

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



Local Plan Task Group

Agenda

Tuesday, 14th May, 2024
at 9.30 am

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

2 May 2024

Dear Member

Local Plan Task Group

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Tuesday, 14th May, 2024 at 9.30 am** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Apologies**
2. **Notes of the Previous Meeting** (Pages 5 - 12)
3. **Matters Arising**
4. **Declarations of Interest**

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

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

5. Urgent Business

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

6. Members Present Pursuant to Standing Order 34

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

7. Chair's Correspondence (if any)

8. Local Plan Progress report (Pages 13 - 19)

The Task Group is asked to note the report and endorse the process going forward to adoption, in accordance with the proposed timetable set out in Appendix 1.

9. Neighbourhood Plan Progress Report (Pages 20 - 22)

The Task Group is asked to note the attached report.

10. Date of Next Meeting

The next meeting of the Task Group will be arranged when required.

To:

Local Plan Task Group: R Blunt (Deputy Chair), M de Whalley, S Everett, B Jones, J Moriarty (Chair), T Parish, A Ryves, S Sandell and Mrs V Spikings

Officers

Stuart Ashworth, Assistant Director
Alex Fradley, Planning Policy Manager
Michael Burton, Principal Planner (Policy)
Luke Brown, Interim Senior Planning Officer
Sandra Homcenko, Assistant Planner

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LOCAL PLAN TASK GROUP

Minutes from the Meeting of the Local Plan Task Group held on Monday, 8th January, 2024 at 9.30 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor J Moriarty (Chair)
Councillors R Blunt, M de Whalley, S Everett, B Jones, T Parish, A Ryves,
Mrs V Spikings and D Tyler (substitute for Councillor S Sandell)

Under Standing Order 34:
Councillor P Devulapalli (Zoom)

Officers:

Stuart Ashworth	-	Assistant Director, Environment and Planning
Alexa Baker	-	Monitoring Officer (Zoom)
Luke Brown	-	Interim Senior Planning Officer
Michael Burton	-	Principal Planner (Policy)
Sandra Homcenko	-	Assistant Planner (Planning Policy)
Wendy Vincent	-	Democratic Services Officer

1 NOTES OF THE PREVIOUS MEETING

[Click here to view a recording of this item on You Tube](#)

The notes of the meeting held on 22 November 2023 were agreed as a correct record, subject to the following amendment:

Page 4 – Councillor de Whalley asked that when the Local Plan is adopted, if there are any discrepancies between the Local Plan, the National Planning Policy Framework and Neighbourhood Plans, whether it is still policy that the most recently adopted plan takes precedence. In response, the Principal Planner (Policy) advised that this remains the case.

2 APOLOGIES

An apology for absence was received from Councillor S Sandell.

3 MATTERS ARISING

There were no matters arising.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business.

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

Councillor P Devulapalli was present under Standing Order 34 (Zoom).

7 **CHAIR'S CORRESPONDENCE (IF ANY)**

The Chair advised he had received 1 letter and over 50 emails, all of which he had responded to explaining the purpose of today's Task Group meeting, next steps and including the link to the meeting.

8 **CABINET REPORT: LOCAL PLAN REVIEW – GYPSY AND TRAVELLER POTENTIAL SITES AND POLICY CONSULTATION**

[Click here to view a recording of this item on You Tube](#)

The Assistant Director, Planning and Environment reminded the Task Group that the purpose of the meeting was not to discuss the merits of individual cases. It was noted there a planning application had been submitted for a site in West Dereham which would be considered by the Planning Committee in the relatively near future when the individual merits of the case will be discussed. The Assistant Director added that the Gypsy and Traveller Potential Sites and Policy Consultation is entirely separate to the live West Dereham planning application, with the decision on whether to go forward with the consultation to be determined by Cabinet on 15 January 2024. Therefore, Planning Committee Members should bear that in mind and not pre-determine themselves for the future Planning Committee likely to be February/March 2024.

The Assistant Director, Environment and Planning presented the draft Cabinet report of 15 January 2024 and explained that as part of the Local Plan process, the council had produced a draft consultation document on proposed locations to meet the accommodation needs of Gypsies, Travellers and Travelling Showpeople in the borough. It incorporated the list of existing sites across the borough, the methodology used for assessment, those sites that were preferred to accommodate the identified needs and planning policies to manage such developments over the plan period to 2039. This was an essential part of the Local Plan process, and this work must be carried out to the satisfaction of the Planning Inspectors before the Local Plan can be adopted.

