

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



# **Local Plan Task Group**

## **Agenda**

Wednesday, 17th January, 2018  
at 10.00 am

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn  
PE30 5DQ**





**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
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10 January 2018

Dear Member

**Local Plan Task Group**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 17th January, 2018 at 10.00 am** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** 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. HELAA Overview**

**9. Local Plan Review**

**10. Settlement Hierarchy (Pages 11 - 14)**

**11. AMR - Purpose and Requirements**

**12. Update on Neighbourhood Plans (Pages 15 - 17)**

**13. Date of Next Meeting**

The next meeting of the Task Group will take place on Wednesday 21 February 2018 at 10 am in the Card 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:**

Alex Fradley, Senior Planner  
Felix Beck, Graduate Planner

**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, 15th November, 2017 at 10.00 am in the Council Chamber,  
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

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

**Officers:**

Felix Beck, Graduate Planner  
Alex Fradley, Senior Planner  
Alan Gomm, Planning Policy Manager

Councillor M Peake (Vice-Chairman) was in the Chair until 10.17 am  
when Councillor R Blunt (Chairman) arrived.

1 **APOLOGIES**

Apologies for absence were received from Councillors Mrs S Buck, C J  
Crofts and Miss S Sandell.

2 **NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 13 September 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**

Councillor T Parish.

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

None.

8 **AUTHORITY MONITORING REPORT (AMR) 2016-2017**

The Planner presented the Authority Monitoring report (AMR) which covered the period from 1 April 2016 to 31 March 2017 circulated with the Agenda and highlighted the following sections:

- Purpose of the report – must be published annually/overview of contents.
- What was new since the last AMR.
- Economy
- Society/Housing.
- Environment.
- Development Management Policies/Motoring Information.

The Planner/Policy Planning Manager responded to questions relating to:

- Infrastructure and the importance of engaging CCG, NHS, GP's and relevant health organisations/education authorities.
- DM9 Community Facilities.
- CS14 – Community Strategy/implementation of infrastructure through Section 106 Agreements.
- Ownership of the AMR.
- Paragraph 4.7 – next AMR considering amending text to include reference to requirement of correct infrastructure to match housing development.
- Publication of the report on the Borough Council's website by deadline of 31 December 2017.
- Five Year Land Supply
- lapsed planning permissions/Borough Council could serve completion notices.

**AGREED:** 1) The CCG be invited to attend the next meeting of the Task Group to receive an overview of the Borough Council's current Plan, Direction of Travel, any issues concerning the Task Group.

2) Future Agenda Item, January 2018 – Reconsider process of the AMR.

3) Consideration of the AMR being a pre-Council briefing to raise awareness amongst all Councillors.

9 **HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT**

## **(HELAA) PROGRESS UPDATE**

The Planner provided an update on the HELAA Progress and highlighted the key areas as set out below:

- Approximately 550 sites submitted for consideration.
- Approximately 150 did not pass the first test.
- Remaining sites to be assessed through the main body of the HELAA.
- Purpose of HELAA is to assess if the Borough Council had enough land to meeting the Housing Need.
- HELAA process teases out any major constraints/barriers to development.
- Those sites which pass the assessment will then be subject to the Sustainability Appraisal.
- The Local Plan Team approximately 505 of the way through assessing the sites in the HELAA.
- To date, the Council had a potential of 5,177 dwellings.
- For some settlements it will be their Neighbourhood Plan which makes the allocation(s).

The Planner and Local Plan Manager responded to questions relating to:

- CCG receiving an overview on potential development and the impact it would have on health care provision.
- Assessment of potential delivery of development.
- Infrastructure requirements particular relating to access and highways e.g. condition of road network.
- Indicate sites which best fit the criteria to deliver the amount of housing to be delivered which would be subject to consultation.
- Consultation process – open to all members of the public, Councillors, Parish Councils, etc. The methodology for consultation had been adopted as a Norfolk-wide basis.
- The Sustainability Appraisal would identify the preferred options which would be produced in a table format detailing the settlements.
- Flexibility being built into the current Local Plan.
- CIL examination.
- “At least” policy – consideration for range for each site/upper limit.
- Potential to consider whole sites/split sites for future development.
- Concerns raised re single access points.
- Reserve sites.
- Total requirement of 13,400 housing units for the period of the plan, 10% flexibility built in. It was confirmed that the Borough Council currently had more than enough potential land to satisfy the required housing need.

