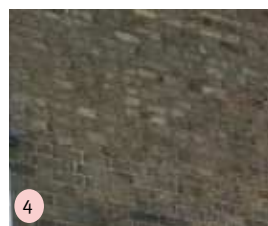
Dominant gable frontage, continuous ridge lines and a range of separation distances



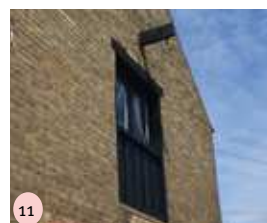
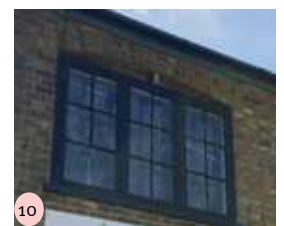
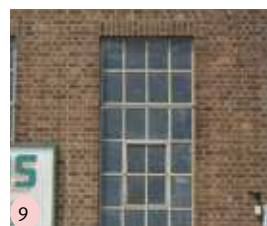
Illustration showing variety of gable styles, shapes and colours common along Whapload Road



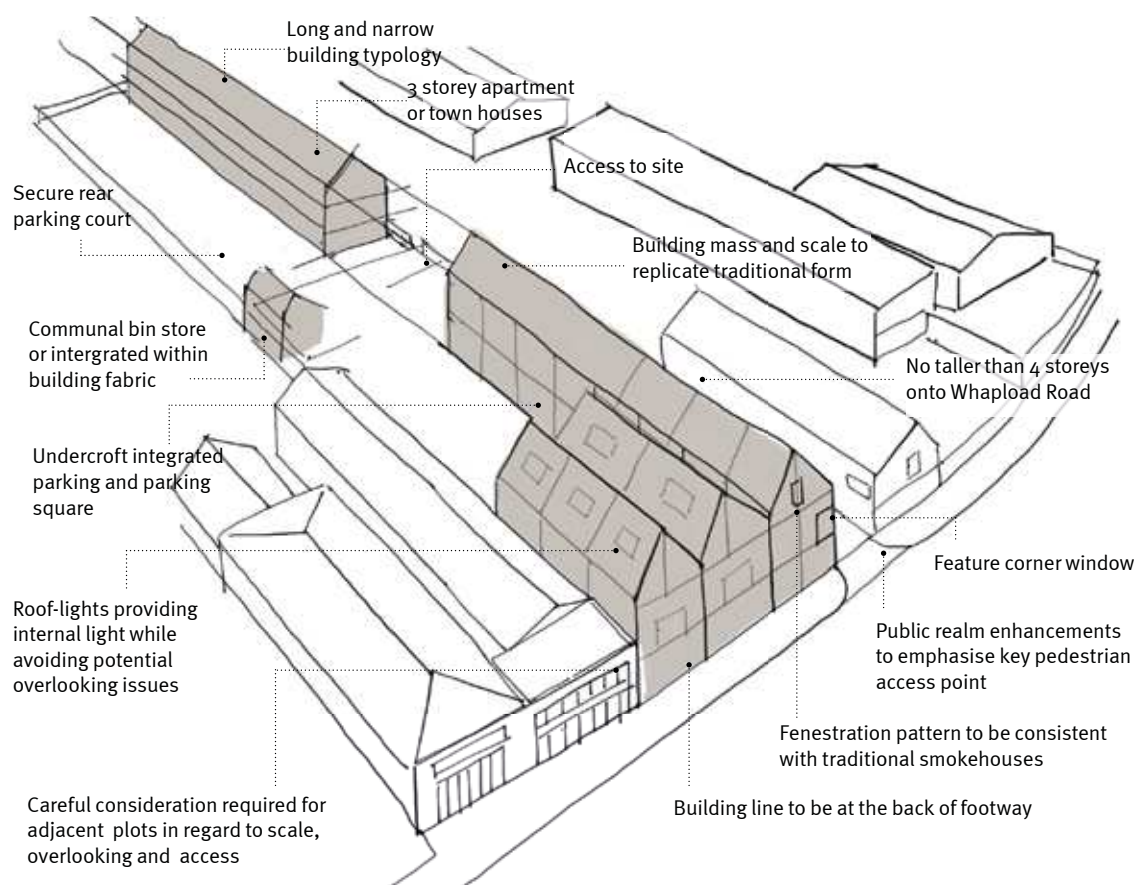
Predominant buiding depths on Whapload Road



1. Pebble inset walls
2. Painted pebble walls
3. White painted brick
4. Brown/grey brick
5. Suffolk red brick
6. Black painted brick
7. Clay/terracotta pantiles
8. Slate tiles
9. Industrial art-deco steel framed windows with central pivot
10. Industrial casement windows
11. Cargo door and hauling beam
12. Wall ties
13. Rusted industrial gate - similar in appearance to corten steel
14. Old painted wooden door with traditional features and textures



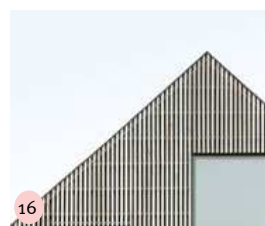
The illustration and photographs set out further principles for the design of new development in the Whapload Road area.



Indicative development on Whapload Road

- 15. Apartment block utilising strong gables and patterned brickwork
- 16. Vertical application of wood or metal slats on a gabled facade
- 17. Vertical timber boarding with simple gable and window details
- 18. Dark red brick gabled townhouses with vertical windows

- 19. Modern interpretation of a traditional vernacular
- 20. Light/gault brick with clipped eaves on apartment block
- 21. Dark metal roof with interesting materiality to gable - slim skylights



7.2



Guidance for New Developments

PowerPark and Surrounds

The purpose of this built form analysis is to help pick out the overriding features of the townscape, which should be referenced when taking development forward. This

will assist in ensuring that development is place specific in terms of the character of the Power Park and surrounds area.

EXISTING DEVELOPMENT

The area defined by the PowerPark is currently occupied by a range of commercial and industrial land uses including manufacturing, light and heavy industry and more recently business and technology units. The area has the appearance of an industrial estate, which is due to the lack of enhanced public realm, utilitarian warehouse style buildings and a lack of activity onto the street and austere perimeter fences with vacant land, however areas of interest exist such as the prominent Gulliver wind turbine and the Orbis building which act as locally distinctive buildings. There is

currently very little to denote the history of the area, nor the existence of the Beach Village prior to its clearing. Buildings are of a larger scale and bulk than the surrounding area, and the dominant colour palette is largely greys and blues, with cladding, corrugated metal, brick, and occasional glass and concrete.

The PowerPark lies largely within the flood zone, and development in this area would also need to consider any further guidance which is developed for the PowerPark, on flood risk management and design.



Graded colour corrugated steel on Birdseye Factory



The Orbis building marks a departure from the prevailing typologies present in the area



View from Orbis over the Power Park and Whapload Road towards the High Street

NEW DEVELOPMENT IN THE POWERPARK

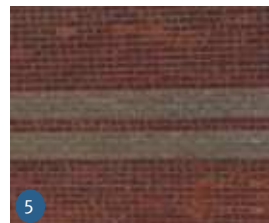
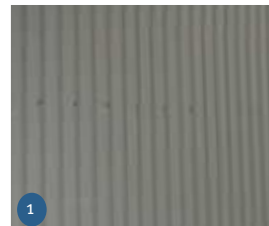
Recent developments, including the Scottish Power Renewables building on Hamilton Road are beginning to adapt and modernise the material palette that exists in the PowerPark area. This includes the use of metal cladding, floor to ceiling curtain wall glazing, recessed windows and strong gable features with recessed frontage. This building provides a positive precedent for development within the PowerPark as further plots come up for development. New development should also build upon the dominant colour palette at the

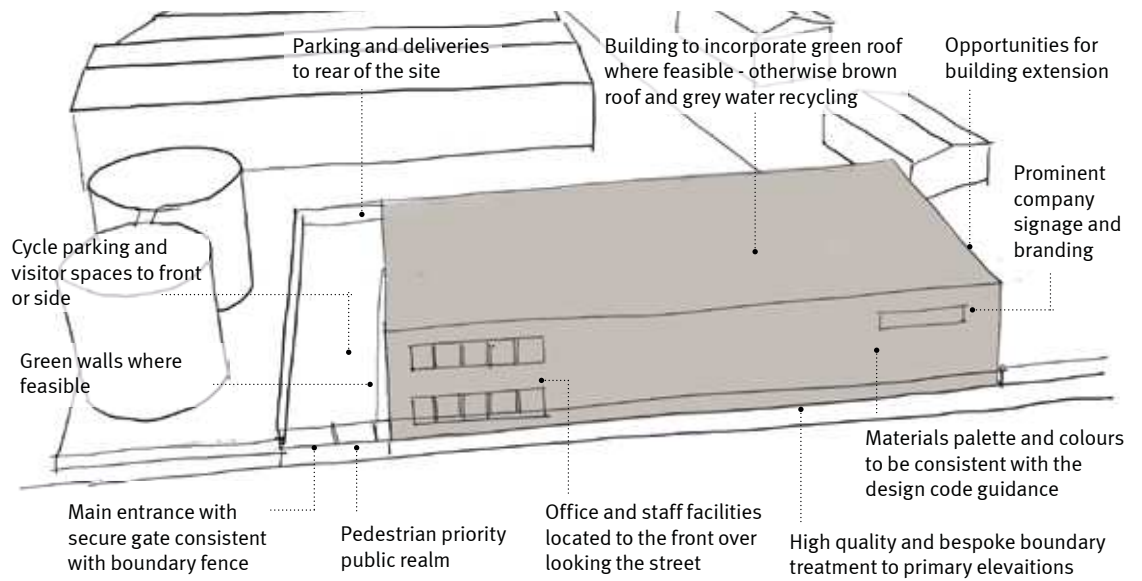
PowerPark, largely spectrum of greys, silvers and shades of blue. Consideration should also be given to enhancing the sustainability credentials of buildings within the PowerPark, ensuring that they are highly energy efficient and incorporate on-site energy generation methods where possible.



Scottish Power Renewables on Hamilton Road utilising modern materials

- | | |
|---|---|
| 1. Grey corrugated steel walls to large, pitched roof buildings typical | 6. Graded grey to blue colours of the Birdseye factory - a palette well used across the PowerPark |
| 2. Distinctive site history reflected in road names | 7. Concrete and glass utilised on the Orbis building offer a more modern design ethos and materiality |
| 3. Steel industrial windows set within red/brown brick with vertical concrete banding | 8. Blue rainscreen cladding and dark coloured brick to the plinth of the Orbis building |
| 4. Dark blue corrugated steel | |
| 5. Red brick with two banding courses | |





Example development in PowerPark illustrating the principles of layout (not architectural) within the PowerPark



9. Bespoke boundary treatments such as black weld mesh fencing with inset wind turbine silhouettes
10. Large floorplan commercial unit flanked with corten steel to provide a contemporary, weathered effect
11. Smaller scale start up/business units with sawtooth roof
12. Attractive and innovative glass and steel main entrance with large footprint operational area to the rear
13. Large glass and steel building referencing boatyards
14. Metallic material used to positive visual effect
15. Gables utilised on long side elevation
16. Contemporary interpretation of chimneys to refer to an areas industrial past



7.3

Guidance for New Developments Parklands



The purpose of this built form analysis is to help pick out the overriding features of the townscape, which should be referenced when taking development forward. This

will assist in ensuring that development is place specific in terms of the character of the Parklands area.

EXISTING DEVELOPMENT

The Parkland area covers a number of green spaces at the northern end of the HAZ area, including Bellevue Park which is a registered park. The area has historically been developed sporadically and infrequently, with existing buildings tending to be standalone and set within their own land. Due to the topography of the land, constraints of movement and access and the nature of the space as a protected area of green space for Lowestoft, there are very limited opportunities for development within this area.

Despite this, there could occasionally be situations where small scale redevelopment of a plot could arise,

and therefore it is important to understand the prevailing character of the materials within this zone. Development tends to be of a domestic nature, with the exception of the Sparrows Nest buildings on Yarmouth Road, and there is a mixture of materiality which includes Suffolk red brick, pebble inset walls and boundary treatments and formal gardens and paths which help to provide a sense of setting for the buildings and a greater setback from the street. It is recommended that a thorough context appraisal is undertaken for any development within this zone, responding directly to the surrounding built form and fabric.



Views across the park to the seafront and Maritime Museum



Examples of limited development within the Parkland zone



Pebble wall with red brick coping



Concrete and brick/tile feature



Thatched lodge with formal planting

7.4



Guidance for New Developments

The Scores

The purpose of this built form analysis is to help pick out the overriding features of the townscape, which should be referenced when taking development forward. This

will assist in ensuring that development is place specific in terms of the character of the Scores.

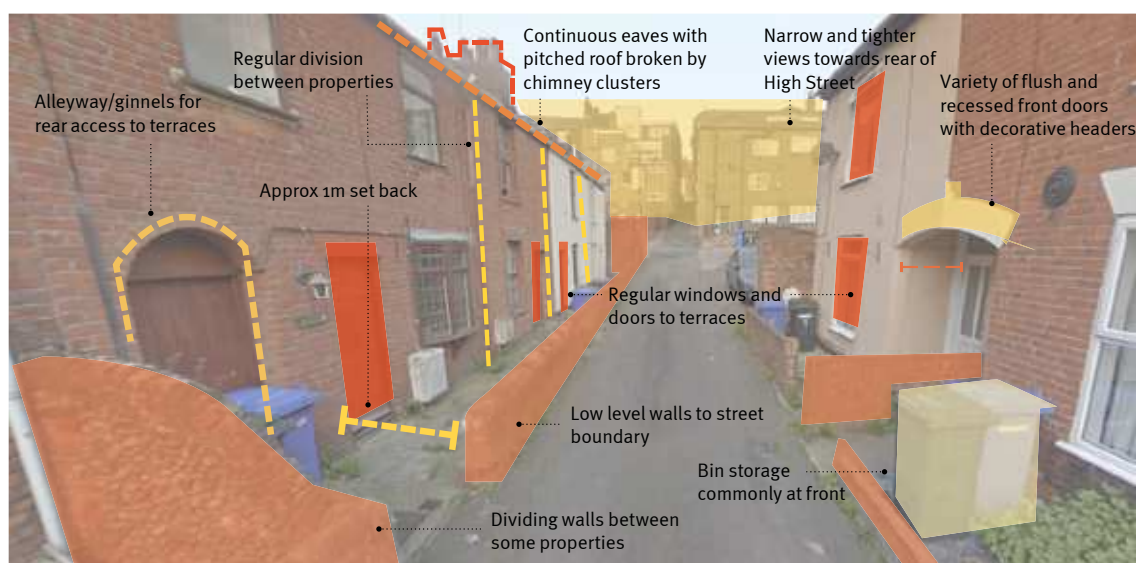
EXISTING DEVELOPMENT

The Scores are unique to Lowestoft and include distinctive built forms which contribute to a strong sense of place and history. The Scores connect the High Street, or higher levels at the top of the cliff, with Whapload Road, the Denes and waterfront at the bottom of the cliff. Due to a combination of piecemeal historical development, awkward access and

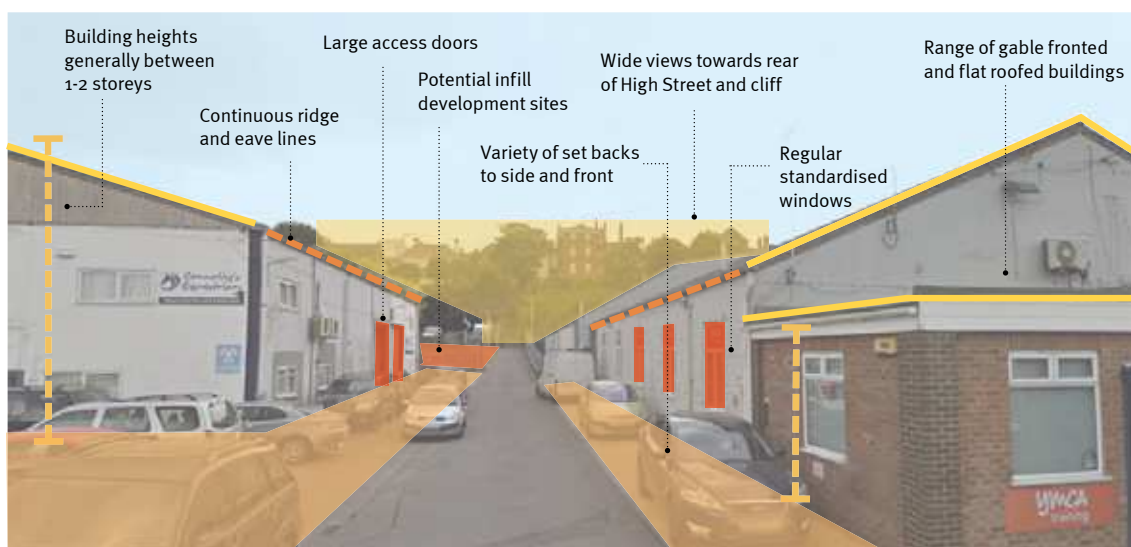
movement arrangements and the issue of gradients and topography, they present interesting challenges to successful development, but also the opportunity to create bespoke and unique places that create strengths from these challenges and reflect the very identity and nature of built form in Lowestoft.



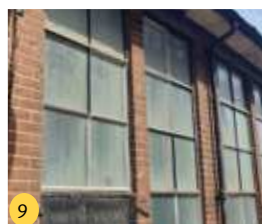
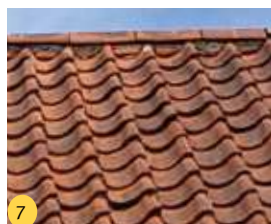
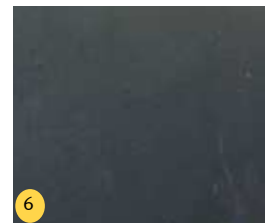
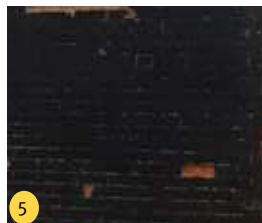
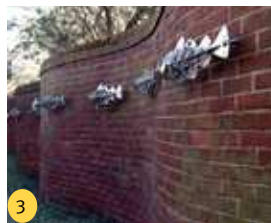
Historical images along the Scores showing traditional typologies and nature of the built form enclosing the space



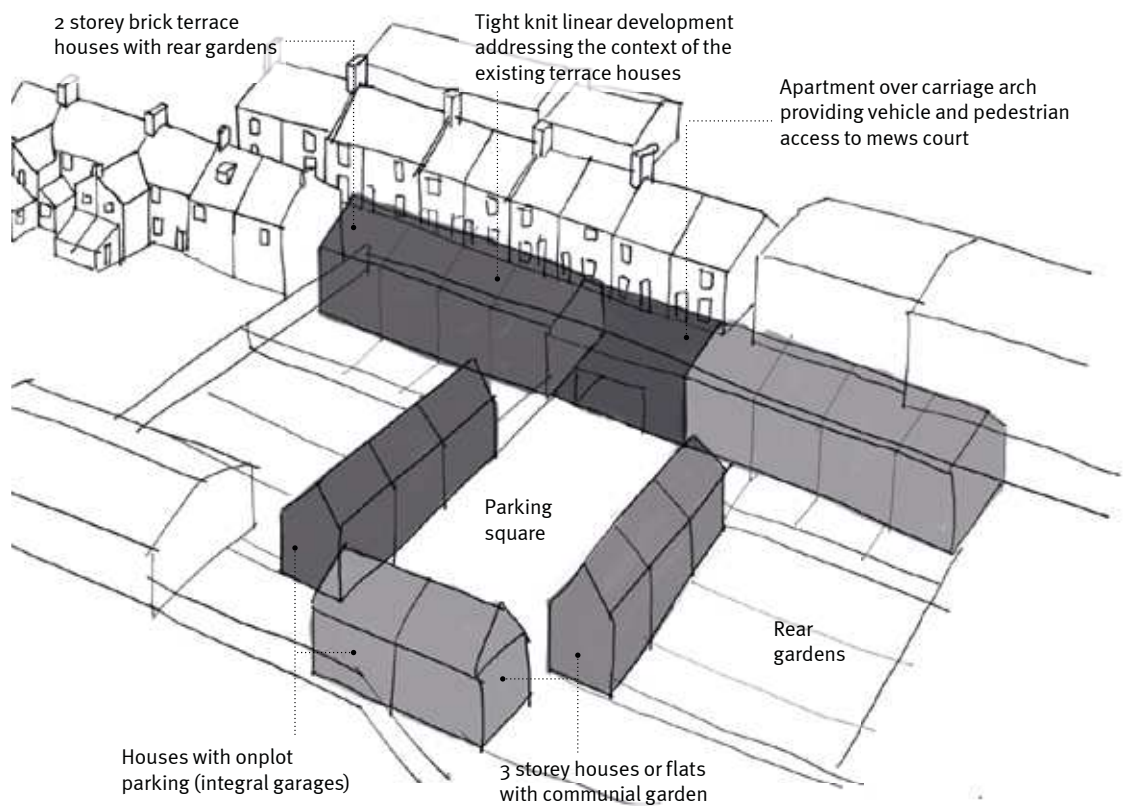
Spurgeons Score - Mid way between Whapload Road and High Street



Crown Score - Whapload Road end



1. Pebble inset walls with red brick plinth and/or coping
2. Suffolk Red brick with grey mortar
3. "Crinkle crinkle" wall at Malsters Score
4. Gault brick with red brick banding
5. Painted brick of various tones
6. Rendered walls of various tones
7. Clay/terracotta pantiles
8. Slate tiles
9. Metal framed industrial windows
10. Half bricks and pebble pattern



Example backland development plot with frontage to the Scores



11. Modern interpretation of simple terraced row houses
12. Contemporary mews court with oriel windows to deflect views
13. Simple townhouses with alternating brick and parapet roof
14. Example of narrow Mews Court



15. Pitch roofed terraced houses with projecting balconies
16. Simple terrace with protruding brick detailing
17. Linked detached properties with undercroft parking

7.5

Urban Grain, Movement, Permeability and Legibility

EXISTING MOVEMENT NETWORK

The movement network in the HAZ is currently dominated by strong north-south vehicular routes, with the A47 dual carriageway having severed a number of historical east-west routes. A number of roundabouts and gyratory systems have further compounded pedestrian movement throughout the HAZ and provide a sense of vehicle domination.

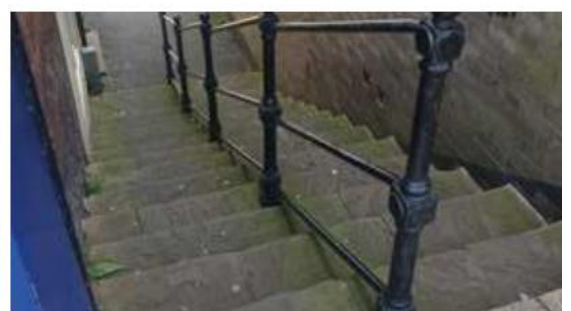
Historically Lowestoft has seen high levels of cycling, which can be seen by the extensive network of cycle routes across the town including the North Sea Cycle Route and Regional Route 12. At present, safe East-West pedestrian and cycle movements are facilitated by a number of toucan crossings on the A47.

The Waveney Cycle Strategy notes the importance of connecting residential areas and community facilities

closer to the town centre. Currently there is a signed, traffic free cycle route along sea front from North Dene to South Beach promenade, and a traffic-free cycle route, leading to an on-road cycle lane along the southern part of the High Street in the HAZ area. The Waveney Cycle Strategy recommends:

- Improvements to the surface of the North Dene promenade, replacing steps with a ramp and better way-finding measures (ref: L3, page 70), and
- Extending the markings along the High Street to improve the visual connection between the A12/ Yarmouth Road to the Triangle (ref: L4, page 70).

Bus routes currently run along Jubilee Way (A47) on the edge of the HAZ area, with several bus stops along this road including near the Police Station and near the junction with Crown Street East.

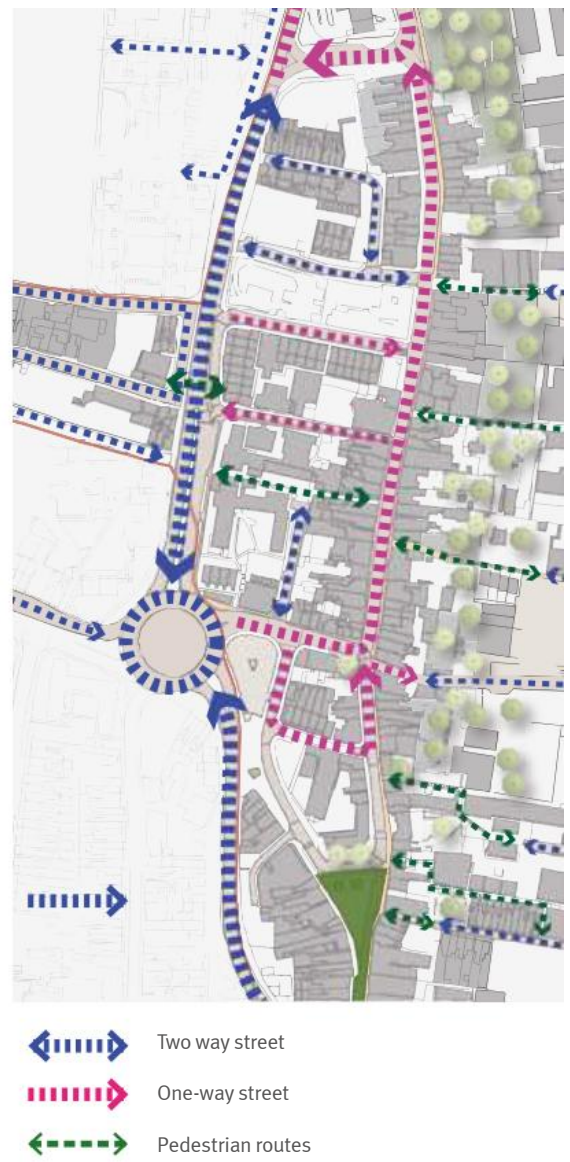


FUTURE MOVEMENT NETWORK

There is an opportunity to enhance pedestrian priority in the core of the HAZ by reviewing current traffic management arrangements, for example changing the High Street to one-way northbound from Dukes Head Street. This could provide for more footway space for pedestrians, spilling out activities from shops and the opportunity for public spaces at key junctions. Vehicles accessing Rant Score could access the Score from Old Market Street or the northern side of Triangle Market before turning into High Street as opposed to directly

from Duke Heads Street junction as per the current situation.

Better surfaces, markings and way-finding measures for cyclists and bus stops - if bus routes were to be routed along the High Street - could be incorporated into detailed proposals for the High Street subject to further transport modelling and consultation with Suffolk County Council as Highway Authority.



7.6

Reconnecting Crown Street

The A47 is a major vehicle corridor which runs along the western side of the HAZ area and forms a significant barrier to pedestrian movement between the historic core and the residential area to the west. The perception of a physical barrier is also compounded by prolonged runs of brick wall running along the edge of the corridor, which, whilst restricting pedestrian movement over the carriageway, also appears austere and uninviting. Currently there are two signalised pedestrian crossings, one close to the Dukes Head Street roundabout and one close to Albany Road, however there is nothing by way of pedestrian crossing facilities in the central section.

To enhance connectivity and permeability to the HAZ area, provision of a suitable pedestrian and cycle crossing should be considered which would reconnect both ends of Crown Street which have been severed by the A47, helping to restore historical street and

movement pattern. The Waveney Cycle Strategy notes that some east-west routes are constrained by existing road layouts, and the potential pedestrian crossing reconnecting Crown Street will help alleviate this. It is anticipated that proposals would be subject to traffic modelling and further consultation with the Highways Authority. This would be further facilitated by a reclassification of the route upon completion of the Lake Lothing Crossing. Greening to the central reservations would help to soften this generally hard environment, and panelling (potentially laser cut screening with distinctive patterning) on the brick wall would help to provide interest. Opportunities for utilising the exposed gable fronting the A47 on Crown Street West should be considered - this could include artwork depicting the Crown factory and Grade II Listed Crown Street Motors building, which is situated a short distance to the west and is a building of architectural and historical interest.



Laser cut screen of street network



Tiger crossing example



Naturalistic planting in verge/central reservation

8. Guidance for Public Realm



8.0

Guidance for Public Realm

This section outlines aspirational improvements to the public realm throughout the HAZ area, building upon and enhancing the character of each area through the streetscape and public realm. As with all alterations to adopted highway spaces, any changes will be made in partnership with Suffolk County Council as the highway authority and subject to usual consents and approval. Improvements to the public realm will take into consideration and be made with regard to

the Conservation Area Appraisals, and the Waveney Cycle Strategy. In addition to this, it is important to consider using design to address issues such as crime, anti-social behaviour and public transport. The improvement of the above-mentioned elements can aid the overall economic growth and perception of the local area - please see the relevant policies in Section 4 on Designing out Crime strategies. This document is also intended to inform other strategies for Lowestoft.

STREET FURNITURE

Street furniture, both contemporary and historic, is an integral part of the public realm. It is representative of a place and its individual identity. It is important that the selection of street furniture makes a positive contribution to each area, does not impede access or add to visual clutter, and reflects and enhances its distinctive local character.

The following are general guidelines to follow when applying street furniture to a local context:

Durability - All street furniture should be durable and vandal proof.

Colour - All metal elements should be either stainless steel or factory powdercoated in black RAL 9004 Signal Black. If not available choose nearest black (for example RAL 9005 Jet Black). This applies to all street furniture including third parties ones (bus shelters and utility cabinets), the only exception being charging points for electric cars.

Positioning - Street furniture should be located so as to not cause an obstruction towards the front of the

footway. In locating street furniture a space of 1.2m is considered to be appropriate to enable access and usability for all.

Avoid clutter - Only add street furniture and signage that is either needed or improves the user experience. Consolidate street furniture locations. Combine street furniture functions when possible and consider street furniture zoning. Where digital infrastructure is provided, it should be integrated within street furniture, for example smart lighting, smart benches, smart waste.

Heritage - The starting point should be that wherever possible, historic street furniture should be refurbished, retained and re-sited close to their original location.

Robustness - All street furniture should be secured to the ground and any fixings should be flush to avoid becoming a trip hazard. If paving needs to be cut to install a piece of street furniture it should be done neatly. Consider street furniture type and size of foundation and how it might interfere with existing

LANDSCAPING

Trees and soft landscaping form a fundamental part of Lowestoft's public realm, enhancing the sense of place and local identity, offering seasonal character, providing habitats for a rich array of urban and suburban wildlife and creating valuable summer shade for the public as well as for adjacent buildings. It is critical that we look after the green spaces, trees and planting that already make up part of Lowestoft's public realm, and important that we seek to introduce new trees and soft landscape in urban areas.

It is ideal to steer away from the planting of trees within the historic core, as there is likely to be limited

space beneath ground and there would be a potential impact on the historic street scene as a result of high level planting. This is also a similar case in the PowerPark area due to the harsh climatic conditions – however through further research and guidance there could be suitable areas for tree planting within the built environment.

Please note that the locations of SUDS shown within the sketches of this section are for indicative purposes only and that detailed works to establish SUDS locations would be required with the Lead Local Flood Authority (LLFA) and highways authorities.



MATERIALS

Surface materials should be seen as an integral element of creating, regenerating and revitalising places and spaces, ensuring cohesion and continuity. In order to achieve this, a limited palette with materials that are simple, robust, appropriate to the local character and fit for purpose should be used.

General Guidelines:

- The selection of surface material should support a place's local identity and choice should take in to account safety, maintenance regime, and coherence with a wider public realm context.
- Significant historic surfaces should be refurbished, retained or reinstated. This is particularly important within the High Street - as an historic street of exceptional quality - where it is considered appropriate that high quality granite setts are used throughout to emphasis its importance. Consideration will need to be given to ensuring their use is appropriate for those with mobility issues.
- Vehicle overrun on footways should be designed out where possible. However, in areas where it might happen, reinforced materials and adequate technical solutions should be applied, such as: reinforced paving, widened kerbs, an increased flag thickness, alternative bedding and jointing type, mesh reinforcement or grass cells.
- Where appropriate, skid resistance should be assessed, for example when using natural stone on trafficked areas.
- Wherever possible, replaced surface materials should be reused on site or recycled.
- Ensure safety features are in place, and are not dismissed at the expense of appearance. Features such as non-slip materials and handrails are important along areas of topographical significance.

PARKING

Changes to the public realm should also be integrated with changes to parking management. Parking is a key element of the public realm and should be designed and managed in order to ensure parked vehicles do not block pedestrian desire lines. Additionally, reducing parking in the area would contribute to reducing car dominance,

improve local air quality and encourage more sustainable modes of travel.

Improvements to the public realm that affect parking will be subject to, and integrated with parking management and enforcement strategies.

Please see the following link in reference to Historic England's Streets for All: Advice for Highway and Public Realm Works in Historic Places document for a more in-depth read into designing public realm in areas such as the North Lowestoft HAZ:

<https://historicengland.org.uk/images-books/publications/streets-for-all/heag149-sfa-national/>

BIN/REFUSE STORES

To minimise the impact of refuse on the public realm, communal bins storage areas should be provided within development plots at discrete, easily accessible and serviceable locations. This would be

an appropriate way to manage waste storage away from the street and minimising waste bins becoming an eyesore.

STREET LAYOUT

Provided the materials palette is in-keeping, sensitive and robust to the local character, proposed street layout changes, such as raised tables and widened pedestrian pavements, can enhance movement throughout the town centre. Additionally, these concepts could also aid in speed reduction of vehicles, in partiucular along the

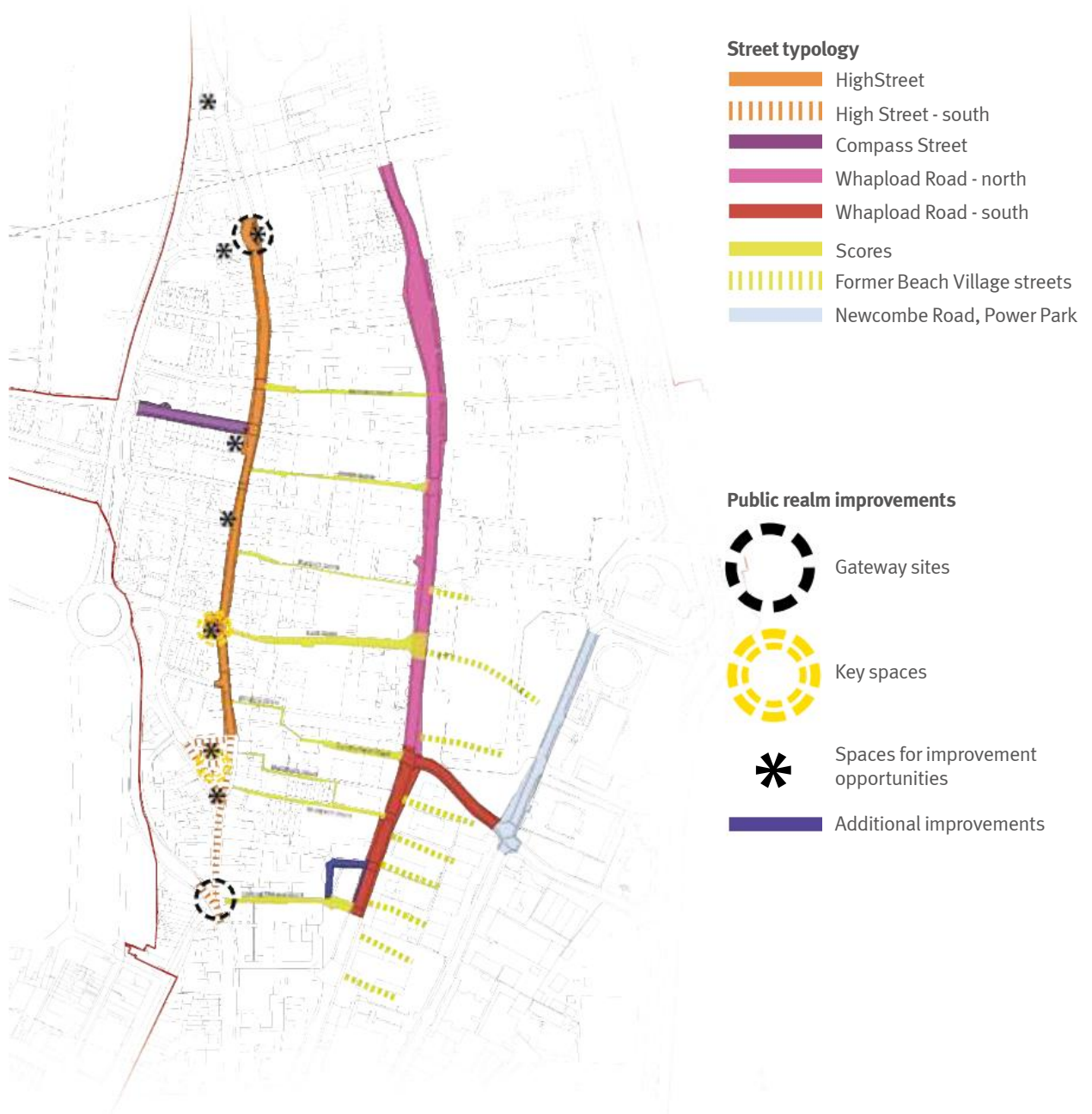
High Street and Whapload Road, where this has been an issue in the town centre for a number of years. The use of raised tables can be discovered in numerous other conservation area environments, and so consideration is needed regarding this design element.

8.1

Public Realm Enhancement Identification Map

The concepts on the following pages of this section identify some ways in which movement and the public realm could be enhanced in the area, as indicated by the possible public realm improvements located on the map below. Green spaces, whilst

they would be new features in these areas, could help to improve the aesthetics as well as contributing to wider objectives, such as in relation to climate change and biodiversity.



