

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



Local Plan Task Group

Agenda

Wednesday, 30th August, 2023
at 9.30 am

in the

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

Available to view on You Tube:

<https://www.youtube.com/user/WestNorfolkBC>



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

22 August 2023

Dear Member

Local Plan Task Group

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Wednesday, 30th August, 2023 at 9.30 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. **Appointment of the Chair for the Municipal Year 2023 to 2024**
2. **Appointment of Vice Chair for the Municipal Year 2023/2024**
3. **Apologies**
4. **Notes of the Previous Meeting** (Pages 5 - 9)
5. **Matters Arising**
6. **Declarations of Interest** (Page 10)

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 a decision on that item is taken.

7. **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.

8. 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.

9. Chair's Correspondence (if any)

10. Update on the Local Plan Examination (verbal update)

**11. Planning for Gypsy and Traveller Accommodation Briefing
(Pages 11 - 26)**

12. Date of Next Meeting

To be advised.

To:

Local Plan Task Group: Councillors R Blunt, M de Whalley, S Everett, B Jones, J Moriarty, T Parish, A Ryves, S Sandell and Mrs V Spikings

Officers:

Stuart Ashworth, Assistant Director
Michael Burton, Principal Planner
Claire May, Planning Policy Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LOCAL PLAN TASK GROUP

**Minutes from the Meeting of the Local Plan Task Group held on Tuesday,
28th February, 2023 at 1.00 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT:

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

Officers:

Stuart Ashworth, Assistant Director, Environment and Planning
Claire May, Planning Policy Manager
Wendy Vincent, Democratic Services Officer

Under Standing Order 34:

Councillor C Morley (Zoom)

By invitation:

Tim Leader, Legal Adviser to the Council

1 **APOLOGIES**

There were no apologies for absence.

2 **NOTES OF THE PREVIOUS MEETING**

Click here to view a recording of this item on You Tube

The minutes of the meeting held on 21 December 2022 were agreed as a correct record subject to the following amendment:

Page 7: Paragraph 7 – Councillor Kemp did **not** support the recommendation.

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**

Councillor C Morley was present under Standing Order 34 (Zoom).

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

There was no Chair's Correspondence.

8 **LOCAL PLAN EXAMINATION - INSPECTOR'S LETTER - RECOMMENDED WAY FORWARD**

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

The Chair welcomed Mr Tim Leader, legal adviser to the Council and invited Mr Leader to introduce himself and to provide an overview of the issues to be addressed by the Task Group.

Mr Leader introduced himself and outlined the reasons why the Inspector had adjourned the Local Plan Examination Hearing together with the issues which the Task Group were required to address set out in the Inspector's Letter which had been published with the Agenda for the meeting.

The Chair invited the Task Group to consider each recommendation as set out below:

That Cabinet notes the contents of this report and recommends to Council that the draft Local Plan previously approved by Full Council be amended as follows:

Recommendation 1

The Assistant Director, Planning Policy Manager and Legal Adviser responded to comments and questions from the Task Group and Councillor Morley (Standing Order 34) in relation to:

- Interpretation of the Inspector's Letter and proposal to deleted reference to the term 'A10/Main Rail Line Strategic Growth Corridor.
- Comments made by the Inspector at the Local Plan Examination hearings in relation to strategic growth in West Winch.
- Housing Access Road to be built before additional housing developed – Borough Council working with Norfolk County Council.
- Deadline for response to the Inspector's letter.
- Approval of Levelling up Bill currently working its way through Parliament and potential implications for the Council.

- Potential timescale for adoption of currently Local Plan.
- Sustainable development across the Borough.
- Role and implication of Neighbourhood Plans.
- Designated Neighbourhood areas.

Councillor Kemp drew the Task Group's attention to page 7, paragraph 3 The Planning Policy Manager advised that the number of houses were determined by the Housing Needs Assessment In response, the Planning Policy Manager advised that the statement was not correct. The Chair asked the Democratic Services Officer to review the recording and determine what was said by the Planning Policy Manager circulate a revised set of minutes to the Task Group.

The Task Group supported the recommendation to Cabinet.

Councillor de Whalley voted against recommendation 1.

RESOLVED: That reference to the term 'A10/Main Rail Line Strategic Growth Corridor' is deleted from the Plan.

