

Authority Monitoring Report

2016 - 2017

Borough Council of
King's Lynn &
West Norfolk



October 2017

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1 Executive Summary

1.1 This monitoring report covers the period from the 1st of April 2016 to 31st of March 2017. The report identifies the progress in implementing and updating the Borough Council's development plans during that period. Local planning authorities are required to prepare such reports under Section 35 of the Planning and Compulsory Purchase Act 2004 (as amended).

Economy

1.2 The figures for 2016 - 2017 are encouraging, and show further addition to overall level of business floor-space.

1.3 The employment level in the Borough has remained broadly the same.

Society

Housing Delivery

1.4 During the review period 395 dwellings completed. The Borough Council is able to demonstrate a five year housing land supply position of 5.9 years' worth.

1.5 The Borough's housing trajectory suggests sufficient capacity, including proposed allocations and an anticipated flow of 'windfall' permissions, to meet the Core Strategy requirement within the plan period.

Environment

Air Quality

1.6 Air quality in West Norfolk has remained generally very good with the exception of the two urban areas where, in common with many areas within the UK, the monitoring has continued to identify high levels of Nitrogen Dioxide (NO₂) due to road traffic. This has meant that the two Air Quality Management Areas remain in place: one in central King's Lynn and one in Gaywood.

Flooding and Water Quality

1.7 There is significant flood risk across extensive parts of the Borough. The Strategic Flood Risk Assessment is critical to development management decision making and Local Plan policy formulation.

Historic Environment

1.8 There remain Listed Buildings at risk, despite achievements in recent years, but these still represent a small proportion of the overall stock of listed buildings.

Biodiversity

1.9 A Habitats Regulation Assessment Monitoring and Mitigation and Green Infrastructure Coordination Panel was established in 2015. This brings together key stakeholders to assist the Council in monitoring and mitigation on the European sites and also planning wider GI projects. A Habitat Monitoring and Mitigation Payment (HMMP) from all residential developments was introduced from 1st April 2016 at a rate of £50 per house.

Renewable Energy

1.10 There has been a further increase in capacity for generating electricity from renewable resources within the Borough.

Local Plan Progress

1.11 The Borough Council adopted its Site Allocations and Development Management Policies Plan (SADMP) on the 29 September 2016. This means that the Borough Council has a complete up-to-date Local Plan. This comprises the Core Strategy (2011) and the SADMP (2016).

1.12 A review of the Local Plan commenced in 2016 and as part of this process a 'Call for Sites and Policy Suggestions' consultation was held in October/November 2016.

1.13 A new Local Development Scheme (LDS) was adopted on the 16 March 2017; this covers the period from January 2017 through to December 2019, which covers Local Plan review preparation, consultations, examination and adoption, as envisaged at this time.

Duty to Cooperate

1.14 The Borough continued to cooperate on a range of strategic planning matters under the 'duty to cooperate'. A particular emphasis within the monitoring period was with the other Norfolk Planning Authorities in the formulation of the Norfolk Strategic Framework.

1.15 There was also a continued focus in coordinating development around Wisbech across planning boundaries with Fenland District Council and Cambridgeshire County Council, alongside more general cooperation.

2 Introduction

Background

2.1 This planning Monitoring Report for the Borough Council of King's Lynn and West Norfolk looks back over the following year 1st April 2016 to 31st March 2017. It monitors progress in planning for the Borough during that period.

2.2 This Monitoring Report is produced under Section 35 of the Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011.

Purpose of the Monitoring Report

2.3 The Monitoring Report aids the Borough Council and the public in assessing the monitoring that is a fundamental part of the planning process. This document focuses on:

1. The impact and relevance of existing planning policies during the relevant year, such as:
 - Are policies achieving their objectives and in particular are they delivering sustainable development?
 - Have policies had unintended consequences?
 - Are the assumptions and objectives behind policies still relevant?
 - Are the targets being achieved?
2. The progress achieved in preparing new plans and policies, measured against the Council's Local Development Scheme.

2.4 Monitoring production of policy documents and the performance of policies is a key part of the cyclical Local Plan process of the 'plan, monitor, review'. This ensures the early identification of issues, establishing a clear vision and objectives and provides a clear mechanism for checking that targets have been met.

Content

2.5 The statutory requirements for monitoring reports are:

1. Progress against Local Development Scheme
 - a. Documents time tabled
 - b. Stages reached
 - c. Reasons for any delay
 - d. Any plans or supplementary planning documents adopted
2. Any local plan policies not being implemented
 - a. Which policy
 - b. Why not being implemented
 - c. Any steps being taken to implement

3. Net additional dwellings & affordable dwellings
 - a. In the monitoring period
 - b. Since the start of the policy
4. Duty to Cooperate
 - a. Details of action taken during monitoring period
5. Information collected for monitoring purposes.
6. Neighbourhood Plans or Orders
 - a. Any made
7. Community Infrastructure Levy (CIL)
 - a. Not applicable for 16/17

2.6 All these are included within the report.

2.7 The reporting of this is structured to align with the objectives and monitoring framework of the Borough's adopted Local Plan (Core Strategy & Site Allocations and Development Management Policies Plan). Each section - Economy, Society and Environment - provides an overview of the relevant Objectives and outcomes and a list of relevant Local Plan policies. The Economy section includes an economic profile and discussion and the Society and Environment sections are divided into topics with a discussion on each.

2.8 Relevant indicators are included and discussed in each section. Certain 'Core Output Indicators' were previously required by Government. Although this national requirement has gone, some of this data provides helpful indicators of the volume and types of development achieved locally during the relevant period, and the further development of a time series of comparable data will provide added information over time.

3 Economy

Core Strategy Objectives

3.1 King's Lynn's reputation as a great place to live and work has spread across the country and reflects its **regional importance**.

3.2 West Norfolk has a **thriving economy** with local employment opportunities.

3.3 All young people access schools that motivate and **raise aspirations** to succeed in a prospering local economy.

3.4 All **adults** have the opportunity to **develop their skills** or learn new ones throughout their lives.

3.5 West Norfolk is among the premier **visitor destinations** in the country with tourism based on its historical, cultural and environmental offer.

Policies

3.6 Core Strategy Policies (2011)

- **Policy - CS02** Settlement Hierarchy
- **Policy - CS03** King's Lynn
- **Policy - CS04** Downham Market
- **Policy - CS05** Hunstanton
- **Policy - CS07** Coastal Areas
- **Policy - CS08** Sustainable Development
- **Policy - CS09** Housing
- **Policy - CS10** The Economy
- **Policy - CS12** Environmental Assets
- **Policy - CS13** Community and Culture
- **Policy - CS14** Implementation

3.7 Site Allocations and Development Management Policies (2016)

- **Policy - DM10** - Retail Development
- **Policy - DM11** - Touring and Permanent Holiday Sites
- **Policy - DM12** - Strategic Road Network
- **Policy - DM13** - Disused Railway Track Beds
- **Policy - DM14** - Development Associated with CITB Bircham Newton and RAF Marham

Economic Profile

Site Allocations and Development Management Policies Plan (2016) Employment Allocations

3.8 The Core Strategy through Policy 'CS10 The Economy' states that some 66 hectares of employment land will be allocated over the plan period. The SADMP in line with this makes employment allocation for some 69 hectares.

Ref	Name	Area	Status	2016-2017
E1.12 - HAR	Hardwick (King's Lynn)	27	Completed	0
			Under Construction	0
			Permission	27
			No Permission	0
E1.12 - SAD	Saddlebow (King's Lynn)	23	Completed	0
			Under Construction	0
			Permission	0
			No Permission	23
F1.2	Land off St John's Way (Downham Market)	17	Completed	1.8
			Under Construction	0
			Permission	0
			No Permission	15.2
F2.5	Land south of Hunstanton Commercial Park (Hunstanton)	1	Completed	0
			Under Construction	0
			Permission	1
			No Permission	0
E2.1	West Winch Growth Area - Employment (West Winch)	1	Completed	0
			Under Construction	0
			Permission	0
			No Permission	1
			Completed	1.8
			Under Construction	0
			Permission	28

Ref	Name	Area	Status	2016-2017
			No Permission	39.2
			Complete %	2.6%

3.9 The table above illustrates the progress with regard to the Employment Allocations made by the Site Allocations and Development Management Policies Plan (SADMP) adopted 29 Sept 2016.

3.10 It is important to note that the adoption of the SADMP means that the Employment Land Allocations made by the 1998 Local Plan which were 'saved' have been superseded, and therefore no longer form part of the Development Plan for the Borough. However some of the 1998 Local Plan Employment Allocations have been carried forward into the SADMP.

3.11 E1.12 – HAR at King's Lynn, this site was an employment site in the 1998 Local Plan, the table shows that the entire site has planning permission. This was granted in December 2012 for employment use (B1(A), B1(C), B2 and B8) in outline, but has not been constructed.

3.12 F1.2 at Downham Market, this was also allocated in the 1998 Local Plan albeit in a slightly different arrangement. Part of this site is an established business park as the name 'St John's Business Park' suggests. There is an access spine road in place and a number of businesses operating from this location.

3.13 F2.5 at Hunstanton – this site was granted outline planning permission in February 2016 for a care home, up to 60 housing with care units and approximately 60 new dwellings with landscaping and vehicular access. This is in combination with the adjacent SADMP Residential Housing Allocation (F2.3). Hunstanton Town Council, prior to allocation, had promoted the employment allocation to host a care home. The Borough Council accept that such a use on the site, having regard to the employment opportunities associated with such development and the level of identified need for such accommodation in the area, that such a scheme is acceptable.

3.14 Overall the table shows that there are significant areas of land available within the SADMP Employment Allocations for future employment development.

3.15 Within the Borough over the previous five years 17.1 hectares of employment land has completed on the 1998 Local Plan Employment Allocations. If this figure is annualised this would represent 3.42 hectares per year.

3.16 Taking the 69 hectares of employment land allocated by the SADMP and removing the 1.8 hectares which has already completed, leaves 67.2 hectares available.

3.17 If the completion rate of employment land was consistent with the past five years, then on the SADMP allocations alone there is over 19.6 years' worth of employment land supply. This could potentially be sufficient employment land for up to around 2036/37.

3.18 It is important to note that this does not include NORA where there is approximately 15.8 hectares of employment land currently available, nor does it include the land at Bexwell Business Park near Downham Market where significant land is also available (24 hectares).

3.19 It also does not factor in any remaining space or redevelopment opportunities of other employment areas such as at the Hardwick, business parks and town centres. A past example of redevelopment is the demolition of the Campbell's Factory and the redevelopment of the site by Tesco.

3.20 Other opportunities may present themselves in the future which are unknown at this point time. The Local Plan review which looks forward from 2016 to 2036 may look to allocate further sites.

