

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LOCAL DEVELOPMENT FRAMEWORK TASK GROUP

**Minutes from the Meeting of the Local Development Framework Task Group
held on Wednesday, 14th September, 2016 at 10.00 am in the Committee
Suite, King's Court, Chapel Street**

PRESENT: Councillor R Blunt (Chairman)
Councillors A Bubb, C J Crofts, I Gourlay, J Moriarty, M Peake, Miss S Sandell,
D Tyler and Mrs E Watson

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 NOTES OF PREVIOUS MEETING

The notes of the meeting held on 10 August 2016 were agreed as a correct record.

3 MATTERS ARISING

NCC Officer attending future meeting of the Task Group

The Principal Planner (Policy) to contact NCC and confirm a date to attend a future Task Group meeting.

Officer from NHS Cambridge/CCE attending future meeting of the Task Group

The Principal Planner (Policy) to contact NHS and confirm a date to attend a future Task Group meeting.

Existing Settlement Hierarchy

To be considered at the next meeting of the Task Group.

Current LDF Task Group

The Chairman, Councillor commented that the LDF process had concluded and approved by Cabinet, he therefore proposed that the Task Group be re-named "Local Plan Task Group" as reviewing the Plan was an ongoing process. The Task Group agreed. Reference would be made on the Borough Council's website to advise the public.

Future Task Group Agendas

It was agreed that if future Agendas contained large policy documents, hard copies would be available for Members and a presentation/Executive Summary be given to assist the Task Group.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **MEMBERS ATTENDING UNDER STANDING ORDER 34**

There were no Members present under Standing Order 34.

6 **CORE STRATEGY AND DEVELOPMENT MANAGEMENT POLICIES REVIEW**

The Principal Planner explained that discussions had taken place with the Development Management Officers around the review of the Core Strategy and Development Management (SADMP) policies. A copy of the table used for the process was attached and Members of the Task Group were invited to contribute to the process.

The Task Group considered each of the policies as set out below:

DM1 Presumption in favour of Sustainable Development

No amendments.

DM2 Development Boundaries

No amendments.

DM2A Early Review of Local Plan

No amendments.

DM3 Development in the Smaller Villages and Hamlets

The Principal Planner (Policy) outlined the current outlined the current infill policy.

The Principal Planner (Policy) explained that during the Plan Review Period there would be an opportunity for the public to comment on development boundaries.

Following a discussion on development boundaries, national planning policies and the 5 year land supply, it was agreed that the Principal Planner (Policy) would liaise with the Planning Control Manager and further details would be presented to a future Task Group meeting.

DM4 Houses in Multiple Occupation (HMOs)

In response to questions from the Task Group, the Principal Planner explained that a dwelling could be converted into an HMO with note more

than 6 residents without planning permission. It was explained that the Borough Council's Housing Standards Team intervened where permitted.

Following a discussion on associated facilities, bin storage and car parking provision (one space per occupant being allocated), the Principal Planner (Policy) undertook to liaise with the Planning Control Manager.

DM5 Enlargement or Replacement of Dwellings in the Countryside

No amendments.

DM6 Housing needs of Rural Workers

No amendments

A discussion took place on the definition of an agricultural worker. The Principal Planner (Policy) drew Member's attention to page 11 of the document relating to existing occupational dwellings:

Proposals for the relaxation or removal of agricultural occupancy conditions will only be permitted where the applicant can demonstrate:

- a. *The dwelling has been occupied in accordance with the terms of the occupancy condition for a minimum of 5 years; and*
- b. *There is no longer a need for the dwelling by those working, or last working, in the locality in agricultural, forestry or a rural enterprise, established by evidence of marketing (including the provision of details of an independent market valuation reflecting the occupancy condition, as well as all viewings and offers made) for a 12 month period at a price that reflects the occupancy condition.*

DM7 Residential Annexes

Following a discussion, regarding size of an annexe, separate door, adjoining to main house, separate annexe, conversion of garages to accommodate relatives holiday lets, sub-division, etc it was agreed that the Principal Planner (Policy) would discuss the issues raised by the Task Group with the Planning Control Manager and report back to Members at a future meeting.

The Principal Planner informed the Task Group that officers were looking at the approach being taken by other authorities.

DM8 Delivering Affordable Housing on Phased Development

A discussion took place regarding the planning history (2nd bullet point):

Planning history – if there is evidence of previous applications for the development of a larger site of which the application site forms a part within the past e years of the date an application is made

The Principal Planner (Policy) undertook to liaise with the relevant officers regarding the timescale quoted above and report back to the Task Group.

DM9 Community Facilities

No amendments.

DM10 Retail Development

Following a discussion on:

- Developing retail opportunities in rural areas via the Internet.
- A more café culture for town centres.
- Out of town retail parks.
- Farm shops, etc.
- Emneth/Wisbech fringe

Policy DM10 would be brought back to the Task Group with further details.

DM11 Touring and Permanent Holiday Sites

No amendments.

Following a discussion on holiday homes, the Principal Planner (Policy) advised that, when required, the Planning Officer would recommend a condition on the planning permission.

DM12 Strategic Road Network

No amendments.

A discussion took place on the current traffic issues relating to the A149, A10 and A47.

Reference was made to KLATS survey which had been undertaken as part of the Core Strategy work.

