

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 April, 2017 at 10.00 am in the Miles Room - Town Hall**

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

Officers:

Felix Beck, Graduate Planner
Alex Fradley, Planner
Alan Gomm, LDF Manager
Peter Jermany, Principal Planner (Policy)

1 APOLOGIES

An apology for absence was received from Councillor Miss S Sandell.

2 NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 15 March 2017 were agreed as a correct record, subject to the following amendment page 4, second bullet point "at least" to include the text at 12.3.

The Planner advised that it currently stated:

- For consistency the 'at least' approach applied to the new Local Plan review allocations.

Should be amended to:

- For consistency the 'at least' approach will be applied to the new Local Plan review allocations. However, we will be applying a modelled approach as detailed in the agreed HELAA methodology to calculate the number of dwellings that each site could potentially be accommodate. This should provide a number that comes forward on the site which is more closely aligned to the number stated within the policy than has been experienced with the SADMP allocations. This will still provide an element of flexibility.

3 MATTERS ARISING

Consideration of Housing Number Flexibility in the Local Plan Review
2016 -20146

The Chairman, Councillor Blunt confirmed that a briefing had been scheduled for all Members on Monday 24 April at 6.30 pm in the Assembly Room at the Town Hall on the following planning matters:

- The significance of the Government's White Paper – "Fixing our broken housing market."
- Update on Neighbour Plans.
- Housing Need Update.

Neighbourhood Plans Update

The Chairman, Councillor Blunt explained that a presentation to all Parishes on CIL and Neighbour Plans at the next briefing session, a date had not yet been agreed.

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 no Chairman's correspondence.

8 **LOCAL DEVELOPMENT SCHEME (LDS)**

The Planning Policy Manager explained that the Local Development Scheme (LDS) set out projected milestones in the preparation of the new Plan. The Task Group was advised that it was a legal requirement to have one and keep it up to date. It was noted that the new LDS would replace the previous one, which was prepared in 2014

The Task Group's attention was drawn to the page 18 – the tables which set out the Local Plan review Programme 2017 – 2019. The Development of options was an ongoing process and the draft Local Plan would be published in Autumn 2017.

In response to questions, the Planner explained that it was a legal requirement for a local authority to have an LDS and added that if a local authority did not have a scheme in place then the Government would intervene and would pass the cost back to the Council.

Following a question on the consultation to be undertaken with Parish Councils, the Planning Policy Manager provided an overview of the process following the call for sites published in October 2016. It was noted that all sites put forward together with suggested policy amendments had been complete. The information collated from the exercise was not subject to consultation. It was explained that the reasons would be set out as to why a preferred site was chosen, together with reasons why a site was not chosen. The Planner advised that updates would be reported through the Annual Monitoring Report.

The Planner responded to questions regarding the timetable and explained that as each task was completed it would be reported back to the Task Group.

AGREED: An update on the LDS be presented to the Task Group on a quarterly basis.

9

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

The Planner explained that the Statement of Community Involvement (SCI) was a document which outlined how the Council would consult with the public as part of the Local Plan process, on planning applications, and also on Neighbourhood Plans.

The Task Group was reminded that the Council adopted its last SCI in 2006. The revised SCI went to Cabinet and it was agreed that the revised SCI should be made available for public consultation for a six week period, to give stakeholders, and the local community the opportunity to comment upon the document. This took place between 6 February 2017 and 20 March 2017. A schedule of the comments received was attached to the Agenda setting out suggested responses and any action required.

The Planner responded to questions regarding the response rate from Parish Councils and Middle Level Commissioners being consulted when appropriate.

Following questions on record 4 (2nd bullet point – considers that Parish Council cycles should be taken into account in consultations) on the schedule of comments received, Councillor Moriarty commented that the Borough Council could respond by informing Parish Councils that the importance of the subject or advise that they could hold a special meeting. The Planner advised that text could be added as follows: *Parish Councils should bear in mind the Borough Council's timetable for response to consultation documents.*

In response to comments made on planning applications (page 27), the Chairman, Councillor Blunt explained that changes were being made to the Scheme of Delegation. Parish Councils could attend Planning

Committee meetings to put forward reasons for supporting or objection to a specific application. It was suggested that the matter raised could be cross referenced in the Scheme of Delegation.

The Planning Policy Manager responded to questions on record 19 and explained that not all neighbouring properties needed notifying and it was the Assistant Director's view that the Council relied on the discretion of the Planning Officer going out to the site and notifying the relevant people. The Planning Officer took a photo once the photo had been displayed on the site. The Chairman, Councillor Blunt added that a member of the public could enter their postcode on the Borough Council's website to find out planning applications within their area. The Chairman explained that a notice was displayed on the site and cards hand delivered to the relevant properties. The following amendment was suggested:

- 19 Suggests that on page 14 'may notify neighbouring properties is amended to **wherever possible** notify neighbouring properties.

which was **agreed** by the Task Group.