3.21 For further and a more detailed analysis of employment land and retail space please see the Borough Council's Reports '*Employment Land Review - Background Paper*' (2017) and '*Retail Overview: King's Lynn Town Centre – Background Paper*' (2017).

Use Class Type A and DM10 - Retail Development

Output Indicator		16/17 Result
Total amount (completed) retail floor space	A1 (sq.m)	372
	A2 (sq.m)	460
	A3 (sq.m)	200
	A4 (sq.m)	0
	A5 (sq.m)	114
	Total	1,101
Total amount (completed) retail floor space on previously developed land (PDL)	A1 (sq.m)	127
	A2 (sq.m)	260
	A3 (sq.m)	0
	A4 (sq.m)	0
	A5 (sq.m)	114
	Total	501
Total amount (completed) retail floor space outside of Town Centres	A1 (sq.m)	249
	A2 (sq.m)	460
	A3 (sq.m)	200
	A4 (sq.m)	0
	A5 (sq.m)	114
	Total	1,023

3.22 As an explanation to the use classes: A1 is Shops, A2 is Financial & Professional Services, A3 is Restaurants & Cafes, A4 is Drinking Establishments, and A5 is Hot Food Takeaways.

3.23 Policy DM10 of the Site Allocations and Development Management Policies Plan (SADMP) seeks to support and maintain King's Lynn, Downham Market and Hunstanton as major retail centres. However over 93% of development consented took place outside of these town centres.

3.24 Development which took place can be attributed to the retail element of the SADMP Residential Housing Allocation at Burnham Market, G17.2 Burnham Market - Land at Boundary Field, which has been built out under permission 13/01810/FM. This comprises 32 dwellings, a public car park, public toilets, public open space and retail units. Clearly this is acceptable as it is part of the Borough Council's Local Plan.

3.25 Other development that contributed towards this was the extension to an existing neighbourhood convenience shop including a take-away, and the change of use of the ground floor of a dwelling. Again both proposals were considered acceptable.

3.26 The table above illustrates that approx. 45% of development took place on previously developed land. The Burnham Market development was on land which was classed as not previously developed. However the development at the convenience store and the ground floor change of use to a dwelling mentioned earlier both involve development on previously developed land. There was also the change of use, extension and refurbishment of a building to create an art gallery within King's Lynn Town Centre which was on previously developed land.

Use Class Type B

Core Output Indicator		11/12 Result	12/13 Result	13/14 Result	14/15 Result	15/16 Result	16/17 Result
BD1 - Total amount of additional (completed) employment floor space	B1 (sq. m)	5,525	5,021	10,669	2,186	2,678	2,198
	B2 (sq. m)	2,159	2,231	8,820	63,800	2,938	165
	B8 (sq. m)	3,966	5,519	17,958	52,715	14,037	8
	Total sq.m	11,650	12,771	37,447	118,701	19,653	2,239
BD2 - To show the amount & type of completed employment (B1, B2, & B8) floor space on previously developed land (PDL).	B1 on PDL sq. m	<i>data unavailable</i>	4,766	536	1,738	1,981	2,198
	B2 on PDL sq. m	<i>data unavailable</i>	1,616	8,500	13,021	2,092	165
	B8 on PDL sq. m	<i>data unavailable</i>	3,924	17,328	4,483	1,627	8
	Total on PDL sq. m	9,786	10,306	25,202	19,242	5,700	2,239
	Proportion on PDL	84%	81%	67%	16%	29%	100%

3.27 Please note that Use Class B1 is Business, B2 is General Industry and B8 is Storage and Distribution.

3.28 The main development which took place in the Borough over the monitoring period which contributed to the majority of the figures in the above table was the Borough Council constructing and opening the King's Lynn Innovation Centre (KLIC) as part of the Nar Ouse Regeneration Area (NORA). This took place on land which had been previously developed.

3.29 The figures for B2 & B8 are significantly lower than in previous years. This attributed to a large amount of demolition work which has taken place across the Borough, but at King's Lynn in particular, which has not as yet yielded any increase in floor space.

DM11 - Touring and Permanent Holiday Sites

Parish	Planning Ref	Summary of Development
Burnham Thorpe	16/01351/F	Creation of a self-contained holiday let
Burnham Thorpe	16/00029/LDE	Use of the main dwelling as a Bed & Breakfast, and the annexe as a self-contained holiday let
Denver	16/01799/F	Siting of up to for 4 holiday lodges at the Golf Club
Downham Market	16/00865/F	Change of use for a Residential Annexe to be used as a holiday accommodation unit
Methwold	15/01728/F	The construction of 6 additional timber holiday lodges and a managers dwelling
North Runcton	16/01268/F	Construction of 6 timber holiday lodges
Pentney	17/00289/LB	Change of use of guest lounge into 5 additional guest bedrooms
Pentney	15/02068/CU	Change of use of land to accommodate 31 holiday lodges
Pott Row	16/02117/F	Construction of 2 holiday log cabins
Ringstead	16/01374/F	Creation of 5 holiday units next to existing public house/restaurant
Sandringham	16/02148/F	Change of use from store to holiday accommodation
Thornham	16/00557/F	Change of use from dwelling house into 7 commercial letting rooms
Walpole Highway	16/01738/F	Sitting of a single shepherds hut for holiday accommodation
Welney	16/01943/F	Addition of 6 holiday units to existing holiday park of 28 holiday units
Wiggenhall St Mary Magdalen	16/01817/F	Replacement dwelling to be used as a holiday let

3.30 SADMP Policy '*DM 11 – Touring and Permanent Holiday*' is primarily concerned with development of holiday uses and the intensification of holiday uses in the AONB (Norfolk Coast Area of Outstanding Natural Beauty) and the Coastal Hazard Zone ((DM 18 – Coast Flood Risk Hazard Zone (Hunstanton to Dersingham)).

3.31 Of the developments in the table above, 5 of these are within the AONB (Burnham Thorpe x 2, Ringstead, Thornham and Sandringham). However they were judged after careful consideration and on balance to be consistent with DM11 (and other polices within the Local Plan) and received planning permission.

3.32 The key consideration in terms of DM11 and the AONB were the submission of a business plan demonstrating how the site will be managed and how it will support tourism. And that the development demonstrates a high standard of design in terms of layout screening, and landscaping ensuring minimal adverse impact on visual amenity and historical and natural environmental qualities of the surrounding landscape.

3.33 Small scale proposals will not normally be permitted within the AONB, unless they can demonstrate that the proposal will not negatively impact on the AONB and its setting. It is important to note that applications for uses that would adversely affect Sites Special Scientific Interest (SSSI) or European Designated Sites will be refused permission.

3.34 No developments for Holiday accommodation were granted within the Coastal Hazard Zone. Proposals must be in accordance with national policies on flood risk, not within the Coastal Hazard Zone, or within areas identified as Tidal Defence Breach Hazard Zone in the Borough Council's Strategic Flood Risk Assessment (SFRA) and the Environment Agency's Mapping.

DM12 – Strategic Road Network

3.35 This policy aims to protect the Strategic Road Network within the Borough, comprising the A10, A17, A47, A134, A148, A149, A1101, A1122, outside of settlements specified within 'CS Policy CS02 The Settlement Hierarchy'.

3.36 In essence it looks to resist proposals for new development which directly access the Strategic Road Network which are not within defined settlements or are not for those sites allocated by the Local Plan.

3.37 However, new development served by a side road which connects a road forming part of the Strategic Road Network will be permitted provided that any resulting increase in traffic would not have significant adverse effect on the network (please see the full policy for criteria).

3.38 In the monitoring period no planning permissions were granted that were not considered consistent with the policy.

DM13 – Railway Trackways

3.39 This policy seeks to protect existing and former trackways and routes by safeguarding them from development which would prejudice their potential future use.

3.40 The following routes are included: Denver to Wissington, King's Lynn to Hunstanton, part of the former King's Lynn to Fakenham line from the West Winch Growth Area to the Bawsey/Leziate area.

3.41 The following routes within King's Lynn are also protected by the policy: Harbour Junction – Saddlebow Road, the east curve, and the docks branch line (except in the port area).

3.42 In the monitoring period no planning permissions were granted for development that would conflict with this policy

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

3.43 DM14 – Development associated with the National Construction College, Bircham Newton and RAF Marham. This policy aims to support the roles that both play as local employers and centres of excellence. This is through the support of proposals for new development which seeks to improve these facilities.

3.44 During the monitoring period there have been no planning applications made on either site.

Other Employment Indicators

Indicator and Description	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Employment Rate Rate of 16-64 population (previously working age)	73.3%	72.7%	No data	No data	78.2%	78.4%
Employment in SOC major group 1-3 % of 16+ population employed as managers and senior officials; professional occupations; associate professional & technical	33.0%	38.1%	No data	No data	38.6%	31.8%
Employment in SOC major group 4-5 % of 16+ population employed as administrative and secretarial;	25%	20.8%	No data	No data	21.9%	22.3%
Employment in SOC major group 6-7 % of 16+ population employed as personal service occupations; sales and customer service	13.2%	16.9%	No data	No data	18.3%	19.9%
Employment in SOC major group 8-9 % of 16+ population employed as process and plant machine operatives; elementary occupations	28.8%	24.7%	No data	No data	21.2%	26.1%
Benefit Claimant Rates 12 month average - 16-64 population claiming key out of work benefits	11.5%	11.3%	No data	No data	11.8%	11.1%

Indicator and Description	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Average Weekly Earnings (workplace) Median weekly earnings by workplace of full-time workers	£477.30	£465.1	No data	£472.4	No data	£496.70
Average Weekly Earnings (residence) Median weekly earnings by residence of full-time workers	£469.1	£432.8	No data	£468.4	No data	£497.90

3.45 Data for these indicators has proved difficult to report in totality in previous years due to unavailability. However, It is possible to draw comparison between the data that is available.

3.46 The employment rate has risen by almost 5% between 2011/12 to 2016/17, whilst the benefit claimant rate has remained almost constant. Both rates have remained broadly the same in 16/17 compared to the previous year.

3.47 Those employed in group 1-3 has fallen by approx. 7% since 2015/16, whilst those employed in group 4-5 has remained similar, there has been almost a 2% increase in those working groups 6-7 and 5% increase in those employed in group 8 -9.

3.48 Between 2011/2012 and 2016/17 the average workplace weekly earnings have risen by £19.40. This went down from 2011/12 to 2012/13 and rose in 2014/15, the period between 2014/15 and 2016/17 saw the largest uplift over the whole period within the table at £24.30. The average weekly earnings followed a similar pattern with an overall increase of £28.80 over the whole period. It rose by £29.50 between 2014/15 and 2016/17.

Conclusion

3.49 The figures for 2016 - 2017 are encouraging, and show further addition to overall level of business floor-space. This was contributed to by the Borough Council's King's Lynn Innovation Centre (KLIC).

