NORTH NORFOLK LOCAL PLAN REVIEW

PROJECT INITIATION DOCUMENT (PID)

NORTH NORFOLK LOCAL PLAN REVIEW: PROJECT INITIATION DOCUMENT

OVERVIEW

Project Title:

North Norfolk Local Plan Review

Version:

Version 1

Date:

14 October 2026

Purpose of this PID document

This Project Initiation Document (PID) sets out the management framework and approach for delivering the North Norfolk Local Plan. It provides clarity on the plan's scope, governance arrangements, resources, and timelines. The PID is designed as a reference tool for the team, stakeholders, and the Council's leadership and management structure, supporting effective decision-making and ensuring everyone involved understands their roles and responsibilities throughout the plan-making process.

The use of this PID Template is recommended by Government Getting ready to prepare a new plan - GOV.UK

1. PLAN SCOPE

1.1 Role of Plan

As a local planning authority (LPA), North Norfolk District Council has a statutory duty under both the Planning and Compulsory Purchase Act 2004 and amendments made by the Levelling Up and Regeneration Act 2023 to prepare and adopt a Local Plan. Our new Local Plan will establish how land within our area will be used and developed, setting out priorities for housing, employment, infrastructure, design, and environmental standards. In planning for housing, the government's Standard Method provides the starting point for determining local housing need. Importantly, our policies must contribute to climate change mitigation and adaptation, avoid inconsistency with national decision-making policies, and align generally with any operative spatial development strategy relevant to our area, when in place. The Act empowers the Secretary of State to specify matters our plan must or may address. Once adopted, the new North Norfolk Local Plan will serve as the principal basis for making planning decisions, directly shaping the future growth, development, and sustainability of our communities. It will form part of the statutory development plan for North Norfolk and will inform the determination of planning applications, alongside made Neighbourhood Plans, the Norfolk Minerals and Waste Local Plan, and any future Spatial Development Strategy (SDS).

1.2 Summary of Plan Scope

Summary of Scope

The North Norfolk Local Plan project will prepare a new statutory Local Plan under the reformed plan-making system introduced through the Levelling-up and Regeneration Act 2023 and associated 2026 Local Planning Regulations. The Plan will cover the entirety of the North Norfolk District Council administrative area (excluding those parts of the district that fall within the Broads Authority Executive Area, where planning functions are exercised by the Broads Authority). The Plan will replace the existing adopted North Norfolk Local Plan 2024-2040 and will establish the strategic planning framework for the district to approximately 2045, providing the basis for future planning decisions, growth management and guiding investment decisions.

The project encompasses the full plan-making process from commencement through to adoption, including evidence gathering, site assessment and selection, stakeholder and

community engagement, statutory consultation, gateway assessments, independent examination, and adoption. The new Local Plan must be prepared within the Government's mandatory 30-month timetable, commencing formally at Gateway 1 no later than 31 October 2026 and concluding with adoption by Spring 2029. The key stages are detailed below:

The scope includes the preparation of a strategic, primarily spatial Local Plan focused on addressing North Norfolk's key development needs and priorities. At this provisional stage, the new Local Plan is likely to include and address the following spatial matters:

- Meeting identified housing needs, including planning for the increased national housing requirement applicable to North Norfolk.
- Identifying the spatial distribution of growth and development.
- Allocating land for housing, employment, infrastructure and other strategic uses.
- Supporting economic growth, employment provision and town centre vitality.
- Planning for infrastructure delivery, including transport, utilities, digital infrastructure and community facilities.
- Conserving and enhancing the natural, historic and built environment.
- Supporting climate change mitigation and adaptation.
- Addressing flood risk, coastal change, water management and other environmental constraints.
- Establishing a clear vision, objectives and measurable outcomes for the district. Delivery information (Housing Trajectory) and a Monitoring Framework
- Strategic Environmental Assessment, Habitats Regulations Assessment, Equality Impact Assessment

The Local Plan will be prepared in accordance with national planning policy and guidance, including the National Planning Policy Framework and associated Planning Practice Guidance. The Plan will establish a locally distinctive planning strategy for North Norfolk, addressing matters that require local policy direction while avoiding unnecessary repetition of national policy or development management requirements already set out in national guidance. Local Plan policies will provide clear, locally relevant criteria where these are necessary to guide development, support decision-making, and respond to the District's specific environmental, social and economic characteristics.

The Local Plan will be prepared in accordance with the Government's digital-first approach to plan-making. Outputs will include digital consultation materials, machine-readable datasets, an interactive Policies Map, and an accessible web-based Local Plan. The project will also consider whether Supplementary Plans are required to replace existing Supplementary Planning Documents (which will cease to have effect upon adoption of the new-style Local Plan).

The project will require ongoing engagement with residents, businesses, infrastructure providers, statutory consultees, neighbouring authorities and strategic partners, together with cooperation on cross-boundary planning matters, including those being considered through the Norfolk Strategic Planning Framework and future Combined Authority Spatial Development Strategy.

The project will be supported by a proportionate evidence base, including studies relating to growth capacity, settlement strategy, housing, employment, infrastructure, flood risk, water resources, design, environmental constraints and site suitability. It also involves a district-wide Call for Sites process and the assessment of potential development site locations.

A high-level project plan is included for reference at **Appendix 1**. This details the key stages, the approximate timeline for preparing the Local Plan content, SEA/HRA process, and the preparation of the main evidence base. The Local Plan process is an iterative and complex process, and the project plan and associated timetable is subject to change.

Out of Scope

The project does not include:

- Development management functions, including the determination of planning applications and pre-application advice.
- Preparation of Neighbourhood Plans.
- Preparation of the Norfolk and Suffolk Combined Authority Spatial Development Strategy.
- Preparation of unrelated Council corporate strategies or service plans.
- Delivery of development or infrastructure projects arising from the Plan proposals.

1.3 Relationship to other relevant plans and programmes at the regional or local level

The following non-exhaustive list of plans and programmes (or their successors) are considered to be linked to and are expected to inform Local Plan preparation to varying degrees:

Plan / Programme	Relationship with Local Plan
Regional, Local or Cross-Boundary Plans	
Norfolk & Suffolk Combined Authority Spatial Development Strategy	Would eventually provide a strategic framework for the distribution of growth and infrastructure across Norfolk and Suffolk.