The Planning Policy Manager undertook to take the views of the Task Group back to the Assistant Director.

10 HELAA SITE ASSESSMENTS

The Task Group received a presentation from the Planner on the HELAA Site Assessments, a copy of which is attached to the minutes.

The Planner responded to questions relating to provision of allotments, health services, sports facilities, the number of units built out by 2026 and the cumulative impact on settlements.

The Planner explained that a further report detailing the assessment of sites would be presented to a future Task Group meeting. In response to questions, the Planner advised that 550 sites had been put forward.

11 NORFOLK RECREATIONAL PRESSURES STUDY

The Planning Policy Manager drew the Task Group's attention to the summary on page 59 of the Agenda which set out a summary and key findings. Members were reminded that the results would provide local authorities in Norfolk with information to underpin future reviews of local plans, Habitat Regulations Assessments and potential mitigation approaches. Members were advised that there was a predicted 14% increase in access by Norfolk residents to 35 sites surveyed and in response to questions, the Planning Policy Manager undertook to circulate a breakdown of the information with relevant graphs direct to the Task Group.

The Planning Policy Manager explained that the document had been published and was accessible to view.

Following questions on way a specific study had not be undertaken on health provision, the Principal Planner Policy explained that he was a member of the Norfolk Strategic Network group which looked at infrastructure and growth up to 2036 and identified priority issues.

12 **JOINT SFRA UPDATE 2017**

The Principal Planner presented the above update report circulated with the Agenda and responded to questions on climate change and extreme weather conditions potentially affecting the coast

13 **DATE OF NEXT MEETING**

The next meeting of the Task Group will take place on Wednesday 17 May 2017 at 10.00 am in the Miles Room, Town Hall, Saturday Market Place, King's Lynn

The meeting closed at 12.05 pm

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



Local Plan review (2016 -2036)

HELAA Site Assessments

HELAA Site Assessments



- In the region of 550 sites have been put forward for consideration in the Local Plan process from our 'Call for Sites & Policy Suggestions' consultation
- A schedule and mapping of those sites will be publicly available via our website. It is important to note that this does not allocate or grant permission, nor does it give any views on the sites
- These sites will now be subject to detailed assessment using the agreed HELAA methodology
- This is consistent with the NPPF & PPG, consulted upon last year and agreed by all of the LPA's in Norfolk as part of the NSF – 'duty to co-operate'

HELAA Site Assessments



- Housing and Economic Land Availability Assessment (HELAA)
- Key evidence document which will support the Local Plan review
- Its main purpose is to test whether there is sufficient land to meet the full objectively assessed need (FOAN) and identifies where this may be located
- It does not in itself determine whether a site should be allocated or given planning permission for development
- It is for the Local Plan to determine which sites are the most suitable to meet the housing needs

