

**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, 14th June, 2017 at 10.00 am in the Miles Room - Town Hall**

**PRESENT:** Councillor R Blunt (Chairman)  
Councillors A Bubb, J Moriarty, M Peake (Vice-Chairman), Miss S Sandell  
and Mrs E Watson

**Officers:**

Alan Gomm, LDF Manager  
Felix Beck, Graduate Planner

1 **APOLOGIES**

Apologies for absence were received from Councillors C J Crofts and D Tyler.

2 **NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 17 May 2017 were agreed as a correct record.

3 **MATTERS ARISING**

None.

4 **DECLARATIONS OF INTEREST**

None.

5 **URGENT BUSINESS**

None

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

None.

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

None.

## 8 **HOUSING TRAJECTORY - LATEST UPDATE ON LAND SUPPLY**

The Planning Policy Manager gave a presentation on the Housing Trajectory – Latest update on Land supply and informed that the trajectory was provided to show progress against Core Strategy housing target.

A question and answer followed, a summary of which is set out below.

The Planning Policy Manager responded to questions relating to:

- How the information was collected. It was explained that the Housing Trajectory was available to view on the Borough Council's website.
- The windfall allowance being included in Housing Trajectory.
- Lapsed planning permissions being included in the calculations. The table at section 3.10 set out the lapse rate factored in at the appropriate point.
- Five Year Land Supply (Members' attention was drawn to Sections 3.11 and 3.12 of the report which indicated that the Council currently had 5.9 years land supply.
- Borough Council providing evidence to defend why completions had not come forward.
- Borough Council would operate development in a commercial way and develop its own land.
- The importance of "at least" being included in the Local Plan.

## 9 **HELAA UPDATE**

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

Members were reminded that as part of the HELAA process, in order to assess the sites submitted against various constraints the Council had packaged the sites up and sent them to a number of bodies and organisations for their comments.

However, in the current climate a number of these organisations/bodies face resource issues, or are not geared up to provide comments at an early stage (National Grid and UK Power Network) and are unable to provide the Council with the level of detail the Council was seeking.

The good news was that the Council had received detailed responses from:

- Anglian Water.
- NCC Highways/Transport.
- NCC Fire and Property Services.
- NCC Minerals and Waste.

Others who had said they will respond shortly.

- NCC – Lead Local Flood Authority.
- NCC – Historic Environment.
- NCC – Green Infrastructure Team.

The Council had engaged and met with Historic England, who were consulted on the original HELAA methodology and endorse the approach. Going forward Historic England will provide the Council with bespoke advice, as part of the Heritage Action Zone, on sites in and around King's Lynn and other areas identified for significant growth such as Downham Market as part of the Local Plan review.

The Council had received general advice from Norfolk Wildlife Trust and some information on a small number of sites at the larger settlements where they had concerns.

The Environment Agency had informed the Council to carry out the exercise itself. The positive is that NCC as the LLFA are going to provide comments and that as part of the Local Plan review process the company (JBA) who had been commissioned to carry out the Council's new SFRA would provide comments on the sites, this will be at a later stage.

Given this, the intention was to collect the remaining responses from NCC and commence assessing the sites based upon the comments/information the Council had received, its own GIS layers, further desktop based assessment, liaison with internal colleagues (DC, Heritage/Conservation, Contamination/Air Quality and Housing Strategy), and through focused site visits. The Council will do this as soon as possible.

The Graduate Planner and Planning Policy Manager responded to questions relating to:

- Assessment of remaining 350 sites.
- Review of sites to determine a set of sites which were suitable, available and deliverable.
- Potential sites to be presented to the Task Group at a later date.
- HELAA process to be included in the Local Plan calculations at the appropriate time.
- Sites being mapped on GIS system.
- Input from Historic England – will provide advice when required.

10

### **PREPARATION OF A 'BROWNFIELD LAND REGISTER'**

The Planning Policy Manager drew the Task Group's attention to page 51 of the Agenda which set out how the Brownfield Register/Permission in Principle consent route will work.

The Task Group was informed that two Borough Council Officers had attended a workshop in London on 23 May and a report outlining the process of setting up a Brownfield Register was attached to the Agenda at page 47.

The Planning Policy Manager explained that the Brownfield Register contained two Parts. Part 1 was a list of brownfield sites. Part 2 was a list of those sites which were given Permission in Principle (PiP).

Members were advised that further guidance was due to be published in the Summer.

The Planning Policy Manager responded to questions relating to:

- Brownfield sites which could potentially be identified for housing purposes.
- Contamination levels on sites. It was noted that Environmental Services at the Borough Council held a Contaminated Land Register. Any contamination found on site would be dealt with prior to any development taking place.
- Funding available from Government for Brownfield Land Register.
- Call for sites generally
- Register would be updated on an annual basis.
- Part 1 of the Register – Borough Council to have Register by 31 December 2017. Notes would be written to clarify information contained in the Register.
- Part 2 of the Register – who would make the decision on sites moving to Part 2?

## 11 NEIGHBOURHOOD PLANS

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

### **Examinations:**

- **Walpole Cross Keys** – Borough Council had received the Examiner's draft report for Fact Checking. This process was conducted by the both the BCKLWN and the Parish Council. Once responses were back with the Examiner they would be in a position to issue their final report. At which point it was hoped the Neighbourhood Plan could go to Cabinet and out to referendum (perhaps following some modifications).
- **North Runcton and West Winch** (joint) – the Examiner's draft report for Fact Checking was received on 13 June 2017.

### **Continued work since the last Task Group with following:**

- Castle Acre – ongoing initial consultations/exhibitions.

- Gayton – area now formally designated (26 April).
- Holme-next-the-Sea - continuing to develop policies.
- Heacham – area now formally designated (18 May).
- Hunstanton – had provided draft version of their plan/policies for the Borough Council’s informal comments.
- Sedgeford – holding initial workshops/exhibitions.
- Snettisham – moving their plan forward with HRA and SEA towards their formal consultation stage before submission.

The Planning Policy Manager and Graduate Planner responded to questions relating to:

- The Process to be followed once the Inspector’s draft report had been received. The Examiner’s report would be published on the Borough Council’s website. The opportunity for the Borough Council to express its point of view and deem it appropriate to go forward to a Referendum.
- An adopted Neighbourhood Plan forming part of the development plan framework.
- Setting up a group other than the Parish Council to produce a Neighbourhood Plan.

## 12 **DATE OF NEXT MEETING**

The next meeting of the Task Group will take place on Wednesday 12 July 2017 at 10.00 am in the Miles Room, Town Hall, Saturday Market Place, King’s Lynn.

**The meeting closed at 11.37 am**