



Conversion & Re-use of Rural Buildings as Dwellings Draft Policy

Tests of Soundness

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1 Introduction	1
2 Legal Compliance	3
Stage 3: Plan Preparation - Formulation Phase (2009)	3
Stage 4: Publication (2009)	6
Stage 5: Submission (2010)	7
3 Soundness	13



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

1 Introduction

Title of Development Plan Document	Core Strategy Single Policy Review: Conversion & re-use of Rural Buildings as Dwellings Draft Policy		
Local Authority preparing the DPD	North Norfolk District Council		
Submission date	March 2010		
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Please note: relevant guidance on approaches and good practice is available from the Planning Advisory Service website (www.pas.gov.uk).

- 1.1** This statement has been prepared by North Norfolk District Council as an objective self-assessment of the soundness of the single policy review of the Core Strategy relating to the Conversion and Re-use of Rural Buildings as Dwellings, scheduled for submission in March 2010.
- 1.2** The Public Examination into the Single Core Strategy Policy is due to be held in June/July 2010.
- 1.3** The primary purpose of the Public Examination is to consider two matters:
 - Whether the Policy document has been prepared in accordance with the legislative requirements as set out in the Act⁽¹⁾ and the Regulations⁽²⁾ relating to the preparation of Development Plan Documents (DPDs)
 - Whether the Policy is “sound”
- 1.4** The Planning Advisory Service (PAS) has produced a ‘Soundness Toolkit’ that can be used to show an authority what it needs to have done in order to reach the stage of publication and submission of a DPD with everything in order. The Planning Inspectorate (PINS) strongly urges Local Planning Authorities to conduct a self-assessment and experience has shown that those using the toolkit are more likely to produce a sound DPD.
- 1.5** This Statement which relates to the Conversion and Re-use of Rural Buildings as Dwellings Policy has been drawn up based on the PAS Soundness Toolkit. The Toolkit is in two parts, the first of which provides guidance to local authorities to assist the preparation of plan documents, and the second provides the basis for the self-assessment.
- 1.6** Section 2 of this Statement addresses compliance with the formal procedural requirements. It is organised by the stages of production of the Policy document. Legal Compliance of the plan making process considers each stage of the plan making process and is structured under 5 headings:

1 Planning and Compulsory Purchase Act 2004

2 Town and Country Planning (Local Development) (England) Regulations 2004 as amended 2008



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

1. Inception – planning the production of the DPD
 2. Preparation – frontloading phase - establishment of a robust evidence base and early engagement with local community / key delivery stakeholders about the content of the development plan document.
 3. Preparation – formulation phase – development of a policy approach following the consideration of alternative options, results of sustainability appraisal and findings from community participation.
 4. Publication – to enable representations to be made.
 5. Submission – to the Secretary of State.
- 1.7** The regulations and PPS12 provide for flexibility. This means that these are not strictly defined stages, and that common sense should be applied when using the tool. While legal compliance is a requirement, the preparation of the DPD should be proportional to the issues.
- 1.8** This particular self-assessment will address compliance with stages 3-5 of the process because the first two stages were carried out during the initial preparation of the original Core Strategy policy. A self-assessment was carried out for the Core Strategy and can be viewed on the Council's website (www.northnorfolk.org/ldf/default_2101.asp).
- 1.9** Section 3 of this Statement expresses the view of the Council that the Policy document is 'sound', in terms of the statutory provisions and guidance. In a nutshell, this means, as the PINS guide indicates, 'well-founded'. Soundness is explained in PPS12, specifically paragraph 4.52 states that to be 'sound' a core strategy should be 'justified, effective and consistent with national policy'. Paragraph 5.2 of PPS12 also provides that to be sound DPDs other than core strategies should also be justified, effective and consistent with national policy. Section 3 therefore addresses each of the soundness tests in turn, to demonstrate the Council's view of the soundness of the policy.
- 1.10** The presumption established in the legislation is that the development plan document is sound unless, as a result of considering the representations made and evidence considered at the Public Examination, it is proved not to be. This Statement is intended to provide a context for the Examination, by bringing together all the relevant components on which soundness should be judged, and effectively providing a comprehensive index to the Council's evidence.

2 Legal Compliance

Stage 3: Plan Preparation - Formulation Phase (2009)

Plan Preparation - Formulation Stage

2.1 Stages 1 (Inception) and 2 (Plan Preparation - Frontloading Phase) were carried out for the Core Strategy - see the Core Strategy self-assessment tests of soundness document for details.

Activity	Statutory Requirement	Evidence Provided (Reg 26)
1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	Yes. See Core Strategy Submission SA 2007 & Preferred Options SA Part One and SA Part 2 2006, pp 16-20, 'The Re-use of Rural Buildings in the Countryside' - three options evaluated as part of the preparation of the Core Strategy. For the purposes of the further consultation, required by the Inspector, the three options were broadened out as a means of highlighting issues. See Conversion & Re-use of Rural Buildings as Dwellings Consultation on Issues & Options June 2009, Appendix 3.
2. Have you assessed alternatives against: <ul style="list-style-type: none"> consistency with national policy general conformity with the regional spatial strategy? 	The Act section19(2), section 24	Yes. See Core Strategy Preferred Options SA Part One and SA Part 2 (2006), p16-20, 'The Re-use of Rural Buildings in the Countryside' - considers alternatives against national policy context. LDF Working Party Report on 20 April 2009 considers alternatives against Core Strategy and national planning context. Issues and Options Consultation June 2009 included policy context. EERA and Go East were sent issues & options report for comment. No objection received. LDF Working Party Report 20 July 2009.
3. Are you having regard to: <ul style="list-style-type: none"> adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate) the National Planning Framework for Scotland? 	1. The Act section19(2) 2. Regulation 15(1)(g)	Not Applicable.
4. Are you having regard to: <ul style="list-style-type: none"> the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council any other local development 	The Act section19(2)	Yes. <ul style="list-style-type: none"> Core Strategy adopts the vision and local priorities as set out North Norfolk Sustainable Community Strategy 2006-2009 adopted May 2006 now superseded by the Sustainable Community Strategy 2008-2011. The policy aims are directly linked to these Strategies.



