



North Runcton & West Winch **Neighbourhood Plan**

Plan Period 2016–2026

Supporting Document:
Consultation Statement



North Runcton and West Winch Neighbourhood Plan Consultation Statement November 2016

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1. Introduction to document and background to consultation

1.1 This Consultation Statement has been prepared for the purpose of accompanying the Neighbourhood Development Plan in its submission to the Local Planning Authority as required under regulation 15 of The Neighbourhood Planning (General) Regulations 2012 (as amended). Regulation 15 clarifies that a consultation statement means a document which:

- contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- explains how they were consulted;
- summarises the main issues and concerns raised by the persons consulted; and
- describes how these issues and concerns have been considered and, where relevant addressed in the proposed neighbourhood development plan.

1.2 In 2010 the idea of large scale development in both parishes began to be strongly promoted by the Borough of King's Lynn and West Norfolk (BCKLWN) as this formed a key aspect of their then developing LDF Core Strategy.

1.3 In July 2010 the Borough Council of Kings Lynn and West Norfolk (BCKLWN), in association with Zurich Assurance Ltd, (a significant landowner in the parishes), invited representatives from both Parish Councils to a workshop to '*Explore sustainable growth within West Winch and North Runcton*'. The workshop was facilitated by the Prince's Foundation and supporting consultants.

1.4 In late 2011 BCKLWN adopted their Core Strategy – confirming their desire for extensive development in the parishes.

1.5 In 2012 the Parish Councils decided to develop a Neighbourhood Plan together in order to exert some influence on the proposed development. BCKLWN formally agreed the designation of the Neighbourhood Plan area in March 2013.

1.6 Therefore although commencement of the Neighbourhood Plan process was officially agreed with the planning authority in 2013, a great deal of relevant consultation had been ongoing since the planning workshops in July 2010. This has included exhibitions and meetings organised by BCKLWN as part of their ongoing LDF process, exhibitions and meetings organised by respective developers to promote their own sites and plans, and a range of exhibitions, meetings and information gathering by both Parish Councils.

1.7 The *Neighbourhood Plan Steering Group (NPSG)* has been instrumental in bringing divergent stakeholders together identifying the ideas and concerns of particular local interest groups – including landowners, local businesses, community groups, schools, neighbouring parishes and individual residents. In September 2012 the NPSG appointed *The Prince's Foundation* to assist the parishes with planning and consultation expertise - and this assistance continued until March 2013.

1.8 In 2013 the NPSG enlisted the support of *Locality* and gained funding assistance and a *Planning Aid England* advisor –They also commissioned drainage experts to advise on sustainable urban drainage and produce a *Surface Water Management Plan* for the area.

1.9 Most importantly, the NPSG has organised a range of consultation events and processes to gain input from residents within the parishes and to ensure that interested residents have consistently had the opportunity to comment on the draft plans and policies being produced by all stakeholders. Particularly important has been explaining the relevant

processes to residents ensuring that they have been clear about the different organisations involved.

2. Summary of key consultation events

2.1 The following pages summarise the key events and meetings held to discuss plans for development within the parishes from 2010 up to pre-submission consultation stage. Information for these events has been disseminated and gathered in a variety of ways. The following pages also includes information on the key issues and concerns raised at the various stages as well as how those issues have informed the development of the Neighbourhood Plan.

2.2 Both Parish Councils have websites and noticeboards and events have been advertised using these facilities along with advertising in the relevant Parish magazines, through the school and leaflet drops to every house.

2.3 The websites can be found at:

North Runcton PC - <http://northrunctonpc.norfolkparishes.gov.uk/>

West Winch PC - <http://westwinchparishcouncil.norfolkparishes.gov.uk/>

2.4 West Winch PC has maintained website updates since 2010, and North Runcton PC launched their own website in 2012. These have been regularly updated with relevant information and news including reference to Borough Council meetings and the Hopkins planning application for a proposed 1,110 new houses (submitted November 2013).

2.5 Although the substantial development proposed in the parishes has been a key consideration for residents – it has been important to consider and promote all the opportunities the Neighbourhood Plan process might assist. The Steering Group has strived to ascertain what residents like and dislike about the parishes today and to identify what long-term improvements might be made through planning processes.

2.6 To ensure that all residents were given the opportunity to input into the process a questionnaire was delivered to all households in both parishes in September 2012 (see **Appendix F**). Additional posters and leaflets were placed at key public noticeboards and centres, and West Winch school was give leaflets so that each child could take one home. Although time consuming, a network of volunteers has been established and similar publicity has been organised for subsequent events.

2.7 Other consultation for residents and non-residents has included workshops, focus groups and interviews with representatives from stakeholder organisations. These have included telephone, letter and email exchanges and invitations to various meetings.

July 2010

2.8 The Borough Council invited representatives from both Parish Councils, Zurich Assurance Ltd, other local landowners and their consultants (including Alan Baxter and Associates, Januarys, and Maddox & Associates) and representatives from the Internal Drainage Boards, Norfolk County Council and the Norfolk Wildlife Trust, to a workshop in West Winch facilitated by the Prince's Foundation. Approximately 40 local people attended the full day workshop.



2.9 The workshop was entitled “Exploring Sustainable Growth” – looking at the future of West Winch and North Runcton in relation to the growth of King’s Lynn. Site visits were held at strategic points around the 2 villages, presentations made regarding Heritage, Historic Growth, Movement, Environment/Landscape, Economy and Social. Discussion groups identified themes relating to Nature, Movement/Settlement Structure, Economy and Social and 5 areas were identified as most important by the Stakeholders.

FIVE AREAS IDENTIFIED AS MOST IMPORTANT BY STAKEHOLDERS	
Topic	Description
Infrastructure	The provision of affordable housing and lower cost/shared equity housing, that is designed and integrated in harmony with all other development
Transport	Reducing the volume of through traffic from the existing A 10, currently passing through and dividing West Winch
Infrastructure	The adequacy, quality and diversity of locally provided education services
Transport	Through careful masterplanning of all new areas and re-consideration of existing developed areas, create a more ‘pedestrian-friendly’ village
Design	The design of buildings and streetscapes to follow local vernacular and be in harmony with it

January 2011

2.10 Ten West Winch and North Runcton Parish Council representatives attended a ‘re-cap session’ facilitated by Prince’s Foundation where principal findings from the workshops the previous June were discussed. These included concerns raised by the community regarding traffic on the A10, local drainage issues and need for landowner coordination. This was further discussed at publicised Parish Council meetings.

June 2011

2.11 West Winch Parish Council met representatives from Zurich Assurance Ltd (ZAL), who own a large area of land West Winch including land near the centre of the village. They explained how they proposed to put in plans for housing purposes and then sell on. At this time North Runcton Parish Council became aware that a developer/builder (Hopkins Homes) had an option to purchase a large swathe of land adjacent the A47 in their Hardwick ward.

October 2011

2.12 In September 2011 BCKLWN published their draft 'Site Specific Allocations & Policies Development Plan - Issues and Options' document and commenced community consultation – including exhibitions in both parishes. This included diagrammatic plans of the area showing proposed boundary of 'growth area' and supporting text suggesting up to 6000 dwellings might eventually be possible. This was the first time many residents had seen such plans. Although the Neighbourhood Plan Steering Group had still not been formed both parish councils worked together to ensure residents were consulted. The parish councils asked the Borough Council to arrange an exhibition in West Winch and we leaflet dropped all residents in both villages inviting them along. (See **Appendix D invitation leaflet**) . Approximately 300 residents attended this event and gave valuable feedback to both the Borough Council and also representatives from the two parish councils.

November 2011

2.13 Both Parish Councils submitted long responses to BCKLWN in relation to the draft Site Allocations Plan. The BCKLWN received detailed representations from ZAL and Hopkins Homes indicating draft plans for development within their landholdings. The Prince's Foundation had been funded by the government to facilitate neighbourhood Plans. They advised West Winch Parish Council (WWPC) of the new opportunity to prepare a Neighbourhood Plan (NP). WWPC approach North Runcion PC (NRPC) to ask whether it would consider preparation of a joint NP.

January 2012

2.14 North Runcion Parish Council (NRPC) set up a working group to assess the requirements for undertaking an NP –Prince's Foundation advise they will not be able to assist until later in year when new funding is available (although they have already obtained some funding to assist WWPC). Other organisations (eg CPRE / RTPI only offering advice – but not funding.)

