



P-21.09 West Winch Growth Area Project Highlight Report

Project Name:	West Winch Growth Area	Project Manager:	Nikki Patton & Hannah Wood-Handy	Project Sponsor:	TBC	Report covers period of:	Q1 2025-26
Capital Code:	C8171	Client Dept:	Strategic Housing & Planning	Lead Designer:	NA	Cost Consultant:	NA
Project Code:	P-21.09	End User (if applicable):	-	Contractor on Site:	NA		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	G	G	G	A	A	G
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Project Definition

Project Stage: Strategic Delivery

Objectives: To facilitate and enable delivery of the West Winch Strategic Growth Area to allow up to 4,000 homes and associated infrastructure to be delivered

Scope: To unlock strategic barriers to delivery to support the vision set out in the adopted local plan by preparing the following;

- Landowners collaboration agreement: A legal agreement that allows landowners to work together in a fair way so they can bring forward their land for development and make an equal contribution to the community and shared facilities and amenities for the area.
- Masterplan: A document and policy that helps to guide future growth and development. It brings together the housing, facilities and amenities, and the existing environment.
- S.106 Framework Agreement: A legal agreement between the council and landowners/developers. The purpose of the framework agreement is to firm up the approach that will be taken on a development. It helps to make sure that the growth area is developed in line with the masterplan.

1. Overall Status (high-level summary)

Overall status is GREEN.

- The project areas that the Borough Council are currently leading are now programmed to complete by the end of Q3 2025/2026 financial year.
- Project costs are being verified as it is acknowledged that costs have increased and more funding sources are needing to be identified. Financials have been rated as Amber until this is resolved.
- Capacity has been rated as Green this
- period. Whilst there has been an extended period of absence for a key member of staff, additional external resource has been brought in with Norfolk County Council assisting with costs to assist with the land acquisition aspects.
- Timelines have been increased to amber due to delays agreeing the Collaboration Agreement.

1.1 Decisions required by the Officer Major Projects Board

- None

1.2 Achievements during this period

- Constitution Hill planning application granted consent for up to 1100 homes with all S106 agreements signed securing planning obligations and land for road.

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (0/16)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
		No red or increasing amber issues				

2.2 Key Issues [all red and increasing amber]

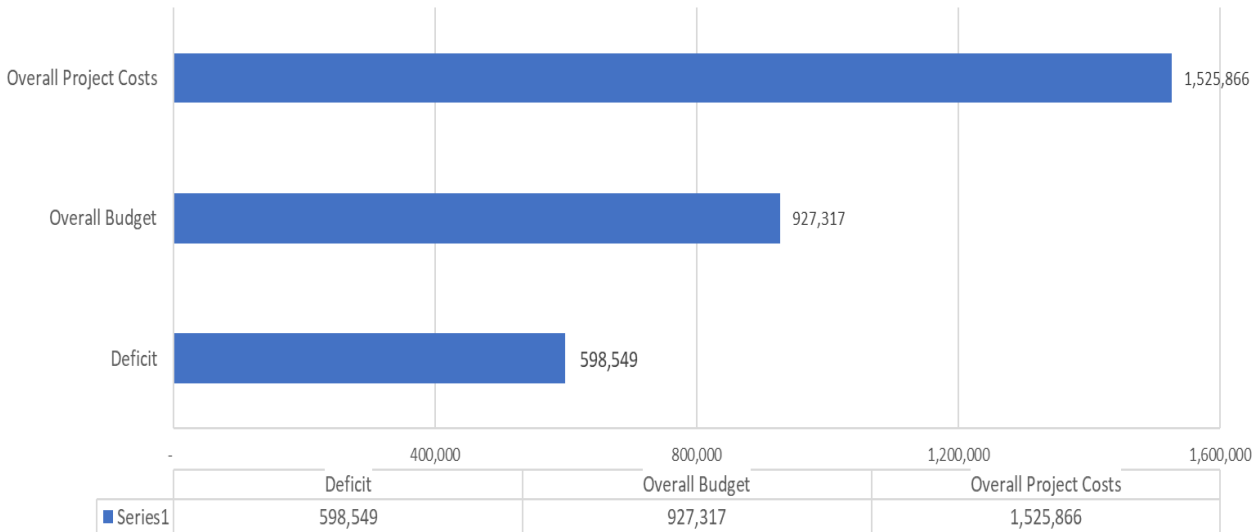
An issue is something that has happened

Issue ID (0/0)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
		No red or increasing amber issues				