Plan / Programme	Relationship with Local Plan
	However, a Spatial Development Strategy is not currently expected to be in place during preparation of the North Norfolk Local Plan and remains dependent on the implementation of devolution arrangements.
Norfolk Strategic Planning Framework	Provides a cross-boundary framework and agreements for addressing strategic planning matters and coordinating growth across Norfolk authorities.
Norfolk Minerals & Waste Local Plan	Provides the framework for minerals and waste development and safeguarding requirements that must be reflected in the Local Plan.
North Norfolk Corporate Plan 2023-2027	Establishes the Council's corporate priorities for a greener future, developing communities, meeting local housing need and investing in the local economy and infrastructure, which should be reflected in the Local Plan.
Neighbourhood Plans in North Norfolk	Local Plan policies should have regard to adopted neighbourhood plan policies and local priorities.
Broadland District Council Local Plan	Relevant to cross-boundary matters including housing, employment, infrastructure, transport and environmental impacts.
Breckland Council Local Plan	Relevant to cross-boundary matters including housing, employment, infrastructure, transport and environmental impacts.
Broads Authority Local Plan	Must be considered where proposals may affect the Broads, including landscape, biodiversity, recreation and water environments.
Great Yarmouth Borough Council Local Plan	Relevant to cross-boundary matters including housing, employment, infrastructure, transport and environmental impacts.
King's Lynn & West Norfolk Local Plan	Relevant to cross-boundary matters including housing, employment, infrastructure, transport and environmental impacts.
Potential strategic plans prepared across Greater Norfolk	May establish strategic priorities and evidence that should be reflected in the Local Plan.
Climate Change	
North Norfolk Environmental Charter	Supports Local Plan objectives relating to climate change, biodiversity, environmental quality and sustainability.
North Norfolk Decarbonisation Strategy (2025-28)	May inform policies relating to carbon reduction, renewable energy and climate change mitigation.
Economy	

Plan / Programme	Relationship with Local Plan
Economic Strategy and Action Plan 2023-2027	Sets out the Council's economic growth, business, employment, infrastructure and regeneration priorities.
Norfolk Economic Strategy 2024-2029 (Local Growth Plan)	Identifies county-wide economic growth priorities, infrastructure requirements and key employment sectors that may inform the Local Plan's spatial strategy and employment policies.
Environment	
Norfolk Local Nature Recovery Strategy (LNRS)	Identifies priorities and opportunities for nature recovery that should inform biodiversity and green infrastructure policies.
Norfolk Coast National Landscape Management Plan (2025-30)	Provides guidance on conserving and enhancing the National Landscape and its special qualities.
Norfolk Recreational impact Avoidance and Mitigation Strategy (RAMS)	Supports the assessment and mitigation of recreational impacts on protected habitats arising from new development.
Broads National Park Management Plan	Provides objectives for conserving and enhancing the Broads that should be considered where relevant.
East Marine Plan	Provides marine planning policies that should be considered where land use planning may affect the marine environment and coastal areas.
Shoreline Management Plans	Inform policies relating to coastal change, flood risk management and adaptation.
River Basin Management Plans for the Anglian River Basin District	Inform policies relating to water quality, water resources and protection of aquatic environments.
Health	
Planning in Health Protocol	Engagement protocol between Norfolk Local Planning Authorities and NHS partners to help integrate health considerations into plan-making and development decisions.
Norfolk and Waveney Integrated Care Strategy	Identifies health priorities and infrastructure needs that should be considered when planning future growth.
Norfolk Joint Strategic Needs Assessment (JSNA)	Provide evidence on health needs and inequalities to inform healthy place-making and infrastructure planning.
Housing	
North Norfolk Housing Strategy 2023-2027	Identifies local housing priorities and needs that should inform housing policies and delivery.
North Norfolk Homelessness & Rough Sleeping Strategy 2026-2031	Provides evidence on housing need and vulnerability to inform housing and community policies.
Infrastructure	

Plan / Programme	Relationship with Local Plan
Anglian Water Business Plan (AMP8 2025-2030)	Identifies planned infrastructure investment that may support planned development and infrastructure delivery.
Anglian Water - Water Resources Management Plan 2024 (WRMP24)	Identifies future water supply constraints, planned investment in water infrastructure and measures to support population growth.
Anglian Water Drainage and Wastewater Management Plan (DWMP)	Provides evidence on wastewater, sewerage and drainage infrastructure capacity and investment needs.
Norfolk & Suffolk Energy Plan	Supports planning for energy infrastructure, renewable energy generation and decarbonisation.
Norfolk Local Transport Plan (LTP4) (2021-36)	Sets transport priorities and investment objectives that should inform growth and infrastructure planning.
Norfolk Strategic Infrastructure Delivery Plan 2025	Identifies infrastructure requirements and delivery priorities needed to support planned growth.
Norfolk Access Improvement Plan (2019-29)	Supports policies relating to public rights of way, accessibility and active travel.
Norfolk Walking, Wheeling & Cycling Strategy 2024	Helps inform policies promoting active travel, connectivity and sustainable transport choices.

2. PLAN TIMELINE

2.1 Plan Stage

This Project Initiation Document has been prepared at the Gateway 1 stage.

☐ **Before notice to commence Plan Making**

Initial project mobilisation, evidence scoping and preparation of early governance, resource and project planning arrangements before formally starting plan preparation.

☐ **Notice to Commence Plan Making**

Formal publication of the Council's intention to prepare a new Local Plan, triggering the statutory 30-month plan-making process.

☒ **Gateway 1**

Early self-assessment to establish what progress has been made regarding, publishing a local plan timetable, governance and project management arrangements, consultation and engagement strategy, the anticipated scope and vision of the Plan, and commencement of the Strategic Environmental Assessment process.

☐ **Vision and Strategy Development**

Development and testing of the Plan's vision, objectives, spatial strategy and strategic policy approach, informed by evidence gathering and stakeholder engagement.

☐ **Gateway 2 / Draft Plan Preparation**

Preparation of the draft Local Plan, including site allocations, development management policies and supporting evidence, prior to publication for formal consultation. In advance of this, the mandatory seeking of observations and advice from the Planning Inspectorate around progress towards the preparation of a ‘sound’ plan, and other prescribed requirements.

