

**Minutes of the Meeting of the Planning Committee held on Monday 12 June 2017 at The Council Offices, Post Office Road at 6.00pm.**

**Present:** Cllr C Hipkin, Cllr C Shepherd & Cllr C Davey.

**In attendance:** Sarah Bristow (Clerk)

41. Election of Chair. **It was resolved for Cllr Hipkin to be Chair of this Committee.**
42. Election of Vice Chair. **It was resolved for Cllr Shepherd to be Vice Chair of this Committee.**
43. To consider apologies for absence  
**It was resolved to accept apologies for absence from Cllr A Hobson.**
44. To receive Declarations of Interest:  
None Received.
45. Minutes of the meeting held on 15 May 2017
  - a. Approval of minutes of meeting  
**It was resolved for the minutes to be signed as a true and accurate record.**
  - b. Matters arising  
29 Manor Road Planning Application, email received from Stuart Ashworth advising that he will take up with the Case Officer as he has just returned from leave and will get back to us.  
16 Sherborne Road The Owner came to the office and explained that the plans have been changed. Cllr Shepherd advised that the wall still did not have any carrstone so our decision would have remained. The Conservation Officer also commented.

**All these applications can be viewed, and commented on, online at the Borough Council's planning portal [online.west-norfolk.gov.uk/online-applications/](http://online.west-norfolk.gov.uk/online-applications/)  
The Committee to make recommendations to Full Council on the planning applications.**

46. Planning Applications

17/01018/O Mr & Mrs Barham, Outline Application for construction of 2 Storey Dwelling, 13 Gelham Manor, Dersingham. **It was resolved to recommend approval to Full Council.**

47. Neighbourhood Plan

Cllr Shepherd handed round a paper she had written giving the process of a Neighbourhood Plan. (Please see attached) **It was resolved to recommend to Full Council that it is put on the Website and in Village Voice.**

48. Local Plan Review

Cllr Shepherd handed round a paper she had written regarding the call of sites. (Please see attached). Cllr Davey felt that a map should be included but the one that came with the information from the Borough Council is not detailed enough. **It was resolved for Cllr Shepherd to look into another map and to recommend to Full Council that this is placed on the website and in Village Voice.**

49. Probity and Planning  
Cllr Shepherd handed round a paper at the last meeting. (Please see attached) **It was resolved to recommend to Full Council that this is placed on the website and in Village Voice.**
50. Correspondence  
Cllr Shepherd advised that there was an email circulated by the Clerk regarding a conference of the ANOB which included Neighbourhood Plans at Blakeney and she would like to attend. **It was resolved for Cllr Shepherd to attend.**
51. Items for inclusion at the next meeting  
Current agenda with new applications.
52. Items for the website  
All that's listed in the minutes.
53. Date of next meeting  
Monday 10 July 2017 at 6.00pm at the Parish Office.

With no further business the meeting was closed at 6.45pm.

## **GUIDANCE NOTES - PROBITY AND PLANNING**

### **1. Good Decision Making**

1.1. Decisions on planning applications are sensitive because they affect the property rights of individuals - both applicants and their neighbours. Strong emotions are often felt by those supporting or opposing development proposals. It is very important that the planning process is conducted in a fair, open and even-handed way.

1.2. Whilst the final decision-maker on an application will be the Borough Council, the Parish Council has a vital role to play. It is consulted on all applications and its views are an important consideration to be borne in mind by the Borough Council.

1.3. When decisions are being made, they must comply with the rules of Natural Justice- i.e. they must be made fairly, within the law and follow the Council's policies and procedures. Councillors should not come to meetings having made up their minds in advance and should not show bias. For example, it would be difficult for a Councillor who has actively campaigned for or against a proposal not to be seen as being biased. In such a situation, the Councillor should declare an interest and not speak or vote at the meeting.

1.4. Local opposition or support for a proposal will not, in itself, carry weight with the Borough Council. However, the views of the Parish Council will carry weight if they are founded on valid planning reasons e.g. Local Plan and Structure Plan policies, Government guidance in the National Planning Policy Framework, impact on visual amenity, highway safety, etc. Reasons for the Parish Council recommendations (both in support or objections to a proposal) should be passed on to the Borough Council in writing.

