

Memorandum of Understanding – Greater Norwich Compact for Growth

May 2016

1. Introduction

- 1.1 This Memorandum of Understanding (MoU) is prepared as part of the Greater Norwich City Deal. It sets out those bodies which the Greater Norwich Growth Board would like to pro-actively engage with in relation to assisting the delivery of strategic infrastructure projects and growth in the Greater Norwich area. It also explains the working relationship and arrangements between the bodies and their respective roles where the Compact for Growth has been formally agreed.
- 1.2 Bodies include:
- The Greater Norwich Growth Board partners:
 - Broadland District Council
 - Norwich City Council
 - South Norfolk Council
 - Norfolk County Council
 - New Anglia LEP
 - The Broads Authority
 - Homes and Communities Agency
 - Department for Transport
 - Highways England
 - Health agencies:
 - NHS England
 - Clinical Commissioning Groups
 - The Defra statutory agencies:
 - Environment Agency
 - Natural England
 - Other statutory agencies:
 - Historic England
- 1.3 The Greater Norwich Growth Board area is defined as the districts of Broadland, Norwich and South Norfolk, excluding those parts for which the Broads Authority is the Local Planning Authority, although growth in the Broads Authority area contributes to the overall growth.
- 1.4 The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. This Memorandum of Understanding will help to facilitate this duty and ensure the smooth handling of planning applications.

2. Collective support for the Greater Norwich Compact for Growth

2.1 The Greater Norwich City Deal partners will:

- Establish a Greater Norwich Growth Board to oversee delivery of the Greater Norwich Infrastructure Plan and City Deal.
- Statutory agencies will be copied into all board papers and meetings arranged where appropriate.
- Establish a Greater Norwich Projects Team to support the Board and delivery

2.2 Although the decision-making of the bodies must remain impartial and independent, at the operational level, co-ordination between the bodies is important. The bodies involvement as statutory consultees lies at both the pre-application stage when proposals are still fluid and during the application stage after submission.

2.3 Nothing in this MoU should be taken to detract from the statutory agencies' or the local authorities statutory duties. All parties will take all reasonable steps to comply with this MoU

2.4 Focussed working relationships between the bodies should ensure that appropriate timescales are set and can be met without undue organisational strain, reflecting the resources that are available. Coordinated working relations will help to support the achievement of the objectives of the Greater Norwich Strategic Infrastructure Investment programme and subsequent growth in jobs and homes in more orderly timescales than in the past.

2.5 The subsequent parts of this MoU cover the following: -

- The respective roles of the bodies
- Overall principles underpinning the coordination of roles

2.6 Priorities and good practice in working relations are set out in Appendix 1

2.7 The organisations expect to learn significantly from on-going experience; accordingly this MoU is regarded as a live document to be reviewed regularly to reflect best practice and changes in circumstances.

General Principles

3. Shared Priorities

- 3.1 The infrastructure programme identified through the City Deal is required to be delivered to meet the objective of the accelerated growth to 2026.
- 3.2 The infrastructure required is varied and many projects are not within the exclusive responsibilities of one party to deliver. The bodies agree to assist in the delivery of the infrastructure projects identified in the Joint Core Strategy for Broadland, Norwich and South Norfolk Infrastructure Framework and any updates agreed between the Greater Norwich Growth Board and the relevant partners.
- 3.3 The bodies will recognise that projects in the list are a priority to deliver and will work in a collaborative nature to collectively promote and prioritise delivery of the agreed schemes in the Greater Norwich Growth Programme. The bodies will work together to resolve a common position on schemes unless new evidence shows that the project is agreed as no longer appropriate.
- 3.4 The bodies will coordinate to avoid duplication of effort and share information openly to ensure effective use of limited resources.