February 2012

2.15 West Winch Parish Council invited the Prince's Foundation to coordinate 3 days of community planning workshops – inviting NRPC councillors, residents and other stakeholders. (**Appendix E** leaflet given to all households.)

2.16 Day 1: Approximately 100 residents attended a presentation by the Prince's Foundation followed by open discussion where residents were asked for their aspirations and concerns about the proposed housing. Residents were encouraged to take part in exercises including showing on maps the places they liked/disliked, places of character expressing the community's views and their aspirations for future development.

2.17 Day 2: The Prince's Foundation consulted with approximately 30 representatives from both Parish Council's, local landowners, developers, borough and county council staff, key service deliverers and key community members. Stakeholders were briefed on the planning background, major constraints, transport and highways issues and the key points arising from the public session the previous evening.

2.18 Groups focused on: Transport, Character, Community Facilities and Landscape, mapping current issues and potential future interventions.



2.19 Day 3, the Prince's Foundation worked on summarising the outputs of the previous day and prepared for a final presentation back to the community.

2.20 During the evening of the 15th February West Winch PC held a large public meeting at the William Burt Centre attended by over a hundred local residents from both parishes where the Prince's Foundation reported back to the community on the findings from the workshop followed by a question and answer session for residents.

2.21 On Saturday 18th February North Runcton Parish Council held an 'Information Day' at the Village Meeting Place to ensure that North Runcton Parish residents were fully informed about the development proposals and also to gather information about other concerns / preferences regarding the parish.

March 2012

2.22 Turley Associates on behalf of Hopkins Homes attended both Parish Council meetings presenting their plans for land adjacent the A47.

April 2012

2.23 April 19th – North Runcton Parish Council (NRPC) held first Neighbourhood Plan (NP) working party meeting (with five councillors and four residents) to discuss evidence gathering. On April 30th Councillors from WWPC and NRPC met and agreed to establish a joint parish Neighbourhood Plan Steering Group (NPSG). (Since April 2012 there have been more than 20 NPSG meetings to coordinate evidence gathering and develop the draft NP). The work of the NPSG and general progress on the NP has subsequently been reported at all public Parish Council meetings.

May 2012

2.24 Turley Associates who represented Hopkins Homes held two public exhibitions for all residents. The Neighbourhood Plan Steering Group members were in attendance to listen to residents' views throughout the two events.

2.25 West Winch Parish Council received a letter from the Parish Church of St Mary's West Winch with Setchey following a representative attending the Community Planning Workshop led by the Prince's Foundation. Information about the Church was given, along with information about the A10 and increasingly heavy traffic dividing the village and isolating the church from the community it serves. Rising damp and 40 ton juggernauts were causing structural problems and the Church believed any future development in the area of the church must make provision to ensure the building fabric is not aggravated. Concerns were also expressed about the proximity of the church and hall to the A10 and additional

development could result in a heavily increased traffic flow and additional surface water problems.

April-July 2012

2.26 NRPC and WWPC working parties prepared 'snapshot surveys' of background information on both parishes (including social, economic, environmental and transport matters). NPSG developed a draft questionnaire for residents. A pilot questionnaire was sent out to several residents to 'test' the questions. Liaison with Hopkins Homes, BCKLWN and ZAL representatives.

July 2012

2.27 Members of the Neighbourhood Plan Steering Group travelled to view various Hopkins Home development sites with representatives from Hopkins Homes. They also spoke with site residents.

August 2012

2.28 Hopkins / Turley re the Constitution Hill site held a public exhibition for all residents and the Neighbourhood Plan Steering Group attended to listen to the views of both the landowners and residents.

September 2012

2.29 A questionnaire produced by the Neighbourhood Plan Steering Group was delivered to all households. See **Appendix F** for a **copy of the questionnaire**. 180 questionnaires were returned and analysed by the Group and the results were published on both websites. See **Appendix F** for a copy of the **questionnaire results** (finalised after analysis in Dec 2012). Residents' comments were extremely helpful and a large number of the points they raised influenced the draft policies of the neighbourhood plan.

2.30 BCKLWN advise that they require a formal application to undertake an NP. (This was submitted in October 2012 and acceptance confirmed in March 2013). Prince's Foundation confirm they have funding to continue assistance until March 2013 and enter into a *Memorandum of Understanding* with the Parish Councils. See **Appendix C**. Hopkins and ZAL share information gathered from their own recent community consultation work.

October 2012

2.31 As the Steering Group started to put together the Neighbourhood Plan a number of residents worked with the Group on various aspects of the Plan. A Memorandum of Agreement is signed between the Parish Councils to work together on the NP. See **Appendix A**. Meetings held with Prince's Foundation representatives to plan upcoming planning workshops.

November 2012

2.32 The Prince's Trust and Steering Group members facilitated four separate Focus Group consultation meetings:

1. Local Organisations/Community Groups – Representatives from 3 churches, West Winch primary school, North Runcton Tennis Club, North Runcton Cricket Club, local Scouts and guides, an Art Club, both Parish Councils, a Borough Councillor, Neighbourhood Plan Steering Group representatives and the Prince's Trust discussed what the Plan involved and the importance of community groups and organisations in a successful community. The main threads being:
 - a) How are you doing at present
 - b) What would help you succeed
 - c) What effect do you expect from proposed development?

Comments raised at this meeting were fed back into the NP Steering Group meetings and used during policy making. In conclusion, many of the groups were doing well and seemed positive about the opportunities that may come from new development. Some concerns for the school if no new school was built in a timely development, various concerns about transport and access which had been addressed in the

Transport policies, especially road safety on the A10 in the middle of West Winch, importance that new development was co-ordinated to benefit the majority, many aspects of the community were strong, the groups reflect civic strength and heart.

2. **Local Businesses** – Representatives from local businesses met with members of both Parish Councils, Borough Councillor, Neighbourhood Plan Steering Group representatives, local residents, Borough Council Local Development Framework (LDF) Manager and the Prince's Foundation and discussed what local business needs from and can contribute to, a successful community. The main threads were similar to the Local Organisations/Community Groups meeting. Comments raised at this meeting were also fed back into the NP Steering Group meetings and used during policy making. In conclusion, the economic climate had been tough but businesses were surviving and may benefit from new development, resignation that economic issues are out of local businesses hands, small business units or live/work units may be beneficial and certain types of employment should be located close to where people live, mixed use development, good access and movement alternatives could facilitate good work/life balance.
3. **SuDS and Green Infrastructure – Technical Group.**
A consultation meeting with representatives from BCKLWN, NCC, Environment Agency, the local Internal Drainage Boards (IDBs), ZAL and Hopkins and consultants. Presentation by Tom Upson (drainage engineer) on behalf of PF on identified issues and constraints within the parishes, SuDS good practice from elsewhere and opportunities and constraints at the site. Input from all organisations. It was proposed that developing a surface water management plan for the entire area might be an appropriate way forward and could help shape sustainable planning in the locality. IDB engineer suggests he could undertake such a study having done something similar in Bedfordshire. Some local residents and landowners were also present.
4. **Transport And Access Technical Group.**
A meeting with transport planning representatives for relevant organisations as above and also including Highways Agency. Presentation by Andy Cameron (transport planner) on behalf of PF. Principal issues discussed included how to design/build an acceptable 'relief road', how to reduce traffic on the A10 and improve junctions, crossings and the residential environment. How to plan and implement pedestrian and cycle routes. Phasing and delivery of new road infrastructure. Agreed that the Neighbourhood Plan team cannot plan roads – but that transport strategy is central to a successful outcome to the proposed development that BCKLWN are promoting. Agreed that relevant transport planning bodies must meet again to discuss how transport infrastructure can be planned and delivered.

December 2012

2.33 The Prince's Foundation and NPSG facilitate a Transport & Access Group meeting (12/12/2012) with Hopkins Homes and Norfolk County Council and put forward the views of local residents as gathered from consultation. Conclusions from the meeting were:

1. There is almost certainly no prospect of an A47 to A149 link being delivered.
2. A strategy to improve the Hardwick Interchange and a decision about how and where new development gains access to the A47 are needed.
3. The "big by-pass" is not financially viable.
4. A Link Road would be needed between the A10 and A47.
5. A framework and key principles for a Link Road are required.
6. A significant short-term project to improve the A10 may be possible.
7. What the Site Specific Allocations DPD and Neighbourhood Plan should contain in relation to transport proposals is becoming a little clearer.