3.50 The employment level in the Borough has remained broadly the same.

3.51 Overall there are significant areas of land available within the Local Plan employment allocations for future employment development.

4 Society

Core Strategy Objectives

- 4.1** All communities are **strong, cohesive and safe**.
- 4.2** Everyone receives **quality services** that meet their needs.
- 4.3** Residents are **active and engaged** in their communities, helping to identify and respond to local needs, with cross boundary working as appropriate.
- 4.4** **Housing** is focused in sustainable towns; in the rural areas local demand is targeted towards sustainable villages.
- 4.5** All people are **active and healthy**

Policies

4.6 Core Strategy Policies (2011)

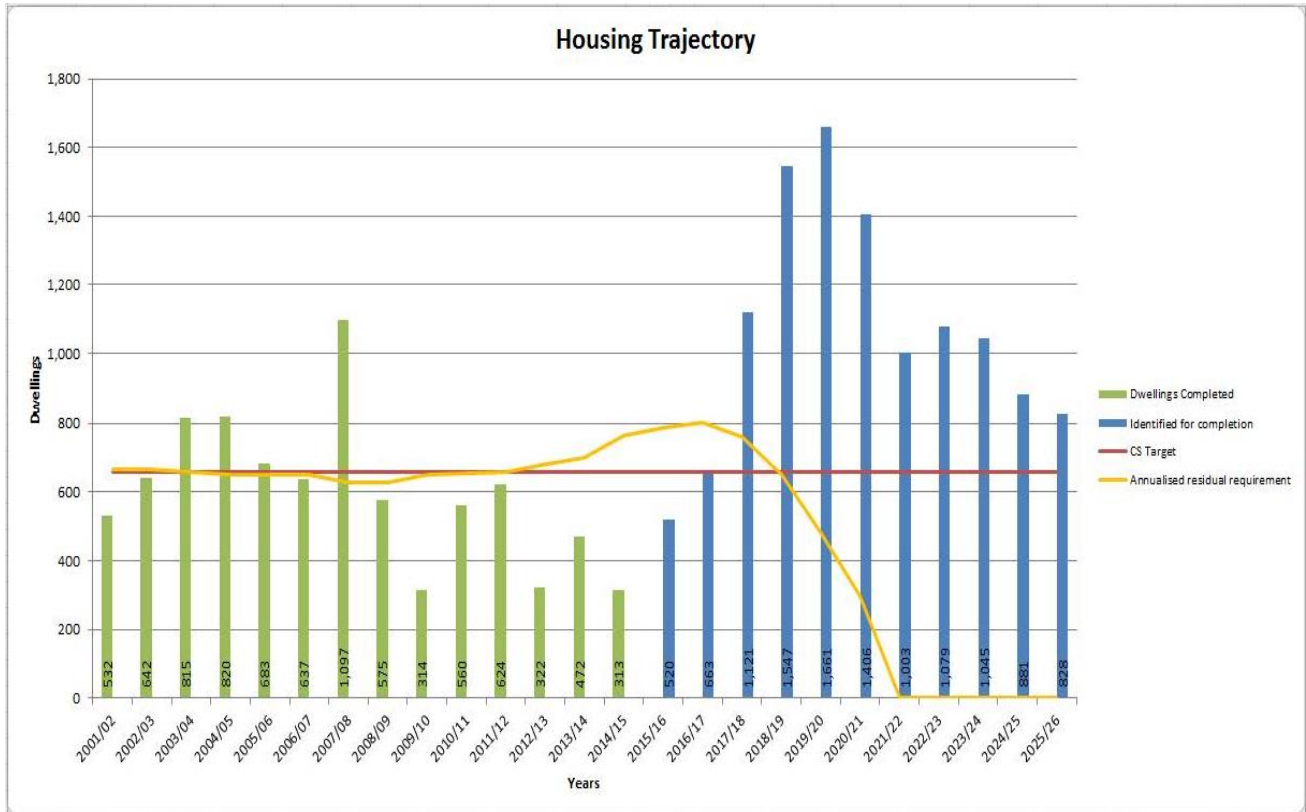
- **Policy - CS02** Settlement Hierarchy
- **Policy - CS03** King's Lynn
- **Policy - CS04** Downham Market
- **Policy - CS05** Hunstanton
- **Policy - CS06** Rural Areas
- **Policy - CS07** Coastal Areas
- **Policy - CS09** Housing
- **Policy - CS12** Environmental Assets
- **Policy - CS13** Community and Culture
- **Policy - CS14** Implementation

4.7 Site Allocations and Development Management Policies (2016)

- **DM1 - Presumption in Favour of Sustainable Development**
- **DM2 - Development Boundaries**
- **DM2A - Early Review of Local Plan**
- **DM3 - Development in the Smaller Villages and Hamlets**
- **DM4 - Houses in Multiple Occupation**
- **DM5 - Enlargement or Replacement of Dwellings in the Countryside**
- **DM6 - Housing Needs of Rural Workers**
- **DM7 - Residential Annexes**
- **DM8 - Delivering Affordable Housing on Phased Development**
- **DM9 - Community Facilities**

Housing

Housing Trajectory



4.8 The 2016/17 trajectory is provided to show progress against the Core Strategy Housing Target.

4.9 The trajectory graph plots the Borough-wide Housing Trajectory for the Core Strategy period 2001 to 2026. This is based on the annual completions to date (shown in green) and those dwellings identified completion over the remainder of the plan period (shown in blue). In this graph, the annualised residual requirement (indicated via a yellow line) shows the annual average completion rate which should be sustained to the end of the plan period in order to meet the strategic requirement of housing completions set by the Core Strategy of 16,500 dwellings by 2026.

4.10 It can be seen that to date this has remained very close to the original annual target, falling below it in the mid-2000s, when delivery exceeded that planned, and rising above it in the last couple of years reflecting reduced delivery following the 2008 economic crash and subsequent recovery period. It also shows that it is expected to fall rapidly in the near future, due to the impact of the adoption (29th of September 2016) of the Site Allocations and Development Management Policies Plan (SADMP) and a recovering economic situation, reaching a residual target of zero by 2021/22 when it is anticipated that whole of the Core Strategy target could be been achieved.

4.11 The trajectory illustrates that the majority of existing outstanding permissions will be developed within the next five years (see the Housing Trajectory Schedule for detail). It anticipates that completions will increase to once again exceed target levels. A number of residential housing allocations have already been granted planning permission, and indeed some have contributed towards completion figures already. It should also be noted that the allocations are all expressed as a minimum figure and that we have already seen a large number of sites come forward in excess of the at least number quoted within the relevant policy.

4.12 Overall the Trajectory shows that there is sufficient capacity to meet the Core Strategy Housing Requirement within the plan period.

4.13 The Housing Trajectory Schedule for 2016/17 has been published in full as a separate document (due to size restrictions) and can viewed on the Borough Council's Monitoring Reports web page, link below:

https://www.west-norfolk.gov.uk/downloads/download/51/monitoring_reports

How The Housing Trajectory Has Been Prepared

4.14 The 2016/17 Housing Trajectory has been prepared in line with the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG). Of particular relevance is footnote 11 of the NPPF:

4.15 *'To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.'*

4.16 The site owner, developer, or agent for all of the sites listed within the Trajectory considered to be capable, based upon their planning permission or allocation, of delivering 5 or more units, have been contacted to ascertain the deliverability i.e. is it available now, what are the ownership arrangements, does the owner intend to sell the site or develop it themselves, when is it planned to be developed, what is the likely delivery rate, and are there any constraints or impediments to planning/delivery. This detailed information has been used to predict the delivery of sites over a 15 year period, importantly discounting sites from the first 5 year period and providing a robust, proportionate, up-to-date and evidenced approach.

4.17 A model has also been developed and utilised, this is based upon the Borough Council's monitoring since 2008. This provides the average start time of development from the grant of permission; the start to completion time and overall grant to completion time. This is based upon the type of permission and size in terms of number of dwellings. This provides an average typology model that has been used to check the delivery rate of a similar development when compared to the information provided by the agent/developer/site owner.

4.18 The modelled approach and primary information from developers/agents/landowners enables a judgement to be made as to whether the site is achievable for development. This will inform whether there is a reasonable prospect that the site will be developed at a particular point in time. It is essentially a judgement about the economic viability of the site and the capacity of the developer to complete or sell the development over a certain period.

4.19 This trajectory does not include lapsed permissions.

4.20 It is based upon the type/size of developments that are actually coming forward, including the Local Plan Allocations. Here we are seeing a significant increase in the number of dwellings coming forward.

4.21 It also takes into account information from pre-applications.

4.22 It is important to note that the Borough Council monitors all sites with planning permission. Previously site visits were carried out annually by officers within the planning department. However, this process has been significantly improved by utilising the data collected by monitoring officers from the Borough Council's council tax department. They have a dedicated team of inspection officers who carry out site visits on a daily basis. This takes account of building control returns were possible and ensures that an accurate picture of not only dwellings that have been completed but also those currently under construction (and at what stage) at a given time. This information can also be cross checked with that has been supplied from the site owner/agent/developer. This ensures that the housing trajectory is both accurate and robust.

Housing Completions

Year	Additional Dwellings
January 1993 - June 2000	3,940
July 2000 - Mar 2001	355
Apr 2001 - Mar 2002	532
Apr 2002 - Mar 2003	642
Apr 2003 - Mar 2004	815
Apr 2004 - Mar 2005	820
Apr 2005 - Mar 2006	683
Apr 2006 - Mar 2007	637
Apr 2007 - Mar 2008	1,100
Apr 2008 - Mar 2009	575
Apr 2009 - Mar 2010	314
Apr 2010 - Mar 2011	560
Apr 2011 - Mar 2012	624
Apr 2012 - Mar 2013	322
April 2013 - Mar 2014	472
April 2014 - Mar 2015	313
April 2015 - Mar 2016	520
April 2016 - Mar 2017	395

Five Year Housing Land Supply Position

4.23 The Borough Council is able to demonstrate, through the 2016/17 Housing Trajectory, in excess of a five years supply of deliverable housing sites. The supply currently is at 5.9 years' worth.

4.24 The Borough Council has used the calculation formula that the Inspector employed in his decision letter, in relation to a recent appeal at Heacham. This concluded that at that time the Borough Council was able to demonstrate a 5 year housing land supply of 5.81 years. This was calculated using the Council's Full, Objectively Assessed Needs for Housing ((market and affordable) (FOAN)) figure of 710 p.a., applying a buffer of 20% for persistent under delivery and a windfall allowance within years 4 and 5, and a lapse rate of 10% to identified housing supply sources, except for the '2015 SADMP Emerging Allocations' where no lapse rate was applied. The decision is available via the link below:

https://www.west-norfolk.gov.uk/info/20185/planning_policy_research/353/five_year_supply_of_housing

4.25 The appellants sought permission from the High Court to challenge the Inspector's decision. This challenge was dismissed by the High Court.