4. Timeliness

- 4.1 Because of the wide remit of the bodies and their roles as statutory consultees, they will potentially engage in multiple stages of the infrastructure planning process both at pre and post application. The bodies will endeavour to respond, within agreed timescales for informal stages of the planning process, to requests for information and advice and will adhere to any statutory response times for the formal stages. It is recognised that timescales will vary depending on the nature of the project and by agency, specific details of which are provided in Appendix 1.
- 4.2 The bodies will also act in a timely and constructive way in their role in advising all parties on procedures and directing relevant requests for advice and information to the appropriate contacts in the bodies.
- 4.3 The GNGB partners will share information on up and coming sites as well as potential sites that might be of interest to the bodies listed in this Compact for Growth when appropriate. This information will be treated in confidence because of its commercial sensitivity.

5. Efficiency through appropriate contact arrangements

- 5.1 The bodies will promote speed, efficiency and avoidance of unnecessary bureaucracy. The current contact details for each agency are set out in Appendix 2. These contacts will:
- disseminate enquiries and consultations to other parts of the body and manage responses to meet the relevant timescales.
 - ensure updated contact details will be promptly shared with the other bodies when changes occur
- 5.2 The bodies will work to maintain effective knowledge and communication by:
- holding regular non case specific meetings between key contact points and other staff to review processes and share knowledge
- 5.3 Contacts will be reviewed and updated at six monthly intervals along with this MoU as a whole.

6. Openness and front-loading of the process

- 6.1 Free flow of information is a key principle in relations between the bodies, although the bodies will notify any relevant parties as appropriate before passing on information.
- 6.2 The bodies commit to proactively publish key documents of interest to the bodies listed in this Compact for Growth, ensuring they are meaningful but appropriately proportionate.
- 6.3 When dealing with prospective developers and other parties, the bodies will strongly encourage early pre-application engagement with the local community, local authorities, stakeholders and other consultee bodies. This will benefit local engagement and enable devolved decision-making bodies to be aware of and feed into the process effectively at an early stage.

Appendix 1.1 – Defra Agencies

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as respective roles and responsibilities of the Defra statutory agencies (specifically the Environment Agency and Natural England) and the Greater Norwich Growth Board. It is developed in the context of assisting sustainable growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and the Defra agencies will:
- develop understanding of the relationship between the economy and the environment;
 - work together to deliver the housing and jobs targets agreed in the Greater Norwich City Deal;
 - highlight opportunities for partnership funding to create sustainable growth;
 - deliver high quality green infrastructure opportunities in the built environment and throughout the overall Greater Norwich growth programme;
 - encourage inward investment by making places better, healthier and more rewarding to live and work in, by strengthening environmental assets;
 - work collaboratively to build skills and capacity in environmental sectors;
 - develop strategies to strengthen the relationship between the environment, recreational facilities and public access; and
 - work together to embed measures that deliver sustainable water use, resilience to extreme weather events and adaptation to climate change.
- 2.2 Natural England will be involved in the work of the Greater Norwich Green Infrastructure Project Team in an advisory capacity. As an advisory member Natural England will be invited to inform the Group's prioritisation and programming of green infrastructure to support planned growth. This will be the mechanism to agree with Natural England the Green Infrastructure information required to support the planning process as well as improve our localities and community's wellbeing.

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between Defra agencies and the Greater Norwich Projects Team will lead to a 'no surprises' culture.
- 3.2 The GNGB partners will share information on up and coming sites by providing a copy of the relevant highlight report to the Infrastructure Delivery Board. A highlight report will be provided every 2 months.
- 3.3 Defra agencies will provide high quality discretionary advice, with the intention of avoiding objections at the application stage. The Greater Norwich Projects Team will work with Defra agencies to determine what advice might be needed when and disseminate as appropriate. Defra agencies will draft terms and conditions to support this process understanding that planning policy and planning application processes will be different.
- 3.4 Defra agencies operate a cost recovery process for all pre-application advice which relates to a development which is, or will be, the subject of a planning application or a development consent order. This applies to all organisations where they are acting as developers. When approached for advice the agencies will assign a project manager who will prepare a programme specifying the tasks that will be included, giving the approximate timetable and cost for the advice. The agencies do not charge for advice on strategic planning or on proposals to create new strategic growth sites or Enterprise Zones.
- 3.5 Work programmes and Board papers will be shared in a timely fashion so that the Defra agencies can help identify dependencies and opportunities in the strategic programme.

