

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Local Plan Task Group**

## **Agenda**

**Wednesday, 12th July, 2017**  
at 10.00 am

in the

**Miles Room  
Town Hall  
Saturday Market Place  
King's Lynn**



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**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
**Fax: 01553 691663**

4<sup>th</sup> July 2017

Dear Member

**Local Plan Task Group**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 12th July, 2017 at 10.00 am** in the **Miles Room - Town Hall** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

1. **Apologies**
2. **Notes of the Previous Meeting** (Pages 6 - 10)
3. **Matters Arising**
4. **Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of an 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 Members 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.

**5. Urgent Business**

To consider any business which, by reason of special circumstances, the Chairman proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**6. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on 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.

**7. Chairman's Correspondence (if any)**

**8. Dwelling Numbers & Strategic Distribution of Growth Update (Pages 11 - 15)**

**9. Exploring Potential Development Boundaries for Smaller Villages and Hamlets (north of the borough) and a potential criteria based policy for development adjacent to development boundaries (To Follow)**

**10. Neighbourhood Plans - Update (Pages 16 - 18)**

**11. Date of Next Meeting**

The next meeting of the Task Group will take place on Wednesday 9 August 2017 at 10 am in the Miles Room, Town Hall, Saturday Market Place, King's Lynn.

To:

**Local Plan Task Group:** R Blunt (Chairman), A Bubb, Mrs S Buck, 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

Alan Gomm, LDF Manager

Peter Jermay, Principal Planners and Water Management Officer

**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 June, 2017 at 10.00 am in the Miles Room - Town Hall**

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

**Officers:**

Alan Gomm, LDF Manager  
Felix Beck, Graduate Planner

**1 APOLOGIES**

Apologies for absence were received from Councillors C J Crofts and D Tyler.

**2 NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 17 May 2017 were agreed as a correct record.

**3 MATTERS ARISING**

None.

**4 DECLARATIONS OF INTEREST**

None.

**5 URGENT BUSINESS**

None

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

None.

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

None.

## 8 **HOUSING TRAJECTORY - LATEST UPDATE ON LAND SUPPLY**

The Planning Policy Manager gave a presentation on the Housing Trajectory – Latest update on Land supply and informed that the trajectory was provided to show progress against Core Strategy housing target.

A question and answer followed, a summary of which is set out below.

The Planning Policy Manager responded to questions relating to:

- How the information was collected. It was explained that the Housing Trajectory was available to view on the Borough Council's website.
- The windfall allowance being included in Housing Trajectory.
- Lapsed planning permissions being included in the calculations. The table at section 3.10 set out the lapse rate factored in at the appropriate point.
- Five Year Land Supply (Members' attention was drawn to Sections 3.11 and 3.12 of the report which indicated that the Council currently had 5.9 years land supply.
- Borough Council providing evidence to defend why completions had not come forward.
- Borough Council would operate development in a commercial way and develop its own land.
- The importance of "at least" being included in the Local Plan.

## 9 **HELAA UPDATE**

The Graduate Planner provided a verbal update as set out below.

Members were reminded that as part of the HELAA process, in order to assess the sites submitted against various constraints the Council had packaged the sites up and sent them to a number of bodies and organisations for their comments.

However, in the current climate a number of these organisations/bodies face resource issues, or are not geared up to provide comments at an early stage (National Grid and UK Power Network) and are unable to provide the Council with the level of detail the Council was seeking.

The good news was that the Council had received detailed responses from:

- Anglian Water.
- NCC Highways/Transport.
- NCC Fire and Property Services.
- NCC Minerals and Waste.

Others who had said they will respond shortly.

- NCC – Lead Local Flood Authority.
- NCC – Historic Environment.
- NCC – Green Infrastructure Team.

The Council had engaged and met with Historic England, who were consulted on the original HELAA methodology and endorse the approach. Going forward Historic England will provide the Council with bespoke advice, as part of the Heritage Action Zone, on sites in and around King's Lynn and other areas identified for significant growth such as Downham Market as part of the Local Plan review.

The Council had received general advice from Norfolk Wildlife Trust and some information on a small number of sites at the larger settlements where they had concerns.

The Environment Agency had informed the Council to carry out the exercise itself. The positive is that NCC as the LLFA are going to provide comments and that as part of the Local Plan review process the company (JBA) who had been commissioned to carry out the Council's new SFRA would provide comments on the sites, this will be at a later stage.