December 2012

2.34 The Neighbourhood Plan Steering Group Chairman attended a SuDS Planning Meeting with Prince's Foundation, BCKLWN, and NCC. Agreed that developing a conceptual Surface Water Management Plan for the area would be beneficial – but nobody has

resources to do it. NCC explained problems with taking the lead as government haven't confirmed whether SuDS Approval Bodies (SABs) will be implemented.

2.35 A further draft of the NP was written to take into account all the issues raised by the specialist groups.

January 2013

2.36 Representatives from the Neighbourhood Plan Steering Group met with representatives from those contracting for Primary Care to discuss health issues should large-scale housing development go ahead in the two parishes. These representatives were interim representatives as the Health Service was reorganised in April 2013.

January 2013

2.37 NPSG representatives consulted with the Head of Middleton Primary School. Issues raised were lack of child day care, road safety and a changing population with attendant difficulty in predicting numbers.

February 2013

2.38 A second Transport and Access Group consultation meeting was held with representatives of the Neighbourhood Plan Steering Group and representatives from both main landowners, Norfolk County Council and the Borough Council. Discussions took place on the A10 improvements required for increased housing. This addressed residents' concerns from previous consultations and completed questionnaires. Also we were able to explore how to address transport and village centre problems with policy.

2.39 The Neighbourhood Plan Steering Group consulted with Henry Bellingham MP to talk about the Neighbourhood Plan and concerns regarding the number of houses proposed by the Borough Council and the traffic problems already in existence. Also discussed uncertainty of government funding assistance for neighbourhood plans.

2.40 A SuDS meeting was held at the Borough Council offices where Neighbourhood Plan Steering Group representatives consulted with Borough Council, Environment Agency, Prince's Foundation, Anglian Water and representatives from the 2 major land owners. This addressed residents' concerns from previous consultations and completed questionnaires. Also we explored whether it was possible to address drainage issues with policy. The idea of commissioning a separate drainage study to explore the subject in more detail was discussed.

2.41 The Neighbourhood Plan Steering Group consulted with representatives from the Prince's Foundation, representatives from BCKLWN and NCC and the 2 major landowners to further discuss Transport and Access issues. The meeting covered the A10 issues, and improvements to and around it and how this could be addressed in the Neighbourhood Plan.

March 2013

2.42 A further Transport and Access Group consultation meeting was held with representatives from the Neighbourhood Plan Steering Group, the Prince's Foundation and representatives from Developers. The relief road connection with NCC and the Highways Agency was discussed and also potential short-term enhancements to the A10 with sketch plans for central West Winch being considered.

2.43 It was announced that there was no more funding for the Prince's Foundation to assist the Neighbourhood Plan Steering Group beyond March.

2.44 Government were yet to announce new funding strategy for NP groups. Landowners and Borough Council were still pressing ahead with the housing allocations but the Steering Group now without professional assistance.

May 2013

2.45 The Neighbourhood Plan Steering Group consulted with Alan Gomm LDF manager from the Borough Council regarding the Neighbourhood Plan, as the NP Draft Policies were about to go out to consultation with residents.

June 2013

2.46 The Neighbourhood Plan Steering Group held a public exhibition in each village hall encouraging residents to comment on the Draft Policies which the Group had written for the Neighbourhood Plan.

2.47 The exhibitions were well attended by over 280 people and many residents took time to comment on the draft policies with many positive comments and constructive suggestions. (**Appendix H exhibition posters. Appendix G invitation leaflet** sent to all households in the two parishes). Residents completed a comments page with comments/likes/dislikes and these were collated into the different Policy headings. A lot of work went into analysing our resident's comments and we amended policies as a result. Copies of the analysis are shown at **Appendix I** with details of how we have **responded to residents' comments**.



August 2013

2.48 BCKLWN undertake public consultation on their Preferred Site Allocation Plan. Bidwells, representing Zurich, were also in attendance. NP steering group members were in attendance to listen to residents' views and clarify that this was a borough council consultation.

2.49 Neighbourhood Plan Steering Group liaise with BCKLWN, ZAL (Maddox Associates) and Hopkins (Turley Associates) regarding the draft NP.

2.50 The Steering Group met with representatives from Norfolk Wildlife Trust and Norfolk County Council (Green Infrastructure officer) to discuss the green infrastructure and nature conservation requirements in the Neighbourhood Plan. Environment policies further developed.

2.51 New Government funding and NP assistance announced through 'Locality'. Grant application submitted – including funding for Surface Water Management Plan.

September 2013

2.52 Grant award from Community Development Foundation through Locality confirmed. Planning Aid advisor appointed to assist NPSG.

2.53 A meeting with the Chair and Vice Chair and David Thomas from the Internal Drainage Board to agree terms of reference for a Drainage Study which the IDB would produce. The cost to be shared between the Steering Group, BCKLWN and IDBs. The drainage study will underpin the relevant neighbourhood policies.

October 2013

2.54 The two parish Council Chairs and Chair and Vice Chair of the Steering Group consulted with representatives from the Borough Council and the two main landowners to discuss their own Plans and the Neighbourhood Plan to attempt to avoid serious conflict between the plans.

October 2013

2.55 The Steering Group met with Rachel Hogger, Planning Aid England advisor who will help complete the Neighbourhood Plan process. She talked through the help and support Planning Aid England and Locality could provide the Group.

November 2013

2.56 Hopkins Homes submit outline planning application for 1100 dwellings, primary school, local centre and associated infrastructure.

December 2013

2.57 The NPSG attend exhibitions for residents arranged by Hopkins Homes – and encourage residents to attend by website information and leaflets. Parish Councils submit letters of objection.

January 2014

2.58 NPSG reps, two Borough Councillors and Rachel Hogger (Planning Aid England) met with the Borough Council, Norfolk County Council representatives from Hopkins Homes to discuss their planning application in light of the draft neighbourhood plan. BCKLWN announce they intend to use ATLAS to assist them in developing site master plan. Also intend to commence strategic traffic study with NCC and Highways Agency.

February 2014

2.59 The Steering Group Chairman met with representatives of the Internal Drainage Board to discuss the Drainage Study.

February 2014

2.60 The Steering Group Chair and Vice Chair, Rachel Hogger (Planning Aid England) and Borough Councillor June Leamon met with the Borough Council to discuss the Draft Neighbourhood Plan.

2.61 Feedback received from developers and Landowners on the Draft Neighbourhood Plan. Turley Associates praised the Parishes in their work they have done to get the document into the form they have and considered the structure of the document to be exceptional with the vision and objectives clear and supported. Their views were noted and some amendments made to the plan, including: They did not envisage the Neighbourhood Plan having a detailed masterplan but felt this should be part of the Site Allocations document.

2.62 The Neighbourhood Plan policies should have regard to national planning policy, particularly paragraph 17 of the NPPF, the villages could be separated by protected farmland/green space, concerns about contribution to the maintenance of recreation facilities, concerns over drainage solutions, density levels being set, suggestions that some aspirations should be desirable rather than justified – GP surgery, community facilities, contributions over and above CIL or S106 is not justified as a prescriptive requirement, cost of delivering road improvements and the parallel route. These comments were taken into account when Policy amendments were discussed and made.

March 2014

2.63 The Borough Council's LDF Team submitted their response following the Neighbourhood Plan Steering Groups request for comments on compliance with the basic conditions and advice on SEA. They requested copies of plans referred to in the document. They noted issues: policy rewording required, evidence of the need for certain requirements, demonstration of the compatibility of certain requirements with the scale and nature of the development proposed in the local plan, critical review of policies and requirements in the light of the Government's emphases on housing deliverability and red tape reduction, contributions to sustainable development, general compliance with strategic policies of the Local Plan, special regard to listed buildings, compatibility with EU obligations, strategic environmental assessment, habitats (appropriate) assessment. These comments were taken into account when Policy amendments were discussed and changed.

2.64 The Chair and Vice Chair of the Steering Group with our two Borough Councillors consulted with the Borough Council and landowner representatives to discuss the A10 and West Winch village centre in order to ensure that the neighbourhood plan policies reflected the desires of local residents for a safer and more accessible village centre.

2.65 The Vice Chair and Clerk of West Winch Parish Council consulted with a business owner in the village to discuss the road improvements to West Winch village centre.

