

**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, 12th October, 2016 at 10.00 am in the Miles Room, Town Hall,  
Saturday Market Place, King's Lynn**

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

**Officers:**

Claire Dorgan, Principal Planner (Policy)  
Alex Fradley, Graduate Planner  
Alan Gomm, LDF Manager  
Wendy Vincent, Democratic Services Officer

1 **APOLOGIES**

Apologies for absence were received from Councillors C J Crofts and S Sandell.

2 **NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 14 September 2016 were agreed as a correct record.

3 **MATTERS ARISING**

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

The LDF Manager to contact NHS and confirm a date for a representative to attend a future Task Group meeting.

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**

There were no Members present under Standing Order 34.

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

There was none.

8 **CALL FOR SITES (VERBAL UPDATE)**

The LDF Manager/Graduate Planner provided an overview and responded to questions as set out below:

- Call for Sites and Policy Consultation exercise to commence 17 October for a period of 6 weeks ending 28 November 2016. The consultation exercise would be published on the Council's website and members of the public/agents, etc would be encouraged to complete an electronic form which could be accompanied by any supporting documents and uploaded direct to the database. It was noted that the person submitting the form would receive an email confirmation quoting a reference number. However, a written submission could be forwarded to the LDF Team who would input the information into the database. The LDF Manager explained that the focus would be placed on viability and deliverability. It was appreciated that Parish Councils could put forward sites, but did not always have control/ownership of such sites. An email had been sent to agents advising of the consultation exercise and would also be raised at the next scheduled Agents' meeting.
- Suggestions for Policies – it was explained that Regulation 18 set out guidance on the consultation exercise inviting people to consider subjects that the Local Plan should cover. Submissions would be made electronically via the Council's website and be input onto a database. It was noted that a News Release was currently being drafted advising of the Consultation Exercise. The Principal Planner (Policy) advised that an advertisement had also been placed in the Eastern Daily Press and Your Local Paper.

In response to questions relating to the submission of sites, the LDF Manager explained that Parish Council could put sites forward. Members could also inform constituents within their own wards that there was a call for sites.

Following questions on custom build and design, the LDF Manager advised that the Custom and Self Building Working Group could make recommendations on the Council's approach and a policy be included in the Local Plan.

The LDF Manager responded to questions relating to responses received from Parish Councils and advised that to date there had been a 50% response rate. A reminder had been sent to Parish Councils.

**AGREED:** 1) The update report be noted.

2) The LDF Manager to provide details of those Parish Councils who had not responded to date.

9

### **ADOPTED PLAN - WHAT'S NEXT? (VERBAL UPDATE)**

The LDF Manager provided a verbal update as set out below:

- The Local Plan had been adopted on 29 September 2016 and a formal announcement would be made week commencing 17 October 2016. The document would be available on the Borough Council's website, Borough Council Offices and in libraries.
- There would be a 6 week opportunity for anyone to challenge the Plan in the High Court. If the Plan was challenged it would be through the Judicial Review process in the High Court and could take approximately 6 to 9 months.

**AGREED:** The Local Plan Task Group be provided with hard copies of the adopted Local Plan. The LDF Manager to consult with the Chairman of Planning to ascertain if the Planning Committee be provided with a hard copy. An email be sent to all other Councillors informing them the Local Plan was available in hard copy if they wished to receive a copy.

10

### **CIL (VERBAL UPDATE)**

The LDF Manager provided a verbal update as set out below:

- The CIL Examination had taken place on 6 September 2016 during which the Inspector had asked a number of questions.
- The Borough Council had prepared a response to the Inspector's questions which had been published.
- Closing date for examination was 4 October 2016.
- Inspector currently drafting report to be forwarded to Borough Council by 31 October for fact checking.
- Cabinet Briefing (Timetable of Implementation CIL) – November 2016.
- Cabinet 6 December 2016.
- Council 19 January 2017.

The LDF Manager responded to questions relating to:

- Trigger for actual application for development.

