



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

6th April 2021

To: Councillors R Blunt, F Bone, A Bubb, C J Crofts, M de Whalley, C Joyce,
J Moriarty, T Parish, S Sandell and D Tyler

Dear Member

Local Plan Task Group

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 14th April, 2021 at 10.00 am** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Apologies**
2. **Notes of the Previous Meeting** (Pages 4 - 8)
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 Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

7. Chair's Correspondence (if any)

8. Proposed Timetable/Schedule for the Local Plan going forward (Verbal Report)

- Local Plan Task Group.
- Cabinet.
- Full Council
- Various Briefing Sessions.
- Consultation Dates.

9. Local Plan Review Viability Study - Verbal Update (Verbal Report)

10. Local Plan Review Habitats Regulation Assessment (HRA) - Verbal Update (Verbal Report)

11. Norfolk Strategic Planning Framework (NSPF). As discussed at the 16 March 2021 Cabinet - Verbal Update (Verbal Report)

- Latest version to be proposed for agreement to all participants.
- Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy.

12. Neighbourhood Plan activity across the Borough Update (Pages 9 - 10)

- Made Neighbourhood Plans.
- Those which have passed examination awaiting referendum.
- Those at Examination/soon to be at Examination.
- Those in progress.
- Those which have newly been designated.

13. Other emerging issues

- Proposals in the countryside for tourism/leisure uses.
- The present and future of mineral operation sites.

14. Any other Business

15. Date of Next Meeting

The next meeting of the Task Group will take place on Wednesday 12 May 2021, 10 am.

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, 13th January, 2021 at 10.00 am in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT:

Councillors R Blunt (Chair), F Bone, A Bubb, C J Crofts, M de Whalley, C Joyce, J Moriarty, T Parish (Vice-Chair), S Sandell and D Tyler

Under Standing Order 34:

Councillor C Morley

Officers:

Alex Fradley, Principal Planner (Policy)

Alan Gomm, Planning Policy Manager

1 WELCOME AND INTRODUCTIONS

The Chair informed the Panel that the meeting was being broadcast live on You Tube.

[Click here to view a recording of the meeting on You Tube](#)

The Democratic Services Officer conducted a roll call to confirm attendees.

2 APOLOGIES

Apologies for absence was received from Katie Evans and Peter Jermany.

3 NOTES OF THE PREVIOUS MEETING

[Click here to view a recording of this item on You Tube](#)

The notes of the previous meeting held on 2 December 2020 were agreed as a correct record.

4 MATTERS ARISING

[Click here to view a recording of this item on You Tube](#)

Policy LP18 – Decent Home for Residents

In response to comments made regarding widespread support, the Planning Policy Manager reminded the Task Group that Members had discussed this issue and reference had been made within the policy relating to housing standards, but not in the same way as the Motion to be considered at Council on 14 January 2021.

The Chair reminded those present that all Members would have the opportunity to debate the Motion at Full Council on 14 January 2021.

The text set out in this policy to remain as written.

5 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6 **URGENT BUSINESS**

There was no urgent business.

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

Councillor C Morley was present under Standing Order 34.

8 **CHAIR'S CORRESPONDENCE**

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The Chair advised that he had received correspondence from:

Holkham Estates

A letter had been sent to Borough Councillors and officers. The Leader had sent a response on behalf of the Borough Council and a zoom meeting was scheduled with James Wild MP to discuss the correspondence. Councillors Moriarty and Sandell requested to attend the meeting, the Chair advised the two Councillors to email the Leader.

Request from Clerk of Emneth Parish Council

Correspondence had been received requesting the withdrawal of a site (G34.1 Emneth) from the site allocations.

The Planning Policy Manager had sent a response advising her of the process to make a representation to the Inspector at the appropriate time.

