

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

**LOCAL PLAN TASK GROUP**

**Notes from the Meeting of the Local Plan Task Group held on Wednesday, 6th February, 2019 at 11.00 am in Meeting Room 2-4 - Second Floor, King's Court, Chapel Street, King's Lynn**

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

**Understanding Standing Order 34:**

Councillor J Moriarty

**Officers:**

Alex Fradley, Principal Planner

Alan Gomm, LDF Manager

Peter Jermamy, Principal Planner (Policy) and Water Management Officer

**1 APOLOGIES**

An apology for absence was received from Councillor Mrs S Buck.

**2 NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 31 January 2019 were agreed as a correct record, subject to the following amendment:

**8 Local Plan Review – Draft for consultation**

5<sup>th</sup> paragraph: To be amended to read:

“A discussion took place on “at least” remaining in the consultation document. The Chairman, Councillor Blunt proposed that the Planning Policy Manager draft amended wording to be circulated to the Task Group for agreement before he presented the additional recommendation to Cabinet, to which the Task Group agreed.”

Councillor Parish asked for it to be recorded that he did not agree with the proposal set out above. Councillor Parish emailed an alternative proposal, which he would present to Cabinet on 5 February 2019.

**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 J Moriarty was present under Standing Order 34 for all agenda items.

7        **CHAIRMAN'S CORRESPONDENCE**

The Chairman, Councillor Blunt referred to the exchange of emails within the Task Group regarding amended wording at end of paragraph 4.1.16.

An alternative proposal had been emailed by Councillor Parish which he would present to Cabinet on 5 February 2019.

8        **UPDATE ON THE LOCAL PLAN REVIEW - VERBAL REPORT**

The Chairman, Councillor Blunt informed Members that Cabinet had approved the Local Plan Review Draft for consultation with the additional recommendation from the Task Group regarding "at least." The Chairman advised that there was still work to be undertaken to ensure the interactive element on the website was working prior to the consultation period commencing on 4 March 2019.

The Principal Planner explained that the Policy Team are scheduled to meet with the Web Team on the 11 February 2019 to finalise amendments to the interactive mapping. Following the meeting and associated work it is anticipated that an updated version of the interactive mapping would be available for testing around the 24 February 2019. The Leader, Councillor Long and Portfolio Holder Councillor Blunt had already volunteered to take part in the testing, Councillor Blunt invited the Task Group to participate in this.

The Planning Policy Manager/Principal Planner provided a verbal overview on the consultation process which would commence on 4 March 2019 for a period of 6 weeks. Members were advised that an email would be sent out to those that expressed an interest in previous consultation exercises including Parish Councils, statutory consultees, other consultees, and neighbouring local authorities. A News Release would also be sent out advising of the consultation exercise. Social

media would also be used as well as written letters to those who do not have access to email.

The Planning Policy Manager explained that there was no legal requirement to publish a notice in the local press. The Government had moved to an on-line process. The Council had taken the decision not to place an advert in the local press.

It was suggested that a press conference be scheduled to brief press officers on the consultation process.

The Planning Policy Manager, Principal Planner responded to questions relating to:

- Consultation process.
- Purdah requirements.
- Statement of Community Involvement.
- Importance of glossary being included in the document. The Task Group was invited to forward any other suggestions for inclusion in the glossary direct to the Planning Policy team.
- Reasons why the number of consultees had reduced from the previous consultation exercise.
- Role of Neighbourhood Plans/Process to follow when undertaking a Neighbourhood Plan/main contact person/weight give to a Neighbourhood Plan during the planning application process. It was suggested that an email be sent to Parish Councils with a sentence to include that the information be shared with the neighbourhood plan group.
- Submission of comments to allocated sites, those not allocated.
- Opportunity for the public to submit new sites which would undergo the rigorous assessment process.
- Post consultation process – responses presented to the Task Group on a settlement basis. Sites will be assessed by the Task Group using the same methodology as previous.
- Revision of Local Plan on a regular basis. Once a Local Plan was adopted, the authority had 5 years from the date to revise the Plan.
- Reference to Custom and Self Build in the document (LP26).

The Chairman, Councillor Blunt explained that drop in sessions would be scheduled in King's Lynn, Hunstanton and Downham Market which would give members of the public to attend and ask any questions.

The Chairman, Councillor Blunt suggested that a drop in session be held for Borough Councillors to ensure they understood the process and were well equipped to answer any questions raised, particularly at Parish Council meetings within their own wards.

The Planning Policy Manager informed the Task Group that a paper copy leaflet summarises the process would be available which would

include contact details and an overview of the issues which the plan covered.

The Chairman, Councillor Blunt invited the Task Group to email any issues to the Planning Policy Team. Cabinet approval had been given delegated powers to the Portfolio Holder, Development and Executive Director – Planning and Environment to make any amendments prior to the document before the commencement of the consultation exercise.

9 **DATE OF NEXT MEETING**

The next meeting of the Local Plan Task Group would take place on Wednesday 6 March 2019 at 11.00 am in Meeting Room 2-4, King's Court, Chapel Street, King's Lynn.

**The meeting closed at 12.06 pm**