

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



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3<sup>rd</sup> July 2018

To: Councillors R Blunt (Chairman), A Bubb, Mrs S Buck, C J Crofts, T Parish,  
M Peake (Vice-Chairman), Miss S Sandell, D Tyler and Mrs E Watson

Dear Member

**Local Plan Task Group**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 11th July, 2018 at 10.00 am** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

1. **Apologies**
2. **Notes of the Previous Meeting** (Pages 3 - 6)
3. **Matters Arising**
4. **Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Members should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply

observing the meeting.

**5. Urgent Business**

To consider any business which, by reason of special circumstances, the Chairman proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**6. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**7. Chairman's Correspondence (if any)**

**8. Norfolk and Suffolk Coastal Authorities Statement of Common Ground - P Jermany (Pages 7 - 11)**

**9. Update on Neighbourhood Plans (Verbal Report)**

**10. Local Plan - Progress Update - A Gomm (Verbal Report)**

**11. Date of Next Meeting**

The next meeting of the Task Group will take place on Wednesday 15 August 2018 at 10 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**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, 20th June, 2018 at 10.00 am in the Council Chamber, Town  
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor R Blunt (Chairman)  
Councillors C J Crofts, T Parish, D Tyler and Mrs E Watson

**Officers:**

Felix Beck, Graduate Planner  
Alan Gomm, Planning Policy Manager

**1 APPOINTMENT OF VICE-CHAIRMAN**

**AGREED:** Councillor C J Crofts be appointed Vice-Chairman for the meeting.

**2 APOLOGIES**

Apologies for absence were received from Councillors A Bubb, Mrs S Buck, M J Peake and S Sandell.

**3 NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 11 April 2018 were agreed as a correct record.

**4 MATTERS ARISING**

There were no matters arising.

**5 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6 URGENT BUSINESS**

There was no urgent business.

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

There were no Members present under Standing Order 34.

## 8 **CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was none.

## 9 **LOCAL PLAN UPDATE INCLUDING NPPF**

The Planning Policy Manager provided the Task Group with an update, a summary of which is set out below:

- Timetable.
- The new NPPF.
- Housing and Economic Land Availability Assessment (HELAA).
- Sustainability Appraisal.
- Local Housing Need.
- Strategic Housing Market Assessment (SHMA).
- New 5 year Housing Land Supply position to be finalised.
- Environment – Strategic Flood Risk Assessment (SFRA), Habitat Regulation Assessment (HRA) – monitoring and mitigation. Green Infrastructure Co-ordination Panel.
- Economic – Local Plan Viability Study, King's Lynn Transport Study, Infrastructure, Employment Land Review, Retail Study/
- Plan Policies – Strategic Policies, Development Management Policies, Site Selection, Mapping.
- Other Elements – Statements of Community Ground (SoCG), Statement of Community Involvement (SCI), Authority Monitoring Report (AMR), Brownfield Register, Heritage Action Zone (HAZ), Norfolk Strategic Planning Framework.
- Moving Forward – current Local Development Scheme (LDS).

The Planning Policy Manager responded to questions relating to:

- Consultation on the new NPPF – the revised NPPF was expected to be finalised end July 2018.
- Work required regarding affordable housing provision/delivery.
- Potential number of housing units to be delivered on an annual basis/during the Local Plan period.
- Strategic Housing Land Availability Assessment (SHLAA).
- Categories/types of housing required.
- Housing Need and Viability Assessment.
- Role of Neighbourhood Plans in the planning process.
- One Public Estate.
- 5 Year Housing Land Supply.
- Habitat Regulation Assessment/monitoring/projects to mitigate any issues identified.
- King's Lynn Transport Study and impact of roads leading into King's Lynn/improvements to traffic flows to and from the town

- Wisbech Development and joint working between the Borough Council, Fenland District Council and Wisbech Town Council.
- Retail study/amount of retail space required.
- Plan Policies – to be reviewed, streamlined and avoid duplication.
- Management of development boundaries.
- Work streams.
- Call for Sites - once analysis work completed from call for sites, results would be published as part of the Local Plan consultation, which would set out clear reasons why some sites did not meet the required criteria and were therefore not chosen.
- Timetable/future stages.

**AGREED:** That the update report be noted.

10 **OUTLINE OF THE DISCUSSION AND WORKSHOPS WITH CCG WEST NORFOLK 24 MAY (SUSTAINABLE TRANSFORMATION PLAN)**

The Local Plan Manager provided feedback from the workshops organised by West Norfolk Health on 24 May 2018, a summary of which is set out below:

- Current GP contracts which covered 175,000 residents, including Swaffham.
- Work streams.
- Community Hubs/location.
- Sustainable Transformation Plan.
- New ways of work to deliver services to residents.
- Formal consultation process/draft document July 2018.