8.2

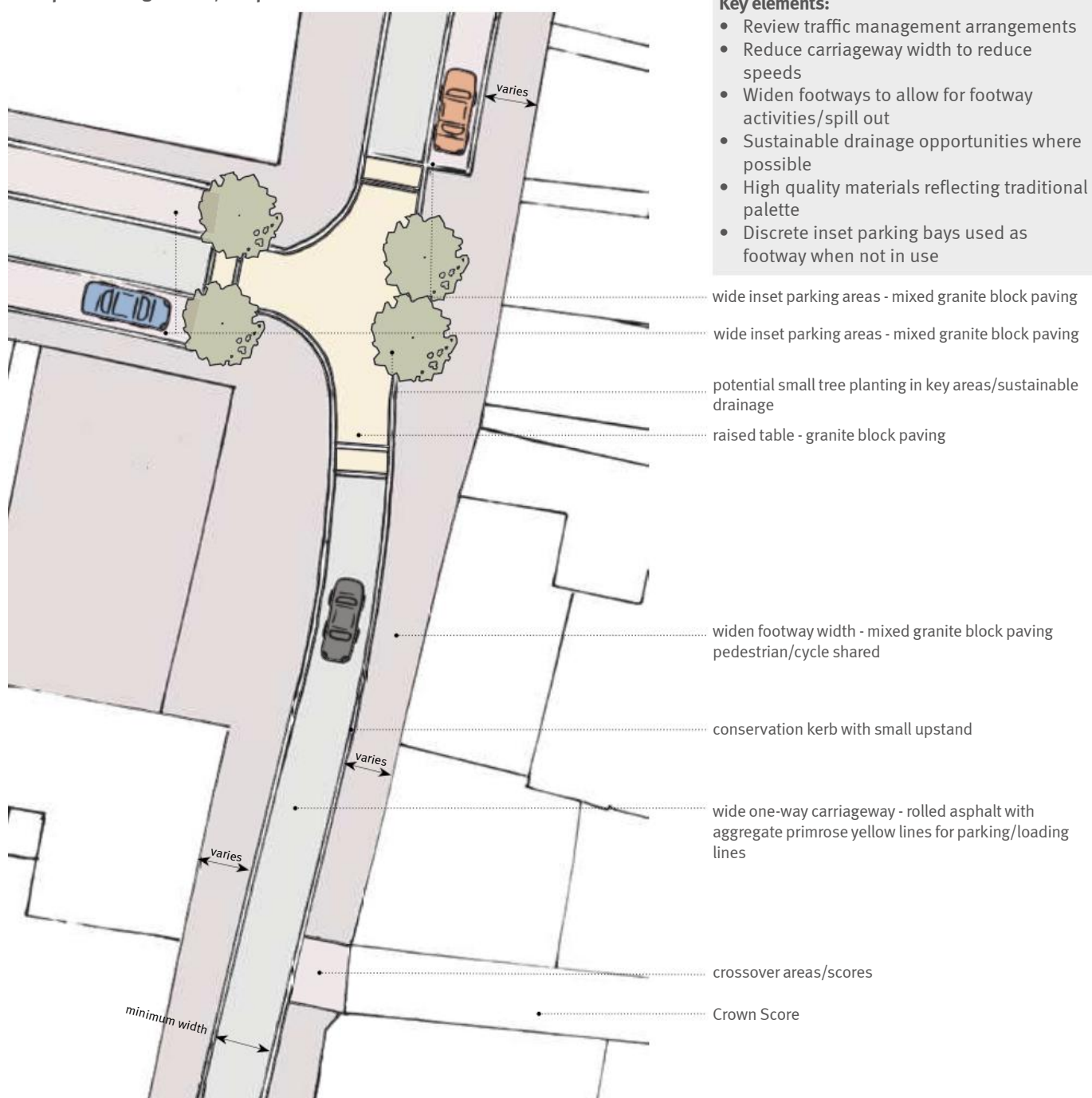
Historic Core: High Street



The introduction of a raised table could enhance pedestrian movement and aid speed reduction, however would represent the

introduction of a new feature into the area and would therefore need to be carefully considered in terms of its form and materials.

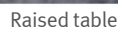
Concept for the High Street/Compass Street



Key elements:

- Review traffic management arrangements
- Reduce carriageway width
- Widen footways
- Improve entrance to the Scores along the high street

- Review traffic management arrangements
- Reduce carriageway width
- Widen footways
- Improve entrance to the Scores along the high street

[illegible]

The inclusion of some green spaces within the High Street is due to the general view of a very 'hard' environment with little in the way of relief in terms of green space for people to sit and enjoy the surroundings. Green spaces can improve the aesthetics of an area

when treated properly – whilst also attempting to address the climate emergency through introducing potential areas of sustainable run off in discrete locations as well as improving air quality/biodiversity where possible.

Concept for the High Street/Mariners Street



Indicative Palette

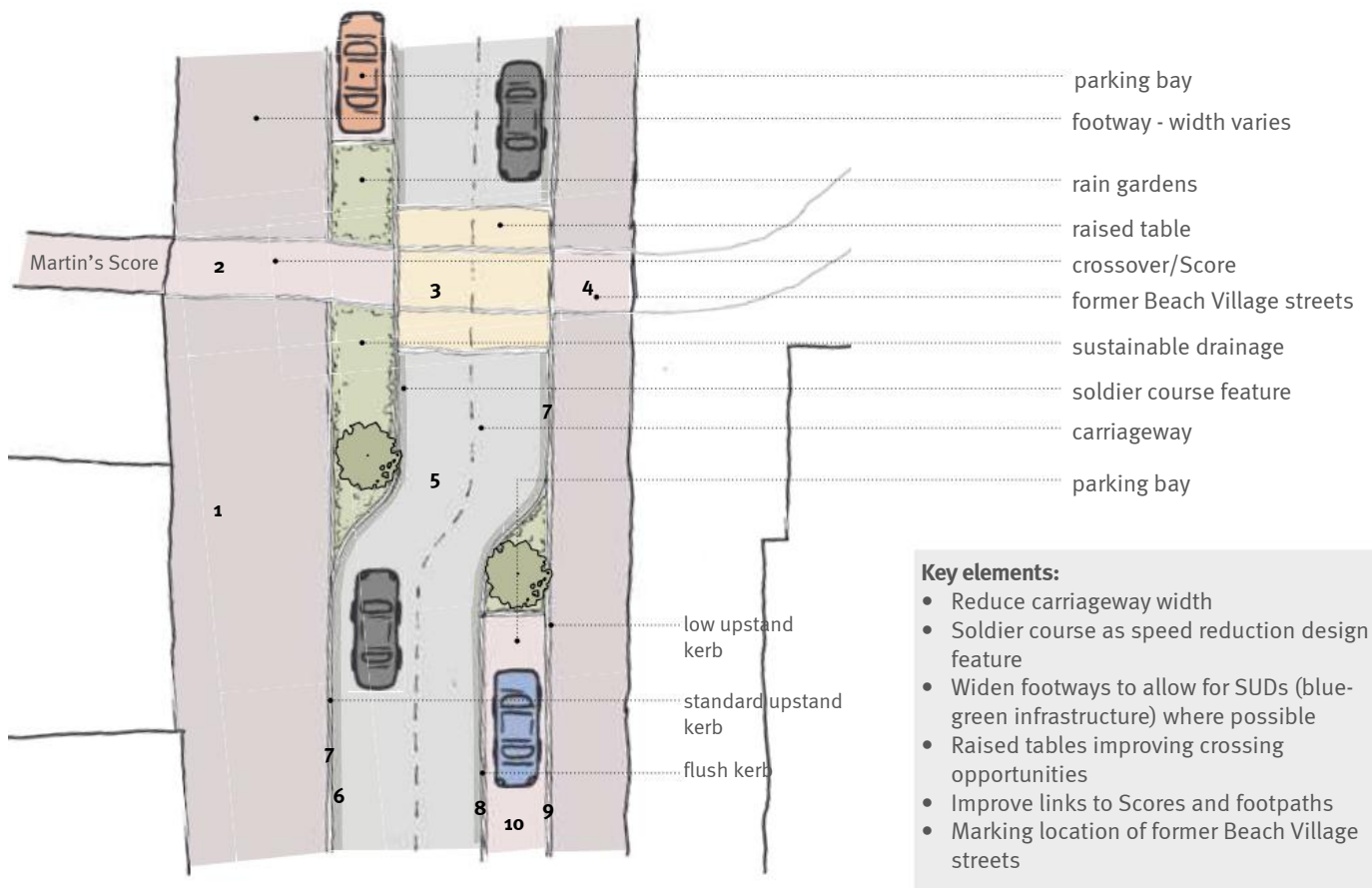
1. Footway - mixed granite block paving
 2. Inset parking bays/bus lane - mixed granite setts
 3. Carriageway - rolled asphalt with mix of exposed granite aggregates to tie in with footway
 4. Raised table - mixed granite setts
 5. Green infrastructure - sustainable drainage where possible in wider footway
 6. Kerb - conservation kerb
 7. Score entrance crossover areas - mixed red hue tumbled granite setts
- Yellow lines - pimrose yellow

8.3

Concept for Whapload Road - South



The concept here is to create areas of greening and parking which alternates on different sides of the road. Whilst it may appear as a traffic management design, this conceptual layout is to accommodate necessary parking and assist with other elements of the public realm, such as surface water run-off, greening, etc.



Indicative Palette

1. Footway - concrete flag paving
 2. Score & crossover - mix of red hue tumbled granite setts
 3. Raised table - concrete block paving
 4. Former Beach Village street - mix tumbled granite setts
 5. Carriageway - rolled asphalt with mix of exposed granite aggregates to tie in with footway
 6. Soldier course on carriageway - granite setts
 7. Kerb - conservation kerb, standard upstand
 8. Kerb - conservation kerb, flush
 9. Kerb - conservation kerb, low upstand
 10. Parking/loading bays - concrete block paving
- Yellow lines - pimrose yellow

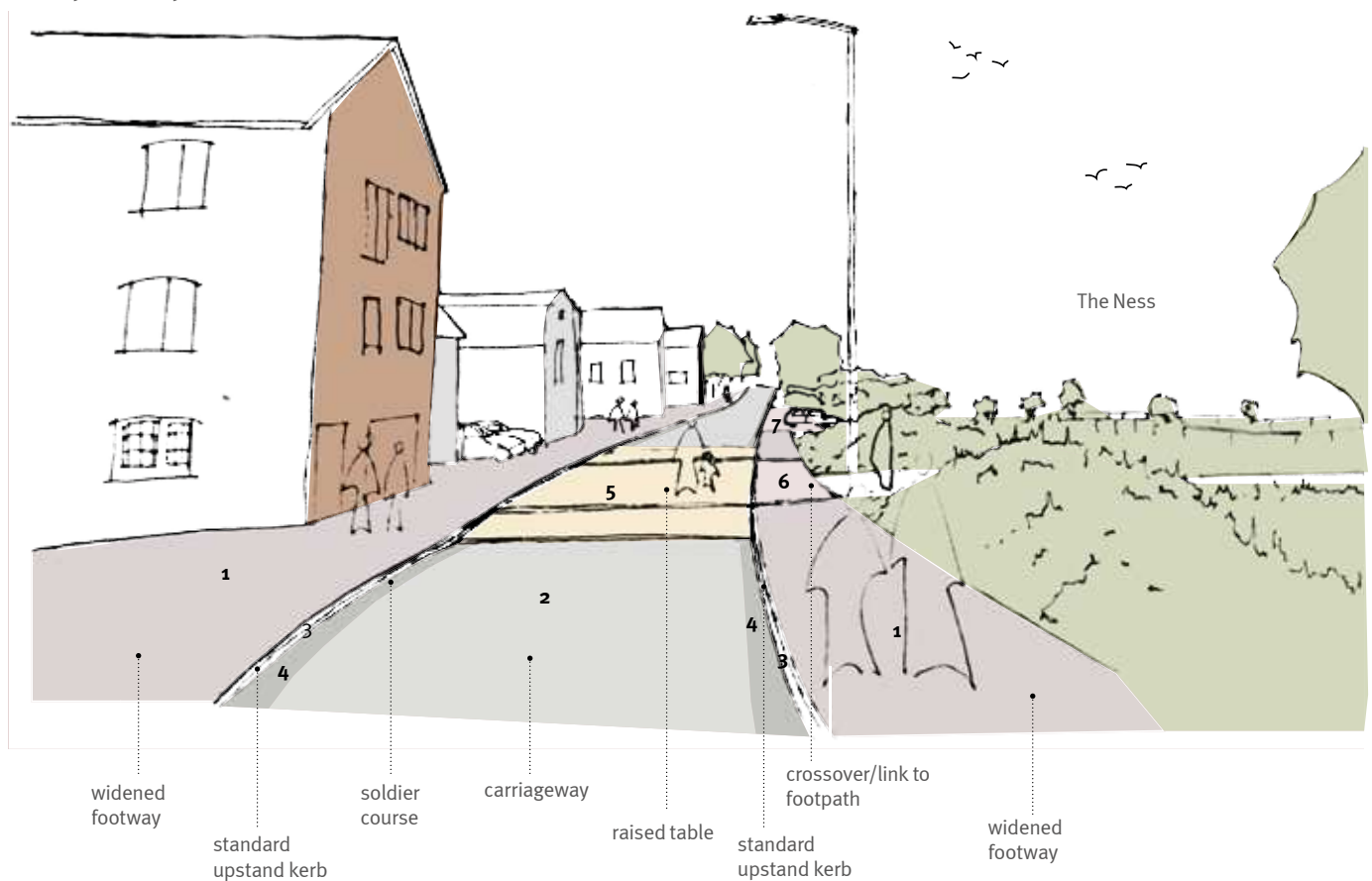
Concept for Whapload Road - North

Key elements:

- Reduce carriageway width
- Soldier course as speed reduction design feature
- Widen footways
- Raised tables improving crossing opportunities
- Improve links to Scores and footpaths



Concept for Whapload Road



Indicative Palette

1. Footway - concrete flag paving
 2. Carriageway - rolled asphalt with mix of exposed granite aggregates to tie in with footway
 3. Kerb - conservation kerb, standard upstand
 4. Soldier course on carriageway - granite setts
 5. Raised table - concrete block paving
 6. Crossover/link to footpath - mix tumble granite setts
 7. Parking/loading bays - concrete block paving
- Yellow lines - pimrose yellow
 Mix granite setts marking entrance to Scores

8.4

The Scores (vehicles and pedestrians)



The guidance below sets out principles around material use within the Scores. The Scores are of particular significance in the area and the use of appropriate materials is particularly important in

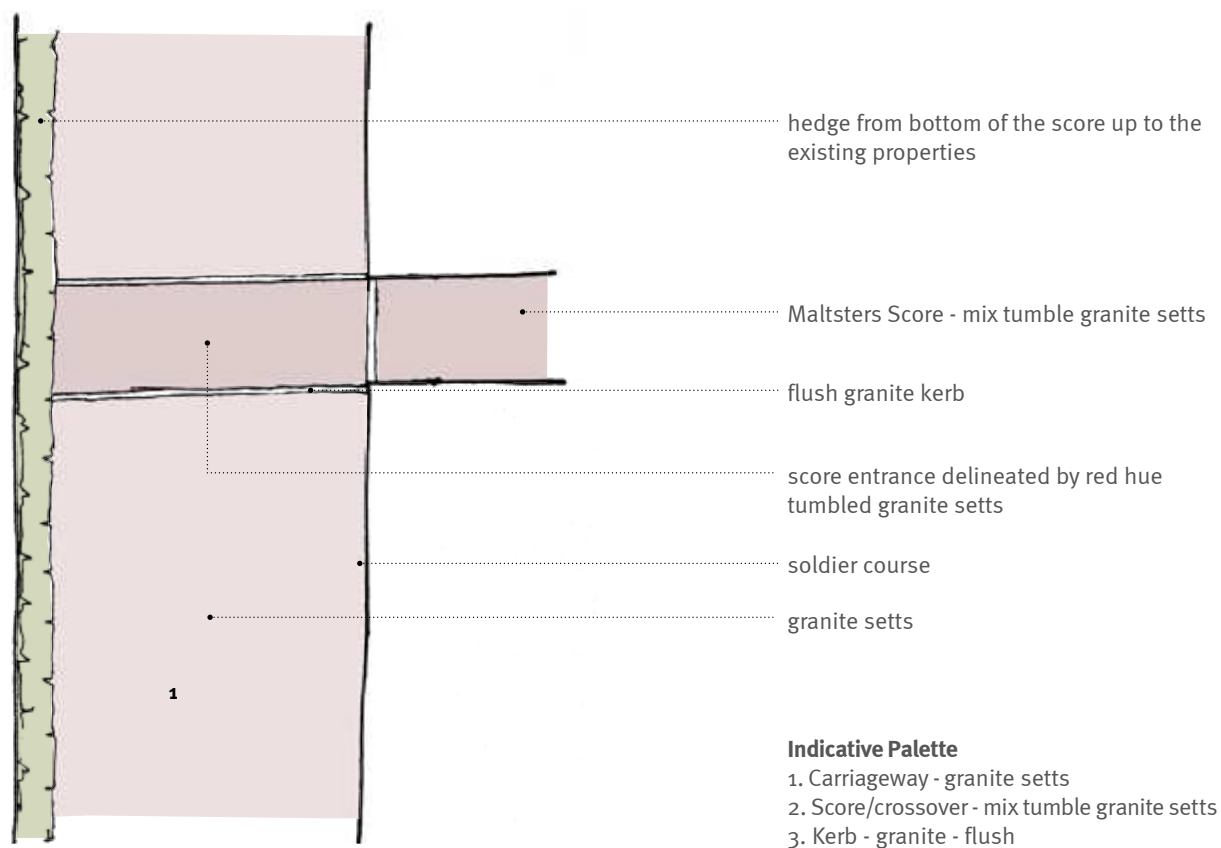
preserving and enhancing their character. Consideration would also need to be given to accessibility by all including those with mobility issues.

Key elements:

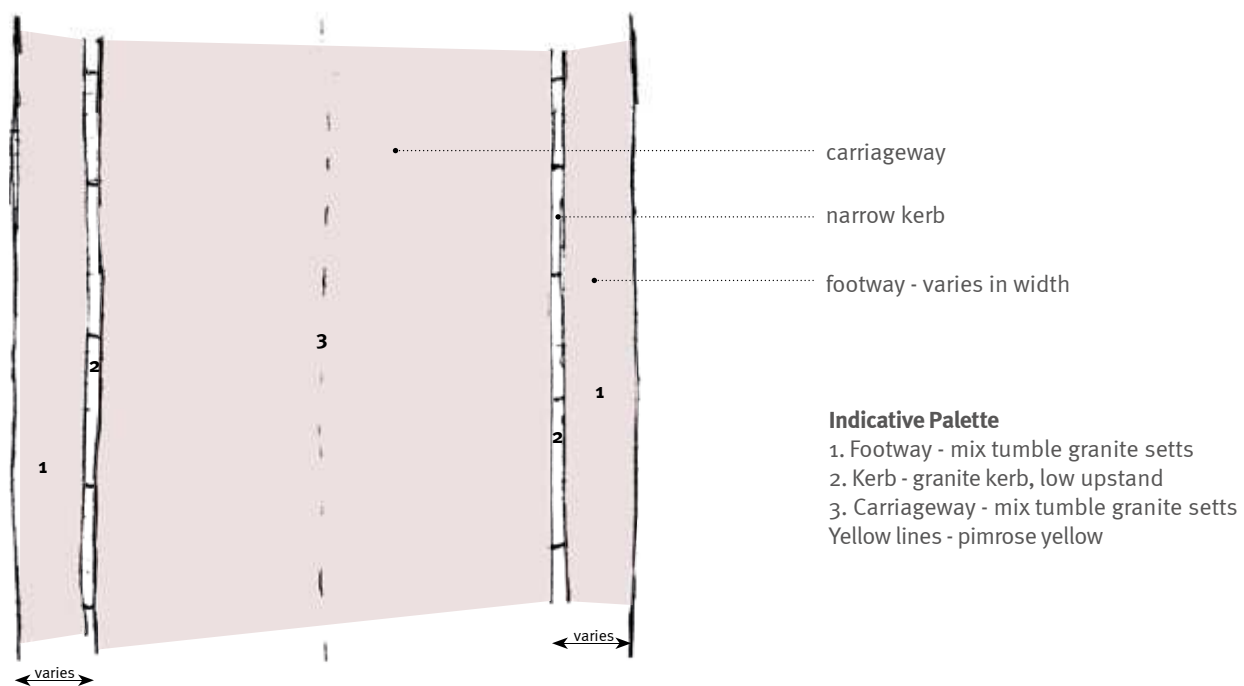
- Reduce carriageway to minimums
- Mix granite setts - red hue setts at Score entrances



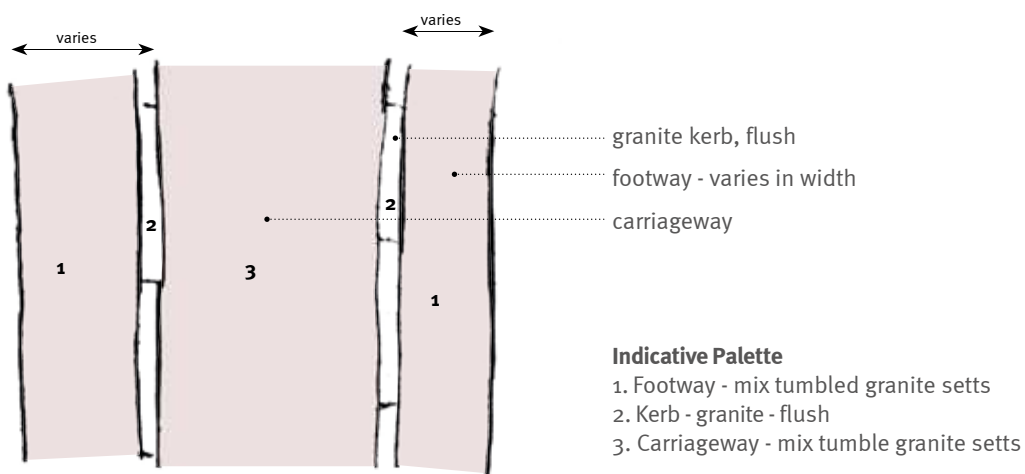
SPURGEON SCORE



RANT SCORE



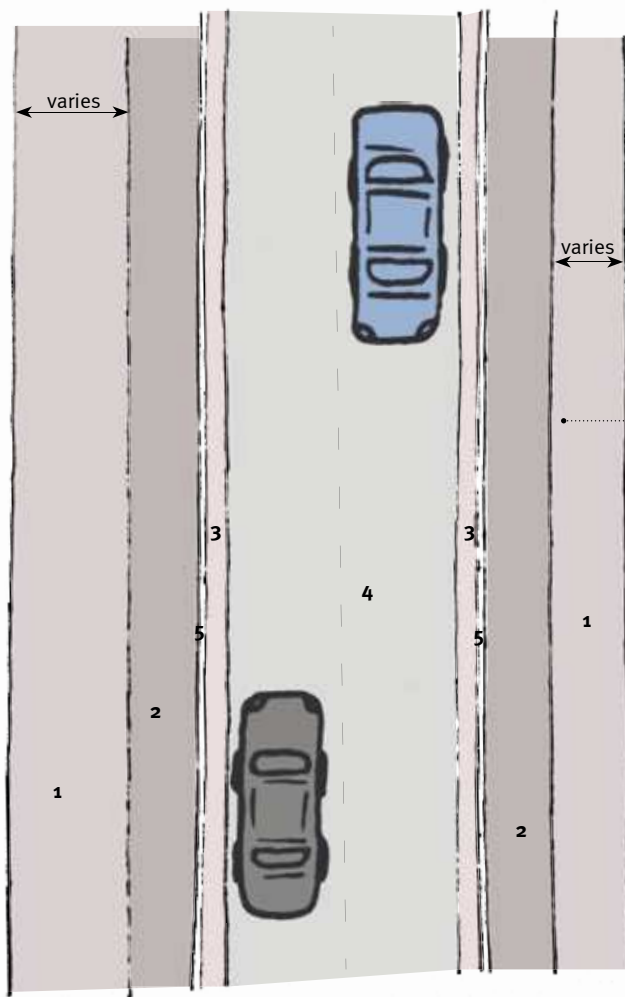
CROWN STREET





- ## North Lowestoft Heritage Action Zone - Design Guide

WILDE STREET



Key elements:

- Reduce carriageway width to reduce speeds
- Soldier course as speed reduction design feature
- Widen footways to allow for dedicated cycle lanes

• soldier course - setts paving
againsts conservation kerb, standard upstand

Option: cycle lane or rain garden

Indicative Palette

1. Footway - concrete flag paving
 2. Cycle lane - light grey colour tarmac
 3. Soldier course on carriageway - granite setts
 4. Carriageway - rolled asphalt with mix of exposed granite aggregates to tie in with footway
 5. Kerb - conservation kerb, standard upstand
- Yellow lines - pimrose yellow



8.5

Initial materials and street furniture palette

SCORES/HISTORIC CORE/BEACH VILLAGE STREETS

It is understood that as with many historical areas, beneath tarmac and modern road materials, that there are original granite/stone setts – some of which can be clearly seen on the Scores in areas where tarmac has eroded away. Bringing back this historical character through high quality paving materials, along with

sympathetic and bespoke street furniture such as lighting columns and benches, is considered essential in enhancing the traditional streetscene.



cast iron/galvanised bollard



traditional wall mounted lighting



timber/cast iron

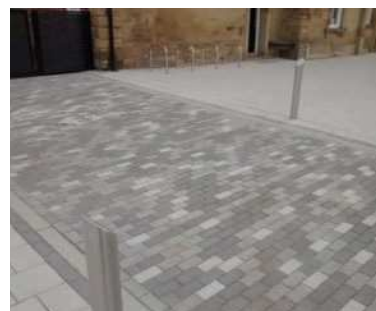


tumbled granite setts

WHAPLOAD ROAD/POWER PARK/WILDE STREET

Pedestrian and cycle focus. Improving pedestrian and cycle experience by reducing the width of the carriageway, introducing raised table on crossing areas, design features to reduce traffic speeds, and the provision of contemporary-style cycle racks wherever possible to encourage alternative travel to traditional

vehicles. The ethos of 'grey to green' and responding to the climate change agenda is also important in these areas. This can be achieved through improving the environment by integrating blue and green infrastructure including tree planting and both on and off street SUDS along major corridors.



Mix of granite and concrete materials with a more contemporary approach

8.6

Key Public Spaces

BLUE ANCHOR SQUARE

The junction of the High Street with Dukes Head Street and Rant Score acts as a key node along the High Street, marking a decision point for movement as well as assisting with orientation and wayfinding for visitors. Rant Score itself offers a framed view down towards Gulliver and the seafront which assists in connecting the High Street to its industrial maritime setting and history.

There is an opportunity to build upon the current small area of public space outside the Olde Blue Anchor pub which makes best use of the proposed narrowing of High Street and Dukes Head Street to create a larger public square which could be used as spilling out space for the pub and adjacent restaurant premises as well as for other occasional small scale events. The square would adopt the palette of materials proposed for the High Street, utilising granite flags

and setts, together with distinctive street furniture in-keeping with the High Street's traditional theme.

A feature such as a raised table could cover the junction, encouraging speed reduction and ease of pedestrian movement across the space whilst additional small species tree planting could be provided within areas of widened footway to help expand upon the presence of two large existing trees within the area.

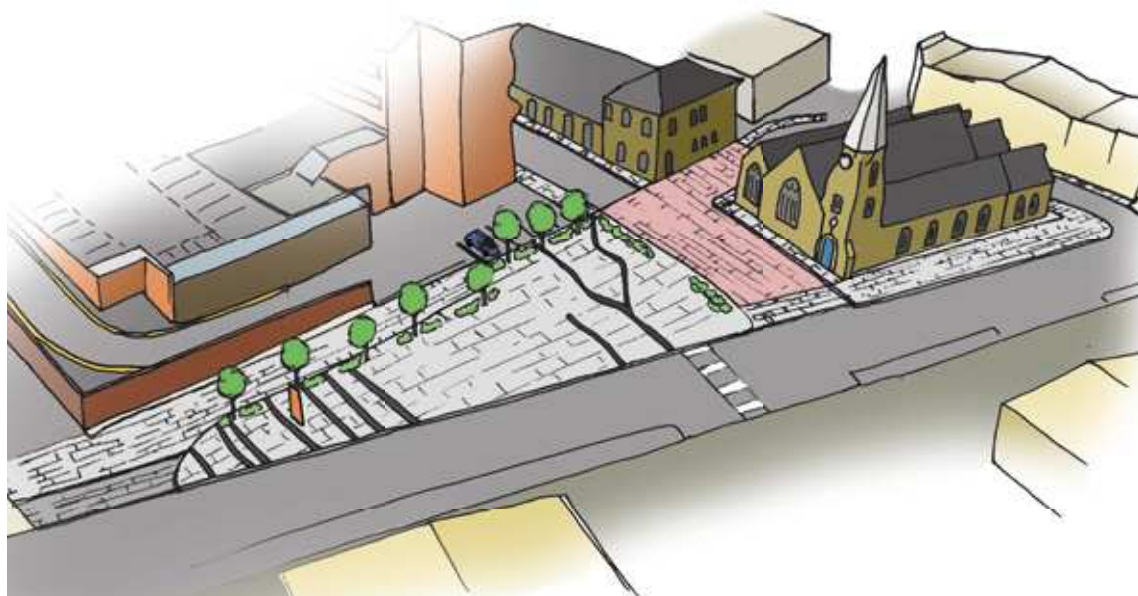
Rant Score, as with all the Scores where they intersect the High Street, could be demarcated by red/pink granite setts - with access potentially via the High Street only, requiring vehicles to perform a 'loop' around the north side of the Triangle Market as opposed to from the Dukes Head Street end.



GATEWAY TO THE SCORES

An opportunity exists to enhance the public realm outside of Christ Church to provide a gateway to the HAZ and recognise the importance of the 11 Scores. This location is significant given it ties in with the eastern end of Herring Fishery Score, the southernmost of the existing Scores and therefore the space could be defined as the ‘Gateway to the Scores’. This conceptual idea would allow for the continuation of the red/pink granite setts at the entrance to Herring Fishery Score in front of Christ Church, with the ‘square’ itself also being in granite flags with granite ‘planks’ outlining the pattern

and alignment of the Scores from south to north. The granite beams would be etched with the name of the Score it represents and a corten monolith at the southern end could be laser cut outlining information about the Scores or key dates and or events which took place in the area. Some planting to the edges of the square, along with integration of SUDS features, would also help soften the wall of the adjacent police station building, whilst access to/from the building would be maintained by way of a flush surface with minimum kerb upstand.

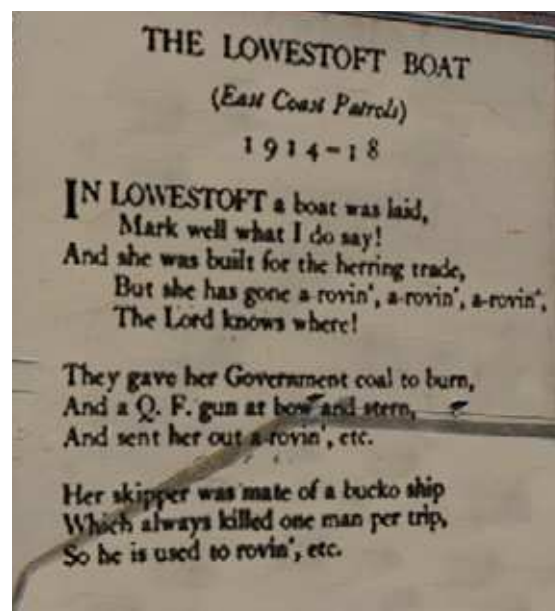


UTILISING HIGHER LEVELS

There are numerous opportunities across the HAZ area, and particularly in the historic core area to utilise flank walls and exposed gable ends. Consideration should be given to how these canvasses could be used to help reinforce the sense of identity and enhance the sense of place for zone in which they are situated.

Examples are provided below of how these elements could be created. The plan overleaf highlights locations where key elevations could be enhanced. The first image shows the exposed gable end fronting

onto the Triangle market area, which could be used to tie in with the maritime theme of the historical core, with the second providing utilising the exposed flank wall fronting onto the gateway to the High Street from the north which highlights script from a poem called 'The Lowestoft Boat'.





Map highlighting key street elevations identified within the Lowestoft HAZ boundary

KEY ELEVATIONS FOR ENHANCEMENT

- 176 High Street
- Royal Falcoln Hotel, High Street
- 4 & 6 Albany Road
- 40 & 41 High Street (Mariners Score gateway)
- 13 Dove Street & Crown House
- 22 Crown Street West & 14 Factory Street
- 231 Whapload Road
- 152 High Street & 22 Compass Street
- Crown Hotel, Corner of Crown Street East
- 60 High Street (Martin's Score gateway)
- Birdeye Factory West and South elevation
- 41 St Peters Street
- 29 St Peters Street
- 114 High Street (Artillery Way elevation)
- 185 London Road North
- 108 High Street (Gateway to Herring Fishery Score)
- 183 London Road North
- Police Station boundary wall - Christchurch Square

8.7 Plant Palettes and Zoning

INTRODUCTION

Due its coastal location, street planting within the Lowestoft HAZ area faces some significant barriers and challenges for healthy plant growth, these include sometimes severe salt-laden winds and greater exposure to climatic elements. This can be exacerbated by pollution and run-off from the highway.

To address the specific conditions which would be required to be tolerated by street planting within the HAZ, a list of indicative species have been identified below which are considered suitable plants for establishment within the HAZ streetscene.

There could be opportunities for the local community to take more responsibility for the maintenance of planting and greenery through the provision of

flexible planting schemes, incorporating a number of edible plants and herbs. For example, by providing suitable areas for growing chive, sage and thyme may encourage residents to grow their own food at a local, small scale. This would in turn improve the natural connection between the people of Lowestoft and the food they eat, which will become increasingly important as issues with climate change are more prevalent in today's society.

To ensure variety and a mix of form and structure, the list includes a mix of trees, shrubs and flowering plants which will add good effect to street environments. The planting palette has been broken down into groups, and are identified as being appropriate to each of the HAZ character zones using the icons.

INDICATIVE PLANT PALETTES

Trees tolerant of full exposure to sea winds:

Carpinus betulus
Quercus robur
Quercus ilex
Pinus nigra



Trees for planting slightly back from the sea:

Betula pendula
Ginkgo biloba
Griselinia littoralis
Pinus sylvestris



Shrubs for exposure to salt winds:

Sambucus nigra
Rosa rubiginosa

Tamarix tetrandra
Pyracantha rogersiana



Shrubs for open areas slightly back from the sea:

Buddleja davidii
Lavandula angustifolia
Ceanothus 'Autumnal Blue'
Cistus criticus



Shrubs for hedges with some protection from direct sea-wind:

Prunus spinosa
Ilex aquifolium
Hebe salicifolia
Fuchsia magellanica



Wildflowers for coastal areas (used for creating wildflower verges):

Sedum acre
Sedum anglicum
Oenothera biennis
Crithmum maritimum
Spergularia rupicola
Triglochin maritima
Silene uniflora
Saponaria officinalis
Armeria maritima



Please note that the list of species provided above are purely indicative, based upon the Royal Horticultural Society's (RHS) recommendations. For a more detailed list of plant species suitable for coastal environments, please follow the following link to the RHS website:
<https://www.rhs.org.uk/advice/profile?pid=472>



9. Guidance for Alterations



9.0

Guidance for Alterations

ALTERATIONS

The HAZ area contains a wealth of historic listed buildings within and outside of the conservation area which contribute significantly to the sense of place and unique identity of the area. These buildings and designated areas are protected in planning law due to their historic or architectural interest, and it is important that alterations to these structures do not adversely affect their character and significance. It is also important to consider that for older buildings, alterations may have occurred across the life of the building which can contribute positively to its interest, however unsympathetic alterations to historical buildings can cause severely negative and long-lasting impacts on a building. For this reason, it is the responsibility of the home or building owner to ensure that any proposed alterations are sympathetic and advice should be sought at the earliest opportunity from East Suffolk's Design and Conservation department at conservation@eastsuffolk.gov.uk. All aspects of listed buildings, including the interior and exterior, including additions such as signage, which fall within the historical curtilage of the listed building are protected.

In considering alterations to a listed building, the level of harm caused by an alteration is required to be determined by an appropriately qualified professional. Some works which do not affect the listed buildings character, including small scale works, like-for-like repairs or repainting as per the

existing, re-wiring and internal heating installation or repair for example could be included within this category. More intrusive, or larger scale repair works, including windows and door replacement, flues and extractors etc. require discussion with East Suffolk's Design and Conservation team. An application can be made for Listed Building Consent (LBC) on the Council's website: <https://www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application/>

LBC is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest.

The requirement applies to all types of works and to all parts of those buildings covered by the listing protection (possibly including attached and curtilage buildings or other structures), provided the works affect the character of the building as a building of special interest.

It is important to note that undertaking alterations to a listed building can constitute a criminal offence, should work have been undertaken without the required consents in place, the building owner is responsible and could face imprisonment, an unlimited fine, or both and rectifying the situation at their own cost.

9.1 External Alterations

HISTORIC WINDOWS

Historic windows can be key features of a historic building and enhance its character. They can tell the story of a building, and contribute to its overall appearance both as part of the original design or as deliberate later alterations to reflect changing styles. Windows of interest should be retained wherever possible, using careful matching repairs. Advice from the Council's Design and Conservation team should

be sought to ascertain the special interest of windows before any changes are made and for guidance on LBC.

Further guidance can be found on the Historic England website: <https://historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/alter-my-windows/>

EXTENSIONS

Extensions to historic buildings must be carefully considered, as they have the potential to harm the character and significance of the building.

Generally, it is considered important that additions are sympathetic to the original grain and material of the building and subservient in design.

Any extension to a listed building will require LBC and may also need planning permission, so it is important to get in touch with the Council's Design and Conservation team at the earliest opportunity. Further guidance can also be found on the Historic England website: <https://historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/extend-my-house/>

EXTERNAL DECORATION

Regular external decorating is an important part of maintaining a historic building, preventing long term harm from weathering and preserving the character of the building and surrounding area. It is important that the correct materials are used, in order to ensure the paints are breathable, and do not work against the building to trap moisture within the walls.

If you need advice about decorating houses from particular historical periods, the Georgian Group and Victorian Society publish helpful leaflets and guidance.

Further information can also be found on the Historic England website: <https://historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/redecorate-my-house/>

ENERGY EFFICIENCY AND HISTORIC BUILDINGS

The impact of installation (and potential later removal) of a photovoltaic (PV) system to a historic building should be considered for all component parts: reversibility; replacement tiles and slates; impact to significance and setting of heritage assets; level of harm of the proposed PV system to the historic building; location, orientation and tilt; and shading.

Additions of solar panels to a listed building will require LBC, so it is important to get in touch with the Council's Design and Conservation team at the earliest opportunity.

Further information can also be found on the Historic England website: <https://historicengland.org.uk/>

FURTHER GUIDANCE

<https://historicengland.org.uk/advice/your-home/making-changes-your-property/>

<https://historicengland.org.uk/images-books/publications/making-changes-heritage-assets-advice-note-2/>

<https://historicengland.org.uk/advice/hpg/assistanceforowners/maintenance/>



10. Guidance for Shopfronts



10.1

Shopfront Guidance

Please see a link to Historic England's recently published research report "The Shopfronts of Lowestoft High Street, Suffolk: Research and Investigation"

<https://research.historicengland.org.uk/Report.aspx?i=16230&ru=%2fResults.aspx%3fp%3d1%26n%3d10%26t%3dlowestoft%26ns%3d1>

SHOPFRONT GUIDANCE

This section of the Design Guide focuses on establishing best practice guidance, design and detailing of all shopfront applications within the North Lowestoft Heritage Action Zone area. This guidance is supported by Historic England and reinforced by their historical analysis of the traditional shopfronts found within Lowestoft, including the style and likely origin of surviving shopfronts while highlighting lost examples that appear in archived plans and images.