4.26 Since the Heacham decision was reached some significant new information has emerged:

4.27 The Site Allocations and Development Management Policies Plan was adopted (September 2016) in which all allocations are expressed as minimum dwellings numbers;

4.28 DCLG and ONS and other such bodies have released later suites of statistics in relation to population and jobs which require a new FOAN to be calculated. A new Housing Trajectory has clearly been prepared based upon the 2016/17 financial year; and;

4.29 Following the Inspector's advice, further work on the lapse rate of planning permissions within the Borough has been carried out. This study concludes that a lapse rate of 8.5% could be used; however the Borough Council considers that in line with the Inspector decision and other similar decisions, that a 10% lapse rate is appropriate to be applied to housing sources (except for the Allocations and Windfall Allowance).

4.30 A comprehensive assessment of the Borough's FOAN has been prepared to inform the Local Plan review (2016 -2036) process and five year housing land supply calculations. This study concludes that the FOAN of King's Lynn and West Norfolk Borough is 13,400 homes over the period 2016-2036, an average of 670 homes a year.

4.31 This study, 'Assessing King's Lynn and West Norfolk's Housing Requirement' (Neil McDonald, October 2016), has been fully endorsed by the Borough Council's Cabinet. It has been published and is available to view via the Borough Council's website, link below:

https://www.west-norfolk.gov.uk/info/20185/planning_policy_research/578/housing_need_update

4.32 There are two conventional calculation methods that Local Planning Authorities can use in a Five Year Housing Land Supply calculation. The Liverpool and Sedgfield methods. The Liverpool method looks to address any potential backlog over the plan period, whilst the Sedgfield method addresses this within the five year period. Since the introduction of the NPPF, there seems to be favour with inspectors that the Sedgfield method be used commonly and that the Liverpool method

is used only in specific circumstances. Consequently, and given the Borough Council's aim in line with the NPPF the Sedgefield method is employed. This requires the making up of backlog between the FOAN and the actual completions since the base date of the FOAN, which is ONS (Office of National Statistics) figures published in 2016 which related to 2014 data, this is measured against actual completions over the same time period.

4.33 The NPPF requires an additional buffer of 5% to ensure choice and competition in the market. Where there has been a record of persistent under delivery, the buffer should be increased to 20% to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market. In relation to whether a 5% or 20% buffer should be applied, the Borough Council recognises, albeit due to factors beyond the Borough Council's direct control but never the less, a 20% buffer is appropriate. It should also be noted that this buffer is applied to the backlog for completeness.

4.34 Within the Trajectory, allowances are made for windfall from large (10+ dwellings) and small (1-9 dwellings) sites. This is based on evidence that such sites have consistently become available and will continue to provide a reliable source of supply. The allowances are realistic, taking account of historic windfall delivery rates and avoiding the inclusion of residential gardens. To avoid double-counting of windfalls the Borough Council suggests that it would be reasonable for the windfall allowance only to be applied from year 4 onwards. This means that in the 5 year period, the windfall allowance is not considered within years 1, 2 or 3, but is for years 4 and 5. The rate is also discounted by 25% recognising that land is a finite resource. However, it is also important to understand that with the exception of King's Lynn Town all of the Local Plan allocations are made outside of the current development boundaries, therefore still enabling land within the development boundaries to come forward for development. This would be classed as windfall.

4.35 Below is a schedule of the housing supply sources taken from the 2016/17 housing trajectory, with the lapse rate factored in at the appropriate point:

Housing Supply Source	Dwellings
Extant consents on unallocated sites (10+)	1,326
Extant unallocated sites (5-9) units	344
Extant consents for small sites (1-4 units)	907
Permissions granted subject to S106	50
Sub Total	2,627
10% Lapse Rate	2364
SAMP 2016 Allocations	3045
Windfall - large sites 10+ (139 p.a. years 4 & 5 only)	262
Windfall - small sites (99 p.a. years 4 and 5 only)	184
Total Identified Supply	5,855

4.36 Backlog Calculation:

Financial Year	Completions	FOAN	Backlog
14/15	313	670	357
15/16	520	670	150
16/17	395	670	275

4.37 Five year housing land supply calculation:

FOAN (670) X 5 (Years)	3,350
FOAN x 5 (Years) + Backlog (782)	4,132
FOAN x 5 (Years) + Backlog + 20% (NPPF Buffer)	4,958
Identified Supply (5,855) / FOAN x 5 + Backlog + 20%	1.18
Above x 5 (Years)	5.90

Local Plan Residential Site Allocation Progress

Permission Route	Number of Sites	Number of Dwellings
Full	15	610
Granted	14	385
Granted & Pending	1	225
Full & Outline	1	27
Granted	1	27
Outline	38	3855
Granted	32	921
Pending	6	2934
Outline & Pre-app	1	435
Pending & LTA	1	435
Outline & Full	2	165
Granted	1	32
Granted & Pending	1	133
Outline & Reserved Matters	2	32
Granted	1	17
Granted & Pending	1	15
Pre-app	4	108
LTA	4	108
No Planning Application	29	1856
No Application	29	1856
Grand Total	92	7088

The above table illustrated the planning progress of the Local Plan Allocations. These are contained within the Site Allocations and Development Management Policies Plan (SADMP) (adopted September 2016).

Overall the SADMP allocates 92 residential housing sites for at least 6,294 dwellings. The table shows the number of sites and the dwelling numbers which have planning permission, what type of planning permission and those proposals currently pending a decision.

63 of the allocations have come forward so far with a planning proposal this equates to 68% of the allocations.

If the applications currently pending a decision were granted the total number of dwellings provided would be 7,088. This is with 29 sites still to come forward.

14 sites have full planning permission. The site at Lynn Sport (E1.7) has full planning permission for parts of the site; the remainder of the site is pending a decision.

1 site has full planning permission on part of it and outline planning permission on the other part, this is G104.4 in Upwell.

32 sites have outline planning permission, with a further 6 pending a decision.

Site F1.3 at Downham Market has an outline planning application pending consideration and pre-applications which have been determined previously as Likely To Approve (LTA).

The site at Snettisham, G83.1, has full planning permission and subsequently submitted a further outline planning permission which now also has planning permission.

There is one site which has outline planning permission and has a reserved matters application approved, this is G57.1 at Marshland St. James. There is also a site which has outline planning permission and a reserved matters application is currently being considered, this is G52.1 Ingoldisthorpe .

A further 4 sites have had pre-applications determined as LTA.

Further and more detailed information can be found within the Housing Trajectory Schedule, which as mentioned previously has been published separately.

It is encouraging to see that a significant proportion of the sites which were allocated by the SADMP which was only adopted in September of 2016 have already come forward with planning proposals. These include the strategic allocations at Marsh Lane (E1.4) and Lynn Sport (E1.7) at King's Lynn, Hall Lane – South Wootton (E3.1), Knights Hill (E4.1), Part of the West Winch & North Runcton Growth (E2.1) Area, both sites at Downham Market (F1.3 & F1.4), and all 4 sites at Hunstanton (F2.2, F2.3, F2.4 & F2.5).

In terms of completions on allocated sites 34 dwellings have been completed. These are split across two sites:

- G17.1 Burnham Market - Land at Foundry Field (13 dwellings completed 16/17, which means that the development of 33 dwelling in total is complete)
- G83.1 Snettisham – Land south of Common Road and behind Teal Close (21 dwellings completed 16/17).

Affordable Housing Delivery

Indicator	12/13 Result	13/14 Result	14/15 Result	15/16 Result	16/17 Result
Affordable Housing Delivery	123 (of which 109 new build)	29 net (of which 27 new build)	73 net (of which 60 new build)	71 net (of which 67 new build)	28 net (all new build)

4.38 In 2016/17 28 affordable units were provided all of which were new build.

4.39 Policy DM8 - Delivering affordable housing on phased development and Policy CS09 - Housing relate to affordable housing provision. The table below shows a breakdown of the 28 units built in 2016/17 by settlement.

4.40 The 7 units built at King's Lynn were part of the Borough Council's development of the NORA site (Nar Ouse Regeneration Area). The 7 units built at North Wootton were part of an affordable housing site. The remainder were all contributions through S106 agreements on large developments, for example the Railway Road housing development at Downham Market currently being built out by Moss Homes.

Settlement	Dwelling No.
King's Lynn	7
North Wootton	7
Snettisham	5
Burnham Market	4
Downham Market	3
Snettisham	2
Total	28

Housing Register

Indicator	Description	2012/13	2013/14	2014/15	2015/16	2016/17
RSL Stock	Total Registered Social Landlord Stock	9575	9556	9613	9660	9663

The total registered landlord stock position for 2016/17 is 9,663

Gypsy & Traveller Pitches

Core Output Indicator	12/13 Result	13/14 Result	14/15 Result	15/16 Result	16/17 Result
Number of Additional Gypsy & Traveller Pitches	5	3	1	0	0

4.41 In 2016/17 0 number of additional gypsy & traveller pitches were provided

Average House Prices

Average House Prices	2014 - 15	2015 -16	2016-17
Mean house prices at the end of Q4	£169,926	£182,599	£201,199

4.42 The average house price within the Borough has risen by £18,600 since the previous year.

DM Community Policies (Inc. Housing)

Policy DM2 – Development Boundaries

4.43 Policy DM2 seeks to direct new growth for order settlements within Development Boundaries, as defined by The Settlement Hierarchy (CS09) and SADMP. The policy does outline exceptions to this, which are consistent with other policies within the Local Plan.

4.44 The table below shows the number of dwellings and their settlement location which completed within the monitoring period.

4.45 Some of the completions relate to proposals which at the time of decision were considered to be consistent with the policies within the Local Plan such rural worker' housing (see DM6) and DM5 – Enlargement or replacement of Dwellings in the Countryside. Given the real nature of the borough and the size of some of the settlements it is not surprise that there is a degree development which takes place outside of the defined development boundaries.

4.46 Some of the completions however were granted at a period when the Borough Council had difficulty in demonstrating a five year housing land supply position (between July 2015 and April 2016). In this period those policies within the Local Plan relating housing supply carried limited weight and proposals were broadly judged against the NPPF.

Settlement	Dwelling No.
Clenchwarton	2
Docking	1
Feltwell	4
Grimston	1
Heacham	2
Hunstanton	1
Marshland St. James	5
Methwold	2
Northwold	1
Outwell	8
Snettisham	1
Stoke Ferry	1
Terrington St. Clement	1
Terrington St. John	3
Tilney St. Lawrence	3
Upwell	4
Wiggenhall St. Mary Magdalen	?
Total	41

4.47 395 dwellings completed in 2016/17, so these 41 dwellings represent approx. 10% of completions for the year.