4. Efficiency through appropriate contact arrangements

- 4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across the Defra agencies and the Greater Norwich Projects Team:
 - Gareth Dalglish, Natural England
 - Ellen Goodwin, Greater Norwich Projects Team
 - Keith Moore, Environment Agency
 - Andrea Long, Broads Authority
- 4.2 **Greater Norwich Green Infrastructure Delivery Team**
 - Amy Broadhead, Greater Norwich Projects Team
 - Natural England's Norwich GI lead officer, Natural England
- 4.3 **Planning Policy**
 - John Walchester, Broadland District Council
 - Mike Burrell, Norwich City Council
 - Adam Nicholls, South Norfolk District Council

4.4 **Planning Applications**

- Phil Courtier, Broadland District Council
- Ian Whittaker, Norwich City Council
- Helen Mellors, South Norfolk District Council

4.5 These contacts will be updated as required.

4.6 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely, simple and facilitate efficient and coordinated working practises.

Appendix 1.2 – Department for Transport

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as the role and responsibilities of the Department for Transport (DfT) and the Greater Norwich Growth Board. It is developed in the context of supporting growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and the Department for Transport will:
- develop a common understanding and approach to economic development and the transport priorities for the area, working together to deliver the housing and jobs targets agreed in the Greater Norwich City Deal;
 - coordinate activity within the DfT and other government agencies to ensure an efficient development management system to help deliver quality and sustainable development needed to support economic growth.

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between DfT and the Greater Norwich Projects Team will lead to a 'no surprises' culture.
- 3.2 The GNGB partners will share information on up and coming transport infrastructure requirements by providing a copy of the latest Greater Norwich Growth Board growth programme. Delivery of the growth programme is managed through highlight reports to the Infrastructure Delivery Board every 2 months.
- 3.3 DfT will provide advice on the development of schemes and their business cases with the intention of helping support local priorities through transport projects that demonstrate good value for money. The Greater Norwich Projects Team will work with DfT to determine what supporting evidence for schemes is needed when and coordinate/disseminate as appropriate.
- 3.4 Work programmes and Board papers will be shared in a timely fashion so that the DfT can identify dependencies and opportunities in the strategic growth programme.

4. Efficiency through appropriate contact arrangements

4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across other transport agencies and the Greater Norwich Projects Team:

- Lee Sambrook, Department for Transport
- Karl Murphy, Department for Transport
- Ellen Goodwin, Greater Norwich Projects Team

4.2 Rail

- Karl Murphy, Department for Transport
- David Cumming, Norfolk County Council

4.3 Scheme assessment and evaluation

- Karl Murphy, Department for Transport
- Richard Doleman, Norfolk County Council

4.4 **Highways England** as set out the Highways England appendix

4.5 Growth Deals

- Karl Murphy, Department for Transport
- Richard Doleman, Norfolk County Council

4.6 These contacts will be updated as required.

4.7 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely and facilitate efficient and coordinated working practises. Wherever practicable existing mechanisms for engagement will be utilised for the shared priorities identified above.

Appendix 1.3 – Homes and Communities Agency

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as respective roles and responsibilities of the Homes and Communities Agency and the Greater Norwich Growth Board. It is developed in the context of assisting sustainable growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and the Homes and Communities Agency will:
- Work together to promote the delivery of affordable housing over a longer planning period, in accordance with national programme criteria in line with ministerial priorities and with regard to financial delegations and its internal approval processes.
 - Promote good and sustainable housing design
 - Recognise and promote the capability of smaller scale cities and sites in delivering the growth agenda
 - Look to provide flexibility and long term certainty in HCA programme funding in line with three year programme timescales as allowed within the constraints of national programme criteria
 - Continue to link housing and health funding for supported housing projects, recognising that such projects need higher levels of subsidy than general needs housing due to greater communal area, as allowed in line with ministerial policy direction/priorities
 - Spread knowledge regarding funding opportunities and maximise success through supported applications for grant funding
 - Recognise the need for tenure and affordability flexibility with regard to rent levels
 - Work together to develop understanding about the needs and provision for gypsy and traveller communities

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between the Homes and Communities Agency and the Greater Norwich Projects Team will lead to a 'no surprises' culture. This will be facilitated by regular discussions between those people identified in section 4 below.
- 3.2 Work programmes and Board papers will be shared in a timely fashion so that the Homes and Communities Agency can help identify dependencies and opportunities in the strategic programme.