9 **OUTLINE OF THE PROCESS TO BRING THE LOCAL PLAN REVIEW DOCUMENT TO CABINET/COUNCIL - A GOMM**

[Click here to view a recording of this item on You Tube](#)

The Planning Policy Manager outlined the process to bring the Local Plan Review document to Cabinet/Council circulated with the Agenda. The Task Group's attention was drawn to the key dates set out below:

- Regeneration and Development Panel 23 February 2021 – the Chair to discuss with the Chair of the Panel.
- Cabinet 16 March.
- Council adopted 8 April 2021.
- Briefings for Parish Councils to be scheduled week commencing 1 March 2021 (three sessions – morning, afternoon and evening. The briefings would provide an overview of the process to examination.
- All Member Briefing.

The Planning Policy Manager and Principal Planner (Policy) responded to questions/comments in relation to:

- List of suspended meetings and methodology to ensure Panels were consulted.
- Future meetings of the Task Group.
- How consultation would be undertaken in King's Lynn.
- Content for briefings for Parish and Town Councils.
- Individual letters to each Town and Parish Council.
- Parish Councils being able to comment on not just their own ward, but other wards. It was explained that anyone could comment on anything within the Local Plan Review.
- Joint Key Rural Service Centre – Outwell and Upwell.

Councillor C Morley addressed the Task Group under Standing Order 34.

AGREED: 1) Planning Policy Manager to circulate the key dates to the Task Group following the meeting.

2) Chair to discuss with officers how individual letters could be sent to Parish and Town Councils.

The Task Group adjourned at 11.05 am and reconvened at 11.15 am.

10

LOCAL DEVELOPMENT SCHEME: UPDATE TO INCLUDE ABOVE AND INCORPORATE SOUTH EAST KING'S LYNN GROWTH AREA SPD - A GOMM, A FRADLEY

[Click here to view a recording of this item on You Tube](#)

The Principal Planner (Policy) provided an overview of the document and drew the Task Group's attention to the following sections:

- 1 Process.
- 2.7 Other documents.
- 2.8 Sustainability Appraisal and Habitats Regulations Assessments.
- Local Plan review work to date and in the future.
- Adoption of Plan January 2023.
- Resources and risk management.
- Review Programme 2021 - 2023

West Winch South East King's Lynn

The Planning Policy Manager provided an overview and drew attention to Section 4 and reminded that Task Group that it had previously discussed changes to the text when considering Policy E32.1 West Winch Growth Area.

The Task Group was provided with an outline of the work being undertaken prior to Cabinet approval to go out to public consultation.

The Planning Policy Manager and Principal Planner (Policy) responded to questions in relation to:

- Democratic process to be followed prior to going out to public consultation.
- Clarification on what constituted a master plan.
- Collaboration Agreement.

11

PROGRESS OF SUPPORT DOCUMENTS

[Click here to view a recording of this item on You Tube](#)

The Planning Policy Manager provided a verbal update on the list set out below:

- Habitats Regulation Assessment.
- Viability Assessment.
- Old Persons Study and Gypsy and Traveller Needs Assessment.
- Interactive Planning Policy Map.
- Duty to Co-operate.
- Norfolk Strategic Framework – Green Infrastructure Recreation Areas Study.

The Planning Policy Manager responded to questions in relation to:

- Habitats Regulation Assessment.- potential increase of levy.

- Gypsy and Traveller Needs Assessment - currently being reviewed and would be amended if required when the final report was received.

Councillor Moriarty congratulated officers on the interactive planning policy map, which had proved to be a good tool for Parish Councils.

Councillor Morley addressed the Task Group under Standing Order 34 in relation to the Habitats Regulation Assessment.

AGREED: Norfolk Strategic Framework – Green Infrastructure and Receptions Areas Study – full document and summary of outcomes to be circulated to the Task Group when available.

12 **AUTHORITY MONITORING REPORT - A FRADLEY**

[Click here to view a recording of this item on You Tube](#)

The Task Group received a presentation from the Principal Planner (Policy) circulated with the Agenda.

The Principal Planner (Policy) responded to questions in relation to:

- Monitoring of planning permissions granted contrary to the Local Plan.
- Informing all Councillors that the Annual Monitoring Report had been published on the Council's website.

