

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**LOCAL PLAN TASK GROUP**

**Minutes from the Meeting of the Local Plan Task Group held on  
Wednesday, 14th December, 2016 at 10.00 am in the Miles Room - Town  
Hall**

**PRESENT:** Councillor R Blunt (Chairman)  
Councillors A Bubb, C J Crofts, J Moriarty, M Peake (Vice-Chairman),  
Miss S Sandell, D Tyler and Mrs E Watson

**Officers:**

Claire Dorgan, Principal Planner (Policy)  
Alex Fradley, Planner (Policy)  
Peter Jermany, Principal Planner (Policy)  
Felix Beck, Graduate Planner  
Wendy Vincent, Democratic Services Officer

**1 APOLOGIES**

An apology for absence was received from Mr Chris Humphris, Director of Operations, West Norfolk Clinical Commissioning Group.

**2 NOTES OF THE PREVIOUS MEETING**

The Notes of the meeting held on 16 November 2016 were agreed as a correct record.

**3 MATTERS ARISING**

There were no matters arising.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 URGENT BUSINESS**

There was no urgent business.

**6 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present under Standing Order 34.

**7 CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chairman's correspondence.

8 **INTRODUCTION OF NEW GRADUATE PLANNER**

The Principal Planner (Policy) introduced Felix Beck the new Graduate Planner who had recently commenced employment with the Borough Council.

9 **PRESENTATION AND DISCUSSION FROM THE CHIEF EXECUTIVE OF THE WEST NORFOLK CLINICAL COMMISSIONING GROUP**

The Chairman, Councillor Blunt advised that apologies had been received earlier that morning from Mr Chris Humphris, Director of Operations, West Norfolk Clinical Commissioning Group.

**AGREED:** Mr Humphris be invited to attend the next meeting of the Task Group scheduled to take place on 18 January 2017.

10 **LOCAL PLAN REVIEW - SETTLEMENT HIERARCHY SUGGESTED PREFERRED OPTION**

The Planner provided an overview of the Settlement Hierarchy suggested Preferred Option document as circulated with the Agenda and drew the Task Group's attention to the changes as set out below:

**Key Rural Service Centres**

- Three Holes had been added to the KRSC of Upwell and Outwell.
- West Walton was now a KRSC on its own, Walton Highway was now a Rural Village.
- Castle Acre and East Rudham remained KRSC's.
- Walpole St. Peter/Walpole St. Andrew/Walpole Marsh had been promoted.
- As had Marshland St. James/St. John's Fen End with Tilney Fen End.
- And Middleton and Southery.

**Rural Villages**

- Denver, Wiggshall St. Germans, Walpole Highway, Hilgay, Syderstone, Great Bircham/Bircham Tofts, Burnham Overy Staithe and Hillington all remained RV's.
- Walton Highway was now a Rural Village (Member decision).
- Stow Bridge was promoted to this category.

Concern was expressed regarding Three Holes being linked to Upwell/Outwell as Three Holes was predominately in Flood Zone 3 and would therefore fail the sequential test because there were other areas which were safer to build on. The Planner explained that Three Holes

was a smaller settlement and the development boundary was around the northern end of the village, with the remainder being in a flood zone. The Task Group was advised that two sites had been submitted in the recent call for sites exercise. Members were informed that Three Holes was not totally in Flood Zone 3, some parts of Three Holes were in Flood Zones 1 and 3. The Chairman, Councillor Blunt added that the potential sites were not within Flood Zone 3.

Following a discussion on the Local Development Scheme (LDS), the Principal Planner (Policy) explained that the LDS would be brought back to the Task Group with a revised plan to be adopted in early 2019. It was noted that once the new plan was adopted in 2019 new sites could be brought forward.

With regard to comments on officers referring to the “emerging plan”, the Chairman, Councillor Blunt undertook to discuss the points raised with the Executive Director and Planning Services Manager and report back to the Task Group.

In response to comments from the Task Group on the consultation phase and the planning process of the plan being developed and sites not being available until a specific date, it was noted that legal advice would be sought. The Planner read out an extract from NPPF 216:

216. From the day of publication, decision-takers may also give weight<sup>40</sup> to relevant policies in emerging plans according to:

- the stage of preparation of the emerging plan (the more advanced the preparation, the greater the weight that may be given);
- the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
- the degree of consistency of the relevant policies in the emerging plan to the policies in this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).

<sup>40</sup> Unless other material considerations indicate otherwise.

The Chairman, Councillor Blunt highlighted the importance of both officers and Members being aware of the whole process.