- Neighbourhood Plans – examination process and how they could be effectively used during the planning application process/allocation of sites.

**AGREED:** An update report to be presented to the Task Group at a future meeting.

## 10 **NEIGHBOURHOOD PLANS UPDATE**

The Task Group received an update on the examination process and how they could be effectively used during the planning application process/allocation of sites, a copy of which was circulated with the Agenda.

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

- Designated Neighbourhood Area.
- Benefits of producing a joint Neighbourhood Plan.
- Managing expectations during the process of producing a Neighbourhood Plan.

**RESOLVED:** 1) The Task Group noted the update report.

2) The Local Plan Team to send out a standard email to all interested parties currently involved with producing a Neighbourhood Plan to enquire of their progress to date.

## 11 **GOVERNMENT CONSULTATION: "THE RIGHT HOMES IN THE RIGHT PLACES: CONSULTATION PROPOSALS"**

The Planning Policy Manager drew the Task Group's attention to the Government Consultation and the Borough Council's response. In particular, Members' attention was drawn to the on page 80 of the Agenda which set out the fully adjusted figure for West Norfolk.

The Planning Policy Manager provided an overview of Borough Council's response to the consultation document.

The Planning Policy Manager responded to questions relating to:

- Timescale for consultation process (deadline for responses 8 November 2017).
- Government draft document to be published in spring 2018.
- Impact on adjusted housing numbers for West Norfolk.
- Affordability.

**AGREED:** The response to the Government consultation be emailed to the Task Group.



12      **SCHEDULE OF MEETINGS 2018**

**RESOLVED:** The schedule of meetings for 2018 was agreed.

13      **DATE OF NEXT MEETING**

The next meeting of the Task Group would take place on Wednesday 13 December 2017 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 11.56 am**

## **The Local Plan Review (2016 -2036) Settlement Hierarchy**

This paper aims to capture all of the previous paper's outputs and ensuing debates surrounding the settlement hierarchy, and present the final version of the proposed settlement hierarchy for the Local Plan review (2016 -2036).

There are 3 points to note:

1. West Walton and Walton High Way previously this was a joint Key Rural Service Centre (KRSC). It has been agreed to split the two settlements. West Walton becomes a KRSC in its own right and Walton Highway becomes a Rural Village (RV).
2. Three Holes had been added to this joint KRSC of Upwell and Outwell. The settlements are 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 covers a small area, with areas south of the Middle Level Main Drain excluded. Crucially Outwell is preparing a Neighbourhood Plan and so is Upwell. Both have taken the first formal step and designated their areas, and are now working on their own draft plans. Both have designated their parish area and Three Holes is contained within the Parish of Upwell, and therefore will come under their Neighbourhood Plan.
3. In reviewing the development boundaries for the Smaller Villages & Hamlets (SVAH), we have 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.

What follows is the settlement hierarchy in tabular format.

<b>The Proposed Local Plan review (2016 -2036) Settlement Hierarchy</b>			
<b>1. Sub-Regional Centre (1)</b>			
King's Lynn, including West Lynn			
<b>2. Main Towns (2)</b>			
Downham Market		Hunstanton	
<b>3. Settlements Adjacent to King's Lynn and the Main Towns (4)</b>			
North Wootton		West Winch	
South Wootton		Wisbech Fringe (Inc. Walsoken)	
<b>4. Growth Key Rural Service Centres (2)</b>			
Marham		Watlington	
<b>5. Key Rural Service Centres (23)</b>			
Brancaster with Brancaster Staithe/Burnham Deepdale	Feltwell with Hockwold-cum-Wilton	Stoke Ferry	
Burnham Market	Great Massingham	Southery	
Castle Acre	Grimston/Pott Row with Gayton	Terrington St Clement	
Clenchwarton	Heacham	Terrington St John with St Johns Highway/Tilney St Lawrence	
Dersingham	Methwold with Northwold	Upwell/Outwell/Three Holes	
Docking	Marshland St James/St John's Fen End with Tilney Fen End	Walpole St Peter/Walpole St Andrew/Walpole Marsh	
East Rudham	Middleton	West Walton	
Emneth	Snettisham		
<b>6. Rural Villages (31)</b>			
Ashwicken	Harpley	Stow Bridge	Welney
Burnham Overy Staithe	Hilgay	Syderstone	Wereham

