

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**LOCAL PLAN TASK GROUP**

**Minutes from the Meeting of the Local Plan Task Group held on  
Wednesday, 4th March, 2020 at 11.15 am in the Kempe Room, Town Hall,  
Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:**

Councillors R Blunt (Chair), F Bone, A Bubb, C J Crofts, M de Whalley, C Joyce,  
J Moriarty, T Parish (Vice Chair), S Sandell and D Tyler

**Officers:**

Katie Evans, Assistant Planner  
Duncan Hall, Assistant Director - Regeneration, Housing and Place  
Alex Fradley, Principal Planner (Policy)  
Dave Robson, Environmental Health Manager (Environment)

1 **APOLOGIES**

There were no apologies for absence.

2 **NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 13 February 2020 were agreed as a correct record.

3 **MATTERS ARISING**

There were no matters arising.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business.

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

Councillor A Ryves for all items.

7 **CHAIR'S CORRESPONDENCE**

The Chair advised that he had held a sifting meeting with officers to identify the items for today's agenda.

## 8 **HOMELESSNESS STRATEGY UPDATE FROM D HALL**

The Task Group received a presentation on Homelessness and Housing Supply from the Assistant Director, Regeneration, Housing and Place (copy attached).

The Chair and Officers responded to questions from the Task Group in relation to:

- Care needs and provision in the county.
- Definition of housing with care and mix of tenure required for different levels of care would be included within the detailed policy.
- Social housing.
- Affordable housing supply and link with homelessness.
- Overview of work being undertaken by the Borough Council's Homelessness and Housing Delivery Task Group.
- Market towns.
- The need for rural communities and appropriate support.
- Shared ownership schemes.
- Need for rented accommodation and provision of support.
- Sheltered housing accommodation.
- Options for provision of temporary accommodation.
- Private rented accommodation and level of rent.
- Affordable rented accommodation.
- Affordable market housing.
- Current house builders in the Borough.
- Borough Council developments and potential energy efficient investments within budget, for example, solar panels.
- Exceptions sites.
- Development outside the development boundary.
- Communities within the development boundary.
- Potential development on Brownfield sites.
- Five year land supply.
- NPPF policies – it was noted that a link to the NPPF relating to build the definition of affordable homes, entry level exception sites and exception sites would be forwarded to the Task Group.

The Chair informed Members that the James Wild, MP had received a briefing on affordable housing and homelessness.

The Chair thanked the Assistant Director, Regeneration, Housing and Place for an interesting and informative presentation and invited him to attend a future Task Group meeting when required.

## 9 **CLIMATE CHANGE - D ROBSON**

The Task Group received a presentation from D Robson, Environmental Health Manager (copy attached). The Environmental Health Manager explained that he had held discussions with the Planning Policy Team when it had been identified that the items listed below could be included in the Local Plan.

- Renewable Energy & Building Standards.
- Transport.
- Tree Planting/Green Habitat.

The Environmental Health Manager and Principal Planner (Policy) responded to questions in relation to:

- Potential sources of renewable energy which could be encouraged for new builds, for example, solar water heating, solar panels, ground source heat pumps, air source heat pumps, biomass boilers (for commercial purposes).
- Cost of renewable energy source to new builds.
- Affordability of houses with renewable energy source.
- Borough Council's approach to climate change.
- Green tariff for renewable electricity.
- Potential for the Borough Council to include a % of renewable energy required for new builds within the Local Plan.
- Design of new builds should allow space for air source pump/battery. Reference was made to the national design guide. It was explained that when a planning application was received the Borough council would set out what the developer was required to do to meet the policies.
- Advantages and benefits of installation of solar panels.
- The 'Merton' Rule – it was explained that this was a prescriptive planning policy that required new developments to generate at least 10% of their energy needs from on-site renewable energy equipment.
- Potential for solar or wind farm allocation in the Local Plan.
- Government consultation in 2019 on Building Regulations which set out 3 options. No response had been received to date.
- Active and green transport – cycling, walking, car share, catching the bus.
- Community Infrastructure Levy – applications could be made for provision of or improvements to a cycle path.
- Air Quality Action Plan.
- DM17 required 1 secure cycle space for each new build – was this considered to be sufficient space?
- King's Lynn Transport Strategy – recommendation could be to expand the current existing cycle provision.
- Adequate provision of cycle paths to be considered when planning permission for new large scale developments.
- Sustainable travel assessment.

- Consider of Park and Bike scheme.
- The Lewes Rule – *‘Applications for development should be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality.’*
- Potential to encourage a 30 amp cabling to be installed in property for future use.
- Electric vehicle charging points.
- Habitats Regulation Levy potential to increase current £50 fee.
- Provision of open space/identify specific area of land for tree planting.
- Potential policy requiring every household to plant a tree.

The Task Group took a comfort break at 1.28 pm and reconvened at 1.35 pm.

## 10 **HOUSING DELIVERY TEST RESULTS 2019 AND THE IMPLICATIONS**

The Task Group received a presentation (copy attached) from the Principal Planner (Policy).

The Chair informed Members that he had held a meeting with the Executive Director and the Assistant Director, Companies and Housing Delivery to discuss how to take the project forward in the next five years.

The Principal Planner (Policy) responded to questions relating to:

- Completions per annum.
- Action taken to address reasons why sites had not been delivered. It was noted that an email and questionnaire was sent to each landowner.
- Sites in multiple ownership.
- Sustainable development.
- Need for affordable housing.
- Planning permissions – some referred to the Planning Committee and others dealt with by delegated powers.
- Improvements to infrastructure to attract investment into the Borough to demonstrate it is a good place to live.

## 11 **FUTURE AGENDA ITEMS**

The following items were identified for a future Task Group Meeting:

- Accessible and Adaptable Homes.
- Update on Gypsies and Travellers.

12 **DATE OF NEXT MEETING**

The next meeting of the Task Group will be held on Wednesday 1 April 2020 at 11.15 am in the Kempe Room, Town Hall, Saturday Market Place.