2.66 NPSG liaise with IDBs to confirm final surface water management plan.

April 2014

2.67 Surface Water Management Strategy – prepared by the Middle Level Commissioners for the East of Ouse, Plover and Nar Internal Drainage Board on behalf of the NPSG is circulated to relevant stakeholders including BCKLWN, NCC and consultants for ZAL and Hopkins.

2.68 Representatives from the Steering Group, Parish Councils of Middleton, West Winch and North Runcton consulted with the Borough Council and Norfolk County Council to discuss possible improvements to the A10, Hardwick roundabout and the A47. This was linked to the study by the Highways Agency/ Norfolk County Council "A47 Hardwick Interchange King's Lynn Brief to devise a Strategy for improving the interchange to accommodate the levels of planned growth".

June 2014

2.69 Rachel Hogger and Planning Aid England advisors submit comments on revised NP document. Revised document submitted to BCKLWN for comment.

October 2014

2.70 Steering Group representatives met with the Borough Council to discuss the latest Draft of the Neighbourhood Plan and to ensure the technical and legal formalities were met.

2.71 Representatives from the Steering Group, Parish Councils of Middleton, West Winch and North Runcton consulted with the Borough Council and Norfolk County Council to discuss progress with the study by the Highways Agency/ Norfolk County Council "A47 Hardwick Interchange King's Lynn Brief to devise a Strategy for improving the interchange to accommodate the levels of planned growth".

2.72 Updated and revised NP with plans submitted to Rachel Hogger for comment. Revised document circulated to all Parish Councillors for further review and comment. Document submitted to BCKLWN to assist in preparing submission to 'Health check' examiner.

2.73 Throughout the period the various consultations and progress of the plans have been reported at monthly public Parish Council meetings.

November 2014

2.74 A draft Neighbourhood Plan was circulated to key stakeholders including Borough and Parish Councillors, the BCKLWN LDF team, planning consultants for Hopkins Homes and Zurich Land and our RTPI planning aid advisor. The document (including plans, a draft consultation document and other appendices) was uploaded to the Parish Council website and residents were informed that the document was available for view. Comments were received – notably from BCKLWN, the developers and parish councillors. The documents and all supporting appendices were submitted for NPIERS for a ‘healthcheck examination’.

January 2015.

2.75 Andrew Ashcroft (Herefordshire Unitary Authority) was appointed to undertake the healthcheck examination and spent a day in the parishes on 7th January. He undertook a conducted tour of the area and in a 3 hour meeting discussed requirements for the Neighbourhood Plan with representatives from the BCKLWN LDF team and the NP team. He subsequently submitted a healthcheck report noting the complexity of this particular Neighbourhood Plan and outlining goals to assist in finalising it. He recommended that BCKLWN officers assisted in finalising some policy text and officers agreed to provide this assistance.

February 2015.

2.76 BCKLWN published their Site Allocations and Development Management Policies (the SADMP ‘pre-submission’ document) for consultation in January – with a deadline for comments by 23rd February. West Winch and North Runcion Parish Councils leafleted all residents to stress the importance of commenting on this document.

2.77 A public meeting was held at North Runcion Village Meeting Place to explain the key aspects of the SADMP and its relevance in relation to the Core Strategy and the emerging Neighbourhood Plan. Approximately 40 residents attended. Information was also made available on the parish websites and in the parish newsletter.

3. Regulation 14 consultation

3.1 Pre submission consultation was undertaken on the NP for an eight week period commencing 7 July 2015 and ending 1 September 2015.

Details of how the neighbourhood plan was publicised

3.2 Notification of the consultation was made via:

- A notice being place on each of the Parish Councils' web pages, <http://northrunctonpc.norfolkparishes.gov.uk/> and <http://westwinchparishcouncil.norfolkparishes.gov.uk/>.
- A notice being place on each of the Parish Councils' notice boards.
- A notice in the local press.
- A leaflet was distributed to every household in the 2 parishes.
- Email notification was sent out to those on the consultee database including statutory consultees.

3.3 The Neighbourhood Plan Steering Group held two drop in sessions in order to allow residents to review details of the plan and discuss with councillors. These were held on Saturday 1st August 2015 between 10.30am and 3.30pm in the Village Meeting Place, the Green, North Runcton and on Sunday 2nd August 2015 between 10.30am and 3.30pm in the Village Hall, William Burt Centre, West Winch.

3.4 The plan was made available to view on the Parish Councils' web pages and a limited number of hard copies were also made available on request.

Details of consultation bodies directly contacted

3.5 The following statutory consultees were directly notified of the consultation by email or letter.

Table 3.1 Statutory consultees contacted	
Consultation Body under Schedule 1 of the Neighbourhood Planning Regulations	Body contacted
Local Planning Authority	Borough Council of King's Lynn and West Norfolk
County Council	Norfolk County Council
Neighbouring Parish	Middleton Parish Council
Neighbouring Parish	Tottenhill Parish Council
Neighbouring Parish	Wormegay Parish Council
Homes and Communities Agency	Homes and Communities Agency
Natural England	Natural England
Environment Agency	Environment Agency
Historic Buildings and Monuments Commission for England	Historic England
Network Rail Infrastructure Limited	Network Rail
Highways Agency	Highways Agency
Marine Management Organisation	Marine Management Organisation
Where it exercises functions in any part of the neighbourhood area: • A primary care trust established under	

Table 3.1 Statutory consultees contacted	
Consultation Body under Schedule 1 of the Neighbourhood Planning Regulations	Body contacted
section 18 of the NHS Act 2006 or continued existence by virtue of that section • A person to whom a license has been granted under section 6 (1) (b) and (c) of the Electricity Act • A person to whom a license has been granted under section 1(2) of the Gas Act 1986 • A sewage undertaker • A water undertaker	West Norfolk CCG Watlington Medical Centre Southgates Medical Centre St James Medical Practice Gayton Road Health Centre Hazardous Installations Directorate UK Power Networks Transco National Grid Anglian Water Services Ltd
Any person i) to whom the electronic code applies by virtue of a direction given under section 106 (3) (a) of the Communications Act 2003; and ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority	British Telecom
Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area	Norfolk Wildlife Trust Norfolk Playing Fields Association North Runcton Tennis Club North Runcton Cricket Club North Runcton/West Winch Scouts and Guides North Runcton Art Club Middleton & District RBL West Winch Junior Football Club West Winch Badminton Club West Winch CP School - Home School Link Each For All Club West Winch Village Hall West Winch The Haven Sports Development Manager Active Norfolk Byways and Bridleways Trust English Sports Council – East Local Campaigns Rep (West Norfolk) CTC The National Cyclists Organisation
Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area	Sport England The National Cyclists Organisation Campaign for the Protection of Rural England (CPRE)
Bodies which represent the interests of different religious groups in the neighbourhood area	St Marys Church, West Winch Brethren Church North Runcton Parish Church
Bodes which represent the interests of persons carrying on business in the neighbourhood area	Zurich Assurance Ltd represented by agent Bidwells Turley Associates Maddox Associates/Northern Trust Tharros Ltd West Winch Common Rights Holders Norfolk Constabulary Stage Coach Alan Baxter Ltd East of Ouse, Polver & Nar Internal Drainage Board Kings Lynn Internal Drainage Board

Table 3.1 Statutory consultees contacted	
Consultation Body under Schedule 1 of the Neighbourhood Planning Regulations	Body contacted
	Sainsburys Store Penguin Foods Just Smile Dental Surgery Winchley Home Olympic Carpets West Winch Post Office The Village Store Ian Bix architect King's Lynn Caravan and Camping Park Bowman Plumbing and Heating L Towler & Co Farmers William Burt Social Club JR Plowright (Builder) Naish Electrical Services Setch MOT Centre Orange Tree Hair Salon Mark's Plaice Beers of Europe King's Lynn Signs Oriental Palace JSW Car Sales Silena Automotive Andrew James Plumbing & Heating Esso Garage
Bodies which represent the interests of disabled persons in the neighbourhood area	Borough Council Disability Forum

3.6 In addition the following organisations were directly contacted.

- Middleton VC Primary School
- West Winch Primary School
- College of West Anglia
- Lord Cholmondley
- Borough Cllr Peter Gidney
- Borough Cllr Bal Anota

Responses received on the Pre submission consultation on the North Runcton and West Winch Neighbourhood Development Plan

3.7 Responses were received from 13 statutory consultees and two landowner/agent/developers. Their comments have been logged in the table appended at **Appendix J**.