Any alterations or new shopfronts should be considered in the context of the wider street scene. Shopfronts should relate to one another in terms of scale and location. The relationship between individual properties can contribute to an overall character, which creates an environment in keeping with the historical character of the area.

OVERVIEW

Lowestoft High Street is dominated by an array of historic shop frontages, many of which are occupied by local independent and specialist retailers. Despite a number of properties located along the High Street having endured alterations or inappropriate changes, (such as the insertion of uPVC doors and windows and the installation of illuminated signage), they have

largely retained their historic aesthetic and together create a characterful and visually positive commercial streetscape. The better preserved area of the High Street is to the southern end; the northern area was subjected to substantial bombing in the twentieth century.

PURPOSE OF THE GUIDANCE

The purpose of this section is to provide appropriate reference information and guidance to applicants and the local authority to support the successful applications to improve, restore and alter shopfront designs. The guide provides a practical staged checklist

to help support all planning applications.

Example Lowestoft shopfronts have been placed at the end of this section, to provide contextual analysis to the good and bad elements of shopfronts on real-life case

HISTORY

Many buildings along Lowestoft's High Street date from the sixteenth century onwards; however, as the majority of these have been refaced to reflect changing fashions, the overarching aesthetic of the High Street is now Victorian. A common feature of these frontages from 1890-1900 is the use of short double brackets to consoles, occasionally applied directly to the fascia where it was used to define a side entrance. Throughout the Edwardian period, shop front lobbies became increasingly pronounced and deeper, with art nouveau influences evident in decorative features.

Shopfront designs during the inter-war years shifted away from traditional forms and materials in favour of modern, minimalist approaches. This continued largely into the post-war period, with shopfronts from this time

favouring simplicity and flexibility of use. Into the late twentieth century, signage became more dominant with detail focussed on window displays rather than exterior architectural detail. Some examples of contemporary style shopfront designs characterised by the use of structural glass and minimal external signage can be found on the High Street.

Any alterations or new shopfronts should be considered in the context of the wider street scene. Shopfronts should relate to one another in terms of scale and location. The relationship between individual properties can contribute to an overall character, which creates an environment in keeping with the historical character of the area.

PLANNING FOR WORKS TO SHOPFRONTS

Initially it is suggested that you contact the Local Planning Authority to determine the approach and extent of the shopfront works. It is advisable to employ an experienced design professional when undertaking work on your shopfront; partnerships between architects and shopfront fabricators tend to be the most successful and provide the best results. They will be familiar with various design options materials available and as a result can produce design solutions that resolve potentially time consuming and costly issues between the planning department and applicant.

A shopfront planning application submission should include:

- A location map at a scale of 1:1250

- A plan of the shopfront showing the structural elements within which it fits, (i.e. the pilasters) and (the dimensions of) the opening width of doors.
- An elevation of the proposed shopfront and signs showing part of the adjoining shop units and upper floor.
- At least one cross section from the first floor window cill to pavement level, including the fascia.

NOTE: Drawings should be at a scale of 1: 50 or 1: 20 (for details) and all materials and colours should be annotated.

DESIGN APPROACH

A planning application for a new or remodelled shopfront should be accompanied by illustrations and supporting documents which set out a logical case for the submitted design. For Listed buildings a Heritage Statement will also be required to justify and substantiate the application.

The constraints and opportunities of a site identify what might be acceptable in the established context and this forms a good basis from which to begin developing designs; Historic England's analysis report of Lowestoft shopfronts is a useful starting point.

SHOPFRONTS AS A STREETScape

Any alterations or new shopfronts should be considered in the context of the wider street scene. Shopfronts should relate to one another in terms of scale and location. The relationship between

individual properties can contribute to an overall character, which creates an environment in keeping with the historical character of the area.

SHOPFRONTS AS PART OF AN ELEVATION

The shopfront should be considered as an intrinsic part of the overall appearance of a building. It should appear to be perfectly related to the upper floors in structural concept, proportion, scale and vertical alignment. All the elements of the elevation should

closely relate to express an effect of logical visual harmony and historic character. The design principles evolve from a response to site context for example building form, character, access and topography.





Traditional shopfront fanlight above front door, bounded by two wood pilasters.



Example of panelled stallriser on traditional shopfront.

Traditional shopfront elements based on example building found in Lowestoft HAZ region - example of typical good design.



SHOPFRONT REPAIRS

Where a shopfront is to be replaced, an evaluation of the quality of the existing shopfront and the viability of repairs should be the first consideration. Where part or all of a shopfront is to be replaced or altered, the design of the new elements should take into

account the principles and character of the original design. Distinctive, original designs of high quality in terms of design, detailing and materials will be encouraged.

GUIDANCE FOR SHOPFRONTS

Whatever the character, success of the design is usually dependant on the standard of craftsmanship and care. It is important that traditional, local skills are not sacrificed to cut corners or save money, resulting in a poorly finished product. Sometimes the problem is side-stepped by utilising standard factory-made components, but these inevitably require the use of unsympathetic materials and present a mass-produced, one-size-fits-all appearance. To some extent the problem can be minimised by skilful design, making use of easily available materials

without costly fabrication, but arranged to make interesting architectural effects.

A new shopfront for an attractive historic building will require a high standard of craftsmanship in order to realise a design of quality and originality. Where this utilises classical or historic elements these should be as authentic as possible. Once again, the use of traditional craftsmen and local skills would be preferable.

MATERIALS

Materials should be chosen to emphasise the historic character of the area and to reinforce the visual unity of the street scene. Painted timber is the prevalent shopfront material of virtually all historic streets and should generally form the basis of new designs. The use of varnished, natural or stained hardwoods and softwood is almost always inappropriate, being alien to the existing pattern and also to the painted timber features of the upper floors. Materials such as rustic stonework, ceramic products and other materials such as marble should be avoided for most Conservation Area street scenes.

Plastic sheets and anodised or plastic-coated metals, in most cases, should not be used, as these are

generally unsympathetic when viewed in combination with natural textures. Many of these materials also have glossy surfaces, and their reflective qualities emphasise every imperfection in the fitting and jointing of the panels.

The use of a plastic fascia and projecting box signs associated with internally illuminated advertisements are generally an unattractive feature and will normally be out of place in historic shopping streets, and specifically on listed buildings. Painted timber fascia, therefore, will normally be required throughout the town centre Conservation Area.



DETAIL DESIGN AND CRAFTSMANSHIP

Shopfronts generally have to bear very close inspection as a direct result of their function and purpose, any coarseness in detail design and construction workmanship will be immediately apparent. Although present day shopfronts usually have a fairly short life, they should be designed to be

permanent solutions. A rapid sequence of alterations is often linked to business closures, branding changes and/or poor workmanship, getting the design right from the outset will undoubtedly save time and alteration costs.

DISPLAY

For some kinds of shop, the window area has become simply a means of lighting and viewing into the shop interior, with the unfortunate result that the extent of the internal floor space is greatly emphasised. For most situations, the traditional English timber shopfront is appropriate, with the window designed as a showcase of limited depth with a glazed or shuttered back. This would provide space for a display of a typical selection of goods or for special items.

An additional detailed design problem which should not be overlooked is the provision of sunblinds. If these are required they should be incorporated into the design of the shopfront, with the blind box itself as slim and unobtrusive as possible. 'Dutch blinds' should be avoided, as they require additional vertical housings and their sidings tend to obstruct the street view.

COLOUR

The colouring of a shopfront should be determined by the need to harmonise with the rest of the building and street scene, and to emphasise the important design elements.

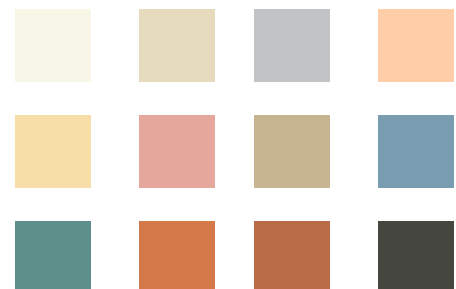
There are well-established procedures for the painting of classical designs, such as the gilding or picking out of mouldings, capitals and fluting. Care should be taken to emphasise the structural logic of such a design by using the same base colour for pilasters and fascia.

Where natural materials abound, earth colours are generally advisable and high intensity hues should be avoided, particularly on north facing or poorly illuminated frontages. It is useful to remember that

'cold' colours will normally give the effect of recession and 'warm' colours that of projection.

The shopfront should be painted to harmonise with the upper floors of the building and to reinforce the overall effect of unity throughout the façade. This, of course, can increase the 'impact' of the shop in the street scene. The Local Planning Authority should be contacted for all colour changes for all buildings within the Conservation Area.

A suggested indicative palette of materials based upon the Suffolk Coasts and Heaths AONB palette for buildings is included below and provides a range of soft tones which would be considered appropriate in the Historic Core of Lowestoft.



ADVERTISEMENT MATERIAL

Information, whether in the form of lettering, signs or symbols, must always be considered as an integral part of the composition of a building. Therefore any application for a new shopfront should indicate details of such lettering and signs. In selecting forms of advertising, the character of the area, the building and the particular business should all be taken into account.

Advertising lettering and signs, used in excess of the name of the business and the service or goods supplied should be limited within the Conservation Area. In the majority of cases it should be discouraged. Where it is incorporated, it must be designed with particular regard to the form and elevations of the building.

If window-area is not necessary for display of goods or lighting it should not be obscured with posters and or laminated prints. Where display requirements are such that large windows are unnecessary, the opportunity should be taken to limit the glass area and adopt a showcase approach.

LETTERING AND SYMBOLS

In general, serif letters* are more appropriate than enlarged type-faces as they are more strongly defined, have better articulation. Individual letters should neither be too widely spaced nor cramped together, as legibility will be impaired. Italic letters is generally unsympathetic to buildings, as the diagonal emphasis conflicts with the vertical and horizontal emphasis of the building. Lettering, logos and symbols should be regarded as minor points of emphasis on a building and should not conflict with the major focal points of a façade, even though they are intended to attract business. Free-standing metal or cut-out wooden letters can be useful because their depth can give them apparent visual weight, although this type of letter should be used with care, as in sharp perspective it can become difficult to read.

The use of window vinyls to cover shop windows should be avoided within the Conservation Area as the loss of views into shops, or of window displays, can have a detrimental and deadening effect on the streetscene. Sensitively designed window vinyls which only cover part of the shop window or provide additional, well detailed signage may be acceptable. Where full window vinyls currently exist, this should be seen as an opportunity for enhancement. If the use of window vinyls is considered to be unavoidable in some instances, they should be used as a place making exercise to enhance the historic character of the area, perhaps through the introduction of features such as historic imagery.

Advertisement hoardings, except those around construction sites, are unacceptable in Conservation Areas as they are totally alien to the architectural and street scene. Signs should be kept to the essential minimum and integrated with the buildings.

Painted lettering with shading can also provide visual intricacy.

Individual letters must be well-proportioned and compatible in visual weight one with the other. The actual size of the lettering should be determined by the need to be reasonably legible to pedestrians, not unduly obtrusive in relation to the building façade, and integrated with all the other elements making up the street scene.

* In typography, serifs are semi-structural details on the ends of some of the strokes that make up letters and symbols.





Example of shopfront with 'A' framed board outside the entrance, along the pedestrian walkway.

A-BOARDS

A-Boards are generally placed outside the shopfront (see example image) and are used to advertise and inform the public of products and business services. The abundance of street signs can clutter up streets both visually and, in the case of 'A' frames, physically. The placement of A-Boards can cause obstructions for disabled people, blind people, elderly people and parents with prams. Often the boards force people into stepping into the road to get past them. The council recognises the need to ensure that the use of such boards is controlled to support these groups.

In terms of this guidance the term 'A-Board' includes all types of adverts, directional signs, information signs and inanimate characters placed without permission.

This guidance only applies to boards placed upon the public highway, (which includes footpaths, paved areas and pavements) and/or attached to highway property. It does not apply to boards on private property, including privately owned shopping centres. A separate policy exists to deal with placards, adverts placed illegally on street furniture. See the planning portal for more information.

The sale of goods on the highway will be dealt with separately and do not fall within the scope of this policy.

If a trader wishes to use A-boards, they need to ensure the free passage along footpaths and to maintain a clutter-free High Street and must comply with the following criteria:

- Boards should not exceed 0.6m.sq. with a maximum base of 0.6m. It is the intention of the Council to work with traders to produce a standard sized board,
- The board must be 2 sided. The structure must be of sufficient weight or design to prevent it being blown over in the wind,

- The position on the pavement must be consistent on a day by day basis and allow a minimum of 1.8m free passage on the pavement,
- Boards leant against walls, buildings, landscape/trees, fences and sign/lamp post columns will not be acceptable,
- Boards must be in good condition and appear professionally made, e.g. proper sign writing, painting/printing. Offensive content will not be tolerated,
- One A-Board will be allowed per customer entrance in the premises,
- Where a business has its own private forecourt adjacent to the highway, any A-Board shall be placed wholly within this forecourt,
- Where it is on the highway, A-Boards must be positioned outside the premises, on the same side of the road, and in front of the frontage,
- A-Boards will be placed at the back of the footway as near the property as possible,
- Boards must not be attached to street furniture, trees and others items within the highway (including pavements),
- Boards must be taken in at night or when the firm is closed,
- Boards must not impede vehicular emergency access,
- Where an accumulation of boards and/or other advertising techniques mean that the pavement is not easily useable, all must be removed until agreement is reached as to what is acceptable,
- Where a specific sign is identified by the Council as creating a hazard for pedestrians and particularly the disabled or visually impaired, the owner must respond reasonably and promptly by relocating or removing the sign. This includes hazards created from a sign being blown over in exceptionally strong winds or knocked over by passers-by,
- Rotating cylinders will not be acceptable.

HANGING SIGNS

There is a long tradition of hanging signs throughout Lowestoft as a way of conveying information to the pedestrian. Where a fascia is undesirable, a hanging sign might be a useful alternative.

Hanging symbols were popular before the late 18th century when the population was largely illiterate. These signs were restricted by statute in 1797 because of the hazard they posed to horsemen and pedestrians. Hanging signs may be seen as a way of alleviating street clutter and visual congestion.

All hanging signs within the town centre should comply with the following criteria:

- Design should be of high quality and should relate to the character of the building in terms of size and scale,
- Signs should integrate with the fascia sign, echoing colours and graphics, and should not be overly intrusive in scale,
- Signs should be either traditional (hand painted in wood or stove enamelled swing signs on wrought iron brackets) or, if modern in material and design, they should be of high-quality materials and well

designed to respect their surroundings,

- Wording should be restricted to the name and type of business only,
- The hanging sign must be sensitively positioned to ensure that it is not in conflict with the architecture of the building. Normally this will mean at fascia or just above fascia level. The minimum ground clearance is 2.4m over footways with 0.5m clearance from the edge of the carriageway, whilst a clearance of 2.7m is more appropriate for cycleways,
- Limited to 1 hanging sign per building,
- Lighting should only apply where there is an evening use to the building. Lighting should generally be by unobtrusive spotlight,
- Projecting box signs and internally illuminated signs are generally not be appropriate,
- Imaginative designs using local artists should be encouraged, particularly where they respect the tradition of hanging signs (e.g. the use of symbols) and enhance local distinctiveness,
- Hanging signs which exist over the highway will require a license from the relevant highways authorities.

MATERIALS

Materials should be chosen to emphasise the historic character of the area and to reinforce the visual unity of the street scene. Painted timber is the prevalent shopfront material of virtually all historic streets and should generally form the basis of new designs. The use of varnished, natural or stained hardwoods and softwood is almost always inappropriate, being alien to the existing pattern and also to the painted timber features of the upper floors. Materials such as rustic stonework, ceramic products and other materials such as marble should be avoided for most Conservation Area street scenes.

Plastic sheets and anodised or plastic-coated metals, in most cases, should not be used, as these are generally unsympathetic when viewed in combination

with natural textures. Many of these materials also have glossy surfaces, and their reflective qualities emphasise every imperfection in the fitting and jointing of the panels.

The use of a plastic fascia and projecting box signs associated with internally illuminated advertisements are generally an unattractive feature and will normally be out of place in historic shopping streets, and specifically on listed buildings. Painted timber fascia, therefore, will normally be required throughout the town centre Conservation Area.

EXTERNAL LIGHTING

External lighting should be subtle in design, showing sensitivity to the historic character of Lowestoft and respectful of the historic fabric of buildings. It must take into account the colour and reflectivity of the building surfaces surrounding it, the colour or operating temperature of the lamps, the strength of luminosity, and their effect on building

materials. It is likely that only evening-opening businesses will require external lighting as streetlights should be adequate to illuminate other shop frontages.

SIGN LIGHTING

Externally mounted trough lights may be acceptable in some circumstances, but it is considered that they should form part of the overall design and not appear an afterthought.

Carefully arranged trough lighting designed as an integral part of the fascia can be considered acceptable. Discreet spot-lighting of signboards may sometimes be appropriate.

SECURITY

Proposals for security should be considered during the design stage to ensure they do not appear an afterthought. Any security measures should be an integral part of the shop front design and should endeavour to provide the least visually intrusive measures. For example, avoiding external shutters and solid shutters in favour of internal security grilles can minimise the impact that security measures have on the streetscene and prevent dead frontages.

Where fire or burglar alarms are required, they are best incorporated on centrelines between upper windows or within recessed doorways. Alarms should never be sited on historic architectural features such as corbels or pilasters.



SHOPFRONT EXAMPLES



An example of a modern infill with a traditional timber shop-front. Most of the traditional shop-front elements can be seen and the colour scheme is sympathetic to the conservation area.



A traditional shop-front, designed and installed to the principles of this guidance. The currently vacant unit provides an ideal template for future tenants to apply their own brand.



A shop-front and building working as one single element. The colour scheme, detailing and design are appropriate for this building.



Another traditional shop-front with a co-ordinated colour scheme, signage and window display. See this guidance for further advice notes on the appropriate use of A boards.



This traditional shop-front is an example of a business applying its branding to a restored structure. Colour choice should be approved by the Local Planning Authority.



A traditional shop-front making use of the glazed front windows to display its goods and products. Again the shop-front is appropriate for the building.

SHOPFRONT EXAMPLES



The dominance of the laminated signage and illustrations of food detract from the building, shop-front and street-scene and should be avoided.



This infill shop-front is subtle in this location. The use of security bars and shutters should be designed in a more appropriate manner without compromising security.



The change of use from shop or pub to residential should always be a carefully designed transition allowing for the original uses to return in the future.



A contemporary shop-front for a cafe represents a substantial investment for the business and can work well on the right type of building and location.



Window displays are a key element of the shop-front. The 'showcase' option applied to the shop above allows for privacy while still offering some variety to the street-scene.



Getting the details right is a key element of successful shop-fronts. The detailing and paintwork on this shop-front and door work well.

SHOPFRONT EXAMPLES



As retailers change the shop-fronts remain and become altered to suit the new business rather than trying to restore or re-establish the original shop-front design. This example represents a sizable investment in the building and shop-front to showcase the

restaurant. Subtle changes to the lighting, colour scheme and typology would have improved how this shop-front responds to and is part of the Lowestoft street-scene.



The majority of national retailers seek to install standard branding and colour schemes to their shop-fronts and commercial units. These are often applied without consideration for the building or street-scene by simply utilising the previous shop-front design, which in many cases had already been inappropriately altered. There are some examples

however of good design, where national retailers have designed their shopfronts appropriately, in response to the historical building which hosts their business units. Where possible, these businesses should seek to design appropriate shop-fronts which are sympathetic to the building and conservation area.



11. Appendix

11.0 Appendix

ORIGINAL NORTH LOWESTOFT HAZ BOUNDARY



Map of original North Lowestoft HAZ boundary

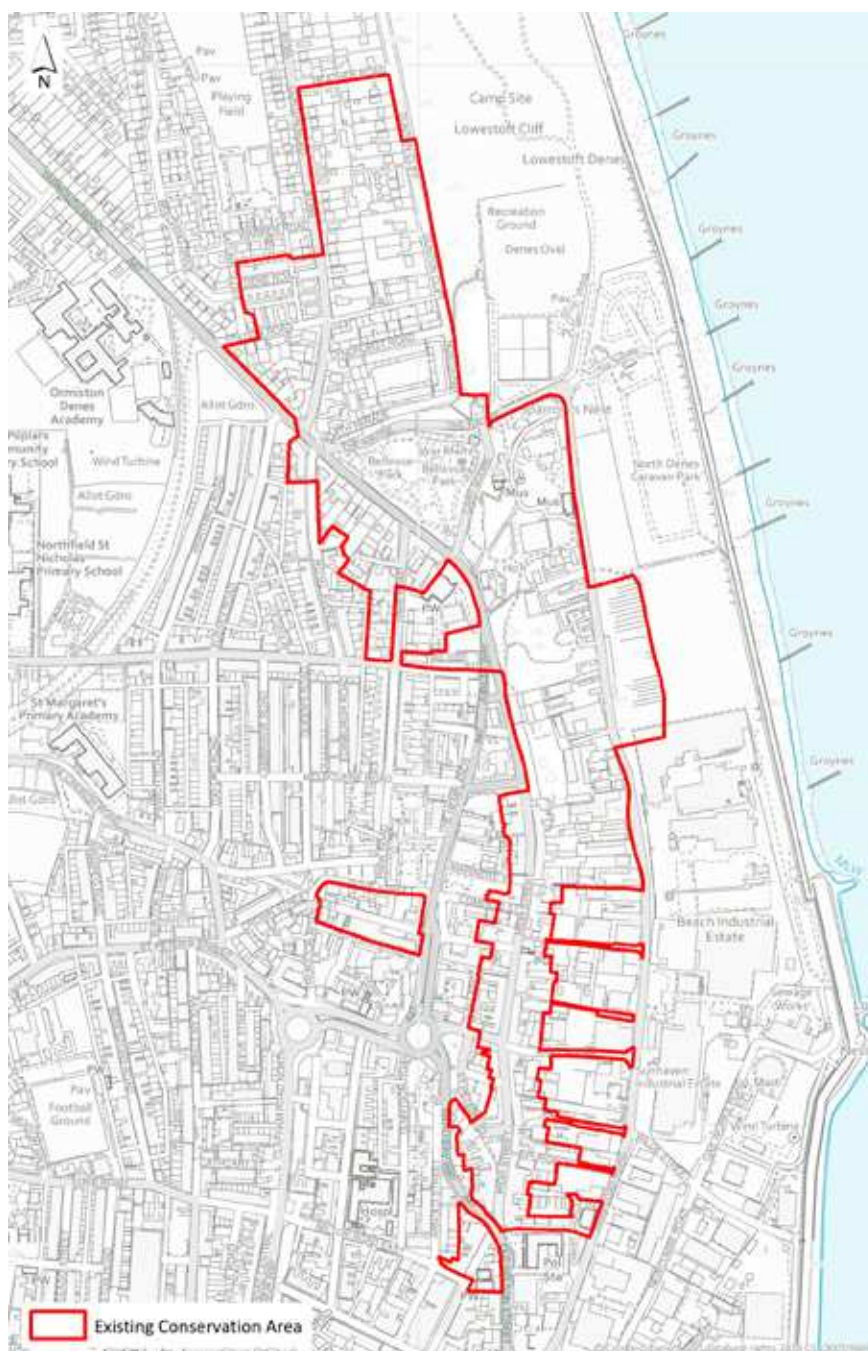
NORTH LOWESTOFT CONSERVATION AREA MAPS

The North Lowestoft Conservation Area was designated in 1973 and was extended to the north in 1996 and to the south in 2003. The North Lowestoft Conservation Area Character Appraisal was published in March 2007 and seeks to cover a number of important issues relating to how development should come forward within the Conservation Area.

The appraisal sets out that the purpose of the conservation area is not to prevent new development or stifle the area's economic growth potential, but that particular consideration and a high degree of attention should be paid to design, repair and maintenance in the area. The purpose of the appraisal is to help preserve and enhance the North Lowestoft conservation area through:

- Describing the character of the area
- Identifying its special character
- Putting forward a basis for effective policy control of development; and
- Identifying proposals for its enhancement

The appraisal is of significance to this Guide as it covers a large area of the HAZ, particularly around the High Street and Scores and therefore its contents are highly relevant and applicable.



Map of existing North Lowestoft Conservation Area Boundary

The Bellevue Character Area

Characterised by its public parks, wide sea views and its broad streetscapes lined by villas and houses set within mature leafy gardens, this area is primarily residential but also provides recreational facilities. Most of the development in the area was constructed between 1870 and 1920. The public parks of Bellevue and Sparrow's Nest located on the cliffside provide significant open, green spaces within the heart of the town. Bellevue Park retains its Victorian character with meandering paths and excellent views to the sea, whilst Sparrow's Nest, as the former garden to an early nineteenth century villa is more enclosed.

The Denes Character Area

This area is bisected on a north/south axis by Whapload Road. Once part of a larger area known as the beach village or 'The Grit' it was home to the busy herring industry. Devastation caused by heavy bombing during WWII, the decline of the fishing industry and the 1953 flood resulted in widespread demolition in the 1960s. It has two distinct parts, to the east of Whapload Road is an open area, historically used for net drying and rope making. To the west of the road, located at the base of the cliff and Arnold's Walk, is an area of dense structures, used throughout Lowestoft's history for industrial and maritime activities.

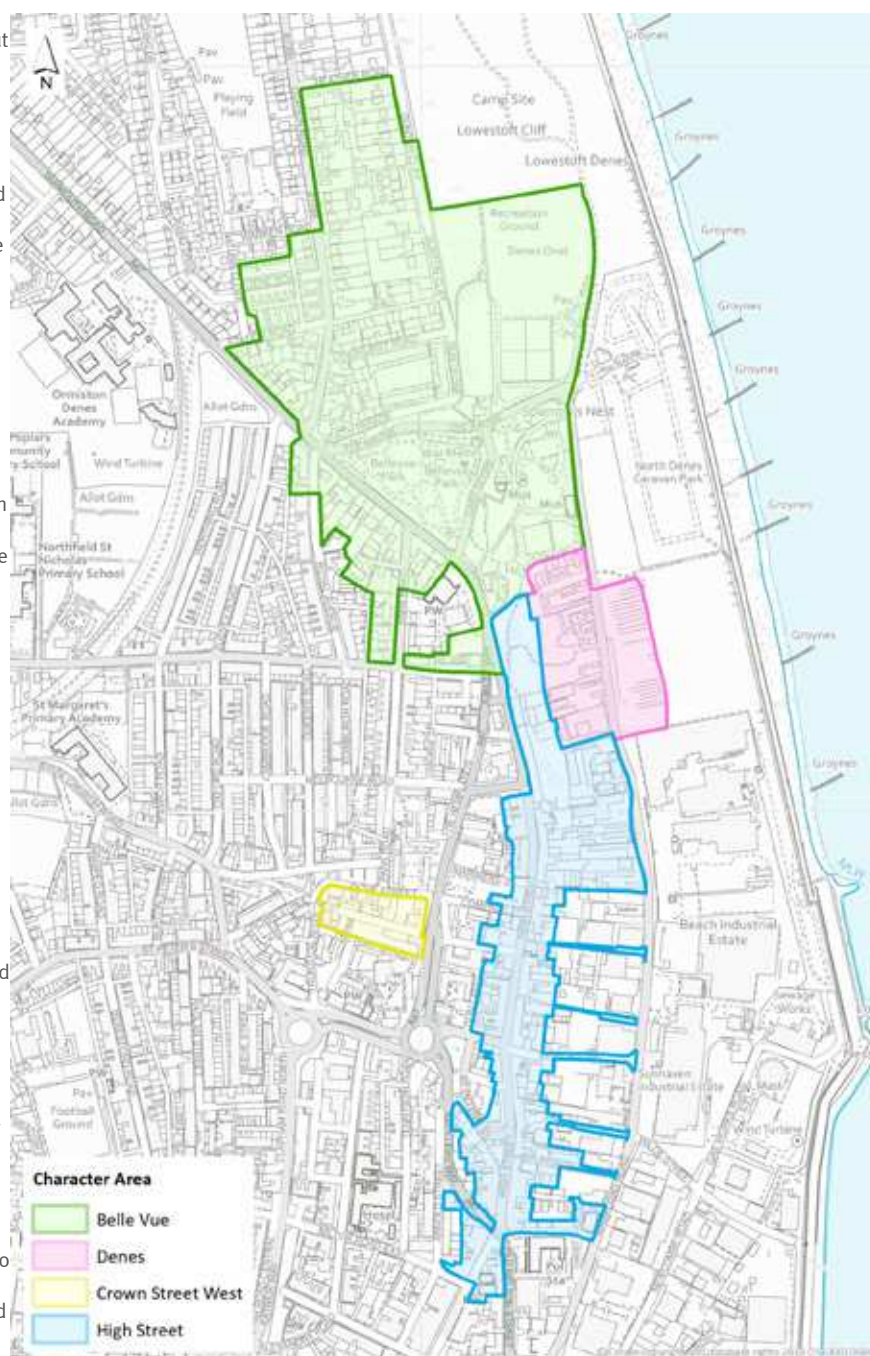
Crown Street West

A small 'island site', detached from the main body of the Conservation Area, located to the west of 'Jubilee Way', the area is effectively one road (Crown Street West) together with the structures fronting it to the north and south. Despite its small size, the area contains a diverse range of both private and secular structures, including a late fifteenth century tithe barn, a Regency former theatre and a large late nineteenth century brewery complex (now a factory). This historical diverse mix of commercial and residential activity in close proximity has led to a varied streetscape in both form and function.

High Street Character Area

This area contains the town's medieval origins and reflects the historical and economic development of the town. The High Street gently curves to follow the edge of the cliff and contains some of the town's earliest buildings, together with later Georgian and Victorian townhouses and shops. The narrow width of the street and its undulating character combine with continuous building frontages of varied form, height, and materials to create an intimate enclosed streetscape that draws in views and maintains visual interest. Historic routes called "Scores" lead away to the east, providing access down the cliff and views towards the Sea.

NORTH LOWESTOFT CONSERVATION AREA MAPS



Existing Character Areas designated within the North Lowestoft Conservation Area.



North Lowestoft Heritage Action Zone

DESIGN GUIDE

Consultation Statement

North Lowestoft Heritage
Action Zone Design Guide
Supplementary Planning Document

April 2020



Contents

Introduction	2
Who was consulted?	2
How were they contacted?	3
Appendix 1 – Initial Consultation	5
Responses from the stakeholder meeting	5
Public drop in responses	18
Public drop in poster	19
Appendix 2 – Formal consultation	20
Formal consultation response summary	20
Consultees - Public Consultation	61
Poster	62
Twitter post	63

Introduction

East Suffolk Council commissioned consultants Place Services to prepare the North Lowestoft Heritage Action Zone (HAZ) Design Guide Supplementary Planning Document (SPD). This will provide guidance for property owners and developers who are looking to make changes and alterations to buildings in the HAZ area. It will also provide guidance about shop frontages and the public realm. The area covered by the Design Guide SPD has been extended southwards to include further areas of the PowerPark. The SPD therefore covers a wider area than the HAZ.

This Consultation Statement was produced under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) to accompany the consultation on the Draft SPD which was held between 13th December 2019 and 24th January 2020 and has subsequently been updated to reflect the consultation responses received during that consultation.

The Council's approach to engagement in the preparation of a Supplementary Planning Document is set out in the Statement of Community Involvement¹. While preparing the HAZ Design Guidance SPD East Suffolk Council has consulted with relevant organisations and members of the public. Details of this consultation process are set out below.

Who was consulted?

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

- Suffolk County Council (as Highways Authority)
- Historic England
- East Suffolk Buildings Preservation Trust
- Lowestoft Town Council
- East Suffolk Council Local Plan Working Group
- East Suffolk Council Economic Development Team
- East Suffolk Council Design and Conservation Team
- Members of the public

¹ How to get Involved in Local Planning – Statement of Community Involvement (September 2014)

How were they contacted?

There were three stages to the consultation process, which are set out below.

1. Stakeholder Meeting

The stakeholder meeting took place on the 17th of October and took the form of a workshop. The stakeholders listed below were invited, and this was undertaken via email invitation:

- Suffolk County Council (as Highways Authority)
- Historic England
- East Suffolk Buildings Preservation Trust
- Lowestoft Town Council
- East Suffolk Council Local Plan Working Group
- East Suffolk Council Economic Development Team
- East Suffolk Council Design and Conservation Team

The workshop involved a presentation given by the consultant, which described the Design Guide's contents in detail. Attendees were given the opportunity to ask questions and discuss the document's contents during the course of the presentation. Attendees were asked to send their views and comments to the consultant after the event. Accordingly, attendees were sent a copy of the draft document following the event to further inform any comments that they wished to make at that stage. The main issues raised by these responses are shown in Appendix 1 below.

2. Public Engagement Event

A public engagement event took place on Monday the 28th of October between 2 pm and 6.30 pm at Christ Church in Lowestoft. In total 13 people attended the Public Engagement Event. Members of the public were invited to ask questions and make comments about the draft document and its contents. Comments were received on written forms that were filled in during the event and these can be viewed in Appendix 2. The event was advertised on the HAZ website and Facebook Page as well as on Twitter. Posters were placed throughout the HAZ area along the High Street and Whapload Road. The Council also contacted the Most Easterly Community Group, which is a local community organisation. The posters can be viewed in Appendix 3.

3. Public Consultation

Following the production of the draft SPD, a six week public consultation took place between 13 December 2019 and 24 January 2020. The consultation was advertised using posters, a press release was issued to the media and posted on the Council's website and notices on social media. The poster and an example of a Twitter post can be found in Appendix 2. Those on the Council's planning policy consultation database were contacted directly by letter or email and the list of consultation bodies can be found in Appendix 2.

The consultation documents were made available on the East Suffolk Council website via the pages below:

<https://www.eastsuffolk.gov.uk/business/regeneration-projects/haz/>

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

Hard copies of the document were also made available at the following locations:

- East Suffolk House, Station Road, Melton, Woodbridge. IP12 1RT.
- Riverside, 4 Canning Road, Lowestoft. NR33 0EQ
- Woodbridge Customer Services Centre, New Street, Woodbridge. IP12 1DT.
- Marina Customer Services Centre, Marina, Lowestoft. NR32 1HH.
- Lowestoft Library, Clapham Road South, Lowestoft. NR32 1DT.

In total 27 individuals and organisations responded to the consultation. Between them they made 123 comments.

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

<https://eastsuffolk.inconsult.uk/consult.ti/NLOWAZ/consultationHome>

Appendix 1 – Initial Consultation

The table below lists the main issues raised in the consultation responses, the Council's response and how they informed the preparation of the document.

Responses from the stakeholder meeting

Page numbers referred to below are those in the final consultation version of the HAZ Design Guide SPD.

Department / Company	Comment	Response
Urban Vision C/O LTC	<ul style="list-style-type: none"> The document includes some good examples of new development but is too long. There should be more mention of the Lowestoft Neighbourhood Plan. There should be greater emphasis on the economic importance of design and the historic environment. 	<ul style="list-style-type: none"> The document contains a considerable amount of guidance, maps and illustrations, which explains its length. Text has been added to page 10 of the document that refers to the emerging neighbourhood plan. The restoration of the historic environment will help to support the economic regeneration of the area. Further consideration will be given to this when finalising the document and when responding to comments on the final document.
ESC Regeneration	<p>Section 7</p> <ul style="list-style-type: none"> The Smokehouse concept, while a good idea, is not appropriate for the Power Park area. Whapload Road South will be used by HGVs to access the Birds Eye Factory and PowerPark. Therefore, the width of the road should be retained. Wilde Street is the only point of access to the Birds Eye factory for HGVs. Raised sections of road at crossings would need to be removed. Suggests road access in the PowerPark needs more detailed work. 	<p>Section 7</p> <ul style="list-style-type: none"> The Smokehouse concept has not been taken forward through the SPD. Comments about HGV access are noted and consideration will be given to this in finalising the document alongside any comments received through consultation on the draft design guide. Detailed work about access to the PowerPark may be necessary as part of further detailed design work for the PowerPark area.
ESC Great Places	<ul style="list-style-type: none"> Drawings and examples of development were inspirational. 	<ul style="list-style-type: none"> This representation did not request any changes to the document.

Department / Company	Comment	Response
Project and Cultural Capacity Coordinator	<ul style="list-style-type: none"> Design Guide responds well to the identity of the HAZ area. 	
ESC Regeneration	<p>Section 7</p> <ul style="list-style-type: none"> Overall support for the document. Battery Green Car Park Proposal would be included in the town centre master plan document. Need to be conscious of commercial traffic flows, particularly with regard to the PowerPark. Positive proposals for the High Street. One-way system on the High Street could potentially work well but there needs to be consideration of the junction with Rant Score. The third crossing could alter traffic flow considerably and this could enable realignment of the trunk road. 	<p>Section 7</p> <ul style="list-style-type: none"> The Battery Green Car Park proposal has been removed from the Design Guide SPD. Measures relating to commercial traffic flows for the High Street and Rants Score would be considered as part of the detailed design stage. The impact of the third crossing on traffic flows is potentially a separate piece of work that is outside the scope of the Design Guide.
ESC HAZ Programme Manager	<p>General</p> <ul style="list-style-type: none"> Reference to the neighbourhood plan should be made once but ultimately the Neighbourhood Plan should be informed by this document. <p>Section 2</p> <ul style="list-style-type: none"> Page 6: should refer to East Suffolk Council not East Suffolk District Council. Page 6: Lowestoft Rising is a key stakeholder, not a partner. <p>Section 6</p>	<p>General</p> <ul style="list-style-type: none"> Reference to the Neighbourhood Plan relates, for information, to its emerging status. <p>Section 2</p> <ul style="list-style-type: none"> The word 'District' has been removed from references to East Suffolk. Reference to Lowestoft Rising as a project partner has been removed from the text. <p>Section 6</p>

Department / Company	Comment	Response
	<ul style="list-style-type: none"> Page 26: Change the number of scores from nine to 11. <p>Section 7</p> <ul style="list-style-type: none"> The boundary on page 41 should be shown in its original position. The East of England Park should be renamed The Ness. Support for the smokehouse centre concept but this should be pursued separately. Sparrow's Nest and The Nest should be taken off the list of non-designated heritage assets and placed on a separate list of important spaces. Photos should include examples of different types of roofing. Support for one-way system on High Street, but this should include consideration of Rant Score. Page 48 (Reconnecting Crown Street): Remove text regarding development of the site. Retain crossing concept. Remove the A47 gateway to the site but there is potential to include something here because it is a key entry to the site. 	<ul style="list-style-type: none"> The text has been amended to refer to 11 scores, not nine. <p>Section 7</p> <ul style="list-style-type: none"> The text on page 6 will be amended to state that the area covered by the HAZ Design Guide has been extended southwards to include the PowerPark. The boundary for the HAZ itself has remained unchanged. The map on page 5 has been amended to illustrate this. East of England Park is now referred to as The Ness. Section about the Smokehouse concept has not been taken forward through the Design Guide. A new important spaces section has been added to the text. Photos of different types of roofing have been added to the Scores section of the document. Rant Score will be considered as part of evolving detailed design work. Reference to the text on page 48 will be removed but the diagrams will be retained. The text has been amended to remove the A47 gateway to the site.