**The meeting closed at 2.09 pm**

# Homelessness and Housing Supply

Duncan Hall – 4 March 2020

Borough Council of  
King's Lynn &  
West Norfolk



# Homelessness and Rough Sleeping Strategy 2019 -2024

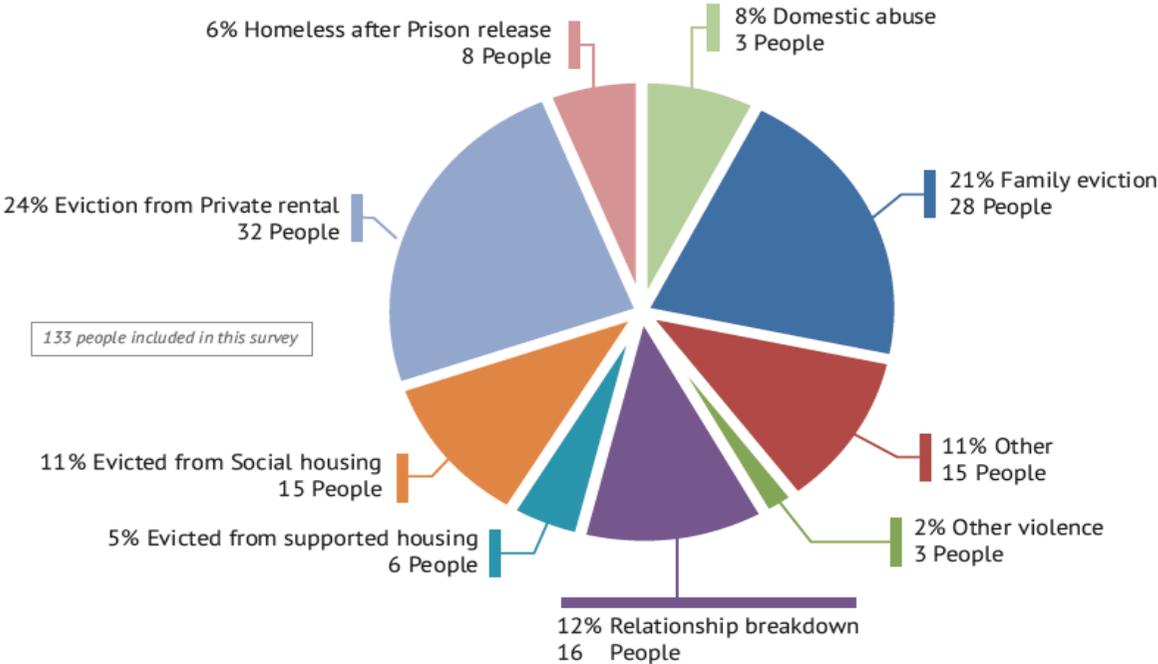
Partners:



# Reasons for homelessness

## King's Lynn and West Norfolk Q3 2018 - 2019

Reason for approach as homeless or threatened with homelessness



Source: Borough Council of King's Lynn and West Norfolk



# Causes of homelessness

Cost of shared room pw	£95
Housing Benefit pw	£55
Shortfall pw	£40
Employment Support Allowance pw	£57.90
Left to live on pw	£17.90

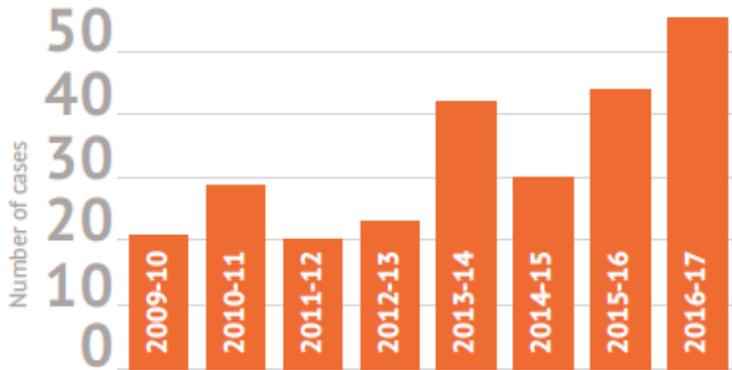
Year	Number of lets
07/08	859
08/09	711
09/10	948
10/11	828
11/12	919
12/13	658
13/14	816
14/15	823
15/16	641
16/17	571
17/18	548
18/19	479

Year	New Build Affordable Housing completions
10/11	157
11/12	148
12/13	109
13/14	27
14/15	60
15/16	73
16/17	28 (net gain of 24)
17/18	29 (net gain 25) 30 RTB= - 5AH units
18/19	61

# Measures of homelessness

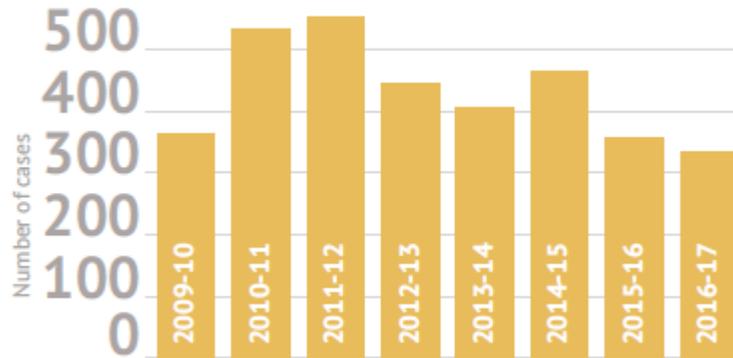
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Graphic 1.7  
**Housed in temporary accommodation**  
King's Lynn & West Norfolk



Source: National Audit Office, Homelessness in England Visualisation, Published 14 Jun 2017  
<https://www.nao.org.uk/other/homelessness-in-england-visualisation/>