1.5. What could happen if a decision is not properly made - an application could be made to the High Court to have the Borough Council's decision quashed. If successful, this would result in the decision being referred back to the Borough Council for re-determination taking on board the Court's findings. This process is not usually available to applicants, because they have a right of appeal against refusal to the Office of the Deputy Prime Minister.

1.6. In certain circumstances, a Member's conduct can be referred to the Standards Board at the Borough Council e.g. if a Councillor actively campaigns for or against a proposal and then takes part in the Council's decision-making process.

### **2. Code of Conduct**

2.1. Councillors must declare any personal interests. An interest is personal where a decision could affect the well-being or financial position of the Councillor or that of a relative or friend to greater extent than other Council Tax payers. Interests can arise from employment, business interests, shareholdings and membership of organisations.

2.2. An interest is deemed to be “prejudicial” where a member of the public with knowledge of the relevant facts would reasonably regard the interest as so significant that it is likely to prejudice the Member’s judgement of the public interest.

2.3. If a personal interest is not prejudicial, then Councillors can speak and vote. On the other hand, if an interest is prejudicial the Councillor must declare it and leave the room where the meeting is taking place. A Councillor can be seen to influence his/her colleagues just by being present at the meeting.

2.4. Land ownership is by its very nature problematical when it comes to planning. You will have a prejudicial interest if you are the applicant or if a relative or friend of yours is. Again, you will have a prejudicial interest if land that you or a relative or friend owns will be affected by the proposed development.

2.5. Friendship is more than mere acquaintance and depends on a number of factors such as how often you meet, where you meet, whether you visit one another’s homes, whether you attend the same social functions, whether you know each other’s family or whether you are closely connected in any other way.

2.6. Membership of clubs may give rise to a prejudicial interest, e.g. a Councillor would have a prejudicial interest if they were a member of a golf club which made a planning application. Again, membership of lobbying groups can lead to prejudicial interest having to be declared. Members of lobbying groups should not speak or vote on matters directly affecting those groups or where the groups have publicly expressed opinions on the proposals being considered by the Parish Council.

2.7. The Code of Conduct requires Councillors to show respect for others. This includes applicants and objectors. Think about what you are going to say before you say it. Make comments about the planning issues rather than personalities. Some comments could be considered to be defamatory, so be careful.

### **3. Other Issues**

3.1. Councillors need to be wary of lobbying, which can lead to their integrity and impartiality being called into question. If a Councillor is lobbied, they should not express an opinion which could imply that they have made their mind up about an application in advance of the meeting. Private meetings with applicants or objectors should be avoided.

3.2. Public Speaking at Borough Council Meetings - a representative from the Parish Council can speak, together with a spokesperson on behalf of objectors, a spokesperson on behalf of supporters and the applicant or their representatives. Each speaker is given a “slot” of three minutes (5 minutes for a major application). Anyone speaking on behalf of the Parish Council should express only the agreed views, as conveyed to the Borough Council, and not their own personal views.

3.3. Borough Councillors who are Parish Councillors are entitled to speak and vote on the same planning application at Town/Parish and Borough levels if they are genuinely willing to listen to the later debate and weigh the considerations material to the later decisions. A Councillor’s willingness to do this should be recorded in the Minutes of both the Parish and Borough Council Meetings.

## NEIGHBOURHOOD PLAN – WHAT IS IT AND WHY DO WE NEED IT

### WHAT

A Neighbourhood Plan is a new way for a community to decide the future of its area.

A plan can help preserve the character of the Parish, protect/enhance its environment, and identify any preferred development locations. It does this by having policies to guide any future development projects. The Neighbourhood Plan can be used to influence development design, helping it to blend into adjacent areas. It can influence dwelling mix to address any local issues (e.g. shortages of smaller homes and affordable housing). Requirements for recreational facilities and the needs of the business community can also be included.