The Task Group was advised that the report to Cabinet sought authority to proceed with a consultation on potential sites. The

consultation would run for 6 weeks, and would help to inform proposed Gypsy, Traveller and Travelling Showpeople policies and site allocations, which will be submitted to Cabinet for approval in April 2024, to be submitted for formal Examination in July 2024.

The Task Group received a presentation from the Interim Senior Planning Officer.

The Interim Senior Planning Officer reiterated that all the documents were in draft and would form part of the consultation and the relevant information would feed into the assessment. A decision on the sites would be made in April 2024.

The Chair thanked the Assistant Director for the report and the Interim Senior Planning Officer for the presentation and invited questions and comments from the Task Group, a summary of which is set out below.

In response to a question from the Chair regarding consultation, the Interim Senior Planning Officer confirmed the report was seeking Cabinet approval to take the draft Gypsy, Travellers and Travelling Showpeople Potential Sites and Policy document, the Gypsy and Traveller Site Assessment Document, the associated Strategic Flood Risk Assessment and the Sustainability Appraisal for consultation, for a period of 6 weeks from the 26 January and 8 March 2024.

The Task Group was advised that following the consultation exercise the Council would provide a Consultation Statement which would set out a summary of the comments/responses received which would be submitted to the Inspector for consideration.

In response to a question from Councillor Jones the Assistant Director, Environment and Planning explained that it was normal for an application for a Gypsy and Traveller site to be outside the development boundary.

Following questions from Councillor de Whalley on the majority of sites in the south part of the Borough being in Flood Risk 1 or greater and that the situation is likely to get worse, the Interim Senior Planner explained that the sequential test was a requirement of the NPPF, considering how the sites were assessed and looking at all existing and potential Gypsy and Traveller sites. It was highlighted that suitable sites were located in Flood Zones 1 – 3 and all sites had been assessed for drainage, risk of flooding, etc. It was reiterated that each site was assessed against the specific criteria and if identified to be a suitable site then any mitigation required would be addressed to ensure the site was safe and risk mitigated.

There were questions and comments from Councillor de Whalley on whether an application was determined before the Local Plan was adopted, and seeking assurance that work would be required on sites going forward. In response, the Interim Senior Planning Officer

explained that the sites were potential sites and would be looked at and assessed, and if there were any objections steps would be looked at to see if the issues raised could be mitigated. The Task Group was advised that the feedback from the consultation would help gauge the suitability of a site. A decision on sites would be presented to the Council in April 2024.

Councillor Ryves asked how many sites came forward following the call for sites. In response, the Interim Senior Planning Officer explained that 6 potential sites were put forward by the public, 3 by the Borough Council and 1 from the Norfolk County Council.

Following further comments from Councillor Ryves, the Interim Senior Planning Officer confirmed that all comments/responses received from the Consultation exercise would be published on the Council's website and forwarded to the Inspector for consideration.

Following questions from Councillor Everett on the Saddlebow site, the Interim Senior Planning Officer explained that the existing public site was authorised and contact had been made with the landowner to ascertain if there was any available capacity or for an extension of the site. The landowner had confirmed that there was no desire to consider the proposal to extend the site. The Task Group was advised that there was a second public site put forward, and the landowner had been contacted to discuss whether that would be feasible.

The Interim Senior Planning Officer responded to questions from Councillor Mrs Spikings regarding potential new sites being solely for caravans or include normal housing units.

Under Standing Order 34, Councillor Devulapalli (Zoom) addressed the Panel.

The Assistant Director, Environment and Planning provided Councillor Devulapalli with the advice given to Planning Committee Members at the beginning of this item.

In response to questions from the 9 sites put forward from the call for sites, the Interim Senior Planning Officer explained that a call for sites was part of the process, with existing sites also taken into account. It was highlighted that all sites including potential sites went through the same methodology to determine if a site was suitable. The Task Group was informed that the of potential sites put forward, most were considered to be potentially suitable at this stage to meet the Gypsy and Traveller need.