4. Efficiency through appropriate contact arrangements

- 4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across the Homes and Communities Agency and the Greater Norwich Projects Team:
- HCA Area Lead, Homes and Communities Agency
 - Ellen Goodwin, Greater Norwich Projects Team
- 4.2 **Planning Policy**
- John Walchester, Broadland District Council
 - Mike Burrell, Norwich City Council
 - Adam Nicholls, South Norfolk District Council
- 4.3 **Planning Applications**
- Phil Courtier, Broadland District Council
 - Ian Whittaker, Norwich City Council
 - Helen Mellors, South Norfolk District Council
- 4.4 These contacts will be updated as required.
- 4.5 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely, simple and facilitate efficient and coordinated working practises.

Appendix 1.4 – Highways England

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as the role and responsibilities of Highways England (HE) and the Greater Norwich Growth Board. It is developed in the context of supporting growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and Highways England will:
- develop a common understanding and approach to economic development and the transport priorities for the area, working together to deliver the housing and jobs targets agreed in the Greater Norwich City Deal;
 - work together to deliver the priorities highlighted in the Roads Investment Strategy and associated documents, in particular those improvements identified on the A47 as part of the 2014 Autumn Statement announcement;
 - share delivery of key transport schemes where the strategic and local road network meet so that they are delivered as a whole transport solution ensuring that BRT and other public transport priorities as well as cycling are delivered alongside highway improvements. The delivery of the Postwick Hub demonstrates a good working relationship between the two bodies and should be replicated and built upon for future projects; and
 - coordinate activity to ensure an efficient development management system to help deliver quality and sustainable development needed to support economic growth.

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between Highways England and the Greater Norwich Projects Team will lead to a 'no surprises' culture.
- 3.2 The GNGB partners will share information on up and coming transport infrastructure requirements by providing a copy of the latest Greater Norwich Growth Board growth programme. Delivery of the growth programme is managed through highlight reports to the Infrastructure Delivery Board every 2 months.
- 3.3 Highways England will provide advice on the development of schemes and their business cases with the intention of supporting local priorities and improving the prospects of securing funding from DfT. The Greater Norwich Projects Team will work with Highways England to determine what supporting evidence for schemes is needed when and coordinate/disseminate as appropriate.

3.4 Work programmes and Board papers will be shared in a timely fashion so that Highways England can identify dependencies and opportunities in the strategic growth programme.

4. Efficiency through appropriate contact arrangements

4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across Highways England and the Greater Norwich Projects Team:

- Simon Amor, Highways England
- Ellen Goodwin, Greater Norwich Projects Team

4.2 Development Management

- Roger Chenery, Highways England
- Richard Doleman, Norfolk County Council

4.3 Roads Investment Strategy, Strategic Business Plan and the Highways England Delivery Plan

- Simon Amor, Highways England
- David Cumming, Norfolk County Council

4.4 These contacts will be updated as required.

4.5 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely and facilitate efficient and coordinated working practises. Wherever practicable existing mechanisms for engagement will be utilised for the shared priorities identified above.

Appendix 1.5 – Historic England

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as respective roles and responsibilities of Historic England and the Greater Norwich Growth Board. It is developed in the context of assisting sustainable growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and Historic England will:
- work together to help deliver the housing and jobs targets agreed in the Greater Norwich City Deal;
 - seek to conserve the historic environment of the Greater Norwich area
 - pursue the enhancement of heritage assets (including those “at risk”) wherever possible (see [Historic England’s website](#))
 - encourage the building of skills and capacity in environmental sectors; and
 - promote the development of evidence, research and strategies to strengthen the understanding and influence of the historic environment in sustainable growth and infrastructure proposals.