Department / Company	Comment	Response
	<ul style="list-style-type: none"> Regarding the High Street there should be an emphasis on quality of design as opposed to traditional versus contemporary. <p>Section 9</p> <ul style="list-style-type: none"> The section about internal alterations should be reduced. 	<ul style="list-style-type: none"> Further consideration will be given to e examples of contemporary design in finalising the document. <p>Section 9</p> <ul style="list-style-type: none"> The section about internal alterations has not been taken forward in the design guide document, which allows for a greater emphasis on external alterations.
Suffolk CC Highways	<p>General</p> <ul style="list-style-type: none"> There is a need to state that changes to the highway will be made in partnership with Suffolk County Council Highway Authority. There is a need to avoid overlap with the town centre masterplan with an addendum to section 8. <p>Section 7</p> <ul style="list-style-type: none"> Page 45 (Existing Movement Network): Need to explain coloured lines. Reference should also be made to the existing cycle network in the area and the historically high levels of cycling. Page 46 (Future Movement Network): Refer to the opportunity to enhance pedestrian access along the High street, so that there is not the perception that it is finalised. Consider provision of charging points, space for car clubs and mobility for old people. 	<p>General</p> <ul style="list-style-type: none"> The text has been amended to state that changes will be made in partnership with SCC. <p>Section 7</p> <ul style="list-style-type: none"> A key has been added to the map on page 45 to explain what the lines represent. Reference has been made to the cycle network in the town and to the historically high levels of cycling. Text on page 46 regarding pedestrian routes along the High Street has been reworded to state that there is an opportunity to review traffic management arrangements. This makes clear that any change to traffic management is purely conceptual. The provision of electrical charging points, car club spaces and increased mobility will be considered on a site by site basis. Policy

Department / Company	Comment	Response
	<ul style="list-style-type: none"> Consider the introduction of filtered permeability at some junctions. Page 47 (Crown Street): Reference to the provision of a tiger crossing should be removed. However, a suitable crossing should be considered to reconnect Crown Street. <p>Section 8</p> <ul style="list-style-type: none"> Page 49: It was suggested that text relating to provision of developable land and rationalising the A47/Whapload Road roundabout should be removed. Pages 52 and 53: The SPD should not refer to changing routes to one way. This could be amended to 'review traffic management arrangements.' Page 63 Blue Anchor Square: The document should not include an assumed commitment to changes in traffic movement. A feature such as a raised table at a junction could reduce speeds and ease pedestrian movement. Additional tree planting on wider sections of pavement could supplement the presence of two larger existing trees in the Rant Score area. 	<p>WLP8.21 of the Local Plan sets the policy context for sustainable transport measures.</p> <ul style="list-style-type: none"> The issue of filtered permeability will be considered in more detail with Suffolk CC Highways at the development stage. The text on page 47 has been amended to incorporate the SCC comments. <p>Section 8</p> <ul style="list-style-type: none"> Text on page 49 has been removed as requested in the comment. The first bullet point on pages 52 and 53 has been amended to read 'review traffic management arrangements'. The text on page 63 has been amended so that changes to traffic movement are referred to as a design element, rather than a firm commitment to change. The text has been reworded but highways elements will be considered at the detailed design stage.
SCC Highways - Footways, Street	<p>Section 8</p> <ul style="list-style-type: none"> Use of granite on footways can cause difficulties for disabled pedestrians. 	<p>Section 8</p> <ul style="list-style-type: none"> Footway granite setts are proposed to be flush, not tumbled. The mortar used will allow for a continuous flush surface.

Department / Company	Comment	Response
Furniture, Drainage	<ul style="list-style-type: none"> Would prefer if granite setts were not used for pedestrian routes. The use of a commuted sum at the planning application stage may help to finance the use of granite setts. However, it may be necessary for SCC Highways to undertake some repairs using asphalt. 	<ul style="list-style-type: none"> SCC Highways will be consulted regarding the commuted sum, as well as storage space for granite setts.
Historic England	<ul style="list-style-type: none"> Supports first draft. 	<ul style="list-style-type: none"> Support noted.
Historic England	<p>Section 1: Introduction</p> <ul style="list-style-type: none"> Sections 1 and 2 can be combined. General information about HAZs may not be necessary in this document. There should just be an introduction to the North Lowestoft HAZ. The duration of the HAZ should be placed at the end of the section. The document must refer to North Lowestoft Heritage Action Zone, to differentiate from the one in south Lowestoft. Paragraph 3 does not make sense. Substitute for the last paragraph in S1, with a minor additional mention of shopfronts. 	<p>Section 1: Introduction</p> <ul style="list-style-type: none"> The amalgamation of sections 1 and 2 will be picked up as part of the consideration of responses to the formal consultation. Text changes to provide an introduction to the North Lowestoft Heritage Action Zone will be made as part of the consideration of comments received during the formal consultation. Paragraph 3 has been amended to address these concerns. This paragraph provides an overview of the document and therefore doesn't reference all elements, however

Department / Company	Comment	Response
	<ul style="list-style-type: none"> The introduction should be unequivocal in the way it is worded. 'The design guide will....' Rather than 'The design guide is intended to...' The map on page 5 needs to differentiate between the HAZ boundary and the total area covered by the Design Guide SPD. <p>Section 3:</p> <ul style="list-style-type: none"> Heritage Works has been updated and republished at the following location: https://historicengland.org.uk/images-books/publications/heritage-works/. The Design Guide SPD should not refer to English Heritage. There are potential quotes from Heritage Counts, which can be found at the following location: https://historicengland.org.uk/research/heritage-counts/2018-heritage-in-commercial-use/heritage-in-commercial-use/ and https://historicengland.org.uk/research/heritage-counts/heritage-and-economy/ 	<p>consideration will be given to further references to shopfronts in the final document.</p> <ul style="list-style-type: none"> The introductory text will be amended to make it more unequivocal as part of the consideration of comments received during the formal consultation. The map has been amended to illustrate the difference between the HAZ boundary and the design guide area. The text on the final paragraph of page 6 has been amended to make clear that the HAZ Design Guide covers a wider area than the HAZ itself. <p>Section 3:</p> <ul style="list-style-type: none"> Reference to English Heritage will be deleted and replaced with Historic England. Reference has been made to the 2018 Heritage Counts, together with a link to the factsheet about heritage and the economy.

Department / Company	Comment	Response
	<p>Section 4:</p> <ul style="list-style-type: none"> Historic England's documents aren't technically guidance according to the government. The NPPG is guidance, whereas Historic England's are 'advice'. We also differentiate between 'Good Practice Advice notes' (GPAs) and 'Advice Notes' (HEANS). This page sets out Historic England's thinking on that: https://historicengland.org.uk/advice/planning/planning-system/ Include reference to: Advice Note 1: CAs Advice Note 2: Making Changes to Heritage Assets Advice Note 12: Statements of Heritage Significance Good Practice Advice Note 3: The Setting of Heritage Assets CPPG (2008) Conservation Principles 2008 can be included, as it still represents Historic England's guiding high level principles and approach to understanding, and decision taking, irrespective of whether the words used are the same as the NPPF's. The Conservation Area Appraisal is in the process of being updated, and will be adopted in 2020. ESC will be able to advise on whether they want the new 	<p>Section 4:</p> <ul style="list-style-type: none"> Text will be amended to reference Historic England 'advice'. The text will be amended to reference all listed documents. Comments about Conservation Principles have been noted. Work on the north Lowestoft Conservation Area Appraisal is not scheduled for completion until later in 2020, after the HAZ Design Guide has been adopted. However the Design Guide will be checked against working drafts of the

Department / Company	Comment	Response
	<p>version referenced.</p> <p>Section 5:</p> <ul style="list-style-type: none"> Really like the timeline approach but maps need to be bigger. <p>Queries whether there is there scope for including a section somewhere that deals with this local geology and its influence on the prevalence or otherwise of local building materials?</p> <p>Section 6:</p> <ul style="list-style-type: none"> North Lowestoft Heritage Action Zone is not a heritage asset and cannot itself have heritage significance. This section needs re wording so it focuses on the place rather than the HAZ project. Support for the approach taken for the boundary between High Street and Whapload Road character areas. <p>Section 6.2</p>	<p>Conservation Area Appraisal as part of the consideration of comments on the formal consultation.</p> <p>Section 5:</p> <ul style="list-style-type: none"> Consideration will be given to whether maps can be better presented / made bigger for the final document. Reference to geology will be added for the final Design Guide SPD. <p>Section 6:</p> <ul style="list-style-type: none"> The text explains the heritage assets, however it will be revisited when the Design Guide is finalised. <p>Section 6.2:</p> <ul style="list-style-type: none"> The text has been amended to refer to the North Lowestoft Conservation Area as a heritage asset.

Department / Company	Comment	Response
	<ul style="list-style-type: none"> The North Lowestoft Conservation Area is also a designated heritage asset and should be included. Buildings and Structures of Local Interest have been examined during the recent Conservation Area Appraisal process and this information should be available. It is considered that some of the buildings and spaces (fishing industry structures, Sparrows Nest) are not yet technically non-designated heritage assets. The Neighbourhood Plan may change this. Note: 329 Whapload Road ('the Fish House') is currently being considered for listing, as is Christ Church. Decision timescales to be clarified. This sub-section could be better located within the document. It is suggested that if it were moved forward to the beginning of the section, the Character Area maps and then the guidance for new development would follow on more directly from each other? <p>Section 7:</p>	<ul style="list-style-type: none"> Information about buildings and structures of local interest in the Conservation Area has been provided to inform the document. Information about potential non-designated heritage assets cannot be included until the Neighbourhood Plan has been finalised. Where non-designated heritage assets are identified by the Neighbourhood Plan these will be taken into consideration in the planning application process. Due to timescales the Design Guide will be adopted before the Neighbourhood Plan. The Council will review the information it holds about listings. Consideration will be given to moving section 6 for the final Design Guide <p>Section 7:</p>

Department / Company	Comment	Response
	<ul style="list-style-type: none"> • Historic Core - Picture 14 and caption: The Design Guide shouldn't be too prescriptive regarding style. Today's High Street is as interesting as it is because it reflects an evolution of stylistic and architectural tastes, and Historic England support the principle of innovative modern architecture where it enhances the character and appearance of conservation areas. • General: Include the recent Goldsmith Street development as an example. This is for two reasons: a) it is a relatively local example, very recent, award winning, and a bit different, and b) it has also referenced in the Town Hall Feasibility Study report as a representative example for the Mariner's Street car park. • Agree with the East Suffolk Council point made at the workshop about the concept for the Smokehouse concept. It is supported as a concept, but it might not be appropriate to include it at this stage. <p>Section 7.5</p> <ul style="list-style-type: none"> • The two maps of existing and future movement patterns are identical. <p>Section 8:</p> <ul style="list-style-type: none"> • Please reference Historic England's 'Streets for All' guidance here. 	<ul style="list-style-type: none"> • Picture 14 and its accompanying caption will be amended to emphasise the importance of high quality rather than traditional architecture. • Pictures from the Goldsmith's development in Norwich have been added as examples to section 7. • The section about the Smokehouse Centre has not been taken forward in the SPD. <p>Section 7.5:</p> <ul style="list-style-type: none"> • The maps show subtle differences in the between present and future movement patterns. <p>Section 8:</p> <ul style="list-style-type: none"> • Reference will be made to Historic England's 'Streets for All' guidance.

Department / Company	Comment	Response
	<p>https://historicengland.org.uk/images-books/publications/streets-for-all/</p> <ul style="list-style-type: none"> On the whole, very supportive of the general proposals in this section. Particularly like Blue Anchor Square. Interested in the idea for the Gateway to the Scores – but some more detail here and clarification about access/Christ Church too. Higher levels – the fisherman is shown on the elevation behind the marketplace, but that isn't on the map of possible elevations on the next page? Generally very supportive of the principle of high quality and locally derived public art to lift otherwise blank elevations. <p>Section 9:</p> <ul style="list-style-type: none"> The principal purpose of the SPD is to guide new development and changes to external features/public spaces. It may therefore be possible to dispense with the advice for interior alterations. Much of this, if it related to listed buildings, would be dealt with through that consent process and there is already existing advice on the appropriate approach to this sort of thing elsewhere. Energy Efficiency: Note that Part L of Building Regulations does not apply to listed buildings. 	<ul style="list-style-type: none"> Site proposals about places such as Christ Church can be worked up in more detail when proposals come forward. The image of the fisherman will be added to the map of possible elevations in the final document. <p>Section 9:</p> <ul style="list-style-type: none"> Guidance about interior alterations has been removed from the document. It is noted that part L of the Building Regulations does not apply to listed buildings.

Department / Company	Comment	Response
Lowestoft TC	<p>General</p> <ul style="list-style-type: none"> There should be full recognition of Lowestoft Neighbourhood Plan, particularly in the policy and guidance section. The Design Guide and the Neighbourhood Plan should have a high level of compatibility. Some Design Guide content should be incorporated into the Neighbourhood Plan. The document should be shortened and made more user friendly. <p>Section 7</p> <ul style="list-style-type: none"> The illustrations used generally provide good examples, except for pictures 13 and 14 on page 34. It is not clear how they could relate to the High Street. Reference to Historic England publication Conservation Principles 2008 should be removed. There is support for the Smokehouse concept, although it is outside the scope of 	<p>General</p> <ul style="list-style-type: none"> The Design Guide makes reference to the Lowestoft Neighbourhood Plan and its status. The Design Guide does take into account and reference emerging Lowestoft Neighbourhood Plan policies as much as possible given that production of the Plan is still in its formative stages. The Design Guide has been produced to be as concise as possible. However, the area and amount of detail covered means that it will be a large document if it is to be presented in an easily accessible format. <p>Section 7</p> <ul style="list-style-type: none"> The specific pictures referred to have been removed. These pictures were included to provide examples of infill development that is in keeping with surrounding buildings and architecture. Will consult with Historic England regarding the removal of reference to Conservation Principles. The Smokehouse concept has not been taken forward through the Design Guide.

Department / Company	Comment	Response
	the Design Guide. This project could be pursued through the Neighbourhood Plan.	

Public drop in responses

Name	Comment	Response
John Ellerby	<ul style="list-style-type: none"> Disappointed by the document – hoped for something more radical. Seeks to combine gentrification with encouraging economic activity. Glad the document has been published. 	<ul style="list-style-type: none"> The guide is appropriately aspirational whilst being realistic about what can be achieved.
Monica Brewster	<ul style="list-style-type: none"> A sign is needed for Arnold's Bequest. Signage should be readable for older people. New uses needed for Town Hall, hotels and pubs. Money needed to restore shopfronts and fascias. 	<ul style="list-style-type: none"> Comments about signage and history will be considered in more locally focused schemes rather than the Design Guide. Signage will be identified within more detailed schemes with consideration given to how it can be appropriate to all ages. It is not considered appropriate to include this detail within the Design Guide.
Agnes Lillis	<ul style="list-style-type: none"> Supports new development and improvements to the area. There should be an outside eating and coffee area next to Pork's Pit. There is a need for more cafes, an arts hub in the Town Hall and more independent shops. A sculpture in Ness Park will encourage visitors. The market in under the sails and in the Triangle needs more stores. 	<ul style="list-style-type: none"> Comments noted. It is not considered appropriate to reference such specific potential projects as an outside seating and coffee area in the Design Guide.

Public drop in poster

DESIGN GUIDANCE FOR THE HISTORIC CENTRE OF NORTH LOWESTOFT

**East Suffolk Council and Place Services
are preparing design guidance for the
historic centre of North Lowestoft.**

This will guide the restoration of historic
buildings and spaces and support the wider
regeneration of North Lowestoft.

**You are invited to find out more about
the project, and give your views:**

**Monday 28 October
2pm – 6:30pm**

Christ Church
Whapload Road
Lowestoft
NR32 1XD



planningpolicy@eastsuffolk.gov.uk ✉
01502 523065 ☎



Heritage Action Zones
Historic England

Appendix 2 – Formal consultation

Formal consultation response summary

Name	Comment ID ²	Type of response	Comment Summary ³	Actions ⁴
Paul Belton	1	Support	Page 14: 'Bomb craters' on the Denes are the remains of the Lowestoft Links Golf Course. Denes recreational development should include the swimming pool that stood close to the sea wall. It was a saltwater pool that was emptied and refilled once a week. Page 23: Photo is a gas holder not a gasometer. Page 21: Photo 2 is of a bottle store for the Eagle Brewery that stood on the site. It is not a smokehouse. The first floor is very strongly constructed, with steel banding supporting thick floorboards. There is no mention of the 'hanging gardens' enjoyed by fishermen returning from sea along the 'Yarmouth Roads.'	Text on page 15 has been amended to refer to the importance of tourism in the twentieth century and the creation of new facilities to serve visitors to Lowestoft. Reference to 'Bomb craters' has been changed to the Lowestoft Links Golf Course. This included the saltwater swimming pool close to the Denes Caravan Park, which has now been filled in. Reference has also been made to the Lowestoft Hanging Gardens. The reference on page 22 has been amended to refer to a bottle store. The reference on page 24 has been amended to refer to a gas holder.

² Please note that there are gaps in the numbering due to the processing of comments

³ Please note that the references to page numbers relate to the draft SPD

⁴ Please note that the references to page numbers relate to the amended SPD

Oulton Ben	2	Support	This comment refers to the recent Glover Report (<i>An Investigation of National Parks and Other AONBs</i>), which expands the interpretation of public benefit in NPPF paragraphs 172 and 196 to include local heritage assets. Therefore, development that impacts upon a local heritage asset should not be permitted unless it leads to public benefit.	The overall aim of public benefit is to improve the quality of the area. The impact upon heritage assets is weighed against other factors when deciding planning applications, in accordance with planning policies and the National Planning Policy Framework.
Francesca Shapland (Natural England)	3	Support	NE Supports the conclusions of both the SEA and HRA Screening reports and has no further comments to make on either document. NE has no comments to make about the SPD.	Comments noted.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	4	Support	Overall Masterplan. This has the potential to create something of significance for the town.	Comments noted.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	5	Support	5.0 Historic evolution. Baseline History. There are some minor historical inaccuracies. Care is needed when presenting facts about Lowestoft's history.	Historical information has been amended where new information has been provided.

David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	6	Support	Chapter 1. The High Street (extending as far as St. Margaret's Plain) is a planned settlement dating from the second half of the 14th Century. The community moved here from an inland site for a variety of reasons. The layout of the High Street and cross lanes is still evident today.	History timeline has included new information regarding the High Street.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	7	Support	Character Area 2 is an important part of Lowestoft's maritime past - especially before the harbour was built. What remains of it must be preserved, particularly the fishery office at number 329 Whapload Road. This is a building of national importance and some means of preserving it must be found.	329 Whapload Road has been added to the designated assets list in section 6 and reference made within this section.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	8	Support	Character Area 4. It is imperative to Link Belle Vue Park, Sparrow's Nest Gardens and Arnold's Walk. The last named will integrate this 'green area' with the built environment of the High Street.	Guidance seeks to increase permeability though the HAZ area and this includes making the parkland areas more accessible.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	9	Support	Character area 5: The Scores are of considerable visual and historic significance. Restoration of the footways and walls, together with information about their origins and use, will benefit residents and visitors alike. Scores Project is a valuable exercise in promoting them.	The provision of information boards around the HAZ area has been included in the introduction.

David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	10	Support	7.0 Guidance for new Developments. Sympathetic detail on street elevations is vital. It would be useful to give a sense of what lies behind High Street facades. There is a lot of 16th century timber framing that is not visible.	Comments noted. The HAZ Design Guide however focuses on publicly visible areas.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	11	Support	7.6 Reconnecting Crown Street. Jubilee Way cut the old town in half, compromising its architectural and topographical integrity. Linking the High Street with St. Margaret's Plain will restore the town's original structure.	Comments noted.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	12	Support	8.2 Historic Core. High Street. Supports detailing relating to urban landscaping, not just that relating to 8.2.	Comments noted.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	13	Support	8.6 Key public spaces. Utilising Higher Levels. Some good thinking is in evidence here. The Blue Anchor public house has very interesting origins, dating from the 17th century.	Comments noted.

David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	14	Support	8.3 Whapload Road - North. Likes what is proposed for Whapload Road North and wishes to flag up the importance of the fish office at no. 329 Whapload Road. Draws attention to report being prepared by Historic England.	329 Whapload Road has been added to the designated assets list and the Statement of Heritage Significance in section 6.0.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	15	Support	10.1 Advertisement Material. The section about shopfronts and advertising is an important part of the HAZ. Work by Historic England (Kate Carmichael) makes for an informative read.	The work undertaken by Historic England has been noted.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	16	Support	1.0 Introduction. Draws attention to the need for good, well designed, accurate and well-located information boards in the High Street and elsewhere. Lowestoft's medieval location, in terms of its surface geology and topography, has so much to tell us that it is important that its relevance is conveyed to the modern observer.	This issue has been explained within the introduction.

David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	17	Support	Character Area 4. Work on the North Denes in the vicinity of the net drying spars must draw attention to the presence of the remains of the rope walk and liver trench. The latter was used to boil down cod livers saved from Iceland voyages over fire pits. This was done to make train oil for fuelling domestic lamps and treating leather. It can be seen on a north south alignment and is 3 paces wide and 90 paces long. It must have proper archaeological investigation to reveal its potential for revealing artefacts.	Character Area 4 amended to include the Liver Trench and Rope walk.
David Butcher (Affiliated to Lowestoft Heritage Workshop Centre)	18	Support	6.1 Character Areas Map. Draws attention to the publication 'The Town of Lowestoft c. 1720-25: People and Property in a Pre-Industrial Coastal Community.' This includes the whole of the urban area at the time and includes every property that was part of the built environment, together with details of transfer. All property owners are listed, together with their occupations where known. This might be useful in applying work completed in HAZ Design Guide.	This comment refers to useful historical information but is beyond the scope of the HAZ Design Guide.

Sally Norfolk	20	Support	Very pleased that the area might be improved. Support for the crossing at Crown Street and the mural on the end wall where Chambers Cycle Shop was located. There is no mention of the grade II tithe barn, which was known as Crown street Motors on Crown Street West. This is an important building, which must be preserved and highlighted.	Section 7.6 has been amended to refer to the Crown Street Motors building.
Norman Castleton	44	Observation	1.0 It is hoped that this plan will not be overridden in the way that the Green Space and Nature Reserve Strategy were.	Comments noted. The Design Guide will be a material consideration in determining planning applications.
Norman Castleton	45	Object	Overall masterplan. The HAZ should be extended north to include the North Denes and Denes Oval. This area is of heritage significance in that it was given to the town in two covenants for recreation and open space. This area should be developed as a country park as per the original proposals and with no further development.	The Denes Oval is included within the Historic Parkland area of the HAZ Design Guidance. The North Denes is situated mostly outside of the HAZ area, but Character Area 4 text in section 6 does make reference to the area.
Norman Castleton	46	Observation	2.0 It is hoped that some of these aspirations are delivered. The area suffers from woeful neglect, in particular the Crown Hotel. Mariners Score and Crown Score require immediate attention. Repaired flint at Wilde's Score is a good example of what can be done. The street lighting needs to be more antiquated in appearance.	The HAZ Design Guide provides guidance for new development, the alteration of existing buildings, the restoration of the public realm and the repair and alteration of shopfronts. This will help to guide the restoration and development of buildings and public spaces within the HAZ area.

Norman Castleton	47	Support	3.0 Agrees with this approach.	Comments noted.
Norman Castleton	48	Observation	4.0 The area needs to be cleaned up. The scrapyards next to the wind turbine is an eyesore. There are several partially developed buildings along Whapload Road, which also suffers from issues with speeding. There is a wonderful view along the cliff top from the lighthouse. Murals on the gasometer would enhance the area.	Comments noted. The possibility of using public art in the HAZ area and in particular the PowerPark can be explored further in later design projects.
Norman Castleton	49	Support	4.0 The Denes and Beach Village were heritage opportunities that have been spoiled. It is hoped that conservation policies will be acted upon.	Comments noted. The purpose of the Design Guide is to provide detailed guidance to inform future development.
Norman Castleton	50	Support	4.0 Fine in principle, if policies are followed.	Comments noted. The Design Guide will be a material consideration in determining planning applications.
Norman Castleton	51	Observation	4.0 North Lowestoft Character Area Appraisal. The area is rundown. It is necessary to bring activity back to the area, including Council Services to the Town Hall.	Heritage led regeneration of the area has the potential to encourage an economic revival of the HAZ area.
Norman Castleton	52	Observation	4.0 Built Heritage and Design Supplementary Planning Document. Fine if observed.	Comments noted. The HAZ Design Guide will be a material consideration in planning applications.

Norman Castleton	53	Observation	5.0 Baseline History. There is little left after years of neglect and wanton destruction	Comments noted. The HAZ Design Guide aims to change this by providing guidance about the restoration and development of the HAZ area.
Norman Castleton	54	Observation	6.0 This section could suggest the removal of the Denes caravan park, which would reveal some former heritage sites.	The future of the Denes Caravan Park is beyond the scope of this document, however further reference to it has been included under the Historic Parklands character area
Norman Castleton	55	Observation	6.1 Character Areas Map. Parklands should be extended north.	The Design Guide refers to the North Denes.
Norman Castleton	56	Observation	Character area 1. There are still has some heritage assets, including some Georgian buildings, but these require better care.	Comments noted. The HAZ Design Guide should inform the design of any future development related to such buildings.
Norman Castleton	57	Observation	Character area 2. This area includes unfinished development and suffers from fly tipping but the skyline here is potentially wonderful.	Completing development and fly tipping are both beyond the scope of the HAZ Design Guide.
Norman Castleton	58	Observation	Character Area 4. This area should be extended north to include the whole of the North Denes. The caravan park should be removed. Renovation work should be vandal proof.	The document refers to the North Denes. Reference to street furniture being vandal proof is contained in chapter 8.
Norman Castleton	59	Observation	Character area 5. Pictures fail to show the true condition of the area. The Scores were never properly maintained, and Mariners Score and Crown Score are in a poor condition. There are holes in walls, boarding and fly tipping.	Comments noted. However Chapter 5 covers the heritage significance and is therefore highlighting features that contribute to this.

Norman Castleton	64	Observation	Character Area 2. Whapload Road requires regeneration and several buildings require attention. The Ice Factory/Store should be refurbished or removed. Kittiwake Colony should be moved to another location. Buildings near the police station look unfurnished and spartan. Other buildings also require attention. Notes unfinished flats opposite the net drying racks.	Direct action related to the restoration of individual buildings is beyond the scope of the HAZ Design Guide. However, the HAZ Design Guide will guide any regeneration projects that come forward. The removal of the kittiwake colony is also beyond the scope of the Design Guide.
Norman Castleton	65	Observation	Character Area 3. Remove the scrap metal yard near the gasometer, which could be made attractive with murals.	Comments noted. The possibility of using public art in the HAZ area and in particular the PowerPark can be explored further in later design projects.
Norman Castleton	66	Observation	6.2 Heritage Assets. Important Local Spaces. The North Denes are covenanted to the people of the town. The caravan park should be removed.	Comments noted. The Caravan Park is referred to in section 6.2. The document notes that it visually conflicts with the historic and natural characteristics of the parklands area but that it supports the local tourist industry.
Norman Castleton	67	Observation	7.0 Historic Core. Gardens at the back are overgrown in a poor state. Much of the separating wall may also require attention.	This specific action is beyond the scope of the HAZ Design Guide.
Norman Castleton	68	Observation	7.0 Historic Core. The work of Taylor and Green provides some examples of work to follow.	Comments noted.
Norman Castleton	69	Support	7.1 Good examples of characterization.	Comments noted.
Norman Castleton	70	Support	7.3 Supports limited opportunities for development in Lowestoft.	Comment noted.

Norman Castleton	71	Support	7.4 Questions why there are no crinkle crinkle walls.	Text has been amended to refer to crinkle crinkle walls.
Norman Castleton	72	Support	8.2 Historic Core. High Street. Support for tree planting and areas unpolluted by traffic.	Comments noted.
Norman Castleton	74	Observation	6.2 The Prince Albert Pub is worthy of listing but has been marred by subsequent alteration and development. The core shape is reminiscent of fishing related buildings on Whapload Road. The building was mentioned by Pevsner and should be returned to its former glory.	The Prince Albert Pub is outside of the HAZ area and so beyond the scope of the HAZ Design Guide.
Norman Castleton	75	Observation	8.3 Whapload Road - South. Remove all modern unused buildings. Install speed limitation measures.	The Design Guide itself cannot result in direct action to remove vacant buildings however sets out design guidance to support enhancements. Speed control measures can only be installed by the County Highway Authority.
Norman Castleton	76	Observation	8.3 Whapload Road. Whapload Road North. Area ruined by the caravan site.	Comments noted. The Caravan Park is referred to in section 6.2 as an important local space, which supports the local tourist industry.
Norman Castleton	77	Observation	8.5 Street furniture and materials installed need to be vandal proof.	This is covered in the guidance on durability.
Norman Castleton	78	Support	8.7 Introduction. Typical seaside plants already grow near the sea wall and these could be grown successfully.	The list of plants in the design guide is purely indicative. The Design Guide has been amended to include reference to the RHS website, where more information about coastal plants can be found.
Norman Castleton	79	Support	10.1 Lettering and Symbols. Agrees that sans serif and slab serif lettering would probably be out of character, except on modern buildings.	Comment noted.

Marion Wells	60	Observation	<p>1.0 Having read the document please see below for the following comments: 1. The document is excellent it is hoped will contribute to regeneration of Lowestoft. 2. To maximise use of buildings, uses should be extended to include business, office, studio, workshop, gym, community space, sports areas, car bays with electric charging points. 3. Guidance on flood defence would be useful due to risk of flooding from the North Sea. 4. Communal bins for each type of waste would be less of an eyesore than individual bins. 5. Installation of high-speed internet access is necessary to encourage start up businesses.</p>	<p>The document has been amended to state that waste bins be located in discrete, accessible places that are serviceable from the highway. This is so that waste bins do not become an eyesore.</p> <p>The Policy and PowerPark sections have been amended to draw attention to detailed guidance about flood risk and management that is being prepared for the PowerPark area.</p> <p>New uses within buildings would be guided by the policies of the Waveney Local Plan (2019).</p> <p>The installation of high speed internet access is beyond the scope of the Design Guide.</p>
Marion Wells	61	Observation	<p>8.7 Introduction. Drought and wind tolerant plants should be planted due to the dry climate. Rain gardens are a good way of dealing with periods of heavy rainfall.</p>	<p>The list of plant species within the HAZ document is indicative and reference is made to the RHS website where further information can be found about plants that are suitable for a coastal environment.</p>
Marion Wells	62	Observation	<p>9.1 Energy Efficiency and Historic Buildings. Roof mounted solar panels should be encouraged on modern and new buildings in the PowerPark. Business car parks and public car parks should both have solar panels covering car parking spaces. These would generate electricity and provide shade.</p>	<p>The Design Guide already provides advice about solar panels. A link to further information on the Historic England website is provided.</p>

Marion Wells	63	Observation	8.0 Cycle racks should be installed where possible. There should be as much street furniture as possible. Street furniture should be designed to reflect aspects of the town, such as wind turbines and fishing.	Reference to cycle racks is made wherever possible in the document to encourage sustainable forms of transport.
Sarah Foote (Lowestoft Town Council)	81	Observation	Lowestoft Town Council has no objections to the document and looks forward to it being adopted.	Comments noted.
Gill McElvogue (Health and Safety Executive Explosives Inspectorate)	80	Observation	The HSE is not a statutory consultee for Local and Neighbourhood Plans but please refer to the advice app, GIS consultation zones and recognised methodology. These can assist in ensuring that allocated sites do not conflict with major hazards, pipelines or explosive sites. Any future licenced explosive site applications will be subject to the relevant planning application processes.	Comments noted.
Anthony Rudd	144	Observation	1.0 There is concern that the regeneration proposals outlined in the document are not supported by adequate investment, except for the potential for some very limited grants that would induce funding. The introduction appears to deter investment by increasing costs and reducing choice. The Guide also discourages measures such as shopfront security. The SPD should focus more on	The purpose of the HAZ Design Guide is to provide guidance that will improve the quality of the historic environment. This will in turn encourage economic regeneration of the area.

			socio economic issues and on encouraging economic activity. Issues include a limited range of socio-economic groups, perceived high levels of crime and poor public transport.	
Anthony Rudd	145	Observation	7.6 Reconnecting Crown Street. An additional crossing at Crown Street would mean there are three crossings on a 300 metre stretch of road, which is excessive. There is an assumption that the third crossing will significantly alter traffic flow, which seems misplaced. These proposals will deter economic activity in both the HAZ area and the town centre. The document fails to address issues such as crime, antisocial behaviour and poor access via public transport. These issues have resulted in economic and general decline of the High Street.	Page 48, section 7.6 has been amended to refer to the importance of a pedestrian crossing reconnecting Crown Street in improving east - west cycle links in the town. This will be subject to further modelling and consultation with Suffolk County Council Highway Authority. Further reference to addressing crime has been included in section 8 on the public realm.
Anthony Rudd	146	Observation	7.0 Historic Core. The document does not deal with crime and antisocial behaviour and public transport. These issues have helped cause economic and general decline in the High Street.	Reference for the need for design to address issues of crime has been made. This is in accordance with the Suffolk Police representation about Designing out Crime.

Paul Fletcher (Beccles Society)	125	Observation	No comments.	Noted.
Natalie Beale (Broads Authority)	82	Support	No comments to make but is generally supportive of proposals for the HAZ area.	Comment noted.
Emma Bateman	115	Observation	1.0 In light of the declared Climate Emergency climate change adaptation should be central to any plans for the area and should play an important part in any decisions that are made. There should be more discussion of new technology, such as ground source heat pumps or solar tiles. Failure to include this technology reinforces the notion that it is detrimental to the appearance of the area or incompatible with conservation. The need to tackle climate change is overarching and so the document must be flexible to allow property owners to install low carbon energy devices.	Reference has been made in the introduction to the Council's climate emergency declaration and the importance of addressing these issues to Section 4: Policy Advice and Guidance. Section 4 also refers to relevant Local Plan policies, as well as sources of information, such as Historic England and the Design and Conservation team. Climate change references have also been added to Character Area 3, and to sections 7.1, 8.1, 8.5 and 8.7. Regarding the PowerPark area consideration has also been given as to how different aspects of design and regeneration could contribute to a climate change response. Further detailed design guidance is being prepared for the PowerPark area but this does not prevent the HAZ Design Guide from addressing design issues in the PowerPark area.
Emma Bateman	116	Observation	Overall Masterplan. The Denes and Ness Park have a natural Beauty and adding cafes and seaside amusements would spoil them.	Comments noted.

Emma Bateman	117	Support	8.2 Historic Core: High Street. Proposals for the High Street are acceptable as part of a comprehensive plan for traffic management. Parking areas along the High Street are already busy, including that outside the Blue Anchor, which is earmarked as a seating area. There is no parking strategy to deal with extra traffic if this area becomes more popular. One-way traffic increases speeds, which could endanger pedestrians and cyclists. Public transport provision is necessary to encourage visitors and support local businesses.	The introduction to section 8 has been amended to state that the Design Guide will reflect the other strategies that sit alongside it. The Design Guide will also inform the Lowestoft Town Centre Master Plan.
Emma Bateman	118	Observation	7.5 There is currently no direct link between the High Street and Arnold's Walk. Cyclists currently take a short cut along the pavement opposite the petrol station, which is too narrow for both cyclists and pedestrians. Arnold's Walk is too steep for less able cyclists or those with pushchairs. There needs to be a comprehensive rethink of the way the area is laid out, which places a strong emphasis on cycling.	Page 46 has been amended to make reference to the Waveney Cycle Strategy. This document notes the importance of improved linkages to residential areas as well as describing current cycle and bus routes within the HAZ area. Key improvements to the North Denes Promenade and the High Street will be included. Page 46 has been amended to reference potential improvements to cycle routes.

Emma Bateman	119	Support	8.3 Supports the slowing of traffic along the northern end of Whapload Road. This will make it safer for increasing numbers of tourists.	Comments noted.
Emma Bateman	120	Support	7.6 Supports the reconnection of East and West Crown Street in principle because this was the main route in and out of the town. However, this route is architecturally unremarkable and there is another crossing nearby to the north. Improved linkages across the A47 should be considered as part of a wider cycling strategy for the town.	Page 48, section 7.6 has been amended to refer to the importance of a pedestrian crossing reconnecting Crown Street in improving east - west cycle links in the town. This would be subject to further modelling and consultation with Suffolk County Council Highway Authority.
Emma Bateman	121	Support	8.7 It is hoped that some of the plants specified will be edible. This will give people more of a connection to the food they eat. Herbs in particular are fairly resilient and could withstand the Lowestoft climate.	Specifying edible herbs is too detailed and so this has not been referenced in the HAZ Design Guide. The text has been amended to state that community organisations could be given responsibility for planting and maintaining the rainwater gardens with flexibility on planting.
Emma Bateman	122	Observation	7.0 Welcomes the provision of housing through a mixture of new development and restoration. Wishes to see the Triangle Market brought back into use with new stalls and outdoor seating. This will need to include better parking management. The proposal to add artwork to gable ends needs to be done	Comments noted. The guidance in the HAZ Design Guide will encourage the economic regeneration of the Triangle Market.

			well, with locally appropriate pictures. Otherwise these walls should be left blank. Poorly designed and executed work is jarring to the eye and detrimental to the area.	
Emma Bateman	123	Support	7.1 Likes the design proposals for Whapload Road, which include traditional warehouse style structures and modern materials.	Comments noted.
Emma Bateman	124	Support	7.2 Guidance for New Developments. Supports modern development in the PowerPark to compliment the Orbis Energy and Scottish Power buildings. All new buildings in the PowerPark should be very energy efficient. Likes modern buildings and materials if they are done well and are in tune with the future renewable energy industry.	The HAZ Design Guide has been amended to include information about renewable energy. Modern materials are considered acceptable depending on the context.
Gooch	94	Observation	Overall masterplan. Supports the creation of an open air / living museum, such as that at Ironbridge or Beamish. The whole town would benefit from increased footfall. Wishes to receive reassurance that the different parts of the HAZ will receive annual maintenance.	Annual maintenance is beyond the scope of the HAZ Design Guide. Creation of an open-air museum is also beyond the scope of this document.