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Activity	Statutory Requirement	Evidence Provided (Reg 26)
documents adopted by the council?		
<p>5. Do you have regard to other matters and strategies relating to:</p> <ul style="list-style-type: none"> Resources the regional development agencies' regional economic strategy the local transport plan and transport facilities and services waste strategies hazardous substances and accidents? 	<p>1. The Act section 19(2)</p> <p>2. Regulation 15</p>	<p>Yes. The Scoping Report 2005 (Appendix 2) reviewed relevant plans and programmes and their implications for the Local Development Documents.</p> <p>Topic papers summarised relevant strategies and this informed the identification of issues and options to be addressed by the Core Strategy.</p> <p>Correspondence with Government agencies, utilities, County Council & internally with Environmental Health / HSE regarding hazardous substances informed policies & proposals.</p>
<p>6. Are you having regard to the need to include policies on mitigating and adapting to climate change?</p>	<p>This is expected to be an amendment to section 19(2) of the Act.</p>	<p>Yes. The need to mitigate & adapt to climate change is embedded in both the strategic & development control policies of the adopted Core Strategy. Key Core Strategy policies have been referred to and taken account of at formulation stage:</p> <p>See LDF Working Party Paper on 20 April 2009.</p> <p>Issues & Options Consultation June 2009.</p> <p>The locational restriction of the Policy allows for access to facilities by public transport or on foot thereby potentially reducing the need to travel by car.</p>
<p>7. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?</p>	<p>1. The Act section 19(5)</p> <p>2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>Yes. Sustainability appraisal has been carried out throughout the preparation of the policy & the public consultations included consultation on the SA.</p> <p>Core Strategy Submission SA 2007.</p> <p>Preferred Options SA Part One & SA Part 2 2006, pp 16-20, 'The Re-use of rural buildings in the countryside'.</p> <p>Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings Sustainability Appraisal 2009.</p>
<p>8. Are you setting out clear reasons for any preferences between alternatives?</p>	<p>Regulation 13(1)</p>	<p>Yes. Core Strategy Preferred Options SA Part One & SA Part 2 2006, pp 16-20, 'The Re-use of Rural Buildings in the Countryside - considers alternatives against national policy context.</p> <p>LDF Working Party Paper on 20 April 2009.</p> <p>Issues & Options Consultation June 2009.</p> <p>LDF Working Party Papers on 20 July 2009.</p>

Activity	Statutory Requirement	Evidence Provided (Reg 26)
		<p>Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings Sustainability Appraisal 2009.</p> <p>As this is a review of the proposed Core Strategy Policy H09 consideration of alternatives has been guided by the advice of the Inspector particularly in relation to suitable location & building type. See Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology, Chapter 1.</p>
<p>9. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal?</p> <p>Are you keeping a record?</p>	<p>1. Regulations 24, 25(5) and 30(1)(d)(iv)</p> <p>2. Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>Yes. See LDF Working Party report & minutes for 20 July 2009 for summaries of issues raised & reasons for the recommended approach.</p> <p>Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings Final Consultation Statement.</p> <p>Yes. Limehouse Consultation Database used.</p> <p>All representations are available to view online at the consultation portal: http://consult.north-norfolk.gov.uk/portal</p>
<p>10. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted proposals map • inform the community about the location of proposals? 	<p>Regulations 9 and 14</p>	<p>Maps included in Issues & Options Consultation Document June 2009 & on web-site .</p> <p><i>Web file:</i> http://consult.north-norfolk.gov.uk/portal/planning/bams/rural_buildings</p>
<p>11. Are the participation arrangements compliant with the statement of community involvement?</p>	<p>1. The Act, section 19(3)</p> <p>2. Regulation 25</p>	<p>This stage is not expressly included in the Statement of Community Involvement, however participation arrangements for this single policy review are compliant with the spirit of the SCI.</p>
<p>12. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?</p>	<p>Plan Making Manual - New Regulation 25</p>	<p>Yes. Advice has been sought from Government Office & PINS on the approach to be taken regarding the Core Strategy single policy review.</p>



Stage 4: Publication (2009)

Publication

Activity	Statutory Requirement	Evidence Provided
13. Have you prepared the sustainability appraisal report?	1. The Act section 19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Yes. See Sustainability Appraisals:- <ul style="list-style-type: none"> Core Strategy Final Sustainability Appraisal Report (June 2007). Conversion & Re-use of Rural Buildings Draft Policy Sustainability Appraisal October 2009.
14. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)	Yes. See Statement of the Representations Procedure: www.northnorfolk.org/ldf/default_2655.asp
15. Have you made copies of the following available for inspection: <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? 	Regulation 27(a)	Yes. See Conversion & Re-use of Rural Buildings Draft Policy Final Consultation Statement Chapter 3 & Appendix 6 (copy of Statement of Representations Procedure).
16. Have you published on your website the following: <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? statement and details of where and when documents can be inspected? 	Regulation 27(b)	Yes. See www.northnorfolk.org/ldf/default_2655.asp
17. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1): <ul style="list-style-type: none"> A copy of each of the proposed submission documents The statement of the representations procedure? 	Regulation 27(c)	Yes. See Conversion & Re-use of Rural Buildings as Dwellings Draft Policy Final Consultation Statement Chapter 3 & Appendix 3.
18. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1): <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 27(d)	Yes. See Conversion & Re-use of Rural Buildings as Dwellings Draft Policy Final Consultation Statement Chapter 3 & Appendix 3.