Consultee	Consultee Type
• Borough Council of King's Lynn and West Norfolk • Middleton Parish Council • Natural England • Highways England • King's Lynn Internal Drainage Board • Anglian Water • National Grid • Health and Safety Executive	Statutory Statutory Statutory Statutory Statutory Statutory Statutory

- Norfolk Wildlife Trust Statutory
- Council for the Protection of Rural England Statutory
- Sport England Statutory
- Norfolk County Council. Officer non transport response Statutory
- Norfolk County Council Transport response Statutory
- Maddox Associates on behalf of ZAL Landowner/developer
- Pegasus on behalf of CTC First Farming Partnership Landowner/developer
- County Councillor Alexandra Kemp Statutory

3.8 Sixty one members of the community provided their input on the plan at the events held on 1 and 2 August 2015. These comments are logged in five different tables set out in **Appendix K** to this document:

Table 1 – Community responses received on the Overall Neighbourhood Plan.

Table 2 – Community responses received on the Whole Neighbourhood Plan Area Policies.

Table 3 - Community responses received on Local Economy Policies.

Table 4. – Community responses received on the Growth Area Policies.

Table 5 – Community responses received on the Neighbourhood Development Plan (NDP).

Summary of the main issues and concerns raised

3.9 Comments received from residents on the overall plan (see Table 1 in **Appendix K**) are summarised in the table below. In total, there were 55 respondents on the overall plan. Of these, 19 respondents disagreed with the overall content of the plan, 33 respondents agreed with the overall plan and three respondents neither agreed nor disagreed.

Key concerns raised by the community in relation to overall content of the plan.	
Topic	Number of comments
Traffic/relief road	18
Increase in population and impact on infrastructure	8
Rural Setting and Character	4
Gravel Hill	4
Drainage	2
Green space	1
Biodiversity	1

3.10 Comments received from residents on the Whole Neighbourhood Plan area policies (see Table 2 in **Appendix K**) are summarised in the table below. In total 48 people responded to this part of the plan. Of these, 30 were in agreement with the policies and 15 were in disagreement with the policies and 3 respondents neither agreed nor disagreed.

Key concerns raised by the community in relation to Whole Neighbourhood Plan Area policies	
Topic	Number of comments
Traffic/relief road	9
Rural Setting and Character	5
Increase in population and impact on infrastructure	3
Green space	3
Design	2

Key concerns raised by the community in relation to Whole Neighbourhood Plan Area policies	
Residential Car parking	2
Heritage	1
Gravel Hill	1
Bicycle parking	1

3.11 Comments received from residents on the Local Economy Policies (see Table 3 in **Appendix K**) are summarised in the table below. In total 48 people responded to this part of the plan. Of these, 29 were in agreement with the policies, 16 were in disagreement and 2 neither agreed nor disagreed.

Key concerns raised by the community in relation to the Local Economy Policies	
Topic	Number of comments
Local employment	16
Loss of agricultural land	3
Impact on infrastructure	2
Community hub	2
Traffic/relief road	1
Public transport	1
Cycle connectivity	1

3.12 Comments received from residents on the Growth Area Policies (see Table 4 in **Appendix K**) are summarised in the table below. In total, 52 people responded to this part of the plan. Of these, 25 were in agreement with the policies, 23 were in disagreement and 3 neither agreed nor disagreed.

Key concerns raised by the community in relation to the Growth Area Policies	
Topic	Number of comments
Traffic/relief road	19
Green areas	5
Impact on infrastructure	3
Public transport	3
Cycle provision	1
Drainage	1

3.13 Comments received from residents on additional but non-specific issues (see Table 5 in **Appendix K**) are summarised in the table below. In total, 35 people gave responses on non-specific areas of the NDP.

Additional concerns raised by the community in relation to non-specific issues in the Neighbourhood Plan	
Topic	Number of comments
Traffic/relief road	13
Impact on population	3
Impact on infrastructure	3
Public transport	3
Gravel Hill	2
Green areas	1
Cycle provision	1
Employment	1
Empty properties	1
Parking	1
Lack of pub in West Winch	1

3.14 The comments received from statutory consultees and the two landowner/developer/agents are set out in full in the **Appendix J** but are also summarised in the table below.

Statutory Stakeholder	Key concerns/comments
Borough Council of King's Lynn and West Norfolk (BCKLWN)	• Extent of areas identified as protected greenspace within the areas for housing growth. • Protection of agricultural land when this is needed for development. • Blanket requirement for outside space for all dwellings. • Excessive requirements, including those for green infrastructure and for multiple replacements of natural features. • Unrealistic limit on development in advance of all link road details being finalised, and purporting to give a veto on these parties to parties who do not have this role in law. • Delay to the southern neighbourhood, and exclusion of its neighbourhood centre. • A need to adopt a more focused approach which would provide a clear, usable and priorities policies and a need to avoid an unmanageable extent of topics, requirements and detail.
Middleton Parish Council	• Generally supportive but concerned that the plan doesn't adequately address infrastructure requirements associated with new development including provision of shopping and recreation opportunities within the NP area, bus services, schools, doctors and hospitals.
Natural England	• Generally supportive specifically with regard to pre submission policies designed to help protect wildlife and landscape including WA01 (protecting sites of local value); GA02 (providing green infrastructure); GA05 (providing green infrastructure management resources); GA06 (protecting agricultural land and soils); GA14 (cycle and footpath provision); and GA20 (dog walking provision). • Satisfied that the in-combination effects associated with development at West Winch and North Runcton will be addressed provided the draft monitoring and mitigation strategy for the whole borough is finalised and adopted by BCKLWN.
Highways England	• Generally supportive. • Clarification that Highways England have been in discussion with Parish Councils, King's Lynn & West Norfolk, Norfolk County Council and developers with regard to the likely requirements of road transport needs for the growth area.
King's Lynn Internal Drainage Board	• No objections but clarifies that it may have comments on actual development proposals when they come forward. • Suggests policy requirement for drainage infrastructure to be commuted to a competent authority (such as one of the

Statutory Stakeholder	Key concerns/comments
	IDBs, Norfolk County Council or Anglian Water.
Anglian Water	Comments on pre-submission policies WA03 and GA04 regarding tree planting and impact on drainage and sewage infrastructure maintenance.
National Grid	Clarified the National Grid Assets (gas transmission pipelines, gas distribution pipelines, gas pipelines and overhead lines and towers) located in NP area.
Health and Safety Executive	Clarified the existence of HSE consultation zones within the NP area. These relate to the zones around the 5 gas pipelines and one major hazard installation at Hardwick Industrial Estate where development (or certain types of development) would not be compatible.
Norfolk Wildlife Trust	Generally supportive of the green infrastructure policies. Provision of more accurate information regarding County Wildlife Sites and suggestions for improving the text accordingly.
Council for Protection of Rural England	Supportive and welcomes the green infrastructure policies.
Sport England	A generic response emphasizing the relevance of NPPF paragraphs 73 and 74, the protection of playing fields and the need for planning policies to be underpinned by up to date assessments and strategies for indoor and outdoor play provision.
Norfolk County Council non transport response	A relatively detailed response requesting some policy changes including the insertion of an over-arching infrastructure delivery policy indicating clearly what infrastructure will need to be provided from the developers in order to deliver a new sustainable community.
Norfolk County Council – transport response	A relatively detailed response specific to the pre-submission transport policies GA08, GA09, GA12, GA13, GA14 and GA15. Includes concern regarding workability of policy GA08 and suggests further discussions required with stakeholders.
Maddox Associates on behalf of ZAL	- Non-compliance with the emerging local plan - Certain individual policies being too prescriptive - Comments that Policy GA08 is more realistic than previous drafts but suggests that the policy is linked to the adoption of an infrastructure delivery plan.
Pegasus on behalf of CTC First Farming Partnership	Concern that the NP makes no allocation or provision for development in the village of North Runcton and the fact that the village will remain effectively designated as open countryside in the Borough Council's Site Allocations document.

A description as to how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan:

3.15 Appendices J and K provide a detailed account as to how the Neighbourhood Plan has been changed to take into account representations made by the statutory consultees and the community.

3.16 In addition, following the pre-submission consultation the BCKLWN's Site Allocations and Development Management Policies Plan was submitted (2015), examined (Spring and Summer 2016) and finally adopted (incorporating extensive Proposed Modifications agreed as part of the examination) in September 2016. The adoption of the Site Allocations and Development Management Policies Plan has had implications for the Neighbourhood Plan

since it includes a number of directly relevant strategic policies including the strategic site allocation for the West Winch growth area. The submitted NP has therefore also had to be amended to reflect the updated strategic policy context.