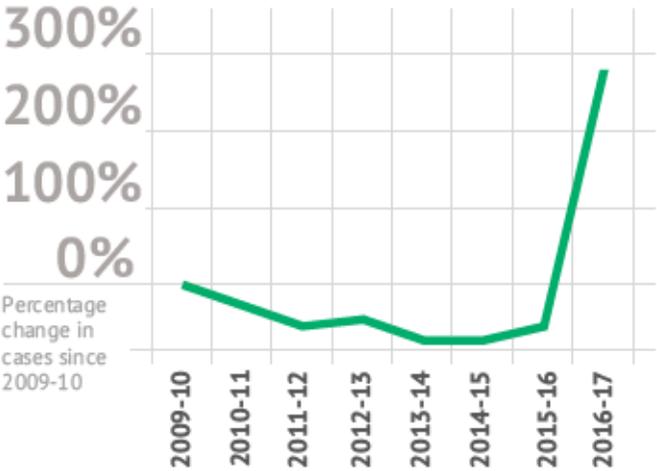
Graphic 1.8  
**Cases of homelessness prevention**  
King's Lynn & West Norfolk



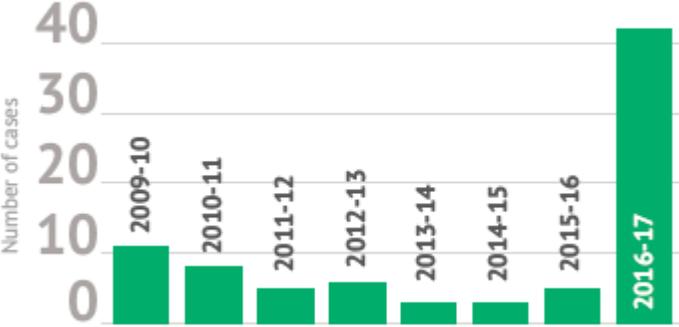
Source: National Audit Office, Homelessness in England Visualisation, Published 14 Jun 2017  
<https://www.nao.org.uk/other/homelessness-in-england-visualisation/>

# Measures of homelessness

Graphic 2.2  
**Percentage change in measures of homelessness since 2010-11**  
King's Lynn & West Norfolk



Graphic 2.3  
**Rough Sleepers in King's Lynn & West Norfolk**



Source: National Audit Office, Homelessness in England Visualisation, Published 14 Jun 2017  
<https://www.nao.org.uk/other/homelessness-in-england-visualisation/>

# Indicators of homelessness

Graphic 2.4  
On-going record of those rough sleeping, or in danger of rough sleeping

- 9 Rough sleeping on the night of 14th November
- 23 Sofa Surfing
- 16 In accommodation
  - 1 x QEH in patient
  - 2 x in prison
  - 4 x EDAB'S
  - 2 x Housed
  - 4 x Accommodated at Merchants Terrace
  - 1 x Staying with family
  - 1 x Accommodated a Right Tracks
  - 1 x cohabiting with new partner

Source: Borough Council of King's Lynn and West Norfolk/King's Lynn and West Norfolk

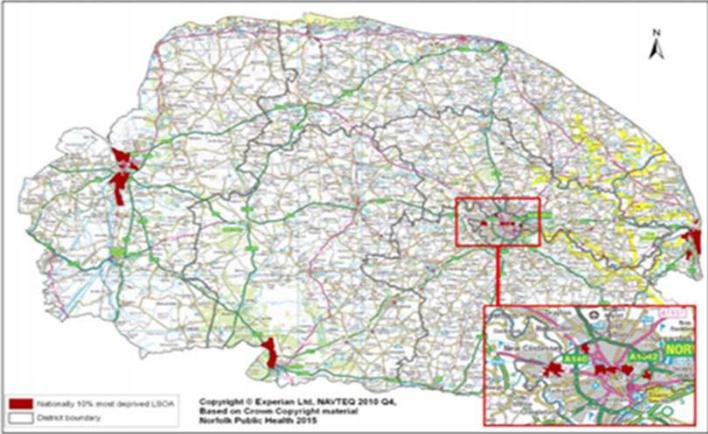


Figure 1 Areas of Norfolk in the 10% most deprived areas nationally (IMD 2010, DCLG)

District	Number of LSOAs in the nationally most deprived 10%	% population living in the nationally most deprived 10%	Population living in the nationally most deprived 10%	Population (ONS 2013 mid-year estimate)
Breckland	1	1.7%	2,273	132,587
Broadland	0	0.0%	0	125,499
Great Yarmouth	13	23.1%	22,572	97,796
King's Lynn and West Norfolk	7	8.5%	12,614	148,758
North Norfolk	0	0.0%	0	102,043
Norwich	8	9.3%	12,649	135,893
South Norfolk	0	0.0%	0	127,570
Norfolk	29	5.8%	50,108	870,146

Table 1 Population in districts of Norfolk living in the most deprived 10% of areas nationally







# Rough Sleeping

## Who are the Rough Sleeping Community?

- 2/3<sup>rd</sup> male 1/3 female
- Multiple disadvantage
- Commonly mental health issues
- Commonly addiction problems
- Most often disengaged

# New Legislation – Homelessness Reduction Act

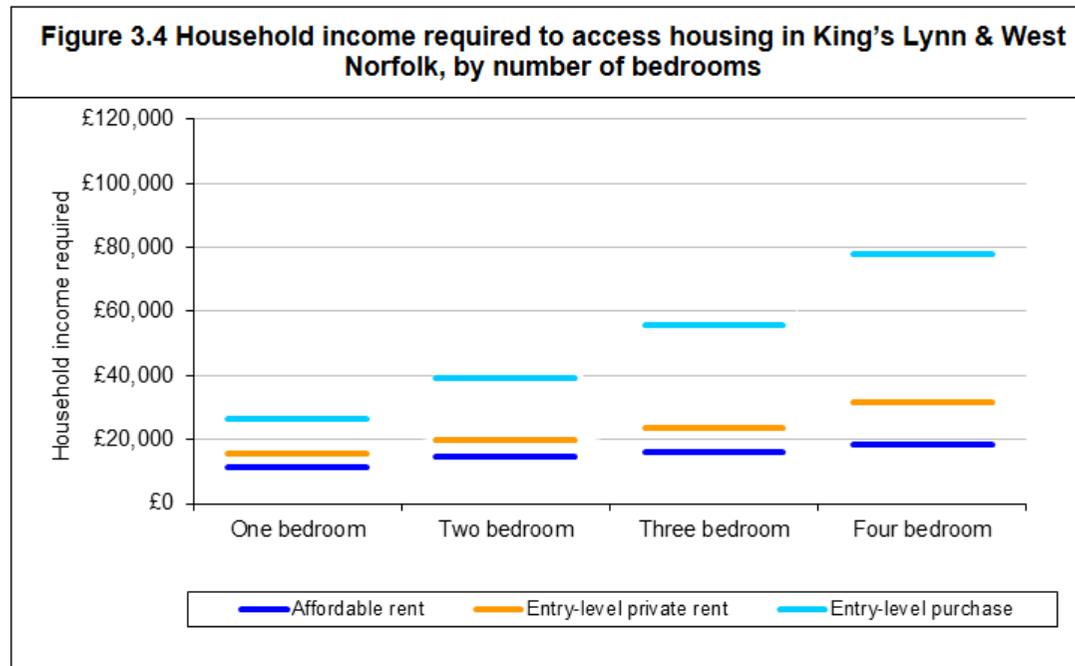
- Helping more single homeless
- 30% increase in resources
- 112 days of additional duty
- Fall in main housing duty numbers
- Invested heavily in software to deal with PHP and H-Clic