Castle Rising	Hillington	Ten Mile Bank	West Newton
Denver	Ingoldisthorpe	Thornham	Wiggenhall St Germans
East Winch	Old Hunstanton	Tilney All Saints	Wiggenhall St Mary Magdalen
Fincham	Runcton Holme	Walpole Cross Keys	Wimbotsham
Flitcham	Sedgeford	Walpole Highway	Wormegay
Great Bircham/ Bircham Tofts	Shouldham	Walton Highway	
<b>7. Smaller Villages and Hamlets (37)</b>			
Barroway Drove	Crimpleham	Pentney	Tottenhill
Barton Bendish	Gayton Thorpe	Ringstead	West Acre
Bawsey	Hay Green	Roydon	West Dereham
Blackborough End	Holme next the Sea	Saddlebow	West Rudham
Boughton	Lakesend	Salters Lode	Whittington
Brookville	Leziate	Shouldham Thorpe	Wiggenhall St Mary the Virgin
Burnham Norton	Methwold Hythe	South Creake	Wretton
Burnham Overy Town	Nordelph	Stanhoe	
Burnham Thorpe	North Creake	Tinley cum Islington	
Congham	North Runcton	Tichwell	

Unlisted hamlets and smaller groups of rural dwellings excluded from this hierarchy are deemed to be within the wider countryside

The following, former SVAH's, settlements have been removed from the Settlement Hierarchy:

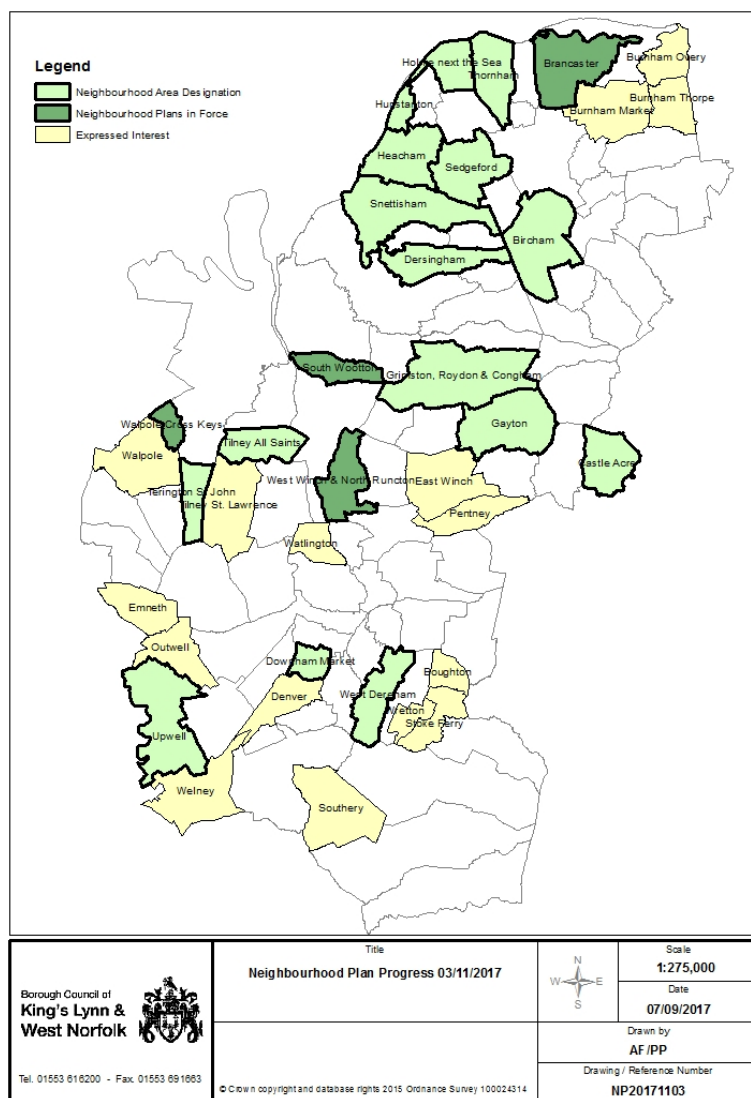
- Anmer
- Bagthrope with Barmer
- Barwick
- Bircham Newton
- Choseley
- East Walton
- Fordham
- Fring
- Little Massingham
- New Houghton
- Ryston
- Setchey
- Shernbourne
- Stow Bardolph
- Tottenhill Row
- West Bilney
- Wolferton