The Principal Planner (Policy) and Water Management Officer explained that there would be more scope to look at the wider road/rail issues during the Local Plan review process.

DM13 Railway Trackways

No amendments.

DM14 Development associated with the National Construction College, Bircham Newton and RAF Marham

No amendments.

DM15 Environment, Design and Amenity

No amendments.

DM16 Provision of Recreational Open Space for Residential Developments

The Principal Planner (Policy) explained that DM16 would need to be reviewed/simplified.

The Task Group referred to planning applications requiring the provision of recreational open space and potential consideration being given to impact of the Community Infrastructure Levy and the phasing of development on a large scale site.

DM17 Parking Provision in New Development Residential Dwellings

No amendments.

DM18 Coastal Flood Risk Hazard Zone (Hunstanton to Dersingham)

No amendments.

A discussion took place around the involvement of the Environment Agency and seasonal occupancy.

DM19 Green Infrastructure/Habitats Monitoring and Mitigation

No amendments.

DM20 Renewable Energy

No amendments.

DM21 Sites in Areas of Flood Risk

Supporting text to be amended to provide explanation of sequential testing.

DM22 Protection of Local Open Space

The Principal Planner undertook to liaise with officers regarding the inclusion of a definition of green open space to be included.

CS08 Sustainable Development

The Chairman, Councillor proposed that the following Core Strategy Policies be considered at the next meeting to which the Task Group agreed:

- CS09 Housing
- CS10 The Economy
- CS11 Transportation
- CS12 Environmental Assets
- CS13 Community and Culture

AGREED: 1) Amendments be made to the policies identified above.

2) The following policies would be brought back to the Task Group:

- DM3 Development in the Smaller Villages and Hamlets.
- DM4 Houses in Multiple Occupation.
- DM7 Residential Annexes
- DM8 Delivering Affordable Housing on Phased Development
- DM10 Retail Development
- DM16 Provision of Recreational Open Space for Residential Developments

3) The Core Strategy Policies set out below would be considered at the next meeting of the Task Group

- CS09 Housing
- CS10 The Economy
- CS11 Transportation
- CS12 Environmental Assets
- CS13 Community and Culture

7 **CALL FOR SITES AND POLICY SUGGESTIONS**

The Principal Planner Policy & Water Management Officer informed the Task group that A Call for Sites and Policy Suggestions form had been prepared and a copy attached with the Agenda.

The Task Group noted that the Borough Council had co-operated with other Norfolk local authorities to develop a consistent approach to the process. The Borough Council needed to send out the form to initiate the process of collecting information on potential sites and policies for inclusion in the plan review.

Members were advised that the 'Call for Sites and Policy Suggestions' offered an opportunity for developers, agents, landowners, individuals and other interested parties to promote sites located within the Borough for future development, suggest locations/areas for special policy treatment, and put forward policy suggestions. Sites can be submitted for a variety of uses including: residential housing, employment, retail and business uses, community facilities and other types of development.

In response to questions from the Task Group, the Principal Planner (Policy) and Water Management Officer explained that an advertisement would be published calling for sites, whereby anyone submitting a site would be required to fill in a form (preferably electronic), although paper copies could also be submitted. A News Release would be issued and notification sent to all Agents.

Following questions on the previous call for sites, the Principal Planner (Policy) explained that previous information which had been submitted was not being used. A clean slate approach was being adopted and more information was being requested that previously to ensure that correct information was held for sites submitted.

AGREED: The Task Group noted the Call for Sites and Policy Suggestions Form.

8 **DRAFT SUSTAINABILITY APPRAISAL SCOPING REPORT**

The Principal Planner Policy & Water Management Officer explained that a draft Sustainability Appraisal Scoping Report had been prepared (a copy had been circulated with the Agenda) and now needed to be sent to statutory bodies for their comments.

The Task Group was informed that the draft report took into account Natural England's response to the Borough Council's initial consultation. In summary, it was explained that the data had been updated, creating a new list of relevant plans, policies and programmes and concluded that there were some changes or sustainability issues that had increased in emphasis, but that the

wording of the Council's original Sustainable Appraisal criteria was sufficiently broad to adequately address these issues.

It was explained that the document must be sent to Natural England, the Environment Agency and Historic England for consultation for a period of 5 weeks, following any changes it should be published on the Council's website.

Comments were made on more houses being required in West Norfolk and the importance of infrastructure to support growth. The Principal Planner (Policy) and Water Management Officer explained that the Core Strategy element could identify the bigger cumulative effect of infrastructure.

The Principal Planner (Policy) and Water Management Officer explained that the policies for the document would be brought back to the Task Group.

In response to questions on what could be done to protect the Council, the Principal Planner (Policy) and Water Management Officer advised that the officer would have to defend decisions taken and highlighted that the next assessment stage was key in that sites would only be allocated if they were deemed deliverable.

AGREED: The Task Group noted the draft Sustainability Appraisal Scoping Report.

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DATE OF NEXT MEETING

The next meeting of the LDF Task Group will be held on Wednesday 12 October 2016 at 10.00 am in the Miles Room, Town Hall, Saturday Market Place, King's Lynn.

Councillor C J Crofts offered his apologies for the meeting on 12 October.

The meeting closed at 12.00 pm