## Housing Stock

- the number of dwellings has increased by **2.6%**, **almost 1,950 properties** between 2013 and 2018. In comparison, the dwelling stock in **the East region increased by 4.3%**, whilst the dwelling stock of **England increased by 4.0%**.
- Some **14.8%** of households in King's Lynn & West Norfolk are resident in the **Social Rented** sector (national average 17.2%).
- **16.3%** of households in the Borough live in **private rented** accommodation, compared to 18.7% in the East region and 19.9% across England.
- Between 2011 and 2016 in all areas the private rented sector has increased and the number of owner-occupiers with no mortgage has also grown.



## The cost and affordability of housing



Source: Online survey of property prices July 2019; HCA's Statistical Data Return 2018,

# Shared Ownership

- 25% equity share on S/O products is cheaper than **market entry rent** in all instances
- The very large gap between market entry rents and market entry purchase in all cases indicates notable potential demand for **part-ownership** products for households in this gap.
- Reduced need for a deposit with shared ownership

**Table 3.7 Estimated cost of intermediate housing in King's Lynn & West Norfolk (monthly cost)**

<i>Bedrooms</i>	<i>Open market value</i>	<i>Shared Ownership – 40% equity</i>	<i>Shared Ownership – 25% equity</i>	<i>Starter Homes</i>	<i>Shared equity</i>	<i>Entry-level private rent</i>	<i>Entry-level owner-occupation*</i>
One bedroom	£120,000	£388	£346	£447	£456	£460	£431
Two bedrooms	£160,000	£518	£461	£596	£654	£575	£635
Three bedrooms	£225,000	£728	£649	£838	£951	£695	£908
Four bedrooms	£320,000	£1,036	£922	£1,192	£1,387	£925	£1,271

\*The monthly cost of entry-level owner-occupation presuming a 30-year repayment mortgage with an interest rate of 3.79%. Source: Online estate agents survey, July 2019

## Shared ownership potential

- 3 bed house
- OMV £205K
- 25% share
- 2.75% unsold equity
- £4,500 deposit
- £511 per month
  
- Typical purchasers
  - Working families
  - Currently private renting in King's Lynn



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3 bedroom terraced house  
Sandpiper Way.

Attractive contemporary family home; boasting spacious rooms, high specification kitchen, gas central heating, allocated parking and much more!