Given this, the intention was to collect the remaining responses from NCC and commence assessing the sites based upon the comments/information the Council had received, its own GIS layers, further desktop based assessment, liaison with internal colleagues (DC, Heritage/Conservation, Contamination/Air Quality and Housing Strategy), and through focused site visits. The Council will do this as soon as possible.

The Graduate Planner and Planning Policy Manager responded to questions relating to:

- Assessment of remaining 350 sites.
- Review of sites to determine a set of sites which were suitable, available and deliverable.
- Potential sites to be presented to the Task Group at a later date.
- HELAA process to be included in the Local Plan calculations at the appropriate time.
- Sites being mapped on GIS system.
- Input from Historic England – will provide advice when required.

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### **PREPARATION OF A 'BROWNFIELD LAND REGISTER'**

The Planning Policy Manager drew the Task Group's attention to page 51 of the Agenda which set out how the Brownfield Register/Permission in Principle consent route will work.

The Task Group was informed that two Borough Council Officers had attended a workshop in London on 23 May and a report outlining the process of setting up a Brownfield Register was attached to the Agenda at page 47.

The Planning Policy Manager explained that the Brownfield Register contained two Parts. Part 1 was a list of brownfield sites. Part 2 was a list of those sites which were given Permission in Principle (PiP).

Members were advised that further guidance was due to be published in the Summer.

The Planning Policy Manager responded to questions relating to:

- Brownfield sites which could potentially be identified for housing purposes.
- Contamination levels on sites. It was noted that Environmental Services at the Borough Council held a Contaminated Land Register. Any contamination found on site would be dealt with prior to any development taking place.
- Funding available from Government for Brownfield Land Register.
- Call for sites generally
- Register would be updated on an annual basis.
- Part 1 of the Register – Borough Council to have Register by 31 December 2017. Notes would be written to clarify information contained in the Register.
- Part 2 of the Register – who would make the decision on sites moving to Part 2?

## 11 NEIGHBOURHOOD PLANS

The Graduate Planner provided a verbal update as set out below.

### **Examinations:**

- **Walpole Cross Keys** – Borough Council had received the Examiner's draft report for Fact Checking. This process was conducted by the both the BCKLWN and the Parish Council. Once responses were back with the Examiner they would be in a position to issue their final report. At which point it was hoped the Neighbourhood Plan could go to Cabinet and out to referendum (perhaps following some modifications).
- **North Runcton and West Winch** (joint) – the Examiner's draft report for Fact Checking was received on 13 June 2017.

### **Continued work since the last Task Group with following:**

- Castle Acre – ongoing initial consultations/exhibitions.



- Gayton – area now formally designated (26 April).
- Holme-next-the-Sea - continuing to develop policies.
- Heacham – area now formally designated (18 May).
- Hunstanton – had provided draft version of their plan/policies for the Borough Council’s informal comments.
- Sedgeford – holding initial workshops/exhibitions.
- Snettisham – moving their plan forward with HRA and SEA towards their formal consultation stage before submission.

The Planning Policy Manager and Graduate Planner responded to questions relating to:

- The Process to be followed once the Inspector’s draft report had been received. The Examiner’s report would be published on the Borough Council’s website. The opportunity for the Borough Council to express its point of view and deem it appropriate to go forward to a Referendum.
- An adopted Neighbourhood Plan forming part of the development plan framework.
- Setting up a group other than the Parish Council to produce a Neighbourhood Plan.

