

People Opportunities Places

Local Plan 2026–2044

Drop-in sessions,
online survey and more
information here

Borough Council of
King's Lynn &
West Norfolk

PID overview by section

0 Overview
Purpose, version and review cycle

1 Plan scope
What the plan covers and excludes

2 Plan timeline
Milestones, gateways and dependencies

3 Governance & decisions
Accountability and approval routes

4 Staffing & management
Team capacity and specialist support

5 Evidence
Studies that support the plan

6 Stakeholder engagement
Who we involve and how

7 Budget overview
Cost estimates and budget reviews

8 Risks and mitigation
Key delivery risks and controls

9 Approval of this PID
Named approvers and sign-off

10 Version control
Change log of updates and revisions

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Project Initiation Document briefing

- The PID sets the management framework for the new Local Plan 2026–2044, replacing the plan adopted in March 2025.
- Gateway 1 is planned for 30 October 2026. The PID covers scope, accountability, resources and delivery controls.
- This is a draft PID. Approval dates remain blank and several delivery assumptions need confirmation.

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What the Local Plan will cover

- A borough-wide vision with up to 10 measurable outcomes, developed with councillors.
- A spatial strategy and land allocations for housing, employment and infrastructure.
- Local policies and standards, supported by evidence on infrastructure needs and viability.
- Environmental and equalities assessments alongside plan preparation.
- Outside scope: duplicated national policy, minerals and waste, detailed public realm works and application-stage site assessments.

Governance and accountability

Operational oversight and formal member decisions

LP

STUART ASHWORTH

Assistant Director (Environment and Planning)

GOVERNANCE

OFFICER DELIVERY

Alex Fradley leads the Planning Policy team.

PM: Michael Hadley

SRO oversees delivery.

Progress reaches corporate leadership through the Assistant Director.

MEMBER OVERSIGHT

Cllr James Moriarty provides political leadership.

The Local Plan Task Group advises the Portfolio Holder and reports to Cabinet.

Cabinet decides at key statutory stages.

Full Council makes the final adoption decision.

DECISION ROUTES

PID sign-off lists the Portfolio Holder, CEO and Assistant Director.

Scope changes need SRO / Portfolio Holder approval.

The same applies to new sites or policies after Gateway 2.

Refresh at gateways, every six months or after major change.

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Local Plan timetable

Indicative dates. May 2029 adoption needs reconciliation with the 30-month period.



Source: PID section 2.2. Confirm dates before Gateway 1.

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Delivery capacity and funding

- Alex Fradley leads the team. The PID lists six filled delivery posts and a dedicated project manager role held by Michael Hadley.
- Delivery also needs communications, consultation, GIS, legal and specialist service input.
- External expertise supports flood risk, transport, habitats and whole-plan viability evidence.
- The PID includes estimated study costs, but does not establish an approved funding envelope.
- CEO focus: confirm capacity, commissioned evidence, funding cover and contingency before Gateway 1.

Councillor and community engagement

- Councillors help develop the vision, strategic objectives and spatial options through briefings and workshops.
- Ward members receive clear materials and routes to raise issues before formal decisions.
- Community engagement combines surveys and digital maps with written responses, events and targeted outreach.
- Statutory bodies and infrastructure providers contribute early technical advice and identify cross-boundary issues.
- Feedback summaries will explain how views influence the plan. The engagement approach still needs communications input.

Readiness for Gateway 1

Suggested priorities before the planned 30 October 2026 start

G1 — **30 OCTOBER 2026** — **READINESS CHECK**

A consistent, evidenced basis for PID and timetable sign-off

COUNCILLOR FOCUS

Confirm understanding of the plan's scope.

Agree the role of members.

Raise issues via the Task Group.

Confirm formal decision routes and the approach to material changes.

CEO FOCUS

Confirm staffing and corporate support.

Reconcile the cost schedule with Finance and establish funded commitments.

Test critical evidence and procurement dependencies.

Agree escalation of programme, funding and capacity pressures.

BEFORE SIGN-OFF

Record PID approvals and the current version.

Reconcile adoption with the 30-month period.

Align consultation dates and evidence responsibilities.

Refresh risk scores, owners and delivery controls.

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Appendix A: financial assurance

- The cost schedule is an estimate, not evidence of an approved or fully funded budget.
- Two clearly legible plan-duration estimates are £435,000 for strategic flood risk assessment and £225,000 for habitats assessment.
- The embedded schedule repeats 2026/27 headings and contains hard-to-read entries. No aggregate total is presented here.
- Finance and the Policy Team should reconcile the underlying workbook, funding sources, commitments and contingency.
- The PID assigns budget reviews to Policy and Finance, with the project manager documenting proposed changes.

Appendix B: evidence

Evidence supports spatial choices and deliverability

E

EVIDENCE PROGRAMME → **DELIVERY DETAIL**

Internal production with specialist external support

SPATIAL CHOICES

Housing need evidence informs mix and tenure policies.

Land evidence lists sites.

Flood and transport evidence

Site assessment connects the long-list to proposed allocations.

DELIVERABILITY

The infrastructure plan supports growth and site choices.

Whole-plan viability tests the policy and delivery assumptions.

Housing supply evidence informs the trajectory.

Cross-boundary collaboration records agreements and unresolved issues.

ASSESSMENT

SEA underpins the plan throughout preparation.

Habitats assessment runs alongside SEA.

Equalities assessment needs corporate policy support.

Confirm SEA delivery and the scope of any additional studies.

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Appendix C: strategic risks

- 20/25: national planning reform. Monitor policy changes and assess programme implications promptly.
- 20/25: slippage against the 30-month programme. Monitor milestones and escalate delays early.
- 20/25: contested housing requirements. Explain the evidence and engage members and communities early.
- 15/25: political agreement and changes in leadership. Maintain cross-party engagement and a clear decision trail.
- 15/25: local government reorganisation. Monitor governance implications and maintain contingency plans.

Appendix D: delivery risks

- 16/25: evidence procurement delays. Plan commissioning early and maintain contingency options.
- 16/25: staffing capacity and turnover. Document processes, share skills and identify support needs early.
- 16/25: misinformation. Publish the evidence and respond promptly through clear communications.
- 15/25: evidence gaps, viability alignment and funding. Track studies, review deliverability and escalate resource pressures.
- 15/25: legal compliance and challenge. Maintain a clear evidence trail and legal review at key stages.

Appendix E: items to confirm

- Programme: resolve the May 2029 adoption date against the 30-month period and align consultation dates with stated durations.
- Finance: verify the source workbook, cost phasing, approved funding and contingency.
- Evidence: confirm SEA responsibilities and whether retail, tourism, leisure or car parking studies need to join the programme.
- Governance: confirm senior officer titles, absence cover, escalation routes and named risk owners.
- Document control: complete approval dates and the change log, then remove unresolved drafting comments.