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between Historic England and the Greater Norwich Projects Team will lead to a ‘no surprises’ culture.
- 3.2 The GNGB partners will share information on up and coming sites by providing a copy of the relevant highlight report to the Infrastructure Delivery Board. A highlight report will be provided every 2 months.
- 3.3 Historic England will provide high quality pre-application advice, with the intention of avoiding objections at the application stage. The Greater Norwich Projects Team will work with Historic England to determine what advice might be needed when and disseminate as appropriate. Historic England has a Charter for Advisory Services which will be used proportionately and according to circumstances, where appropriate. Historic England will communicate with the Greater Norwich Projects Team when this Charter is updated in response to their evolving role within the planning system. Historic England operate a cost recovery process for all pre-application advice which relates to a development which is, or will be, the subject of a planning application, listed building consent, scheduled monument consent or

development consent order, in accordance with its procedures. Please see the [Historic England website](#) for more details

3.4 Work programmes and Board papers will be shared in a timely fashion so that Historic England can help identify dependencies and opportunities in the strategic programme.

4. Efficiency through appropriate contact arrangements

4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across Historic England and the Greater Norwich Projects Team:

- Natalie Gates, Historic England
- Ellen Goodwin, Greater Norwich Projects Team

4.2 Planning Policy

- John Walchester, Broadland District Council
- Mike Burrell, Norwich City Council
- Adam Nicholls, South Norfolk District Council

4.3 Planning Applications

- Phil Courtier, Broadland District Council
- Ian Whittaker, Norwich City Council
- Helen Mellors, South Norfolk District Council

4.4 These contacts will be updated as required.

4.5 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely, simple and facilitate efficient and coordinated working practises.

Appendix 1.6 – NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South Norfolk

1. INTRODUCTION

- 1.1 This appendix is prepared to set out the working relationship and arrangements as well as respective roles and responsibilities of NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South Norfolk and the Greater Norwich Growth Board. It is developed in the context of assisting sustainable growth and the delivery of strategic infrastructure projects in the Greater Norwich area.
- 1.2 This MoU is regarded as a live document to be reviewed regularly to reflect ongoing learning, best practise and changes in circumstances.

GENERAL PRINCIPLES

2. Shared priorities

- 2.1 The Greater Norwich Growth Board and NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South Norfolk will:
- work together to develop a coordinated and best practise locality area approach to planning for growth;
 - improve knowledge between the bodies to allow a greater understanding about planning, processes and engagement;
 - improve health service capacity in line with development; and
 - build knowledge around how the physical environment and infrastructure can influence the ability of individuals to be healthy and active.

3. Timeliness

- 3.1 Early engagement and ongoing dialogue between NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South Norfolk and the Greater Norwich Projects Team will lead to a 'no surprises' culture. This will be facilitated by regular discussions between those people identified in section 4 below.
- 3.2 NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South Norfolk will provide high quality advice at both the early Plan making stages and at the planning application stage.
- 3.3 Work programmes and Board papers will be shared in a timely fashion so that NHS England and the Clinical Commissioning Groups of North Norfolk, Norwich and South

Norfolk can help identify dependencies and opportunities in the strategic programme.

4. Efficiency through appropriate contact arrangements

4.1 Effective communication with the following key contacts will ensure transparency and signposting opportunities across NHS England and the CCGs of North Norfolk, Norwich and South Norfolk and the Greater Norwich Projects Team:

- Ian Burns, NHS Property Services
- Ellen Goodwin, Greater Norwich Projects Team
- Norwich CCG
- North Norfolk CCG
- South Norfolk CCG
- Fiona Theadom, NHS England

4.2 Planning Policy

- John Walchester, Broadland District Council
- Mike Burrell, Norwich City Council
- Adam Nicholls, South Norfolk District Council

4.3 Planning Applications

- Phil Courtier, Broadland District Council
- Ian Whittaker, Norwich City Council
- Helen Mellors, South Norfolk District Council

4.4 These contacts will be updated as required.

4.5 Regular communication will be made between the key contacts as appropriate/required. Dialogue will be timely, simple and facilitate efficient and coordinated working practises.