Policy DM3 – Development in Smaller Villages and Hamlets

4.48 This policy is for lower tier settlements identified within the Settlement Hierarchy (CS02). These places do not have development boundaries. The policy allows for a modest amount of growth to take place in these designated smaller rural settlements.

4.49 The table below illustrates the number of completions during the monitoring period and at which settlement. In total 22 dwellings completed. The developments at Boughton, Burnham Overy Staithe and West Rudham although for multiple dwellings were covered by one permission at each settlement.

Settlement	Dwelling No.
Boughton	5
Burnham Overy Staithe	5
Barroway Drove	2
Ringstead	2
West Rudham	2
Burnham Norton	1
Congham	1
Crimplesham	1
Holme next the Sea	1
Pentney	1
Stow Bridge	1
Total	22

4.50 395 dwellings completed in 2016/17, so these 22 dwellings represent approx. 5% of completions for the year.

Policy DM4 – Houses in Multiple Occupation

4.51 This policy sets out the criteria for the conversion of existing and new developments which create a HMO. The policy is monitored to assess the number of consents and locations.

4.52 During the monitoring period there was only one planning permission granted in relation to a HMO, this was in King's Lynn and related to an existing HMO which contained 6 bedrooms, the permission allows for the HMO to contain 8 bedrooms.

Policy DM5 – Enlargement or Replacement of Dwellings in the Countryside

4.53 Policy DM5 sets out the criteria for which this type of development will be acceptable. The purpose of monitoring the number of references made in planning consents is to assess any notable changes in locations and numbers of such development.

Settlement	Permission
Crimplesham	Enlargement
Denver	Enlargement
Feltwell	Enlargement
Hockwold cum Wilton	Enlargement
Pentney	Enlargement
Walsoken	Enlargement
West Walton	Enlargement
Wiggenhall St. Germans	Enlargement
West Winch	Enlargement
Bawsey	Replacement
Barroway Drove	Replacement
Holme next the Sea	Replacement
Methwold	Replacement
Nordelph	Replacement

4.54 The above table shows that 14 permissions have been granted which relate directly to this policy. This can be broken down into 9 permissions for the enlargement of dwellings in the countryside and 5 permissions for replacement dwellings in the countryside. Although the permissions are clearly not within the defined limits of the relevant settlements, those shown above are the settlement listed within the site's address.

4.55 The majority of the permissions, 13, relate to areas within the south of the Borough. With just 1 in the northern portion of the borough, Holme next the Sea.

Policy DM6 – Housing needs of rural workers

4.56 This policy is monitored in order to assess the location of any new planning consents for agricultural occupancy dwellings, and for the removal / relaxation of agricultural occupancy conditions.

4.57 New Planning Consents:

Settlement	Dwelling No.
Emneth	1
Pentney	1
Marshland St. James*	1
Terrington St. Clement	1
Walton Highway	1
Walsoken	1
Total	6

4.58 * this is the retention of an existing log cabin rather than the creation of a new dwelling

4.59 Removal of agricultural occupancy restriction:

Settlement	Dwelling No.
Walpole St. Andrew	1
Total	1

4.60 There were 7 planning permission granted in the monitoring period which were directly related to this policy. All of which were in the southern portion of the borough.

Policy DM7 – Residential Annexes

4.61 Monitoring of this policy is carried out to assess the number of annexes granted planning permission and over time to review any notable patterns or changes.

4.62 The table below illustrates the number of residential annexes granted planning permission over the 2016/17 time period and their location by settlement.

Settlement	Dwelling No.
Burnham Overy Town	2
Denver	1
Hilgay	1
King's Lynn	1
Marshland St. James	1
Sedgeford	1
Snettisham	1

Settlement	Dwelling No.
South Creake	1
Stanhoe	1
Syderstone	1
West Walton	1
West Winch	1
Total	13

Policy DM9 – Community Facilities

4.63 Policy DM9 outlines that the Borough Council will encourage the retention of existing community facilities and the provision of new ones. Here we are looking to monitor how many consents have been given, for what type of community facility and where.

4.64 The policy's definition of a community facility is broad ranging, the reporting attempts to categorise the types of development in a similar manner to the policy. The retention of a facility is judged by a positive changes to the facility which assist in the facility being sustained, this could be through alteration, an extensions or an improvement.

4.65 The table below illustrates the planning permission granted that would aid the retention of community facilities. In total there were 29 consents. 5 related to church hall/ village hall/ community centres, 7 related to public houses/ restaurants / social clubs, 6 to shops, 3 to churches, 4 to schools, 2 to health centres and 2 to sports club.

Retention through alteration / extension / improvement	Location	No.
Church Hall / Village Hall / Community Centre	Dersingham	1
	Great Massingham	1
	North Runcton	1
	King's Lynn	1
	Ingoldisthorpe	1
Public House / Restaurant / Social Club	Stanhoe	1
	King's Lynn	2
	Ringstead	1
	Stow Bardolph	1
	Hillington	1

Retention through alteration / extension / improvement	Location	No.
	Methwold	1
Shop	Emneth	2
	King's Lynn	4
Church	Stow Bridge	1
	Hunstanton	1
	King's Lynn	1
School	King's Lynn	3
	South Wootton	1
Health Centre	Upwell	1
	Marshland St. James	1
Sports Club	Hunstanton	1
	Burnham Thorpe	1
Total		29

4.66 The table below demonstrates the new community facilities created, by type and location. In total 8 new facilities were created. Please note that only a new build for a shop has contained not market turnover where one shop may close and another opens.

New Facilities	Location	No.
Church Hall / Village Hall	Marham	1
	Wereham	1
Public House / Restaurant / Social Club	King's Lynn	2
	Downham Market	1
Shop	Hunstanton	1
Play Area	Hunstanton	1
Art Gallery	Brancaster Staithe	1
Total		8

Further Housing information

Number of Dwellings Completed on PDL

4.67 The Borough Council recognises the importance of making the best use of available sites across the borough. However, there is a need to balance development of greenfield sites with previously developed (PDL) also referred to as brownfield land.

4.68 Of the 395 dwellings which completed in the 206/17 financial year, 195 of these were on previously developed land. This represents 50% of all completions.

4.69 This is contributed to mainly form the Borough Council's Nar Ouse Regeneration Area (NORA) development which accounts for 68 dwellings completing within the period. A further 24 dwellings completed on the Railway Road site at Downham Market being built by Moss Homes. 11 dwellings completed on the Avant Homes (Formally Ben Bailey) in Downham Market which meant that this entire development of 110 dwellings is now fully built out.

Indicator	11/12	12/13 to 14/15	15/16	16/17
Number of dwellings completed on PDL	58%	data not available	71%	50%

Conclusion

4.70 During the review 395 new dwellings completed. 50% of these were on previously developed land.

4.71 Affordable housing continued to be delivered. There were 28 new affordable dwellings provided over the monitoring period.

4.72 The Borough Council is able to demonstrate a positive five year housing land supply position of 5.9 years' supply. This was thoroughly tested at examination in public. This remains a positive situation.

4.73 Overall the Borough Council's Housing Trajectory suggest sufficient capacity to meet the Local Plan requirement by 2026.

5 Environment

Core Strategy Objectives

5.1 West Norfolk has undergone regeneration and growth that is well planned and complements its high **historical and natural inheritance**.

5.2 Communities benefit from **quality public spaces** and parks with access to the coast and countryside that make the area special.

5.3 West Norfolk is meeting the challenges of **climate change** and reducing mitigating carbon emissions.

5.4 **Public transport** has improved and people are less reliant on the motor car to access places and services.

5.5 West Norfolk is still considered to be somewhere unique retaining its own **local distinctiveness**.

Policies

5.6 Core Strategy Policies (2011)

- **Policy - CS02** Settlement Hierarchy
- **Policy - CS03** King's Lynn
- **Policy - CS04** Downham Market
- **Policy - CS05** Hunstanton
- **Policy - CS06** Rural Areas
- **Policy - CS07** Coastal Areas
- **Policy - CS08** Sustainable Development
- **Policy - CS09** Housing
- **Policy - CS11** Transportation
- **Policy - CS12** Environmental Assets
- **Policy - CS13** Community and Culture
- **Policy - CS14** Implementation

5.7 Site Allocations & Development Management Policies (2016)

- **DM15** - Environment, Design and Amenity
- **DM16** - Provision of Recreational Open Space for Residential Developments
- **DM17** - Parking Provision in New Development
- **DM18** - Coastal Flood Risk Hazard Zone (Hunstanton to Dersingham)
- **DM19** - Green Infrastructure/Habitats Monitoring and Mitigation
- **DM20** - Renewable Energy
- **DM21** - Sites in Areas of Flood Risk
- **DM22** - Protection of Local Open Space
-

Air Quality

5.8 Air Quality

5.9 Air quality in West Norfolk has remained very good with the exception of the two urban areas where, in common with many areas within the UK, the monitoring has continued to identify high levels of Nitrogen Dioxide (NO₂) due to road traffic. This has meant that the two Air Quality Management Areas remain in place: one in central King's Lynn and one in Gaywood.

5.10 The Environment Act 1995 introduced the Local Air Quality Management System. This requires Local Authorities to undertake regular review and assessment of air quality, with respect to the standards and objectives set in the Air Quality Strategy, and enacted through the Air Quality Regulations in 1997, 2000, 2002 and 2007. In areas where an Air Quality Objective is predicted not to be met the required objective, local authorities are required to declare Air Quality Management Areas and devise and implement Action Plans to improve air quality.

5.11 In recent years, the Borough Council has been required to declare Air Quality Management Areas (AQMA's). The extent of both AQMA's is considered to remain appropriate and the boundaries do not require amendment at present though results show a general downward trend.

5.12 The King's Lynn Town Centre AQMA, where there are levels of nitrogen dioxide above the air quality objective, includes all of Railway Road, London Road, Blackfriars Road, St James Road and part of Austin Street. The Borough's second AQMA, also in respect of nitrogen dioxide levels, is the Gaywood Clock area. The Council is required to prepare and implement an Air Quality Action Plan where the Government's Air Quality Objectives are not achieved. Measures to improve air quality within both the AQMA's have been identified and these have been incorporated into an Air Quality Action Plan (AQAP) that was adopted by the Borough Council in March 2015.

5.13 Monitoring in 2016 showed that there were only two locations where exceedances of the NO₂ Annual Mean Objective were measured, both of these are inside existing AQMA's. These were the automatic monitoring station at Gaywood Clock and the diffusion tube Railway Road 4. The result from Gaywood Clock was corrected for the distance to the nearest relevant receptor and it was found that at the receptor the annual mean objective would not be exceeded at the nearest relevant receptor.

