



Ringstead Neighbourhood Plan 2021-2036 Referendum 13 February 2025

Information Pack

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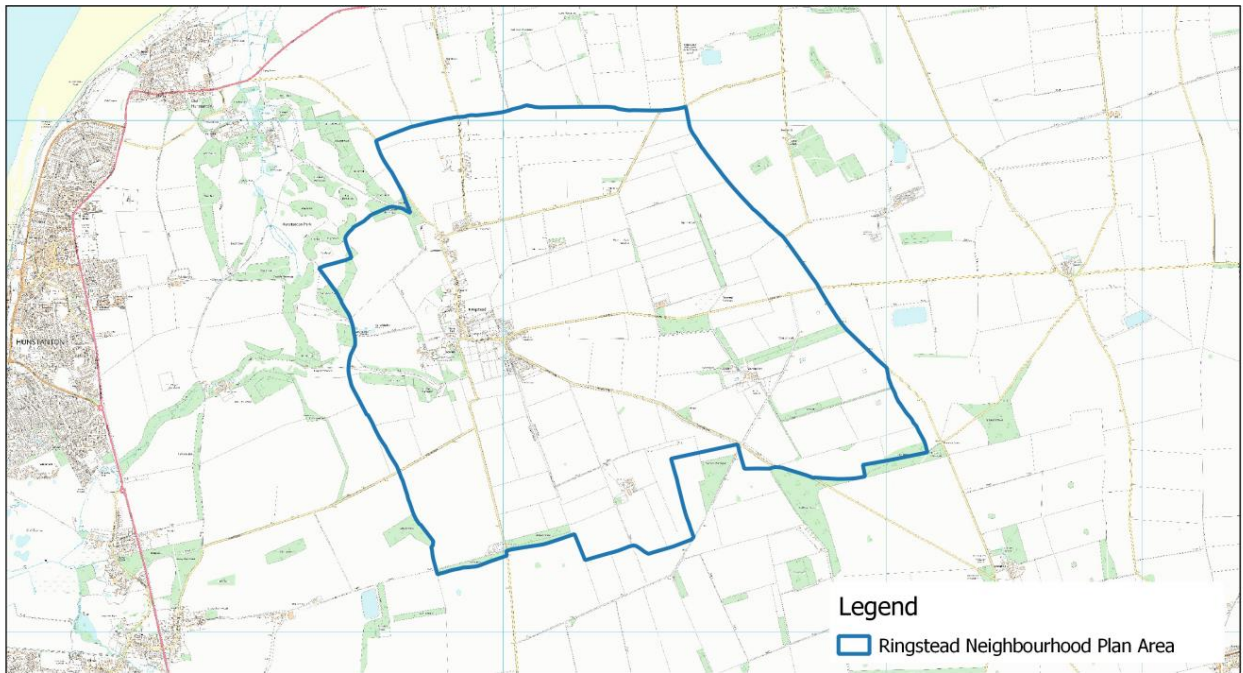
Ringstead Neighbourhood Development Plan Referendum Information Statement

The Borough Council of King's Lynn and West Norfolk hereby gives notice that a Referendum relating to the Neighbourhood Development Plan (NDP) for the parish of Ringstead ("Ringstead Neighbourhood Plan 2021-2036") will be held. The Referendum will be held on **Thursday, 13 February 2025** to decide on the question below:

Do you want the Borough Council of King's Lynn and West Norfolk to use the Neighbourhood Plan for Ringstead to help it decide planning applications in the neighbourhood area?

The Referendum area is identical to the area that has been designated as the Ringstead Neighbourhood Plan area which covers the parish of Ringstead, as shown on the following map.

Ringstead Neighbourhood Area, designated 22 February 2021 [not to scale]



Borough Council of
King's Lynn &
West Norfolk 
Tel. 01553 616200
Fax. 01553 691663

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Ordnance Survey 100024314

Ringstead Parish Boundary
and Neighbourhood Plan Area



1:35,000

25/02/2021

A person is entitled to vote in the Referendum if, on 13 February 2025:

- (a) he/she is entitled to vote in an election of any Councillor of the Ringstead Parish Council whose area is in the Referendum area; and
- (b) his/her qualifying address for the election is in the Referendum area. A person's qualifying address is, in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be so registered.