☐ **Gateway 3 / Confirm legal compliance**

Final and mandatory confirmation that the Plan has been prepared in accordance with statutory requirements, consultation duties and assessment processes before the draft Plan is submitted for examination.

☐ **Examination to confirm soundness**

Independent examination of the submitted Local Plan to determine whether it is legally compliant and sound before it is adopted.

2.2 Plan Summary Timeline

Ref	Activity	Indicative Start: Month/ Year	Indicative End: Month Year
1	Developing project management process and structure, governance, risk register and ensuring resources are in place to begin the project (including completion of this PID)	09/03/2026	31/10/2026
2	Scoping, collating and procuring early evidence and scoping strategic environmental assessment	30/06/2026	31/12/2026
3	Early engagement about forthcoming plan production (Scoping Consultation) and production of an engagement strategy.	30/06/2026	31/10/2026
4	(Statutory) Notice of intention to start plan making	30/06/2026	30/06/2026
5	Call for sites and initial site assessment process	01/07/2026	31/08/2026
6	Procuring Strategic Environmental Assessment	01/09/2026	31/10/2026
7	Gateway 1 (Self-Assessment)/Commencement of plan-making	31/10/2026	31/10/2026
8	Prepare Vision and Strategy for consultation feeding in emerging evidence	01/11/2026	12/04/2027
9	Strategic Environmental Assessment Scoping Consultation	14/12/2026	25/01/2027
10	Public consultation on Local Plan Content & Evidence, including Vision and spatial strategy options/preferred direction of travel and site assessments (note statutory minimums)	12/04/2027	24/05/2027
11	Development of draft plan, including responding to consultation, selection of preferred sites and any further evidence gathering	25/05/2027	12/03/2028
12	Councillor and key internal and external stakeholder briefings/ early engagement about next stage of plan production	TBC	TBC
13	Gateway 2. Seek and publish PINS observations and advice	01/11/2027	30/11/2027
14	Public consultation (8 weeks) on Proposed Local Plan	13/03/2028	08/05/2028
15	Gateway 3. Seek and publish PINS observations and advice	01/09/2028	15/10/2028
16	Plan submission for independent examination	16/10/2028	16/10/2028
17	Independent examination and publication of recommendations (Indicative)	16/10/2028	29/04/2029
18	Plan adoption (Indicative)	30/04/2029	30/04/2029

2.3 Project Plan

A high-level project plan is set out in **Appendix 1**. This details the anticipated timeline for preparing the new Local Plan by specifying the key milestones, the period for drafting plan content, the environmental processes that must be followed (SEA & HRA), and the preparation or commissioning of evidence base documents which underpin and inform the Plan's development.

The high-level project plan in Appendix 1 should be read in conjunction with Section 5 (Evidence).

Note: this project plan and assumed timelines reflect a snapshot in time and are subject to change.

3. GOVERNANCE AND DECISION-MAKING

3.1 Summary of Governance

The Local Plan & Conservation Task Group has been established to provide an effective and responsive governance framework for the preparation of the new North Norfolk Local Plan. Recent reforms to the planning system, including the Levelling-up and Regeneration Act 2023 and associated secondary legislation, have introduced a more structured plan-making process with prescribed stages, statutory gateways and defined timescales. These requirements place greater emphasis on timely and responsive decision-making processes throughout plan preparation.

The Council's previous Planning Policy & Built Heritage Working Party operated in an advisory capacity, with recommendations requiring subsequent consideration by Cabinet. Whilst appropriate under the previous plan-making system, this arrangement significantly extended decision-making timescales. To support the timely progression of the Local Plan in the 30-month plan-making timeline, the Local Plan & Conservation Task Group has been established with delegated authority from Cabinet to make decisions at key stages of plan preparation, including the approval of consultation material where appropriate.

The Task Group will provide strategic oversight of Local Plan preparation and can meet on a monthly basis as required. Regular reporting arrangements to Cabinet will ensure effective corporate oversight whilst enabling decisions to be taken in a timely manner to maintain programme delivery.

It is anticipated that most Local Plan decisions will be taken by the Local Plan & Conservation Task Group under its delegated authority, with Full Council approval required at key statutory stages, including plan submission and adoption.

Member engagement will be supported through regular Portfolio Holder briefings and updates to all elected members, helping to ensure transparency, cross-party involvement and awareness of progress throughout the plan-making process.

Item/Plan Stage	Approval Route
Scoping consultation: local plan Regulation 20)	Cabinet
Gateway 1: self-assessment of readiness for local plan preparation (Regulation 21)	LP&C Task Group
Publication of summary of scoping consultation (Regulation 22)	LP&C Task Group
Consultation on proposed local plan content and evidence (Regulation 23)	LP&C Task Group
Publication of summary of consultation on proposed local plan content and evidence (Regulation 24)	LP&C Task Group
Consultation on the proposed local plan (Regulation 27)	LP&C Task Group
Publication of summary of consultation on the proposed local plan (Regulation 30)	LP&C Task Group
Submission of documents and information to the Secretary of State (Regulation 34)	LP&C Task Group with recommendation to Full Council
Examination modifications (if required)	LP&C Task Group (under delegation from Full Counci)
Adoption (Regulation 39)	LP&C Task Group with recommendation to Full Council

3.2 Council Lead (Portfolio Holder)

Cllr Andrew Brown, Portfolio Holder for Planning & Environment

3.3 Local Plan Sponsor (Lead Officer) and Senior officer engagement approach

The Project Sponsor and Senior Responsible Officer (SRO) is David Glason, Assistant Director - Planning.

The Sponsor is responsible for senior oversight, securing corporate resources, resolving cross-service dependencies, and escalating material programme, financial or risk matters through the Council's governance arrangements. The Project Sponsor will be asked to resolve any uncommitted or competing corporate resource requirement affecting the critical path for the production of the local plan.

