



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX  
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To: Councillors B Anota, R Blunt, A Bubb, Mrs S Collop and C Manning

Dear Member

**Custom Build and Self Build Policy Development Task Group**

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Thursday, 25th August, 2016 at 4.00 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

1. **Appointment of Chairman**
2. **Appointment of Vice Chairman**
3. **Apologies for absence**
4. **Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area

**5. Members Present Under Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**6. Introduction and background covering Government Policy and relevant Legislation**

**7. Statutory Requirements on Maintenance of Register and Planning Policy Requirements**

**8. Objectives of the Task Group/Terms of Reference (Pages 3 - 5)**

**9. Local Plan Review**

**10. Overview of Policy Options**

**11. Preparation of Strategy Action Plan**

**12. Schedule of Meetings**

To agree the draft schedule of future meetings.

Tuesday 27<sup>th</sup> September 2016 at 4.00pm in Meeting Room 1

Tuesday 18<sup>th</sup> October 2016 at 4.00pm in Meeting Room 1

Tuesday 15<sup>th</sup> November 2016 at 4.00pm in Meeting Room 1

Tuesday 20<sup>th</sup> December 2016 at 4.00pm in Meeting Room 1

Tuesday 31<sup>st</sup> January 2017 at 4.00pm in Meeting Room 1

**13. Any Other Business**

**14. Date of the next meeting**

Tuesday 27<sup>th</sup> September 2016 at 4.00pm in Meeting Room 1 (subject to the agreement of the schedule of meetings).

Name of the group: CUSTOM BUILD AND SELF BUILD POLICY DEVELOPMENT TASK GROUP

Officer contact:

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### **Timescale and delivery expectations**

The expectation is that the group will have met on 4 to 5 occasions, and will have some proposals and recommendations to make to Cabinet by the end of the calendar year 2016. This time scale will fit in with the first review of The Local Plan.

### **Task Group Status**

It was agreed by the Regeneration and Development Panel that the group would be established a formal basis. In this regard the group members will undertake (with the support of officers including Democratic services) to:

- Appoint a chair person
- Participate in meetings
- Prepare / agree meeting agenda items
- Agree and publish agenda
- Meet in public – with the exception press and public for reasons including commercial sensitivity or details appertaining to another organization
- Complete and publish minutes of meetings held

### **Membership**

The task group will be made up of 5 members, which is representative/ proportional to the Councils political composition. Group Leaders will nominate members to the group.

The initial proposed group members are as follows:-

#### **Labour Group Member:**

Sandra Collop

**Conservative Members:**

Colin Manning

Richard Blunt

Bal Aota

Tony Bubb

**Purpose / role of the group**

The purpose of the group is to examine and determine appropriate policy and practice proposals for the Council's Cabinet and Full Council to consider.

The policy task group will look at the following key areas:-

- The requirements of Self-build and Custom housebuilding Act 2015, and Chapter 2 of The Housing and Planning Act 2016 relating to Self-build and custom housebuilding.
- Promotion and communication strategy in terms of the requirements of the Self-build and Custom housebuilding Act.
- Opportunities to create self-build / custom build plots that meet the identified needs of the area.
- Planning policy mechanisms to increase the provision of self-build/ custom build plots including (but not exclusive) percentage policies, allocation of sites, exception site policies for example.
- Opportunities to directly or facilitate develop and sell self-build and Custom-build plots – to be considered in conjunction with the Council's emerging Investment/ Development strategy.
- Starter Homes – in addition to make recommendations on emerging planning requirements, and opportunities to access funding to directly deliver Starter Homes.
- Measures to increase the Housing supply including the supply of smaller sites to help SME delivery.

## **Meeting arrangements**

Initial scoping meeting - with the purpose of agreeing a work plan. Further meetings will be arranged to discuss options, and review progress of work plan.

It is envisaged that the first meeting will be held before the **end of July 2016**.

## **Working methods**

- Involvement / contributions from specialists/ stakeholders who might be invited to present material at a meeting. At the recent Right to Build Summit the NaCSBA announced its intention to form a Custom and Self-Build Task Force to work with local authorities to implement the Right to Build. There may be an opportunity for the group to access this resource.

Important source of pre-meeting material is to be found at:

- Self-Build Portal - a national resource at: [www.selfbuildportal.org.uk](http://www.selfbuildportal.org.uk)
- He also made reference to the NaCSBA website at: [www.nacsba.org.uk/researchdevelopment](http://www.nacsba.org.uk/researchdevelopment)

Terms of Reference Agreed by the Regeneration and Development Panel on 27<sup>th</sup> July 2016