The Principal Planner (Policy) informed the Task Group that the new plan period was 2016 – 2036. The sites that had already been committed and completed would be taken off the total number required when the new Plan was adopted in 2019. Housing provision would be required up to 2036.

Following a discussion on the five year land supply, the Chairman, Councillor Blunt explained that the calculation allowed the Borough

Council to obtain a more accurate picture which was being reviewed on a regular basis.

Members commented that it would be useful to see the impact of where sites were delivering more than allocated.

In response to questions on the previous Hierarchy consultation exercise and the consequences for villages in relation to previous and new numbers, the Chairman, Councillor Blunt drew Members' attention to the Corridor Plan which identified the required numbers. The Planner advised that the needs assessment exercise was currently in a draft form and would be brought back to the Task Group at a future meeting.

It was reported that Parish Councils had been requested to update the information currently held, but to date a 50% response rate had been achieved. The Principal Planner (Policy) that the current information provided a snapshot in time. The Chairman, Councillor Blunt commented that it sometimes proved difficult to obtain information from Parish Councils and he encouraged all Members to ensure that Parish Councils responded.

Following a discussion, the LDF Team noted the following amendments by the Task Group:

- Walpole Highway to be amended to Walton Highway.
- Impact of where sites were delivering more than allocated to be inserted into the relevant table.
- Walton Highway to be amended as a rural village.

**AGREED:** 1) The amended Preferred Option for the settlement Hierarchy be considered at the February meeting.

2) Members to forward any suggested amendments to the LDF Team.

## 11 **LOCAL PLAN REVIEW - UPDATE ON THE CALL FOR SITES**

The Planner presented the report and explained that 557 sites had been submitted. However, 31 sites had not attached all the information and had to be contacted to request the additional details required.

The Task Group noted that to date 100 sites had been mapped. However, the data had not yet been verified, so there were currently some anomalies in the schedule attached to the Agenda.

Once all the sites had been mapped, the information would be published on the Council's website. Sites submitted would be assessed in line with the Council's Housing and Economic Land Availability (HELAA).

The Planner explained that the inclusion of a site within the HELAA did not mean that it would be allocated, or that planning consent would be given. The HELAA was a technical document which would inform the Local Plan review.

Following comments and the discussion on the phrase “at least”, the Chairman, Councillor Blunt advised that the Inspector had insisted that “at least” should be used. The Principal Planner (Policy) reminded the Task Group that the similar wording “at least” had been used in the Core Strategy, but had not been followed through to the site allocations documents.

Members commented on the Borough Council’s involvement with Fenland District Council Plan.

The Principal Planner (Policy) highlighted that the communication needed to be managed carefully.

In response to questions, the Planner explained that when a site was submitted an email confirmation was sent. If further information was required, the LDF Team would contact the person to try and obtain the details to complete the submission of the site.

**AGREED:** 1) The update report be noted.

2) Overview of the HELAA process to be given to the Task Group at the February meeting.

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### **NEIGHBOURHOOD PLANS - UPDATE**

The Planner provided an update report as circulated with the Agenda.

Members were advised that Snettisham now had a designated area, but had been omitted from the plan. The Planner undertook to revise the plan and circulate an amended version to the Task Group.

It was noted that Brancaster was currently reviewing their plan. The LDF Manager would be assisting with the review process.

The Planner referred to the Neighbourhood Plan Bill and the Government White Paper which may have changes for Neighbourhood Plans.

The Principal Planner (Policy) reported that with the number of Neighbourhood Plans in progress and further ones being submitted, this would present an increase in workload for the small LDF team and would involve attending evening meetings.

A brief discussion took place on the Community Infrastructure Levy (CIL) which would be implemented on 15 February 2017. The

Chairman advised Members that a CIL Officer had been appointed to develop the structures required. Consideration would be given to governance arrangements and criteria for spending the levy at a future Task Group meeting.

The Task Group expressed their thanks to the LDF Team for all their work and efforts to date.

**AGREED:** The Task Group to receive a quarterly update.

13 **SCHEDULE OF MEETINGS 2017**

**AGREED:** The Task Group noted the schedule of Meeting Dates for 2017.

The 15 February meeting be rescheduled to 22 February 2017.

Councillor C J Crofts offered his apologies for the 18 January 2017 meeting.

14 **DATE OF NEXT MEETING**

The next meeting of the Task Group would be held on **Wednesday 18 January 2017 at 10.00 am** in the Miles Room, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 11.32 am**