4. STAFF RESOURCE AND MANAGEMENT

4.1 Local Plan Manager (Overall Manager of Team and Process)

Name	Job Title	FTE
Kim Balls	Planning Policy Manager	1

4.2 Local Plan Team

Job Level 1 (assistant/grad) 2 (planner/senior) 3 (principal/team leader)	Post status (filled / vacant)	Job Title	FTE	Estimated % time in a 12-month period on Local Plan
2	Filled	Senior Planning Officer	1	75%
2	Filled	Senior Planning Officer	1	75%
2	Filled	Senior Planning Officer	1	75%
2	Filled	Senior Planning Officer	0.6	75%
2	Filled	Planning Officer	0.4	75%
2	Filled	Planning Officer	1	75%
2	Filled	Planning Monitoring Officer	1	75%
2	Filled	Project Management Support Officer	1	75%
1	Filled	Project Support Officer	0.5	75%

It is assumed that approximately 25% of officer time is not spent directly on Local Plan activities. Other activities include responding to policy consultations (applications/local plans), policy interpretation advice, neighbourhood planning support, monitoring, staff management, professional development, provision of data requests, general enquiries, administration, and other corporate duties or requests.

4.3 Support from other Council service areas and Norfolk County Council:

Internal: The production and delivery of the local plan will require input from Democratic Services; Finance; Procurement; Communications; Conservation, Design & Landscape Team; Development Management Team; Housing Strategy Team; Economic Growth Team; Property & Estates Team; Climate & Environment Team; Coastal Management Team; Environmental Health; Leisure Services; ICT; S106 Monitoring Officer; GIS Administrator; Emergency Planning; Reprographics and Customer Services.

External: Support is also required from Norfolk County Council for highways, transport, education, public health, flooding, minerals, waste and infrastructure advice or comments on proposals.

What is required	When will it be delivered	Who will deliver (Teams and Job Titles)
Programme governance, committee reporting, project management, procurement support and budget monitoring.	Throughout plan preparation, including key committee and decision-making stages.	Planning Policy Team; Democratic Services; Finance Team; Procurement Team; Monitoring Officer
Communications, consultation and stakeholder engagement, including preparation of consultation materials, website content, webmap/GIS, public events and customer support.	At all consultation stages, including Call for Sites, Local Plan Content and Evidence Consultation, Draft Plan Consultation, Examination and Adoption processes.	Communications Team; Customer Services Team; Planning Policy Team; ICT; GIS Administrator; Reprographics.
Technical policy input and evidence relating to housing, economic growth, development management, infrastructure delivery, land ownership and viability considerations.	During evidence gathering, plan preparation, policy drafting and consultation stages.	Housing Strategy Team; Economic Growth Team; Development Management Team; Property & Estates Team; S106 Monitoring Officer.
Technical input relating to climate change, coastal management; biodiversity, environmental quality, health, recreation, emergency planning and sustainability matters.	During evidence base preparation, policy drafting, sustainability appraisal and plan consultation stages.	Climate & Environment Team; Coastal Management Team; Conservation, Design & Landscape Team; Environmental Health Team; Leisure Services Team; Emergency Planning Officer.
Provision of strategic infrastructure, transport, education, public health, flooding, minerals, waste and digital support and evidence.	Throughout plan preparation, evidence gathering, consultation and examination stages.	Norfolk County Council Highways Authority; Transport Planning Team; Education Team; Public Health Team; Lead Local Flood Authority; Minerals and Waste Planning Team;

		Infrastructure Planning Team. ICT support provided by NNDC ICT Team.
Input from statutory consultees and infrastructure providers to inform evidence gathering, site assessment, plan drafting, SEA, Habitats Regulations Assessment, infrastructure planning and examination of the Local Plan.	Throughout plan preparation, including evidence-gathering, consultation stages, publication of the draft plan, examination and adoption.	Environment Agency; Natural England; Historic England; Anglian Water; NHS Norfolk and Waveney Integrated Care Board; Norfolk Police; utility providers and other prescribed consultees, as appropriate.

4.4 Identification of any additional skills requirements

Any unresolved skills gap will be escalated to the Project Sponsor with a proposed response: reprioritisation, training, temporary resource, recruitment, shared working or consultancy support.

5. EVIDENCE

5.1 Key Evidence

Key Evidence	Area Covered	In house, externally commissioned	Key stakeholders' who need to input	Dependencies with other evidence documents
Coastal Change Management Area Review	North Norfolk	Commissioned	Environment Agency; Norfolk County Council (LLFA); Coastal Management Team; parish councils; affected landowners; local communities	Should inform Local Plan Content & Evidence Consultation if coastal policy approaches are being considered. Required to support policy development and site assessment. Should be complete before Proposed Plan Consultation and available for Gateway 2.
Design Guide Update	North Norfolk	Commissioned	Design officers; Development Management; local communities; developers and agents; Historic England; Norfolk County Council Highways Authority, Transport Planning Team; LLFA	Should be available to inform policy drafting before Proposed Plan Consultation. Supports design policies and potentially site allocations. Required by Gateway 2/3 if referenced by policy.
Equalities Impact Assessment	North Norfolk	In-house	Planning Policy Team	Iterative document. Initial version should accompany Content & Evidence Consultation. Updated for Proposed Plan Consultation, Gateway 3, Submission and Adoption.
Habitats Regulations Assessment	North Norfolk	Commissioned	Natural England; Environment Agency; Norfolk Wildlife Trust; Broads Authority (where relevant); neighbouring authorities	Iterative document. Strong dependency on Site Assessments, Housing Capacity, SFRA, Water Cycle Study, Transport Modelling (air quality); strategy development and policies. Initial screening should inform Content & Evidence Consultation. Appropriate Assessment likely required for Proposed Plan Consultation, Gateway 2/3, Submission and Examination.
Heritage Impact Assessment of Sites	North Norfolk	In-house	Historic England; Conservation Officers; Norfolk Historic Environment Service; parish councils	Dependent upon emerging site options. Required to inform site selection before Proposed Plan Consultation and available for Gateway 2, Gateway 3, Submission and Examination.
Infrastructure Delivery Plan	North Norfolk	In-house	Norfolk County Council; NHS bodies;	Dependent upon housing requirement, employment growth