Reduced yesterday by Abbots Lettings, King's Lynn

**£800 pcm**  
£185 pw

HIGH SPECIFICATION

Abbots 01553 403109  
Local call rate

Email agent



Council of  
Lynn &  
Norfolk

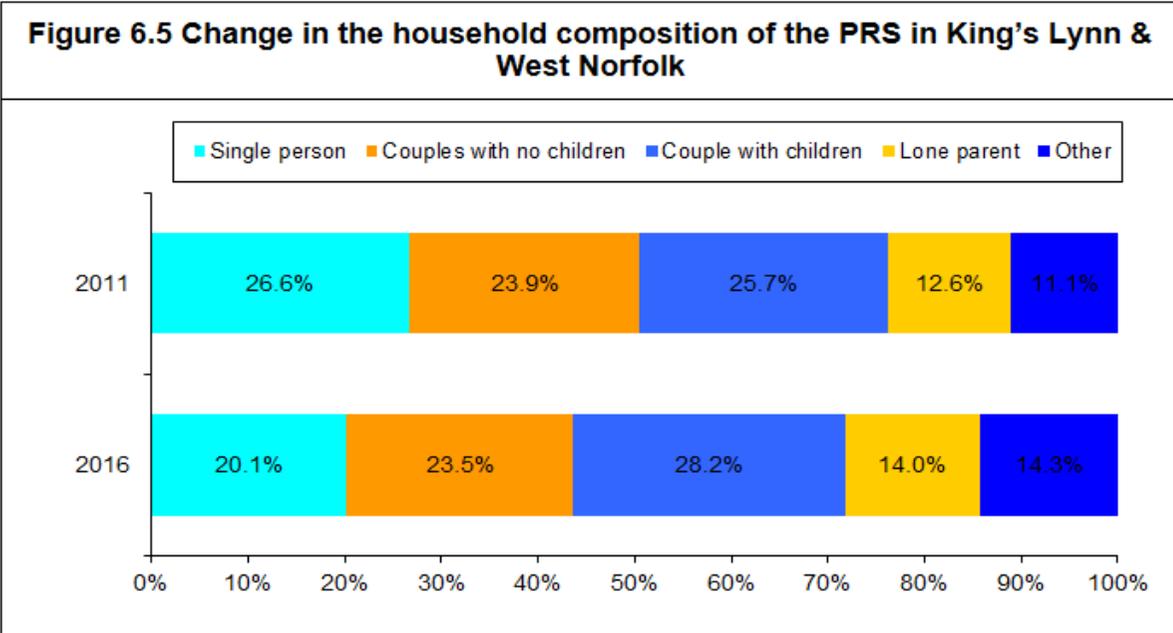


# Private Rented Sector (PRS)

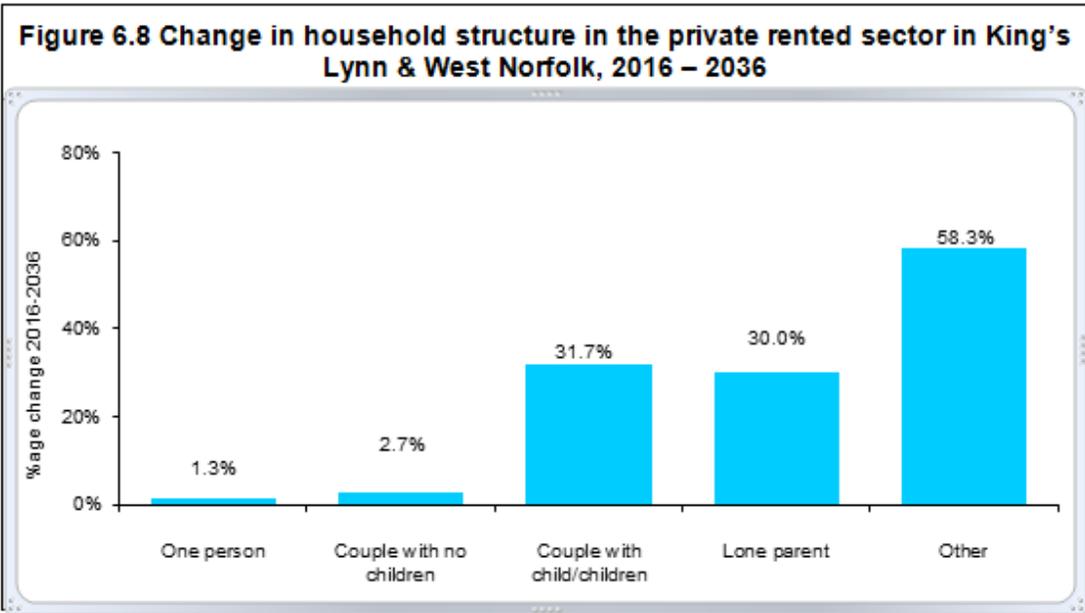
- It increased by 34.2% between 2011-2016 - projected to increase by 21.2% by 2036
- Growth being fuelled by **families and sharing households** at the end of the plan period 43.4% families with children
- Still significant gap between Housing Benefit (LHA rates) & rent costs
- On average 10 years to save enough money when living in PRS for a deposit on a 3 or 4 bed entry level home

# Private Rented Sector

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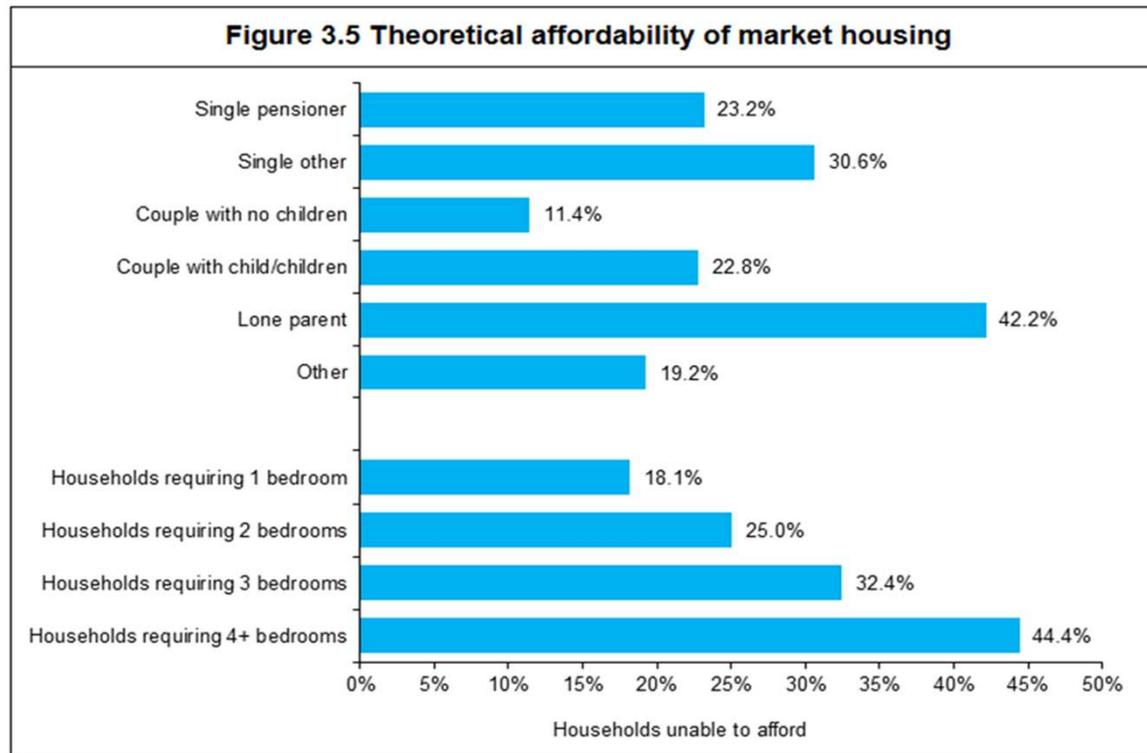