Historic England	137	Observation	1.0 The SPD is clearly well set out and is largely well illustrated with photographs and pictures. It will provide a coherent set of principles for all stakeholders, which includes private sector developers, property owners, local authority officers and members of the public.	Comments noted.
Historic England	138	Observation	2.0 Section 1: The 'North Lowestoft Historic Action Zone' ... should read 'Heritage Action Zone'.	Typo corrected.
Historic England	139	Observation	5.0 Baseline History. The timeline approach is considered useful but needs to be enlarged.	Font size has been increased slightly.
Historic England	140	Observation	6.2 Designated Heritage Assets. Two additional buildings have been added to the National Heritage List for England: 329 Whapload Road and the Fish House to the rear of 312-14 Whapload Road.	Both Listed buildings have been added to the list of designated heritage assets. Clarification has been provided about whether these two buildings are included in the overall number of listed buildings.

Historic England	141	Observation	7.5 and 8. Welcomes proposed changes to the road layout, particularly around the High Street and Triangle Market where an improved environment for non-vehicular traffic would benefit the conservation area. Would also welcome the increased connectivity between the High Street and Jubilee Way via a new crossing at Crown Street. Would also welcome improved pedestrian access to the new Ness Park. Would welcome reference to the Historic England Publication 'Streets for All: Advice for Highway and Public Realm Works in Historic Places' in section 8. Existing and proposed movement maps in section 7.5 are currently the same diagram and so a comparison cannot be made.	Reference has been made to Historic England's document in this section. Movement diagrams have been amended so that now the proposed diagram is different to the existing map.
Historic England	142	Observation	7.5 and 8. Welcomes proposed changes to the road layout, particularly around the High Street and Triangle Market where an improved environment for non-vehicular traffic would benefit the conservation area. Would also welcome the increased connectivity between the High Street and Jubilee Way via a new crossing at Crown Street. Would also welcome improved pedestrian access to the new Ness Park. Would welcome reference to the Historic England Publication 'Streets for All: Advice for Highway and Public Realm Works in	Reference has been made to Historic England's document in this section. Movement diagrams have been amended so that now the proposed diagram is different to the existing map.

			Historic Places' in section 8. Existing and proposed movement maps in section 7.5 are currently the same diagram and so a comparison cannot be made.	
Historic England	143	Observation	10.1 Welcomes the shopfront design guidance. Further illustration is needed to accompany pages 74, 75 and 77. An example is Uncle Sid's Plastic Free Emporium. Clarity is needed regarding which changes require planning permissions and whether Article 4 Directions restrict PD rights. Reference should be made to the Historic England Research Report: 'The Shopfronts of Lowestoft High Street, Suffolk: Research and Investigation.' This provides useful information about the historical development of shopfronts and the process of dating and identification. It also provides useful information about specific buildings, which could be useful for owners looking to undertake renovation.	Specific reference has been made to Historic England's research reports about Lowestoft shop fronts at the start of this section, with document link provided. Photographs have been added to illustrate the text on pages 76, 77, 78, 79 and 80.

Historic England	147	Observation	SEA Screening Opinion. Historic England will comment upon the specific question 'Is it (the SPD) likely to have a significant effect on the historic environment?' The Screening Opinion indicated that the Council considers that the SPD will not have any significant impact upon the historic environment because it does not determine uses at the local level, and does not set a framework for projects under either Annex I or Annex II or the EIA Directive. It will support the delivery of policies as set out in the Local Plan. In the context of the criteria set out in the Environmental Assessment Regulations Historic England concurs with this opinion based on the information provided. The two other statutory bodies should also be consulted. Requests that a copy of the determination as required by Regulation 11 of the Environmental Assessment of Plans and Programmes Regulations 2004.	Comments noted.
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John Daynes	85	Observation	1.0 Involved with Arts Centre at Triangle Market but comments do not represent the views of that organisation. Supports the document's proposals but believes that success depends on two issues: 1. Public involvement. The Arts Centre responded to the preliminary consultation but received no response. The formal stage of consultation was poorly advertised, and public awareness remains limited. The documents also suffer from being overlong, too technical and bureaucratic. Shorter summaries would help to retain public interest. 2. Delivery is key, and the project needs to be completed. This needs to be promoted to property owners, residents, businesses and others and to give them ownership of the project, with support of planning teams and other expertise.	The HAZ design Guide has been subject to two rounds of consultation both of which were advertised to members of the public. This included posters, adverts on the Council's website and social media. The document is written to be as clear and concise as possible but of necessity includes a lot of local and technical detail, which means that it cannot be made any shorter. The HAZ Design Guide is part of the HAZ project, which includes engagement with local businesses, residents, property owners and others to enable social and economic regeneration that benefits the local community. The Design Guide will be a material consideration in decisions on planning applications.
Lanpro (Tingdene (North Denes) Ltd)	97	Observation	1.0 Tingdenes (North Denes) Ltd are disappointed that there is no reference to the caravan park in the document. More specifically: Page 4; paragraphs 5 and 6 states that the document will provide a HAZ wide strategy that meets the needs of all stakeholders, but the caravan park has been omitted from the document. Page 7 paragraph 4 is again hard to reconcile with the fact that the caravan park has been	The Design Guide refers to the presence of the caravan park. There is also a description of how tourism has evolved in the North Denes area. Some of the points raised have been considered in greater detail in responses to individual comments and these are set out elsewhere in the table.

			<p>omitted from the document. Section 4 page 8 does not refer to Waveney Local Plan objective 'Central and Coastal Lowestoft - North Denes beyond tourism and ecological enhancement strategy.'</p> <p>The document also does not include WLP8.15 New Self-Catering Tourist Accommodation, which sets out criteria for large new self-catering tourist sites, including those close to Lowestoft. This is a significant omission. Section 4, page 10 - Lowestoft Neighbourhood Plan has not yet been published and yet this document describes it as though it has already been adopted. Section 5-page 12 Historic Evolution makes no reference to the role of tourism in the town's history. Section 6, page 17 - Character Areas Map. The caravan site has been omitted and it is a misnomer to describe the whole area as parklands when a significant part of it is the caravan park. The caravan park should be recognised as a separate tourism use within the HAZ. Character area 4. Page 25, image 4. This is north east from The Ravine, not eastward. A photo looking eastward would include the caravan park.</p> <p>6.2 Important Local Spaces. Page 29, Ness Park. Ness Park is located directly to the south of North Denes Caravan Park. The</p>	
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			document acknowledges the presence of the Bird's Eye factory and so should acknowledge the presence of the caravan park. Failure to mention the caravan park is a missed opportunity because tourism uses could help attract tourists to the area and support regeneration.	
Lanpro (Tingdene (North Denes) Ltd)	98	Observation	3.0 Page 7, paragraph 4. The aspirations of section 3 are not compatible with the omission of the caravan park.	References have been made to the caravan park elsewhere in the Design Guide, but it is not felt appropriate to refer to it in this section which sets out the overarching aims of the Design Guide.
Lanpro (Tingdene (North Denes) Ltd)	99	Observation	4.0 Section 4, page 8 does not refer to Waveney Local Plan objective 'Central and Coastal Lowestoft - North Denes beyond tourism and ecological enhancement strategy.' The document also does not include WLP8.15 New Self-Catering Tourist Accommodation, which sets out criteria for large new self-catering tourist sites, including those close to Lowestoft. This is a significant omission.	Page 8, paragraph 1 has been updated to state that the HAZ Design Guide should be read in conjunction with national and Local Plan policies. The Local Plan contains a number of strategies to deliver improvements to Lowestoft. Reference to 'North Lowestoft Conservation Area Character Appraisal' (March 2007) will be amended to refer to 'North Lowestoft Conservation Area Appraisal'. Reference to WLP8.15 has been made in the list of relevant policies.
Lanpro (Tingdene (North Denes) Ltd)	100	Observation	Section 4, page 10 - Lowestoft Neighbourhood Plan has not yet been published and yet this document describes it as though it has already been adopted.	The text was clear that it is an emerging Neighbourhood Plan however the text has been amended to state that this is an emerging plan and the contents are subject to change following consultation.
Lanpro (Tingdene (North Denes) Ltd)	101	Observation	5.0 Baseline History. Makes no reference to historic tourism use in the North Denes area and its influence on the character of the area.	The caravan park has been mentioned in the historic timeline of Lowestoft. This describes how tourism in the Denes area was enhanced by the caravan park.

Lanpro (Tingdene (North Denes) Ltd)	102	Observation	6.1 Page 17 - Character Areas Map. The caravan site has been omitted and it is a misnomer to describe the whole area as parklands when a significant part of it is the caravan park. The caravan park should be recognised as a separate tourism use within the HAZ.	The caravan park has been mentioned on page 30 as part of the paragraph about Ness Park as well as in the historic timeline. The latter describes how tourism in the Denes was enhanced by the caravan park. The map on page 25 has been amended to show the position of the Caravan Park.
Lanpro (Tingdene (North Denes) Ltd)	103	Observation	Character area 4. Page 25, image 4. This is north east from The Ravine, not eastward. A photo looking eastward would include the caravan park.	The caption has been altered to state that the photo faces northeast, rather than just east.
Lanpro (Tingdene (North Denes) Ltd)	104	Observation	6.2 Important Local Spaces. Page 29, Ness Park. Ness Park is located directly to the south of North Denes Caravan Park. The document acknowledges the presence of the Bird's Eye factory and so should acknowledge the presence of the caravan park.	The caravan park has been referred to in the paragraph about the significance of Ness Park.
Most Easterly Community Group	105	Observation	1.0 Two comments relate to the whole document. 1. The document was long, and consultation took place over Christmas. The consultation was therefore not inclusive. 2. There is not mention of the climate emergency that should underpin all proposals. There was no option for Omissions or Questions.	Reference has been made in the introduction to the Council's climate emergency declaration and the importance of addressing these issues, as well as to Section 4: Policy Advice and Guidance. Section 4 also refers to relevant Local Plan policies, as well as sources of information, such as Historic England and the Design and Conservation team. Climate change references have also been added to Character Area 3, and to sections 7.1, 8.1, 8.5 and 8.7. Regarding the PowerPark area consideration has also been given as to how different aspects of design and regeneration could

				<p>contribute to a climate change response. Further detailed design guidance is being prepared for the PowerPark area, but this does not prevent the HAZ Design Guide from addressing design issues in the PowerPark area. The public consultation ran for a total of six weeks between 13th December 2019 and 24th January 2020. This provided the opportunity for members of the public to respond both before and after the Christmas break. The document was available online as well as in hard copy and comments could be made via the Council's consultation portal, via email or in writing.</p>
Most Easterly Community Group	106	Observation	<p>1.0 The document is difficult to read, and the consultation took place over Christmas when it was difficult for people to respond. The Design Guide appears to conflict with other plans for Lowestoft, which is confusing. Main points are that there is no mention of the climate emergency, which has been declared by the Council. Any Council document should therefore refer to this. In section 1, paragraph 3 there is a conflict between conservation and enhancement. Modern technologies can save money and help to respond to the climate emergency. Owners of listed buildings in the past have been prevented from installing energy</p>	<p>Reference has been made in the introduction to the Council's climate emergency declaration and the importance of addressing these issues, as well as to Section 4: Policy Advice and Guidance. Section 4 also refers to relevant Local Plan policies about climate change and renewable energy, as well as sources of information, such as Historic England and the Design and Conservation team. Climate change references have also been added to Character Area 3, and to sections 7.1, 8.1, 8.5 and 8.7. Regarding the PowerPark area consideration has also been given as to how different aspects of design and regeneration could contribute to a climate change response. Further detailed design guidance is being prepared for the PowerPark area, but this does not prevent the</p>

			saving devices, in particular double glazing.	HAZ Design Guide from addressing design issues in the PowerPark area. The public consultation ran for a total of six weeks between 13 th December 2019 and 24 th January 2020. This provided the opportunity for members of the public to respond both before and after the Christmas break. The document was available online as well as in hard copy and comments could be made via the Council's consultation portal, via email or in writing.
Most Easterly Community Group	107	Objection	1.0 There should not be an emphasis on conservation at any cost. An insistence on conserving existing materials and technologies is inefficient and prevents progress.	The HAZ Design Guide seeks to encourage development that is in keeping with the principles set out in the Design Guide. It does not seek to prevent the use of new materials or technologies.
Most Easterly Community Group	108	Observation	1.0 With reference to section 1, paragraph 6 how will this be enforced? It appears that enforcement action can only be taken concerning Listed properties and there are a number of business and retail properties where no enforcement action has been taken. There are no incentives to encourage Listed building owners to undertake repairs and repairs are often unaffordable.	The Council employs officers to investigate and undertake enforcement action where necessary. Enforcement is beyond the scope of the HAZ Design Guide.

Most Easterly Community Group	109	Objection	10.1. The section about shopfronts is overly prescriptive. Appearance and paint colour are very subjective, and it is unfair that certain shops are named and shamed. It is not clear why certain tastes in design have been allowed to prevail.	Guidance about shopfronts is intended to encourage repair or alteration that is sympathetic to the existing shopfronts and their surrounding areas. Examples are provided to illustrate what changes are appropriate to the area but are not intended to be prescriptive.
Most Easterly Community Group	110	Observation	7.4 Martin's Score is not mentioned, and this should be a priority for regeneration because it is currently not safe. Regeneration of the Scores should not be undertaken at the expense of safety. Safety is not discussed in this document.	Within section 8.0 a point has been added to state that safety will be ensured throughout the HAZ area and not overlooked due to aesthetic or design quality considerations. Measures such as non-slip materials and handrails have been suggested in places such as The Scores.

Most Easterly Community Group	111	Observation	7.0 33 High Street. Proposals for business or retail use on the ground floor and dormer properties on the upper floor assume that there is a need for more retail development on the High Street. Empty retail properties suggest there is little demand. It is thought unlikely that dormer properties will be popular and could also remain empty. Empty properties are not good for an area and it is better if properties simply become wholly residential rather than left empty.	The HAZ Design Guide seeks to describe the current uses of High Street buildings. It does not seek to guide the future use of High Street buildings. Policies in the Waveney Local Plan would guide appropriate uses in the High Street.
Most Easterly Community Group	112	Support	7.5 Supports the opportunity to increase pedestrian priority by reviewing traffic management arrangements.	Comment noted.

Most Easterly Community Group	113	Observation	7.5 Pedestrianisation is not possible while parking is chaotic and there is no bus service. It is important for shoppers to be able to use their cars. Proposed solutions are for a cheap bus service linking to the town centre and for one-hour parking in nearby car parks. This would then support pedestrianisation. One-way streets are dangerous without traffic calming measures. Cars travel up both Rant Score and the High Street the wrong way - what can be done to stop this? Cars shoot across the junction between the High Street and Duke's Head Street - what can be done to stop this? Cars cut through the Triangle Street during the day, when they are restricted - what can be done to stop this? Parking restrictions are not enforced. These issues need to be resolved now.	The HAZ Design Guide includes proposals that could have a positive effect on road safety. Details would be resolved by consultation with the County Highway Authority during the development management process or as part of subsequent design projects.
Most Easterly Community Group	114	Observation	8.2 Omission: There is a bus lane shown on the High Street but no details of any bus service. This is crucial for regeneration of the High Street. The bus service will only be viable if there is two-way traffic on the High Street. There should be a bus lane on Whapload Road. Why were no businesses on Whapload Road consulted about this document?	The amended road layout in the HAZ Design Guide will be subject to further work and consultation with Suffolk County Council Highway Authority. Bus timetables are beyond the scope of the HAZ Design Guide. The HAZ Design Guide was subject to public consultation and was advertised on posters, the Council's website and social media.

National Grid (Avison Young)	86	Observation	No comments.	Noted.
Norfolk County Council	126	Observation	No comments.	Noted.
North Lowestoft United Reform Church	84	Support	1.0 Pleased to note that the church is included on the southern edge of the HAZ. The church requires some renovation work. A full survey of the building was undertaken by the Morton Partnership, which is available.	Comments noted.
Suffolk County Council (Cameron Clow)	127	Observation	1.0 Suffolk County Council supports the objectives of the guidance, particularly the aim to enhance the area with appropriate development while improving connectivity and the public realm. Suffolk County Council's main area of the interest is the public realm, particularly where it concerns the highway.	Comments noted.
Suffolk County Council (Cameron Clow)	128	Observation	4.0 WLP8.40 - Archaeology guidance is welcome. The Design Guide should recommend early engagement with Suffolk County Archaeological Service to identify the archaeological potential of an area early in the development process. Development could be designed to reflect archaeological content.	The document has been amended to refer to policy WLP8.40 and to advise of the importance of consultation with SCC archaeological service early in the development process.

Suffolk County Council (Cameron Clow)	129	Observation	<p>7.5 Suffolk County Council supports measures to reduce the dominance of motor vehicles but consultation with the Highway Authority is required before specific details are included in the guidance. This is particularly important for one-way road layouts, widths of carriageways, cycle lanes and footways, layout of on street parking, road crossings and raised tables. Suffolk County Council welcomes further engagement as the document develops, particularly regarding highway safety. Reference to Crown Street, High Street, Whapload Road, Wilde Street and The Scores includes suggested changes to layout, alignment and use as well as drawings that specify width of carriageways, cycle ways and footways. Suffolk County Council favours the approach of creating principles of development rather than specific designs for particular places as part of a design guide. The inclusion of highway specifics raises expectations without undergoing due process. Consideration should be given to the mix of traffic. Proximity of leisure and employment areas increases the interaction between vulnerable road users and traffic.</p>	<p>Specific widths have been removed from public realm diagrams to reduce the potential for conflict with the County Highway Authority. These were conceptual rather than technical drawings that provided ideas about how to improve urban grain and permeability. The following amendments have been made to the titles on pages 53, 54, 55, 56, 57 and 58 to state that these sections are concepts. Pages 55, 56, 58, 59, 60, 61, 62 - Changed title from 'Palette' to 'Indicative Palette'.</p>
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Suffolk County Council (Cameron Clow)	130	Observation	8.5 Preservation of historic surfaces is an important part of conservation, but this should only be reserved for the most important areas. It is likely that were these areas to be removed in order to carry out repairs they would be replaced with asphalt, which would lead to a deterioration of the area. Granite setts can be slippery, and this is a particular concern for those with mobility issues. This problem is likely to increase as the population ages. It is noted that the document proposes mixing granite with concrete and so this may be acceptable in small areas. However, granite should be avoided in areas with high pedestrian footfall.	The materials section has been amended to state that the HAZ Design Guide sets high aspirational design standards for the public realm. The importance of the High Street and The Scores to the HAZ area means that the HAZ Design Guide suggests the use of granite setts as paving material. However alternative materials have been suggested for Whapload Road. The Materials section on page 51 states that the selection of surface materials should take user safety into account. Furthermore, safety should not be ignored in the interests of appearance and that non-slip surfaces and handrails should be added where necessary.
Suffolk County Council (Cameron Clow)	131	Observation	8.0 Suffolk County Council agrees with guidance regarding street furniture. This should be of a standard design so that it is easier to maintain and replace. Non-highway furniture placed in the highway will need to be licenced. It is noted that street furniture should leave a clear space of 1.2 metres for pedestrians. The ideal minimum would be 2 metres to leave space for those with mobility issues, wheelchairs and buggies.	The Street Furniture section on page 50 refers to a minimum space of 1.2 metres, which is needed to ensure accessibility and usability for all.

Suffolk County Council (Cameron Clow)	132	Observation	10.1 Hanging Signs. Suggested minor changes to guidance for hanging signs. 2.4 metre clearance is adequate for footways, but 2.7 metres is needed for cycle ways. Guidance should state that hanging signs over highways should be licenced by the Highway Authority to avoid obstruction and safety issues.	The height of overhang over cycleways has been amended to 2.7 metres. The guidance has been amended to state that signs overhanging the highway need to be licenced. Bullet points 5 and 10 have been amended so that there is only one reference to the 2.4 metre clear height standard.
Suffolk County Council (Cameron Clow)	133	Observation	8.0 Changes to the public realm could also be integrated with changes to parking. Parking is key to the public realm and should be designed so as not to block pedestrian desire lines. Reducing parking in the area would reduce car use, cut air pollution and encourage more sustainable forms of transport.	A new 'Parking' subheading has been introduced. This explains how parking measures will relate to the wider streetscape. Public realm proposals that impact upon parking will be integrated with parking management and enforcement strategies.
Suffolk County Council (Cameron Clow)	134	Observation	8.0 It is not clear how proposed public realm improvements fit into wider strategies for the area, for example, town centre regeneration. Public realm and highway improvements also have the potential to contribute towards delivery of the Waveney Cycle Strategy. The HAZ Design Guide could provide guidance about delivery of objectives in the cycle strategy. This includes, for example, improving cycle access along The High Street.	Page 46 has been amended to refer to the Waveney Cycle Strategy. This document notes the importance of improved linkages to residential areas as well as describing current cycle and bus routes within the HAZ area. Key improvements to the North Denes Promenade and the High Street have been included. Page 46 has been amended to reference potential improvements to cycle routes. Page 47 also states that a bus route along the High Street could be incorporated into detailed regeneration plans subject to consultation with Suffolk County Council Highway Authority.

Suffolk County Council (Cameron Clow)	135	Observation	8.0 Suffolk County Council supports grey to green proposals set out in the guidance. Tree planting helps to manage surface water, creates shade, adapting to climate change, increasing biodiversity and improving air quality. Planning appropriate infrastructure and selecting suitable species will help to design out issues relating to trees in the highway. The placement, design and long-term maintenance of rain gardens will require consultation with the County Council as Highway Authority and Lead Local Flood Authority.	The document has been amended to state that the placement of trees would help to enhance the public realm. This includes how tree planting could be used in combination with soft SUDs features to improve drainage, air quality and biodiversity as well as the appearance of the area. Information about SUDs has also been added to the landscape section but will be subject to further detailed work with Suffolk County Council as Local Highway Authority and Lead Local Flood Authority.
Suffolk County Council (Cameron Clow)	136	Observation	1.0. Reference needs to be made to how flooding and water management can be managed as well as the design of SUDs in the policy and guidance section. This includes policy WLP8.24 and the Suffolk Flood Risk Management Strategy. Public realm improvements can improve surface water conditions. There is a history of surface water flooding at the northern end of Whapload Road. Suffolk County Council should be involved in measures to improve the highway and public realm.	Section 4 Policy Advice and Guidance. Text has been added to the section about flooding to state that Beach Village was converted from residential to employment uses as a result of bomb damage caused during World War 2 and subsequent flooding. The new text also identified the parts of the HAZ at risk from flooding and explained the purpose of the Lowestoft Flood Risk Management Project. The paragraph at the top of page 9 has been moved to the policy section so that it is not spread across two columns.

Suffolk Police (Alan Keely)	83	Observation	4.0 This is an imaginative project that will help to regenerate the HAZ area. Suffolk Police request that the Design Guide references Crime Prevention Through Environmental Design and that this is used through all stages of the design process. the Police Designing Out Crime officer should be engaged from the outset. Reference is made in Appendix 1 to the main principles of CPTED.	Crime Prevention through Environmental Design and Secured by Design have both been mentioned in the list of useful policies. Further reference to addressing crime has also been added to chapter 8 on the public realm.
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Suffolk Preservation Society (Fiona Cairns)	87	Observation	<p>1.0 SPS welcomes the commissioning of this bold and aspirational document, in particular the traffic management arrangements that will prioritise the pedestrian. The regeneration of The Scores using high quality ground surfaces is welcomed. Public realm enhancements will make Lowestoft a more attractive place and drive economic regeneration. The use of gable ends for artwork will create focal points and a sense of identity. Focus on how to produce high quality design is endorsed by the SPD. Comprehensive townscape analysis provides logical guidance for decision making and encouraging contemporary responses to the townscape. The SPS would like to make the following points:</p> <p>Page 37; item 21 - should read "materiality". Page 41; line 9 - should read "limited". Page 43 - A wavy wall is referred to as a serpentine wall or crinkle crankle wall. 49 Landscaping - This section is too brief, and more information is needed about landscaping. Page 50 Materials - Greater emphasis is needed on the retention and restoration of historic materials. Page 52 - The term rain garden needs to be defined and explained. Page 76 - Typo: 'tansom' should read 'transom'.</p>	<p>The wording has been strengthened to emphasise the need to retain historic materials and further guidance has been included on landscaping. Typographical errors have been corrected.</p>
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Suffolk Preservation Society (Fiona Cairns)	88	Observation	7.1 Page 37; item 21 - should read "materiality".	Typo corrected.
Suffolk Preservation Society (Fiona Cairns)	89	Observation	7.3 Page 41; line 9 - should read "limited".	Typo corrected.
Suffolk Preservation Society (Fiona Cairns)	90	Observation	7.4 Page 43 - A wavy wall is referred to as a serpentine wall or crinkle crinkle wall.	Wavy wall has been changed to crinkle crinkle wall.
Suffolk Preservation Society (Fiona Cairns)	91	Observation	8.0 Page 49 Landscaping - This section is too brief, and more information is needed about landscaping. Page 50 Materials - Greater emphasis is needed on the retention and restoration of historic materials. The "where possible" reference is weak and undermines the document's efforts to positively manage change.	Text has been added to explain that tree planting would not be possible within the High Street due to impact on the street scene and lack of space below street level. Climatic conditions would make tree planting unsuitable, except in certain designated areas. The text on page 51 to state that significant historic surfaces should be retained, reinstated or refurbished.
Suffolk Preservation Society (Fiona Cairns)	92	Observation	8.2 Page 52 - The term rain garden needs to be defined and explained.	Rain garden is also referred to as SUDs or opportunity for sustainable drainage within the Design Guide.

Suffolk Preservation Society (Fiona Cairns)	93	Support	10.1 Page 76 - Typo: 'tansom' should read 'transom'.	Typo corrected.
Wendy Brooks	95	Support	1.0 Generally supports the design guide. Likes the idea of making the High Street one way and of green spaces along the High Street and A47 with an additional crossing. Abandoned space behind the Town Hall should be turned into a heritage park to encourage families into the area. There is not enough provision for cycling in the High Street - one set of racks is not enough. A-boards should not be allowed on the High Street because they look ugly. Bin storage is a problem that needs to be considered in depth. The consultation should be widened because many people were excluded. The document should have been written with the local population in mind because it is very wordy and long. Supports narrowing the road along Whapload Road and increasing garden spaces there. Not convinced that PowerPark can ever be an inspiring area.	Comments noted. Proposals for a heritage park are beyond the scope of the HAZ Design Guide. The HAZ Design Guide includes proposals to improve the appearance of the High Street and cycle parking provision. It also includes guidance concerning bin storage. The HAZ Design Guide was written as concisely and clearly as possible given the need to include a lot of technical and local detail. It was also subject to two rounds of public consultation, both of which were advertised to members of the public.

Wendy Brooks	96	Support	1.0 Understands the need for a colour palette for buildings but disagrees that the wood turning shop is not a good example. It brightens up the Triangle Market. By contrast the Old Chemists shop, which is cited as a good example, is a poor colour and the work is of a poor standard.	Comment noted.
Environment Agency (Mark McDonald)	148	Support	Agrees with the conclusions of the SEA Screening exercise.	Comment noted.

Consultees - Public Consultation

Specific consultation bodies

The Coal Authority
 Environment Agency
 Historic England
 Marine Management Organisation
 Natural England
 Network Rail
 Highways Agency
 Suffolk County Council
 Parish and Town Councils within and adjoining the East Suffolk District
 Suffolk Constabulary
 Adjoining local planning authorities – Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council, South Norfolk District Council, Great Yarmouth Borough Council and the Broads Authority
 NHS England and the Care Commissioning Groups
 Anglian Water
 Essex and Suffolk Water
 Homes England
 Electronic communication companies who own or control apparatus in the District
 Relevant gas and electricity companies

General consultation bodies

Voluntary bodies some or all of whose activities benefit any part of the District
 Bodies which represent the interests of different racial, ethnic or national groups in the District
 Bodies which represent the interests of different religious groups in the District
 Bodies which represent the interests of disabled persons in the District
 Bodies which represent the interests of persons carrying on business in the District

Examples include:

Most Easterly Community Group
 Community Action Suffolk
 Beccles Society
 Greater Anglia Ltd
 Home Builders Federation
 New Anglia Local Enterprise Partnership
 Norfolk & Suffolk Gypsy Roma and Traveller Service
 Sport England
 Suffolk Coast & Heaths AONB
 Suffolk Constabulary
 Suffolk Fire and Rescue Service
 Suffolk Preservation Society
 Suffolk Wildlife Trust
 Theatres Trust
 The Woodland Trust
 Woodbridge Chamber of Trade & Commerce

Other individuals and organisations

Includes local businesses, high schools, individuals, local organisations and groups, planning agents, developers, landowners, residents and others on the Local Plan mailing list.

Poster

NORTH LOWESTOFT HERITAGE ACTION ZONE DESIGN GUIDE

East Suffolk Council in partnership with Historic England, Lowestoft Town Council and East Suffolk Building Preservation Trust are consulting on a Design Guide to promote the renovation, repair and economic regeneration of historic North Lowestoft.

The Supplementary Planning Document will be a material consideration in the determination of planning applications.

Find out more and give your views on the draft Supplementary Planning Document online:

www.eastsuffolk.gov.uk/HAZ

Alternatively, view a copy at Lowestoft Library, Marina Customer Service Centre or Riverside in Lowestoft, East Suffolk House in Melton or the Customer Service Centre at Woodbridge Library.

Comments to be received by
5pm on 24th January 2020



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planningpolicy@eastsuffolk.gov.uk ✉

01502 523029 or 01394 444557 ☎



Heritage Action Zones
Historic England

Twitter post





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Planning Policy and Delivery Team (Local Plans)
planningpolicy@eastsoffolk.gov.uk

Development Management (Planning Applications)
planning@eastsoffolk.gov.uk

Call us 

Customer Services
03330 162 000

Write to us 

East Suffolk District Council
Planning Policy and Delivery Team
Riverside, 4 Canning Road, Lowestoft
Suffolk NR33 0EQ

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/localplan

Your reference number is EQIA196666270.

Agenda Item 10

Thank you for submitting Equality Impact Analysis (EqIA)

Service area/Team conducting EqIA: Planning Services

Officer conducting the EqIA:: Ian Johns

Officer email address:: ian.johns@eastsuffolk.gov.uk

Responsible Cabinet Member:: Cllr David Ritchie

Title of project / policy / Initiative or Action relating to this EqIA:: North Lowestoft Heritage Action Zone Design Guide SPD

Brief description of what the project / policy / initiative or action aims to achieve:: The North Lowestoft Heritage Action Zone (HAZ) Design Guide SPD provides practical guidance about development as well as the repair and regeneration of buildings and public spaces within the HAZ area.

Date of EqIA:: 16/04/2020

Age: Positive

Reason for your decision: Improvements to the public realm will improve accessibility and navigability, which will benefit the elderly and those with dementia.

Disability: Positive

Reason for your decision: Improvements to the public realm will improve accessibility and navigability, which will benefit those with a disability.

Gender reassignment: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Marriage and civil partnership: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Pregnancy and maternity: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Race: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Religion or belief: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Sex: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

Sexual orientation: No impact

Reason for your decision: The document provides design guidance and therefore will not discriminate against this group.

What evidence or data has been collated or used to support the completion of this Equality Impact Analysis?: Public consultations and engagement (stating any specific groups you engaged with or surveys referred to), Engagement with other internal teams/ departments, Information from statutory partner organisations

Please give details for Public Consultations: The HAZ Design Guide was subject to two rounds of consultation: 1. preliminary consultation, which included key stakeholders and a public exhibition; 2. a full public consultation. The first stage of consultation included a meeting with key stakeholders and a public exhibition. The second stage of consultation was a full public consultation. This received responses from members of the public as well as a number of organisations. Elected members were contacted regarding this second stage of consultation. An EQIA was also undertaken on the draft SPD and was published alongside the draft SPD for consultation. As a result of feedback from Suffolk County Council during the public consultation the document was amended to ensure that there is a 1.2 metre space around street furniture to ensure accessibility for all street users. The text has also been amended to ensure that safety is taken into account when planning the use of granite setts.

Please give details for Engagement: The project to prepare the HAZ Design Guide has been undertaken by the Planning Policy and Delivery Team in Partnership with the Economic Regeneration Team. The economic regeneration team, HAZ team and Great Places Team were involved in the preliminary consultation. Internal teams and departments were notified as part of the full public consultation.

Please give details for Information from Statutory partner: Both stages of consultation included engagement with statutory consultees, including Suffolk County Council and Historic England.

Do you require any information or outcome relating to the policy, project, initiative or action to be presented to the public in a different language or form and how do you propose to do this?: The adopted document will be published on the Council's website as well as in hard copy. When the document is requested in another language the customer services team will be involved with ensuring this request is actioned.

As a result of completing this EQIA, has the Author, Service Team, Project Manager etc. made any changes or adjustments to the Policy / Project / Initiative or Action?: No

Is the policy, project, initiative or action subject to equality monitoring?: No

Strategic Environmental Assessment Screening Opinion

North Lowestoft Heritage
Action Zone Design Guide
Supplementary Planning Document

April 2020



Contents

1. Introduction	1
2. Legislative Background	1
3. Criteria for determining the likely significance of effects referred to in Article 3(5) of Directive 2001/42/EC	1
4. Assessment	3
5. Conclusion	6
 Appendix 1: Responses from Statutory Consultees	 7

1. Introduction

- 1.1 In some circumstances a Supplementary Planning Document (SPD) 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.
- 1.2 This screening report is designed to test whether or not the contents of the North Lowestoft Heritage Action Zone Design Guide SPD requires 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.

2. Legislative Background

- 2.1 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.
- 2.2 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

- 3.1 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.

3.2 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.

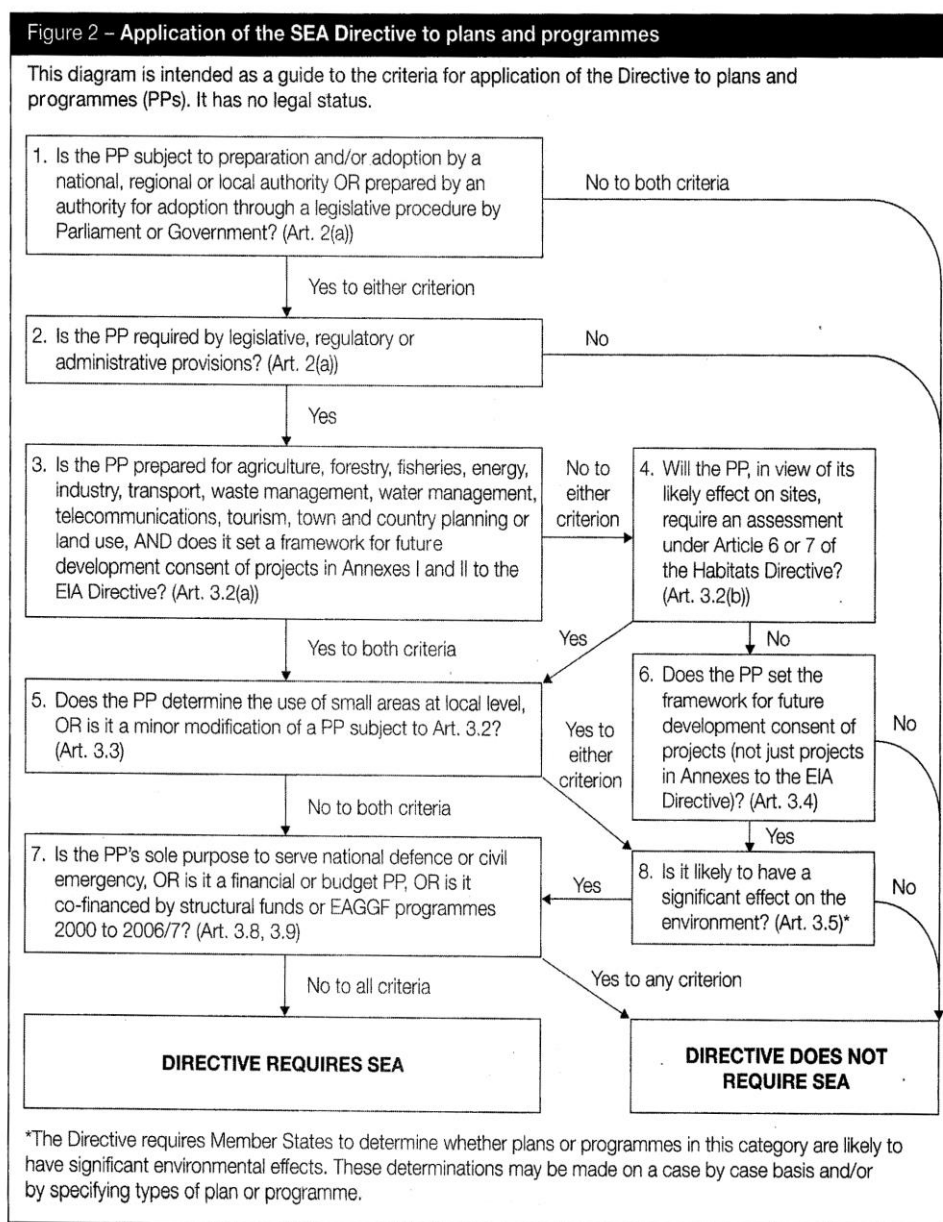
3.3 Schedule 1 of the SEA Regulations sets out the criteria for determining likely significant effects as follows:

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

4.1 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)

4.2 The following assessment applies the questions from the preceding diagram. The answers determine whether the North Lowestoft Heritage Action Zone Design Guide SPD 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 North Lowestoft Heritage Action Zone Design Guide SPD is being carried out by East Suffolk Council. The North Lowestoft Heritage Action Zone Design Guide 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 is 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, including through EU Exit legislation). 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 North Lowestoft Heritage Action Zone Design Guide SPD will be a material consideration in the determination of planning applications and will be applied alongside the policy framework provided by the Local Plan.

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 within the SPD seeks to improve and enhance the quality of the existing built fabric of the Heritage Action Zone. It also seeks to improve permeability through the area for cyclists and pedestrians. It is therefore unlikely that the SPD will have a significant impact upon the environment. Waveney Local Plan policies that impact upon the North Lowestoft HAZ, and to which this SPD relates, have been subject to a full Sustainability Appraisal, incorporating the requirements for Strategic Environmental Assessment. These include WLP2.1 (Central and Coastal Lowestoft Regeneration), WLP2.2 (Power Park), WLP2.5 (East of England Park), WLP2.9 (Historic High Street and Scores Area); WLP8.37 (Historic Environment), WLP8.38 (Non-Designated Heritage Assets), WLP8.39 (Conservation Areas) and WLP8.40 (Archaeology).