Unlike a local authority's Local Plan the Neighbourhood Plan is not restricted to pure land-use or infrastructure related items and so may include aspirational issues, such as transportation links, highways, preserving our village's character and enhancing community facilities. However it should be noted that it cannot stop all development in the area and it cannot plan for less development than the Borough Local Plan requires

### WHY

Neighbourhood plan has statutory status (once adopted becomes part of Borough local plan) and thus has greater influence over planning decisions

It can have more say on detailed matters than the local plan

Allows community leadership

Provides dialogue with a range of organisations

It can specify sites to be developed or where growth will be concentrated

Can provide support for community projects and self-build initiatives

Allows receipt of 25% of Community Infrastructure Levy (CIL) monies to PC for infrastructure projects.

## NEIGHBOURHOOD PLAN PROCESS

### 1. *Getting started*

- Clarify why plan needed
- Publicise intention to produce plan
- Identify and contact key local partners
- Dialogue with local planning authority
- Produce a project plan with costings

### 2. *Neighbourhood Area*

- Determine neighbourhood area
- Submit area proposal
- Local planning authority consults (6 weeks)
- Local planning authority approve proposal

### 3. *Community engagement and involvement*

- Publicity
- Engage local partners
- Initial community engagement (broad issues)
- Provide feedback
- Ongoing community engagement (aims, content, detail)

### 4. *Building the evidence base*

- Review and update existing evidence
- Identify gaps in evidence
- Complete new evidence
- Analysis of evidence

### 5. *Themes, aims, vision, options*

- Identify key issues and themes
- Prioritise key issues and themes
- Develop key aims
- Look at options

### 6. *Writing the plan*

- Policies, proposals, site allocation
- Consider sustainability, diversity, equality and delivery

### 7. *Consultation*

- Consultation on plan (6 weeks)
- Amend plan

### 8. *Submission*

- Submit to local planning authority
- Local planning authority publicizes

### 9. *Independent examination*

- Local planning authority appoints examiner
- Examination takes place
- Examiners report

## Call for Sites



What is this intriguing title about, a good question. It is about planning, don't stop reading now as this could be the biggest planning issue for the village since the building of the Mountbatten and Sandringham View estates. If you are not familiar with the intricacies of planning, the Borough Council of Kings Lynn and West Norfolk have a local plan that aims to guide development in the Borough for the period up to 2026. The plan is currently in two parts a Core Strategy document which provides a spatial planning framework and a Site Allocations and Development Management Policies document (SADMP), that complements the core strategy by providing detailed policies and allocates sites for housing development. In Dersingham it showed two sites, one to the north of Dodds Hill for 20 houses and one in Manor Road close to the Doctors surgery for 10 houses. No planning application has been made for either site to date.

The Borough Council have now begun a review of the local plan and the aim is to bring the core strategy and SADMP into one document that will cover the period up to 2036. The process began last year with what was titled a call for sites. This invited land owners, developers and residents to suggest sites that would be suitable for development. By the deadline four sites had been proposed for Dersingham, three for housing and one for employment. The latter is an extension to the facilities at Sandringham sawmill. The three housing sites are to the north of Tudor Way/west of Fern Hill (2 hectares), Bypass Wood to the south of The Drift (11.6 hectares) and land at the end of Station Road (1.75 hectares). The proposals do not mean that the sites will be allocated for housing, that planning permission has been given or that the sites will be developed. The plans can be seen on the Borough Councils website at:

[https://www.west-norfolk.gov.uk/info/20091/local\\_plan/510/local\\_plan\\_review\\_2016-2036](https://www.west-norfolk.gov.uk/info/20091/local_plan/510/local_plan_review_2016-2036)

These sites will need to be assessed for their suitability by the Borough Council over the summer and they will be carrying out formal consultation on the proposals later this year. However as the consultation period will be only 6 weeks the Parish Council wanted to make residents aware of the proposals to allow time for the parish council to gather opinions and alternative suggestions so that we can pass them on to the Borough Council once we have been consulted. Please email [clerk@dersingham.org.uk](mailto:clerk@dersingham.org.uk).