- When CIL payment would commence.
- Date required when CIL would be adopted – A timetable would be drafted.
- Government spending of CIL monies.
- Mechanism/criteria for determining priorities and what CIL monies would be spent on.
- Comments from Parish Councils on how the 75% would be allocated.
- Borough Council's objectives to contribute to the improvement of the A17 and A47.
- Appointment of CIL Officer to administer the scheme.

**AGREED:** The update report be noted.

## 11 **NEIGHBOURHOOD PLANS (VERBAL UPDATE)**

The Graduate Planner provided a verbal update as set out below:

- Visits had been scheduled to Watlington and Grimston Parish Councils.
- Meeting had been held with Terrington St John Parish Council who would look to take the Neighbourhood Plan process forward.
- Holme Parish Council had expressed an interest.
- Detailed discussions being held with West Winch and North Runcton Parish Councils.

In response to questions regarding the process of producing a Neighbourhood Plan, the LDF Manager explained that the Borough Council encouraged Neighbourhood Plan groups to engage an independent person who would review the draft plan (undertake a mock examination). Once adopted the Borough Council would publish the Neighbourhood Plan and collect any representations made prior to the examination. It was noted that the aim of any changes to the Neighbourhood Plan regulations was to simplify the process.

The LDF Manager advised that the Borough Council received funding from Central Government at various stages of the Neighbourhood Plan process, but that only a total of 5 lump sums was the maximum any council could receive. The cash sum was received when the Neighbourhood Plan was adopted and covered officer time.

**AGREED:** The update report be noted.

## 12 **DUTY TO CO-OPERATE (REPORT ATTACHED)**

The LDF Manager provided an overview and explained the purpose of the Norfolk Strategy Planning Member Forum Agenda to be held on 13

October. It was noted that Councillor Blunt was the Borough Council's representative.

In response to questions regarding the impact of devolution, the LDF Manager explained that there would be a number of impacts as follows:

- Combined Authority – requirement to prepare a strategic plan for a combined area.
- Duty to co-operate – how authorities combined strategically to take account of other influences.
- Potential overlaps.

### 13 **CORE STRATEGY POLICIES (REPORT ATTACHED)**

The Principal Planner (Policy) explained that the text had been copied from the policy in the Core Strategy. The items for the Task Group to consider were in bullet point form at the end of each policy.

The Chairman, Councillor Blunt suggested that Members considered each policy on a page by page basis.

The LDF Manager reminded the Task Group that the policies had been written in context of the Core Strategy. It was explained that although a review was being undertaken of the Local Plan, it was not always necessary to amend the policies, but policies could be amended if required.

Members discussed the following policies:

- CS03 King's Lynn Area.
- CS04 Downham Market.
- CS05 Hunstanton.

General comments were made in relation to:

- Green Infrastructure/Importance of open spaces/park areas for recreational activities.
- Transport – a more integrated public transport service.
- Infrastructure requirements and improvements to allow potential future growth.
- Heritage opportunities – Summer and Winter.
- Retail element reducing in Hunstanton.
- Coffee Shops playing important part in town centres. There was no policy to restrict type of retail shop.
- Amendments to policy to support retirement community, for example, encouraging the NHS to support convalescent centres.
- Visitor contribution to borough.
- Hunstanton Masterplan.

**AGREED:** 1) Following comments made by the Task Group, the LDF Manager would look at the wording of the current policy to reflect the issues raised. King's Lynn, Downham Market and Hunstanton be considered in more detail at the next meeting of the Task Group.

2) The Task Group to email any comments direct to A Gomm.

3) The following policies to be considered at a future meeting – date to be identified:

- CS07 Development in Coastal Areas
- CS08 Sustainable Development
- CS09 Housing Distribution
- CS10 The Economy
- CS11 Transport
- CS12 Environmental Issues
- CS13 Community and Culture
- CS14 Infrastructure Provision.

14 **DATE OF NEXT MEETING**

The next meeting of the Local Plan Task Group would take place on Wednesday 16 November 2016 at 10.00 am in the Miles Room, Town Hall, King's Lynn.

**The meeting closed at 11.45 am**