The Assistant Director, Environment and Planning explained that the draft consultation document identified up to 114 pitches put forward as potential sites. Some of those sites would be suitable and some would not and a range of options would be considered before a final selection process was undertaken.

The Chair referred to the consultation exercise and added that members of the public, etc would not be aware of the new sites and asked at what stage the public could contribute/comment on the new sites put forward. In response, the Interim Planning Officer explained that the Council would publish a list of sites after the consultation exercise.

The Interim Senior Planning Officer responded to questions from Councillor Jones in relation to GT42.

Following further questions from the Task Group, the Interim Senior Planning Officer explained that ideally people would like to live in or near to facilities but in rural areas this was not always possible. The facilities on the site would depend on the size and not just be caravans but could include a dayroom, open space, etc.

Following a further question from Councillor Jones, the Interim Senior Planning Officer advised that there was no set list of facilities required but gave an example of a school.

Councillor Blunt commented that this was a subset of the total housing need required in the Borough and had followed the process set out. An assessment would be undertaken of the site options as an initial stage in the process. Post consultation, a list of proposed site-specific allocations would be presented to the Council for approval. These would then be considered by the Inspector. The Interim Senior Planning Officer confirmed this was correct and was a sub-set of the Local Plan, the Inspector could ask for amendments after the submission of the Local Plan at a later stage.

The Assistant Director, Environment and Planning outlined the timetable as set out below:

- Consultation period 6 weeks – 26 January 2024 to 8 March 2024.
- Local Plan Examining Hearings to commence March/April 2024 (details to be circulated).
- Gypsy and Traveller work to be undertaken to identified proposed site-specific allocations following the consultation period.
- Proposed site-specific allocations to be agreed by the Council at the end of April 2024.
- Separate Examination to be scheduled for Gypsy and Traveller element in June/July 2024.
- At the conclusion of the Local Plan Examination Hearing, there would be a consultation on Proposed Main Modifications to the Local Plan, after which the Inspectors would issue a report incorporating modifications identified.
- Local Plan to be adopted in early-2025.

Following a question from the Chair, the Assistant Director, Environment and Planning explained that it was not yet known when the Gypsy and Traveller Hearing would be held. The Principal Planner (Policy) explained that it was envisaged that the Gypsy and Traveller Hearing would take place in the summer and would all roll into one list of Proposed Main Modifications, with the Inspectors' report expected in December 2024, including any required modifications. The Task Group was advised that the Local Plan Hearings were open to the public and the Inspectors would determine who would be invited to attend and speak at the Hearings.

In response to questions from Councillor Ryves as to how the Council could proactively inform Borough Councillors and Parish Councils of the new sites put forward, the Interim Senior Planning Officer explained that a list of new sites would be published on the website as part of the consultation and be available for people to comment on.

The Interim Senior Planning Officer responded to questions from Councillor Ryves on the provision of electrical charging points. This matter would be addressed through other relevant policies in the Plan.

The Chair asked how Parish Councils would be alerted when new sites were put forward. The Interim Senior Planning Officer added that officers would look at the best way to publicise the information following the consultation exercise.

Councillor Mrs Spikings stated that some Parish Council might not be aware of the consultation exercise, etc.

In response to questions regarding the impact of Neighbourhood Plans, the Principal Planner (Policy) explained that neighbourhood plans could put forward sites to meet the strategic need for gypsies and travellers. The Task Group was informed that if a neighbourhood plan recognised a need then specific policies could be included.

The Interim Senior Planning Officer added that usually neighbourhood plans would be aware of existing sites or any planning applications on an existing site.

Councillor Blunt commented that a potential new site was highly significant and could be a condition of a neighbourhood plan which could affect the area. In response, the Interim senior Planning Officer sites were a localised issue and provision could be included in a neighbourhood plan when a review was undertaken.

The Chair explained that he would be discussing with officers a way to alert both Borough Councillors and Parish Councils when a new site had been put forward in order that all relevant parties would be aware.

Councillor Ryves asked if any current neighbourhood plans had included provision for gypsy and traveller sites. In response, the Interim Senior Planning Officer advised there were none.

In response to a question from Councillor Devulapalli, the Interim Senior Planning Officer confirmed that there was no incentive for sites to come forward. The Chair added that that the call for sites was no different than the call for sites for the Local Plan in order to meet Government targets.