# Private Rented Sector



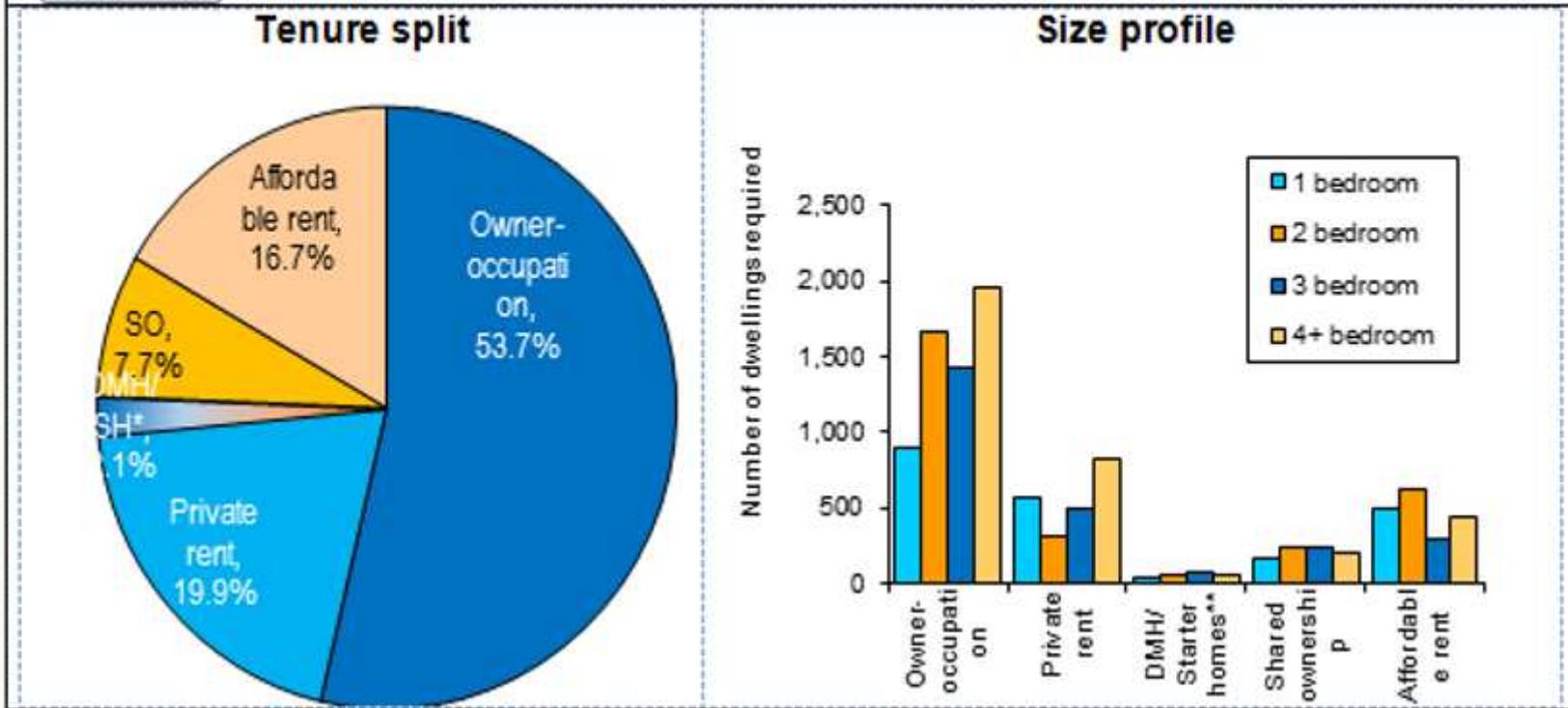
# Affordability of market housing

25



**Figure 7.1 Requirement for all new housing in King's Lynn & West Norfolk over the plan period**

Chart Area



\*Discount market housing/ Starter homes figures represent potential demand rather than a requirement



# Policy Implications

- Need to plan for appropriate tenure split
- Consider consequence of the ending of the Help to Buy initiative in 2023
- Encourage/ facilitate more investment in PRS
- Housing policies to enable more shared ownership/ assisted purchase (starter homes/ rent to buy)
- Implications for increase in sharing households (others)
- Plan for more older persons housing – more accessible



# Conclusions

- Significant housing need across all tenures
- Significant changes in make up of sector-more PRS & Intermediate products (shared ownership/ rent-to-buy)
- Significant ageing population-long term health & disability increases-potential policy on lifetime homes requirements
- Viability study to follow:
  - To test affordable housing requirements
  - To address climate change policy requirements (adaption & mitigation)

**Planning Policy & Climate Change**

Renewable Energy & Building Standards

- Should a certain percentage of new builds use renewable energy? E.g. Solar water heating, solar PV, ground source heat pumps, air source heat pumps, biomass boilers.
- Are there provisions/what scope is there for a solar or wind farm allocated land in the local plan?
- New build standards should be on par or better than the future homes standard.

E.g.

- The Merton Rule:
- ‘A prescriptive planning policy that requires new developments to generate at least 10% of their energy needs from on-site renewable energy equipment’.
- Covers residential and commercial.

Transport

- Active and green transport: Cycling, walking, car share, catching the bus.
- Should EV charging points in new builds and commercial centres be a requirement?
- These don’t have to be fast charging but simple charging to give people the opportunity to charge an EV e.g. 30 amp socket.

E.g.

- The Lewes Rule:
- *‘Applications for development should...be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations. [Also] Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality.’*

Provision of accessible <sup>13</sup> EV charging points for ULEV in New Development	
Flats (developments of 11 or more)	Where flatted development has integrated parking bays (undercroft or parking court) at least one dedicated bay with Fast EV Charging Unit to service the development.
Houses	Where houses are provided with a garage or driveway, one standard EV Charging Unit* per dwelling.
Garages	Where domestic garages are provided, new or replacement, one standard EV Charging Unit** per garage.
Commercial	Where commercial development is proposed with 100 car parking bays or more at least 2% of those bays are to be provided with a Fast EV Charging Unit***.

### Tree Planting/Green Habitat

- Should this be included within SIL or Planning policy?
- We propose that major developments must have a certain % of biodiversity net gain.
- A tree tax could be developed further. This money could then be set aside for use in developing and implementing emissions reductions strategies – Section 106 money or SIL?
- Smaller developments (if exempt from SIL) could have to provide X amount to SIL, per property.
- Is there any allocation in the local plan for large areas of land for tree planting? Forests, an arboretum etc.
- We have two streams of tree planting:
  - Tree planting to offset the BCKLWN's own footprint.
  - Tree planting to increase forestry and improve biodiversity etc.