5.14 There was a slight increase in annual mean NO₂ concentrations at both continuous monitoring sites when compared to 2015 values. Despite the increase reported at the Southgates site, the concentration is still well below the annual mean objective. Generally there has been an overall decrease in annual mean NO₂ concentrations reported at the diffusion tube sites both inside and outside the AQMA's with 40 out of the 61 diffusion tube monitoring sites reporting a decrease in annual mean NO₂ concentrations.

5.15 The Council undertook monitoring of PM₁₀ using a TEOM Analyser at one location in 2016, Edward Benefer Way, North Lynn. Additionally, dust and particulates were monitored at four locations in 2016 using Osiris analysers. Continuous monitoring for Particulate Matter less than 10µg in aerodynamic diameter (PM₁₀) has shown that the objectives continued to be met at the TEOM monitoring station and locations where the Osiris analysers were located.

5.16 The Borough Council will be working with Norfolk County Council to examine ways to improve air quality within both AQMA's. The Borough Council will also continue to assess planning applications in or adjacent to the existing AQMA's which may have a negative impact on the air quality and either attach conditions to planning consents or require mitigation measures from developers as part of the development process.

5.17 West Norfolk accounts for 23% of the total CO2 emissions of Norfolk County. (For comparison, West Norfolk has only 17% of the population of Norfolk, but 26.5% of the land area.). The presence and amount of peat contributes to the proportion of CO2 emissions, and would account for such a high figure.

5.18 Industrial and commercial emissions in West Norfolk represent 18% of Norfolk CO2 emissions from that sector, and the proportions for domestic emissions are likewise. However, King's Lynn and West Norfolk Borough accounts for 22% of the road transport emissions in the County.

5.19 The Local Transport Plan, an Air Quality Action Plan and the Borough Council's Environmental Statement will be the mechanisms for improving air quality where transport has been identified as the main cause of the problem. The strategic planning of development in the Local Plan (residential, employment, retail etc) and the development control process will also have an important role in limiting carbon dioxide emissions in the Borough.

5.20 Conclusion

5.21 Air quality in West Norfolk has remained generally very good with the exception of the two urban areas where, in common with many areas within the UK, the monitoring has continued to identify high levels of nitrogen dioxide (NO2) due to road traffic.

Flooding and Water Quality

Core Output Indicator	14/15 Result	15/16 Result	Total 14/16	Total 16/17
E1 - To show numbers of developments granted permission contrary to the advice of the Environment Agency (i.e. which are located where (i) they would be at risk of flooding or increase the risk of flooding elsewhere, or (ii) adversely affect water quality)	0	2	2	2

5.22 During the Monitoring Year (1 April 2016 to 31 March 2017), two applications were granted planning permission contrary to the Environment Agency's advice.

5.23 The first application was for a replacement dwelling and garage in the Coastal Hazard Zone. The Environment Agency (EA) objected as the proposal was contrary to the floor risk protocol in place and at the time emerging policy DM18 – Coastal Flood Risk Hazard Zone (Hunstanton to Dersingham).

5.24 The proposed dwelling had no habitable accommodation on the ground floor. With the bedrooms on the first floor and further living accommodation on the second floor. The new dwelling would be built to withstand hydrostatic pressure and would incorporate flood resilient construction techniques, attributes which the previous dwelling does not possess.

5.25 On balance and after careful consideration, the Planning Committee decided that the new dwelling would offer a significant betterment compared to the existing dwelling that would reduce the effects of flooding on occupants and the structure itself. A flood evacuation plan would also be secured. It was considered unreasonable to apply an occupancy restriction to the new dwellings as one was not applied to the existing dwellings and the new dwelling offers a betterment of the situation. This betterment was seen as material consideration that could overcome the EA's objection.

5.26 The second application was for the use of land for 12 months per year for the standing and occupation of up to 10 show-man's homes and storage of lorries and fairground equipment. The EA objected as the site is within an area that is highly vulnerable and this type of development would be incompatible with Flood Zone 3.

5.27 It was considered carefully and on balance the Planning Committee approved the application as it was believed it unreasonable to refuse on flood risk grounds, given that the site already has permission for the use of 6 showman's homes and the storage elements for 6 months of the year over the winter, the time when the flood risk would be at its highest. The site was not affected by the

floods of 2013 and the location of the application is better defended than other coastal areas. A condition of the permission is that a Flood Evacuation Plan is put in place and an informative that the EA's Flood Warning Service is signed up to.

5.28 In total 315 planning permissions in full or outline were granted by the Borough Council in the 2016/17 financial year, these two permission granted contrary to the EA's advice represents approximately 0.5%

Flood Risk

5.29 Large parts of the Borough are at serious risk of flooding from fluvial and marine sources. Policy guidance regarding flooding is now contained within the National Planning Policy Framework and the associated National Planning Policy Guidance. The aim is to reduce the human and economic risks of flooding and the public costs of building and maintaining flood defences.

5.30 In determining planning applications which have a flood risk issue, the Borough Council has to assess the level and types of flood risk; whether the flood risk can be made acceptable through mitigation measures, and whether the development has wider implications such as regenerating existing developed sites. In all cases where flood risk is an issue, the main consideration is whether the development will provide an adequate level of safety.

5.31 The Council's Strategic Flood Risk Assessment, together with the Environment Agency's tidal river hazard mapping and other data, broadly indicates the areas at risk of both fluvial and tidal flooding, and the level of that risk. This information will inform the approach to flooding issues in the Local Plan.

5.32 The King's Lynn and West Norfolk Surface Water Management Plan was completed in 2012 and it concentrated on the surface run off in urban areas. The Plan highlighted further areas of study into the combined flood risk of surface run off and small rivers that are required before it can be published. These further studies were completed and the plan was published in 2014.

5.33 The Environment Agency is a statutory consultee on planning applications involving flood risk. The Agency provides expert advice to the Council on flood risk issues, but it is up to the Council to weigh this advice against wider considerations and national policy in making decisions on planning applications and the Local Plan.

5.34 From April 2015 Norfolk County Council is the Lead Local Flood Authority (LLFA) and are a statutory consultee on major planning applications with regard to surface water drainage, this includes the usage of sustainable drainage systems (SuDs) for the management of surface water.

Water Resources and quality

5.35 The rivers of West Norfolk are a significant local geographic feature. The town of King's Lynn is at a strategic location at the mouth of the River Great Ouse, with the ability to reach far inland using linked waterway systems.

5.36 Threats to underground water reserves are becoming an increasing problem. Large areas of the Borough rely on underground water that is already over-extracted. Studies predict a further 20-40 per cent decline in recharge to the UK's aquifers over the next 20 years.

5.37 At the same time demand for water for crop irrigation in the UK is likely to rise by a third (International Association of Hydrogeologists, 2005). This has wider implications for water supply in connection with housing, agriculture, horticulture and industry.

5.38 A consequence of the nature of our rivers is that background water quality appears worse than in fast-flowing streams. The local plan process will need to address issues of potential water shortages in the future and maintaining adequate water supply and quality. The Borough Council commissioned a Water Cycle Study to support both this processes. Stage 1 commenced in November 2008 and was completed in June 2009; Stage 2 was completed in October 2011.

5.39 The Water Cycle Study:

- Provides the evidence base to support the development of the Local Plan
- Determines the fundamental environmental constraints to development in the Borough
- Determines the capacity of existing water infrastructure and what needs to be built or provided to facilitate development (potential timing, cost and sustainability constraints)
- Identifies if/where there is capacity for new development (the best place to build in terms of the water cycle)

5.40 The Water Cycle Study examined these key issues:

- Water supply
- Capacity of rivers to receive wastewater
- Flood risk.

Historic Environment

Conservation of the Built Environment

5.41 The importance of the built heritage of West Norfolk can be measured by the number of Conservation Areas and Heritage Assets such as Listed Buildings and Scheduled Ancient Monuments.

Historic Environment of West Norfolk				
	1998 Situation	2014 Situation	2016 Situation	2017 Situation
Conservation Areas	42	44	44	44
Listed Buildings	1800	1927 (approximately)	1927 (approximately)	1952
Ancient Monuments	88	129	129	129
Historic Parks and Gardens	5	6	6	6
Ancient Woodlands	23	23	23	23

5.42 A survey of Conservation Areas has been conducted through the production of Conservation Area Character Statements for the Borough, which identifies the priorities for enhancement schemes and improvements to Conservation Areas.

Buildings at Risk

5.43 There are over 1900 buildings in the Borough which are listed as being of special architectural or historic interest. The Borough Council has a statutory obligation to preserve these buildings and whilst the majority are in good order, there are some which are not.

5.44 Norfolk County Council no longer produce a countywide list of 'Buildings At Risk'. However, the Borough Council's Derelict Land and Buildings Group meets on a regular basis to review and monitor the condition of the land and buildings within the borough which are identified as being at risk. The group comprises of officers from different departments and professions including Conservation, Property Services, Planning Enforcement, Environmental Health and Housing, Council Tax and Regeneration. On the list, there are currently no Grade I or II* buildings but there are 7 Grade II buildings identified as at risk, 2 of which are in conservation areas. There are 9 other buildings within conservation areas, 4 of which are identified as important unlisted buildings. This is a decrease of 2 since 2014.

5.45 English Heritage produce a list called the 'Heritage at Risk Register'. This Register includes Grade I and II* listed buildings including all listed places of worship, scheduled monuments, registered parks and gardens, registered battlefields and protected wreck sites. It does not cover Grade II Heritage Assets at present. There are currently 21 sites identified within this borough comprising 10 Scheduled Ancient Monuments, 6 Ecclesiastical Buildings and 5 Listed Buildings.

5.46 There are also 7 other Grade II listed structures which are at risk but they are not considered to serve a purpose and therefore do not appear on the derelict land and building list or on the English Heritage List because they are listed as Grade II. Such structures include Wayside Crosses and dovecotes etc.

5.47 The Conservation Section offers advice to owners on the work needed to secure the restoration of these buildings and helps to find alternative uses and, as a last resort, takes appropriate legal action to secure proper repair.

5.48 Effectiveness can be measured by the number of buildings restored and thereby preserved and by the identification of further buildings at risk.

Conservation Areas Character Appraisals

5.49 There are 44 designated Conservation Areas in the Borough with King's Lynn being broken down into 5 distinctly different character areas. In accordance with National Guidance and Best Practice, the Borough Council has produced Character Statements for 42 of the 44 Conservation Areas. Two remain outstanding, but one of them lies mostly within Breckland District.

Monitoring/Action

5.50 Continue to monitor all development in and affecting Conservation Areas. The Character Statements include reference to buildings of local interest which make a positive contribution to character. The merits of a policy relating to these buildings should be debated as part of the Local Development Framework.