**Neighbourhood Plans Progress Update: 10/01/2018**

**In force**

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

**Previous information about Neighbourhood Plans in the Borough**



## **Neighbourhood Plan Status request November/December 2017**

Identification of difficulties in the NP process, proposed timeframe of completions of neighbourhood plans, timeframes for SEA/HRA screening, etc.

Still waiting for further responses to identify interest in preparation of a NP, stalled NPs, etc. reminder sent after Christmas holidays (**deadline end January 2018**)

## **Current Status (Early January 2018)**

### **No further work/interest in NP preparation:**

- Burnham Market (lack of “volunteers” for a NP steering group)
- Emneth (decided not to prepare a NP)
- West Lynn (lack of “volunteers” for a Neighbourhood Forum)
- Walpole (decided not to prepare a NP)
- Watlington (lack of “volunteers” for a NP steering group)
- Gaywood (presumably problems regarding “volunteers” for a Neighbourhood Forum)
- Southery (decision not to prepare a NP)

### **Consideration of doing a NP unsure respectively “on hold”**

- Burnham Overy (unsure, facing a lack of “volunteers” for a NP steering group)
- Stoke Ferry (did not decide yet)
- Pentney (village survey conducted)
- Marham (unsure yet, meeting with the PC planned)

### **Designated Neighbourhood Areas current status of draft unknown**

- Bircham
- Dersingham (area designated “recently” in 2017)
- Gayton (area designated “recently” in 2017)
- Outwell (area designated “recently” in 2017)
- Thornham (area designated “recently” in 2017)
- Tilney All Saints (area designated “recently” in 2017)
- Grimston, Roydon and Congham (area designated “recently” in 2017)

### **Stalled plan preparation:**

- West Dereham (area designated)

### **Plans in active preparation**

- Heacham -> proposed submission in mid (presumably more likely to be late) 2018
- Hunstanton -> proposed submission in mid 2018 (SEA/HRA Screening, Statutory Environmental Bodies consultation takes place at the moment)
- Sedgeford -> proposed submission in mid (presumably more likely to be late) 2018

- Upwell -> proposed submission in mid (presumably more likely to be late) 2018
- Holme next the Sea (drafting policies, zoning system, etc.)
- Castle Acre (village questionnaire completed)
- Terrington St John (working on draft policies, etc.)
- Downham Market (working on draft policies, etc.)
- Castle Acre (developing plan, investigation of public consultation responses) -> proposed submission mid (presumably more likely to be late) 2018

#### **Review of “made” NP**

- Brancaster (working on draft policy changes, etc. public consultation event in February, SEA/HRA screening will take place shortly)

#### **Finalisation for Submission to LPA**

- Snettisham -> finalising their plan for submission (currently undertaking “re-consultation” to fulfil legal requirements of the pre-submission consultation) ~ Submission in February

#### **Identified difficulties regarding NP preparation**

- Lack of volunteers for NP Steering Group (although active advertising by the PC took place)
- Fulfilling the legal requirements for a Neighbourhood Forum
- Costs involved in NP preparation