3.16 A summary of key changes made to the plan is set out below:

Key change to the plan
- In response to concerns raised by the community at pre submission stage, further clarification at the beginning of the plan that the Neighbourhood Plan is unable to alter the strategic growth requirements set out in the Core Strategy and the Site Allocations and Development Management Policies Plan and that the purpose of the Neighbourhood Plan is to help 'shape' proposed development and try to make the proposals more acceptable for local residents
- Streamlining of the policies; moving policies only relevant to the Growth Area into the GA policies section and policies relevant to the entire NP area to the WA policies section; deletion of eight policies (incorporating requirements into existing policies).
- Insertion of new policy GA02 Infrastructure delivery in the West Winch Growth Area bringing into one policy the infrastructure requirements previously set out across a number of policies. Policy now also linked in with Infrastructure Delivery Plan for the strategic site allocation and policy in line with NPPF requirements regarding planning obligations
- Pre submission policy GA08 (submission policy GA04) now linked in with the Infrastructure Delivery Plan for the strategic site allocation
- In response to support and objections to green infrastructure policies, the supporting text to pre-submission policy GA02 (submission policy GA03) explains in more detail the rationale for the GI requirements.
- Policy GA01: Creating neighbourhoods includes the provision regarding compliance with the Borough's HRA Monitoring and Mitigation Strategy in order to ensure the NDP is compatible with HRA requirements and strategic context provided by the adopted Local Plan policies.
- Amendment of the Local Service Infrastructure Map (Figure 3.0 in the submission plan) to reflect more accurately the actual building restriction zones around the gas pipeline corridors. Clarification in the text of the building restrictions which apply in the inner, middle and outer zones of the gas pipeline corridors.
- Pre-submission policy GA06: Protecting agricultural land and soils (submission policy WA06): wording amended to reflect the intention of the policy more accurately.
- Policies made more flexible and less prescriptive to bring them in line with the basic conditions. This includes pre submission policy GA19 – provision of play areas (submission policy WA15) and policy WA07: adequate outside space (submission policy WA12)

Appendices

Appendix A - Memorandum of Agreement between North Runcton and West Winch Parish Councils.

Memorandum of Agreement; Neighbourhood Development Plan

The Parish Councils for **West Winch** and **North Runcton** agree to work together, under the terms of the Localism Act 2011, to draw up a Neighbourhood Plan with the following Vision and Aims

Vision:

To create attractive villages with excellent facilities and quality of life where residents of all ages can live, work, play and contribute to the ongoing success of the community.

Aims:

To support the development of high quality, sustainable and successful new neighbourhoods whilst nurturing and enhancing the lives of existing residents in West Winch and North Runcton.

To identify the unique or distinctive physical and cultural assets of the parishes, and use these to shape the future environment and community.

Economy: To create an environment that fosters sustainable and rewarding jobs and supports education and skills development.

To ensure that residential expansion is supported by employment expansion and that the majority of employment opportunities are local. (within 5 miles)

Social: To nurture a diverse and supportive community with excellent internal communication and close links to neighbouring communities.

To ensure there are spaces, institutions and events where the whole community can regularly meet and socialise and from where new bonds and mutually beneficial initiatives can prosper.

Environment: To create a network of green spaces and corridors that is respected and embraced by all residents and that sustains local wildlife and a sense of rural living even within the settlements.

To sustain and safeguard agriculture in the parish in tandem with improved rural access and recreational opportunities for village residents

Transport: To provide an excellent network of public transport and non-vehicular transport routes that allow a genuine choice in future transport options.

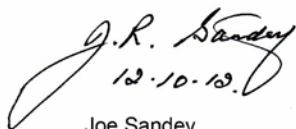
The geographical area of the plan will cover the entirety of both parishes.

Each parish council will approve the steering group membership, consisting of current PC members and other parishioners.

Each parish council will approve each stage towards the final plan with the Neighbourhood Plan being an agenda item at each parish meeting.

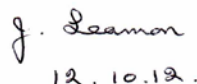
The Neighbourhood Plan will seek to achieve the above vision and aims while conforming to required statutory planning guidance.

Signed for West Winch PC



Joe Sandey
Chairman West Winch PC

Signed for North Runcton PC



June Leamon
Chairman North Runcton PC

Appendix B – Letter Confirming BCKLWN agreement to the Parish Councils to undertake a Neighbourhood Plan

Please ask for: Sarah Phipps
Direct dial: (01553) 616573
E-mail: sarah.phipps@west-norfolk.gov.uk

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



Mrs June Leamon
The Village Meeting Place
The Green
North Runcton
Norfolk
PE33 0RB

Geoff Hall
Executive Director

**Regeneration &
Development Services**

06 March 2013

Dear Mrs Leamon

Agreement to the designation of West Winch and North Runcton as a Neighbourhood Area

I refer to your letter of 15/10/2012 requesting the Borough Council to agree to the designation of the Parish of West Winch and North Runcton as a Neighbourhood Area (in accordance with Section 6 of the Neighbourhood Planning (General) Regulations 2012). The application included a map identifying the area to which the application relates, and a statement explaining why the area was considered appropriate to be designated as a Neighbourhood Area.

Following a period of public consultation between 1 November 2012 and 13 December 2012 the Borough Council received 4 responses. The request for designation taking into account the responses was considered by the Cabinet at its meeting on 5 February. Cabinet resolved that the designation of the three Neighbourhood Development Areas (including West Winch and North Runcton) as proposed be agreed. In coming to its decision, the Cabinet ensured that the area and boundaries proposed were coherent, consistent and appropriate in planning terms. Therefore under Section 61(G) of the Town and Country Planning Act 1990 as amended, the area designation is agreed.

Under Regulation 7(1) of the Neighbourhood Planning (General) Regulations 2012 the decision to agree the area designation will now be publicised by the Borough Council on our website.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'GH'.

On behalf of Executive Director

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200; fax: (01553) 691663
DX 57825 KING'S LYNN

Chief Executive – **Ray Harding** Deputy Chief Executive – **David Thomason**

www.west-norfolk.gov.uk

Appendix B –Letter Confirming BCKLWN agreement to the Parish Councils to undertake a Neighbourhood Plan

Neighbourhood Planning (General) Regulations 2012

West Winch and North Runcton Neighbourhood Area

Name of Neighbourhood Area

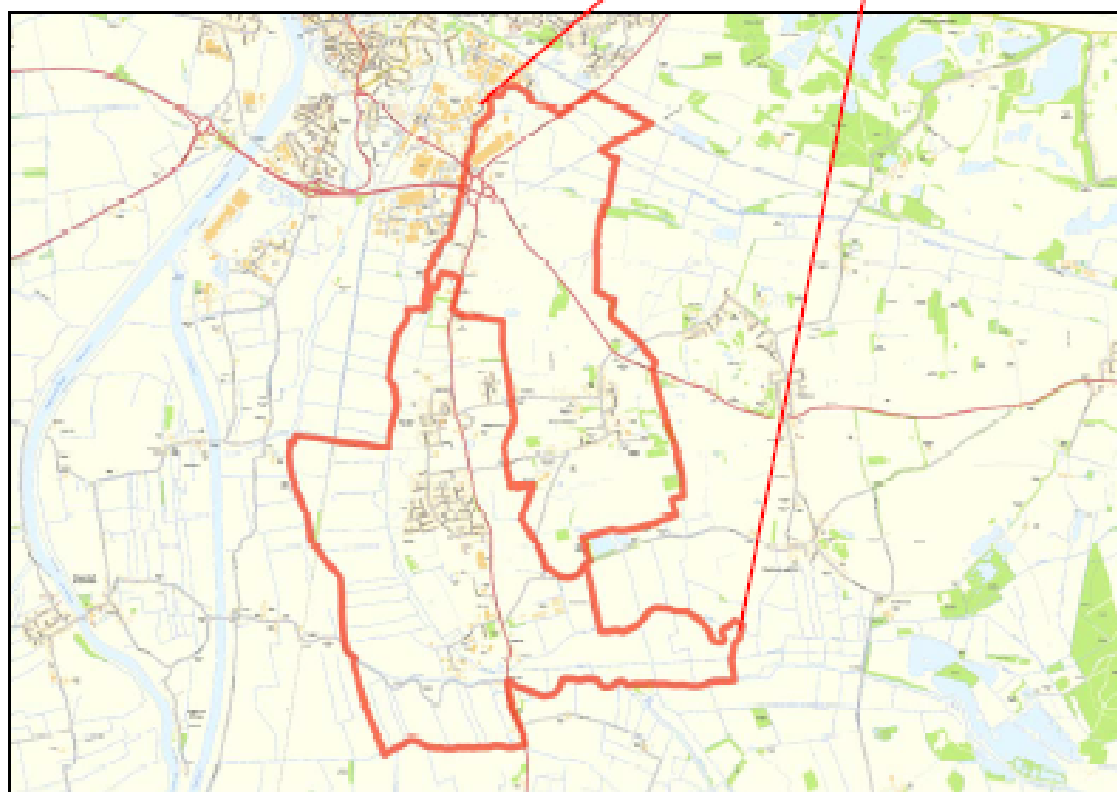
West Winch and North Runcton

Parish Council(s)