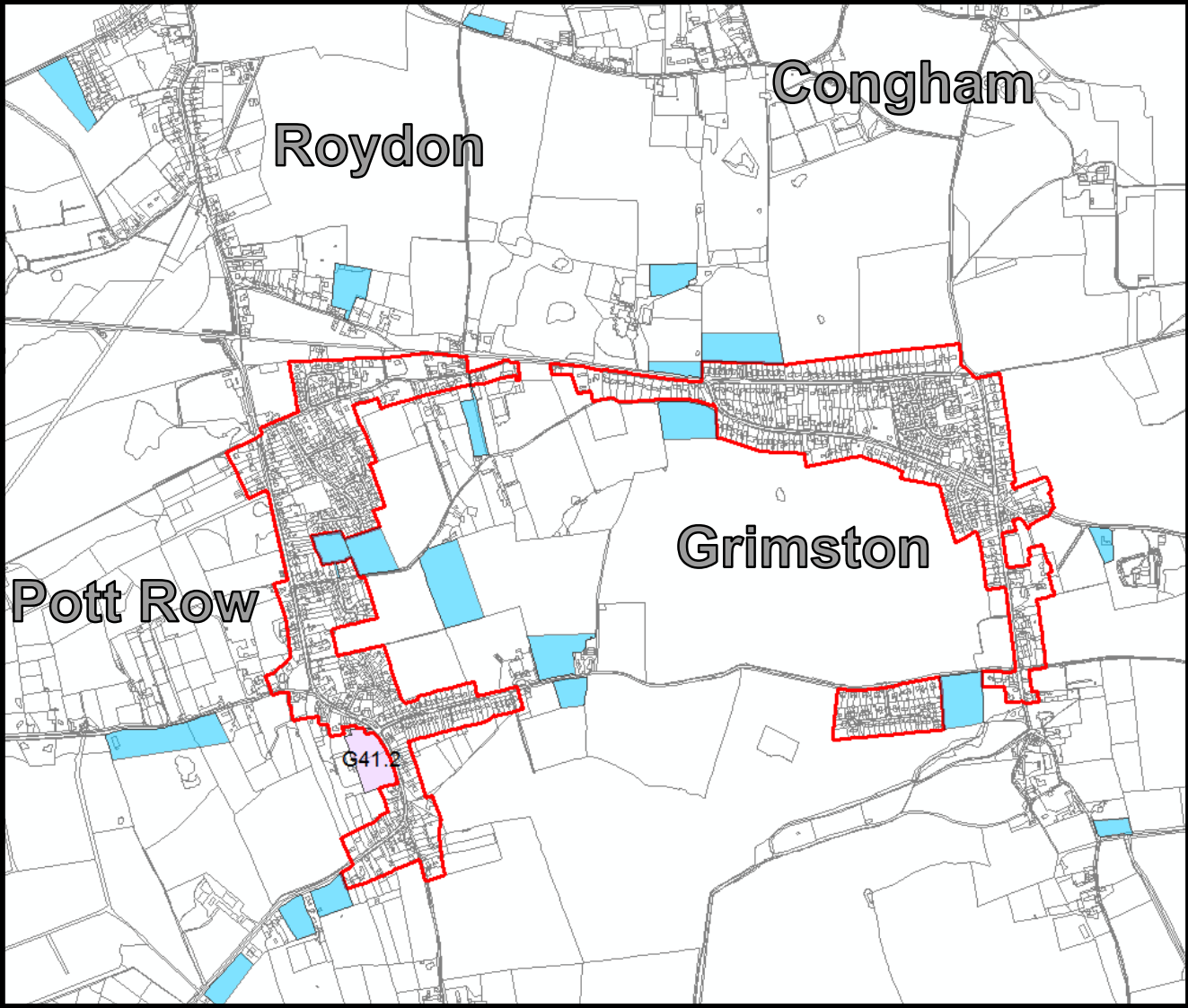
HELAA Site Assessments



First 'Cut':

1. The site has to be at least 0.25ha, or capable of delivering 5 or more dwellings
2. It has to be either within or adjacent to the development boundary. It can be adjacent to an existing SADMP allocation
3. It should be at a settlement which is identified for larger scale growth either within our adopted Local Plan or settlement hierarchy
4. Sites within Flood Zone 3b, EU designations, areas of SAM's, ancient woodlands, statutory allotments, designated green spaces or area at risk from coastal erosion will be discounted

HELAA Site Assessments



HELAA Site Assessments



Estimating Development Potential

- The purpose of this stage is to determine if sites are deliverable (0-5 years) or developable (6-10 years or 11-15 years)
- We shall use our density model to calculate the capacity of sites:

Assumed net developable site area compared to site area
<ul style="list-style-type: none">• Less than 0.4ha: 100%• 0.4ha to 2ha: 90%• Sites over 2ha: 75%
Density (dwellings per hectare) for settlements
<ul style="list-style-type: none">• Sub-regional Centre: 39dph• Main Towns: 36dph• Key Rural Service Centres and Rural Villages: 24dph

HELAA Site Assessments



Assessment of Suitability

- To assess the suitability of sites a 'red', 'amber' 'green' (RAG) approach will be applied to assessing various constraints and potential impacts which might affect development
- If a site receives a 'red' score it will be discounted from the assessment and classed as not suitable
- An 'amber' score will not immediately rule out a site. However, some mitigation will be required for the site to be suitable
- A 'green' score represents no constraint or impact
- Desktop study and focused site visits

HELAA Site Assessments



Constraints

- access to site (NCC Highways Authority)
- access to local services & facilities
- utilities capacity (utility providers)
- utilities infrastructure (utility providers)
- contamination (BCKLWN Environmental Quality)
- flood risk (EA)
- coastal change (EA)
- attractiveness

HELAA Site Assessments



Impacts

- landscape / townscape
- biodiversity and geodiversity (NCC)
- historic environment (Historic England, NCC, BCKLWN conservation officer)
- open space
- transport & roads (Highways England, NCC HA)
- compatibility with neighbouring uses

HELAA Site Assessments



Assessment of Availability

- A site will be considered available based upon the information provided by the developer / landowner
- Sites with unresolved ownership issues, such as ransom strips, tenancies, covenants and multiple ownership with no agreements will not be considered

Assessment of Achievability:

- A site will be considered achievable where there is a reasonable prospect that development will occur on the site at a particular point in time

HELAA Site Assessments



HELAA Outputs

- Schedule and mapping of all sites
- Assessment of each site; suitability, availability, achievability, viability. This will determine whether a site is realistically expected to be developed and when
- The potential type and quantity of development that could be delivered on each site
- An indicative housing trajectory (including allowance for windfall)
- Whether we can meet our housing need