Recommendation 2

The Assistant Director, Planning Policy Manager and Legal Adviser responded to comments and questions from the Task Group and Councillor Morley (Standing Order 34) in relation to:

- Consultation undertaken with Parish Councils in relation to the settlement hierarchy.
- Evidence required by the Inspector to demonstrate the consultation undertaken with Parish Councils.
- Six week consultation exercise.
- Proposed changes to the Settlement Hierarchy.
- Role of Neighbourhood Plans.
- Categories set out in the Settlement Hierarchy.
- Settlement Hierarchy – objective assessment and criteria set out in the Core Strategy.

Councillor de Whalley asked if the Borough Council could write to Parish Councils affected by the proposed changes. In response, the Policy Planning Manager explained that all parishes would be written to informing them of the six week consultation exercise, which is required following acceptance by the Inspectors of the further information. The Assistant Director further advised that Parish Councils could take part in the consultation and responses would be collated and forwarded to the Inspector.

The Planning Policy Manager reiterated that all the evidence the Inspector had requested would be subject to public consultation, the responses collated and submitted to the Inspector for consideration.

The Planning Policy Manager informed the Task Group that the proposed settlement hierarchy would be part of a topic paper to be submitted to the Inspector by 28 April 2023.

The Task Group supported the recommendation to Cabinet

Councillor de Whalley abstained.

RESOLVED: That the Settlement Hierarchy reverts to that of the Core Strategy (as amended by the Site Allocations and Development Management Policies Document), subject to a check that it still remains up to date.

Recommendation 3

The Assistant Director, Planning Policy Manager and Legal Adviser responded to comments and questions from the Task Group and Councillor Morley (Standing Order 34) in relation to:

- Development Management Policies set out in the Local Plan.
- Section 2.4 of the Inspector's letter, final paragraph: Inspector's conclusion regarding the different categories of the settlement hierarchy.
- Government calculation on the minimum number of houses required in the current local plan period.
- Role of Neighbourhood Plan

The Assistant Director proposed an amendment to the recommendation as follows:

That a criterion-based policy is introduced into the Plan for the assessment of proposals for development in rural settlements. **The Criterion-based policy to be agreed in consultation with the Chair and Vice Chair of the Task Group.**

Councillor Kemp commented that the Task Group needed to see the criteria to be included in the policy. In response, Mr Leader explained that there was no time to prepare the criteria within the timescale and added that there was a mechanism in place for officers to agree the criteria in consultation with the Chair and Vice-Chair of the Task Group.

The Task Group supported the amended recommendation as set out below.

Councillor Kemp did not support the recommendation.

Councillor de Whalley abstained.

RESOLVED: That a criterion-based policy is introduced into the Plan for the assessment of proposals for development in rural settlements.

The Criterion-based policy to be agreed in consultation with the Chair and Vice Chair of the Task Group.

Recommendation 4

The Planning Policy Manager explained that the National Planning Policy Framework (NPPF) specifically paragraph 66, contained guidance that must be met, relating to setting a housing requirement for designated neighbourhood areas. Members were advised that Appendix 3 set out the methodology for calculating housing requirements for designated neighbourhood areas. It was highlighted that existing Neighbourhood Plans or Neighbourhood Plans in the process of being produced would be judged against the Core Strategy.

The Assistant Director, Planning Policy Manager and Legal Adviser responded to comments and questions from the Task Group and Councillor Morley (Standing Order 34) in relation to:

- Definition of Designated Neighbourhood Area/boundary.
- West Winch proposed housing and Neighbourhood Plan.
- Sustainable Development Strategy.
- Role of Neighbourhood Plan – minimum number of houses to be delivered.
- Windfalls not being included in the housing numbers.
- Current Local Plan period 2021 – 2039.
- Settlement Hierarchy in Member's individual wards.
- Calculation/Methodology used to determine housing requirement.
- Monthly update requested by the Inspector.

The Task Group supported the recommendation to Cabinet.

Councillor de Whalley abstained.

RESOLVED: That a housing requirement is calculated for designated neighbourhood areas using the methodology set out at section 2.13 and Appendix 3.

The Chair thanked Members for their input and expressed thanks to Mr T Leader for the legal advice given to the Task Group.