West Winch and North Runcton

Date Approved

05/02/2013



 <

Appendix D – Leaflet sent to all households in both parishes re Borough Council Site Allocation consultation, October 2011

Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils



By Email

Mrs June Stokes, Clerk to the Council
North Runcion Parish Council,
Windhoek, Hill Road
Fair Green
King's Lynn, Norfolk
PE32 1RW

Mrs Judy Close, Clerk to the Council
West Winch Parish Council
1 Long Lane
West Winch
King's Lynn, Norfolk
PE33 0PG

25 September 2012

Dear Michelle and Rick

**Re: Supporting communities and neighbourhoods in planning 2012-13
West Winch & North Runcion - Memorandum of Understanding**

Further to our recent meeting and correspondence regarding the next phase of work on West Winch & North Runcion Neighbourhood Plan, I am pleased to present a Memorandum of Understanding for the provision of support to West Winch and North Runcion Parish Councils in the period from September 2012 to the end of March 2013. The Prince's Foundation's involvement in the project will be entirely funded through the grant provided by the Department for Communities and Local Government (DCLG) as part of the 'Communities and Neighbourhoods in Planning' programme.

1. The Prince's Foundation and neighbourhood planning

The Prince's Foundation has pioneered work that brings together the local community and key stakeholders, engaging them in the creation of a unified vision for an area. Developing proposals with an active, hands-on involvement of all those who will be affected by any changes on the ground secures their buy-in and ownership over the proposals and minimises the risk of coming up against future opposition / failure in a referendum.

The Prince's Foundation has been at the forefront of the Coalition Government's planning reforms since April 2011, supporting communities and neighbourhoods across England engaged in piloting the new features of the planning system - Neighbourhood Development Plans (referred to in this proposal as Neighbourhood Plans or NDPs) and Neighbourhood Development Orders (NDOs).

With the enacting of the Localism Act in November 2011 and secondary legislation (Neighbourhood Planning Regulations) in April 2012, the work on early Neighbourhood Plans entered a new phase. The focus of many Frontrunner communities has shifted from



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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

early community engagement and exploration of issues and routes towards addressing them, to starting to draft Neighbourhood Plans, carrying out Strategic Environmental Assessments (SEAs) and engaging a wider community prior to submitting draft Plans to their Local Planning Authorities.

In response to this, the Prince's Foundation's programme of support for the period August 2012 to March 2013 has evolved to include not only community engagement through participatory workshops, but also assistance with drafting plans and SEAs, further negotiations with local authorities or developers, further design and planning work or community engagement prior and during the statutory consultation period.

Although West Winch & North Runcton is not one of the Government's designated frontrunner communities, we have made the case to our funder, DCLG, that our previous involvement in the area and the commitment shown to preparing a neighbourhood plan should justify West Winch & North Runcton being part of the Prince's Foundation's ongoing programme of support. I am pleased to report that DCLG has approved this proposal and we can continue to support you up to the end of March 2013.

2. Our understanding of the current issues and progress to date

The Prince's Foundation has facilitated a design workshop in West Winch in February 2012 as part of the DCLG 'Supporting communities and neighbourhoods in planning' programme, with West Winch Parish Council as our client. It was conducted against the backdrop of:

- a substantial strategic allocation of new housing in the area in the adopted BCKLWN core strategy (July 2011) – indicatively, 1,600 units by 2026;
- a development proposal by a consortium of landowners led by Zurich Assurance Ltd, presented as a strategic masterplan for the villages; and
- a further draft proposal by Hopkins Homes for housing-led development on land to the north of the existing North Runcton village, and within North Runcton parish.

The workshop helped in developing: a greater understanding of the potential purpose of a neighbourhood plan, a set of outline issues and objectives, a draft spatial plan for further discussion and testing, and potential actions that could enable delivery of those community objectives. These were recorded in the Foundation's workshop report.

The workshop underlined the strength of feeling about addressing traffic and movement issues, particularly regarding the A10 through West Winch and the Hardwick Roundabout. The community wishes to improve safety and environmental conditions on the A10, and to develop a transport and access plan for any new development that minimises adverse impacts to existing roads and the local environment. Although the Foundation's report set out an option for a link road between the A10 south of West Winch and the A47, further discussions and testing will be required to identify a favourable and viable option.

Large sections of the community are also very concerned about the nature and scale of future housing development. Some oppose any future development at all. Those who accept the idea that some new housing will be built (notwithstanding the numbers and timescale) are keen to see that it provides opportunities and improvements for the existing community, particularly local employment and local services. Any new development should add to local character and distinctiveness, and reflect the open, rural nature of the current settlements.

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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

Since the workshop, the two parish councils have made a great deal of progress. They have:

- discussed the PF report at parish council meetings
- developed a draft community vision and objectives
- published that material, together with background information about neighbourhood planning, on the parish council websites
- begun to prepare baseline information on the social, economic and environmental context
- set up a dedicated steering group, with parish councillors from both villages, to lead the neighbourhood planning process
- entered into further dialogue with BCKLWN about the process, establishing that the local authority is supportive and willing to help through lending some officer time
- prepared and issued a questionnaire about the proposed Plan to all households in both parishes
- submitted the agreed boundaries for the Neighbourhood Plan to BCKLWN
- approached the Prince's Foundation for further support

In particular, West Winch and North Rington have resolved how to work together to help achieve common objectives. They now have a clear aspiration to prepare a single plan covering both parishes, they have agreed to work jointly on the project, and they intend to prepare a Memorandum of Agreement and project management plan to formalise working arrangements. The new steering group reports to the respective parish councils and therefore to the wider community. It is also hoped that, through the questionnaire and further consultation, other members of the community with particular skills and experience to contribute to the project may come forward to be part of the steering group.

A scoping meeting between the two parish councils, BCKLWN and The Prince's Foundation was held on 24 September 2012 to discuss progress, future support requirements and a possible programme of assistance by The Prince's Foundation until the end of March 2013. The immediate issue is preparing a work programme that considers and integrates:

- the outputs of the Prince's Foundation workshop
- community aspirations discussed since then and emerging through questionnaire responses
- BCKLWN's Site Specific Allocations and Policies DPD, which the borough expects to complete and present to Cabinet by the end of 2012
- the Hopkins development proposals, which have moved on since the February workshop and are nearing a stage where an application can be expected
- the Zurich Assurance proposals, and
- the views of Norfolk County Council and others on transport and movement issues.

It is also recognised that, though there is impressive commitment from the steering group and colleagues on the two parish councils to planning positively for the future of the area, there remain significant challenges of community engagement. Gaining widespread acceptance of the principle and potential contents of a plan that provides for future housing growth and improvements to local infrastructure will require good communication and careful balancing of the views of various parts of the community.

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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

3. What we are proposing to do

This MoU sets out the work programme agreed between West Winch Parish Council (WWPC), North Runcton Parish Council (NRPC) and the Prince's Foundation. Our aspiration is to help you make as much progress as possible between now and the end of March 2013 – ideally to the point of submitting a Final Draft NDP to BCKLWN. Progress will depend on future decisions being made by various parties and we therefore propose to offer support in three stages, reviewing our position at the end of each and, if necessary, revising the programme of support to make best use of the time and resources remaining.

