

1. **LOCAL PLAN - GATEWAY 1 PUBLICATION** (Pages 1 - 9)

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	Local Plan Gateway 1 & Associated Documents Publication
OPEN/EXEMPT	Open
LEAD OFFICER	Alex Fradley
IS DECISION SUBJECT TO CALL IN?:	No – as this in accordance with Cabinet agreed Governance arrangements for the Local Plan
DATE DECISION ADVERTISED:	27 th October 2026
DATE OF DECISION:	27 th October 2026
DEADLINE FOR CALL IN:	N/A
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	PID screening supplied; combined Gateway 1 screening drafted, pending review and confirmation.

Delegated Power

This decision has been taken in accordance with the Cabinet agreed [Governance Arrangements](#) (9 June 2026) for the Local Plan. As well the current [Scheme of Delegation](#) (September 2026). This decision has been taken in accordance with the agreed [Governance Arrangements](#) (Cabinet, 9 June 2026) for the Local Plan. As well the current [Scheme of Delegation](#) (September 2026).

Local Plan Governance, relevant extract below:

D	21 and 22	Self-assessment summary and Gateway 1	October 2026	Operational (Chief Officer) decision: Scoping (Regulation 20) consultation feedback and other supporting documentation will be	Operational matter. Gateway 1 represents the formal start of the plan-making process, when the statutory 30-month timetable commences. It is preceded by a self-assessment; a check to ensure all the legal
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Borough Council of
King's Lynn &
West Norfolk



2026 Reg No	Description	Date(s)	Proposed decision type/ role of LPTG	Commentary/ explanation (NB – all key milestones will be preceded by LPTG)
			presented to LPTG for information, with specific powers to complete the self-assessment and proceed through Gateway 1 (Regulations 21 and 22), having been already agreed by Cabinet.	obligations have been met, in advance of starting the formal plan-making process. The self- assessment is a professional/ technical part of the plan-making process. This is an administrative matter, considering whether the necessary legal requirements have been met and implications for policymaking. Accordingly, this is an operational matter, although the Portfolio Holder and Local Plan Task Group should be kept informed.

Scheme of Delegation:

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
3 Planning and Licensing	3.1 Development of Local plan, planning performance and Land Use Policies		Chief Officers Minor consequential amendments to planning policy in accordance with national and regional policy changes. Issuing of Local Plan guidance and information. Implementation of major strategic allocations Day to day management of performance of the Planning service.	C – CO
	3.2 Planning Enforcement		Chief Officers	

Decision Taken

To approve and authorise publication of the following documents supporting Gateway 1 of the Borough Council of King's Lynn & West Norfolk Local Plan 2026-2044, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026, the published Local Plan Timetable and Government direction (Letters at Appendix 1 & 2): (1) the Project Initiation Document (PID), establishing the project management and delivery framework; (2) the Consultation and Engagement Strategy, setting out the approach to engagement throughout plan preparation; and (3) the Gateway 1 self-assessment, recording the Council's assessment of readiness and supporting evidence. Final drafting, formatting, personal-data and publication amendments may be agreed by the Planning Policy Manager and Assistant Director before publication. This decision does not adopt Local Plan policies, allocate sites, approve additional expenditure or replace any subsequent statutory assessment, consultation or decision.

Reasons for the Decision

To provide a clear and accountable basis for commencing the new Local Plan and publishing the Gateway 1 supporting documents as a coordinated package in line with Regulation 21 of [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#), The Local Plan Timetable and direction from Government (MHCLG). The PID establishes scope, programme, governance, responsibilities, resources, evidence, budget oversight and risk management. The Consultation and Engagement Strategy provides the framework for accessible and inclusive engagement. The Gateway 1 self-assessment brings together the Council's readiness assessment and supporting evidence, including any outstanding actions. Approval supports coordinated delivery and transparent monitoring without predetermining future policy choices. The PID will remain a live document, reviewed before each gateway or at least every six months and when significant changes arise.

Details of alternative options, if any, considered and rejected.