9 **DATE OF NEXT MEETING**

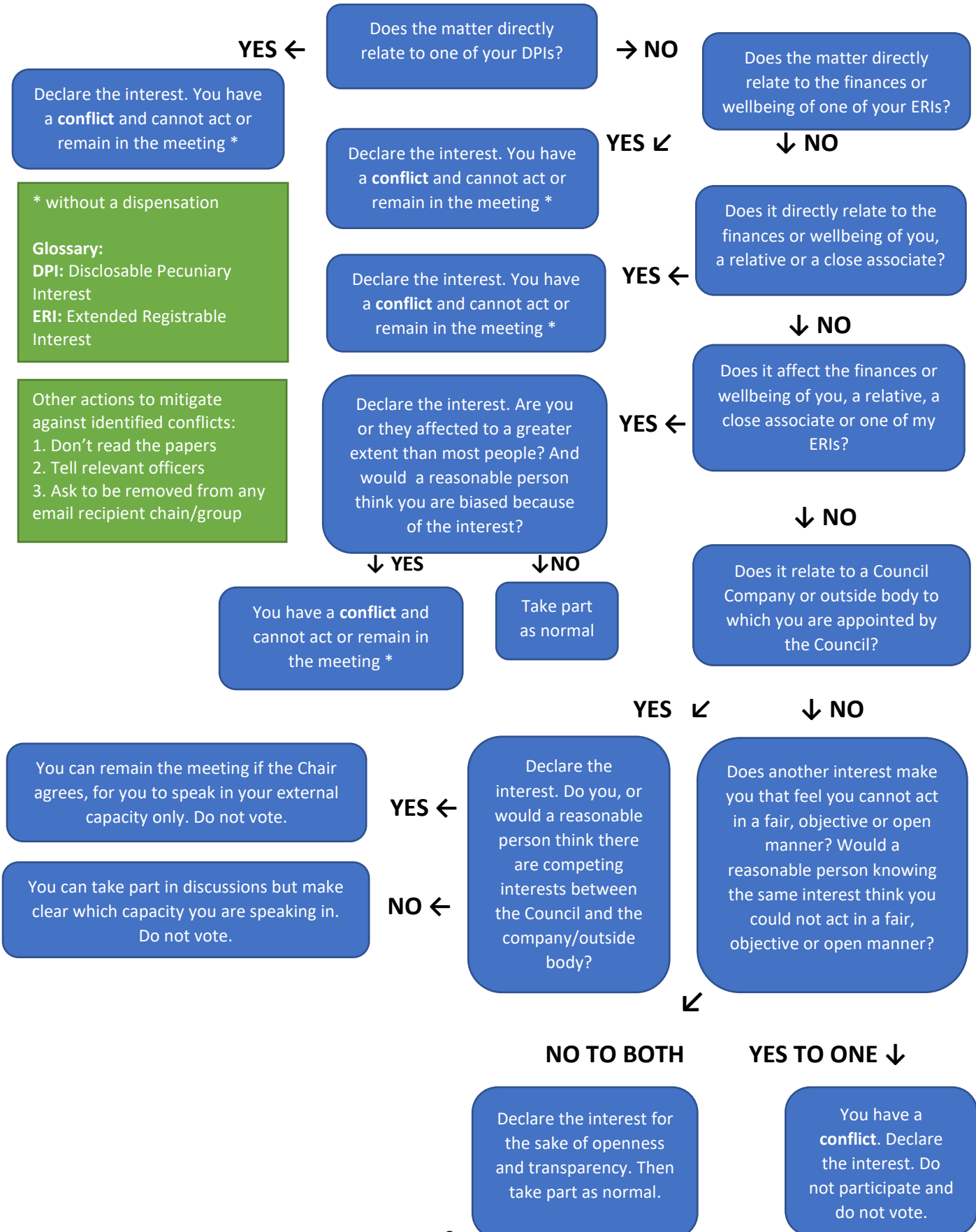
To be scheduled when required.

The meeting closed at 2.56 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Planning for Gypsy & Traveller Accommodation

2 August 2023

10

Agenda Item 11

Borough Council of
King's Lynn &
West Norfolk



- **Legal Requirements**
- **Policy Requirements**
- **Gypsy & Traveller Accommodation Assessment (2023)**
- ⇒ **Accommodation Needs**
- **Options to meet the accommodation needs**
- **Work being undertaken**
- **Timeline for work to be undertaken**

Legal Requirements

The Housing Act 2004

- Places a duty on local housing authorities to undertake regular assessments of the accommodation needs of Gypsies and Travellers either living in, or resorting to their area
- Requires local authorities to include the needs of Gypsies and Travellers in any housing strategy they produce and to take any such strategy into account in exercising their functions

12

Legal Requirements

Equality Act 2010

- Romany Gypsies and Irish Travellers are covered by the protected characteristics of race. Local authorities have a duty under this Act to **actively** seek to eliminate unlawful discrimination, advance equality of opportunity and promote good race relations

Public Sector Equality Duty

- Duty on public authorities to consider how their policies and decisions affect people who are protected under the Equalities Act



Policy Requirements

National Planning Policy Framework

- Requires housing needs for Travellers be assessed and reflected in planning policies