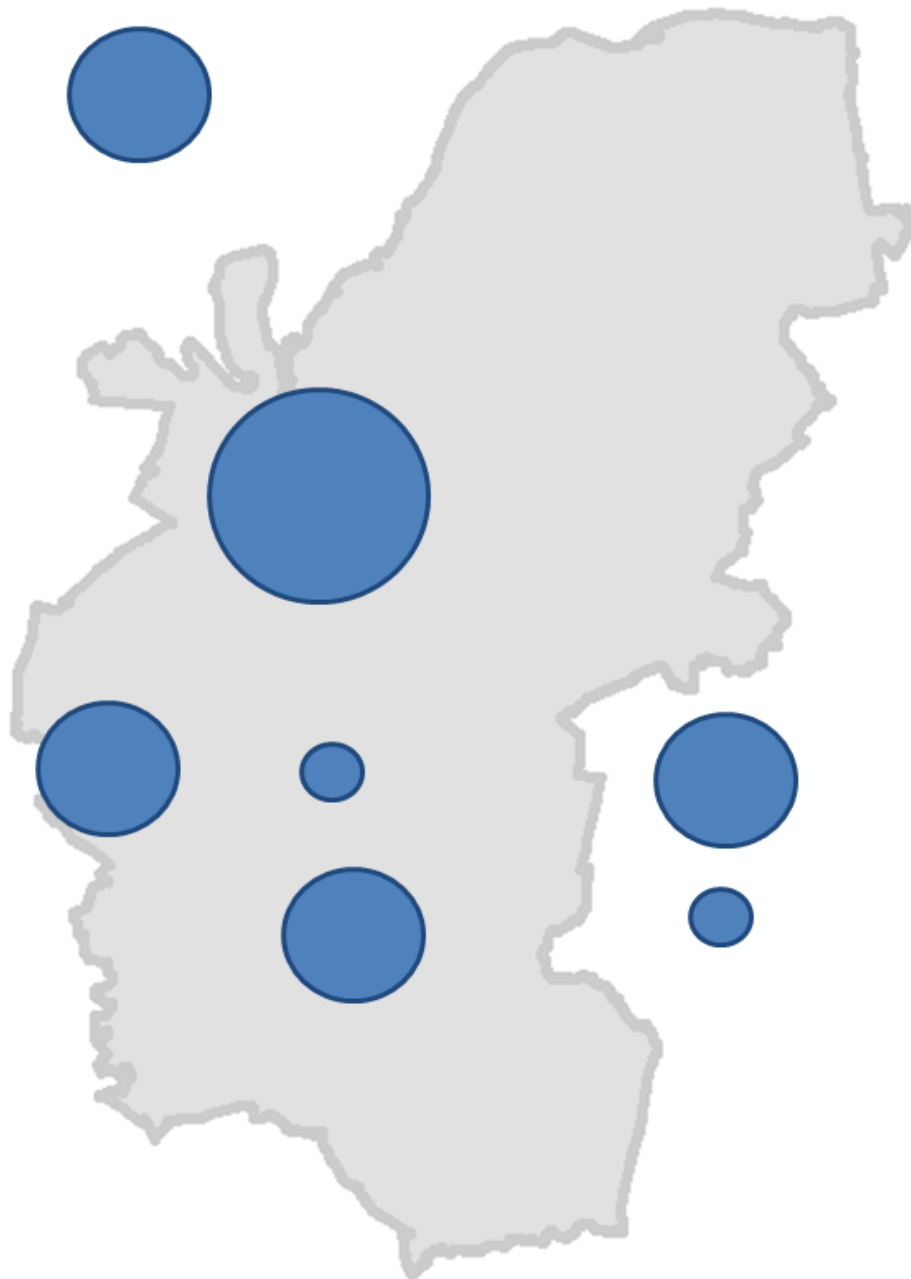
## 12 **DATE OF NEXT MEETING**

The next meeting of the Task Group will take place on Wednesday 12 July 2017 at 10.00 am in the Miles Room, Town Hall, Saturday Market Place, King’s Lynn.

**The meeting closed at 11.37 am**

# Borough Council of King's and West Norfolk Local Plan Review (2016 – 2036):

## Dwelling Numbers & Strategic Distribution of Growth – Update



## **Local Plan review (2016 -2036) Dwellings Numbers & Strategic Distribution of Growth**

### **FOAN**

The Full Objectively Assessed Need for the review period is 670 dwellings per year. This equates to 13,400 dwellings in total.

### **NSF**

One of the proposed agreements as part of the Norfolk Strategic Framework (NSF) is that the quantity of homes planned will be increased by a buffer equal to not less than 10% of the OAN requirement. It is important to note that such a buffer will be treated as additional supply rather than as part of the housing target.

### **GMLP**

The emerging Greater Norwich Local Plan (GMLP). Which is currently being prepared jointly by Norwich City Council, Broadland District Council and South Norfolk Council is aiming for a minimum buffer of 20%. This is based upon their previous delivery rates, the desire not to under deliver and based upon recommendation from the Local Plan Expert Group to Government.

### **Potential Planning Changes**

In reality we may find ourselves caught up in changes to national planning policy in the way in which OAN and FOAN are to be calculated both in terms of Local Plan perpetration and five year housing land supply, and other potential reforms to the planning system (proposed to be explored through the 2017 Housing White Paper). Advice has been to carry on and take account of changes when they occur accordingly.