The Referendum expenses limit that will apply in relation to the Referendum is £2,362; plus the number of persons entitled to vote in the Referendum by reference to which that limit has been calculated (239 x 5.9p = £14.10) = **£2,376.10**

The Referendum will be conducted in accordance with procedures which are similar to those used at local government elections. A number of specified documents may be inspected at:

The Borough Council of King's Lynn and West Norfolk
King's Court
Chapel Street
KING'S LYNN
PE30 1EX

Opening times: 9am-5pm Monday – Thursday
9am-4.45 pm on a Friday.

Tel: 01553 616200

Web: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/1131/ringstead_neighbourhood_plan

The specified documents are:

- the draft Neighbourhood Plan or neighbourhood development order;
- the report made by the independent examiner under paragraph 10 of Schedule 4B to the 1990 (in the case of a Neighbourhood Development Plan, as applied by section 38A(3) of the 2004 Act);
- a summary of any representations submitted to the independent examiner pursuant to paragraph 9 of Schedule 4B to the 1990 Act;
- a statement in the case of a draft Neighbourhood Plan, that the Local planning authority are satisfied that the draft plan meets those basic conditions and complies with the provision made by, or under,

sections 38A and 38B of the 2004 Act;

- a statement that sets out general information as to town and country planning (including Neighbourhood Planning) and the referendum, which is prepared having regard to any guidance issued by the Secretary of State.

For further information about the Ringstead Neighbourhood Plan, including all background documents, please see our Neighbourhood Planning webpages:

- King's Lynn and West Norfolk Borough Council's Ringstead Neighbourhood Plan page: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/1131/ringstead_neighbourhood_plan
- Ringstead Parish Council Neighbourhood Plan page: <https://www.ringsteadpc-norfolk.info/neighbourhood-plan>
- How to prepare a Neighbourhood Plan: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/575/how_to_prepare_a_neighbourhood_plan
- Plans being prepared: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/116/plans_being_prepared



Ringstead Neighbourhood Plan Referendum

Information for Voters

About this document

On **Thursday, 13 February 2025** there will be a Referendum on a Neighbourhood Plan for your area. This document explains the Referendum that is going to take place and how you can take part in it. It explains:-

- Why there are Neighbourhood Plans and other development plans
- The Referendum, and how you can take part

Referendum on the Neighbourhood Plan

A Referendum asks you to vote yes or no to a question. For this Referendum you will receive a ballot paper with this question:

- Do you want the Borough Council of King's Lynn and West Norfolk to use the Neighbourhood Plan for Ringstead to help it decide planning applications in the neighbourhood area?

What does my vote mean?

You show your choice by putting a cross (X) in the 'Yes' or 'No' box on your ballot paper.

Put a cross in only **one** box or your vote will not be counted.

If more people vote 'yes' than 'no' in this Referendum, then the Borough Council of King's Lynn and West Norfolk will use the Neighbourhood Plan to help it decide planning applications in the parish of Ringstead.

The Neighbourhood Plan will then become part of the Development Plan. This is a set of documents which sets out planning policies to guide development in the Borough of King's Lynn and West Norfolk.

If more people vote 'no' than 'yes' in this Referendum or there is a tied vote, then planning applications will be decided without reference to the Neighbourhood Plan as part of the Development Plan for the local area.

Neighbourhood Plans

What is a Neighbourhood Plan?

A local community can prepare a Neighbourhood Plan (referred to in the relevant legislation as a Neighbourhood Development Plan), developing a shared vision for their neighbourhood and deliver the sustainable

development they need through planning policies relating to the development and use of land.

If it successfully passes all the stages (including being supported by a majority of votes in a referendum) the Neighbourhood Plan will become part of the Development Plan for the area, along the Borough Council's Local Plan. It then must be taken into account when the Borough Council, or a Planning Inspector, in deciding planning applications in the area.

Who can prepare a Neighbourhood Plan?

A Neighbourhood Plan is prepared by the Qualifying Body, the relevant parish/town council, except in unparished areas (e.g. King's Lynn town centre). In this case a local group must first apply to be designated as a 'neighbourhood forum' before it can prepare a Neighbourhood Plan.