Councillor Morley addressed the Task Group under Standing Order 34.

AGREED: An email be circulated to all Councillors informing them that the Annual Monitoring Report had been published and was available to view on the Council's website.

13 **NEIGHBOURHOOD PLAN UPDATE**

[Click here to review a recording of this item on You Tube](#)

The Principal Planner presented the report circulated with the Agenda and responded to questions in relation to the criteria for an interested group to be established and produce a Neighbourhood Plan.

14 **DATE OF NEXT MEETING**

The next meeting of the Task Group will take place on Wednesday 10 February 2021 at 10 am in the Remote Meeting Room Zoom.

The meeting closed at 12.45 pm

Neighbourhood Plan Update- March 2021

Brancaster NP Review

Passed the examination in Jan 2021 and the decision statement was signed on 22 Feb 2021 agreeing for the neighbourhood plan to immediately come into force and replace the previously adopted Brancaster NP (2015).

When updating a neighbourhood plan there are three types of modifications which can be made. These will then determine the process the neighbourhood plan will follow. The modifications are:

1. **Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order.** These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.
2. **Material modifications which do not change the nature of the plan or order would require examination but not a referendum.** This might, for example, entail a design code that builds on a pre-existing design policy. Or a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.
3. **Material modifications which do change the nature of the plan or order would require examination and a referendum.** This might, for example, involve allocating significant new sites for development.

It was agreed by us, the Parish Council and the Examiner, that this neighbourhood plan review fell under modification 2. This means that, after the examination and decision statement have been signed, the plan comes into legal force without the need of a referendum. The decision statement was signed on the 22 February 2021. All appropriate documents of the neighbourhood plan review (2018) have been replaced on the BC website.

The neighbourhood plans which are currently at their Reg.18 stage and waiting for a referendum are:

- **Holme next to sea:** passed examination, can be given significant weight in decision making process. Awaiting referendum due to pandemic
- **Upwell:** passed examination, can be given significant weight in decision making process. Awaiting referendum due to pandemic
- **Thornham NP-** Decision Statement has been issued as of 11/02/2021. This can now be given significant weight in the decision making process. Awaiting referendum due to pandemic.

<https://www.gov.uk/guidance/neighbourhood-planning--2#decision-taking>

<https://www.legislation.gov.uk/uksi/2012/637/regulation/18>

On the 7th April 2020 the neighbourhood planning guidance added paragraph 107 which sets out changes that have been introduced to neighbourhood planning in response to the coronavirus (COVID-19) pandemic.

As copied below, this now means that when a neighbourhood plan has reached their regulation 18 stage and a decision statement has been issued by the LPA and published on their website stating the intention to send a neighbourhood plan to referendum; this now allows the plan to be given significant weight in decision making (Para 107).

(Part of Para 107) Decision-making: Where the local planning authority has issued a decision statement (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012) detailing its intention to send a neighbourhood plan to referendum, that plan can be given significant weight in decision-making, so far as the plan is material to the application

Update on other stages of neighbourhood plans to make you aware:

Reg.16 stage:

- **Terrington St John:** Consultation running between Tuesday 30th March AM- Tuesday 18th May PM
- **Hunstanton:** Consultation running between Tuesday 30th March AM- Tuesday 25th May PM
- **Heacham:** Consultation running between Tuesday 1st April AM- Tuesday 1st June PM

Reg.17 Examination Stage:

- **Castle Acre NP-** In the process of their examination
- **Tilney All Saints NP-** In the process of their examination

Recently designated area: Ringstead and Tilney St Lawrence

Other updates- early stages:

- Old Hunstanton- Recently just completed the screening report for the SEA/HRA and looking into starting Reg.14 consultation soon
- Grimston, Congham & Roydon- In process with NP documentation
- Gayton- In correspondence with ideas and drafts of their NP
- Stoke Ferry – in progress
- Watlington- In progress of drawing together evidence/responses for preparing the NP
- Marshland St. James – in progress?
- **Exploring their options:** Walpole, Great Massingham