- Stage 1 (Sept to Nov 12): Help you develop a project plan and immediate actions that meet regulations and your needs, and help you refine objectives and contents for your NDP
- Stage 2 (Nov 12 to Feb 13): Assist you in preparing and consulting on your draft NDP
- Stage 3 (Feb to Mar 13): Assist you in preparing your final draft NDP for submission to BCKLWN

More detailed list of tasks and associated timeline and outputs is provided below.

ID	Tasks	Timeline	Output
Stage 1			
1	Develop project plan Analyse questionnaire results	Oct 12	• Project plan • Refined version of vision/objectives • Draft plan outline
2	Meetings with key stakeholders to include • BCKLWN • Norfolk County Council • Hopkins Homes and Zurich Assurance and/or their representatives	Oct – Nov 12	• Facilitation of or contribution to meetings • Meeting notes
3	Two days of workshops with parish councils and key contacts to present findings and get agreement on way forward regarding overall objectives and key design/planning issues	Nov 12	• Contribution to focus groups with local community and businesses • Facilitation of a one day technical workshop with WWPC & NRPC and key contacts • Workshop notes and any drawn material produced (sketches, diagrams)

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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

ID	Tasks	Timeline	Output
4	SEA Screening: armed with more detail about potential NDP contents, revisit requirements for SEA in more detail with BCKLWN	Nov 12	• Facilitation of a meeting with BCKLWN • Meeting notes incl agreement regarding requirement for SEA
5	Produce programme for Stage 2 and firm up outputs for sign off by WWPC & NRPC as necessary	Nov 12	• Stage 2 programme and outputs for WWPC & NRPC to sign off
Stage 2			
6	Ongoing support with drafting and review of NDP including any supplementary material – such as transport strategy, design strategy, landscape/environment strategy	Nov 12- Feb 13	• Input into pre-consultation Draft NDP
7	Advice on communicating proposals to stakeholders and the wider public incl potential facilitation of a public session during statutory consultation period	Dec 12 – Feb 13	• Recommendations on engagement methods • Facilitation of a public session (up to a day long)
8	Support with scoping and drafting of SEA if required	Nov 12- Feb 13	• Input into SEA Scoping Report • Input into Draft SEA
9	Help prepare Draft Consultation Statement for submission with Draft NDP	Jan - Feb 13	• Input into draft Consultation Statement
10	Produce programme for Stage 3 and firm up outputs for sign off by WWPC & NRPC as necessary	Feb 12	• Stage 3 programme and outputs for WWPC & NRPC to sign off
Stage 3			
11	Review of statutory consultation responses and input into final draft NDP, Consultation Statement and SEA	Mar 13	• Input into Final Draft NDP ready for submission to District Council

The proposal reflects our best assumptions regarding the likely timescale to the end of March 2013. However, the delivery of the above work programme will depend on the

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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

complexity of issues that may be encountered and, crucially, the willingness and capacity of key stakeholders (primarily parish, borough and county councils) to engage in and support the process in a timely fashion.

The Prince's Foundation will work closely with the councils to prevent and/or minimise delays in the delivery of the programme. We will keep under review this work plan and will agree with WWPC and NRPC any alterations to it providing, however, that all the Foundation's activities must end by the end of March 2013.

4. Responsibilities

To ensure that the project is successful each party will be responsible for specific tasks, as detailed below.

The Prince's Foundation will:

- provide a Project Manager as the key point of contact
- provide further members of staff and external consultants to facilitate the meetings, carry out the support work as outlined above alongside a Project Manager
- source the necessary plans from the Local Authority or alternative sources
- assist in identifying stakeholders for the community engagement / consultations
- provide the community representative with adequate information to be able to answer queries from stakeholders or the wider community
- provide the community representative with advice and guidance relating to neighbourhood planning
- produce agreed outputs in a timely fashion (subject to the provisos mentioned in Section 3) and make it available to the Town Council
- provide access to all materials generated over the course of the commission.

West Winch and North Runcton Parish Councils will:

- provide key points of contact and day-to-day management of the project
- ensure adherence to the agreed timetable / delivery of agreed outputs
- identify and invite key stakeholders to the key meetings and engagement events
- be a key point of contact for those stakeholders who require further information
- provide a suitable venue for the meetings and engagement events outlined in the proposal above
- provide flipcharts / display boards, projector and screen if requested by Project Manager
- provide catering for meetings and engagement events if/as required by the Project Manager
- provide advice and guidance on local issues as appropriate
- advertise any public open sessions in an appropriate way to maximise attendance.

5. Monitoring progress

As outlined in Section 3 the delivery of the proposed work programme will be the subject to input of many stakeholders. To minimise disruption to the proposed programme, The Prince's Foundation proposes a programme of monthly progress meetings with the parish councils. These may be in the form of teleconferences.

More detailed work plan will be agreed at the start of each stage of work, as issues and timelines become clearer.

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Appendix C – Memorandum of Understanding between The Prince's Foundation and the Parish Councils

The Prince's Foundation will be providing monthly progress updates on this project to DCLG.

6. Next steps

Please sign and return this MoU to the address below.

Sebastian Knox
Programme Administrator
The Prince's Foundation for the Built Environment
London
EC2A 3SG

Signed.....

On behalf of
West Winch Parish Council

Name:

Date:

.....

On behalf of
North Runcton Parish Council

Signed.....

On behalf of The Prince's Foundation for the Built Environment

Name: Biljana Savic, Urban Programme Manager

Date:

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Information for all parishioners within West Winch and Setchey Parish Council and North Runcton Parish Council areas

Up to 6,000 new houses proposed

You may be aware of the Local Development Framework which covers the whole of the King's Lynn and West Norfolk borough. This Framework looks at future housing needs of the borough amongst other topics.

The Borough Council has already asked land owners to suggest land which they would like to be put forward as housing land and a lot of land owners have made suggestions for our two parishes including land abutting the A10 and A47.

The Borough Council is now looking at all the suggested sites to decide which are suitable for housing over the next 10 years or so. The results of this will form a document called 'Site Specific Allocations and Policies Development Plan Document' see current draft at:

<http://www.west-norfolk.gov.uk/pdf/06-09-11%20-%20Agenda%20-%20Site%20Specific%20Allocations.pdf>

The Borough Council is holding a Public Event to let parishioners and the two parish councils see which land is being put forward as suitable for housing and this will form part of the formal consultation process. Representatives from both Parish Councils will be present at this event.

The Public Event will take place in:

**"The Lounge" at William Burt Social Club
Watering Lane, West Winch**

on

FRIDAY 14TH OCTOBER 2011

**Drop in any time between 3.30 pm and 8.00
pm**

Please come along and have your say about future housing development in your parish. If you would like to be involved in the decision making process please speak to a Parish Councillor at the event.

Yours faithfully

Councillors from both West Winch & Setchey and North Runcton Parish Councils.

West Winch & North Runcton Parish Councils

Invitation to all residents

You will remember the Public Event a few months ago which focussed on the proposed housing in the two parishes of West Winch and North Runcton.

The Borough Council is now going through all comments made in response to the Site Specific document.

In the meantime West Winch Parish Council feels it is important to meet with residents again to discuss everyone's thoughts and concerns.

The Prince's Foundation for the Built Environment has kindly agreed to facilitate two meetings with residents and there will be 2 such meetings in February at the Village Hall, adjacent to the William Burt Social Club, Watering Lane, West Winch:

- **Monday 13th February from 7pm until 8.30pm.**
Public Session open to all. Will consist of a short **presentation** by the Prince's Foundation and then discussion with everyone to understand your aspirations and concerns

The next day representatives from the Parish Council will meet with the Prince's Foundation staff along with invited stakeholders - landowners, North Runcton Parish councillors, developers, borough and county council staff, key service deliverers and key community members to discuss what you have said is important to you and on Wednesday the Prince's Foundation staff will produce a presentation of findings for the public event that evening.

- **Wednesday 15th February from 7pm until 8pm.**
Public Session open to all. This will consist of a presentation by the Prince's Foundation followed by a questions and answers session.

It is very important that as many residents as possible attend the sessions on the Monday and Wednesday evenings so you can put your own point of views forward on the Monday and hear how your views are included on the Wednesday evening.



Prepared by North Runcton and West Winch Neighbourhood Plan Steering Group – November 2016

For further information please contact the West Winch or North Runcton Parish council clerks via the Parish Council websites:

North Runcton

<http://northrunctonpc.norfolkparishes.gov.uk>

West Winch

<http://westwinchparishcouncil.norfolkparishes.gov.uk>