### **BCKLWN Need & Supply**

Going back to the FOAN for the Borough of King's Lynn and West Norfolk (13,400), adding a 10% buffer to this equates to 14,740 dwellings. The addition of a 20% buffer would equate to 16,080 dwellings. Given the current position on housing delivery, as set out in the 2016/17 Housing Trajectory and associated documents, the Borough Council is currently able to demonstrate a five year housing land supply position in excess of 5 years' worth (5.9) and that it anticipated that growth required by the Core Strategy (16,500) is likely to be achieved within the current plan period (2001 - 2026), minimum 10% buffer would seem appropriate.

The 2016/17 housing trajectory illustrates the following:

- Completions for 2016/17 = 395
- Commitments = 10,795, break down below:
  - Planning Permission from sites of 10 + units = 1,527
  - Planning Permission from sites 5 – 9 units = 368
  - Planning Permission from sites 1- 4 units = 907
  - SADMP (2016) Allocations = 7,993
- Completions (395) + Commitments (10,795) = 11,190

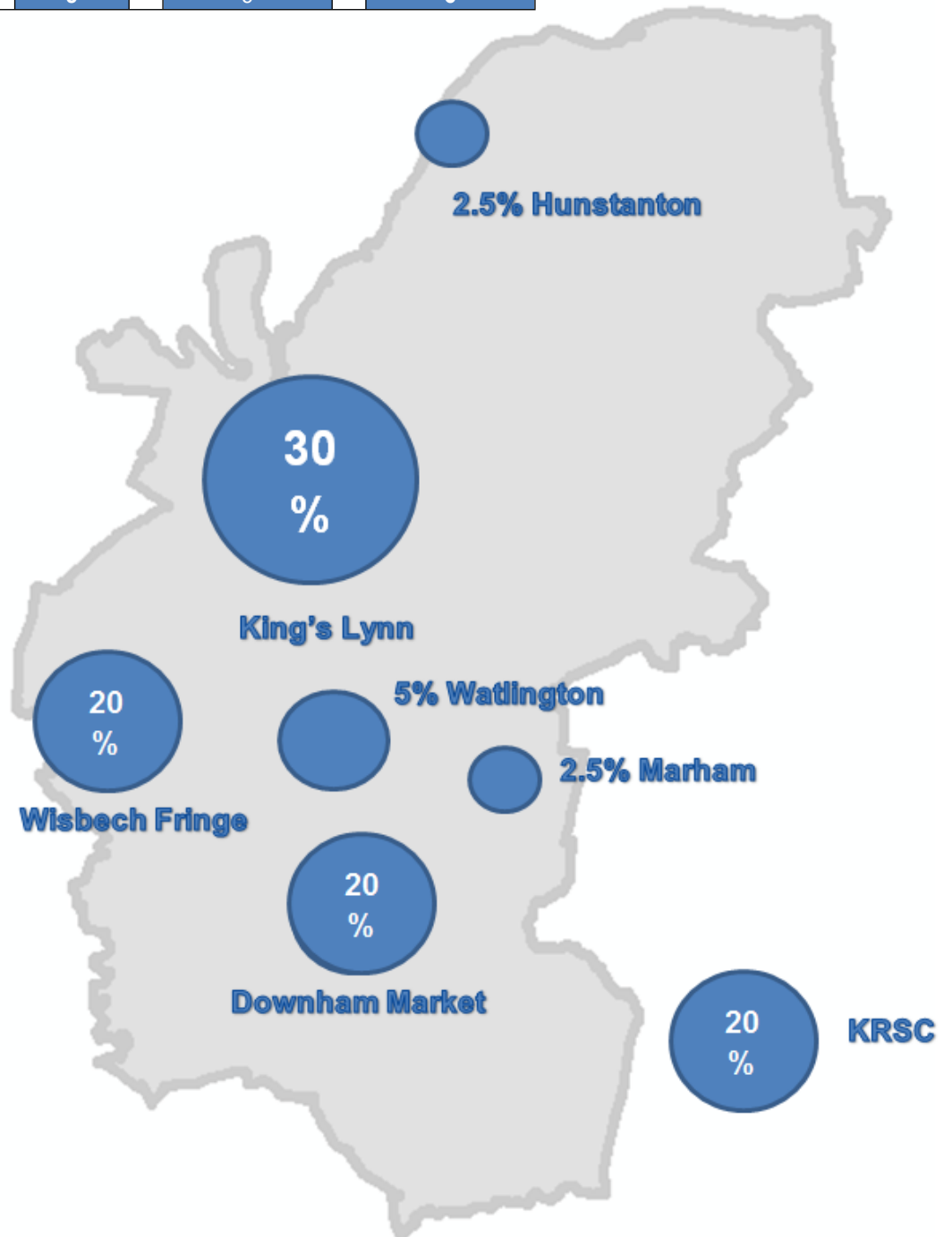
In total we would be looking for at least 3,550 dwellings through the Local Plan review allocation process, as:

- Need (13,400) + 10% Buffer (1,340) – Completions & Commitments (11,190) = 3,550

### **Numbers Being Sought**

The numbers we are now seeking to find through the allocation process are lower than originally thought (based upon the 2015/16 housing trajectory) as the FOAN is now lower, at 670, rather than 710 previously and a large number of the SADMP allocations have come forward for higher numbers than the relevant policy specifies, due to impact of the 'at least' approach.

Preferred Strategic Growth Option	% of Growth	No. of Dwellings Required 2015/16	No. of Dwellings Required 2016/17
King's Lynn & Surrounding Area	30%	1,200	1,065
Wisbech Fringe	20%	800	710
Downham Market	20%	800	710
Hunstanton	2.5%	100	90
Watlington	5%	200	178
Marham	2.5%	100	90
KRSC	20%	800	710
Rural Villages	0	0	0
SVAH	0	0	0
New Settlement	0	0	0



## Windfall Allowance

This calculation does not include a windfall allowance; currently our windfall allowance is 223 dwellings per year (131 dwellings on large sites of 10 or more dwellings and 92 dwellings on small sites, below 10 dwellings). This contains a 25% discount recognising that land is a finite resource (although allocations with the exception of King's Lynn Town are outside of settlement development boundaries) that In our five year housing land supply calculations the first 3 years do not include the allowance as it will take time for such development to come forward, this also avoids double counting. The windfall allowance within the plan period would therefore be 3,790.

FOAN = 13,400

FOAN + 10% for flexibility = 14,740

Completions and Commitments (11,190) + Proposed Allocations (3,550) = 14,740

Above (14,740) + Windfall (3,790) =18,530

This does not currently include the potential impact that a criteria based policy for sites adjacent to development boundaries may have in contributing to windfall developments in the future.

## Conclusion

- The approach is consistent with the NPPF in seeking to boost significantly the supply of housing
- Seeks to meet the FOAN for the borough with a sufficient buffer
- Accords with previous advice (the SADMP Inspector) in relation to flexibility
- Would be in conformity with the emerging Norfolk Strategic Framework
- Reflects the latest evidence from the 2016/17 housing trajectory
- Further flexibility is added through windfall and other considerations including the 'at least approach' and a criteria based policy for site adjacent to development boundaries, as discussed and agreed at previous task group meetings

### **Neighbourhood Plans Progress Update: 03/07/2017**

#### **In force**

- Brancaster
- South Wootton

These two plans are being used to determine planning applications within their respective areas. South Wootton's for example is influencing the planning proposal for site coming forward on the allocations

#### **Post – Examination (moving towards referendum)**

- Walpole Cross Keys
- North Runcton & West Winch (joint)

Both of the above plans have navigated the examination phase with the respective examiner's concluding that following some modifications they recommend that the plan proceeds to referendum

#### **Designated Neighbourhood Area**

- Bircham
- Castle Acre (about to conduct questionnaire – have held exhibitions)
- Downham Market
- Gayton
- Heacham
- Holme-next-the-Sea (drafting vision, aims, objectives policies we have a further meeting with them)
- Hunstanton (Working towards their consultation)
- Sedgeford (held workshops/exhibitions)
- Snettisham (Working towards their consultation)
- Terrington St John
- Thornham
- Tilney All Saints
- Upwell
- West Dereham

## Expressed Interest

- Boughton (looking to arrange initial meeting with us)
- Denver
- Dersingham (will contact us to arrange initial meeting)
- East Winch
- Emneth
- Grimston (possibly with Congham)
- Outwell
- Pentney
- Southery
- Stoke Ferry
- Tilney St. Lawrence
- Walpole
- Watlington
- Welney
- West Lynn\* (unparished area - exploring setting up a neighbourhood forum)
- Wretton