Key Evidence	Area Covered	In house, externally commissioned	Key stakeholders' who need to input	Dependencies with other evidence documents
			utilities providers; Anglian Water; National Grid/DNO; telecommunications providers; emergency services; education providers; Environment Agency	forecasts, , strategy options and site assessments. Initial version should inform Content & Evidence Consultation. Refined version required at Proposed Plan Consultation, Gateway 2/3 and Submission.
Landscape Sensitivity Assessment (including Undeveloped Coast Designation Review)	North Norfolk	Commissioned	Natural England; Norfolk Coast National Landscape Partnership; Landscape Officers; parish councils; Broads Authority (where relevant)	Critical input into site assessment and strategy development. Should be available before Content & Evidence Consultation where growth options are being considered. Required for Gateway 2, site selection and Proposed Plan.
Local Housing Needs Assessment (including Gypsy & Traveller Accommodation Needs)	North Norfolk	Commissioned	Housing Strategy; Registered Providers; neighbouring authorities; Homes England; Norfolk authorities; Norfolk and Suffolk Gypsy, Roma and Traveller Service (NSGRTS)	Fundamental evidence informing housing requirement and strategy. Required before Content & Evidence Consultation and essential for Gateway 2, Proposed Plan and Submission.
New Settlements Study	North Norfolk + other Norfolk LPAs	Commissioned	Norfolk authorities; Norfolk County Council; infrastructure providers; Homes England; land promoters	Dependent upon housing need evidence, transport and infrastructure evidence. Required before consideration of any new settlement option at Content & Evidence Consultation and certainly before Gateway 2.
Norfolk Economic Study	North Norfolk + other Norfolk LPAs	Commissioned	Economic Development teams; Norfolk authorities; business groups; chambers of commerce; employers; Norfolk Office of Data Analytics (NODA)	Should inform employment land requirements and growth strategy. Required before Content & Evidence Consultation, Gateway 2 and Proposed Plan.
Norfolk Strategic Housing Capacity Assessment	North Norfolk + other Norfolk LPAs	Commissioned	Norfolk authorities; Norfolk County Council; land promoters, developers	Core evidence informing growth options, housing capacity and site selection. Required before Content & Evidence Consultation. Forms a key dependency for Site Assessment, IDP, HRA, SEA and Viability work.
Retail Needs Assessment	North Norfolk	Commissioned	Town councils; business groups; town centre partnerships;	Required to support town centre and retail policies and potential need for allocations. Ideally

Key Evidence	Area Covered	In house, externally commissioned	Key stakeholders' who need to input	Dependencies with other evidence documents
			retailers; Economic Development	available before Proposed Plan Consultation and Gateway 2.
Settlement Boundary Review	North Norfolk	In-house	Parish councils; Development Management officers; local communities	Dependent on Site Assessment, growth strategy decisions and housing allocations. Required before Proposed Plan Consultation and Gateway 2.
Site (Selection) Assessment	North Norfolk	In-house	Landowners; developers; parish councils; infrastructure providers; statutory consultees; internal specialist officers	Dependent on Housing Capacity/Needs Assessment, LSA, SFRA, HRA, Heritage Impact Assessment, WCS, IDP and SEA. Initial findings should inform Content & Evidence Consultation. Final version essential for Proposed Plan Consultation, Gateway 2/3 and Submission.
Strategic Environmental Assessment / Environmental Outcome Report	North Norfolk	Commissioned	Environment Agency; Natural England; Historic England; neighbouring authorities; statutory consultation bodies	Iterative document. Highly dependent on strategy options, Site Assessment, HRA, SFRA, LSA, heritage impact assessments and economic evidence. Assessment of alternatives required at Content & Evidence Consultation. Iterative process through Proposed Plan, Gateway 2/3, Submission and Examination.
Strategic Flood Risk Assessment (Level 1)	North Norfolk + other Norfolk LPAs	Commissioned	Environment Agency; Norfolk County Council (LLFA); Internal Drainage Boards; Broads Future Initiative; water companies	Required early to inform strategy development and site assessment. Core dependency for HRA, SEA, Site Assessment and Water Cycle Study. Should be available prior to Content & Evidence Consultation and Gateway 2.
Water Cycle Study (Stage 1)	North Norfolk + other Norfolk LPAs	Commissioned	Anglian Water; Environment Agency; neighbouring authorities; water companies	Dependent on growth scenarios and housing requirement. Supports HRA, Site Assessment and IDP. Initial findings should inform Content & Evidence Consultation. Final version required before Proposed Plan Consultation and Gateway 2.
Water Efficiency Standards	North Norfolk	In-house	Anglian Water; Environment Agency; Building Control; Development Industry	Dependent on Water Cycle Study findings and national policy. Required before finalising policy approach at Proposed Plan Consultation and Gateway 2.

Key Evidence	Area Covered	In house, externally commissioned	Key stakeholders' who need to input	Dependencies with other evidence documents
Whole Plan Viability Report including CIL Review	North Norfolk	Commissioned	Development industry; landowners; Registered Providers; infrastructure providers; valuation specialists	Dependent on emerging site allocations, infrastructure requirements, policy requirements, housing standards and employment evidence. Initial testing should inform Content & Evidence Consultation where strategy options differ materially. Final evidence required at Proposed Plan Consultation, Gateway 2/3, Submission and Examination.

6. STAKEHOLDER ENGAGEMENT

6.1 Engagement Approach

The approach to engagement is set out in the North Norfolk Local Plan Engagement Strategy and is available to view at www.north-norfolk.gov.uk/localplanreview

The Engagement Strategy supersedes the sections of the Council's adopted Statement of Community Involvement (SCI) that relate specifically to development plan preparation. It has been prepared with regard to the relevant statutory consultation requirements and national planning guidance issued by Government.

The statutory scoping consultation for the new Local Plan took place between 20 July and 31 August 2026. This consultation sought views on the issues the Plan should address and the ways in which stakeholders wished to be involved in its preparation. It did not include consultation on potential site allocations or draft planning policies. Feedback received during the scoping consultation will inform the development of the Local Plan's scope, vision, and evidence base as the initial 30-month timetable begins.

Consultation on the Local Plan Content & Evidence is scheduled to run from 12 April to 24 May 2027, followed by consultation on the Proposed Local Plan between 13 March and 8 May 2028.

The Council's approach to engagement will clearly identify those matters that can be shaped through local decision-making and distinguish them from requirements arising from legislation or national planning policy. Engagement activities will follow a digital-first approach while ensuring that participation by other methods is not excluded, particularly where there are accessibility needs. The Council will make use of its engagement platform, online communications, and the Local Plan mailing list, alongside accessible information, surveys, workshops, briefings, exhibitions and face-to-face drop-in events where appropriate.