Option 1 – Approve and publish the three documents as a coordinated Gateway 1 package in line with the legal requirements, the Local Plan Timetable, and as directed by Government (MHCLG) (**Recommended**). This aligns project delivery, engagement and readiness reporting.

Option 2 – Defer approval of all or part of the package pending further changes. This would lead to failure to comply with the Local Plan Timetable and Government direction, and could lead to Government intervention. This could delay publication and programme readiness; substantive outstanding matters would nevertheless need resolution before publication.

Option 3 – Approve the PID alone or do not approve the package. This would leave the engagement strategy and Gateway 1 self-assessment outside this decision and would not achieve the intended coordinated approval and publication. Similarly to option 2 this would not be in accordance with the Local Plan Timetable and Government Direction, which could lead to intervention.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

No declarations of interest or dispensations are identified in the supplied PID decision report. The decision-making officer and any members or officers consulted must confirm and record any interests or dispensations relating to this combined decision before authorisation.

List of Background papers

- Local Plan 2026-2044 Project Initiation Document (October 2026);
- Local Plan 2026-2044 Consultation and Engagement Strategy;
- Gateway 1 self-assessment and supporting evidence; King's Lynn and West Norfolk New Local Plan 2026-2044 Timetable;
- Local Plan Governance Arrangements (Cabinet, 9 June 2026);
- Scheme of Delegation (September 026);
- MHCLG Letter 1 (Appendix 1)
- MHCLG Letter 2 (Appendix 2)

Executive Leadership Team Authorisation

Post Held: CEO

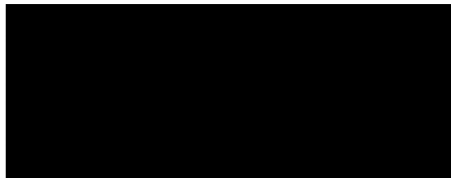
Signature: Kate Blakemore

Date: 24/10/2026

Authorisation

Post Held: Assistant Director Environment and Planning

Signature:



Date: **23/10/26**

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Members: Cllr James (Jim) Moriarty, Cabinet Member for Planning and Licensing;
Officers: Stuart Ashworth (Assistant Director), Alex Fradley (Planning Policy Manager),
Members of the Planning Policy Team; Luke Brown; Michael Burton; Michael Hadley; and
Claire Dorgan.

Signed by Member/officer as consulted: Alex Fradley

Date 22/10/2026

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Arthur Young
Deputy Director

**Ministry of Housing,
Communities &
Local Government**
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London SW1P 4DF

www.gov.uk/mhclg

Email:
localplanfunding@communities.gov.uk

15 January 2026

Dear Chief Executive,

Implementation of reforms to the plan-making system – support for early starters

I am writing as your local authority submitted a plan for examination on, or before, 12 March 2025 and the housing requirement in the plan as submitted for examination was meeting less than 80% of local housing need, calculated using the standard method in national planning practice guidance 2024 [link](#). You will, therefore, be required to start a local plan early in the new plan-making system by publishing your notice to commence plan preparation by 30 June 2026 and publishing your Gateway 1 self-assessment by 31 October 2026.

I would like to offer your local authority support to help meet this timeframe. The Government has recently announced a minimum of £14 million for plan-making and part of that is specifically for authorities who begin a plan early in the new system. Further detail of the fund and the expression of interest form can be found [here](#). Your authority could access in the region of £120,000, although the funding awarded could be more or less than this amount.

If you wish to apply for this funding please **submit an expression of interest by the deadline 17:00pm on 28 January 2026**. If you have any questions regarding the funding, please email: localplanfunding@communities.gov.uk

Separately, we would also like to offer your officers a meeting to discuss any questions you have on commencing work on your new local plan and how we can most effectively support you to do so. If you would like to meet please select one of these [appointments](#).