What can be in a Neighbourhood Plan?

Neighbourhood Plans set out policies for the development and use of land. A Neighbourhood Plan can shape future development in an area, but it cannot stop or promote less development than set out in the Borough's Local Plan.

A Neighbourhood Plan must:

- support sustainable development;
- generally conform to the strategic policies in the Local Plan;
- have regard to national planning policies;
- comply with relevant legislation; e.g. ensure environmental matters are taken into account, protect certain species and habitats, human rights, etc; and
- specify the period it will cover.

While a Neighbourhood Plan must be in general conformity to the Local Plan strategic policies for the area (e.g. the overall role of the area, the general scale and type of development planned), it can vary in detail from the Local Plan. This can involve additional or different allocations of land for development, different development boundaries, different design and other criteria to be applied in the area, etc. Where there is a contradiction between a Neighbourhood Plan and the Local Plan, it is the most recent one that counts.

Neighbourhood Plans often contain policies to reinforce the local character

of the area, to protect local green spaces and other features of particular local importance, plus measures to address particular local problems or shortages.

There is no set format for a Neighbourhood Plan. It could be very brief and focused (perhaps just one policy) or very long and complex. Much will depend on what are the agreed local priorities, and what resources, interests and skills are available in the local community who prepare it.

How is a Neighbourhood Plan prepared?

Because Neighbourhood Plans will affect what may, or may not, receive planning permission they must go through stages of formal consultation to make sure everyone has an opportunity to comment on them, and that they meet tests laid down in legislation. These procedures include examination by an independent expert, to decide whether the plan meets the legal tests mentioned above, and a referendum to gauge the level of local support for the plan.

The Borough Council (as Local planning authority) has to administer key parts of this process. The decisions it has to make in this process are not whether the Borough Council agrees with or supports the content of the Neighbourhood Plan, but whether the plan complies with nationally laid down rules and policies.

It is the local community's plan, and it is they who will have to do most of the work (or commission consultants to do this for them) and make the decisions on what they want in their plan, although the Borough Council will provide advice and assistance.

For further information on Neighbourhood Plans see:

Borough Council Information:

- Borough Council's Ringstead Neighbourhood Plan page: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/1131/ringstead_neighbourhood_plan
- Ringstead Parish Council Neighbourhood Plan page: <https://www.ringsteadpc-norfolk.info/neighbourhood-plan>
- How to prepare a Neighbourhood Plan: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/575/how_to_prepare_a_neighbourhood_plan

- Locality: <https://locality.org.uk/>

Town and Country Planning

Background

The town and country planning system exists to protect and promote the public interest in the way land is used and developed. All advanced economies have formal planning systems, though the details of how they operate vary, while simpler societies usually have less formal controls on new building.

The current British planning system was established in 1947, and grew out of concern that uncoordinated development in the 19th and early 20th century had resulted in severe adverse impacts on health, economic efficiency, quality of life and the environment. Owners of property in Britain do not have a right to build or change the use of land as they please, but must obtain planning permission to do so. (Some development, typically minor changes, is 'permitted development'; thus benefits from an automatic permission).

The planning system endeavours to –

- Coordinate the activities of different developers and agencies,
- Protect features and qualities of acknowledged public interest,
- Provide a degree of certainty for investors, landowners, residents and other stakeholders, and
- Coordinate the provision of infrastructure and other facilities.

More broadly the system aims to balance the needs and aspirations of the immediate site or locality with those for the wider area and country within which it sits, and to balance current concerns against longer term interests.

Inevitably these different aims and considerations are often in tension, and so there are difficult and controversial decisions to be made in balancing them when considering whether to grant planning permission or include something in a plan. (Planning decisions often seem easy if only one consideration is taken into account).

Local planning Decisions

The responsibility for making most of these difficult decisions is given by Parliament to the local planning authority which, in this area, is the Borough Council of King's Lynn and West Norfolk.

Planning authorities cannot, however, make a decision any way they may

please. Prior public consultation is required in most cases. Decisions on applications must be made in accordance with the adopted development plan, unless there are proper planning considerations suggesting otherwise.

One of the important considerations which must be taken into account is national (government) planning policy, including the National Planning Policy Framework. This tells local planning authorities which issues they should consider most important, how decisions should be reached, how plans should be prepared and what they should contain, etc.