Following further questions from Devulapalli regarding land coming forward, the Senior Interim Planning Officer explained that some sites were existing sites with potential to expand.

The Assistant Director, Environment and Planning advised that the Council needed to show that the site was deliverable and the landowner was willing to sell the land to meet a specific need.

Following comments made by Councillor Mrs Spikings regarding caravans, Councillor Parish explained that sites were deemed for caravans as they could be moved, the same as holiday accommodation sites. If the sites were in flood zone 2 and there was a flood risk then caravans could be moved.

Councillor Parish made the following observations and commented that there was a process to meet the need for Gypsy and Traveller accommodation which was set out in legislation and national requirements which the Council had to do and demonstrate all it could to provide the number of sites required. If the Council did not follow the legislative requirements then the Local Plan could be failed.

In conclusion, Councillor Parish added that the Inspector would look at the process the Borough Council had followed and take into consideration the feedback from the consultation exercise and form a decision. The Borough Council stated that the Council had little influence on the Inspector's decision. Councillor Parish explained that he had raised the issue of the provision of Gypsy and Traveller accommodation with the local MP and Government.

Councillor Parish thanked the officers for the significant amount of work undertaken to date.

The Chair proposed the following additional Recommendation 3, which was seconded by Councillor Blunt and after being put to the vote was carried:

Delegated authority be granted to the Portfolio Holder, Development and Regeneration to ensure new sites which come forward from the consultation exercise be communicated in a timely manner to Borough Councillors and where possible Parish Councils. During this discussion Councillor Spikings questioned if parish councils were

aware of the consultation process. The Assistant Director, Environment and Planning confirmed they were informed as part of the consultation exercise.

RESOLVED: The Local Plan Task Group supported the recommendations to Cabinet as set out below with the addition of Recommendation 3 (in bold):

- 1) Cabinet endorses the draft Gypsy, Travellers and Travelling Showpeople Potential Sites and Policy document, the Gypsy and Traveller Site Assessment Document, the associated Strategic Flood Risk Assessment and the Sustainability Appraisal, for consultation, for a period of 6 weeks from the 26 January until the 8 March 2024.
- 2) That delegated authority be granted to the Portfolio Holder for Development and Regeneration, and the Assistant Director – Environment and Planning, to include minor amendments as required to the consultation document prior to consultation starting at the end of January.
- 3) **Delegated authority be granted to the Portfolio Holder, Development and Regeneration to ensure new sites which come forward from the consultation exercise be communicated in a timely manner to Borough Councillors and where possible Parish Councils.**

9 **DATE OF NEXT MEETING**

To be advised.

The meeting closed at 10.35 am

Local Plan Task Group (14 May 2024): Local Plan Update, the Process to Adoption, Including Main Modification Consultation

1. Summary

- 1.1 The Borough Council formally submitted its Local Plan in March 2022 for Examination. In doing so the Borough Council made a formal request to the Secretary of State Department for Levelling Up, Housing & Communities that the appointed Inspectors recommend any modifications required to make the Local Plan legally compliant and sound.
- 1.2 A first round of hearings took place in December 2022 and January 2023. These were then adjourned, with reconvened hearings taking place in March and April 2024. As part of this an accelerated timescale through to adoption was agreed and has been published. This will result in the Local Plan being adopted before the conclusion of this financial year (March 2025). The process going forward includes consulting on Main Modifications required to ensure that the Local Plan is legally compliant and sound.
- 1.3 These Main Modifications will be subject to a six-week public consultation. Representations received will inform the Inspectors Local Plan Report. It is anticipated that this will recommend that the Local Plan can be adopted subject to the inclusion of a series of Main Modifications. Following this a report will be prepared and taken to Cabinet and Full Council which will be recommending that the Local Plan be formally adopted (February/ March 2025).