Activity	Statutory Requirement	Evidence Provided
<p>19. Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> the statement of the representations procedure where and when the documents can be inspected? 	Regulation 27(e)	<p>Yes. Statutory advertisements were placed in the following newspapers from the week beginning 28 Sept 2009:-</p> <ul style="list-style-type: none"> The Eastern Daily Press - daily local paper North Norfolk News - weekly local paper Dereham & Fakenham Times - weekly local paper <p>Copies can be viewed at: www.northnorfolk.org/ldf/default_2655.asp</p>
<p>20. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?</p>	<p>1. The Act section 24</p> <p>2. Regulation 29</p>	<p>Yes. Letter sent to East of England Regional assembly on 29 Sept 2009 requesting confirmation of general conformity with the East of England Plan.</p>

Stage 5: Submission (2010)

Submission

Question	Statutory Requirement	Evidence Provided
<p>21. Are you ready to submit the DPD?</p> <ul style="list-style-type: none"> Are there any major issues revealed by the representations on publication? Are all the relevant documents in place? 	<p>1. The Act section 20(2)(b)</p> <p>2. The Act section 20(1)</p> <p>3. Regulation 30(1)</p>	<p>Yes.</p> <ul style="list-style-type: none"> A small number of main issues were identified at publication stage. (See Conversion & Re-use of Rural Buildings as Dwellings: Summary of Main Issues document.) As a consequent the Council is requesting the Inspector considers a number of minor clarifications & amendments published in the Schedule of Minor Modifications. Yes. All relevant documents are in place.
<p>22. Has the development plan document been prepared in accordance with the local development scheme?</p> <p>23. Does the development plan document's listing and description in the local development scheme match the document?</p> <p>24. Have the timescales set out in the local development scheme been met?</p>	The Act, section 19(1)	<p>Yes. The DPD is in accordance with the adopted LDS - Fifth Revision Sept 2009.</p> <p>Yes. See the LDS Fifth Revision Sept 2009 - Appendix A.</p> <p>Submission is within 1 month of the expected date. Adoption & publication should remain consistent with the LDS (Jan 2011).</p>
<p>25. Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?</p>	The Act section 19(2)	<p>Yes. The Policy has been formulated having regard to land use policies & objectives set out in the adopted Core Strategy (see Conversion & Re-use of Rural Buildings as Dwellings: background & methodology 2009). The Core Strategy had regard to the North</p>



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Question	Statutory Requirement	Evidence Provided
		Norfolk Sustainable Community Strategy (see Core Strategy section 1.2.7 - 1.2.10).
<p>26. Is the development plan document in compliance with the statement of community involvement (where one exists)?</p> <p>27. Has the council carried out consultation as described in the statement of community involvement?</p>	<p>1. The Act s19(3)</p> <p>2. Regulation 32(1)(c)</p>	<p>Yes. See Statement of Community Involvement, section 4.2 Core Strategy. Participation arrangements for this single policy review are compliant with the spirit of the SCI.</p>
<p>28. Has the development plan document been subject to sustainability appraisal?</p> <p>29. Has the council provided a final report of the findings of the appraisal?</p>	<p>1. The Act section19(5)</p> <p>2. Regulation 32(1)(a)</p>	<p>Yes. Sustainability Appraisal has been carried out from the start of the plan making process. See:</p> <p>Sustainability Appraisal Scoping Report 2005.</p> <p>Core Strategy Preferred Options SA Parts 1 & 2 2006.</p> <p>Core Strategy Submission SA 2007.</p> <p>Conversion & Re-use of Rural Buildings as Dwellings Sustainability Appraisal October 2009.</p> <p>Yes. See Conversion & Re-use of Rural Buildings as Dwellings Final SA Feb 2010.</p>
<p>30. Is the development plan document to be submitted consistent with national policy?</p>	<p>The Act section20(2) and Schedule 8</p>	<p>Yes. For details on policy context see Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology Chapters 1 & 2.</p>
<p>31. Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy?</p> <p>32. If yes, is there local justification?</p> <p>33. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy.</p>	<p>1. The Act s 24(1)(a); 24(2) and 24(4)</p> <p>2. Regulation 29</p>	<p>The DPD does not contain any policies or proposals that are not in conformity with the RSS.</p> <p>See letter from EERA dated 12 Oct 2009. Online via the consultation portal: consult.north-norfolk.gov.uk/portal</p>
<p>34. Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>35. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>36. Has the council placed local advertisements?</p> <p>37. Has the council notified the development plan document bodies?</p>	<p>1. The Act section20(2), 20(3) and 20(5)(b)</p> <p>2. Regulations 13(1), 13(2), 13(5) and 30(1)</p>	<p>Yes. See previous sections of this report.</p> <p>Yes. The documents are available at the Cromer & Fakenham offices & online at www.northnorfolk.org/ldf</p> <p>Yes. Statutory advertisements were placed in the following newspapers:</p> <p>The Eastern Daily Press - daily local paper.</p>