5. Conclusion

The North Lowestoft Heritage Action Zone Design Guide SPD reviewed applies to a localised area and sets out design guidance for new development in the area.

The North Lowestoft Heritage Action Zone Design Guide SPD policies seek to reflect and implement policies in the Waveney Local Plan which has been 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 North Lowestoft Heritage Action Zone Design Guide SPD to ensure compliance with SEA legislation.

The draft Screening Opinion was published for consultation alongside the draft Supplementary Planning Document. The consultation bodies have each responded and concur with the conclusion of the Screening Opinion. The responses of the consultation bodies are contained in Appendix 1.

Signed: 

Dated: 09 April 2020

Desi Reed
Planning Policy and Delivery Manager
East Suffolk Council

Appendix 1: Responses from Statutory Consultees



Mr Ian Johns
East Suffolk Council
Riverside 4 Canning Road
Lowestoft
Suffolk
NR33 0EQ

Our ref: AE/2020/124853/01-L01
Your ref: Lowestoft HAZ
Date: 03 February 2020

Dear Mr Johns

NORTH LOWESTOFT HERITAGE ACTION ZONE - SEA SCREENING REPORT

EAST SUFFOLK COUNCIL RIVERSIDE 4 CANNING ROAD LOWESTOFT NR33 0EQ

Thank you for consulting us on the SEA Screening Report for the Lowestoft Heritage Action Zone, which we received on the 13 December 2019.

We have reviewed the Screening report as submitted and do not disagree with the conclusions reached.

We trust this advice is useful.

Yours sincerely

Mr Mark Macdonald
Planning Advisor

Direct dial
Direct e-mail

Environment Agency
Cobham Road, Ipswich, Suffolk, IP3 9JD.
Customer services line: 03708 506 506
www.gov.uk/environment-agency
End



Mr Ian Johns
East Suffolk Council
Riverside
4 Canning Road
Lowestoft
NR33 0EQ

Direct Dial:

Our ref: PL00677505

31 January 2020

Dear Mr Johns

RE: North Lowestoft Heritage Action Zone Design Guide SPD SEA Screening

Thank you for inviting Historic England to comment on the above consultation. 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. Therefore we welcome this opportunity to review the Screening Report for this SPD. For the purposes of this consultation, Historic England will confine its advice to the question, "Is it (the SPD) likely to have a significant effect on the historic environment?". Our comments are based on the information supplied with the Screening Opinion.

The Screening Report indicates that the Council considers that the SPD will not have any significant effects on the historic environment, because it does not determine the uses of land at a local level, and does not set a framework for the consent of projects that fall under either Annex I or II or the EIA Directive. It will support the delivery of local planning policy, as set out in the Local Plan.

On the basis of the information supplied, and in the context of the criteria set out in Schedule I of the Environmental Assessment Regulations [Annex II of 'SEA' Directive], Historic England concurs with the Council that the preparation of a Strategic Environmental Assessment is not required.

The views of the other two statutory consultation bodies should be taken into account before the overall decision on the need for an SEA is made.

I should be pleased if you can send a copy of the determination as required by REG 11 of the Environmental Assessment of Plans and Programmes Regulations 2004.

We should like to stress that this opinion is based on the information provided by you with your correspondence dated 28 January 2020. To avoid any doubt, this does not reflect our obligation to provide further advice on later stages of the SEA process and, potentially, object to specific proposals which may subsequently arise (either as a result of this consultation or in later versions of the SPD) where we consider that,



24 BROOKLANDS AVENUE, CAMBRIDGE, CB2 8BU
Telephone 01223 582749
HistoricEngland.org.uk



Historic England is subject to both the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Any Information held by the organisation can be requested for release under this legislation.



despite the SEA, these would have an adverse effect upon the environment.

Please do contact me, either via email or the number above, if you have any queries.

Yours sincerely,

Edward James
Historic Places Advisor, East of England

cc:



24 BROOKLANDS AVENUE, CAMBRIDGE, CB2 8BU

Telephone 01223 582749
HistoricEngland.org.uk



Historic England is subject to both the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Any Information held by the organisation can be requested for release under this legislation.



From: SM-NE-Plan Cons Area Team (Norfolk, Suffolk) (NE)
Sent: 18 December 2019 14:24
To: PlanningPolicy
Subject: 303581 East Suffolk North Lowestoft Heritage Action Zone Design Guide SPD

For the attention of Ian Johns:

Dear Ian

Thank you for consulting Natural England on the draft North Lowestoft Heritage Action Zone Design Guide Supplementary planning document and the accompanying HRA screening and SEA screening opinion documents.

I can confirm that Natural England agrees with the conclusions of both the SEA and HRA screening reports and has no further comments to make on either document. Furthermore we have no comments on the supplementary planning document.

Kind regards

Francesca

Francesca Shapland
Lead Adviser, Planning & Conservation
Suffolk Coast, Norfolk & Suffolk Team

www.naturalengland.org.uk

We are here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.

In an effort to reduce Natural England's carbon footprint, I will, wherever possible, avoid travelling to meetings and attend via audio, video or web conferencing.

Habitats Regulations Assessment Screening Statement

North Lowestoft Heritage
Action Zone Design Guide
Supplementary Planning Document

April 2020



Contents

1. Introduction	1
2. Protected sites covered by this report	3
3. North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document	3
4. Other Plans and Projects	5
5. Assessment of likely effects of the Draft North Lowestoft Heritage Action Zone Design Guide on European protected sites	7
6. Summary and conclusions	12
 Appendix 1: Sources of background information	 14
Appendix 2: Map of the area covered by the North Lowestoft Heritage Action Zone Design Guide SPD	15
Appendix 3: Locations of European protected sites	16
RAMSAR	16
Special Areas of Conservation	17
Special Protection Areas	18
Appendix 4: Relevant European protected sites	19
Appendix 5: Natural England Consultation Response	25

1. Introduction

- 1.1 The European Habitats Directive¹ and Wild Birds Directive² 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) also states that Ramsar sites should be afforded the same level of protection as the European 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, including through EU Exit legislation).
- 1.3 Regulation 105 of the Conservation of Habitats and Species Regulations (2017) (as amended, including through EU Exit legislation) 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 Union³, which has ruled that where mitigation is necessary this must be identified through an Appropriate Assessment.

¹ 92/43/EEC

² 2009/147/EEC

³ C-323/17 – People over Wind, Peter Sweetman v Coillte Teoranta

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 North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document (SPD) is being produced by Place Services on behalf of East Suffolk Council working in partnership with Historic England, Lowestoft Town Council and the East Suffolk Building Preservation Trust (ESBPT). The SPD will apply to the area shown on the map in Appendix 2. This report considers whether there are likely to be significant effects on protected European sites and whether a full Appropriate Assessment may be required.
- 1.6 The adopted Local Plan is the East Suffolk Council - Waveney Local Plan adopted 20 March 2019.
- 1.7 The East Suffolk Council - Waveney Local Plan was subject to Habitats Regulations Assessment as part of its production. Where screening identified a likely significant effect, an Appropriate Assessment was undertaken and the mitigation measures identified were incorporated within the Plan, resulting in a conclusion that the plan will not lead to any adverse effects on European wildlife sites within and in the vicinity of the then Waveney District Council. The Appropriate Assessment identified recreational disturbance particularly from dog walkers as the main significant effect. The Council has subsequently finalised and published a Recreational Avoidance and Mitigation Strategy and requires payment towards mitigation from residential developments within 13km of the protected European sites.

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 the area covered by the North Lowestoft Heritage Action Zone SPD (for consistency with the distances applied within the HRA of the Waveney Local Plan and adopting the precautionary approach). The locations of the sites are shown on maps in Appendix 3 and the Qualifying Features and Conservation Objectives of the sites are contained in Appendix 4, along with a summary of the pressures and threats as documented in the Appropriate Assessment for the Local Plan.

Table 1: Relevant European protected sites

Name
The Broads SAC
Benacre to Easton Bavents Lagoons SAC
Minsmere to Walberswick Heaths and Marshes SAC
Dews Ponds SAC
Southern North Sea SAC
Broadland SPA
Benacre to Easton Bavents SPA
Outer Thames Estuary SPA
Minsmere-Walberswick SPA
Broadland Ramsar
Minsmere-Walberswick Ramsar

3. North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document

- 3.1 The North Lowestoft Heritage Action Zone is a five year initiative funded by Historic England that began in March 2018 and will run until March 2023. The Historic England initiative aims to use the potential of the historic environment to revive old places and create economic growth through partnership with local people and local authorities.
- 3.2 The Design Guide SPD was commissioned by East Suffolk Council in partnership with Historic England, Lowestoft Town Council and the East Suffolk Building Preservation Trust. The Design Guide introduces the northern area of Lowestoft explaining its historic importance, designation as Heritage Action Zone and the purpose of the

Design Guide to facilitate the delivery of high quality design. Once adopted, the Design Guide Supplementary Planning Document will be a material consideration in taking decisions on planning applications.

- 3.3 The Design Guide initially provides detail in sections 1-3 on the Heritage Action Zone initiative and intention to ensure places meet their potential and are attractive to residents, business, tourist and investors. The Design Guide describes the aims of the HAZ project to achieve this through joint working, grant funding, and skill sharing.
- 3.4 The aims and scope of the document are described as ensuring “new development conserves and enhances the character of the area and maximizes its contribution to the heritage led regeneration.” Sections 4 and 5 of the Design Guide provide national and local planning policy context and detail the historic evolution of northern Lowestoft from the post-medieval to the modern day. A Statement of Historic Significance together with details of heritage assets and an analysis of the five main character areas is provided in Section 6. These key areas are the historic High Street, Whapload Road, the Power Park and surrounds, historic parklands, and the Scores (pedestrian passageways unique to the area).
- 3.5 Proposals that will enable high quality design to assist in the regeneration of the historic area are contained in sections 7-10 on the guidance for new development, public realm, alterations and shopfronts.
- 3.6 The guidance for new development analyses existing development in each of the five main character areas and identifies the key characteristics that new development should reflect. In the Whapload Road character area these include dominate gable frontages, long building depths, and a palette of pebbles, brick and painted brick wall. Guidance for new development also analyses the urban grain, movement, permeability and legibility of the heritage action zone. Key proposals include the provision of guidance on aspirational highway works to make the High Street a one-way road with increased footway space, providing a ‘Tiger’ crossing to reconnect Crown Street, and reducing the carriageway along Whapload Road.
- 3.7 The guidance for the public realm addresses street furniture, landscaping, materials, and key spaces for improvement. Design guidance is included on alterations to the junction between the High Street and Compass Street, High Street and Mariners Street, along Whapload Road, and several of the Scores, and guidance is also

included on enhancing public open space associated with any potential one-way scheme on the High Street.

- 3.8 As detailed above, sections 1-6 of the Design Guide contain the background and context for the initiative, a description of the history and analysis of the character of the designated area. These sections do not propose specific actions or guidance. The guidance that supports high quality design to regenerate the historic area is contained in sections 7-10. Screening will therefore focus on sections 7-10 of the Draft North Lowestoft Heritage Action Zone Design Guide.

4. Other Plans and Projects

- 4.1 Regulation 105 of the 2017 Regulations (as amended, including through EU Exit legislation) 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 plan is the Local Plan. The Local Plan was subject to Examination in autumn of 2018 and adopted at Full Council on 20th March 2019. The Local Plan sets out the broad scale and distribution of development across the northern area of East Suffolk formerly covered by Waveney District Council.
- 4.5 The North Lowestoft Heritage Action Plan Design Guide SPD provides detail in the implementation of policies in the adopted Waveney Local Plan as well as complementing the existing Built Heritage and Design Supplementary Planning Document adopted in April 2012 and the newly emerging Historic Environment Supplementary Planning Document which is in production.
- 4.6 The existing Built Heritage and Design Supplementary Planning Document can be found at <https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Supplementary-Planning-Documents/Historic-Buildings-and-Conservation-Areas/01-Adopted-Built-Heritage-and-Design-SPD-.pdf>
- 4.7 Through the production of the Waveney Local Plan, a screening process considered each policy in the Local Plan and concluded whether significant effects are likely and that an Appropriate Assessment is needed. The Appropriate Assessment of The Waveney Local Plan has subsequently considered the following themes –
- Transport and air quality
 - Water quality

- Flood risk and coastal erosion,
- Tourism, retail and employment development, and
- Recreation (described as visitation in the HRA)

4.8 Mitigation measures were identified within the Appropriate Assessment and were incorporated within the Local Plan, resulting in a conclusion that the plan will not lead to any adverse effects on European wildlife sites within and in the vicinity of the (then) Waveney District.

5. Assessment of likely effects of the North Lowestoft Heritage Action Zone Design Guide on European protected sites

5.1 Table 3 below considers each relevant section of the North Lowestoft Heritage Action Zone Design Guide SPD in relation to whether there is potential for a likely significant effect on protected European 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. These Local Plan policies can be found in Section 2 Strategy for the Lowestoft Area and Section 7 District-Wide Strategic Planning Policies and include;

- Local Plan Policy WLP2.2 Power Park
- Local Plan Policy WLP2.5 East of England Park
- Local Plan Policy WLP2.9 Historic High Street and Scores Area
- Local Plan Policy WLP8.12 Existing Employment Areas
- Local Plan Policy WLP8.18 New Town Centre Use Development
- Local Plan Policy WLP8.19 Vitality and Viability of Town Centres
- Local Plan Policy WLP8.23 Protection of Open Spaces
- Local Plan Policy WLP8.29 Design
- Local Plan Policy WLP8.30 Design of Open Spaces
- Local Plan Policy WLP8.37 Historic Environment
- Local Plan Policy WLP8.31 Lifetime Design
- Local Plan Policy WLP8.38 Non Designated Heritage Assets
- Local Plan Policy WLP8.39 Conservation Areas

5.2 At the time Natural England advised the potential for traffic increases in close proximity to European sites as a result of increased development, potentially leading to air quality impacts, and the potential for recreation impacts as a result of the quantum of housing proposed, could specifically lead to disturbance of birds, and damage to sensitive habitats. The subsequent Habitats Regulations Assessment of the Waveney Local Plan by Footprint Ecology included recommendations that were added to the plan. It concluded that the Waveney Local Plan conformed with Habitats Regulations and adverse impacts would be prevented.

Table 3: Likely significant effects of the North Lowestoft Heritage Action Zone Design Guide

[Policy/ Section]	Assessment of potential impact on Natura 2000 sites	Natura 2000 sites that could possibly be affected	Likely significant effect identified	AA needed?
7.0 Guidance for New Developments: Historic Core	Analysis of existing development and identification of key characteristics and palette of materials to be reflected in new development and inspirational images of infill development.	None	None	No
7.1 Guidance for New Developments: Whapload Road	Analysis of existing development and identification of key characteristics and palette of materials to be reflected in new development.	None	None	No
7.2 Guidance for New Developments: Power Park and surrounds	Analysis of existing development and identification of key characteristics and palette of materials to be reflected in new development.	None	None	No
7.3 Guidance for New Developments: Parklands	Analysis of existing development and identification of key characteristics and palette of materials to be reflected in new development.	None	None	No
7.4 Guidance for New Developments: The Scores	Analysis of existing development and identification of key characteristics and palette of materials to be reflected in new development.	None	None	No

[Policy/ Section]	Assessment of potential impact on Natura 2000 sites	Natura 2000 sites that could possibly be affected	Likely significant effect identified	AA needed?
7.5 Urban Grain, Movement, Permeability and Legibility	Proposals to make the High Street one-way and increase and prioritise pedestrian footways.	None	None	No
7.6 Reconnecting Crown Street	Proposal to create a 'Tiger' crossing to reconnect Crown Street.	None	None	No
8.0 Guidance for Public Realm: Street Furniture, Landscaping, Materials	Guidelines for the amount, durability, colour and positioning of street furniture. Guidance to care for green spaces. Guidance on surface materials for roads and pavements.	None	None	No
8.1 Public Realm Enhancement Identification Map	Map identifying the street typology and places for public realm improvements.	None	None	No
8.2 Historic Core: High Street	Proposal to make the High Street north bound only, reduce carriageway speeds, widen footpaths, introduce raingardens, use high quality surface materials and introduce discrete parking bays.	None	None	No

[Policy/ Section]	Assessment of potential impact on Natura 2000 sites	Natura 2000 sites that could possibly be affected	Likely significant effect identified	AA needed?
8.3 Whapload Road -South, Whapload Road - North	Proposal to reduce carriageway width, widen footways, introduce raised tables, improve links to The Scores, and introduce markings identifying the location of the former Beech Village.	None	None	No
8.4 The Scores	Proposal to reduce carriageway to minimum, widen footways and use quality surface materials.	None	None	No
8.5 Initial materials and street furniture palette	Proposed type, style, and colour of materials and street furniture.	None	None	No
8.6 Key Public Spaces	Proposal to create a public square outside the Blue Anchor pub. Proposal for a public space that highlights the heritage of the Scores in front of Christ Church. Proposal to utilize flank walls as canvasses.	None	None	No
8.7 Plant Palettes and Zoning	Proposed plant palette for main character areas.	None	None	No
9.0 Guidance for Alterations	Guidance on both internal and external alterations to existing buildings in the HAZ area.	None	None	No

[Policy/ Section]	Assessment of potential impact on Natura 2000 sites	Natura 2000 sites that could possibly be affected	Likely significant effect identified	AA needed?
10.0 Guidance for Shopfronts	Guidance on shopfront including history, design, materials, colour palette and advertisement.	None	None	No

6. Summary and conclusions

- 6.1 The North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document will provide additional guidance to inform the regeneration of the area and the design of new development within the area. The guidance will be a material consideration in the determination of planning applications alongside the Waveney Local Plan. It includes information on the key characteristics to be reflected in the design of new development, proposals to improve the public realm, information to assist in high quality internal and external alterations of existing buildings, and guidance for the design of shopfronts.
- 6.2 The North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document will assist in securing high quality developments to be brought forward in the area. The guidance for new development, public realm, alterations and shopfronts will assist in the regeneration of the historic area. It will be instrumental in realising the full potential of the historic northern area of Lowestoft.
- 6.3 The Heritage Action Zone area is adjacent to the shoreline and in close proximity to the Broads. The area has been in employment, residential, retail and tourism use for years. The proposals and guidance relate solely to an existing, clearly defined, urban area of north Lowestoft.
- 6.4 Regeneration is expected to make a positive contribution to the local economy through increased visitation to retail and tourism uses in the Heritage Action Zone. The Design Guide is not likely to increase visitation to areas outside the Heritage Action Zone and settlement boundary of Lowestoft.
- 6.5 The guidance and proposals in the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document are considered to have no significant adverse impact on any Natura 2000 sites either independently or in combination with other plans and strategies. It is therefore not considered necessary to undertake an Appropriate Assessment of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document.

- 6.6 The draft Screening Statement was published for consultation alongside the draft Supplementary Planning Document. Natural England, as the appropriate nature conservation body, were consulted on the draft Screening Statement and confirmed that they agree with the conclusions. Their response is contained in Appendix 5.

Signed: 

Dated: 09 April 2020

Desi Reed
Planning Policy and Delivery Manager
East Suffolk Council

Appendix 1: Sources of background information

- The East Suffolk Waveney Local Plan and Central Lowestoft Planning Policy Map can be found at:
<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/>
- The Draft Habitats Regulations Screening Report, July 2017, prepared by the former Waveney District Council can be found at:
<https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/First-Draft-Local-Plan/Habitats-Regulations-Screening-Report-Draft.pdf>
- The Habitats Regulations Assessment of the Waveney Local Plan, December 2018 prepared by Footprint Ecology can be found at:
<https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Habitats-Regulations-Assessment.pdf>

Appendix 2: Map of the area covered by the North Lowestoft Heritage Action Zone Design Guide SPD



Red line defines the boundary of the area covered by the SPD.

Appendix 3: Locations of European protected sites

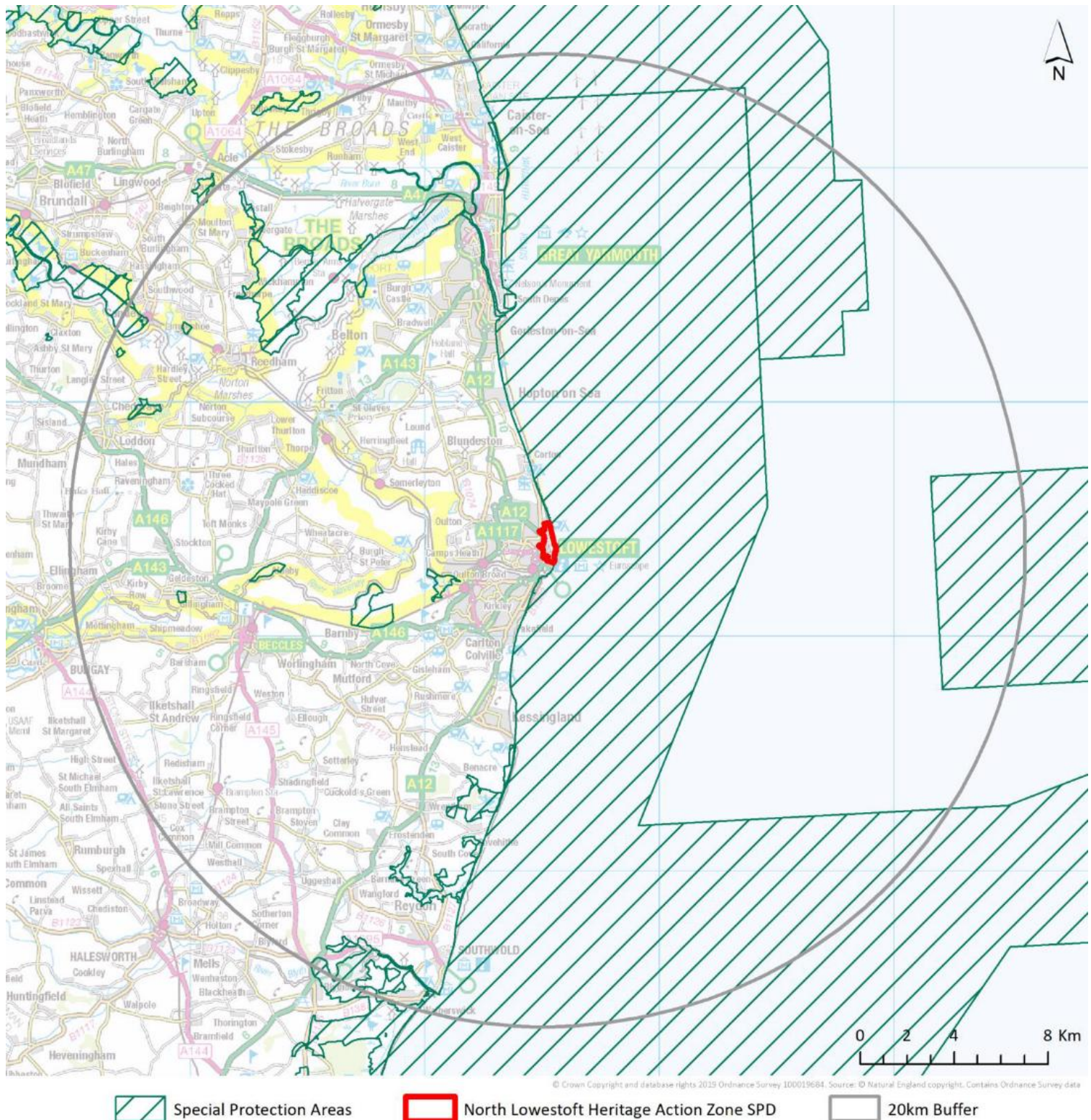
RAMSAR



Special Areas of Conservation



Special Protection Areas



Appendix 4: Relevant European protected sites

Name	Qualifying Features	Conservation Objectives	Pressure and threats (as summarised in the Habitats Regulations Assessment for the Waveney Local Plan at Final Draft Plan Stage (2018))
Special Areas of Conservation			
The Broads	<p>H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i></p> <p>S1016 <i>Vertigo moulinsiana</i>: Desmoulin's whorl snail</p> <p>H7230 Alkaline fens</p> <p>H6410 <i>Molinia</i> meadows on calcareous, peaty or clayey-silt-laden soils (<i>Molinion caeruleae</i>)</p> <p>H91E0# Alluvial forests with <i>Alnus glutinosa</i> and <i>Fraxinus excelsior</i> (<i>Alno-Padion</i>, <i>Alnion incanae</i>, <i>Salicion albae</i>)</p> <p>H7140 Transition mires and quaking bogs</p> <p>H3140 Hard oligo-mesotrophic waters with benthic vegetation of <i>Chara</i> spp</p> <p>H3150 Natural eutrophic lakes with <i>Magnopotamion</i> or <i>Hydrocharition</i>-type vegetation</p> <p>S1355 <i>Lutra lutra</i>: Otter</p> <p>S1903 <i>Liparis loeselii</i>: Fen orchid</p> <p>S4056 <i>Anisus vorticulus</i>: Little ramshorn whirlpool 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 maintaining or restoring;</p> <p>The extent and distribution of qualifying natural habitats and habitats of qualifying species,</p> <p>The structure and function (including typical species) of qualifying natural habitats,</p> <p>The structure and function of the habitats of qualifying species,</p> <p>The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely,</p> <p>The populations of qualifying species, and,</p> <p>The distribution of qualifying species within the site.</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>

Benacre to Easton Bvents 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, The structure and function (including typical species) of qualifying natural habitats, and, The supporting processes on which qualifying natural habitats rely.	Public access/disturbance, water pollution, physical modification, changes in species distributions, fisheries (marine and estuarine).
Minsmere to Walberswick Heaths and Marshes	H4030 European dry heaths H1210 Annual vegetation of drift lines 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	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, The structure and function (including typical species) of qualifying natural habitats, and, The supporting processes on which qualifying natural habitats rely.	Coastal squeeze, public access/disturbance, changes in species distributions, invasive species, inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)

	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		
Dew's Ponds	S1166 <i>Triturus cristatus</i> : 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
Southern North Sea	1351 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.	Site not designated at time of Waveney Local Plan preparation.
Special Protection Areas			
Broadlands (also Ramsar site)	H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i>	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving	Water pollution, climate change, invasive species, siltation, inappropriate water levels, hydrological changes, water

	<p>S1016 <i>Vertigo moulinsiana</i>: Desmoulin's whorl snail</p> <p>H7230 Alkaline fens</p> <p>H6410 <i>Molinia</i> meadows on calcareous, peaty or clayey-silt-laden soils (<i>Molinion caeruleae</i>)</p> <p>H91E0# Alluvial forests with <i>Alnus glutinosa</i> and <i>Fraxinus excelsior</i> (<i>Alno-Padion</i>, <i>Alnion incanae</i>, <i>Salicion albae</i>)</p> <p>H7140 Transition mires and quaking bogs</p> <p>H3140 Hard oligo-mesotrophic waters with benthic vegetation of <i>Chara</i> spp</p> <p>H3150 Natural eutrophic lakes with <i>Magnopotamion</i> or <i>Hydrocharition</i>-type vegetation</p> <p>S1355 <i>Lutra lutra</i>: Otter</p> <p>S1903 <i>Liparis loeselii</i>: Fen orchid</p> <p>S4056 <i>Anisus vorticulus</i>: Little ramshorn whirlpool snail</p>	<p>the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring;</p> <p>The extent and distribution of qualifying natural habitats and habitats of qualifying species,</p> <p>The structure and function (including typical species) of qualifying natural habitats,</p> <p>The structure and function of the habitats of qualifying species,</p> <p>The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely,</p> <p>The populations of qualifying species, and,</p> <p>The distribution of qualifying species within the site.</p>	<p>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>
Benacre to Easton Bvents	<p>H1150# Coastal lagoons,</p> <p>A195(B) <i>Sterna albifrons</i>: Little tern</p> <p>A021(B) <i>Botaurus stellaris</i>: Great bittern</p> <p>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;</p> <p>The extent and distribution of the habitats of the qualifying features,</p> <p>The structure and function of the habitats of the qualifying features,</p>	<p>Public access/disturbance, water pollution, physical modification, changes in species distributions, fisheries (marine and estuarine).</p>

		<p>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>Minsmere to Walberswick (also Ramsar site)</p>	<p>H4030 European dry heaths H1210 Annual vegetation of drift lines 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>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, public access/disturbance, changes in species distributions, invasive species, inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)</p>

Outer Thames Estuary	A001 (W) Gavia stellate Red-throated Diver A195 (B) Sterna hirundo Common Tern A193 (B) Sternula 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 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.	
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Appendix 5: Natural England Consultation Response

From: SM-NE-Plan Cons Area Team (Norfolk, Suffolk) (NE)
Sent: 18 December 2019 14:24
To: PlanningPolicy
Subject: 303581 East Suffolk North Lowestoft Heritage Action Zone Design Guide SPD

For the attention of Ian Johns:

Dear Ian

Thank you for consulting Natural England on the draft North Lowestoft Heritage Action Zone Design Guide Supplementary planning document and the accompanying HRA screening and SEA screening opinion documents.

I can confirm that Natural England agrees with the conclusions of both the SEA and HRA screening reports and has no further comments to make on either document. Furthermore we have no comments on the supplementary planning document.

Kind regards

Francesca

Francesca Shapland
Lead Adviser, Planning & Conservation
Suffolk Coast, Norfolk & Suffolk Team

www.naturalengland.org.uk

We are here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.

In an effort to reduce Natural England's carbon footprint, I will, wherever possible, avoid travelling to meetings and attend via audio, video or web conferencing.

EAST SUFFOLK COUNCIL

TEMPORARY SUSPENSION OF PARTS OF THE STATEMENT OF COMMUNITY INVOLVEMENT FOR PLANNING POLICY PURPOSES - ADOPTION OF THE NORTH LOWESTOFT HERITAGE ACTION ZONE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

SUBJECT MATTER:

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) set out certain requirements in relation to availability of documents on adoption of a Supplementary Planning Document.

The Statement of Community Involvement (SCI) is a statutory planning document which the Council is required to prepare by legislation. The SCI reflects the regulatory requirements and also sets out the Council's complementary measures.

The matters subject of this note are:

1. To suspend part of the Council's Statement of Community Involvement (SCI) insofar as it relates to the **provision of hard copies of documents at Council offices and Local Libraries** from the date of adoption of the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document, subject to review in relation to the practicality and possibility for documents to be made available in the Council's offices and in libraries for public inspection, in a safe way.

The Statement of Community Involvement for East Suffolk Council comprises:

- How to get involved in local planning – Statement of Community Involvement (adopted by Suffolk Coastal District Council, September 2014)
(<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/existinglocal-plan/statement-of-community-involvement/>)
- How to get involved in local planning – Statement of Community Involvement (adopted by Waveney District Council, September 2014)
(<https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Statement-of-Community-Involvement/1Statement-of-Community-Involvement-September-2014.pdf>)

REASON FOR ACTION BEING TAKEN:

Arrangements set out in the SCI for the preparation of Supplementary Planning Documents require that hard copies of documents are made available for inspection at Council offices and at local libraries. With current social distancing restrictions as the result of Covid-19, it is not possible to fulfil this requirement.

Alternative measures and a temporary suspension of the relevant requirements of the Statement of Community Involvement are therefore needed in order to progress with the adoption of the Supplementary Planning Document and to enable fair and equal access to the Supplementary Planning Document and supporting documents.

ADJUSTMENT:

The Council's alternative approach (adjustment) to ensure access to the Supplementary Planning Document and supporting documents in a fair and equal way is set out below. Should any Government guidance or amendments to legislation be published the Council will react accordingly.

The Supplementary Planning Document and supporting documents will continue to be made available via the Council's website.

For those that are not able to view the Supplementary Planning Document or supporting documents online hard copies will be made available and posted out where possible (free of charge) on request.

This will be communicated in material publicising the adoption of the Supplementary Planning Document.

The Council will be clear in its correspondence as to how officers can be contacted via phone when not in the office.

Arrangements will be kept under review.

BACKGROUND:

The Council has prepared the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document in accordance with relevant Regulations. On adoption, the Council is required to make documents available for inspection.

In view of the current Covid-19 social distancing measures, it is not possible to fulfil the relevant requirements of the SCI in relation to the provision of hard copy documents on adoption of the Supplementary Planning Document. Failure to comply with the requirements of the SCI could result in legal challenges being brought which would impact on the weight applied to planning policy documents in planning decisions.

FINANCIAL IMPLICATIONS:

There may be increased printing and postage costs resulting from demand for hard copies of documents.

Failure to comply with the requirements of the SCI could result in legal challenge. If this were to occur there would be significant associated costs.

ACTION AUTHORISED:

To suspend part of the Council's Statement of Community Involvement (SCI) insofar as it relates to the provision of **hard copies of documents at Council offices and Local Libraries** from the date of adoption of the North Lowestoft Heritage Action Zone Design Guide

Supplementary Planning Document, subject to review in relation to the practicality and possibility for documents to be made available in the Council's offices and in libraries for public inspection, in a safe way.

FULL COUNCIL: 22nd JULY 2020



COUNCIL

22 July 2020

ACKNOWLEDGMENT OF THE DECLARATION OF CLIMATE CHANGE AND IMPACT ON HOUSING

EXECUTIVE SUMMARY

1. On 22nd January 2020, at Full Council, a Notice of Motion (the Motion), received from Cllr Gooch, was included on the agenda for the meeting. The Motion was asking the Council to consider how it might seek to achieve the highest standards of energy efficiency and carbon neutrality in new residential developments in the district and in the Council's own housing stock. The exact wording of the Motion is set out, below.

2. Council Procedure Rule (CPR) 11.5 provides that Motions may be discussed immediately by the Council, with the consent of the Council shown by a majority vote. When a vote was taken to obtain the consent of the Council to discuss the Motion immediately, it was not carried. Therefore, in accordance with CPR 11.5, the Motion was automatically referred to Cabinet "for investigation and/or debate and further report back for subsequent debate to Council".

3. The issues raised by the Motion were complex and warranted further investigation, in order to be fully and meaningfully debated. An investigatory report was presented to Cabinet on 6.5.20 (Report ES-0369). This report provided a response to the Motion and set out some essential background information on the topic. It set out what the Council had achieved, to date, and what its approach had been to minimise the environmental impacts where it was able to, through new build, and within the existing housing stock.

4. After considering the report, Cabinet resolved that the report should form the basis for a subsequent debate by Council, in accordance with Council Procedure Rule 11.5. Therefore, the report is presented to Council for that purpose.

5. Additionally, Cabinet agreed that notwithstanding any subsequent debate in Council, Cabinet should continue the work to limit the carbon impact of its housing stock. To that end, it resolved to give delegated authority to the Head of Housing, acting in consultation with the Cabinet Member for Housing, to consider appointing a specialist consultant, subject to budgets, to develop a schedule that will provide a realistic pathway to carbon neutrality for the Council's existing housing stock, subject to compliance with the Council's Contract Procedure Rules.

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Cabinet Member:	Councillor Richard Kerry Cabinet Member with responsibility for Housing
Supporting Officer:	Cairistine Foster-Cannan Head of Housing cairistine.foster-cannan@eastssuffolk.gov.uk

1 INTRODUCTION

- 1.1 At a meeting of the Full Council on 22 January 2020, the Motion was included on the agenda. It proposed that:
1. all new council houses will be built carbon-neutral, for example by futureproofing with low carbon heating and the highest standards of energy efficiency.
 2. all developers of new affordable housing should be encouraged to meet these same high standards.
 3. all other developers of new housing should be encouraged to meet these same high standards.
 4. all existing council stock, and properties purchased for such use, should be retrofitted to the highest standards as economically as possible.
- 1.2 At Full Council, consent to discuss the Motion that evening was not forthcoming. Instead, in accordance with CPR 11.5, the Motion was automatically referred to Cabinet for investigation and/or debate “and further report back for subsequent debate by the Council”. This report sets out the results of the investigations which have been carried out into what the Motion proposed. The results of these investigations will provide the detail and background to this complex subject, which would not otherwise have been available to Council, on 22.1.20.
- 1.3 Cabinet considered the report on the 6th May 2020 (ES-0369) and agreed that the report provided a basis for a subsequent debate, if required, of the Motion. Overall, the Cabinet was content with the investigatory report. It accepted the contents of the Housing Development Strategy, in relation to its aims to reduce carbon emissions etc and felt that they supported the Council’s green agenda. Cabinet agreed that the Council should continue the work to limit the carbon impact of its housing stock, and so it gave delegated authority to the Head of Housing, acting in consultation with the Cabinet Member for Housing, to consider appointing a specialist consultant, subject to budgets, to develop a schedule that will provide a realistic pathway to carbon neutrality for the Council’s existing housing stock, subject to compliance with the Council’s Contract Procedure Rules
- 1.4 This report considers:
- the environmental achievements to date, and the significant investments made in the Council’s housing stock to address energy efficiency and carbon reduction;
 - the existing ambitions for sustainability, set out in our recently approved Housing Development Strategy;
 - the Council’s encouragement of developers to provide high standards of energy efficiency in new developments in the district;
 - how we can seek to build on our environmental achievements to date, by considering new options to reduce the carbon impact of housing;
 - the financial implications of the above.

2 ENVIRONMENTAL ACHIEVEMENTS TO DATE

- 2.1 The Council currently owns 4, 444 properties which are located predominantly in the north of the district. Within the housing stock, there is a turnover of approximately 300 properties (voids) each year. This is set against a housing waiting list for social housing

(Council and Registered Provider) of around 4, 000 households, demonstrating that demand for homes significantly exceeds supply.