Councillor Blunt suggested that the relevant officer (Kate Boyden) be invited to attend and give a presentation to a future Pre-Council meeting.

**AGREED:** Kate Boyden also be invited to attend a future meeting of the Norfolk Strategic Group.

11 **NEIGHBOURHOOD PLAN UPDATE**

The Task Group received a PowerPoint presentation from the Graduate Planner (a copy of which was circulated with the Agenda).

The Graduate Planner responded to questions relating to:

- Process for submission of Neighbourhood Plans.
- Role of Inspector.
- Role of Borough Council.

- Progress made on some Neighbourhood Plans/issues which required addressing.
- Review of Neighbourhood Plans.

The Chairman, Councillor Blunt thanked the Graduate Planner for his work which he had undertaken during his employment with the Council and on behalf of the Task Group wished him every success with his new appointment in London.

**AGREED:** That the update report be noted.

12 **DATE OF NEXT MEETING**

The next meeting of the Task Group would take place on Wednesday 11 July 2018 at 10 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

Councillor Mrs Watson offered her apologies for the 11 July meeting.

Item for next Agenda: Deallocation of Sites/Impact and how these are managed.

**The meeting closed at 12.03 pm**

**Report to** Local Plan Task Group 11 July 2018

**Report of** Peter Jermany – Principal Planner (Policy)

**Subject** Draft Statement of Common Ground – Coastal Zone Planning

**Purpose**

To update members on the development of a draft Statement of Common Ground (SOCG) - Coastal Zone Planning for inclusion in the reviewed Norfolk Strategic Planning Framework (NSPF) document.

**Report**

**Coastal Zone Planning SOCG - Purpose**

The purpose of the Coastal Zone Planning SOCG is to set out an agreed approach to coastal planning in relation to:

- Demonstrating compliance with the “Duty to Cooperate”;
- Agreeing shared aims for the management of the coast;
- Maintaining and developing a shared evidence base; and
- Recognising the importance of cross-boundary issues in relation to coastal management.

**Background**

Planners from all of the Norfolk and Suffolk coastal local planning authorities, including the Broads Authority, held a series of meetings in the latter part of 2017/early part of 2018 to share knowledge and experience and identify common interests around coastal planning processes. This Draft Coastal Zone Planning SOCG document is the outcome from those discussions. The draft document is set out at Appendix X below.

**NSPF Endorsement**

A report is seeking the endorsement of the Norfolk Strategic Planning Member Forum at its meeting on 12 July for the Coastal Zone Planning SOCG to lead to its inclusion in the reviewed NSPF. At district level each coastal and planning portfolio holder is to be asked to endorse the SOCG (in our case Cllr Richard Blunt and Cllr Ian Devereux).

**Local Plan Approach**

The current local plan approach to coastal planning is set out in Policy CS07 - Coastal Areas of the Adopted Core Strategy (2011) and Policy DM18 Coastal Flood Risk Hazard Zone (Hunstanton to Dersingham) of the Adopted SADMP (2016).

## **Appendix x**

### **Norfolk and Suffolk Coastal Authorities**

#### **Statement of Common Ground**

#### **Coastal Zone Planning**

This statement of common ground is between:

- Borough Council of King's Lynn & West Norfolk
- North Norfolk District Council
- Great Yarmouth Borough Council
- Suffolk Coastal District Council
- Waveney District Council
- The Broads Authority

The purpose of this statement is to set out an agreed approach to coastal planning in relation to:

- Demonstrating compliance with the "Duty to Cooperate";
- Agreeing shared aims for the management of the coast;
- Maintaining and develop a shared evidence base; and
- Recognising the importance of cross-boundary issues in relation to coastal management.

### **Background**

The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and therefore coastal change needs to be considered across a wide geography. There are significant potential benefits to joint working across administrative and professional disciplines in addressing the issues of coastal planning.

A strategic approach to coastal land use and marine planning can benefit from the sharing of both issues and solutions, and inform planning practice. This is particularly the case in light of the similarity and commonality of coastal issues across the signatory planning authorities, the planning duty to cooperate, and the opportunity to build on the benefits of the existing joint Coastal Authority approach such as Coastal Partnership East.

The National Planning Policy Framework (NPPF) states that in coastal areas, local planning authorities should apply Integrated Coastal Zone Management (ICZM) across Local Authority and land/sea boundaries, ensuring integration of the terrestrial and marine planning regimes.