Decisions are made by elected councillors, advised by specialist planning officers, though routine decisions (e.g. planning applications clearly in accordance with, or contrary to, adopted plans) will usually be delegated by councillors to senior officers; because of the volume of work and pressures of time.

There is provision for the planning decisions of the local planning authority to be challenged and reviewed by an independent planning inspector (or, if the issue is the legality of the decision or the way it was reached, the courts).

Local Plans

The local planning authority is required to produce a Local Plan, for the future development of the area. Local Plans (previously known as local development frameworks; that is, development plan documents produced by the local planning authority) may consist of one or more separate development plan documents. These would commonly include (as is currently the case in West Norfolk) a core strategy document setting out the overall scale and broad location of development, and a site allocations document identifying the specific sites and the type and amount of development sought on each area.

Local Plans usually look forward at least 15 years and must provide for enough housing and employment development to meet the anticipated growth in the area over that period. These also have to be in general accordance with national planning policy.

Ideas for how this might be done are refined and reconsidered through successive rounds of consultation and discussion, often over a period of several years, but rarely is consensus reached; so the Local planning authority must make difficult choices between competing views and proposals. Once the Local planning authority has decided the plan it wishes to adopt it is tested against legal requirements and national policy

by an independent planning inspector; who will consider the views of those who oppose or support the plan, and decide whether it can be adopted and brought into force.

Under current national policy if Local Plans are not successfully brought up-to-date and adopted, or less housing development than is needed actually takes place, it will be difficult for the Local planning authority to refuse a planning application for housing development unless it seriously contravenes national policy, even if it contravenes the Local or Neighbourhood Plan.

Neighbourhood Planning

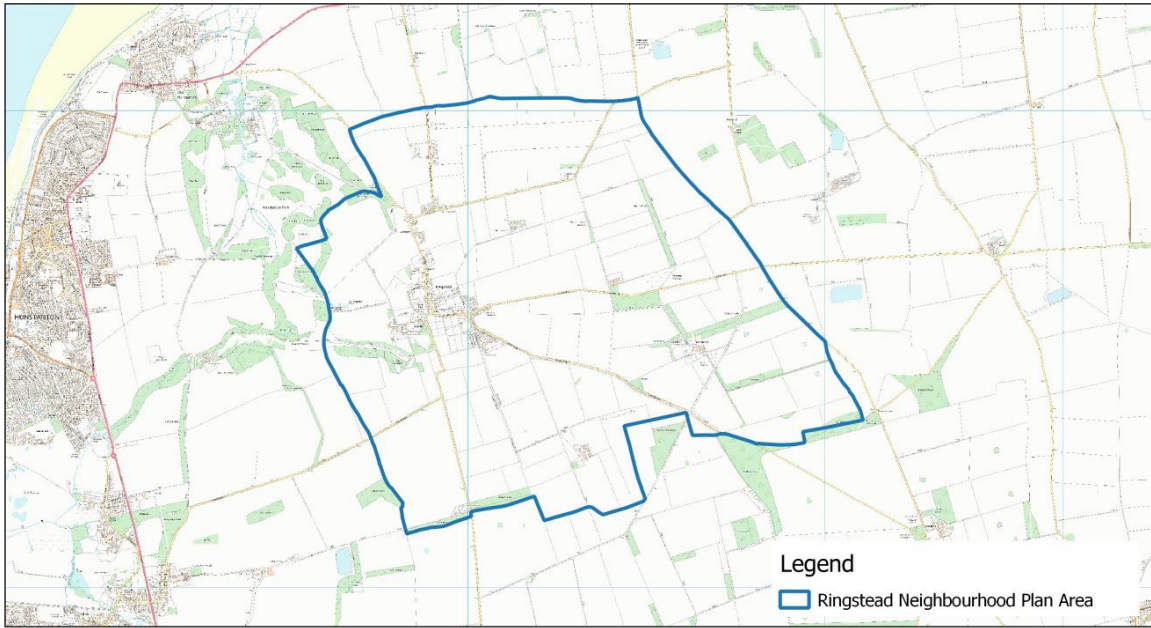
Parish and town councils are statutory consultees for planning applications and Local Plans. This means they are consulted about these and are able to put forward any views they may have on these.