Engagement opportunities will be available to a wide range of interested parties, including residents, hard to reach groups, businesses, town and parish councils, elected members, statutory and non-statutory consultees, neighbouring authorities, county council and national park authority, infrastructure providers, landowners, developers, registered housing providers,

and organisations representing environmental, heritage, community, equality and voluntary sector interests. Young people, educational establishments and wider member groups will also be involved to encourage broad and cross-party participation throughout the plan-making process.

A comprehensive engagement record will be maintained, documenting participants, consultation methods, key issues raised, the Council's responses, and the extent to which feedback has influenced plan preparation and decision-making.

7. BUDGET OVERVIEW

7.1 Cost Estimates

The production of the former Local Plan cost approximately £540,000 (excluding staff costs), however this took around 9 years to deliver. Although much of the evidence base is still required, the process has been streamlined with the government's expectation that once Gateway 1 is reached the new Local Plan project will be completed within 30 months. Evidence needs to be proportionate, and it is expected that not all of the existing evidence base will be required to be updated, although there will be significant evidence production and consultancy costs. The process is also concentrated and will be more staff intensive.

The government committed to providing support and resources to assist the new process. Officers submitted an expression of interest to MHCLG for Local Plan financial support and were awarded £108,474 grant from central government in April 2026. Through the conditions of the grant this money is ring-fenced and could be spent on supporting the Local Plan production through preparing and updating the evidence base, technical studies, including that of hiring consultants to undertake these and/or for recruitment. Given the intensive nature of the 30-month timetable, the Council opted to fully utilise this grant to fund additional staffing.

A budget for future Local Plan Review has been funded since 2018/19 by £50,000 increments each year into an earmarked reserve (known as Planning Reserve), although some of this balance has funded former Local Plan work. The Planning Reserve balance, as of 1 April 2026, was £378,433 and is projected to increase to a total available budget of £586,907 by financial year 3 of Local Plan preparation (2028/29). This figure incorporates the £108,474 grant provided by MHCLG.

It is our view that a satisfactory budget to meet the anticipated costs of the project is already in place as long as the planning reserve annual increments are maintained for the expected duration of the project.

The current cost estimates are considered to be broadly accurate at the time of writing:

	Period YR 1 2026/27	Period YR 2 2027/28	Period YR 3 2028/29	Period YR 4 2029/30	Total
Staff (additional costs)	£54,911*	£100,825*			£155,736*
Evidence/ Consultancy costs	£218,208.03	£40,000	£25,000		£283,208.03
Engagement and consultation	£5,269.26	£5,000	£5,000		£15,269.26
Gateway 2-3 & Examination (PINS, Programme Officer and other examination costs)		£10,000	£92,500		£102,500
Total	**£278,388.29**	**£155,828**	**£122,500**	**£0.00**	**£556,713.29**

*Additional staff costs for 1 x Senior Planning Officer and 1 x Planning Officer are paid via a combination of MHCLG Grant of £108,474 and Planning Reserve funding to cover the shortfall, with retention of those staff beyond financial year 2 expected to form part of the Council's ordinary staffing costs as growth.

7.2 Budget Reviews

The Local Plan is an iterative process and consequently the budget will remain in continual review.

8. RISKS AND MITIGATION

8.1 Summary of Key Risks Identified

The following key risks and mitigation have been identified. A detailed risk register will be prepared to identify, manage and monitor uncertainties that could affect the successful delivery of the project's objectives.

Risk (in no particular order)	**Likelihood –** *5 = very high 1 = very low*	**Impact** *5 = Severe 1 = insignificant*	**Mitigation**
Plan not completed within the mandatory 30-month timetable - may trigger Secretary of State intervention, loss of control and reputational impact.	2	4	Sufficient staff resourcing. Maintain a detailed project programme with clear milestones, regular monitoring and reporting, early escalation of delays, and prompt decision-making through established governance arrangements.
Insufficient progress in the 'getting ready phase' (Gateway 1) - compresses all later stages and increases risk of failure.	3	4	Prioritise mobilisation activities, secure resources early, agree project scope and governance arrangements promptly, and closely monitor Gateway 1 deliverables against programme milestones.
Evidence delays due to third party consultants (Gateway 2)	2-3	4	Procure consultants early, use clear specifications and delivery milestones, hold regular project meetings, monitor progress actively and maintain contingency within the programme where possible.
Evidence is insufficiently robust to satisfy examiners - leading to Gateway 2/3 failure or examination delays.	2	4	Commission suitably qualified specialists, undertake regular quality assurance reviews, engage with key stakeholders and statutory bodies early, and ensure evidence is proportionate, up-to-date and aligned with national policy and guidance.
National Policy or Guidance changes (single issues or widespread reforms)	3	2	Maintain ongoing monitoring of national planning reforms, review programme implications regularly, build flexibility into the project plan and seek legal or specialist advice where required.
Gateway 2 & 3 failure (for various reasons – dependent on emerging strategy) - with requirement to repeat gateway stages.	2	4	Engage with government guidance and advisory services throughout plan preparation, undertake internal quality reviews before gateway submission, and ensure key evidence and plan content are tested in advance.
Examination pause due to issues emerging too late (e.g. evidence flaws) - leading to	3	3	Identify and address risks early through quality assurance processes, legal review, peer review and regular programme

timetable delay which is hard to recover from.			monitoring to minimise issues emerging late in the process.
Insufficient engagement with/from stakeholders - statutory bodies may object at Gateway stages.	2	3	Implement the Engagement Strategy, engage stakeholders continuously throughout plan preparation, maintain clear audit trails and respond proactively to issues raised.
Insufficient land capacity to meet future growth requirements	3	4	Undertake ongoing assessment of housing, employment and infrastructure needs, consider a wide range of growth options, engage neighbouring authorities and infrastructure providers, and review strategy options at key stages. Consider challenge if the evidence suggests growth requirements are not realistic or necessary.
Digital planning requirements not met.	3	3	Keep abreast of digital planning standards and guidance, secure appropriate technical support, ensure staff training is in place and incorporate digital requirements into project planning from the outset.
Insufficient capacity/staff resource, vacancies, turnover or competing work delaying critical activities.	3	3	Maintain appropriate staffing levels, secure budget for specialist support, utilise external consultants where necessary, and regularly review resource requirements against programme demands.
LGR / Devolution – impact of reforms and requirements around production of a Spatial Development Strategy (e.g. requirement to align the Local Plan with a higher order strategy).	4	3	Maintain close liaison with government, potential mayoral and county-level bodies, monitor emerging devolution arrangements, consider implications within project planning and retain flexibility to respond to changes in strategic planning requirements. Align evidence to potential successor geographies where practicable and maintaining joint working through the NSPF.