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3.1 Project Financials

West Winch Actuals and Budgeted Costs as at 30th June 2025



3.2 Financial Commentary

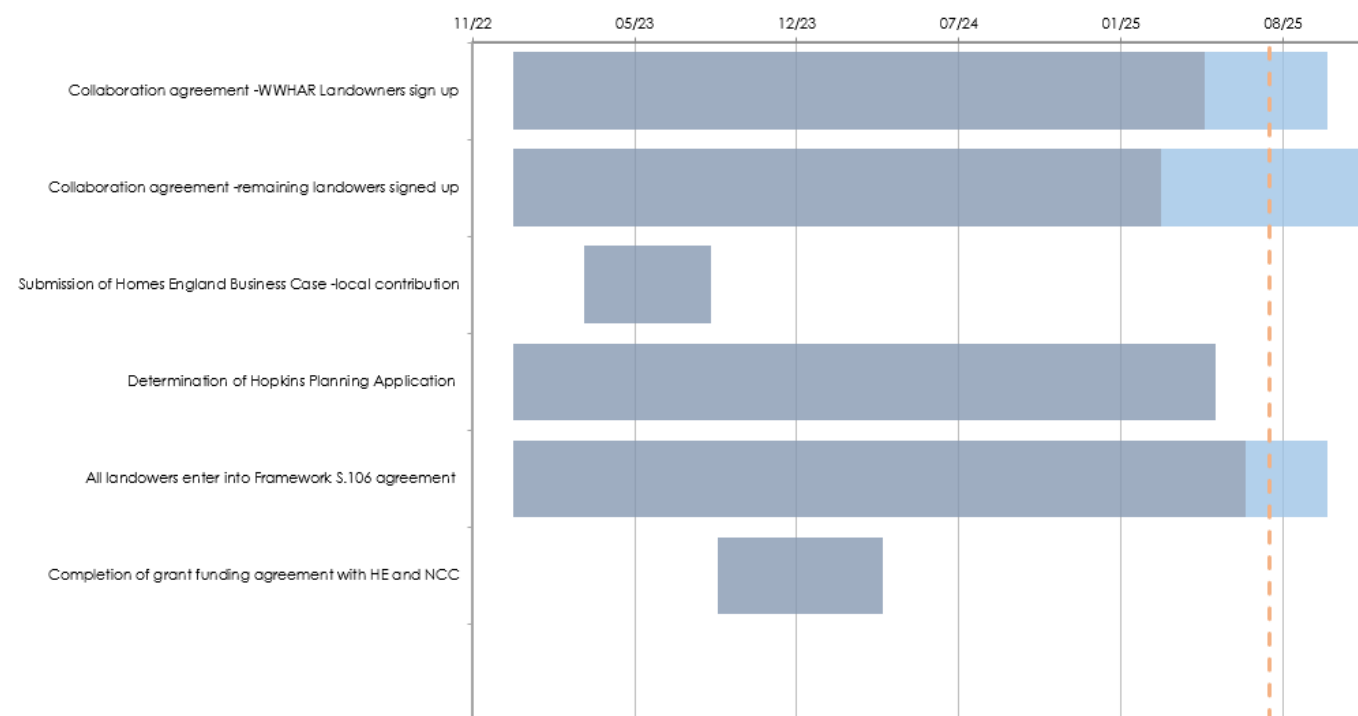
Financial RAG rating is currently AMBER

- Overall actuals for the project are £1.5m, current forecasted funding is £0.9m which includes funding from Business Rates Pool, BCKLWN funding and expected recovery of legal fees from landowners, leaving a £0.6m deficit.
- The current deficit of £0.6m is being investigated to bring the budget/funding back into line with the overall forecasted project costs.
- An element of total costs to be recovered from Landowners and developers. As part of the Collaboration Agreement & Framework S.106 agreement landowners/developers will contribute to the costs of producing the document. Contributions will be recovered as planning permissions are granted, and homes are developed.