The 2011 Localism Act gave them (and communities in unparished areas that had successfully applied for designation as a neighbourhood forum) additional new planning powers to produce Neighbourhood Development Plans (NDPs), or to grant planning permission for specified developments or types of development (neighbourhood development orders and community right to build orders). Of these, Neighbourhood Plans have been by far the most popular. (For further information on Neighbourhood Plans, see section above).

Ringstead Neighbourhood Plan Referendum Area

The Referendum area is identified on the map below. This is the same as the area of the parish of Ringstead, and the area covered by the Ringstead Neighbourhood Plan 2021-2036.

Ringstead Neighbourhood Area, designated 22 February 2021 [not to scale]



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



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Fax. 01553 691663**

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Ordnance Survey 100024314

**Ringstead Parish Boundary
and Neighbourhood Plan Area**



1:35,000

25/02/2021

Voting in the Referendum

The Referendum area

The Referendum area is identified on the map shown on Page 12 (above) as the parish area of Ringstead and is identical to the area which has been designated as the Ringstead Neighbourhood Plan Area.

Referendum Expenses

The Referendum expenses limit that will apply in relation to the Referendum is £2,362; plus the number of persons entitled to vote in the Referendum by reference to which that limit has been calculated (239 x 5.9p = £14.10) = **£2,376.10**

Specified Documents

A copy of the specified documents, that is the documents listed below, may be inspected at the following:-

- Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, KING'S LYNN, PE30 1EX between the hours of 9.00 am to 5.00 pm Monday to Thursday and 9.00 am to 4.45 pm on a Friday.
- Tel: (01553) 616200 or email elections@west-norfolk.gov.uk.
- Simon Lee, Ringstead Parish Clerk
Email: greatringsteadpc@outlook.com

The specified documents are:-

- The draft Ringstead Neighbourhood Plan 2021-2036 (referendum version)
- Report of the Independent Examiner
- Summary of the representations submitted to the Independent Examiner
- Statement by the Local planning authority that the Draft Plan meets the basic conditions (the Decision Statement)
- Information Statement and Information for Voters
- A statement that sets out general information as to town and country planning including neighbourhood, the Referendum

All of the above documents can be viewed on the Council's dedicated Ringstead Neighbourhood Plan web page: [Ringstead Neighbourhood Plan | Ringstead Neighbourhood Plan | Borough Council of King's Lynn & West Norfolk](#).

Further information is also available through the Ringstead Parish Council Neighbourhood Plan web page: <https://www.ringsteadpc-norfolk.info/neighbourhood-plan>

Can I Vote?

You can vote in the Referendum if you live in the parish of Ringstead, and:-

- You are registered to vote in Local Government Elections, and
- You are 18 years of age or over on **13 February 2025**.
- You have to be registered to vote by **Tuesday, 28 January 2025** to vote in the Referendum. You can check if you are registered to vote by calling (01553) 616773 or 616200.
- The Referendum will be conducted in accordance with the procedures which are similar to those used at Local Government Elections.

Ways of Voting

There are three ways of voting:-

In person on 13 February 2025

- Most people vote in person at their local polling station. It is easy and the staff on duty will always help if you are not sure what to do.
- It should be noted that since 4 May 2023, voters have been required to show photo ID when voting in person. Further details about acceptable voter ID are available through the following link: <https://www.gov.uk/how-to-vote/photo-id-youll-need>. Polling station staff are on hand to help if you have any queries.
- The Polling Station is: Ringstead Village Hall, High Street, PE36 5JU.
- You will receive a poll card telling you that this is your polling station.
- If you do not receive your poll card you can contact Electoral Services on (01553) 616773 to ensure you are registered.
- The polling station will be open from 7am to 10pm.

- If you are not in the queue for a ballot paper by 10pm you will not be able to vote; so make sure you arrive in plenty of time.

By post

- To vote by post you need to complete an application form and send it to Electoral Services, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, KING'S LYNN. PE30 1EX to arrive by 5pm on **Wednesday, 29 January 2025**. NB: If you already have a postal vote, there is no need to complete another application form.
- Ballot papers can be sent overseas, but you need to think about whether you will have time to receive and return your ballot papers by **Thursday, 13 February 2025**.
- You should receive your Postal Vote about a week before polling day. If it does not arrive in time, you can get a replacement up to 5pm on **Thursday, 13 February 2025**.