2. Local Plan Submission & Examination Process

- 2.1 The Borough Council formally submitted its Local Plan in March 2022 for Examination. In doing so the Borough Council made a formal request to the Secretary of State Department for Levelling Up, Housing & Communities that the appointed Inspectors recommend any modifications required to make the Local Plan legally compliant and sound as follows: *'The Council requests, under the terms of Section 20(7C) of the Planning and Compulsory Purchase Act 2004, that the appointed Inspector recommends any modifications of the Plan that he or she may consider would be needed to make the Plan legally compliant and sound. I would be pleased if this letter could be treated as the formal request to the Secretary of State that is required under that legislation.'*
- 2.2 The Local Plan is being examined, and has been since submission in March 2022, to assess whether it has been prepared in accordance with legal and procedural requirements, and whether it is sound (as per the National Planning Policy Framework [paragraph 35](#)). Plans are 'sound' if they are:

- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework and other statements of national planning policy, where relevant.

3. Reconvened Hearing Sessions & Accelerated Process

3.1 The Local Plan examination process involved reconvened hearing sessions in March and April 2024. The March sessions examined the spatial strategy and policies related to this, the economy (retail policy at the Hardwick), the West Winch Housing Growth Area, and Wisbech Fringe. The April sessions examined further the spatial strategy, site allocations and policies across rural West Norfolk (Key Rural Service Centres and Rural Villages), housing land supply and associated policies (deliverability and developability of sites), environment policies, community and culture policies, and the monitoring framework.

3.2 There are further hearing sessions scheduled for September 2024, to examine the Gypsy and Traveller and Travelling Showpeople site allocations and policies.

3.3 As part of the March and April sessions an accelerated timescale through to adoption was agreed and has been published. This schedule is available to view at Appendix 1, and forms part of the published Local Development Scheme, available via the following link: [Local Development Scheme | Local Development Scheme | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/Local-Development-Scheme).

3.4 This accelerated timescale will result in the Local Plan being adopted before the conclusion of the current financial year. The process going forward includes consulting on the modifications required to ensure that the Local Plan is legally compliant and sound. These are known as Main Modifications.

3.5 The accelerated approach was proposed by the Inspectors to ensure the Local Plan is adopted as soon as practically possible. The Plan period has been proposed to be amended to start from 2021/22 through to 2039/40. This is primarily to ensure that that there are 15 years remaining of the plan period from the anticipated adoption

date, in line with the National Planning Policy Framework and associated Planning Practice Guidance. Going over the into the following financial year (2025/26) would likely result in the Local Plan period being extended by a further year (to 2041) and the need for the Local Plan to identify a further years' worth of housing supply to meet the local housing need.

- 3.6 The process is accelerated by separating the majority of the Local Plan content from the Gypsy and Traveller and Travelling Showpeople element. This means two Main Modifications consultations. This enables the Inspectors to issue their report to the Borough Council as soon as possible. Meaning a quicker time for overall adoption can be achieved.

4. Main Modifications & Consultations

- 4.1 The Borough Council asked formally as part of submitting the Local Plan for examination, under section 20(7C) of the 2004 Planning and Compulsory Purchase Act as amended, that the Inspectors recommend Main Modifications. These are changes that materially affect the policies to make a submitted local plan sound and legally compliant.
- 4.2 The Inspectors will require the Borough Council to consult on all proposed Main Modifications. Depending on the scope of the modifications, updates to the Sustainability Appraisal and Habitats Regulations Assessment may also be required.
- 4.3 The Main Modifications will be subject to a six-week public consultation. This will allow anyone one and everyone the opportunity to comment on the Main Modifications. It is important to note that the consultation is not on aspects of the plan outside of this.
- 4.4 However, at the same time the Borough Council will also consult on Additional Modifications of its own to deal with more minor matters which are not legal or soundness matters, and a schedule of proposed changes to the Policies Map. The Policies Map supports the Local Plan and illustrates policies which contain a spatial element (a site allocation or development boundary for example).
- 4.5 The Inspectors' Report on the Local Plan (anticipated early 2025) will only be issued once the Main Modifications consultation has taken place and the Inspectors have had the opportunity to consider the representations on these. It is anticipated that the Inspectors' Report to the Borough Council will recommend that the Local Plan be adopted subject to the inclusion of a series of Main Modifications which are necessary to allow this. The examination concludes once the Borough Council is in receipt of the Inspectors' Report.
- 4.6 Following on from this a report will be prepared for Cabinet and Full Council, recommending that the Local Plan be adopted.