# Housing Delivery Test 2019 Results

Alex Fradley  
Principal Planner  
Planning Policy

Borough Council of  
King's Lynn &  
West Norfolk



# Background

Government requires that Local Planning Authorities have 3 key elements in place, in order to retain control and direct development:

1. An up to date Local Plan
2. A 5 year housing land supply position in excess of 5 years' worth
3. 'Pass' the Housing Delivery Test

Government serious about housing supply & delivery



# Local Housing Need (LHN)

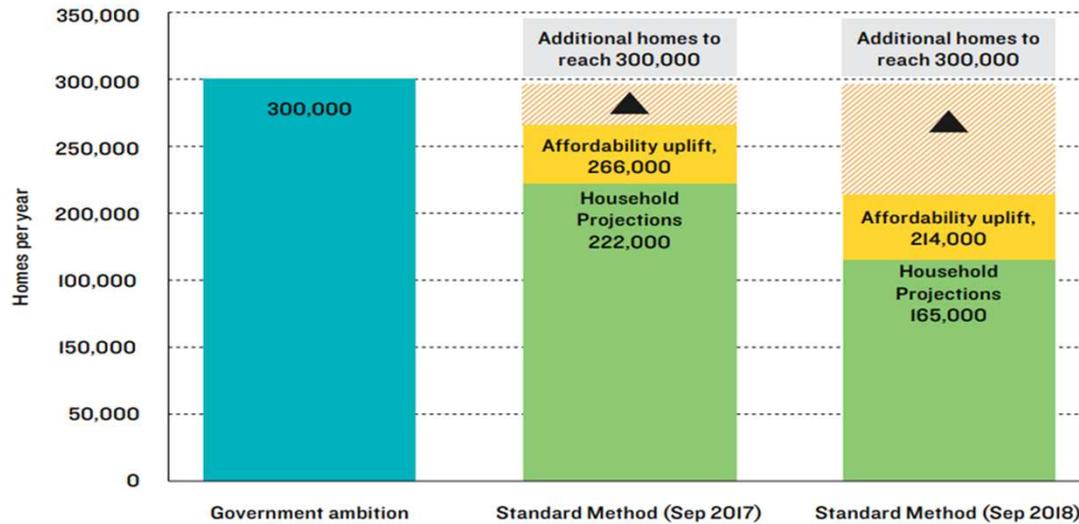
Government ambition to build 300,000 homes per year by the mid 2020's

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- Revised NPPF Introduced a Standard Method for calculating LHN. There are Two inputs:
  1. ONS Household Projections
  2. ONS Affordability Ratio

The BCKLWN LHN is 555 new home p.a

Figure I: Homes per year generated by standard method – September 2017 and September 2018



## HDT What is it?

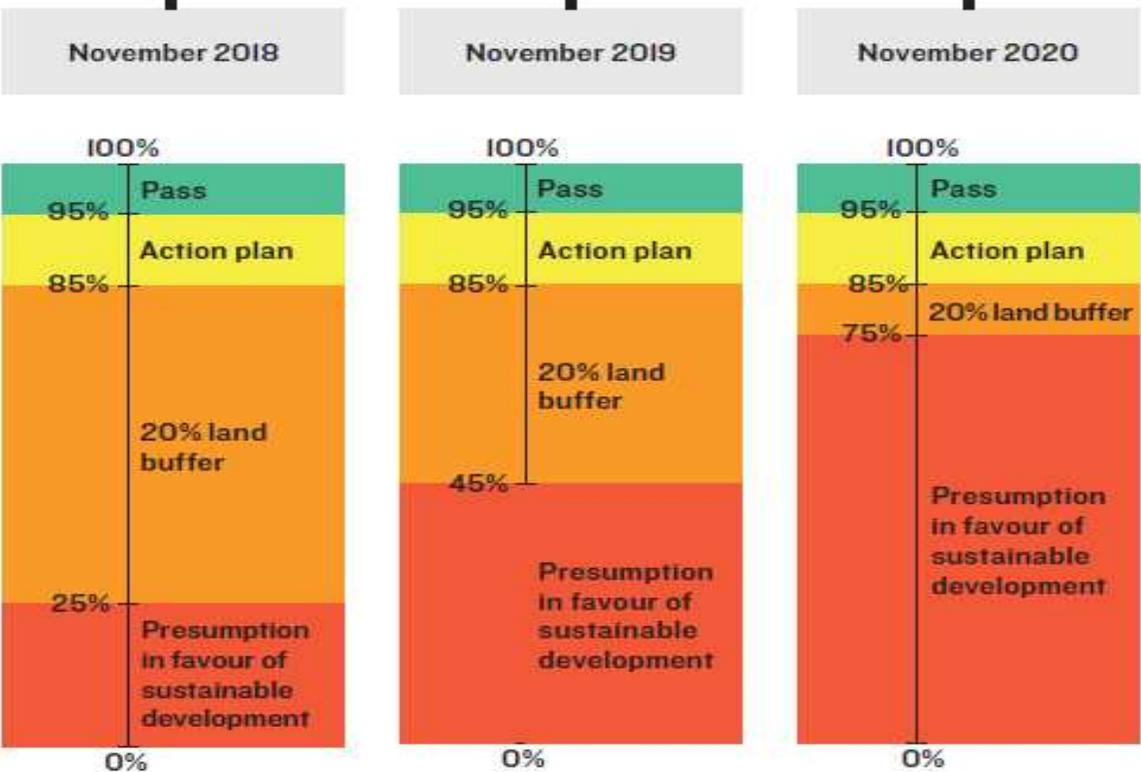
Source: Lichfields analysis

- The HDT is a monitoring tool the Government will use to demonstrate if local areas are building enough homes to meet their housing need
- Measures how many new homes delivered over the past 3 years against how many new homes should have delivered
- Relatively New and Hard Hitting: high thresholds and severe penalties



# HDT Levels

35



- Results to be published Nov each year (ish!)
- Position/result fixed until the following results published

# BCKLWN HDT 2018 Results

Area Name	Number of homes required			Total number of homes required	Number of homes delivered			Total number of homes delivered	Housing Delivery Test: 2018 measurement	Housing Delivery Test: 2018 consequence
	2015-16	2016-17	2017-18		2015-16	2016-17	2017-18			
King's Lynn and West Norfolk	499	500	448	1,447	505	412	401	1,318	91%	Action plan