Question	Statutory Requirement	Evidence Provided
<p>38. Does the development plan document contain a list of superseded saved policies?</p>		<p>North Norfolk News - weekly local paper.</p> <p>Dereham & Fakenham Times - weekly local paper.</p> <p>Yes. The DPD bodies have been notified.</p> <p>Yes. The DPD sets out a single development control policy for the conversion & re-use of rural buildings as dwellings in North Norfolk. The policy (Policy H09) will replace saved Local Plan Policy 29 (See the DPD section 1.2.2).</p>
<p>39. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>40. If yes, have you prepared a submission proposals map?</p>	<p>Regulations 13(4) 14 and 30(1)(b)</p>	<p>Yes. The DPD includes a new designation indicating where the policy will apply (broadly 1km around 44 specified settlements) & where existing boundaries, relating to the currently saved local plan policy, will be deleted from the Proposals Map.</p> <p>The Proposals Map will be updated to reflect the changes upon adoption.</p>
<p>41. If the development plan document is not a core strategy, is it in conformity with the core strategy?</p>	<p>Regulation 13(6)</p>	<p>Yes. The DPD is a policy which will form part of the Core Strategy. See section 1.2 of the DPD & Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology 2009, Chapter 2.</p>
<p>42. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 25 • How they were invited • A summary of the main issues raised • How the representations have been taken into account? 	<p>The Act section20(3)</p> <p>Regulation 30(1)(d)</p>	<p>Yes. See Conversion & Re-use of Rural Buildings as Dwellings: Final Consultation Statement 2010.</p>
<p>43. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 28(2) • a summary of the main issues raised <p>OR</p> <ul style="list-style-type: none"> • that no representations were made? 	<p>The Act section20(3)</p> <p>Regulation 30(1)(e)</p>	<p>Yes. See Summary of Main Issues Report.</p>
<p>44. Have you assembled the relevant supporting documents?</p>	<p>1. The Act section20(3)</p> <p>2. Regulation 30(1)(g)</p>	<p>Yes. See Examination Library.</p>
<p>45. Has your council approved the development plan document for submission?</p>	<p>The Act section20</p>	<p>Yes. See Cabinet report 8 Feb 2010.</p>



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Question	Statutory Requirement	Evidence Provided
<p>46. Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:</p> <ul style="list-style-type: none"> development plan document? submission proposals map (unless there are no site allocation policies)? documents prescribed in Regulation 30(1)? 	<p>1. The Act s20(1) and 20(3)</p> <p>2. Regulations 30(1) and 30(2)(b)</p>	<p>Yes. A copy of the email can be provided on request.</p> <p>(Changes to the Proposals Map are illustrated in the DPD. The Proposals Map will be updated to reflect the changes upon adoption.)</p>
<p>47. On your website, have you published the:</p> <ul style="list-style-type: none"> development plan document submission proposals map sustainability appraisal report Regulation 30(1)(d) statement Regulation 30(1)(e) statement supporting documents (where practicable) representations made under Regulation 28 (where practicable) statement as to where and when the development plan document and the documents are available? 	<p>Regulation 30(3)(b)</p>	<p>Yes. See www.northnorfolk.org/ldf</p> <p>(Changes to the Proposals Map are illustrated in the DPD. The Proposals Map will be updated to reflect the changes upon adoption.)</p>
<p>48. For each specific consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> development plan document submission proposals map sustainability appraisal report adopted statement of community involvement Regulation 30(1)(d) statement Regulation 30(1)(e) statement supporting documents you consider relevant to each body statement as to where and when the development plan document and the documents are available? 	<p>Regulation 30(3)(c)</p>	<p>Yes. Copies of letters available on request.</p> <p>(Changes to the Proposals Map are illustrated in the DPD. The Proposals Map will be updated to reflect the changes upon adoption.)</p>
<p>49. For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <ol style="list-style-type: none"> notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 	<p>Regulation 30(3)(d)</p>	<p>Yes. Copies of letters available on request.</p>
<p>50. Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> the title of the development plan document? the subject and area covered by the development plan document? notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 	<p>Regulation 30(3)(e)</p>	<p>Yes. Copies of advert available on request.</p>

Question	Statutory Requirement	Evidence Provided
51. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 30(3)(f)	Yes. Copies of letters available on request.
52. If an examination is being held, at least six weeks before its opening has the Programme Officer: <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website • notified those who have made representations on the published development plan document which have not been withdrawn of these details • advertised these details? 	1. The Act section 20 2. Regulation 34	TBC

The PINS guide identifies seven key questions that inspectors will use in relation to legal compliance. These have been incorporated into the tool and are identified by shading in the left-hand 'Question' column.