5. The Importance of the Local Plan

- 5.1 It is important that the Borough Council has an adopted Local Plan in place which provides a planning policy framework that is consistent with the National Planning Policy Framework and is up-to-date. Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. The National Planning Policy Framework must be taken into account in preparing the development plan and is a material consideration in planning decisions.
- 5.2 The examination will ensure that the Local Plan is consistent with the National Planning Policy Framework. Once adopted the Local Plan will be a key document within the Local Development Plan (alongside any made neighbourhood plans and Norfolk County Council's Minerals and Waste Plan). The Local Plan will supersede the Core Strategy (CS 2011) and the Site Allocations and Development Management Policies (SADMP 2016) (the current Borough Local Plan) in their entirety.
- 5.3 There are two particular issues that result in risks. Firstly, the Government has significantly increased the potential penalties for local planning authorities not delivering housing growth to the required scale. The 5-year housing land supply position assesses if there are enough planning permissions to meet the housing need over the next 5-year period, and the Housing Delivery Test assesses if enough homes have been built out over the past 3 years. The ultimate penalty for failure to be able to demonstrate a positive 5-year housing land supply position or failure of the Housing Delivery Test is the presumption in favour of sustainable development. This could mean that relevant Local Plan policies may carry less weight / could be rendered out of date in the planning decision making process.
- 5.4 Secondly, the Borough Council must keep its Local Plan up to date. There are potential interventions if an authority is looking to rely on older policies and allocations; ultimately there could be a risk of Government intervention.

6. Conclusion and Recommendation

- 6.1 The Local Plan has been at the examination stage since submission (March 2022). It is now heading in a positive direction on an accelerated timescale towards conclusion of the examination stage which should result in an Inspectors' Report which recommends adoption, subject to the incorporation of a series of Main Modifications.
- 6.2 It is important the Borough Council has an up-to-date Local Plan in place which is consistent with the National Planning Policy Framework. This includes for use in the planning decision making process, the ability to demonstrate a 5-year housing land supply position, and supporting the delivery of sustainable development throughout the Borough.

6.3 This report is presented to the Local Plan Task Group for information. It is recommended that the Task Group 'Notes' this report and 'Endorses' the process going forward to adoption, in accordance with the proposed timetable set out in Appendix 1 (which follows).

Appendix 1: Proposed Local Plan Timetable

LDS Addendum / Update

Month	Main Local Plan	Gypsy and Traveller Work
April 2024	w/c 22/04/2024 – Preparation of Main Modifications (part 1) following Hearings.	25/04/2024 – Full Council to approve Gypsy and Traveller site allocations and policies
May 2024	Prep for Main Modifications consultation	10/05/2024 – Consultation start date (Gypsy and Traveller site allocations and policies)
June 2024	Prep for Main Modifications consultation	w/c 21/06/2024 – Close of Gypsy and Traveller site allocations and policies consultation
	w/c 24/06/2024 – Start consultation on Main Modifications	28/06/2024 – Submission of Gypsy and Traveller site allocations and policy responses, with summary table of responses, to the Inspectors
July 2024	Main Modifications consultation period	
August 2024	w/c 02/08/2024 – End of consultation period on Main Modifications	w/c 05/08/2024 – Receipt of Gypsy and Traveller MIQ's
September 2024	w/c 9/09/2024 – Submission of Main Modification responses (part 1) to Inspectors with summary table of responses	03/09/2024 – 04/09/2024 – Gypsy and Traveller examination hearings
		Agree Main Modifications with Inspectors following Hearings.
October 2024		w/c 07/10/2024 – Start consultation (Main Modifications part 2)
November 2024		w/c 18/11/2024– Close of Main Modifications part 2 consultation

		w/c 25/11/2024- Submission of Main Modification responses (part 2) to Inspectors with summary table of responses
December 2024		
January 2025		
February 2025		
March 2025		
April 2025		
	Early January – Receipt of Inspectors’ final report	
	04/02/2025 - Cabinet report to consider Inspectors’ Report and recommend adoption of the Local Plan	
	27/2/2025 – Full Council adopt Local Plan	
	w/c 03/03/2025 – Begin process of preparing publication version adopted Local Plan – Including incorporation of Main Modifications and Policies Map amendments etc..	
	10/04/2025 – Expiry of 6-weeks legal challenge period	

Local Plan Task Group (14 May 2024): Neighbourhood Planning update

1. Summary

1.1 Alongside the ongoing Local Plan examination, the Planning Policy Team’s other major area of responsibility is neighbourhood planning. During the 2023-24 financial year, 5 Neighbourhood Plans were successfully made. Others are expected to come forward during the current (2024-25) monitoring period.