9. APPROVAL OF THIS PID

Author Name:	**Title**	
Chris Brown Kim Balls	Project Management Support Officer Planning Policy Manager	
Approver Name:	**Title**	**Date Approved**
David Glason	Assistant Director - Planning [Project Sponsor / SRO]	
Members	Local Plan & Conservation Task Group [Project Board]	

10. VERSION CONTROL/ CHANGE LOG

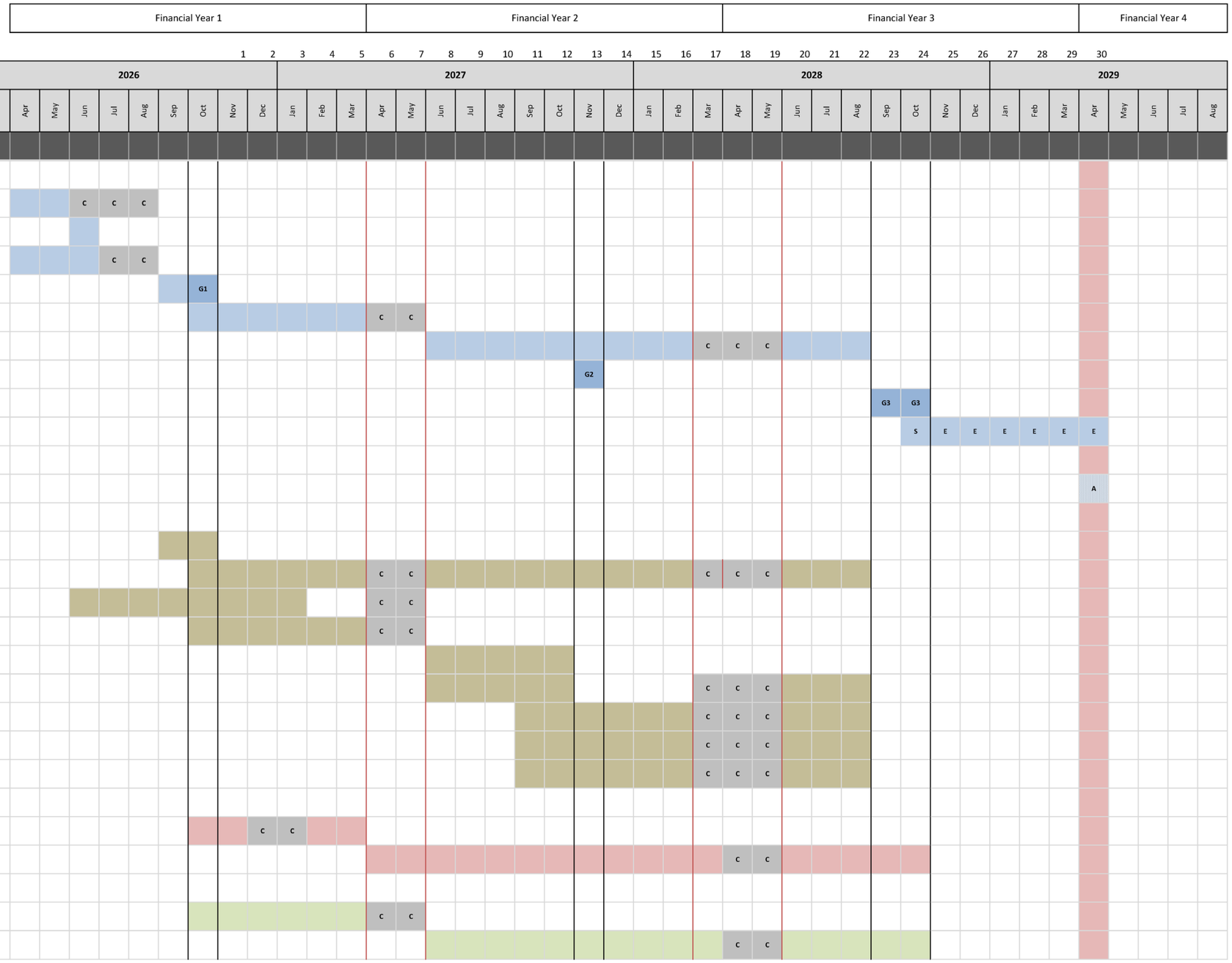
Date of change (specifying the version)	Author	Reason	Updated Version Title

APPENDIX 1: HIGH LEVEL PROJECT PLAN

Project Start: April 2026

isplay Week: 1

TASK	PROGRESS	START	END
Key Stages (Milestones)			
Call for Sites Preparation + Consultation	Completed	01/4/26	31/8/26
Publish Notice of Intention to Commence & Initial Timetable	Completed	30/6/26	30/6/26
Scoping Consultation Preparation + Consultation Event	Completed	01/4/26	31/8/26
Gateway 1 Self-Assessment of Readiness	In Progress	01/9/26	31/10/26
Local Plan Content & Evidence Preparation + Consultation	In Progress	01/10/26	24/5/27
Proposed Draft Local Plan Preparation + Consultation	Not started	01/6/27	28/8/28
Gateway 2 Observations & Advice (PINS)	Not started	01/11/27	30/11/27
Gateway 3 Observations & Advice (PINS)	Not started	01/9/28	15/10/28
Submission & Examination	Not started	16/10/28	29/4/29
Modifications TBC	TBC	TBC	TBC
Adoption	Not started	30/4/29	30/4/29
Content Development			
Policy Review & Establish Plan Scope	In progress	14/9/26	31/10/26
Vision & Measureable Outcomes Drafting	In progress	12/10/26	28/8/28
Site Identification (Stage 1) & Site Assessment (Stage 2)	In progress	01/6/26	29/1/27
Spatial Strategy: Options/Broad Direction Drafting	In progress	12/10/26	26/3/27
Site Assessment (Stage 3 Decide Draft Allocations)	Not started	01/6/27	29/10/27
Spatial Strategy: Final Policy Approach	Not started	01/6/27	29/10/27
General Policy Drafting	Not started	06/9/27	28/8/28
Site Policy Drafting	Not started	06/9/27	28/8/28
Policies Map Drafting	Not started	06/9/27	28/8/28
SEA			
SEA Scoping Report Preparation + Consultation	In progress	12/10/26	31/3/27
SEA Environmental Report Preparation + Consultation	Not started	01/4/27	15/10/28
Habitat Regulations Assessment			
HRA of Draft Plan Content/Spatial Strategy	Not started	12/10/26	24/5/27
HRA Final Report	Not started	01/6/27	15/10/28