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

3 Soundness

Test 1 - Justified

Key Question	Possible Evidence	Evidence Provided
JUSTIFIED		
Participation		
1. Has the consultation process allowed for effective engagement of all interested parties?	The consultation statement.	Yes. See Core Strategy Statement of Community Involvement & Conversion & Re-use of Rural Buildings as Dwellings Draft Policy Final Consultation Statement (October 2009). At all stages, all representations have been considered by Officers & Members prior to decisions being made.
Research / Fact Finding		
2. Is the content of the development plan document justified by the evidence? 3. What is the source of the evidence? 4. How up to date and convincing is it?	<ul style="list-style-type: none"> Sections of the development plan document which show how the evidence points towards the selected strategy, policies or proposals Sections of the pre-submission proposals documents Sections of the preferred strategy report Sections of the sustainability appraisal report which set out its main conclusions in relation to the policies in the development plan document Sections of the consultation statement OR a very brief statement of how the main findings of consultation support the policies, with reference to: <ul style="list-style-type: none"> reports to the council on the issues raised during participation, covering both the front-loading and formulation phases any other information on community views and preferences The studies, reports and technical papers that provide the evidence for the policies set out in the development plan document. The date of preparation and who they were produced by should be signposted OR for each policy (or group of policies dealing 	<p>The content of the DPD has been informed by a comprehensive evidence base & several stages of stakeholder & public consultation.</p> <p>Chapter 1 of the DPD provides information relating to formulation of the Policy (Further information is available in the 'Background & Methodology 2009' document). The evidence base includes the studies referred to in section 1.2.4 of the DPD & the results of consultation (see Conversion & Re-use of Rural Buildings as Dwellings Draft Policy Final Consultation Statement (October 2009)).</p> <p>The evidence base also includes the SA Scoping Report & results of the sustainability appraisal process which tested the different policy options against the sustainability appraisal objectives (see SA section 4.9).</p>



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Key Question	Possible Evidence	Evidence Provided
	with the same issue), a very brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned justification in the development plan document)	
5. What assumptions had to be made in preparing the development plan document? 6. Are the assumptions reasonable and justified?	i. Sections of the development plan documents setting out the assumptions ii. Sections of the sustainability appraisal report setting out the assumptions iii. A very brief statement for each assumption as to how the evidence led to the assumption iv. Reference to national or regional policy, correspondence from bodies consulted or technical papers that provide the basis for assumptions	A large number of rural buildings have come forward for holiday and permanent residential use under Local Plan Policy 29. The new policy assumes that in North Norfolk there remains interest in the conversion of traditional rural buildings for residential purposes and that future occupiers will choose to support local facilities and services. Consultation responses were strongly supportive of the re-use of rural buildings for residential purposes and indicated that residential use rather than holiday use has greater local benefit.
Alternatives		
7. Can it be shown that the council's chosen approach is the most appropriate given the reasonable alternatives? 8. Have realistic alternatives been considered and is there a clear audit trail showing how and why the preferred strategy/approach was arrived at? 9. Where a balance had to be struck in taking decisions between competing alternatives is it clear how and why these decisions were made?	i. Sections of the consultation statement showing how the community was involved in considering issues, alternatives and options ii. Documents used in community involvement with stakeholders and communities encouraging them to identify the issues and options they wished to see considered iii. Any report produced at the end of the front loading phase of plan preparation setting out the issues and options raised iv. Sections of the preferred strategy report explaining: <ul style="list-style-type: none"> how alternatives were developed and evaluated, and why alternatives were rejected in favour of the preferred strategy v. Sections of the sustainability appraisal report showing the options and alternatives and explaining how they were objectively assessed	Yes. A number of policy options/alternatives were considered. These options were informed by national & regional policy, the adopted Core Strategy, the advice given by the Inspector in his report on the Examination of the Core Strategy, responses to consultations & appraisal against sustainability objectives. See reports to LDF Working Party 26 April, 26 July & 14 December 2009 for discussion of the options. See also Sustainability Appraisal process as detailed in: Core Strategy Preferred Options SA Parts 1 & 2 pages 16-20 'The Re-use of Rural Buildings in the Countryside' - considers alternatives against national policy context. Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings Sustainability Appraisal (October 2009, section 4.9).

Key Question	Possible Evidence	Evidence Provided
	<ul style="list-style-type: none"> vi. Reports prepared during the plan preparation process (including after the preferred strategy participation) contributing to the decisions made on the inclusion of policies in the development plan document vii. Sections of the consultation statement explaining how the main findings of consultation support the decisions viii. Sections of the representations statement OR a brief statement of the influence upon decisions of: the issues raised during stakeholder and community engagement, and how they have been addressed ix. Any other documentation showing how alternatives were developed and evaluated x. A very brief statement and any other supporting documentation of the way decisions have been taken 	
<p>10. Does the sustainability appraisal show how the different options perform and is it clear that sustainability considerations informed the content of the development plan document from the start?</p>	<ul style="list-style-type: none"> i. A structure to the development plan document which reports the sustainability appraisal findings in relation to each policy ii. Sections of the sustainability appraisal report which set out how sustainability appraisal has influenced the development of the preferred strategy and how policies have been revised in the light of sustainability appraisal findings iii. Reports made as part of plan-making which indicate how sustainability appraisal has influenced the choice of strategy and the content of policies 	<p>Yes. The council has undertaken sustainability appraisal throughout the process of preparing the DPD. See reports to LDF Working Party 26 April, 26 July & 14 December 2009 & Sustainability Appraisal process as detailed in:</p> <p>Core Strategy Preferred Options SA Part One & SA Part 2 pages 16-20 'The Re-use of Rural Buildings in the Countryside'.</p> <p>Core Strategy Single Policy Review: Conversion & Re-use of Rural Buildings as Dwellings Sustainability Appraisal (October 2009, section 4.9).</p>
<p>11. Does the development plan document adequately expand upon regional guidance rather than simply duplicate it? 12. Does the strategy take forward the regional</p>	<ul style="list-style-type: none"> i. Sections of the development plan document which explain where and how regional guidance has been elaborated upon and the reasons ii. The regional development agency/regional planning body letter confirming that the 	<p>See letter of conformity from EERA dated 12 Oct 2009. Online via the consultation portal: http://consult.north-norfolk.gov.uk/portal</p>