By Proxy

- If you cannot go to the polling station, and do not wish to vote by post, you may be able to vote by proxy. This means allowing somebody you trust to vote on your behalf.
- To vote by proxy, you need to complete an application form and send it to Electoral Services, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, KING'S LYNN. PE30 1EX to arrive by 5pm on **Wednesday, 5 February 2025**.

This is for a new Proxy only. Changes to existing arrangements need to be made by 5pm on **Thursday, 13 February 2025**.

- When you apply for a proxy vote you must say why you cannot vote in person.
- Anyone can be your proxy as long as they are eligible to vote and are willing to vote on your behalf. You will have to tell them how you want to vote.

Postal and proxy vote application forms are available from Electoral

Services on (01553) 616773 or by downloading from the Council's website at: www.west-norfolk.gov.uk.

Am I Registered to Vote?

- If you are not registered you will not be able to vote.
- If you are not on the Electoral Register, you will need to complete an Invitation to Register form and send it to Electoral Services, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, KING'S LYNN. PE30 1EX to arrive no later than **Tuesday, 28 January 2025**, or go online www.gov.uk/registertovote.

Registration forms are available from Electoral Services on (01553) 616773 or alternatively you can register yourself at www.gov.uk/registertovote.

How to find out more

- Further general information on Neighbourhood Planning is available on the following websites <https://www.gov.uk/government/get-involved/take-part/make-a-neighbourhood-plan> and https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans.
- For queries about planning issues, please contact the Borough Council of King's Lynn and West Norfolk, Planning Policy on (01553) 616200.
- For queries about the Referendum and voting please contact Borough Council of King's Lynn and West Norfolk, Electoral Services on (01553) 616773 or email: elections@west-norfolk.gov.uk.

Appendix 1:

RINGSTEAD NEIGHBOURHOOD PLAN 2021-2036

(Referendum Version 2025)

DRAFT NEIGHBOURHOOD PLAN POST EXAMINATION VERSION REGULATION 18

[SEE ACCOMPANYING DOCUMENTS]

Appendix 2:

Ringstead Neighbourhood Plan 2021-2036

Report to the Borough Council King's Lynn and West Norfolk of the Independent Examination into the Ringstead Neighbourhood Development Plan 21 October 2024

[SEE ACCOMPANYING DOCUMENT]

Appendix 3:

Ringstead Neighbourhood Plan 2021-2036

Summary of the representations submitted to the independent Examiner

The Draft Ringstead Neighbourhood Plan was published and consulted on by the Borough Council of King's Lynn and West Norfolk from 14 June – 26 July 2024, inclusive.

Regulation 16 consultation (14 June – 26 July 2024)

Representations were received from 7 parties through the Regulation 16 consultation, submitting a total of 11 separate comments. All representations received were duly sent to the independent Examiner. Norfolk County Council submitted a combined representation, in its role as statutory body for Operational Risk (Fire and Rescue Service), Infrastructure (libraries) and Lead Local Flood Authority (LLFA).

Feedback was received from some consultation bodies regarding detailed policy wordings, in support of individual policies and/ or making recommendations regarding additional matters for consideration (e.g. published guidance). This feedback was duly considered by the Examiner in preparing the Examiner's Report.

Supporting representations (or "no objection") were received from the consultation bodies below. In some cases, these explain that they have no further comments to add, over and above previous (Regulation 14) representations, or offering advice and guidance; e.g. regarding best practice, relevant legislation or other relevant policies/ considerations:

- Anglian Water
- Environment Agency
- Historic England
- Holme Next The Sea Parish Council
- Sedgeford Parish Council

Representations containing objections regarding individual policies and/ or the content of the Plan were received from the following parties:

Respondent	Details
Norfolk County Council (Norfolk Fire and Rescue)	<p>Housing development can potentially change risks/ increase attendance times and should –</p> <ul style="list-style-type: none"> • be clear that developers will be expected to contribute to fire service infrastructure (in line with CIL regs) • refer to need for fire hydrant provision • have regard to need for fire appliance access to all areas of developments (i.e. flood safety issues)
Norfolk County Council (Libraries)	<ul style="list-style-type: none"> • Need to support libraries – learning, culture, heritage (Public Libraries and Museums Act 1964) • Development/ housing places increased demands on library services • National library standard – 30m² per 1000 population
Norfolk County Council (LLFA)	<p>Supporting representations, comments and/ or recommendations –</p> <ul style="list-style-type: none"> • welcome references to flood risk from various sources (e.g. surface water, groundwater) and implications on flood risk (policies 3 and 10) • welcome retention/ enhancements to Policy 10 Surface Water Management/ Figure 34/ supporting text reference to SuDS • complementing strategic policies in Local Plan/ NPPF • welcomes references to relevant LLFA and Environment Agency guidance • not aware of Anglian Water DG5 records, internal or external flooding in parish • highlight importance of considering surface water, groundwater, ordinary watercourse flooding • recommend mapping be provided for all sources of flooding <p>site allocation –</p> <ul style="list-style-type: none"> • not evident that flood risk assessment (FRA) has been undertaken for site allocation (Land off

Respondent	Details
	<p>Peddars Way North) – should provide site specific FRA</p> <ul style="list-style-type: none"> • need for sequential and/ or exceptions tests if flood risk identified, in line with Planning Practice Guidance <p>Local Green Spaces (LGS) –</p> <ul style="list-style-type: none"> • No comments on site proposals, unless part/ are proposed as SuDS or contribute to surface water management/ land drainage
Norfolk Wildlife Trust	<p>Supporting comments –</p> <ul style="list-style-type: none"> • Support reference to Environment Act 2021 (para 151) • Welcome references to roadside nature reserves RNR35, RNR76 (para 144) • Support strengthened policy wording, re County Wildlife Sites, Priority Habitats, buffer zones etc • Support Community Action 1: Biodiversity Net Gain Credits • Support designated Local Green Spaces (Policy 8) • Support Dark Skies policy wording, re impact on bats • Support references to SuDS, as important in reducing flood risk, increasing biodiversity and providing habitat connectivity <p>Suggested changes, to improve clarity –</p> <ul style="list-style-type: none"> • Policy 7(d) – ‘...Contribute towards enhancing, restoring or maintaining existing green infrastructure, such as county wildlife sites, Priority Habitats etc. and strengthening green corridors to link habitats and improve connectivity for wildlife.’

The full set of representations was provided to the independent examiner to inform the examination of the Neighbourhood Plan.

The Examiner considered all representations received through the Regulation 16 consultation (June – July 2024) in making his recommendations. The Borough Council, Ringstead Parish Council (Qualifying Body) and representatives of the Neighbourhood Planning Group accepted all the Examiner’s recommendations that materially affect the content of the Plan.

Appendix 4:

Ringstead Neighbourhood Plan 2021-2036

Statement by the Local planning authority that the Ringstead Neighbourhood Plan meets the basic conditions.

The draft Ringstead Neighbourhood Plan 2021-2036 was considered by the Borough Council of King's Lynn & West Norfolk. On behalf of the Borough Council, on 28 November 2024 it was agreed by the Assistant Director (acting Executive Director for Environment and Planning), on behalf of the Portfolio Holder Cllr Jim Moriarty, that the amended Ringstead Neighbourhood Plan 2021-2036, incorporating the Examiner's recommendations meets the basic conditions, and that, so modified, it should proceed to a local referendum covering the parish area of Ringstead.

The Borough Council Decision Statement in full can be read on the following page: https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/1131/ringstead_neighbourhood_plan.

The Draft Neighbourhood Plan has now been so amended, and thus the Borough Council is satisfied that the version of the Neighbourhood Plan being presented in the referendum meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 (as amended).

Stuart Ashworth, Assistant Director (acting Executive Director, Environment and Planning)

Borough Council of King's Lynn and West Norfolk (on behalf of Cllr Jim Moriarty, Cabinet Member for Development and Regeneration, Borough Council of King's Lynn and West Norfolk)



Appendix 5:

Decision on examiner's recommendations 28 November 2024

[SEE ACCOMPANYING DOCUMENT]