3.3 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

4. Timelines – High Level Milestones



Norfolk County Council Milestones

- Submission of Planning Application for West Winch Housing Access Road December 2023(NCC lead) Achieved
- Determination of Planning Application by NCC Planning team for WWHAR delayed from August 2025 to September 2025
- Submission of Outline Business Case to Department for Transport (DFT) September 2023 Achieved
- Determination of OBC by DFT – Approval received April 2025

4.1 Timelines Commentary

RAG rating is AMBER

- Delays experienced in agreeing Collaboration Agreement. Additional resource brought in to accelerate.
- All of the above high level milestones are critical tasks that must be met either prior to submission of funding business cases to DFT and Homes England or as part of agreed funding agreements.
- Future milestones to be determined now the outcome of the Outline Business Case is known.

5. Resources Commentary

RAG rating is GREEN

- Due to the Council having severely limited staffing capacity due to long term absence of a key member of staff, additional resource has been brought in to assist.
- A review of project capacity and resource is currently taking place to support future growth area work.

6. Communications and Engagement

- Joint Communications Plan with NCC and two formal Stakeholder Groups;
 - Landowners Stakeholder Group in place – further meeting to be scheduled
 - West Winch External Stakeholder Group (Parish Councils, Ward Members, Neighbourhood Plan Group) – meet quarterly. Next meeting planned for September 2025.
- Dedicated web pages on both Borough Council's Website & NCC website
- Social media messaging on specific information and consultation events
- Email updates where appropriate to both stakeholder groups and Council members
- Public Consultation events – online and face to face

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Adopted Masterplan SPD		Completed & adopted Jan 23
Framework and Site specific S.106 Agreement drafted. Land required for WWHAR secured via this mechanism	December 2024	Hopkins landowners entered. Discussions ongoing with other landowner
Collaboration Agreement entered into by all necessary landowners (WWHAR landowners initially)	October 25	Discussions ongoing

7.2 Outcomes

Description	Target	Notes
<p>To unlock strategic barriers to delivery of the site by working in partnership with Norfolk County Council to expediate housing delivery and coordinate the provision of the required highway infrastructure in the West Winch area namely the West Winch Housing Access Road. The growth area is to brought to a position where:</p> <ul style="list-style-type: none"> ▪ detailed applications for individual developments can be made (which comply with strategic requirements), and ▪ mechanisms to secure payments and deliver the strategic infrastructure in accordance with the masterplan are in place 	Summer 2025	
To integrate of a large number of new homes and associated facilities with an existing village community, generate a range of major improvements and shape a place that promotes a sense of community amongst residents		

8. Other Matters

Item	Comment
General stage progress	The Framework S.106 agreement and collaboration agreement have been developed and produced. They require signature by the landowners & developers. The Master Plan SPD has been produced and adopted by the Council (Jan 23) and funding from Homes England (local contribution towards costs of the WWHAR) secured. This project forms part of a wider West Winch project which includes delivery of the West Winch Housing Access Road, securing central government funding for the road and supporting the co-ordination of the landowners collaboration agreement. This work will continue through 25/26 until construction of the WWHAR commences
Legal instruction form issued?	May 2019 – External legal advisors appointed
Local schemes / dependencies	<p>The West Winch Growth area is identified in the Councils adopted Local Plan and is the largest housing allocation in the borough. It is critical to;</p> <ul style="list-style-type: none"> ▪ The development strategy for the Borough Council's Adopted Local Plan and Local Plan review which is underway for the period to 2039 and Housing Delivery Test. ▪ Priorities and objectives of the Norfolk Suffolk Economic Strategy as a Growth Location ▪ Meeting housing need ▪ Supporting both Borough and County economic growth

9. Approved Documents

	Cabinet Report	Cabinet Report	Back to Back Agreement					
Status:	✓	✓	✓					
Date Approved:	Sept 2018	Aug 2023	Mar 2024					
Approved by:	Cabinet	Cabinet	Cabinet delegated authority					

Latest Approved Document : Cabinet Report August 2023

Spend - Budget Variance (inc. contingency)		Milestone Delivery RAG Status		Risks & Issues RAG Status	
R	More than 10% over or under budget	R	13 weeks or more behind the critical path	R	Needs immediate attention
A	Between 5% & 10% over or under budget	A	4 to 12 weeks behind the critical path	A	Needs attention before next project review
G	Within 5% of budget or less than £10k	G	4 weeks or less behind the critical path	G	Can be managed