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Key Question	Possible Evidence	Evidence Provided
context reflecting the local issues and objectives?	<ul style="list-style-type: none"> i. development plan document is in general conformity with the regional spatial strategy iii. Representations received from the regional development agency/regional planning body iv. Representations from the Government Office v. Reports or copies of correspondence as to how the representations have been considered and dealt with 	

Test 2 - Effective

Key Question	Possible Evidence	Evidence Provided
EFFECTIVE		
Deliverable		
<p>13. Has the council clearly identified what the issues are that the development plan document is seeking to address?</p> <p>14. Have priorities been set so that it is clear what the development plan document is seeking to achieve?</p>	<ul style="list-style-type: none"> i. Sections of the development plan document which refer to the vision and objectives of the sustainable community strategy and the issues identified there ii. A statement prepared following stakeholder and community engagement in the front-loading phase of plan-making setting out the identified issues for the development plan document A spatial portrait based on the advice in 'Policies for spatial plans' presented as part of the core strategy iii. A core strategy vision which is framed to set out the outcomes which are sought for the future iv. Sections of the development plan document which identify the main issues addressed v. Sections of the development plan document which indicate the priority outcomes 	<p>The table on page 10 of the Scoping Report & table 3 of the Core Strategy Sustainability Appraisal set out the key issues facing North Norfolk. These informed the development of the sustainability appraisal objectives against which the policy has been appraised.</p> <p>Section 1 of the Core Strategy sets out how the evidence gathering & early consultation gave a thorough understanding of the issues facing the District, which enabled a spatial portrait, vision & objectives to be prepared. This DPD is a single policy review of the Core Strategy which has been prepared to accord with national & regional policy, the adopted Core Strategy & the advice given by the Inspector in his report on the Examination of the Core Strategy. For further information see Conversion & Re-use of Rural Buildings as Dwellings Draft Policy: Background & Methodology 2009.</p>
15. Are there any cross-boundary issues that should be addressed and, if so, have they been adequately addressed?	<ul style="list-style-type: none"> i. Sections of the regional spatial strategy which identify cross-boundary issues. ii. Sections of the development plan document setting out cross-boundary issues and the response to them iii. Reports on relevant studies which cover wider areas than the local authority and how the development 	Neighbouring authorities may take a different policy approach however this does not raise any significant cross boundary issues.

Key Question	Possible Evidence	Evidence Provided
	<p>plan document addresses their findings or recommendations</p> <p>iv. Records of meetings with adjoining authorities or relevant agencies which confirm that there are no cross-boundary issues of significance</p>	
16. Does the development plan document contain clear objectives?	<p>i. A spatial portrait which identifies the key issues facing the area</p> <p>ii. A core strategy vision which is framed to set out the outcomes which are sought for the future</p> <p>iii. The strategic objectives of the development plan document, and the commentary in the development plan document of how they derive from the spatial portrait and vision</p>	The Core Strategy sets out clear core aims & objectives which will guide the development of North Norfolk. The DPD complies with these objectives (see Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology document section 2.0.3) including those to support the sustainability of rural communities & services and secure the future of traditional rural buildings that positively contribute to the local distinctiveness of North Norfolk.
17. Are the objectives specific to the place; as opposed to being general and applicable to anywhere?	<p>i. The spatial portrait and the commentary in the development plan document as to how the objectives derive from it</p>	The Core Strategy objectives were developed through careful consideration of local issues & evidence (see section 1.2 of the Core Strategy). The aims of the DPD were developed having regard to the results of the consultation process, the policy context and the specific direction given by the Inspector following the examination of the Core Strategy. See Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology document section 2.0.3.
18. Is there a direct relationship between the identified issues and the objectives?	<p>ii. Confirmation from the local strategic partnership and partner organisations that they agree the objectives as being specific to the place</p>	
19. Is it clear how the policies will meet the objectives?	<p>i. Relevant sections of the development plan document which explain how policies derive from the objectives and are designed to meet them</p>	Yes. See supporting text to the policy sections 2.1 - 2.8 of the DPD.
20. Are there any obvious gaps in the policies, with regard to the objectives of the development plan document?	<p>ii. Relevant sections of the sustainable community strategy which identify its objectives</p> <p>iii. Confirmation from the local strategic partnership and partner organisations that they believe the policies will achieve the agreed objectives</p> <p>iv. Research reports and studies which address the means to address objectives and conclude that the policies are appropriate and should succeed</p> <p>v. Sections of the development plan document, reports or other documents which discuss the matters which should be addressed in the development plan document.</p>	The Council is not aware of any gaps in the DPD.