ICZM is a process which requires the adoption of a joined-up and participative approach towards the planning and management of the many different elements in coastal areas (land and marine). The recognised key principles which should guide all partners in implementing an integrated approach to the management of coastal areas are:

- A long term view
- A broad holistic approach
- Adaptive management
- Working with natural processes
- Supporting and involving all relevant administrative bodies



- Using a combination of instruments
- Participatory planning
- Reflecting local characteristics

Within the development planning system, local planning authorities should reduce risk from coastal change by; avoiding inappropriate development in vulnerable areas or adding to the impact of physical changes to the coast, as set out in the NPPF. Any area likely to be affected by physical changes to the coast should be identified as a Coastal Change Management Area.

The Flood and Coastal Change Planning Practice Guidance also identifies that land can be formally allocated through local plans for the relocation of both development and habitat affected by coastal change.

Note: Physical change to the coast can be (but is not limited to) erosion, coastal land slip, permanent inundation or coastal accretion.

### Shared Aims

- **A holistic and “whole coast” approach** will be taken, recognising **coastal change** is an inevitable part of a dynamic coast. A naturally functioning coastline is desirable in principle, but may not be appropriate in every location.
- The signatory authorities will consider the value of **aligning policy approaches**.
- To have regard to the well-being of **communities** affected by coastal change and minimise blight.
- To **protect** the coastal environment, including nature conservation designations and biodiversity.
- To work with local businesses and the wider economy to maximise productive use of properties and facilities for as long as they can be safely and practicably utilised to promote **investment, viability and vitality** of the area.
- Adopt a balanced **risk-based approach** towards new development in Coastal Change Management Areas, in order to not increase risk, while at the same time to facilitate affected communities’ adaptation to coastal change.
- To promote **innovative approaches** such as techniques that enable anticipatory coastal adaptation, removal of affected structures and property roll-back or relocation.

### Agreed Approach

The signatory authorities agree to work together on coastal planning issues to:

- a) Implement the principles of Integrated Coastal Zone Management;
- b) Develop shared **understanding** of coastal processes and the development planning implications of these;
- c) Share experience, **best practice** (including planning policies) and ideas for innovation;
- d) Use the adopted **Shoreline Management Plans** as a basis for development planning, recognising that defined areas may change in future and giving appropriate regard to emerging replacement Shoreline Management Plans, updated predictions of the impact of climate change or other relevant evidence;
- e) Acknowledge the importance of **coastal communities and their economies**, and foster their resilience, innovation and vitality;
- f) Recognise the need to **relocate or protect infrastructure** likely to be adversely affected by coastal change;

- g) Note the need for strategic policies on coastal change, in order to guide **neighbourhood planning**;
- h) Encourage development which is consistent with anticipated coastal change and its management and facilitates **adaptation** by affected communities and industries;
- i) Consider adopting policies to facilitate **rollback and/or relocation**, potentially including local plan site allocations or facilitating 'enabling' development;
- j) Consider adopting policies which require the use of **risk assessments** to demonstrate that a development on the coast will be safe for its planned lifetime, without increasing risk to life or property, or requiring new or improved coastal defences; and
- k) Consider adopting policies that seek to ensure that new or replacement **coast protection schemes** are consistent with the relevant Shoreline Management Plan and minimise adverse impact on the environment or elsewhere on the coast.

**This Statement of Common Ground has been endorsed by the following:**

Cllr. Ian Devereux  
 Cabinet member for Environment  
 Borough Council of Kings Lynn and West Norfolk

Cllr. Richard Blunt  
 Cabinet member for Development  
 Borough Council of Kings Lynn and West Norfolk

Cllr. Hilary Cox  
 Cabinet member for Coastal Management  
 North Norfolk District Council

Cllr. Susan Arnold  
 Cabinet member for Planning  
 North Norfolk District Council

Cllr. Graham Plant  
 Leader & Chair, Policy and Resource Committee  
 Great Yarmouth Borough Council

Cllr Carl Smith  
 Chair, Environment Committee  
 Great Yarmouth Borough Council

Cllr. Andy Smith  
 Cabinet member for Coastal Management  
 Suffolk Coastal District Council

Cllr. Tony Fryatt  
 Cabinet member for Planning  
 Suffolk Coastal District Council

Cllr. David Ritchie  
Cabinet member for Planning and Coastal Management  
Waveney District Council

Prof. Jackie Burgess  
Chairman, Broads Authority  
Broads Authority

Melanie Vigo di Gallidoro  
Chairman, Planning Committee  
Broads Authority