

# Planning Policy & Built Heritage Working Party



**Please contact:** Democratic Services

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Tuesday, 6 January 2026

A meeting of the **Planning Policy & Built Heritage Working Party** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Thursday, 15 January 2026 at 10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk before 10am on the Thursday before the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516108, Email: [democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that this meeting is livestreamed:

<https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg>

Please note that Committee members will be given priority to speak during the debate of agenda items

**Emma Denny**  
**Democratic Services Manager**

**To:** Cllr M Hankins, Cllr A Varley, Cllr M Batey, Cllr A Brown, Cllr N Dixon, Cllr P Fisher, Cllr W Fredericks, Cllr P Heinrich, Cllr V Holliday, Cllr J Punchard, Cllr L Vickers and Cllr J Toye

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive: Steve Blatch**

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## A G E N D A

- 1. APOLOGIES FOR ABSENCE**
- 2. PUBLIC QUESTIONS**
- 3. MINUTES**

1 - 6

To approve as a correct record the Minutes of a meeting of the Working Party held on 21<sup>st</sup> November 2024

- 4. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

- 5. DECLARATIONS OF INTEREST**

7 - 12

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest. Members are requested to refer to the attached guidance and flowchart.

- 6. SCOPING AND OPTIONS REPORT: DESIGN CODE AND GUIDANCE**

13 - 28

<i>Scoping and Options Report: Design Code and Guidance</i>	
<b>Executive Summary</b>	The purpose of this report is to update Members with the options the Council has in updating the current 2008 adopted Design Guide supplementary Planning Guidance and seek endorsement of the proposed approach.
<b>Options considered</b>	<p>The report considers the options for two work streams that are closely related to each other: <b>updating the Council's design guide and the potential for the creation of design codes.</b></p> <p>The report considers an update to the 2008 Design Guide SPD to be essential to ensure the authority's design principles are up to date with national guidance and the Council's design aspirations following the Production of the new Local Plan, 2024- 2040. As part of this work, the report <b>considers the options, including the creation of a new design guide, updating the current design guide, and/or creating a web-based version. Additionally, the design guide could be brought up to date through the incorporation of design codes.</b></p>

	<p>Design Codes are a useful tool to provide a district-wide framework for creating healthy, safe, environmentally responsive, sustainable, and distinctive places, with a consistent and high-quality standard of design. By building on the detailed design principles in the Council's new Local Plan, a design code can also be expected to inform the design vision and design guidance. <b>The report considers different options in this respect, including the implementation of area-wide design codes or a more specific approach that relates to unique character areas such as the National Landscape or specific growth areas such as Cromer or North Walsham.</b> There is also an alternative option whereby the <b>Council produces design codes templates for developers to follow and adhere to</b>, which offers a more cost-effective approach and could form part of a new policy requirement for the future Local Plan review.</p>
<b>Consultation(s)</b>	No consultation has taken place as this is a scoping report to identify the potential work stream that will follow. It would be expected public consultation would be part of the process.
<b>Recommendations</b>	<p>1 - That PPBHWp recommend to cabinet that the following options are endorsed in order to ensure the Council has a stronger, long-term influence of design across the district.</p> <p><b>Option 2 'Update Existing Design Guide'</b> which would include, in the first instance, consultants to provide an in-depth review of the design guide and what areas will need updating in the context of national guidance and Local Plan policy, whilst also keeping and updating relevant material.</p> <p>2 - With regard to design codes, the Council considers the production of a <b>character specific design codes tailored to the growth locations</b> within the district where practical, and/or the production of design code templates for developers to adhere to as the most practical options.</p>
<b>Reasons for recommendations</b>	This approach is a suitable and resource efficient way forward in regard to updating the Council's planning design guidance in order to ensure the Council has a stronger, long-term influence of design across the district.
<b>Background papers</b>	N/A

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Brown
<b>Contact Officer</b>	Matthew Senior Planning Officer <a href="mailto:Matthew.gutteridge@north-norfolk.gov.uk">Matthew.gutteridge@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	<a href="#">The Local Plan</a>

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	No previous decisions relate to this report.

## 7. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution (if necessary):

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A (as amended) to the Act.”