5.51 Overall there is significant pressure on the Borough Council to safeguard the Historic Environment but buildings at risk still represent a small proportion of the overall stock of listed buildings. A significant number of Conservation Area Character Appraisals have been completed,

5.52 Part of the St Margarets Conservation Area within King's Lynn currently benefits from a THI Scheme designed to promote regeneration through repair and restoration of its listed buildings. The scheme also includes an element of public realm funding and promotes 'hands on' training and local awareness. Grants have already been offered to 10 buildings with total cost of works equalling to approximately £41,000,000. The scheme has 2 more years to run.

Biodiversity

The Borough Council's Key Role in Protecting Biodiversity

5.53 The Borough Council, like all public authorities, has a statutory duty to consider how to protect Biodiversity.

5.54 Development and land use changes may result in pressure on the area's Biodiversity, the loss of which runs contrary to the aims and objectives of sustainable development. Therefore the planning and development process has a fundamental role to play in removing or at least controlling some of the pressure. Failure to address biodiversity issues may cause a planning application to be refused.

5.55 The Borough Council is represented on the Norfolk Coast Partnership, the Norfolk Biodiversity Partnership, The Brecks Partnership, The Wash Estuary Group and The Wash Special Area of Conservation Group. The Norfolk Wildlife Trust receives an annual grant from the Council to manage and enhance Roydon Common, an international site of importance for its nature conservation value.

5.56 The Core Strategy adopted July 2011 contains policies (CS12) relating to Biodiversity and Geodiversity. The Council's Green Infrastructure (GI) Strategy, which highlights areas in the Borough which will benefit from habitat enhancement and creation, contains recommendations which will be implemented in line with the Core Strategy.

5.57 Under Article 6(3) of the Habitats Directive, local authorities have a duty to ensure that Local Plans have no adverse effect on European nature conservation sites (these include Special Protection Areas (SPAs) and Special Areas of Conservation (SACs) along with Ramsars and are collectively known as Natura 2000 sites). The Habitats Regulation Assessment (HRA) for the Site Allocations and Development Management Policies Plan (SADMP) concluded that the policies relating to the scale and location of growth had the potential to have a likely significant effect on European sites. Without avoidance and mitigation measures being put in place, there was a potential for there to be adverse effects on the integrity of SACs and SPAs/Ramsar sites. This would be as a result of increased recreational pressures and to a lesser extent, urban development effects (such as vandalism).

5.58 Therefore a Monitoring and Mitigation Strategy was prepared as the potential for adverse impacts on SACs and SPAs/Ramsar sites could not be ruled out.

5.59 The Natura 2000 Sites Monitoring and Mitigation Strategy was adopted in September 2015 setting out how the Council will address these issues.

5.60 A HRA Monitoring and Mitigation and GI Coordination Panel was also established in September 2015 bringing together key stakeholders to assist the Council in monitoring and mitigation on the European sites and also planning wider GI projects. The Panel meets quarterly.

5.61 A Habitat Monitoring and Mitigation Payment (HMMP) from all residential developments was introduced from 1 April 2016 at a rate of £50 per house.

Changes in priority habitats and species (by type)

5.62 Priority habitats and species which are deemed to be of high importance are incorporated into Habitat and Species Action Plans for Norfolk. Each species and habitat has its own management plan which is designed to set objectives and targets so that the specific habitats are managed, enhanced, protected and conserved to meet Norfolk's Biodiversity Action Plan's aims. These plans can be viewed on the Norfolk Biodiversity Partnership website: www.norfolkbiodiversity.org

Regional/sub-regional

5.63 The Norfolk Biodiversity Action Plan (BAP) was developed in 1999 to translate national objectives, set by Government in response to commitments made at the 1992 Rio 'Earth' Summit, into local action. It contains clear targets and actions that specify what needs to be done, by whom, and when, to conserve Norfolk's most rare and endangered animals, plants and habitats. The Biodiversity Partnership works together to ensure that these targets are being met. The BAPs, are overseen by the Biodiversity Coordinator for Norfolk and are divided into two groups, Habitat Action Plans (HAPs) and Species Action Plans (SAPs). In Norfolk there are 22 HAPs and 56 SAPs which focus on identified habitats and species most at risk. The Norfolk Biodiversity Partnership has prepared Biodiversity Supplementary Planning Guidance, which the Council takes into account in considering planning applications.

Renewable Energy

Renewable Energy

5.64 CS08 Sustainable Development outlines that the generation of energy from renewable sources will be supported and encouraged. DM20 – Renewable Energy defines the criteria against which applications for renewable energy will be considered. Where appropriate the aim of the policy is to support renewable energy schemes. This is in-line with The Climate Change Act (2008) and the Government's targets for reducing reliance upon fossil fuels and the reduction of greenhouse gas emissions.

5.65 The table above shows that new capacity permitted during 2016/17 from wind turbines is 0 MW. There were a number of applications permitted, which related to wind turbines such as the re-positioning, change of brand, and amendments to the infrastructure serving wind turbines but none would lead to an increase in generation capacity.

5.66 The new capacity generated from consents from solar panels was 252.8 MW. The vast majority of this can be attributed to the consent at Bawsey for a solar array that will provide Baco-Compak (Norfolk) Ltd with a renewable, sustainable and efficient electrical supply.

5.67 It is worth noting that renewable energy in the form of micro-generation can fall under permitted development rights and therefore the capacity generated overall is likely to be higher than which has received consent.

Renewable Energy - New Capacity permitted during 2016/17		
Type	Capacity MW	Relative Contribution
Wind Turbines	0	0%
Solar panels	252.8	100%
Total	252.8	100%

Conclusion

5.68 Air quality in West Norfolk has remained very good with the exception of the two urban areas where, in common with many areas within the UK, the monitoring has continued to identify high levels of Nitrogen Dioxide (NO₂) due to road traffic.

5.69 There is significant flood risk across extensive parts of the Borough. The Strategic Flood Risk Assessment is critical to development management decision making and Local Plan policy formulation. No planning permissions were granted by the Borough Council against the advice of the Environment Agency during the year.

5.70 The King's Lynn and West Norfolk Settlements Surface Water Management Plan was completed in Spring 2012 and concentrated on surface run off in urban areas.

5.71 There continue to be a number of designated heritage asset at risk, but these represent a small proportion of the overall stock of listed buildings. Conservation Area Character Appraisals have been completed for most of the existing designated areas, and further new Conservation Area remains under consideration.

5.72 252.8 MW of additional renewable generating capacity was permitted during the review period.

6 Local Plan Progress

Monitoring the Local Development Scheme

6.1 Local planning authorities are required to report progress against their Local Development Scheme (LDS) within their Monitoring Report.

6.2 The Borough Council adopted its Site Allocations and Development Management Policies Plan (SADMP) on the 29 September 2016. This means that the Borough Council has a complete up-to-date Local Plan. This comprises the Core Strategy (2011) and the SADMP (2016).

6.3 As part of the SADMP examination process the Borough Council, through a Main Modification, committed to review the Local Plan (both CS and SADMP) as soon as possible following the adoption of the SADMP. This is to ensure that Local Plan is kept up-to-date and meets the full housing need of the Borough over the long term. As part of this commitment a new LDS was adopted on the 16 March 2017, this covers the period from January 2017 through to December 2019, which covers Local Plan review preparation, consultations, examination and adoption.

6.4 Prior to this, the Borough Council conducted a 'Call for Sites and Policy Suggestions' consultation (Regulation 18 - Town and Country Planning (Local Planning) (England) Regulations 2012). This ran between the 17 October 2016 and 28 November 2016. Site and policy suggestions received, will go on to inform the Local Plan review which looks forward from 2016 through to 2036.

6.5 Progress on the previous LDS was documented in the last Authority Monitoring Report (2014 -2016). In relation to the LDS, which is now in force, the Borough Council is currently on course to meet the milestones which are set out. The Sustainability Scoping Report has been through the relevant consultation phases and has been published. The development of options and policies for the Local Plan review is taking place as scheduled, as is work toward the Housing and Economic Land Availability Assessment (HELAA).

6.6 The methodology for the HELAA has been prepared in collaboration, through the 'duty-to-cooperate', with all the Local Planning Authorities in Norfolk. This is part of the emerging Norfolk Strategic Framework which will be a non-statutory plan document which sets out the vision for growth and infrastructure for all of Norfolk through to 2036.

6.7 It is anticipated at this time, in conformity with the LDS, that a consultation on the draft Local Plan review will take place around the end of 2017.

Local Plan Residential Site Allocation Progress

Permission Route	Number of Sites	Number of Dwellings
Full	15	610
Granted	14	385
Granted & Pending	1	225
Full & Outline	1	27

Permission Route	Number of Sites	Number of Dwellings
Full	15	610
Granted	1	27
Outline	38	3855
Granted	32	921
Pending	6	2934
Outline & Pre-app	1	435
Pending & LTA	1	435
Outline & Full	2	165
Granted	1	32
Granted & Pending	1	133
Outline & Reserved Matters	2	32
Granted	1	17
Granted & Pending	1	15
Pre-app	4	108
LTA	4	108
No Planning Application	29	1,856
No Application	29	1,856
Grand Total	92	7,088

6.8 The above table illustrates the planning progress of the Local Plan Allocations. These are contained within the Site Allocations and Development Management Policies Plan (SADMP) (adopted September 2016).

6.9 Overall the SADMP allocates 92 residential housing sites for at least 6,294 dwellings. The table shows the number of sites and the dwelling numbers which have planning permission, what type of planning permission and those proposals currently pending a decision.

6.10 63 of the allocations have come forward so far with a planning proposal this equates to 68% of the allocations.

6.11 Further analysis of this information can be found in the 'Local Plan Residential Site Allocation Progress' section, with the 'Society' Chapter.

7 Duty to Co-operate

Introduction

7.1 The Localism Act 2011 imposed upon local planning authorities and others a ‘duty to cooperate’ on strategic planning matters (i.e. those that affect more than one planning authority area). This section outlines how the Borough Council has addressed that cooperation during the monitoring period.