- 2.2 A proactive housebuilding programme has been adopted by the Council with 8 new properties being completed in 2018 and 54 in 2019. We have a target of building over 1,700 new homes over the life of the 30-year Housing Revenue Account (HRA) Business Plan (the Business Plan) with a projected budget of £227m to achieve this. The Business Plan acknowledges that this is a challenging aspiration. Projections for new build in the coming 2-3 years are likely to be lower than the target, due to the lack of small sites to develop and the limited capacity in the Council to dedicate to this activity, although it is acknowledged and anticipated that the recent recruitment of staff in the Housing team should assist in this regard, to some degree.
- 2.3 With regard to the Council's own housing stock, historically, investment has been made to improve the energy efficiency of properties for the benefit of our tenants, primarily to reduce fuel poverty. This long-term investment has taken place over the last 30 years, with the Council at the forefront of energy efficiency improvements in social housing in the region, as well as achieving the Decent Homes Standard some two years ahead of the Government requirement.
- 2.4 The energy efficiency programmes delivered previously across all the Council's stock included cavity wall insulation and external cladding, full double glazing, installation of combination and condensing boilers, enhanced loft insulation and installation of thermostatic radiator valves on every wet system radiator.
- 2.5 In recent years, the Council has adopted more advanced technology for carbon-reducing improvements to the housing stock which have been to the benefit of both the environment and our tenants. These include the installation of solar photovoltaic panels across a range of housing, air-source heat pumps in predominantly rural areas and a bio-fuel heating system at a retired living scheme. We continue to look to extend the opportunities to use these methods, and other new technologies, in our housing stock to benefit tenants and the environment.
- 2.6 The collective success of this historical investment in the Council's housing stock is evidenced with a significant Standard Assessment Procedure (SAP) energy rating average for our housing of 70.52 (band C). This compares very favourably to the national social housing average of 67 (band D) and a privately owned housing average of 61 (band D). The excellent achievement of this high SAP banding should be seen in the context of a generally ageing housing stock (excepting the recent new builds) which dates predominantly from the inter-war years to the mid-1980s, making the delivery of energy efficient homes a considerable success. The Council is continually seeking to improve the SAP energy rating, but this inevitably becomes increasingly more challenging and expensive following the improvements which have already been carried out or continue to be rolled out.
- 2.7 Current data on the relatively new air-source heat pumps installed in 252 homes suggests that we have achieved a significant 10-point increase on the SAP rating for these homes. This amounts to an estimated saving of 616 tonnes of CO₂ emissions, demonstrating the potential impact our changes can make to the environment. It is planned that this investment will continue to reduce the housing stock's overall carbon footprint.
- 2.8 The Council has also installed solar PV panels on 238 properties and has collected £634,000 to date through the Government's Renewable Heat Incentive (being the largest

allocation of all the English district councils) that is wholly re-invested by the Council in green housing initiatives in our housing stock.

3 HOUSING DEVELOPMENT STRATEGY AND SUSTAINABILITY

- 3.1 Cabinet recently approved the Housing Development Strategy 2020-2024 (the Strategy). Report ES 0240 which was presented to Cabinet in January 2020 refers. The Strategy very clearly sets out the Council's environmental ambitions for its housing stock, and Members are reminded of it, as it has addressed some of the issues raised by the Motion. Members are referred to the section of the Strategy about sustainability. The Strategy explicitly states that the Council will explore the use of greener building technologies and examines innovative design ideas which recognise the benefit of Passive House principles, and the value of carbon neutral design. Passive House is a European recognised design standard that relates to a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.
- 3.2 The Strategy goes on to state that "the challenge of climate change means measures to minimise carbon emissions, promote renewable energy and manage water effectively should be an integral part of design solutions. We seek to improve energy efficiency and meet current modern standards and provide new homes that meet these standards where it is feasible to do so within the constraints of site layout, orientation and financial viability".
- 3.3 The feasibility of adopting a carbon neutral approach to new build Council housing will need to be considered alongside other competing demands including:
- An ever-increasing demand for housing to meet the needs of the community
 - The financial viability of individual carbon-neutral schemes
 - The available funding within approved allocated budgets
 - The 'opportunity cost' of building homes (e.g. the impact on the environment balanced against the need for affordable and sustainable housing)
- 3.4 Cabinet also approved the Housing Enabling Strategy (HES) in May 2020 to compliment the Development Strategy in encouraging the delivery of more sustainable homes in the district. The HES outlines the measures taken by the Council to encourage sustainable development across the whole of the housing sector.
- 3.5 The HES also references the Council's current commitment to the Environmental Guidance Note written by the Council's own Environmental Task Group. This Guidance Note gives advice to developers on new build and retrofit development. This document will dovetail with the HES and the Strategy to ensure that sustainability issues are given proper consideration.

4 WHAT HAS BEEN/CAN BE DONE TO ENCOURAGE PRIVATE DEVELOPERS

- 4.1 The regulatory requirements for the energy efficiency of new houses are stipulated within Building Regulations, the contents of which are not within the control of the Council. However, Local Planning Authorities can set energy performance standards for new housing that are higher than the building regulations (up to approximately 20% above current Building Regulations). Local requirements must also be based on robust evidence and consider the impact on the viability of development.
- 4.2 The Government consulted recently on increasing energy efficiency for new homes in 2020 and requiring new homes to be 'future-proofed' with low carbon heating and energy efficiency by 2025. The outcome of this consultation is not yet known and would

apply to both the Affordable and Market housing sectors. The Council's Local Development Plans, for development control, do not differentiate between either for sustainable construction.

- 4.3 Both of the Council's Local Development Plans contain policies to support sustainable development and contribute towards the mitigation of climate change and reducing energy use. Both contain sections on climate change which set out a range of possible options including examples of Sustainable Construction and increased water efficiency.
- 4.4 The Council will shortly consider an Environmental Guidance Note which is aimed at encouraging developers to raise standards and recommends a range of possible environmental measures that could be used in developments. The document is intended to provide a clear, consistent message from the Council on environmental issues relating to development and is acknowledged in the draft HES.

5 NEW OPTIONS TO FURTHER REDUCE OUR CARBON IMPACT

- 5.1 *Average new build costs in relation to Passive House* - The Council has built or acquired a total of 80 properties since 2015/16. The average cost to purchase these properties (including professional fees, development fees, associated revenue costs, as well as the actual construction cost where applicable) was £120,559. A recent meeting with Norwich City Council on their exemplar Passive House development, 'Goldsmith Street', showed that the average cost of build per property was approximately £164,800. (£44,241 more than our current average property cost). The site, consisting of 105 properties, was HRA-owned land and, therefore, did not include any significant land purchase costs. If this Council needed to purchase a site of this size to bring forward a development, it would add a significant sum to the overall cost of the scheme, which would substantially push up the average cost per property and increase the payback period.
- 5.2 When the Norwich development was built, it had an average build cost of £2,200 per m². The estimate today is £2,500 per m². This would push the average build cost up to £187,300 per unit (without land costs) in an equivalent large city development. In a smaller scale development in this area, it could amount to over £200,000 per property (an increase of £80,000 per property on the average new build in East Suffolk, or 66%). Using this as an example, we could reasonably assume, for the same amount of money, we could deliver 30 new Passive Houses compared to 50 standard properties.
- 5.3 *Extent of planning and project managing* - On average with a standard development, it takes approximately 2 - 2.5 years to build out a site from initial identification to completion. However, the Goldsmith Street development took 11 years to reach completion. It is recognised that these types of developments, because of their technical specifications, cannot be built-out quickly. The adoption of a strictly Passive House or Carbon Neutral approach to new homes will require a change in focus, which will impact, inevitably, on the projected delivery of housing, in terms of numbers and time.
- *Differences between a Passive House and a carbon neutral property* – It should be noted that there is a difference between Passive House properties and carbon neutral properties. Broadly speaking, a Passive House would result in reduced energy costs for tenants. This is because the construction principles are set to achieve very high levels of insulation, with extremely high performance windows with insulated frames, airtight building fabric, "thermal bridge free" construction, and a mechanical ventilation system with highly efficient heat recovery. Passive House is an accreditation standard, and properties can include 'passive

principles' without meeting the high Passive House standard for full certification. There is a cost associated with obtaining the certification which again will impact on the overall cost. A carbon neutral property uses fabric energy efficiency standards based on space heating and cooling, energy efficient heating and cooling technologies, e.g. solar panels, and "allowable offsite solutions" — a form of carbon offsetting. The main distinction is that costs for tenants in carbon neutral properties (but not Passive House properties) may be greater than current costs due in part to the cost of gas, compared to electricity, and in part due to the occupier's understanding how to use the technology correctly.

- *Council stock differences* - When considering the retro-fitting of the current housing stock, unfortunately, there are some practical restrictions which mean that not all properties will be able to benefit:
 - Solar panels on roofing – Not all roofing on the Council's housing stock receives enough sunlight or is of the right size/shape/framework. Consideration needs to be given, for example, to the government initiatives available, the implications of Right to Buy on the costs of the panels which have been bought, and the need for re-roofing works etc.
 - Conservation areas and listed buildings – may not allow thermal improvements such as PVC windows or doors or solar panels.
 - Air-Source heat pumps – may not be able to be installed in all of the stock due to physical limitations.
- *Period of Retro-fitting* - It is anticipated that retro-fitting void (empty) stock will take a considerable period of time and significantly impact on the turnover of stock (and our ability to house people), as well as the impact on lost rental income. Additionally, the costs of the improvements may be such that the future viability of the property for the Council is questionable. More details on retro-fitting on the housing stock will become available following feedback from a consultant (detailed below 6.2)

6 PATHWAYS TO CARBON NEUTRALITY

6.1 Officers have already initiated a variety of investigations to move the Council closer to a far more sustainable position, mindful of the commitments in the Strategy. Following these investigations, possible options will be outlined to Cabinet with associated cost and programme implications for consideration.

6.2 A specialist Passive House Designer with experience of retro-fit has been consulted recently by the Housing Team to establish the viability of undertaking retro-fit work across our housing stock to EnerPhit standards (a retrofit standard supported by the Passive House Institute). The advice is that *"there are three obvious paths to Carbon Neutral:*

1. *Build new properties and dispose of the Council's worst performing homes;*
2. *Partially renovate many homes per year and ensure that each renovation is complimentary to the last*
3. *Fully renovate 150+ homes per year to an agreed specification that will achieve the goals of "carbon neutral".*

"With so many house types of differing ages, there may be a requirement to incorporate a blend of all three paths. In terms of moving forward, we would suggest that our strategy would encompass the following:

1. *Review properties by house type / age / condition, ascertaining which "path" (options) should apply to each unit / type;*

2. *Cost those improvement options to determine which should be attempted, and in which order, to each unit / type;*
3. *Highlight accreditations / schemes achievable – i.e.*
 - a. *New Build: Passivhaus or AECB Gold Standard or Future Homes Standard;*
 - b. *Renovation: EnerPhit or Energiesprong or PAS2035 / PAS2030;*
4. *Select two / three house types and attempt to cost the differing renovation standards, highlighting the likely:*
 - a. *performance; and,*
 - b. *resultant householder bills; and,*
 - c. *reduced maintenance, as appropriate.*
5. *Strategise, in conjunction with yourselves, a realistic programme linked to capital expenditure for each year, excluding inflation etc.”*

6.3 In light of the advice from the consultant, Officers will consider the costs involved with the programme, tenant disruption, and the overall value for money of any proposed changes. Officers will utilise the expertise of the consultant to formulate a long-term programme for our current housing stock.

6.4 The development of a ‘green standard’ specification for new build is being researched by the Housing Team Officers with the aspiration of migrating our standard specification to the new green specification over the next few years. It is intended that a draft version will be available during the summer. To assist with Members’ understanding, it is intended that there will be 3 specifications for comparison, together with the associated costs of each (both build and running). This should provide the detail necessary for Members to make an informed decision about the specification which will be proposed, which are:-

- ‘top of the range’ - adopted by high end house builders with less financial constraints and desire to be as environmentally friendly as possible.
- ‘standard house builder’ - predominantly profit driven with minimal regard for sustainable design or construction.
- ‘affordable sustainability’ - this is what we will suggest for adoption, based on a balanced view of cost, impact and return.

It is proposed that the new specification would be reviewed and adopted by the Council, following a trial project to assess costs, construction time, suitability and the cost effectiveness to tenants.

6.5 We are also investigating alternative construction methods, such as modular housing. This claims to deliver carbon neutral housing, as well as flexible and expedited construction. A recent visit by Members to a building site that was utilising factory-built modular housing (<https://www.projectetopia.com/>) has brought back useful information on this form of construction. It would be envisaged that the ‘green standard’ specification, discussed above, would be used to ensure that this form of housing met our standards and would be competitive during a procurement exercise.

7 HOW DOES THIS RELATE TO THE EAST SUFFOLK STRATEGIC PLAN?

7.1 The discussion of the development of a carbon neutral approach to housing sits within one of the five key themes, Caring for our Environment

8 FINANCIAL AND GOVERNANCE IMPLICATIONS

8.1 The impact of adopting a carbon neutral position for new housing and retrofitting of the existing Council housing stock is recognised and considered to be important in light of the

Council's declaration of a climate emergency. However, there are significant costs associated with the adoption of the approach advocated in the Motion.

The Business Plan identifies, within the 30 year capital programme funding on major works on existing stock of £83.8m, a redevelopment budget/plan of £55.9m, and new developments of £227.3m. The new homes programme is funded mainly from the Council's HRA reserves and contributions (which are separate to the General Fund reserves). Without increasing the Council's borrowing level within the HRA (not within the General Fund), the budgets identified above are agreed until 2048. This funding has been allocated already to maintaining our existing stock and deliver our target of 50 new homes a year. Any current borrowing within the HRA is spread across the entire stock of c4500 homes, with an estimated value as at 31st March 2020 of £567 million. The funding of additional standards, such as achieving a carbon neutral housing stock, may result in a reduction in the proposed development programme, if additional borrowing within the HRA is to be avoided.

- 8.2 Currently, the HRA has borrowing of £71.2m with £10.76m to be repaid in 2020/21, reducing the debt to £60.4m. Though there is no longer a borrowing cap, borrowing needs to remain affordable. The previous cap provided a good guide to continue to fund the day to day running costs while servicing the debt. On this basis, using the old borrowing cap of £87.2m as a guide, from 2020/21, the HRA could look to borrow an additional £26m. This would cost the HRA £10.2m in interest over the 30-year life of the borrowing, together with paying the principle debt.
- 8.3 Additional borrowing for retro-fitting or improving the current housing stock further would not generate any additional income to offset against the interest paid, putting the HRA in a worse financial position, and reducing new build opportunities in the long term.
- 8.4 The HRA supports investment in initiatives to reduce carbon emissions, and also needs to ensure that expenditure is affordable and manageable over the 30 year HRA business model.

9 REASON FOR RECOMMENDATION

- 9.1 This report responds to the propositions in the Motion that
 - 1. all new council houses will be built carbon-neutral, for example by future proofing with low carbon heating and the highest standards of energy efficiency.
 - 2. all developers of new affordable housing should be encouraged to meet these same high standards.
 - 3. all other developers of new housing should be encouraged to meet these same high standards.
 - 4. all existing council stock, and properties purchased for such use, should be retrofitted to the highest standards as economically as possible.
- 9.2 The report sets out the considerable investment, and achievements, to date, to reduce the carbon impact of the Council's housing stock. It sets out how the Council's recently adopted Housing Development Strategy aims to promote sustainability, and to meet the Council's environmental ambitions. It explains what we have done to encourage private developers to do likewise. Finally, it sets out the Council's realistic intentions, going forward, to further our environmental aims, to meet the challenges of our climate change agenda, and crucially, to find a pathway to carbon neutrality for our housing stock.
- 9.3 At Cabinet on 6 May 2020, it was accepted that the report (ES-0369) provided a base for Council's subsequent debate. Also, that it provided an investigation into all aspects of

zero carbon construction and retrofitting, whilst being fiscally prudent and supporting the Council's green agenda. This was evident from the Council's Housing Development Strategy. Overall, the report was well received, in terms of setting out the Council's environmental achievements to date, in reducing energy consumption and restricting emissions in its housing stock. Therefore, this report provides a detailed and satisfactory response to the points raised in the Motion and should be accepted as such by Council.

RECOMMENDATIONS

That Council considers

- A) Cllr Gooch's motion (the Motion) of 22.1.20, above,
- B) this investigatory report on what the Council has done to reduce the carbon impact of its housing stock and what it intends to do, in future, to build on its successes to date,
- C) the discussions at Cabinet on 6.5.20,

and accepts that this report provides a detailed and satisfactory response to the points raised in the Motion.

APPENDICES – None

BACKGROUND PAPERS – None



COUNCIL

Wednesday, 22 July 2020

ADOPTION OF MEMBER DEVELOPMENT STRATEGY AND TRAINING AND DEVELOPMENT SCHEDULE FOR 2020-21

EXECUTIVE SUMMARY

1. The Shadow Member Development Steering Group (SMDSG) developed a Member Development Strategy 2019-2023 and a Member Development Programme 2019-23 which included a Training and Development Schedule for 2019-20 that would support Members through their first year in office.
2. It was intended that the Member Development Strategy (the Strategy) would be reviewed and, if necessary, updated by a new East Suffolk Member Development Steering Group (MDSG) to ensure that it was appropriate for the new Council. The Strategy has now been reviewed.
3. The MDSG also reviewed the Member Development Programme and has now created a Training and Development Schedule for 2020-21 which it hopes will continue to support Councillors in carrying out their roles and duties.
4. Full Council is now asked to adopt the revised Strategy and to note the Training and Development Schedule for 2020-21.

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Cabinet Member:	Councillor Steve Gallant Leader of the Council

Supporting Officer:	Hilary Slater Head of Legal & Democratic Services and Monitoring Officer 01394 444336 hilary.slater@eastsuffolk.gov.uk
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1 INTRODUCTION

- 1.1 The Shadow Member Development Steering Group (SMDSG) was mindful that support, training and development needed to be in place for when East Suffolk Councillors were appointed following the elections to the new Authority on 2 May 2019.
- 1.2 To that end, the SMDSG developed a Member Development Strategy 2019-23 (the Strategy) and a Member Development Programme 2019-23 with a view to both documents being reviewed by an East Suffolk Member Development Steering Group, once appointed, to ensure that they were appropriate for the new Council.
- 1.3 At its first meeting on 22 May 2019, the East Suffolk Council resolved to appoint a Member Development Steering Group (MDSG) to continue its commitment to Member Development and to provide Councillors with the support, training and development they need to carry out their roles effectively for the benefit of East Suffolk residents.
- 1.4 The MDSG comprised the Leaders of each political group of the Council, as well as several Members who had expressed an interest in Member Development, including a number of Councillors who had never been elected as District Councillors before.
- 1.5 At its first meeting in September 2019, the MDSG started to review the Strategy and the contents of the Member Development Programme.

2 MEMBER DEVELOPMENT STRATEGY 2019-23

- 2.1 The SMDSG intended that the Strategy would be in place from 2019 to 2023 and cover all of the Members' development needs during that period. The Strategy has a large remit. It aims to meet the needs of newly elected Councillors, as well as experienced, returning Councillors. It also looks to support those who are Members of other authorities (twin or triple hatters), and to provide information and support for those who might be interested in standing for election, in future. In addition, the Strategy has taken account of the recommendations from the successful Charter Plus re-assessment which took place in 2017.
- 2.2 The MDSG wanted to ensure that the Strategy and its Action Plan reflected the five themes of the new Strategic Plan. Each section of the Strategy was reviewed with that in mind, and also to ensure that every element of the Strategy was practical and beneficial to Members.
- 2.3 A major part of the review focussed on newly titled "Member Development Plans". The MDSG wished to ensure that there was a real benefit to Members, in completing their Plan, and that it offered them an opportunity to identify any training and development needs which they had. These needs could then be considered when the MDSG created the annual Training and Development Schedule.
- 2.4 The Member Support Scheme was also reviewed, and it was decided to assign each newly elected Member to a particular Democratic Services Officer who could be a point of contact and ensure that Members were fully supported.
- 2.5 The MDSG also felt it was important to emphasise the ongoing commitment which the Authority had towards Member Development, including the availability of sufficient resources, both in monetary terms and Officer time.
- 2.6 Given the current, unprecedented circumstances caused by COVID-19, the MDSG felt it was vital that the Strategy included a statement about the impact of the pandemic and the steps which the Council had taken to respond to it. This included the move to remote meetings, and the training which had been provided to facilitate their introduction, and smooth running. It

also included a reference to the survey of members which has been undertaken, to enable the MDSG to understand the impact which the pandemic has had on Members personally, and on how they carry out their role and responsibilities. The MDSG will be reviewing the results of the Member Survey at a future meeting.

- 2.7 The Strategy, including the Action Plan, will be reviewed by the MDSG on an annual basis to ensure that it continues to be fit for purpose and responsive to changing needs.

3 MEMBER DEVELOPMENT PROGRAMME 2019-23 – TRAINING AND DEVELOPMENT SCHEDULE 2020/21

- 3.1 The MDSG also reviewed the Member Development Programme with a particular emphasis on the training and development opportunities offered to Members as part of the induction process, when newly elected in 2019.
- 3.2 The MDSG was keen to ensure that the Training and Development Schedule for 2020/21 was not only responsive to the needs and priorities of the organisation but also to the requests for training and development from Members themselves. To that end, a list of possible training topics was drawn up from various sources, including the Training Feedback Forms and Member Development Plans, and developed into a Training and Development Schedule for 2020/21.

4 HOW DOES THIS RELATE TO THE EAST SUFFOLK STRATEGIC PLAN?

- 4.1 The Strategy acknowledges that Councillors have a key role in achieving the vision set out in the East Suffolk Strategic Plan. The Council is committed to supporting Councillor's learning and development needs, ensuring that all Members have the necessary skills and knowledge to enable them to effectively carry out their community leadership roles. This commitment supports the five themes in the Strategic Plan which are Growing our Economy, Enabling our Communities, Remaining Financially Sustainable, Delivering Digital Transformation, and Caring for our Environment. Councillors play a key role in developing and delivering these Themes, for the benefit of the Council and its communities.

5 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 5.1 The MDSG oversees a budget of £50,000, over a four-year period, for Member Development activity. In order to make the best use of funds at the appropriate times, the budget has been profiled over that four year period with greater funds available in the municipal year immediately after the District Council elections, and less funding in the years leading up to the subsequent elections.
- 5.2 There are also funds set aside within the Democratic Services budget to cover the costs of the Charter Plus Award Membership and the reassessment. There is also sufficient capacity within the Democratic Services Team to support Member Development and the MDSG.

6 OTHER KEY ISSUES

- 6.1 Member Development is a key element in ensuring that Councillors are offered the necessary support and development to enable them to carry out their roles effectively, in accordance with good governance and to the benefit of the community.

- 6.2 This report has been prepared having taken into account the results of an Equality Impact Assessment – no negative impact on any of the characteristics protected under the Equality Act 2010 are identified as a result of the new Member Development Strategy or Training and Development Schedule with both aiming to be inclusive for all Members or prospective candidates.

7 CONSULTATION

- 7.1 Consultation was undertaken with Members as part of the Member Development Plan process, to seek their views on the induction, training and other support that they wished to be made available. The training needs which were identified have been used to help develop the Training and Development Schedule for 2020/21 and the other feedback will be used to measure progress against the various aspects of the Strategy's Action Plan e.g. in reviewing the Induction process, and in developing a blended learning experience with greater emphasis on the use of technology.

8 OTHER OPTIONS CONSIDERED

- 8.1 The option not to review the Strategy and provide a new Training and Development Schedule for 2020/21 was rejected. The MDSG recognised the benefits of having a strategic approach to Member Development, in terms of providing on-going learning and development, to enhance the skills which councillors bring to their role, and to assist them with community leadership. It was felt that all of these things would be important in the early years of the new Council, when Members will be familiarising themselves with the social, economic and demographic issues of East Suffolk, and the challenges that they bring. These benefits were even more important, given the current pandemic, and the impact which it has had on Councillors personally, and on how they are able to carry out their roles and duties.

9 REASON FOR RECOMMENDATIONS

- 9.1 To ensure the continuing strategic approach and commitment to Member Development.

RECOMMENDATION

That the East Suffolk Council

- A) adopts the refreshed Member Development Strategy for 2019-23
- B) notes the Training and Development Schedule for 2020/21.

APPENDICES

Appendix A	Member Development Strategy 2019-23
Appendix B	Member Development Programme 2019-23 – Training and Development Schedule for 2020/21

BACKGROUND PAPERS Please note that copies of background papers have not been published on the Council's website www.eastsuffolk.gov.uk but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.

Date	Type	Available From
13 July 2020	Equality Impact Assessment	Democratic Services



WE ARE EAST SUFFOLK

Member Development Strategy 2019-23

Published: July 2020

If you require this document in large print, audio or braille or in a different language, please contact Democratic Services on (01502) 523521 or email: democraticservices@east Suffolk.gov.uk



Table of Contents

Section	Page
Table of contents	2
Foreword and Commitment	3
Context	4
Vision and Values	4
Aims	5
Overall Management and Monitoring of the Strategy	5
Member Development Steering Group	6
How Member Development needs will be identified	7
How Member Development needs will be met	9
Support for Prospective and New Councillors	9
Resources	10
Ongoing Commitment	11
Impact of COVID-19	11
Appendix A – Councillor Communications Guidelines	13
Appendix B – Member Support Scheme	14
Appendix C – Member Development Strategy Action Plan	15

Foreword and Commitment

Members of the newly formed East Suffolk Council wish to serve the communities they were elected to represent, and the District as a whole, to the best of their ability.

The Council wishes to ensure that all Members, including any Co-opted Members, have the necessary skills and knowledge to best serve their community. This is very important, at a time of ongoing changes in local government, as we support our communities in dealing with the COVID-19 pandemic.

The Council has set out its aims and objectives in the new East Suffolk Strategic Plan which was agreed in February 2020. There are five Themes in the Strategic Plan, which are Growing our Economy, Enabling our Communities, Remaining Financially Sustainable, Delivering Digital Transformation, and Caring for our Environment. Councillors play a key role in developing and delivering these Themes, for the benefit of the Council and its communities.

To achieve this, it is a great benefit to have Councillors and Co-opted Members from a range of different backgrounds. They bring with them a wealth of different experiences. It also means that they have different training needs and learning styles. The Member Development Strategy (the Strategy) recognises this. It sets out clearly how the Council will support Members in obtaining the knowledge and skills that they require, whilst also recognising that Councillors and Co-opted Members need to take responsibility for their own learning and development.

The Strategy has been reviewed and updated by an East Suffolk Member Development Steering Group (MDSG), which includes the Group Leaders from all the political groups represented on the Council. The MDSG's main role is to champion Member Development and to ensure that learning and development meets the needs of Councillors and Co-opted Members.

The Strategy covers the period up to May 2023. It includes activities to support those who have been councillors, previously, those who were newly elected in May 2019, and those who might be thinking of standing for election.

The Strategy is divided into a number of sections that explain the vision, values and aims; how they will be achieved and monitored; how learning and development needs will be identified and met; what support and resources are available, and what the role of the MDSG is. Also, how the success of Member Development will be measured and assessed, together with an Action Plan, setting out specific targets required to deliver the Strategy.

Councillors are faced with a wide range of roles and responsibilities. These cannot be underestimated. With its consistent and structured approach to Member Development, the Strategy represents a major commitment by the Council to support its Members. If Councillors have this support, it helps them to carry out their roles, effectively and efficiently. This, in turn, helps to promote efficient decision making, strong representation and good governance.

Stephen Baker
Chief Executive

Councillor Steve Gallant
Leader of East Suffolk Council

Councillor Peter Byatt
Labour Group Leader

Councillor Graham Elliott
GLI Group Leader

Context

Many people who are elected as Members have their own political views and core social values. Those in political groups will receive leadership and support from their own group.

The Strategy outlines the support that will be given to Councillors and any Co-opted Members to help them fulfil their roles and contribute to the delivery of the Council's strategic Themes. The Strategy ensures that a long-term view is taken of Member Development but is also one which can flex to fit changing needs and priorities.

The Strategy recognises that Councillors are not employees of the Council and strives to help them seek a balance between their demanding roles, both inside, and outside, of the Council.

Vision and Values

The vision for the Strategy is that all Councillors, and any Co-opted Members, have the necessary skills and knowledge to perform effectively and efficiently in their current roles, and to be able to develop those skills/knowledge for future roles in the Council.

To help achieve this vision, the key values that underpin the Strategy are:

- Development opportunities will be available to all Councillors and Co-opted Members irrespective of political allegiance.
- Member development will be based on the identified and agreed needs of the individual Councillor or Co-opted Member through their participation in the Member Development Plan (MDP) process.
- Member development will be delivered through methods, at locations, and at times, that ensure equality of access for Councillors or Co-opted Members' personal circumstances, backgrounds and learning styles.
- The Council has a learning culture that sees continuous development and life-long learning for Councillors and Co-opted Members as vital to its success.
- The Council acknowledges that Councillors and any Co-opted Members may have transferable skills from their work place and/or life experiences that can be used to help them perform their Council role.

Aims

The Strategy has the following aims:

1. To create a clear framework for the development of Councillors and Co-opted Members based on their individual needs and the needs of the Council as a whole.
2. To ensure that all Councillors and Co-opted Members have the skills at a level that is suitable for their roles and responsibilities.
3. To ensure Councillors have the skills and knowledge necessary to oversee the delivery of high quality public services by the Council through their community leadership.
4. To ensure that Councillors and Co-opted Members feel confident and motivated to undertake their roles.
5. To ensure that Councillors and Co-opted Members are fully aware of their roles and responsibilities, legal requirements and matters of good practice as a means of delivering good governance.
6. To support the continued development of Councillors and Co-opted Members and help prepare them for roles that they may fulfil in the future.
7. To ensure a consistency of approach to Member development.
8. To attract and retain high calibre Councillors from as wide a range of backgrounds as possible.

Overall Management and Monitoring of the Strategy

Member development must be undertaken and managed if the Strategy is to be successful. To do this, it is vital that Councillors play an integral part in the management of the development programme.

The MDSG will advise the Council on all Member Development matters and will evaluate the programme of Member Development to ensure that it is responsive to Members' needs as follows:

- At least once a year, the MDSG will evaluate the implementation and effectiveness of this Strategy. If necessary, it will be updated to take account of lessons learned, Member feedback, latest developments and best practice.
- Where possible, Members will be asked to complete evaluation forms after each training session in the core programme either via a paper form at the session or electronically afterwards. Members attending externally provided courses will be encouraged to provide feedback to the Council on them to ensure that value for money is obtained.

- Member Development Plan (MDP) meetings will be offered to all new Councillors within 6 months of their election with a review taking place annually afterwards or earlier, on request. The review meeting will include an opportunity for Members to comment on the training provided since their initial review and to assess the impact training has had on their ability and capacity to carry out their role, and any ongoing benefits.
- During the period covered by the Strategy, at least one comprehensive survey of Members will be undertaken to investigate a range of issues relating to their needs and their views of the services provided for them.
- Where appropriate, exit interviews will be undertaken with Members who have resigned or who are not seeking re-election to determine whether Member Development opportunities contributed to their decision.

Evaluation and feedback will be analysed and will inform the provision of Member training and will shape future policies. Each year, the MDSG will review the feedback that is received in respect of Member Development and share this information with other Councillors, and if necessary, with Cabinet. Significant issues will be brought to the attention of the MDSG at other times, if required.

Member Development Steering Group

The Strategy is owned by the Council as a whole. However, it will be the responsibility of the MDSG and the Democratic Services team to ensure that the Strategy is reviewed and updated to reflect any changes arising from external and internal factors, and that it continues to be fit for purpose.

Role and Composition

The MDSG will include representatives from all the political groups that make up the Full Council, with officer support being provided by a Democratic Services Officer.

The Group will meet a minimum of 4 times a year to agree and review training and development for Councillors and any Co-opted Members.

The main purpose of the MDSG is to:

- Provide strong leadership and guidance in respect of Member Development.
- Develop a comprehensive Member Development Programme.
- Ensure that learning and development is effective in building capacity and ensuring that Councillors have the necessary skills and knowledge to carry out their community leadership roles effectively.

Terms of Reference

- To champion and encourage Member development.
- To monitor and review the Strategy and associated documents/processes on an at least an annual basis.
- To shape and prioritise Member Development, e.g. New Member induction Programme, Prospective Councillor Events, training and development needs identified through MDP or other means etc.
- To oversee the development of a comprehensive Member Development Programme, that takes advantage of partnership opportunities with other local authorities and promotes best practice for the delivery of Member Development.
- To ensure that the Council provides Member Development that complies with the principles of the Charter and / or Charter Plus for Member Development.
- To encourage effective Member / officer working relationships in accordance with the Code of Conduct and to ensure that all Councillor roles are explained clearly.
- To assist in the development of effective evaluation to ensure the effectiveness of the Member Development Programme and to make best use of resources.
- To maintain a dialogue with national and regional bodies supporting Member Development and to explore external sources of funding for Member Development.
- To receive regular update reports on Member Development within the Council, to review Member attendance at Member Development events and to retain an overview of the Member Development budget.
- To ensure equal access for all Councillors to training and development and to promote the use of information technology for and by Members.

How Member Development Needs will be Identified

Member development needs will be identified through the following four main avenues:

1. Corporate Training Needs

The environment in which local government operates may change frequently and fundamentally. This is because of changes in the law, corporate priorities, or changes to local government services/structures. The Council must be alert to these changes and be ready to adapt its learning and development to suit every circumstance, and to fill any gaps in skills and knowledge that arise.

2. Role of Members

It is vital that Member Development and this Strategy relate directly to the roles and duties that Members have to fulfil. To ensure this, the Council has developed a number of Role Descriptions for Councillors which are included in the Council's Constitution. The MDSG will ensure that there is a programme of development that enables Councillors and Co-opted Members to have the skills and knowledge to fulfil the specific roles identified. Each newly elected Councillor or Co-opted Member will be invited to participate in an induction programme relevant to their role.

3. Specialist Role Needs

Many Members will have additional roles that they currently carry out, or roles that they aspire to, in the future, and these will require specialist or more focused training. These roles include:

- Chairman or Vice-Chairman of Committees or Sub-Committees
- Leadership, for example Leader of the Council or Leader of a Political Group
- Cabinet Member or Shadow Portfolio Holders
- Regulatory Committees such as Licensing and Planning which exercise quasi-judicial functions
- Scrutiny
- Audit and Governance
- Civic and ceremonial protocols

4. Identifying Personal Development Needs

The skills needed to carry out the roles listed in 1 – 3 above set the training needs for Councillors, which are also linked to the delivery of Themes in the Strategic Plan. However, for a truly effective training needs analysis which identifies specific development needs for individual Members, a more in-depth discussion is needed on a one-to-one basis. This can best be achieved through participation in the MDP process. This involves:

- Participation in an individual Member Development Plan meeting where Councillors can identify any gaps in their skills / knowledge to inform their development needs.
- Considering other relevant, necessary skills eg presentational skills, speed reading, public speaking etc.
- Discussions with Political Group Leaders or the Democratic Services Team.
- Reviewing the impact of learning and development through the MDP process as well as feedback received through course evaluation.
- Councillors maintaining their own personal development / training records and regularly reviewing if there any gaps in their skills / knowledge.

Based on the above, an overall Member Development Programme will be developed each year but will be reviewed by the MDSG on a regular basis to ensure that it is responsive to the needs of Members and the Council.

How Member Development Needs will be Met

To support the diverse development needs of Councillors and Co-opted Members, a range of options will be made available to suit different learning styles and individual circumstances. In some cases, these can be delivered through the Council's own internal resources or, where necessary, specialist providers with a proven track records in terms of training will be brought in. Potential development delivery methods may include:

- Training courses
- Informal in-house briefings and workshops, including joint Member / officer training where appropriate
- External conferences and seminars
- Member briefings
- Written learning materials
- Peer Mentors
- E-Learning packages
- Distance learning packages
- Visits to other Councils or relevant partners
- Shadowing opportunities
- Sharing of knowledge amongst other Elected Members
- Personal research or preparation for specific projects.

Councillors will be encouraged to be involved in Member Development, where appropriate, by leading workshops, disseminating expert knowledge, offering mentoring or by encouraging the take-up of Member Development opportunities. The delivery of these activities will also be considered as contributing towards a Member's own continued professional development and can be a method of achieving goals identified on their specific Member Development Plan.

Support for Prospective and New Councillors

East Suffolk Council is keen to attract Members from all different backgrounds to join the Council, including those people who are not necessarily part of established political groups. Such people might require some additional information, and support, on what it is like to be a Councillor, such as details of the potential time commitments, the benefits of being a Councillor, as well as some of the challenges.

The following specific support will be offered to prospective Councillors:

- A media campaign to attract and support prospective Councillors will commence at least 6 months before the elections and drop-in sessions will be available with Elections and Democratic Services staff, to provide information on being a councillor.
- A candidate pack will give information on the process for standing for election and the required forms to be completed, as well as brief details on what it means to be an East Suffolk Councillor.
- Candidates will be encouraged to observe Council and Committee meetings to further their understanding of how the Council operates.

The following specific support will be offered to New Councillors:

- After the elections, each new Councillor will be provided with an Induction Guide providing a more detailed introduction to the Council and practical information about being a Councillor.
- A comprehensive Induction Programme will be provided to ensure that newly-elected Councillors can quickly participate fully in the business of the Council. This will include an opportunity to meet senior officers, find out about the Council's key priorities, be given information to get them started and receive basic training on key areas such as the Code of Conduct.
- Details of the Democratic Services Team will be given to provide support with information and signposting.
- Newly-elected Councillors will receive a tour of the Council offices at Lowestoft and Melton so they can familiarise themselves with the key locations and health and safety procedures for each building.
- Councillors who have been elected at by-elections will be provided with a similar Induction Programme and support.
- New Councillors will be offered a tour of key locations across the District.
- New Councillors will also be offered a Member Development Plan meeting within 6 months of being elected to identify any specific training needs.

In addition, Councillor Communication Guidelines (Appendix A) have been developed so that new Members understand the minimum level of service that residents can reasonably expect when contacting their District Councillor.

The Member Support Scheme (Appendix B) provides for a Democratic Services Officer to be assigned to a newly elected Member immediately following the election. Members can also request peer support and/or mentoring by a more experienced Member which is particularly helpful for newly-elected colleagues as well as those Councillors stepping into key roles. This provides development benefits for both the mentor and the mentee.

Resources

Each year, the MDSG will identify the budget and resources that are needed to support Member Development and will refer any recommendations for the Member Development budget to Full Council (as part of the annual budget review process). These resources will be monitored by the MDSG and include:

- Financial budget allocation and other capacity to support Member Development activities
- Member support from within the Democratic Services Team
- Conference / Seminar attendance by specific postholders eg Cabinet Members, Group Leaders, Chairmen of Committees etc
- Opportunities for cross-authority / partner training on a countywide, regional or national basis

- Specific training programmes provided by national / regional course providers eg Local Government Association, South East Employers etc.
- Relevant opportunities for learning through seminars, conferences or visits hosted by partners.

The budget for Member Development is currently set at £50,000 and has been profiled over a four year period to align with District Council Elections (£20,000 in the first year and £10,000 per year thereafter). This allows the Council to make best use of resources and accommodate development needs immediately prior to and after all-out Elections.

Ongoing Commitment

The formation of East Suffolk Council gave Elected Members the opportunity to review their commitment towards Member Development generally as well as reviewing and updating the Member Development Strategy and Programme to ensure it was fit for purpose.

The new Council adopted “Charter Plus” status for Member Development at its first Council meeting on 22 May 2019 and aims to achieve “Charter Plus” Status in its own right in 2020.

As part of their ongoing commitment, the MDSG has developed an Action Plan setting out specific pieces of work required to deliver the Member Development Strategy (Appendix D) which will support the direction and priorities within the East Suffolk Strategic Plan.

The Strategy and the Action Plan are flexible and dynamic, ensuring that the right support can be offered to Members, depending on what the changes in priorities might be, arising from national or local circumstances. A good demonstration of this, is the way in which Member Development priorities have changed, due to the COVID-19 pandemic.