Planning Policy for Travellers Sites

- ¹⁴• Provides a definition of **‘Gypsy and Travellers’** and **‘Travelling Showpeople’** for planning purposes

Must address needs for those that meet the planning definition and those that do not – in different ways



Policy Requirements

Those that meet the definition for planning purposes:

- a 5-year supply of specific deliverable sites
- specific developable sites for years 6-15 of a local plan
- Where there is no identified need, criterion-based policies should be included

15

Those that do not meet the definition for planning purposes:

- Travellers who no longer travel and therefore no longer fall under the planning definition
- Still need to provide culturally suitable housing under the requirements of the Equality Act.
- Housing need to be assessed as part of the wider housing needs of the area and usually addressed through criteria-based policies.



Gypsy and Travellers Accommodation Assessment (GTAA) 2023

- Identified Gypsy & Traveller and Travelling Showpeople sites
- Identified the number of pitches/plots
- 19 • Undertook interviews
- Identified households that met the planning definition
- Identified those that didn't
- Determined current and future needs.



Current Situation

Category	Sites/Yards	Pitches/Plots
Public Sites	2	44
Private with planning permission	56	128
Tolerated	4	10
Unauthorised	12	15
Displaced	10	10
Travelling Showpeople Yards with planning permission	6	23
Travelling Showpeople Yards Tolerated	1	1
Total	91	231

Planning Status of Households

Status	Meet Planning Definition	Does not Meet Planning Definition	Undetermined
Gypsy & Travellers			
Public Sites	6	35	5
Private Sites	73	43	7
Tolerated Sites	1	7	0
Unauthorised Sites	10	3	2
Displaced	7	3	0
Travelling Showpeople			
TSP Private	17	0	0
TSP Tolerated	1	0	0
Net Pitch Need	115	91	14

Current and Future Need

Current Need (1-5 years)	Pitches (G&T)	Plots (Travelling Showpeople)
Households on unauthorised developments	5	-
Concealed Households/Doubling Up/Over-Crowding	41	3
5-year need from teenage children	23	1
Displacement	7	-
Total Current Need	76	4
Future Need (years 6-17)	Pitches	Plots
New Household Formation	26	1
Total Future Need	26	1
Net Pitch Need (Plan Period)	102	5

Need by year periods

Year Period	Dates	Need (Pitches)	Need (Plots)
0-5	2023-2027	76	4
6-10	2028-2032	10	-
20 11-15	2033-2037	11	1
16-17	2038-2039	5	-
0-17	2023-2039	102	5

Understanding the identified need

- No identified need for transit provision
- The need comes from households on existing authorized/unauthorized or tolerated pitches/plots
- Most sites are small and privately owned by families
- Teenage children likely to stay with extended family
- Logical to try and accommodate those needs on existing sites where possible

21



How to meet 5 year identified need

- Identify existing authorised sites/yards that are capable/suitable to accommodate additional pitches/plots to meet the needs of the families on those sites
- Identify sites/yards where there is an identified need and there are vacant plots that can be used to meet current and future need
- Consider extension of authorised sites where there is an identified need but currently no capacity for additional pitches/plots
- Consider formalising tolerated sites where there is an identified current or future need
- Consider formalising unauthorised sites
- Use Council owned land to provide provision
- Potentially identify new sites (Call for Sites)

22

Work Being undertaken

- Assessing all existing sites (authorized/unauthorized/tolerated)
- Available/suitable and deliverable
- 23 • Level 2 Strategic Flood Risk Assessment on all sites
- Seek input from Highways on access to sites
- Concentrating on sites where need has been identified in the first instance



Timeline for Gypsy & Traveller Work

	2023							2024	
	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb
Work required for the Local Plan	A	B/D	B/C/D	B/C/E	B/C/E/F	G/H	H	I	I/J

Key Stages of required work

24	A	Finalise the Gypsy and Traveller Accommodation Assessment (GTAA)
	B	Update the HELAA to include the Gypsy and Traveller sites and undertake site assessments
	C	Update the Housing Need Assessment to include the recommendations from the GTAA
	D	Undertake informal consultation with statutory infrastructure providers
	E	Prepare relevant evidence such as a Sustainability Appraisal and an update to the Strategic Flood Risk Assessment.
	F	Prepare draft planning policies on Gypsy and Traveller Provision
	G	Cabinet Approval for the formal 6-week Consultation Period
	H	Undertake a formal 6-week consultation
	I	Produce finalised Policies and evidence
	J	Cabinet Approval for finalised documents



Questions?

25

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