Neighbouring Planning Authorities

7.2 The Borough Council cooperates with its neighbouring local planning authorities in a range of planning matters of mutual interest. Particular focuses during the year under review were:

- Developing cooperation arrangements with Norfolk County Council, Breckland Council, Broadland District Council, Great Yarmouth Borough Council, North Norfolk District Council, Norwich City Council, South Norfolk Council and the Broads Authority. This includes the ongoing work involved with the Member Forum, with representation of each authority by a senior member, and the inception of the Norfolk Strategic Framework (NSF). The NSF comprises a number of working groups which cover the following topics: Housing, Economy, Infrastructure, and Delivery. The NSF reports to the Member Forum. The NSF will be a non-statutory document for the whole of Norfolk. The document will outline a series of agreements between all of the authorities including, shared objectives on housing, employment and infrastructure. It is anticipated that the NSF will be published for consultation later in 2017, with adopted either late 2017 or early 2018.
- Liaison with Fenland District Council and Cambridgeshire County Council to coordinate Local Plan allocations of sites in the Wisbech area. The main part of Wisbech is within Fenland District Council; however the eastern fringes of the town are within the Borough of King’s Lynn and West Norfolk.
- Coastal management issues with adjacent coastal authorities (North Norfolk District Council and South Holland District Council). The Borough Council is involved in two shoreline management plans. The North Norfolk Coast Shoreline Management Plan 5: Old Hunstanton to Kelling Hard, was adopted in August 2011. The Wash Shoreline Management Plan (4): Gibraltar Point to Old Hunstanton has been adopted in April 2010, and is being implemented through the Wash East Coast Management Strategy and The Hunstanton Coastal Management Plan

7.3 Cooperation mechanisms

- Ongoing engagement through the Norfolk Strategic Planning Group.
 - Ongoing engagement level through the Norfolk Strategic Framework.
 - Engagement with the A47 Alliance.
 - Engagement with the Ely Area Improvement Task Force.
 - Ongoing engagement through Norfolk Planning Officers Group.
 - Ongoing engagement with the Cambridgeshire Planning Officers Group.
 - Joint work with Cambridgeshire planning authorities on gypsy and traveller accommodation needs assessment.
 - Informal discussions between planning policy officers on sites, development proposals and emerging issues with cross-boundary implications issues by telephone, email and meetings.

- Continuing engagement on plan monitoring through Norfolk Plan Monitoring (CDP Smart) Group.
- Other ongoing engagement at officer level including
 - Norfolk Authorities Chief Executives
 - Norfolk Strategic Services Group
 - Norfolk Planning and Biodiversity Topic Group
 - Norfolk Conservation Officers Group
 - Greater Anglia LEP via Norfolk Growth Group
 - Greater Cambridgeshire Greater Peterborough LEP via Strategic Economic Planning Group
- Formal consultations on development plan documents, supplementary planning documents, and planning applications with potential cross-boundary implications.
- The Borough Council is a member, and sits on the management group, of the Norfolk Coast (Area of Outstanding Natural Beauty) Partnership.

7.4 The Borough Council is a member of the Norfolk Biodiversity Partnership along with the relevant local authorities (Breckland, Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk Councils and the Broads Authority), Natural England and the Environment Agency, together with bodies not subject to the 'duty to cooperate', Anglian Water, British Trust for Ornithology, Royal Society for the Protection of Birds, Farming and Wildlife Advisory Group, Forestry Commission, Norfolk and Norwich Naturalists' Society, Norfolk Biodiversity Information Service, Norfolk Geodiversity Partnership, and Norfolk Wildlife Trust, University of East Anglia and Water Management Alliance.

Other 'Duty' Bodies

7.5 Environment Agency: Long standing working arrangements (including joint projects) between the two organisations on a range of issues, especially on planning policies for flood risk zones (a major issue in parts of the Borough), flood defences, and Shoreline Management Plans, water quality, recreation, etc. Statutory and informal consultations, including representations on the Site Allocations and Development Management Policies plan process and The Local Plan review.

7.6 Historic England: Representations and advice on the Site Allocations and Development Management Policies plan process and The Local Plan review. In March 2017 King's Lynn was awarded Heritage Action Zone status by Historic England. The aim of this is to ensure that new development works with historic Lynn and reinforces the economic, social and environmental vitality of the modern town. Over the next five years, the project will research the history of key sites in King's Lynn, identify the most important historic buildings and areas, encourage the development of affordable well-designed homes reinforcing the character of the town, find new uses for underutilised space in the town centre and provide a programme of community events to get people involved in caring for, and enjoying, the town's heritage. This will be achieved via a partnership approach led by the Borough Council. The partners are Historic England, Norfolk County Council, The Greater Cambridge and Great Peterborough Local Enterprise Partnership, West Norfolk Chamber of Commerce, and King's Lynn Town Centre Partnership & Business Improvement District.

7.7 Natural England: Representations and advice on the Site Allocations and Development Management Policies plan process and The Local Plan review, particularly in relation to designated nature conservation sites and issues (e.g. stone curlews), and Habitats Regulations Assessments.

7.8 Mayor of London: Not relevant to the Borough.

7.9 Civil Aviation Authority: No relevant strategic issues have arisen during the review period.

7.10 Office of Rail and Road Regulation: No relevant strategic issues have arisen during the period.

7.11 Homes and Communities Agency: Engagement with the strategic Local Plan allocation at West Winch for at least 1,600 dwellings in the current plan period (to 2026) and at least 3,500 dwellings in the fullness of time.

7.12 Clinical Commissioning Group: Consultation and liaison.

7.13 Transport for London: Not relevant to the Borough.

7.14 Integrated Transport Authorities: Not relevant to the Borough.

7.15 Norfolk County Council as the Local Highway Authority: Representations and advice on the Site Allocations and Development Management Policies plan process and The Local Plan review. Advice and formal representations in relation to planning applications, submitted to the Borough Council, for the strategic allocations within the Local Plan.

7.16 Marine Management Organisation: Engagement between the Borough Council and the Marine Management Organisation on the marine Plans, East Offshore and East Inshore, including relationship to the Site Allocations and Development Management Policies plan.

8 Neighbourhood Planning

Background

8.1 The 2011 Localism Act introduced a new layer of plans which enable communities to shape development taking place in their local area. Neighbourhood plans are prepared, in parished areas (most of the Borough) by the relevant parish or town council. The in-parished exception, in West Norfolk, is King's Lynn itself, where a neighbourhood forum or a number of forums covering different geographic areas of the town would have to be formed and approved in order for them to prepare any neighbourhood plans.

Progress on Neighbourhood Plans

8.2 The Borough Council has a duty to assist those communities who wish to create a plan for the future of their area. This function is primarily carried by the Borough Council's planning policy team. They provide advice and assistance to those communities throughout the process. There has been considerable activity with regard to Neighbourhood Plan Progress within the Borough during the reporting period. Below are a series of lists which detail the stages that neighbourhood plans within Borough are at, this data is also presented geographically after the lists.

8.3 There are currently two neighbourhood plans in force:

- South Wootton (23 November 2015)
- Brancaster (30 November 2015)

8.4 Two neighbourhood plans have reached an advanced stage with the pre-submission consultations having taken place; independent examiners have been appointed to conduct the examinations which will follow.

- Walpole Cross Keys (pre-submission consultation 5 December 2016 – 30 January 2017)
- North Runcton & West Winch (Joint) (pre-submission consultation 19 December 2016 – 13 February 2017)

8.5 A number of areas were designated by the Borough Council; this is the first formal stage in the preparation of a neighbourhood plan:

- Holme-next-the-Sea (21 April 2016)
- Snettisham (14 June 2016)
- Tilney All Saints (14 June 2016)
- West Dereham (20 July 2016)
- Sedgeford (20 July 2016)
- Castle Acre (8 December 2017)
- Terrington St. John (16 Feb 2017)
- Thornham (17 March 2017)

8.6 In addition to this there are further 4 neighbourhood plans that already have been designated:

- Hunstanton (5 February 2013)
- Bircham (27 March 2013)

- Upwell (2 December 2015)
- Downham Market (27 January 2016)

8.7 The Borough Council has also had initial discussion and meeting with the following Parish Council's:

- Denver
- Congham
- East Winch
- Emneth
- Gayton
- Grimston
- Outwell
- Pentney
- Roydon
- Southery
- Stoke Ferry
- Tilney St. Lawrence
- Thornham
- Walpole
- Watlington
- Welney
- West Lynn* (unparished area - exploring setting up a neighbourhood forum)
- Wretton

Conclusion

8.8 It is encouraging to see that of the 102 Parishes within the Borough of King's Lynn and West Norfolk, 2 of these have a Neighbourhood Plan in place. A further 14 have embarked upon the preparation of their plans with 2 of these reaching advanced stages. A further 17 Parishes are contemplating starting the process, of which some have suggested they will do shortly. This means that over 30% of the Parishes have or are engaged with the Neighbourhood Planning Process

8.9 The work undertaken by the Borough Council in relation Neighbourhood Planning is most likely to increase as more communities seek to prepare a plan for the future of their area, and as these plans reach each key stage in the process.

9 Community Infrastructure Levy (CIL)

9.1 This report covers the period from 01 April 2016 to 31 March 2017.

9.2 The Borough Council of King's Lynn and West-Norfolk adopted the CIL on 15 February 2017. Residential dwellings, retail supermarkets and warehouse planning applications approved after this date will be liable to pay the levy.

9.3 The Borough Council of King's Lynn and West-Norfolk did not receive any CIL payments up to 31 March 2017.

CIL Receipts 2016/2017	Amount
Cash	£0
Land	£0
Total	£0

9.4 In accordance with Regulation 61(3)(a) the Council have applied CIL against administration fees. These fees will be recovered using CIL payments in years one to three, the total amount of CIL that may be applied to administrative expenses incurred during those three years, and any expenses incurred before the charging schedule was published, shall not exceed 5% of CIL collected over the three year period. The fees will be recovered when CIL payments are received.

CIL Expenditure 2016/2017	Amount
Infrastructure	£0
Applied to repay money borrowed	£0
Administrative expenses	£36,773.85
Passed to Town/Parish Councils	£0

62 (4) (c)	Summary details of CIL expenditure during the reported year other than in relation to CIL to which Regulations 59E and 59F applied (i.e. excludes funding passed to local councils):	
62 (4) (c) (iv)	Amount of CIL applied to administrative expenses pursuant to Regulation 61 (5% of CIL , and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation broken down as follows:	£36,773.85
	Staff Salaries:	£21,504.13
	Staff Training:	£4.93

62 (4) (c)	<p>Summary details of CIL expenditure during the reported year other than in relation to CIL to which Regulations 59E and 59F applied (i.e. excludes funding passed to local councils):</p>	
	Benchmarking Travel Expenses:	£39.81
	CIL Inspector Fees:	£14,704.98
	Public Press Notices:	£520.00

10 AMR Limitations and Future Improvements

10.1 Preparation of this year's Monitoring Report has been more comprehensive than the last version, this is mainly due to the adoption of the Site Allocations and Development Management Policies Plan (SADMP) in September 2016 and the requirement to monitor the policies within this plan.

10.2 As the SADMP was adopted part way through the monitoring year, some of these policies have not yielded any data for monitoring purposes. It is not apparent if the policies have yielded any unexpected consequences given such a short time period. However, what can be seen is the new Policies are having a positive effect upon planning within the Borough and are being used accordingly in the decision making process.

10.3 The monitoring systems in place, and what is actually monitored, has been through a comprehensive review to ensure that not only the data on topics required by regulation is reported but also direct impacts from the policies contained within the Local Plan (Core Strategy and SADMP). Data which may have been presented in earlier versions which is no-longer required by regulation or is indirectly related to the Local Plan policies is no longer reported. This is due to either the data no longer be published by external bodies, published in different ways or is simply no longer collected.