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Key Question	Possible Evidence	Evidence Provided
21. Are there realistic time-scales related to the objectives?	<ol style="list-style-type: none"> i. Sections of the development plan document which address delivery and the time-scales for key developments and initiatives ii. Confirmation from the local strategic partnership and partner organisations that the time-scales are realistic in terms of their contribution to delivery 	The policy, as part of the Core Strategy, will cover the period to 2021, but can be reviewed on a regular basis during that time if necessary.
22. Are the policies internally consistent?	<ol style="list-style-type: none"> i. Sections of the development plan document, documents used in community involvement, and technical papers which demonstrate that the objectives are consistent ii. A very brief statement explaining how the council considers its objectives are consistent 	<p>The Policy is consistent / complimentary with other relevant Core Strategy policies - see especially: SS1 Spatial Strategy for North Norfolk, SS2 Development in the Countryside, SS3 Housing, EN8 Protecting & Enhancing the Historic Environment EC1 Farm Diversification, EC2 The Re-use of Buildings in the Countryside.</p> <p>The DPD has been appraised against the same sustainability objectives as the Core Strategy (see Core Strategy SA Appendix F & Conversion & Re-use of Rural Buildings as Dwellings SA section 4.9).</p>
23. Does the development plan document contain material which: <ul style="list-style-type: none"> • is already in another plan • should be logically be in a different plan • should not be in a plan at all? 	<ol style="list-style-type: none"> i. Information in the local development scheme, or provided separately, about the scope and content (actual and intended) of each development plan document. This should show how they combine to provide a coherent policy structure ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with 	No. The DPD is a single issue review of the Core Strategy as directed by the Core Strategy examining Inspector. Further consultation has been carried out & the policy for the conversion & re-use of rural buildings as dwellings re-drafted. The DPD will form Core Strategy Policy (HO9) & will replace Local Plan Policy 29 saved by the Inspector in the interim.
24. Does the development plan document explain how its key policy objectives will be achieved?	<ol style="list-style-type: none"> i. Sections of the development plan document that identify the key objectives and how they will be delivered upon ii. Confirmation from the relevant agencies that they support the objectives and the identified means of delivery iii. Other supporting material – for example, commitments in the local area agreement that will support the delivery of the strategy in the development plan document 	Section 1.5.4 explains how the adopted Core Strategy (chapter 4) includes a monitoring framework. This section will be updated with references to saved Local Plan Policy 29 being replaced with the new policy reference HO9.

Key Question	Possible Evidence	Evidence Provided
25. If there are development management policies, are they supportive of the strategy and objectives?	<ol style="list-style-type: none"> i. Sections of the development plan document that show how the development management policies: <ul style="list-style-type: none"> • will help to deliver the strategy ii. derive from, and elaborate on, the objectives and policies of the plan 	The DPD is a single (development control) policy review of the Core Strategy & has been prepared in accordance with the Core Strategy objectives - see sections 2.1- 2.8 of the DPD.
26. Have the infrastructure implications of the strategy/policies clearly been identified?	<ol style="list-style-type: none"> i. A section or sections of the development plan document where infrastructure needs are identified and the proposed solutions put forward ii. Representations in respect of infrastructure iii. Reports or copies of correspondence as to how representations in relation to infrastructure have been considered and dealt with 	The Core Strategy considers the infrastructure implications of the policies (section 4.1).
27. Are the delivery mechanisms and time-scales for implementation of the policies clearly identified?	<ol style="list-style-type: none"> i. Sections of the development plan document setting out delivery mechanisms and timescale ii. Other development plan documents being prepared that develop the policies of the core strategy further and set out how they will be delivered iii. Research or studies that address matters of delivery and the realistic time-scales iv. Documents that set out arrangements made or planned for local delivery vehicles, or other delivery mechanisms v. Very brief statements on how other stakeholders intend to support the delivery of the policies, with any supporting correspondence or reports by the authority or the relevant stakeholder vi. Correspondence from stakeholders on delivery mechanisms and timescale vii. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with 	Chapter 4 of the Core Strategy provides information on implementation. The DPD policy will be used when considering individual planning proposals & will cover the period to 2021.
28. Is it clear who is going to deliver the required infrastructure and does the timing of the provision complement the timescale of the strategy/policies?	<ol style="list-style-type: none"> i. Confirmation from infrastructure providers that they support the solutions proposed and the identified means and time-scales for their delivery ii. Representations in respect of infrastructure iii. Reports or copies of correspondence on how representations in relation to infrastructure and its timing have been considered and dealt with 	The Core Strategy summarises information received from the infrastructure providers (section 4.1).



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Key Question	Possible Evidence	Evidence Provided
<p>29. Is it clear who is intended to implement each part of the strategy/ development plan document?</p> <p>30. Where actions required to implement policy are outside the direct control of the council, is there evidence of commitment from the relevant organisation to implement the policies?</p>	<ul style="list-style-type: none"> i. Sections of the development plan document setting out responsibilities for delivery ii. Correspondence showing how other stakeholders intend to support the delivery of the policies iii. Reports by the council or the relevant stakeholder iv. Representations from stakeholders on implementation v. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with 	<p>Development complying with the policy will generally be carried out by private developers.</p>
<p>31. Does the development plan document reflect the concept of spatial planning?</p> <p>32. Does it go beyond traditional land use planning by bringing together – and integrating – policies for development, and the use of land, with other policies and programmes from a variety of organisations that influence the nature of places and how they function?</p>	<ul style="list-style-type: none"> i. Sections of the development plan document that reflect the plans or strategies of other bodies ii. Expressions of support from bodies responsible for other strategies affecting the area iii. Representations in respect of services provided by other agencies iv. Reports or copies of correspondence as to how the representations have been considered and dealt with. These should either clarify the issues raised in the representation, or include a copy of the substance of the representation 	<p>Sections 2 & 3 of the Conversion & Re-use of Rural Buildings as Dwellings: Background & Methodology document explains how the DPD relates to other policy documents & how it seeks to meet the aims of those policies.</p> <p>Following the principle of spatial planning the DPD has been appraised against the economic, social & environmental sustainability appraisal objectives.</p>
<p>33. Does the development plan document take into account matters which may be imposed by circumstance, notwithstanding the council's views about the matter?</p>	<ul style="list-style-type: none"> i. Explicit recognition within the development plan document that this may happen, and clear information about how the plan strategy can accommodate them ii. Consideration of the options in relation to such matters as part of the evaluation of alternatives in a report on the preferred strategy 	<p>See section 1.5.4 of the DPD regarding monitoring results & any changes in policy context or local economic or environmental conditions.</p>