1.2 This report summarises the progress and/ or current stage of preparation for individual Neighbourhood Plans.

2. Recent progress with Neighbourhood Plans

2.1 As of March/ April 2024, there were 19 “made” (adopted) Plans in place. Details of recently made (since April 2023) and emerging Neighbourhood Plans are set out as follows.

“Made” Neighbourhood Plans (2023-24)

	Current position
Burnham Market Neighbourhood Development Plan 2022-2036	Passed at referendum, 21 September 2023; “made” 26 September 2023
Gayton and Gayton Thorpe Neighbourhood Plan 2019-2036	Passed at referendum, 9 November 2023; “made” 20 November 2023
Old Hunstanton Neighbourhood Plan 2021-2036	Passed at referendum, 8 February 2024; “made” 15 February 2024
Stoke Ferry Neighbourhood Plan 2022-2036	Passed at referendum, 24 August 2023; “made” 29 August 2023
Watlington Neighbourhood Plan 2019-2036	Passed at referendum, 7 December 2023; “made” 13 December 2023

Emerging Neighbourhood Plans

	Current position
Grimston, Pott Row, Roydon and Congham Neighbourhood Plan 2017-2036	Examination commenced August 2023; publication of Examiner’s report, May 2024 ; anticipated to go to referendum, summer 2024
Marshland St James	Preliminary draft Plan due to go to consultation with Environment Agency/ Historic England/ Natural England (summer 2024), regarding Strategic Environmental Assessment/ Habitat Regulations Assessment – further work needed before publication; 1 st draft Plan (Regulation 14) consultation anticipated late summer/

	early autumn 2024
North Wootton Neighbourhood Plan 2022-2036	Submitted, 12 September 2023; followed by pre-examination (Regulation 16) consultation (finished 24 November 2023). Examination now underway (as at April 2024) – examination anticipated to conclude late summer/ early autumn 2024
Pentney Neighbourhood Plan	1 st draft Plan (Regulation 14) consultation March-May 2023; Plan submission anticipated late-2024
Ringstead Neighbourhood Plan	Submitted, 22 April 2024 ; currently undergoing legal check; followed by pre-examination (Regulation 16 consultation) (summer 2024) Examination anticipated to commence late summer/ early autumn 2024 .
Walpole Cross Keys Neighbourhood Plan Review	Comprehensive review/ full replacement of current Walpole Cross Keys Neighbourhood Plan 2015-2026 (made October 2017). Preliminary draft Plan due to go to consultation with Environment Agency/ Historic England/ Natural England (summer 2024), regarding Strategic Environmental Assessment/ Habitat Regulations Assessment – further work needed before publication; 1 st draft Plan (Regulation 14) consultation anticipated late summer/ early autumn 2024
In addition, several other Parishes are designated Neighbourhood Areas, but progress with plan-making is unknown or at an early stage	Burnham Overy (designated 5 December 2023); Dersingham; Docking (designated 22 December 2023); Downham Market; Great Massingham; Ingoldsthorpe; Outwell; Shouldham; Syderstone; Tilney St Lawrence; Walpole; West Dereham

3. Conclusion and Recommendation

3.1 Strong progress was made with delivering Neighbourhood Plans during the previous (2023-24) financial year. The following Neighbourhood Plans have reached submission stage, meaning that all are expected to come forward to referendum during the 2024-25 financial year:

- Grimston, Pott Row, Roydon and Congham Neighbourhood Plan 2017-2036

- North Wootton Neighbourhood Plan 2022-2036
- Walpole Cross Keys Neighbourhood Plan Review

3.2 Up to 4 further Neighbourhood Plans may be submitted for examination during 2024-25. This could allow them to come forward to referendum during 2025, potentially by spring 2025 (i.e. during the current financial year). However, it is more likely that these would go to referendum during 2025-26.

3.3 This report is presented to the Local Plan Task Group for information. It is recommended that the Task Group 'Notes' this report.