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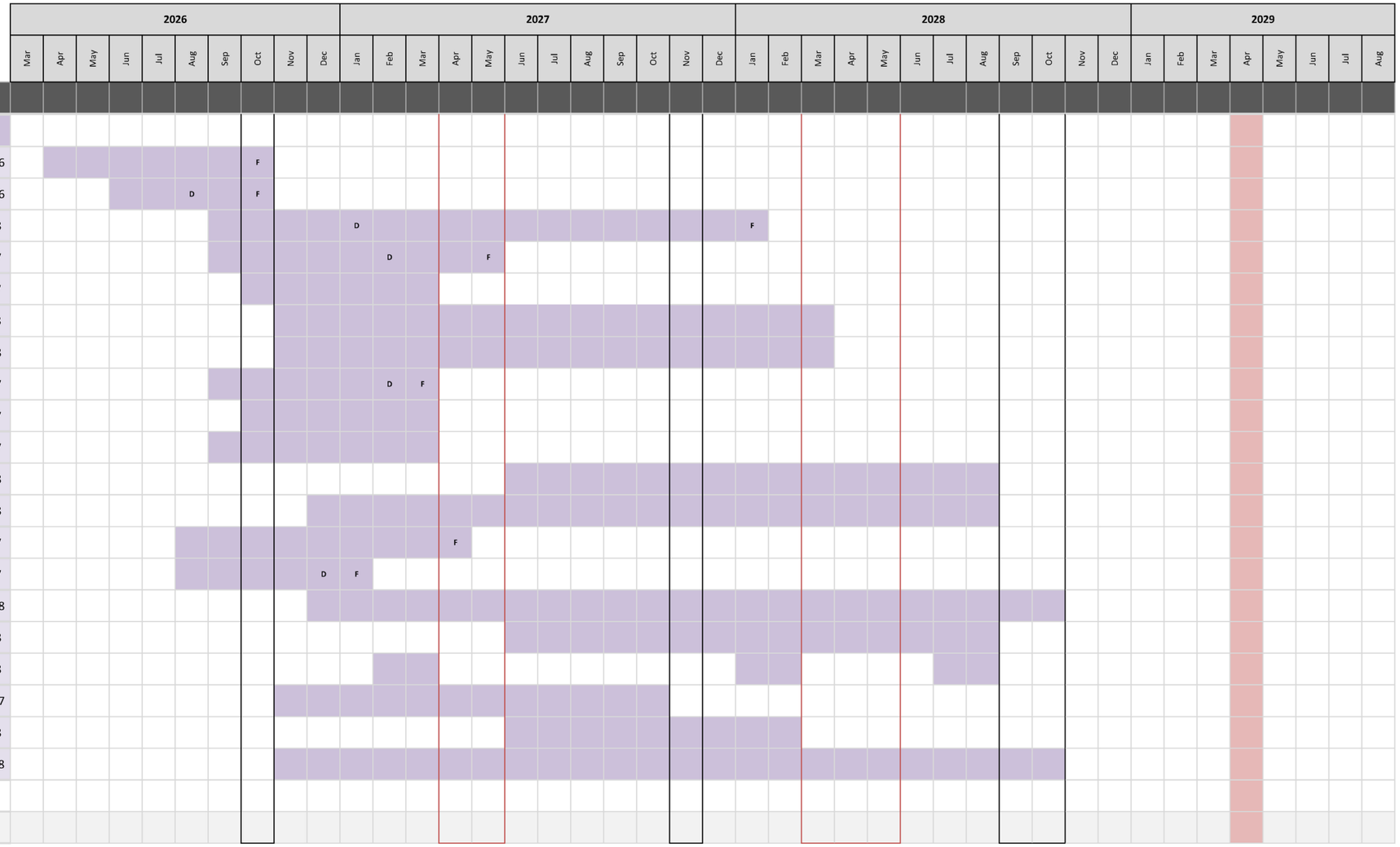
TASK	PROGRESS	START	END
Evidence			
Norfolk Strategic Housing Capacity Study (Joint)	In progress	01/4/26	26/10/26
Norfolk New Settlement Study (Stage 1) (Joint)	In progress	01/6/26	26/10/26
Local Housing Needs Assessment & GTNAA (Joint)	Not started	01/9/26	31/1/28
Norfolk Economic Study (Joint)	In progress	01/9/26	31/5/27
Retail Study	Not started	01/10/26	31/3/27
Open Space Needs Assessment Update	Not started	02/11/26	31/3/28
Indoor Sports & Playing Pitch Strategy Update	Not started	02/11/26	31/3/28
Water Cycle Study (Level 1) (Joint)	In progress	07/9/26	25/3/27
Coastal Change Management Area Review	Not started	01/10/26	31/3/27
Strategic Flood Risk Assessment (Level 1) (Joint)	In progress	01/9/27	31/3/27
Infrastructure Development Plan	Not started	07/6/27	28/8/28
Whole Plan Viability + CIL Review	Not started	07/12/26	28/8/28
Design Guide Update	In progress	03/8/27	01/4/27
Landscape Sensitivity Study	In progress	03/8/27	18/1/27
Site Assessment Methodology	Not started	01/12/27	16/10/28
Heritage Impact Assessment	Not started	07/6/27	28/8/28
Equalities Impact Assessment	Not started	01/2/27	28/2/28
Settlement Boundary Review	Not started	02/11/26	29/10/27
Water Efficiency Standards	Not started	07/6/27	28/8/28
Transport Evidence	Not started	02/11/26	16/10/28
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