

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, 17th January, 2018 at 10.00 am in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

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

Officers:

Felix Beck, Graduate Planner
Alex Fradley, Senior Planner

1 APOLOGIES

Apologies for absence were received from Councillors Mrs S Buck and J Moriarty.

2 NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 15 November 2017 were agreed as a correct record.

3 MATTERS ARISING**Clinical Commissioning Group (CCG)**

The Senior Planner advised that the Local Plan Manager was meeting with the CCG later in January 2018 and would invite them to attend the next meeting of the Task Group.

4 DECLARATIONS OF INTEREST

None.

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)**

None.

8 **HELAA OVERVIEW**

The Senior Planner provided an overview of the HELAA process and explained that it was a key evidence document which would support the Local Plan review and that its main purpose was to test whether there was sufficient land to meet the full objectively assessed need (FOAN) and identified where this may be located.

The Senior Planner responded to questions relating to:

- Model and calculation used to assess suitability of each site and to determine if sites put forward were deliverable.
- Density.
- Constraints affecting potential development.
- Estimating development potential/density of sites.
- Growth areas in the Borough.
- Consultation with key stakeholders including the Internal Drainage Boards.
- Future consultation requirements

It was noted that a draft report detailing the final sites and relevant information be presented to the next Task Group meeting.

The final HELAA document would be published with the Local Plan review.

The Task Group expressed their thanks to the Local Plan Team for the detailed work undertaken to date.

AGREED: A draft report be presented at the next Task Group on 21 February 2018.

9 **LOCAL PLAN REVIEW**

The Task Group received an overview of the Local Plan Review together with the review programme for 2018-2020.

The Senior Planner responded to questions relating to:

- The Sustainability Appraisal and key issues.
- The draft Plan.
- Consultation required.
- Assessment of and viewing sites via google earth.

- Sites visits to be arranged if required.
- Revised National Planning guidance.
- Smaller villages and hamlets.

AGREED: The Task Group agreed the revised Local Development Scheme for the Local Plan review and that this be published on the website.

The Task Group adjourned at 11.12 am and reconvened at 11.20 am.

10

SETTLEMENT HIERARCHY

The Senior Planner explained that the briefing note presented the final version of the proposed settlement hierarchy for the Local Plan review (2016 – 2036).

The Task Group's attention was drawn to the three points set out below:

1. West Walton and Walton Highway previously was a joint Key Rural Service Centre (KRSC). It had been agreed to split the two settlements. West Walton becomes a KRSC in its own right and Walton Highway became a Rural Village (RV).
2. Three Holes had been added to the joint KRSC of Upwell and Outwell. The settlements were inter-connected, representing a continuation of linear settlements and the Development Boundary. Therefore, the linkage would be logical and similar to that seen with some of the other joint settlements. Three Holes has a relatively small population of 390 (2011 census) making it one of the smallest RV's. The development boundary covered a small area, with areas south of the Middle Level Drain excluded. Both Outwell and Upwell were preparing separate Neighbourhood Plans.

It was noted that Three Holes was contained within the Parish of Upwell, and therefore would come under their Neighbourhood Plan.

3. In reviewing the development boundaries for the Smaller Villages and Hamlets (SVAH), the Council had previously decided to not provide a boundary for a number of settlements and therefore they are removed from the settlement hierarchy and become part of the countryside.

The Senior Planner responded to questions relating to:

- Advantages and Disadvantages of Three Holes being added to the joint KRSC of Upwell and Outwell.
- Smaller villages and hamlets.
- Flood zones/risks.

Following a discussion it was proposed, seconded and

AGREED: 1) The Task Group agreed the Settlement Hierarchy for the Local Plan review.

2) That Three Holes was to remain as a rural village.

11 **AMR - PURPOSE AND REQUIREMENTS**

The Senior Planner explained the purpose and requirements of the AMR and advised the Task Group that the Council had to publish the document at least annually.

The Senior Planner responded to questions relating to:

- Current assessment of completed and lapsed planning permissions.
- Content of AMR.
- Duty to co-operate.
- Borough Council being in a position to ensure delivery of housing requirements.
- Revised NPPF and planning guidance.

12 **UPDATE ON NEIGHBOURHOOD PLANS**

The Task Group received an update on the following circulated with the Agenda as set out below:

- Neighbourhood Plans in Force.
- Neighbourhood Plan status request – November 2017/December 2017/Early January 2018.
- Neighbourhood Plans in active preparation,
- Review of Neighbourhood Plans.
- Identified difficulties regarding Neighbourhood Plan preparation.

The Graduate Planner/Senior responded to questions relating to:

- Future funding available to Parish Councils for Neighbourhood Plans.
- Data Protection requirements.
- Locality Website - <http://locality.org.uk/resources/quick-guide-neighbourhood-planning/> where Parish Councils could obtain a guide on producing a Neighbourhood Plan.

AGREED: That the update report be noted.

13 **DATE OF NEXT MEETING**

The next meeting of the Task Group would take place on Wednesday 21 February 2018 at 10.00 am in the Card Room, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 12.04 pm