Key Question	Possible Evidence	Evidence Provided
FLEXIBLE		
<p>34. Is the development plan document flexible enough to respond to a variety of, or unexpected changes in, circumstances?</p>	<ul style="list-style-type: none"> i. Sections of the development plan document setting out the assumptions of the plan and identifying the circumstances when policies might need to be reviewed ii. Sections of the annual monitoring report and sustainability appraisal report describing how the council will monitor 	<p>The DPD policy will be monitored alongside the other policies of the Core Strategy (see chapter 4 of the Core Strategy - references to saved Local Plan Policy 29 will be replaced with the new policy reference HO9). The Annual Monitoring Report is the</p>

Key Question	Possible Evidence	Evidence Provided
	<ul style="list-style-type: none"> the effectiveness of policies and what evidence is being collected to undertake this changes affecting the baseline information and any information on trends on which the development plan document is based <p>iii. Statements or correspondence from stakeholders which commit to providing information to be used in monitoring the progress of the policies and changes in the baseline</p> <p>iv. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances</p>	main record of monitoring information. If the specified targets are not met over a sustained period this will trigger a review of the Core Strategy or indicate that a supplementary planning document may need to be prepared to give extra guidance on the implementation of a particular policy.
35. Is the development plan document sufficiently flexible to deal with any changes to, for example, housing figures from an emerging regional special strategy?	<p>i. Sections within the development plan document dealing with possible change areas and how they would be dealt with, including mechanisms for the rate of development to be increased or slowed and how that would impact on other aspects of the strategy and on infrastructure provision</p> <p>ii. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances</p>	Not applicable.
36. Does the development plan document include the remedial actions that will be taken if the strategies/policies are failing?	<p>i. A section of the development plan document which expressly addresses flexibility</p> <p>ii. Sections of the development plan document identifying the key indicators of success of the strategy, and the remedial actions which will be taken if they are failing</p>	See question 34 above.

Key Question	Possible Evidence	Evidence Provided
MONITORING		
37. Does the development plan document contain targets and milestones that relate to the delivery of the policies, including housing trajectories where the plan contains housing allocations?	<p>i. Sections of the development plan document setting out indicators, targets and milestones</p> <p>ii. Sections of the current annual monitoring report which report on indicators, targets, milestones and trajectories</p> <p>iii. Reference to any other reports or technical documents which contain</p>	The DPD sets out a single development control policy for the conversion & re-use of rural buildings as dwellings in North Norfolk. The policy will be used in assessing planning applications in the District to 2021. The Core Strategy, which the DPD will form a part of, sets out the indicators (see section 4.5 - references to saved Local Plan Policy 29 will be replaced with the new policy reference HO9) for monitoring the performance of the policy against the aims & objectives of the Core Strategy.



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness

Key Question	Possible Evidence	Evidence Provided
	information on the delivery of policies	
38. Is it clear how these are to be measured and are these linked to the production of the annual monitoring report?	<ul style="list-style-type: none"> i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report and the sustainability appraisal report setting out the framework for monitoring, including monitoring the effects of the development plan document against the sustainability appraisal iii. Reference to any other reports or technical documents which contain information on the collection or measurement of indicators 	The targets & performance indicators in section 4.5 (references to saved Local Plan Policy 29 will be replaced with the new policy reference HO9) of the Core Strategy are monitored in the Annual Monitoring Report.
39. Are suitable targets and indicators present (by when, how and by whom)?	<ul style="list-style-type: none"> i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report that report on indicators, targets, milestones and trajectories 	See the sections referred to above.

Test 3 - National Policy

Key Question	Possible Evidence	Evidence Provided
NATIONAL POLICY		
40. Does the development plan document contain any policies or proposals that are not consistent with national planning policy?	<ul style="list-style-type: none"> i. Sections of the development plan document which refer to planning policy statements and justify why any policies are not consistent with national policy ii. Sustainable community strategy, studies forming evidence for the development plan document or other information which provide the stimulus for departing from national planning policy 	No. The DPD is consistent with national planning guidance. See letter of conformity from EERA dated 12 Oct 2009. Online via the consultation portal: http://consult.north-norfolk.gov.uk/portal
41. If yes, is there a local justification?	<ul style="list-style-type: none"> iii. Evidence provided from the sustainability appraisal (including reference to the sustainability report) and/or from the results of community involvement 	

Key Question	Possible Evidence	Evidence Provided
	<ul style="list-style-type: none"> iv. Representations from the Government Office on the preferred strategy or the submitted development plan document v. Reports or copies of correspondence as to how Government Office representations have been considered and dealt with 	
<p>42. Does the development plan document contain policies that do not add anything to existing national guidance?</p> <p>43. If so, why have they been included?</p>	<ul style="list-style-type: none"> i. Sections of the development plan document which explain where and how national policy has been elaborated upon and the reasons ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with 	<p>No. Paragraph 17 of PPS7 requires local planning authorities to set out in LDDs their policy criteria for permitting the conversion & re-use of buildings in the countryside for economic, residential & any other purposes, including mixed uses. This DPD sets out the criteria for permitting residential conversion of buildings in the countryside.</p>



Conversion & Re-use of Rural Buildings as Dwellings: Tests of Soundness