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- **91 % = Action Plan**
- Need to attempt to **Significantly Boost housing supply & delivery** or else the presumption is engaged

# HDT Past Need?

Financial year of three year rolling Housing Delivery test period	Version of the household projections	Annual average taken of years (Table 406)	Year 1	Year 10	Growth	Annual Average
2015/16	2012-based household projections	2015-2025	64,893	69,883	4,990	499
2016/17	2012-based household projections	2016-2026	65,395	70,396	5,001	500
2017/18	2014-based household projections	2017-2027	65,486	69,968	4,482	448
<b>Total</b>						<b>1,447</b>

- LHN looks forward not backwards
- To address this the HDT Rule Book explains
- The LHN figure is phased in

# BCKLWN HDT Action Plan

Explores:

- National and local contexts
- Current housing land supply position
- past housing delivery

It:

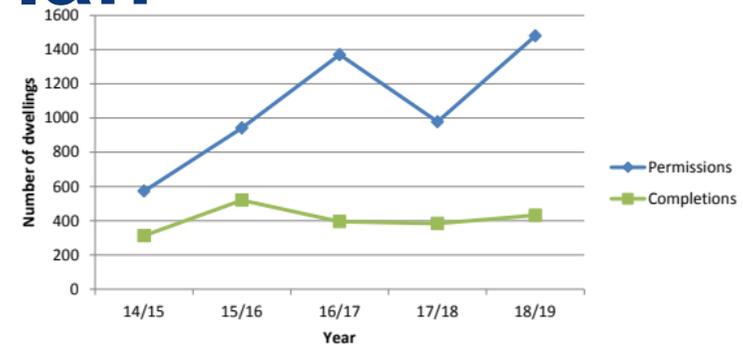
- Outlines the many proactive measure the BC is currently taking to ensure new homes are delivered
- Provides a detailed analysis of the housing trajectory schedule and other data sources

**Based upon the above, set out a series of appropriate actions necessary to increase both supply and delivery of new homes in the future**

[https://www.west-norfolk.gov.uk/info/20079/planning\\_policy\\_and\\_local\\_plan/753/housing\\_delivery\\_test\\_hdt\\_action\\_plan](https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/753/housing_delivery_test_hdt_action_plan)



Permissions Vs Completions



## Actions

### Ongoing:

- Build out of Borough Council sites which are allocated, have planning permission or funding
- Continue to proactively work towards bringing forward the West Winch Growth Area
- Implement the Actions set out in the Borough Council Custom and Self-Build Action Plan, including providing opportunities for and raising awareness of this method of delivery
- Consider reducing the time given to planning permissions in light of the Housing Delivery Test result and future five year housing land supply positions
- Take decisions according to Local Plan and NPPF to provide clarity, certainty and consistency
- Continue to provide support for those communities wishing to prepare a Neighbourhood Plan for their area and if appropriate support neighbourhood plan allocations
- Member Training
- Proactively monitor permissions and completions

### Short term (1 -2 Years):

- Local Plan review. Prepare this in a timely fashion and provide the opportunity for a balanced portfolio of sites in terms of size, location and Greenfield / brownfield.
- Produce a new Strategic Housing Marketing Assessment (SHMA)
- Produce a new whole Local Plan viability study
- Norfolk Strategic Planning Framework - continue to support this and the strategic housing delivery study
- Local Plan Task Group to consider sites which appear to have stalled (rated red)
- Borough Council to consider another phase of Rural Exception Sites (affordable housing)
- Borough Council to carry out its functions with regard to its established housing company and seek to provide further housing within the Borough
- Borough Council to carry out its functions as a Registered Provider and consider directly provide affordable housing
- Review the Housing Delivery Test Action Plan

### Medium term (2 – 5 years):

- Borough Council to consider delivering more homes – both on own land and consider other options
- Work across the County with other authorities, as part of the Norfolk Strategic Planning Framework and through any follow up work that arises from the NSPF Housing Delivery Study

### Long term (5 years +):

- Once the Local Plan review has been adopted commence work on a new Local Plan



# BCKLWN HDT 2019 Results

Area name	Number of homes required			Total number of homes required	Number of homes delivered			Total number of homes delivered	Housing Delivery Test: 2019 measurement	Housing Delivery Test: 2019 consequence
	2016-17	2017-18	2018-19		2016-17	2017-18	2018-19			
King's Lynn and West Norfolk	500	448	556	1,504	412	401	432	1,245	83%	Buffer

MHCLG published the HDT 2019 results, 13/02/2020. They were due in November, I would guess delayed due to the election etc... As above the BCKLWN result for 2019 is **83%**. This means:

- We have 6 months to update our Action Plan (13/08/2020) including progress on the actions within
- A 20% buffer is now applied in our 5Yr housing land supply calculation. Consequently 8.42 goes down to 7.37 years' worth of supply
- Note this will change as we will re-assess the position based upon the 2019/20 FY
- We also have the publication of financial data and the HHP's this year
- Note that from next year, and onwards, if the result dips below 75% the 'presumption in favour of sustainable development' is engaged
- Indicatively this FY's (2019/20) completions should be higher, however the number of homes required over the 3 year period increases

# Going forward

- The Gov. have yet to decide how Local Housing Need (LHN) should be calculated going forward as it is currently based upon the 2014 HHP's (published in 2016). We have since had the 2016 HPP's but have been formally told through the NPPF/PPG to ignore these. What happens when the 2018 HPP's are published this year? NPPF revision?
- 2019/20 on course achieve 555+ completions
- Likely that the HDT Results for 2020 will be higher than 2019
- Could see the need for just the Action Plan



# Going forward



Really need all of this in combination:

- BC to continue developing/ building out sites
- Continued BC intervention on sites (NORA, WW, ACP)
- Need to create a planning policy framework that is conducive to ensure a continuous supply of smaller windfall sites
- Need our 2016 SADMP Allocations to not only gain PP but crucially start to be built out

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Borough Council of  
King's Lynn &  
West Norfolk