Impact of COVID-19

The pandemic has had a major impact on the way in which people live and work. It has impacted on Councillors, too, in terms how they conduct their roles, and carry out their duties, whilst also dealing with whatever the impact of COVID might be on their personal lives.

With the lockdown, face to face meetings were cancelled and access to the Council Offices was removed. The Council began to hold meetings remotely, by Zoom. This has been a major change and something which both Members and Officers have had to adjust to very quickly, with the provision of support and training.

The training programme was adapted to include sessions not only on the functionality of Zoom, but also about the etiquette and protocol of holding remote meetings. Also, before the first remote meeting of each Committee/Cabinet, there was a run through with all of the Members and Officers who would be in attendance, to rehearse the agenda, and how items of business would be dealt with. This was to ensure that East Suffolk’s virtual meetings were as professionally run as those held in the conference room.

It has also been recognised that, whilst Members may be shielding themselves, they are continuing to work from home, participating in formal meetings, carrying out their casework with constituents, and liaising with Town and Parish Councils.

To support Members further, a survey has been carried out to understand the impact that COVID-19 is having on Councillors. The survey asks about the Members' experiences of working remotely, from a personal perspective, from a practical perspective, and to find out if they are experiencing any issues in fulfilling their roles at this time, and if so, whether they require any assistance.

As part of this survey, Members have been reminded that they can carry out a home Display Screen Equipment (DSE) assessment to see if there are any particular issues which Democratic Services can then discuss with them.

Members have also been asked to complete an ICT survey to ensure that they have the necessary equipment to be able to work from home efficiently.

Meanwhile, the Member Development budget has been safeguarded and will be reviewed to ensure that if there are any training needs identified as a result of COVID-19 pandemic, and working from home, such as around presentational skills, better use of Outlook, increased IT skills etc, these can be accommodated.



COUNCILLOR COMMUNICATION GUIDELINES

East Suffolk Council is committed to delivering quality services. These Communication Guidelines outline the minimum level of service that members of the public can reasonably expect when contacting their District Councillor.

We will:

- Respect your views and respond to you in a fair, objective, polite and helpful manner
- Respond as quickly as possible to all requests for information or services
- Respect your right to privacy and confidentiality
- Actively seek your views and feedback, acting on them appropriately
- Apologise if we get it wrong and put it right as quickly as possible

If you visit us:

- If you have made an appointment we will ensure that you are seen at the time agreed, or keep you informed of any delay and the reasons for this

If you telephone us:

- We will answer or respond to your call as soon as possible

If you email or write to us:

- We aim to respond to letters within 14 days and emails within 7 days. If this is not possible, we will acknowledge your correspondence telling you why and we will give you a response date
- We will respond to you in plain language

What we expect from you:

- Openness and honesty, giving as much information as possible to assist us in dealing with your enquiry, letting us know if you have any special needs
- Full co-operation and for you to be respectful when dealing with Councillors, as although we will do our best to help you, we will not tolerate abuse, threats or harassment, on or off Council premises.

MEMBER SUPPORT SCHEME

The Member Support Scheme provides Councillors with a named contact from Democratic Services following their election. In addition, if requested, a peer Mentor who is usually a Councillor from their own political group, can be assigned to help with signposting and providing advice on all issues affecting the life of a Councillor.

The Scheme is not designed to replace the direct contact and access that all Councillors can expect when they wish to speak to their Group Leaders, the Chief Executive, Directors or Heads of Services. It is also not intended that it will create personal assistants or research assistants for individual Councillors as this work is undertaken by Political Group Assistants.

Democratic Services and Mentors can offer support and advice, especially during the first year after a Member is elected or if they have been appointed to a new role, and can help the Councillor understand the requirements of the role and develop their confidence. The Member Support Scheme should enable Councillors to:

- be more aware of where to go for information and support
- feel more confident in their representative and decision-making roles
- be able to make an early contribution to the work of the Council and representing their local community.

If Members need factual information about Council services and details about who to contact within the Council, or any other day to day information about Council business, contact can be made with their named Democratic Services Officer or anyone within the Democratic Services Team.

What can a Councillor expect from their named Democratic Services Officer or a Mentor?

- A friendly response to questions however trivial they may appear
- Support and advice from the Officer/Mentor's personal knowledge and experience
- Signposting to an appropriate officer or Councillor to take forward a query as needed – this will usually be at service head or team leader level for any new service enquiry or it could be a Cabinet Member
- A sounding board to help the Councillor reflect on new experiences and issues raised
- A response to emails and telephone calls as promptly as possible and to be advised who will respond to queries if the Democratic Services Officer/Mentor is away for an extended period of time
- A prompt response to requests to meet with the Democratic Services Officer/Mentor

How and when is a named Democratic Services Officer or Peer Mentor assigned?

The named Democratic Services Officer will be appointed immediately following the election and will contact the new Councillor within the first day or so after the Count. Once notified of a request for a Peer Mentor, the Democratic Services Officer will contact Political Group Leaders to ask for a nomination as soon as practicable.

The Member Support Scheme is informal and intended to be helpful, therefore, Councillors can make as much or as little use of it as they wish.

MEMBER DEVELOPMENT STRATEGY ACTION PLAN

Strategic Plan Theme	Actions	Date Completed by the end of
Growing Our Economy		
Let's build a strong sustainable economy for our future; we want our district to achieve its maximum potential, for the good of everyone in the area.	To provide Members with a baseline of information to ensure they fully understand this theme within the Strategic Plan, the position the authority is currently in against the theme and where to get further information on any of the objectives within the plan.	October 2020
Enabling Our Communities		
Working together, we will enable our communities to identify opportunities and challenges, we will empower them to make a difference; we will support our communities to enhance the places we live and work for the well-being of all.	<p>To provide Members with a baseline of information to ensure they fully understand this theme within the Strategic Plan, the position the authority is currently in against the theme and where to get further information on any of the objectives within the plan.</p> <p>To provide the core members of each Community Partnership with the knowledge and skills they need to ensure that they can fully support their communities.</p>	<p>December 2020</p> <p>Ongoing</p>
Remaining Financially Sustainable		
We will grow and prosper as a council; we will ensure we are well-run; provide value for money and strive for excellence.	<p>To provide Members with a baseline of information to ensure they fully understand this theme within the Strategic Plan, the position the authority is currently in against the theme and where to get further information on any of the objectives within the plan.</p> <p>To ensure that all Members understand Budget Setting and the impact of decisions on the Council's overall finances</p>	<p>February 2021</p> <p>February 2021</p>

Delivering Digital Transformation		
Digital technology can transform the way we work and live; we will use technology to make services efficient and easily accessible to all and assist our communities to embrace and access new technologies.	<p>To provide Members with a baseline of information to ensure they fully understand this theme within the Strategic Plan, the position the authority is currently in against the theme and where to get further information on any of the objectives within the plan.</p> <p>To ensure that individual Members are digitally competent and aware particularly in relation to remote working.</p> <p>Report to MDSG exploring options for expanding electronic and virtual learning opportunities to provide a blended learning package for Members</p>	<p>July 2020</p> <p>December 2020</p> <p>March 2021</p>
Caring for our Environment		
We know you are concerned about our environment; we are too, so we will put the environment at the heart of everything we do.	To provide Members with a baseline of information to ensure they fully understand this theme within the Strategic Plan, the position the authority is currently in against the theme and where to get further information on any of the objectives within the plan.	August 2020

General	Actions	Date Completed by the end of
Seek reaccreditation for Charter Plus Status in 2020	Prepare submission in support of reaccreditation	August 2020
Support newly elected Councillors	<p>Review the format and content of the Councillor Handbook/Guide</p> <p>Review the format and content of the Induction Programme</p> <p>Provide appropriate Induction arrangements in the event of a by-election</p>	<p>April 2023</p> <p>April 2023</p> <p>As and when required</p>
Deliver Member Development Plan (MDP) Programme	<p>To offer Councillors a review of their MDP</p> <p>Review MDP process</p>	<p>March Annually</p> <p>May 2021</p>

Deliver Member Development Training Programme	Review of training needs identified through MDPs and any training to assist with the delivery of corporate priorities	April Annually
	To review the training provided via feedback forms, including any suggestions for additional training	April Annually
	To create a training Programme based on the above for the following year, including sourcing any necessary external training providers	May Annually
	To undertake a Councillor Satisfaction Survey of Member support and engagement including communications	August 2021
Deliver a Leadership Management Programme	Source an external training provider for a comprehensive Leadership Management Programme in conjunction with neighbouring Authorities	December 2021
Undertake review of the implementation and effectiveness of the Strategy	To review the training activities and expenditure in the previous year and the priorities and budgets for the year ahead	March annually
	To review the Member Development Strategy	May 2021
Attract and support a diverse range of individuals thinking of becoming a Councillor	To raise the profile of the role and duties of a Councillor through community and business events/contacts	April 2023
	To review the candidate Information Pack including information about the Council, its political and officer structure and the role of a Councillor	August 2022
	Hold prospective Be a Councillor events	February 2023



MEMBER DEVELOPMENT PROGRAMME

2019-2023

TRAINING AND DEVELOPMENT SCHEDULE

FOR 2020/21

If you require this document in large print, audio or braille or in a different language, please email democraticservices@eastsuffolk.gov.uk or telephone 01502 523521.

Introduction

A Shadow Member Development Steering Group designed and commissioned a Member Development Programme for 2019-23 that aligned with the Member Development Strategy for the same period.

The Programme aimed to ensure that East Suffolk Councillors received a comprehensive and informative Induction to support their introduction to this brand new Authority, as well as an annual Training and Development Schedule of relevant and useful training and briefing sessions that would support Members in undertaking their duties and individual roles during their four year term in office.

A cross party East Suffolk Member Development Steering Group was formed and meets regularly to ensure that Councillors are continually supported and up to date in accordance with the aims and objectives of both the Strategy and the Programme.

A key part of the Steering Group's remit under the auspices of the Member Development Programme is to review the training needs and requests from Members on an annual basis in order to develop a suitable and effective Training and Development Schedule for the following year.

The Schedule is a live document and, as such, is reviewed regularly to ensure that it is responsive to the needs of Members and the organisation, with the details of new training sessions added as and when arranged. It offers a wide variety of topics and is created from Members' requests e.g. from ad hoc individual requests for specific training; requests made following training sessions on the Training Feedback Forms; and discussions with Democratic Services Officers during the Member Development Plan process. In addition, the Programme includes sessions suggested by Officers to ensure that Members are aware of the latest legislation and corporate priorities.

Training and Development Schedule for 2020/21

A list of the Training/Briefing Sessions scheduled for 2020/21 can be found overleaf.

Details of any other training sessions that are added to the Schedule will be emailed to Members as and when they become available.

Calendar invites will be sent to Members and Councillors are asked to accept the invite or book their place as soon as possible by emailing democraticservices@eastsoffolk.gov.uk.

Sessions are normally held either at East Suffolk House, Melton or the Riverside offices, Lowestoft. Due to the current COVID-19 pandemic, however, sessions have been scheduled to be held remotely via video conferencing platforms such as Zoom, Skype or Microsoft Teams up until the end of December 2020. Rooms at East Suffolk House or Riverside have been booked for Sessions from January 2021 but these can be changed to remote meetings if necessary.

The calendar invite for each session will detail the exact location/platform being used so please check these carefully in advance of the session in case there are any changes.

SECTION 1 – ESSENTIAL SESSIONS FOR ALL COUNCILLORS IN RELATION TO THE STRATEGIC PLAN

The East Suffolk Strategic Plan was adopted by Full Council in February 2020, it spans a four year period and sets out the aims and objectives of the Council across five interconnected themes.

1	<p>STRATEGIC PLAN 2020-24 AND THE IMPACT OF COVID-19</p> <p>Monday, 28 September 2020 at 6.30pm (Remotely)</p>
	<p>This Session will give Members an update on the impact that COVID-19 has had on the Council's Strategic Plan.</p> <p>This Session will be led by Stephen Baker, Chief Executive.</p>
2	<p>DELIVERING AGAINST THE STRATEGIC PLAN – MODULAR BRIEFING SESSIONS</p> <p>Available: Various – exact dates to be confirmed</p>
	<p>Delivery of the priorities within the plan are overseen by the Strategic Plan Delivery Board, which is made up of Cabinet Members and Strategic Management Team Officers. All Members are welcome to attend the Strategic Plan Delivery Board – it meets six times per year, five meetings focus upon each of the five themes and one annual meeting to review progress and achievements against our strategic plan objectives.</p> <p>The modules offered below are a key element of the Member Development Programme and will assist Members to more fully understand the themes within the strategic plan, the position the authority is currently in against each theme and where to get further information on any of the objectives within the plan.</p> <p>Delivery of the modules will be via a slide presentation, with voice over, for Members to undertake at a convenient time of their own choosing and will be available to access on the Members' area of FRED.</p> <p>Delivering Digital Transformation (July 2020) Caring for Our Environment (August 2020) Growing Our Economy (October 2020) Enabling Our Communities (December 2020) Remaining Financially Sustainable (February 2021)</p>

SECTION 2 – ESSENTIAL TRAINING/BRIEFING SESSIONS TO AID ALL EAST SUFFOLK COUNCILLORS

An Understanding of Planning at East Suffolk Council

Thursday, 6 August 2020 at 10am (Remotely)

This Session is a repeat of the training held on 3 June 2019 and is essential for any Councillor who wishes to sit on the Planning Committees as a full Member or a substitute and is also ideal as a refresher for those that have already attended.

Specifically, the Session will give Elected Members an understanding of the process for determining planning applications, what constitutes a material consideration, the role of elected members and how the Planning Committees operate.

This Session will be led by Philip Ridley - Head of Planning and Coastal Management and Liz Beighton - Planning Development Manager.

Hidden Needs in the Context of Covid-19

Wednesday, 19 August 2020 at 6.30pm (Remotely)

This Session will provide Councillors with an understanding of how we can use data to understand our community better, including to identify hidden needs in communities and individuals.

The session will focus on new maps produced from the updated Index of Multiple Deprivation and new data sets developed through the Suffolk Office of Data Analytics.

The Session will be led by Nicole Rickard – Head of Communities.

The East Suffolk Economic Growth and Regeneration Programme

Monday, 12 October 2020 at 6.30pm (Remotely)

This Session will cover East Suffolk's approach to economic growth including how we are building on our economic strengths and taking a place based approach to meet the Strategic Plan objective of 'Growing our Economy'.

It will also set out how we are working collaboratively with our partners to deliver an effective and inclusive economic recovery plan following the Covid-19 economic shock.

The Session will be led by Paul Wood - Head of Economic Development and Regeneration.

Anti-Fraud Culture

Monday, 26 October 2020 at 6.30pm (Remotely)

This Session will cover the following and includes a practical questions and answers session:

- How can Councillors champion the Council's anti-fraud culture
- Understanding roles and responsibilities around identifying risks
- Understanding Whistleblowing, Bribery, Money Laundering procedures etc

The Session will be led by Siobhan Martin - Head of Internal Audit and Sheila Mills-James - Corporate Fraud Manager.

Social Media

Wednesday, 11 November 2020 at 6.30pm (Remotely)

Back by popular demand, this interactive Session has been refreshed and updated and will give Councillors who are completely new to Social Media, or a veteran, guidance on:

- how to use social media
- best practice
- things to avoid
- related legal matters

The Session will be led by Karen Ainley from Mosaic Publicity.

An Introduction to East Suffolk Council's Finances

Monday, 23 November 2020 at 6.30pm (Remotely)

This Session will provide Councillors with an explanation of:

- the 2020/21 East Suffolk Council budget
- the Council's main sources of finance
- and a look at local government financial statements.

The Session will be led by Simon Taylor - Chief Finance Officer and Section 151 Officer.

Information Governance

Monday, 30 November 2020 at 6.30pm (Remotely)

This Session will cover the information governance processes at the Council including Data Protection, Freedom of Information and the Environmental Information Regulations

This Session will be led by Siobhan Martin – Head of Internal Audit.

An Overview of Procurement Processes

Wednesday, 9 December 2020 at 6.30pm (Remotely)

This Session will provide Members with an overview of Procurement Processes for Local Government under UK Law and our own internal regulations. How we meet the Council's needs whilst balancing best value, local supply chains, the green agenda, social value and compliance.

The Session will be led by Mark Fisher – Procurement Manager.

An Overview of Risk Management

Wednesday, 13 January 2021 at 6.30pm in the Conference Room, Riverside, Lowestoft or remotely if social distancing measures are still in place

This refreshed and updated Session will be delivered by Matthew Hardwick from Zurich Municipal (the Council's Insurers) who is a dedicated professional specialising in Risk Management. This is a useful and informative Session for all Councillors but Members of the Audit and Governance Committee are particularly encouraged to attend. The main objectives will be:

- An overview of Risk Management and its benefits.
- A definition of the role and responsibilities of Members for undertaking / overseeing Risk Management within the Council.
- Discussion from the Members' perspectives of the main risks facing the Council.
- The ability and competencies needed to become involved with Risk Management in the Council.

SECTION 3 - ESSENTIAL TRAINING SESSIONS FOR MEMBERS OF SPECIFIC COMMITTEES

Best Practice for Effective Scrutiny

Friday, 14 August 2020 at 9.45am (Remotely)

This Training Session will provide Members of the Scrutiny Committee with a look at

- (a) the key characteristics of efficient and effective scrutiny - and how this relates to new statutory guidance
- (b) key tips and techniques to achieve added value and to make a difference through committee scrutiny, and
- (c) how to avoid some of the 'deadly sins' of committee scrutiny.

The Session will be delivered by David McGrath, Link Support Ltd.

Making an Impact through Effective Review Groups (Scrutiny)

Friday, 14 August 2020 at 12.45pm (Remotely)

This Training Session will provide Members of the Scrutiny Committee with a range of proven techniques to achieve success through reviews. The trainer will demonstrate the techniques with reference to real case studies. Topics include:

- (a) The rapid ('one day') review
- (b) Planning to make a bigger difference
- (c) How to use strategic vision and get things done
- (d) The 'one page' review time planner
- (e) Avoiding pitfalls and scrutiny potholes.

The Session will be delivered by David McGrath, Link Support Ltd.

Determining Applications as a Member of a Licensing Sub-Committee – A Guide to Making Legally Sound Decisions

Wednesday, 7 October 2020 at 7pm (Remotely - after the general Licensing training at 6.00pm on 7 October 2020 for all Members)

This Session will provide Members of the Licensing Committee with the training they need to determine licensing applications on a Licensing Sub-Committee. This is a refreshed and updated session from the one held last year.

This Session will be led by Chris Bing - Legal and Licensing Services Manager and Martin Clarke - Lawyer.

How to be an effective Audit and Governance Committee Member

Monday, 18 January 2021 at approximately 7.30pm (to be held immediately following the Session on Pensions which is open to all Members) in the Deben Room, East Suffolk House, Melton or Remotely if social distancing measures are still in place

This Session will provide Members of the Audit & Governance Committee with a refresher on best practice guidance on how to be an effective member of the Committee.

This Session will be led by Siobhan Martin - Head of Internal Audit.

SECTION 4 - USEFUL TRAINING/BRIEFING SESSIONS (FOR ALL EAST SUFFOLK COUNCILLORS UNLESS SPECIFIED OTHERWISE)

An Overview of the Anglia Revenues Partnership

Wednesday, 29 July 2020 at 6.30pm Remotely via Microsoft Teams

This Session will provide Councillors with an overview of the Revenues and Benefit work carried out by the Anglia Revenues Partnership on behalf of East Suffolk Council including Housing Benefits, as well as information on the Welfare Reform which includes Universal Credit.

The Session will be led by Sarah Hyman – Liaison Officer, Anglia Revenues Partnership.

Microsoft Teams is similar to Zoom and can be accessed by clicking the link in the calendar invite. Members who require help to access Microsoft Teams are asked to contact Democratic Services well in advance of the Session.

Neighbourhood Planning

Wednesday, 12 August 2020 at 6.30pm (Remotely)

This Session will provide Councillors with an introduction to Neighbourhood Planning, the process and some examples of existing Plans.

The Session will be led by Dickon Povey – Principal Planner (Policy and Delivery) and Melanie Seabrook – Planner (Policy and Delivery).

IT: Outlook – Filing and Organising within and from Outlook

Friday, 21 August 2020 at 12-1pm (Remotely)

This Session will show Councillors how to use Outlook effectively and will cover the following:

- Creating folders in File Explorer
- Saving Attachments received via email
- Opening these attachments using Word or Excel
- Flagging messages
- Viewing flagged messages in Tasks
- Creating folders in Outlook
- Moving emails to folders
- Adding Signatures to emails
- Sending attachments via email
- Adding tables to email messages

The Session will be led by Marion Knight-Dixon - Grapevine Computing Ltd.

Spaces are very limited so early booking is essential.

CMIS: Overview and Functionality

Thursday, 27 August 2020 at 6.30pm (Remotely)

This Session will give Members an overview of CMIS accessed via the web, together with the functionality of the myCMIS app including annotating and searching documents.

The Session will be led by Matt Makin – Democratic Services Officer.

Speed Reading

Wednesday, 2 September 2020 at 6.30pm (Remotely)

This interactive and practical Session will give Members an overview of:

- How to adapt and adjust reading styles
- Skimming documents to identify key points
- Increased reading speeds through use of specific techniques
- Effective reading from tablets and screen
- Careful reading for understanding and retention

The Session will be led by Miranda Smythe – Local Government Information Unit Associate Trainer

Speaking with Confidence

Wednesday, 9 September 2020 at 6.30pm (Remotely)

This Session will give Members an overview of:

- How to scope a presentation and speech
- Organising information into a beginning, a middle and a close
- Managing nerves
- Demonstrating confidence through language, tone and non-verbal behaviour.

The Session will be led by Miranda Smythe – Local Government Information Unit Associate Trainer

General Licensing Overview for all Councillors

Wednesday, 7 October 2020 at 6-7pm (Remotely)

This Session will give all Councillors, and especially those appointed to the Licensing Committee, an overview of the work of the Licensing Team including the licensing of pubs, clubs, taxis (hackney carriage and private hire), street trading, charity street collections and sex establishments. This is a refresher session of the one that was held last year.

The Session will be led by Chris Bing - Legal and Licensing Services Manager, Martin Clarke – Lawyer, Teresa Bailey - Senior Licensing Officer and Alison Woodley and Leoni Hault - Licensing Officers.

IT: Word Processing – Setting up Documents and Inserting Tables

Thursday, 12 November 2020 at 6.30pm (Remotely)

This interactive practical Session will provide Councillors with the knowledge of how to use Word effectively and includes the following:

- Creating and formatting tables
- Adjusting margins
- Changing orientation
- Page breaks
- Adding headers and footers
- Using Styles
- Q&A

The Session will be led by Marion Knight-Dixon - Grapevine Computing Ltd.

Spaces are very limited so early booking is essential.

Homelessness and Rough Sleeping

Thursday, 19 November 2020 at 6.30pm (Remotely)

This Session will provide Members with an introduction to the issue of Homelessness in the district and how the Council managed the 1500 approaches for help last year. It will also cover rough sleeping and the high priority this has been given nationally over the last year.

The Session will be led by Fern Lincoln - Housing Needs Manager and members of her team.

IT: Excel – Extracting Information from Lists and Printing the Output

Thursday, 26 November 2020 at 6.30pm (Remotely)

This interactive practical Session will provide Councillors with the knowledge of the basics of how to use Excel:

- How to set up a list
 - Sorting
 - Filtering
- Printing options
 - Adjusting margins
 - Adding headers and footers
 - Orientation
 - Scaling
- Q&A

The Session will be led by Marion Knight-Dixon - Grapevine Computing Ltd.

Spaces are very limited so early booking is essential.

The Pensions Process

Monday, 18 January 2021 at 6.30pm at East Suffolk House, Melton or remotely if social distancing measures are still in place

This Session will provide all Councillors, and especially those appointed to the Audit and Governance Committee, with information and an update about the Pensions process in Suffolk, given Suffolk County Council administer the pensions for East Suffolk Council and other Suffolk Councils.

This Session will be led by Paul Finbow, Senior Pensions Specialist, Suffolk County Council.

The Electoral Process

Wednesday, 20 January 2021 at 6.30pm at the Conference Room, Riverside, Lowestoft or remotely if social distancing measures are still in place

This Session will provide all Councillors with an overview of the procedural steps that take place on the run up to an election, during polling day and once the polls close.

This Session will be led by Stephen Baker, Chief Executive and Karen Last, Elections Manager.

The Council as a Landlord

Thursday, 11 February 2021 at 6.30pm at East Suffolk House, Melton or remotely if social distancing measures are still in place

The Council owns and manages nearly 4500 properties, mainly in the north of the district with the former Waveney Council housing stock. This Session will cover the management and maintenance of the stock, the investment plan and new developments, and the management and support of our tenants.

This Session will be led by John Brown - Maintenance Manager, Samantha Shimmon - Tenancy Services Manager and Bridget Law - Housing Programme Development Manager.



TRAINING AND DEVELOPMENT SCHEDULE 2020/21

Sessions commence at 6.30pm unless marked with an *

July 2020	29 <ul style="list-style-type: none">• An Overview of the Anglia Revenues Partnership					
August 2020	6 <ul style="list-style-type: none">• Planning Training* (repeat - to sit on Committee)	12 <ul style="list-style-type: none">• Neighbourhood Planning	14 <ul style="list-style-type: none">• Best Practice for Effective Scrutiny*• Making an Impact Through Effective Review Groups*	19 <ul style="list-style-type: none">• Hidden Needs in the context of Covid-19	21 <ul style="list-style-type: none">• IT – Outlook - organising your files*	27 <ul style="list-style-type: none">• CMIS: Overview and functionality
September 2020	2 <ul style="list-style-type: none">• Speed Reading	9 <ul style="list-style-type: none">• Speaking with Confidence	28 <ul style="list-style-type: none">• Strategic Plan 2020-24 and COVID-19			
October 2020	7 <ul style="list-style-type: none">• General Licensing Overview* (refresher)• Determining Licensing Applications (refresher)	12 <ul style="list-style-type: none">• The Economic Growth and Regeneration Programme	26 <ul style="list-style-type: none">• Anti-Fraud Culture			
November 2020	11 <ul style="list-style-type: none">• Social Media (refreshed and updated)	12 <ul style="list-style-type: none">• IT – Word	19 <ul style="list-style-type: none">• Homelessness and Rough Sleeping	23 <ul style="list-style-type: none">• An Introduction to ESC's Finances	26 <ul style="list-style-type: none">IT - Excel	30 <ul style="list-style-type: none">Information Governance
December 2020	9 <ul style="list-style-type: none">• Overview of Procurement Processes					
January 2021	13 <ul style="list-style-type: none">• Risk Management by Zurich Municipal (refreshed and updated)	18 <ul style="list-style-type: none">• An Overview of Pensions• How to be an Effective Audit & Governance Committee Member (refresher)	20 <ul style="list-style-type: none">• The Electoral Process			
February 2021	11 <ul style="list-style-type: none">• The Council as a Landlord					
March 2021						
April 2021						

Sessions still to be scheduled:

Planning – The Enforcement Process (Jan/Feb 2021)

Treasury Management for AGC Members (December 2020)

Coastal Management

Overview of Policies in the Adopted Waveney and Suffolk Coastal Local Plans (November 2020)

Planning – Trees (Jan/Feb 2021)

Training in the use of Microsoft Office Teams (September-December 2020)

Webcasting

Virtual Tours of the District



COUNCIL

Wednesday, 22 July 2020

CABINET MEMBERS' REPORT AND OUTSIDE BODIES REPRESENTATIVES' REPORT TO COUNCIL

EXECUTIVE SUMMARY

To receive the Cabinet Members' Report and the Outside Bodies Representatives' Report to Council, for information.

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Cabinet Member:	Councillor Steve Gallant Leader of the Council

CABINET MEMBERS' REPORTS TO COUNCIL

Cabinet Member:	Councillor Craig Rivett – Deputy Leader and Cabinet Member with responsibility for Economic Development
Contact Details:	craig.rivett@eastsoffolk.gov.uk Tel: 07831 370806

Covid19 response

Since early March the ED team's work has been dominated by the response to businesses and supporting them during lockdown and subsequent economic downturn. The most tangible example of this is the allocation of grants of up to £25k to for small businesses and those in the retail, hospitality and leisure sectors with a rateable value up to £51k. To date 5,244 East Suffolk business have received grants equating to £60.1m of grant funding.

The team have also been instrumental in developing the more recent Discretionary Grant Scheme which is aimed at those businesses not eligible for the first round of grants. This is a much smaller grants scheme with an overall value of only 5% of the original scheme. We have ensured that the criteria for this scheme is as flexible as possible to ensure as many businesses as possible can access this much needed funding. To date 97 businesses have received support totalling £1.3m.

The ED team have also been leading on the implementation of the Reopening High Streets Safely Fund. We have been working closely with each of east Suffolk's 12 Town Councils to help them determine what measures they need to put in place to reopen their town safely as more of the high street reopens. This has included measures to promote social distancing including signage and public realm changes such as changes to high streets to reduce vehicular use. Unfortunately, due to the restrictive nature of the EDRF funding it has taken longer to implement these measures than either the Town and District councils envisaged. In order to expedite matters ESC have also taken the decision to directly fund some these measures where the ERDF fund would not. In addition Norse have engaged in more intensive cleansing to ensure Town Centres are as attractive as possible as people return to the high street.

Sector support

With the closure of restaurants, the local fishing sector was badly impacted by plummeting sales. In response to this ESC in partnership with SCC, NCC and the LEP have funded the Call4Fish initiative which has created an online platform for suppliers to sell their produce directly to domestic customers. There are now 10 suppliers on this site and the initiative is seeking to implement further business support measures to ensure the sustainability and growth of these businesses in the longer term.

We have also recognised that the tourism sector has been particularly badly affected by the lockdown. As a result we have jointly commissioned research with Visit East of England to understand the scale of the impact to inform measures that can be implemented both regionally and locally to support this vitally important sector for the East Suffolk economy.

Recovery Plans

The ED team have also worked closely with colleagues across the region to develop the 'Restart Plan' which is a short-term response to support the regional economy coming out of lockdown. As one of the major economic centres within the region we are also centrally involved in the delivery of initiatives within the plan. This will be followed up with a longer term Renew Plan published by the end of the year.

We are also heavily involved in adapting the current Suffolk Growth Framework, so it is fit for purpose in responding to the current economic climate. In particular this will focus on the infrastructure and sector based investment required to support the recovery. At the local level we are adapting our existing ED programme again to reflect the challenges and opportunities of the recovery phase.

Ongoing initiatives such as Lowestoft's Town Investment Plan, the development of the Felixstowe BID and the Smart Towns initiative all form part of our response to the recovery phase. Although there are many challenges ahead there is also significant investment such as the Third Crossing, Sizewell C, offshore energy development which create strong grounds for optimism in the ability of the East Suffolk economy to bounce back.

Cabinet Member:	Councillor James Mallinder, Cabinet Member with responsibility for the Environment
Contact Details:	james.mallinder@eastsuffolk.gov.uk Tel: 07810 815879

Suffolk Waste Partnership

As East Suffolk representative on the Suffolk Waste Partnership, I have attended a virtual meeting and I am constantly updated on performance.

Throughout COVID 19 general residual and recycling waste collections performed well. Increases in quantity of waste have been absorbed into the system and households experienced no difference in our services.

Green waste collection was paused and now reinstated.

Recycling centres are working well – the booking system is effective, and popular with customers. I am lobbying hard for SCC to make the booking system permanent. Vans and larger vehicles are now permitted to use the centres.

We continue to engage with Food Savvy especially through social media to reduce our food waste and educate as much possible on cooking healthy, nutritious rich food.

And through the period of suspension of Green waste collections, I emphasised the importance of composting and hope any interest will continued.

We work closely with national government to follow any new initiatives and wait further announcements on collections for glass / food waste / green waste / deposit return scheme etc.

Discussion are on-going with changes in fuel for waste trucks and has been recently discussed at the Environmental Task Group.

Through the Suffolk Waste Partnership and direct through East Suffolk we continue educating and encourage circular economy and to reduce, reuse and recycle.

Greenprint Forum

As East Suffolk representative on the Greenprint Forum Steering Group we held our first zoom meeting, which proved very successful.

We are an active organisation and continue to be community responsive dealing with many stakeholders of East Suffolk.

The active travel project is mostly on hold, due to Covid-19 restrictions. But we are encouraging all members of the Greenprint form to engage with our partners in the discussion of more environmentally friendly ways of travel. We are expecting a decision from SCC on additional funding to support and enhance the scope of the Quiet Lanes and hope this will add to the cycle lane maps across East Suffolk. Plastic Action champions are still very much alive and we encourage them to engage with the local community as much as possible, especially focusing on litter picks and assisting local business to reduce their waste. Part of the training pack of Plastic Champions was used to form part of the online classes initiative alongside clean air education.

Many of the Greenprint Forum projects are people focused so work has been put on hold until we can resume our campaigning.

Coastal Partnership East

As East Suffolk representative on Coastal Partnership East Board we have meet and discussed the ongoing concerns of our changing coastline, particularly in East Suffolk.

Beach levels have noticeably dropped and in places there is substantial cliff erosion. Inspections and full engagement with all stakeholders continues.

Updates given on various projects, in particular, the Lowestoft initiatives. Cllr Ritchie, as principle representative, will provide a full update.

Suffolk Local Access Forum

As East Suffolk representative I am always keen to see how other stakeholders engage with our green assets. We feel it's a constant battle to maintain and keep our footpaths. Always remember use it or lose it.

Private land owners can be a root of problems, due to a lack of upkeep and housing developments should always engage and enhance local walking access.

Environment Task Group update:

- The Annual Greenhouse Gas Report for 2019/20 is in progress and headline data has been shared with the Environment Task Group (ETG). It will account for the energy use of all the council estates and operations including electricity and gas use in our offices, Norse depots,

leisure centres, housing stock, street lighting, and all other built assets; operational fleet including refuse collection and housing maintenance; and staff mileage on council business. And act as a clear measurement and road map to enable us to reach our road map of carbon neutrality by 2030.

- The Environmental Guidance Note produced by the Planning team has been considered by the ETG and covers a range of topics including water conservation, energy efficiency, renewable energy, nature and wildlife, siting and orientation, sustainable travel, surface water run-off, and materials and waste. Whilst not a statutory document, the Council will be promoting the measures contained in the Guidance Note and will encourage developers to use it in delivering sustainable new homes, alongside meeting the requirements of the planning policies. This is at final draft stage and will be launched soon after the adoption of the local plan.
- Mind the weeds we are feeding the bees: 40 biodiversity conservation areas have been established on land maintained by the council where the normal cutting regime was reduced due to Covid-19. ESC is currently taking the opportunity to re-evaluate its maintenance of these spaces going forward, with anecdotal evidence indicating benefits to biodiversity. ESC has a target to establish 100 of these conservation areas by next year with corridors between them to ensure connectivity and communities are invited to make proposals and ESC also intends to invite communities to become involved in gathering evidence on their impact.
- Norse are investigating alternative fuels for the refuse collection vehicles to investigate the potential for reductions in carbon emissions resulting from refuse, recycling and garden waste collections which are currently a significant proportion of the Councils overall emissions.
- ESC's response to Covid-19 has resulted in the rapid and seamless enablement of home working across all otherwise office-based teams including customer services. Staff have been engaged through surveys to determine the impacts on them of home working which are currently being analysed. The vision is to embed home working as the norm, where possible, for individual members of staff where this is in alignment with the needs of the business, and for using digital meeting platforms as the default for all meetings, with potential for carbon savings resulting from reduced need for travel.
- The Greenprint Forum have produced a letter to lobby the government for more commitment and assistance to local councils on the green agenda, to be co-signed by the ESC ETG and the Chair of the Greenprint Forum.
- The ETG considered the draft Climate Action Plan at its meeting on 15 July. Including proposals for investigation of further deployment of solar PV, energy efficiency and electric vehicle charging on our estates.

Outside Bodies Representatives Reports

Felixstowe Citizens Advice Bureau	
Representative:	Councillor Mark Jepson – Assistant Cabinet Member with responsibility for Community Health
Contact Details:	mark.jepson@eastsuffolk.gov.uk Tel: 07825 720601

I have attended two Board meetings since becoming elected in May, during the last year the Felixstowe branch has seen 1715 individual cases with 6522 different issues an increase in demand of 4%, slightly lower than the previous year which had been 6.5%. The number of different issues that clients present with has increased by 13%. Case workers have commented that cases are becoming more complex.

They have introduced a drop-in centre with Flagship Housing which has proved popular. Their relationship with DWP continues to strengthen, helped that each premises is so closely located, this is particularly useful when dealing with Universal Credit queries.

The Social Prescribing project delivered in partnership with Action community Trust is working well, the Community Connector post has developed strong liaisons with the different surgeries in the town.

The Felixstowe Manager has been trying to work closely with Leiston CAB particularly following the departure of their manager, aware of the need to reform services as indicated at both District and County, it was perhaps disappointing that Leiston are now trying to recruit another manager. Felixstowe will continue to work with Leiston to identify efficiencies.

The commitment and knowledge of the volunteers is highly commendable, it is however recognised by the Board that it would be beneficial to try and attract some younger volunteers for resilience and forward planning.

East Suffolk Internal Drainage Board	
Representative:	Councillor Judy Cloke
Contact Details:	judy.cloke@eastsuffolk.gov.uk Tel: 07825 386561

A report was received from the Alde & Ore Works Committee – Snape is the only Internationally reputed concert hall which is situated in a flood plain. The IDB might need to apply for planning permission to undertake work on the estuary.

Discussions relating to Sizewell and Minsmere marshes are ongoing. The water level management plan is being reviewed, having been created in the 1990s.

A pumping station may be needed at Minsmere, the hope is EDF will pay for the majority of it, with a potential contribution from the IDB.

The routine lifting of pumps has not taken place during lockdown, though staff have continued to work, whilst observing social distancing and they are repairing pumps as necessary. Business resilience is good and there are reconditioned pumps available.

Though groundwater tables have improved, they are still recovering from last year's drought. Staff are looking at a pumping station in Kent, with a view to installing something similar at Benacre. It will be more efficient to run.

Managers would like to establish a closer working relationship with ES planners, as they have with other districts.

The decision was ratified to change the name of the Board to East Suffolk Water Management Board, with the board members reduced from 23 to 21 (there have been a couple of resignations) and the meetings to remain at 3 per annum. This has been under discussion for some months.

The Waveney, Lower Yare and Lothingland Board have joined the Water Management Alliance, which covers all of East Norfolk and Suffolk, and there are now 4 IDBs in that area, whereas in 1955 there were 54.

RECOMMENDATION

That the report be received.

APPENDICES – None

BACKGROUND PAPERS – None