Yours sincerely,

Arthur Young
Deputy Director – Development Plans

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Arthur Young
Deputy Director

**Ministry of Housing,
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2 Marsham Street
London SW1P 4DF

www.gov.uk/mhclg

Email:
newsystemplans@communities.gov.uk

7 September 2026

Dear Colleague,

Publication of notice of intention to commence local plan preparation

I am writing to offer my thanks to your authority for publishing your notice of intention to commence local plan preparation by the 30 June 2026 in line with regulatory requirements and the commitment you made in your application for local plan implementation funding. I am pleased to see the Council's progress and would like to take the opportunity to recognise the hard work and commitment that has gone into reaching this key milestone.

We will continue to monitor the Council's progress and look forward to your authority publishing its Gateway 1 self-assessment summary by 31 October 2026. If you become aware of any likely delay to publishing your Gateway 1 self-assessment, please get in touch with us as soon as possible.

If you have any questions about the next stages of new system plan making, you can use our published guidance on [Create or Update a Local Plan](#), or reach out to our new systems plans team via newsystemplans@communities.gov.uk who will be happy to help.

Congratulations on this first key step for new system plan preparation.

Yours sincerely,

A handwritten signature in cursive script that reads "Arthur Young".

Arthur Young
Deputy Director – Development Plans

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Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Local Plan 2026–2044 Gateway 1 package: Project Initiation Document, Consultation and Engagement Strategy and Gateway 1 self-assessment.				
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	New	☒	Existing		
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	To establish the management, engagement and readiness framework for preparing the Local Plan 2026–2044. The PID sets out scope, governance, responsibilities, resources, programme, evidence and risk management. The Consultation and Engagement Strategy sets out who will be engaged, how participation will be supported and how feedback and engagement performance will be reviewed. The Gateway 1 self-assessment records readiness to commence formal plan-making. This is in accordance with the Local Plan Regulations 2026, the Local Plan Timetable and Government Direction. The PID and the Consultation and Engagement Strategy will be subject to review as preparation of the Local Plan progresses				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Development has involved the Planning Policy Team and corporate communications, alongside the officer and member governance arrangements recorded in the PID and decision report. The Strategy has been informed by the September 2026 Scoping Consultation, which sought views from residents and stakeholders on the Local Plan, engagement preferences and barriers to participation.				
Question	Answer				
1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?		Positive	Negative	Neutral	Unsure
Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group. <i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i>	Age			☒	
	Disability			☒	
	Sex			☒	
	Gender Re-assignment			☒	
	Marriage/civil partnership			☒	
	Pregnancy & maternity			☒	
	Race			☒	
	Religion or belief			☒	
	Sexual orientation			☒	
	Armed forces community			☒	
	Care leavers			☒	
	Health inequalities*			☒	

*For more information on health inequalities please visit The King's Fund	Other (eg low income, caring responsibilities)			X	
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Please provide a brief explanation of the answers above:

The Gateway 1 package establishes the management, engagement and readiness framework for preparing the Local Plan; it does not itself adopt planning policies or allocate sites. The PID provides for equality assessment within the plan making programme. The Consultation and Engagement Strategy recognises that people face different barriers to participation and provides a digital-first, but not digital-only, approach. The neutral ratings reflect the intended operation of the package with these safeguards in place.

Question	Answer	Comments	
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	The package provides opportunities for all communities to participate. Targeted outreach is intended to address under representation and participation barriers, rather than give particular groups greater influence over decisions.	
3. Could this policy/service be perceived as impacting on communities differently?	No	Equal access is given across communities through Digital access, event locations and timing, transport, language. The Strategy addresses this through its digital first, not digital only approach, accessible information, reasonable adjustments, alternative participation routes and monitoring. Different methods are intended to provide fair opportunities to contribute, not different weight to responses.	
If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: Decision agreed by EWG member: To be completed following review.			
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions: n/a	
		Actions agreed by EWG member: To be completed following review.	
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:	
Assessment completed by: Name	Michael Hadley		
Job title	Local Plan Support Officer / Project Manager		
Date completed	22 October 2026		
Reviewed by EWG member	Claire Dorgan	Date	22/10/2026

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)